

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2022-ERS (Vol.II)

Dated: 25<sup>th</sup> July, 2022

To,

The Chief Electoral Officers of all States & UTs  
(Except Gujarat, Himachal Pradesh and UT of Jammu & Kashmir)

**Subject:- Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2023 as the qualifying date - Programme - regarding.**

- Reference -**
- (i) Notification dated 30<sup>th</sup> December, 2021 by M/o Law and Justice,
  - (ii) Notification dated 17<sup>th</sup> June 2022 by M/o Law and Justice,
  - (iii) Commission's letter No. 3/ER/2021/SDR/Vol.II dated 23<sup>rd</sup> June 2022,
  - (iv) Commission's letter No. 22/02/2022-ERS, dated 27<sup>th</sup> June 2022,
  - (v) Commission's letter No. 23/Inst/2022-ERS, dated 12<sup>th</sup> July 2022,
  - (vi) Commission's letter No. 23/Inst/2022-ERS, dated 4<sup>th</sup> July 2022,
  - (vii) Commission's letter No.23/LET/ECI/FUNC/ERD-ER/2019, dated 14<sup>th</sup> February, 2019,
  - (viii) Commission's letter No. 23/LET /ECI/FUNC/ERD/ER/2018-11, dated 25<sup>th</sup> September 2018,
  - (ix) Commission's letter No.23/INST2020-ERS, dated 30<sup>th</sup> July 2020, and
  - (x) Commission's letter No. 485/ERONet/PSE/2021/IT-1 dated 25<sup>th</sup> November 2021

Sir/Madam,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1<sup>st</sup> January of the coming year as the qualifying date is done normally in the later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of the electoral rolls is made in the first week of January of the succeeding year. Consequent upon amendment in Section 14 of the Representation of the People Act, 1950 and corresponding changes in the Registration of Electors Rule, 1960, four qualifying dates, namely, 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July, and 1<sup>st</sup> October are available in the law, the process of Revision of electoral roll hitherto existing, is required to be changed to some extent. Now onwards, the Annual Summary Revision will be conducted with reference to 01<sup>st</sup> January of the year as qualifying date, with three subsequent qualifying dates of the year i.e. 01<sup>st</sup> April, 01<sup>st</sup> July and 01<sup>st</sup> October of the year in which the final publication of electoral roll is done. **The applicants, becoming eligible for registration with 1<sup>st</sup> January as qualifying date and subsequent qualifying dates of the year i.e. 01<sup>st</sup> April, 01<sup>st</sup> July and 01<sup>st</sup> October can submit their claims in Form-6, in advance, beginning from the**

**date of draft publication of electoral roll.** The applications received related to qualifying date 1<sup>st</sup> January will be processed as per the schedule given below and electoral roll be updated with final publication. While the forms/claims w.r.t three subsequent qualifying dates of the year, received in advance, during the SSR period and continuous updation thereafter shall be processed by the EROs under continuous updation during the relevant quarter, preferably in the first month of the quarter. The detailed instruction regarding preparation of electoral roll w.r.t four qualifying dates have already been issued vide Commission's letter No. **23/Inst/2022-ERS dated 12<sup>th</sup> July 2022** and the same shall be referred to for the purpose.

2. In this connection, it may be informed that as already informed vide the Commission's letter dated 27th June, 2022, the registration Forms have also been modified. The newly modified Forms will come into force on 1<sup>st</sup> August, 2022.

3. The Commission has ordered Annual Summary Revision with reference to 01.01.2023 as the qualifying date in all States except Gujarat, Himachal Pradesh and UT of Jammu and Kashmir with the following schedule for revision and pre-revision activities in such a manner that the electoral rolls are finally published much before National Voters' Day (25<sup>th</sup> January of every year) so that EPICs generated for new electors especially young voters (18-19 years) can be distributed to them in ceremonial manner on the day of NVD:

S.No.	Activity	Period
<b>Pre-revision activities</b>		
1.	(i) Rationalization/Re-arrangements of Polling Stations. (ii) Removal of discrepancies of DSEs, PSEs and EPICs. (iii) Improvement of image quality ensuring good quality photographs, by replacing blurred, poor quality and not to specification and non-human images in electoral roll, wherever necessary. (iv) Recasting of Section/Parts and Finalization of proposed restructuring of section/part boundaries location of polling stations and getting approval of list of polling stations. (v) Identification of the Gaps and finalizing the strategy and timeline to bridge such gaps.	04.08.2022 (Thursday) to 24.10.2022 (Monday)
2.	(i) Preparation of Format 1 to 8. (ii) Preparation of Supplements and integrated draft roll with reference to 01.10.2022 as the qualifying date	25.10.2022 (Tuesday) to 07.11.2022 (Monday)

S.No.	Activity	Period
<b>Revision Activities</b>		
3.	Publication of Integrated draft electoral roll.	09.11.2022 (Wednesday)
4.	Period for filing claims & objections	09.11.2022 (Wednesday) to 08.12.2022 (Thursday)
5.	Special campaign dates	Two Saturdays and Sundays within claims and objection period to be proposed by the CEO.
6.	Disposal of claims and objections	By 26.12.2022(Monday)
7.	(i) Checking of health parameters and obtaining Commission's permission for final publication (ii) Updating database and printing of supplements	By 03.01.2023(Tuesday)
8.	Final publication of electoral roll	05.01.2023 (Thursday)

4. Training and Orientation of ERO/AEROs, Appointments of BLOs and their training and orientations, *including training on the latest IT processes and systems* wherever required, shall be planned meticulously to ensure its successful completion before the pre-revision activities start.

5. All the pre-revision activities shall be undertaken in accordance with the Commission's existing instructions and guidelines and Manual on Electoral Roll, 2016 and Manual on Polling Stations, 2020.

6. The CEO shall go through the schedule of pre-revision and recast the timeline for each and every activities within the threshold prescribed for the purpose, keeping in mind that many of the activities can be done simultaneously and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr. Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted, thereafter.

7. **Pre-revision activities: -**

7.1 As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls, with the sole intention of achieving high fidelity electoral rolls.

Accordingly, the CEOs shall ensure the following: -

- a. No family is broken and all the registered family members are kept in the same section and at the same place.
- b. Proper formation and reorganization of sections and parts reflecting correct house numbers, whenever required, would be done through ERO-Net using GIS.
- c. Location of polling stations on ground floor would also be ensured by using ERO-Net.
- d. The electors of so merged/attached in polling stations are not required to travel for more than two-kilometer distance and to cross any natural barriers.
- e. 100% removal of Multiple entries/Dead electors/Permanently Shifted electors through Form -7 or Form-8, as the case may be.
- f. 100% removal of DSEs/PSEs from the electoral roll before the publication of draft roll.
- g. 100% verification of polling stations and consultation with political parties.
- h. Entry of left out/prospective electors in the database.
- i. Good quality correct images as per ECI Standards.

7.2. Before the draft publication exercise of removal of all logical errors, DSEs, PSEs and standardization of addresses and checking quality of photographs as well as removal of discrepancies in EPICs will be completed in the time bound manner. The list of DSE, non-standard photographs will be provided by the ERO-NET team to the CEOs. Soft copy of complete details of Repeat/duplicate EPIC Nos. will also be sent to respective CEOs by ERO-Net team of ECI.

### 7.3. Rationalization of Polling Stations and Formation of sections:

- (i) The activity of Rationalization of Polling Stations is done after 100% physical verification of the polling station locations and the relevant parts of the electoral rolls. The Booth Level Officers (BLO) will upload photos and location information of the polling stations, along with data like latitude and longitude of the Centre, from their registered mobile numbers on GARUDA App.
- (ii) Polling stations, **having more than 1500 electors**, shall be rationalized/modified as per the given schedule and before the draft publication of electoral rolls in accordance with instructions contained in Manual on Polling Station, 2020. A new Polling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the possible extent. Proposal of change of location shall be sent to the Commission only after 100% physical verification/inspection of the polling stations and along with its longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Stations shall be captured and details of the same shall be updated in the ERO-Net Dashboard.

- (iii) Other objectives of rationalization of polling stations are to group all the family members and neighbors in a section and maintain uniformity of addresses in ER and EPICs.
- (iv) For proper formation of Sections, the following units may be formed: –
- a) Nuclear/Immediate family (Husband, Wife and eligible children)
  - b) Joint Family/Household (Group of several nuclear families related to each other and living at the same place)
  - c) Door /Flat No.
  - d) Building/Block/Tower consisting of a no. of doors/flats.
  - e) Street
- (v) **Standardization of addresses:** -To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll: -
- (a.) House No./ Flat No./Door No. (Name of house, if available) \*
  - (b.) Floor No. (in case of multi-story building)
  - (c.) Building No./Block No./ Tower No. (name of building, if available)
  - (d.) Apartment No.
  - (e.) Wing
  - (f.) Ward No.\*
  - (g.) Street/ Road/Lane\*
  - (h.) Sector
  - (i.) Area/Locality\*
  - (j.) Landmark, if any
  - (k.) Village/Town/City\*
  - (l.) Sub-district/Tehsil
  - (m.) District\*
  - (n.) State\*
  - (o.) Pincode\*

The fields marked with (\*) should be mandatorily mentioned in the electors' details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such case, it will be invariably indicated

that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

(vi) The electors will be arranged in the roll in sequence, according to the House no. (and Floor no. of the building).

(vii) While creating a new polling station or re-organizing the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, the fulfillment of following conditions should be ensured:

- (a) No family is broken and all the family members are kept in the same section and at the same place,
- (b) Electors residing in a building are enrolled in the same part,
- (c) As far as possible electors residing in a Street are enrolled in the same part,
- (d) The electors of so merged/attached polling station are not required to travel for more than two Kilometer distance and to cross any natural barriers.

**7.4 Removal of discrepancies of DSEs, PSEs and in EPICs:-** Commission has directed to take all out efforts to ensure 100% removal of DSEs/PSEs from electoral roll and discrepancies in EPICs during the current round of pre-revision activities.

**7.4.1 Demographically Similar Entries (DSEs)** are of following types: -

- (i.) Elector repeated within part (with same demographic detail).
- (ii.) Elector repeated within AC (across parts with same demographic detail).
- (iii.) Elector repeated across ACs in a state (across parts with same demographic detail).
- (iv.) Elector repeated across ACs in the country.

For Deletion of Demographically Similar Entries (DSEs) from electoral rolls, the SOP issued by the Commission vide its letter dated 13<sup>th</sup> August 2021 or any subsequent amendment, shall be followed.

**7.4.2 Photo Similar Entries (PSEs):** Same or Similar Photographs of Electors are matched using Artificial Intelligence Techniques for identification of Probable duplicates in Electoral Roll.

These PSEs are generated for

- (i) Within Part
- (ii) Across Part within AC

For Removal of PSEs from electoral roll, SOP issued vide the Commission's letter No. 485/ERONet/PSE/2021/IT-1, dated 25<sup>th</sup> November 2021 or any subsequent amendment, shall be followed.

**7.4.3** There are following **types of discrepancies in EPICs**: –

- (i) Repeat EPICs. There are two types of Repeat EPICs, which are as follows: -
  - (a.) Multiple EPIC Nos. issued to the same elector; and
  - (b.) Multiple electors with same EPIC number.
- (ii) EPICs containing more than 10-digit alpha-numeric number.
- (iii) Two or more states having same serial of alpha-numeric system for EPIC distributed in the Assembly constituencies of the state concerned.
- (iv) Electors who have not been issued EPICs.

Removal of repeat EPICs, the process prescribed by the Commission vide its letter dated 16<sup>th</sup> October 2020 shall be followed.

**7.4.4** Procedure for removing these discrepancies are as under: -

**A. Demographically Similar Entries (DSEs):-**

- (a) DSEs are thrown by software, on the basis of electors' demographic details such as name, relation type, relation name, gender, DOB, age (exact/plus/minus 1 year) and address.
- (b) The ERO shall login and do table top verification on his computer monitor through image comparison of each of the probable DSEs. He shall sort out such entries and put them into 3 buckets –‘match/positive’, ‘not match/negative’ and ‘doubtful’.
- (c) In respect of probable DSEs where more than one ERO are involved, all the concerned EROs will be able to see the entries relating to their AC as well as the entries repeating in other ACs and the EROs in consultation with each other have to decide as to in which bucket the said DSE should be kept.
- (d) The ‘not match/negative’ entries shall be flagged in the database/UNPER and in future, they will no longer be treated as DSE. For the ‘match/positive’ and ‘doubtful’ cases field verification shall be done through BLO checklist and, necessary action will be taken by ERO.
- (e.) In the cases of ‘verified positive DSEs and Multiple Entries, found after BLO field verification through checklists, name of the elector shall be deleted from where he is not residing after obtaining Form-7 from him. The reference number of such Form-7 shall be entered into ERO-Net. If the concerned elector refuses to submit Form-7, ERO will take necessary action for deletion of his name after following due procedure of serving notice for proposed deletion.

- (f.) Deletion process of DSEs/Multiple Entries involving more than one ERO –
- If the probable DSEs/Multiple Entries relate to ‘within part’ or ‘within AC’, necessary action shall be taken by the concerned ERO.
  - In case of probable DSEs/Multiple Entries relate to across AC in a district, DEO concerned shall coordinate with all EROs of the constituency involved.
  - Concerned DEOs shall supervise the exercise of de-duplication if the probable DSEs/Multiple Entries relate to AC across districts.
  - Similarly, in case of probable DSEs/Multiple Entries relating to ACs across states, CEOs of concerned states shall have to coordinate.
  - In event of difference of opinion between/among the EROs, field verification should invariably be done by each ERO and further action for deletion taken accordingly.
  - There may be a chance when the BLOs of different ACs may report about finding the said person ordinary residing at the given address in his part. In such case personal hearing must be fixed by the EROs to ascertain his actual place of ordinary residence.

**B. Removal of Photo Similar Entries (PSEs):**

(i) **Field verification and Integration into the E-Roll of ERONET:**

1. The PSE list will contain both "Within Part" and "Across Part, Within AC" records of the Assembly Constituency.
2. Checklists will be generated by ERO an ERONet in html format for all the PSE entries. One checklist will be generated for all the entries in the tuple.
3. An option will be provided to download Form 7, pre-filled with the data for electors identified as possible cases of PSE. Form 7 will be created for all PSE entries. Form 7 is pre-filled with a reference number beginning with 'PSE.
4. ERO will hand over the PSE checklist along with auto generated Form 7 to the BLO of the respective parts in which PSE is present.
5. Signed Form 7 for duplicate entry and Form 8 for modification, collected by the BLO shall also be marked in the checklist (Yes or No).
6. Filled checklist has to be entered in ERONet by the operator.
7. The operator will input the reference number of the Form 7. This Form will be displayed to him, which must be submitted after reviewing the same.



(ii) **The Process flow will be as follows, and in sequence, from 1-4 as below:**

1. ERO Level

- a) ERO will be shown list of clusters of PSE on ERONET.
- b) ERO will be able to download each cluster's checklist as well as Form 7 for each entry in the cluster. For example, in case of "Within AC" PSE, multiple copies of the checklist must be prepared and distributed to each BLO, so that they can perform field verification on their assigned part.

2. BLO Level

BLO will do field verification for the PSEs and complete the PSE checklist. In the case of "Within AC" PSE, multiple copies of the checklist must be prepared and will be distributed to each BLO, so that they can perform field verification on their assigned part. BLO will collect signed Forms 7 and 8 for duplicate entry and modification.

3. Data Entry Operator Level

BLO will submit field verification report of PSE (PSE Checklist) and signed Form 7 to Operator and he will make required entry corresponding to signed Form 7 only in ERONet.

4. Back to ERO Level

ERO will view field verification report and accordingly process the forms.

**C. Removal of discrepancies in EPICs: -**

- (i) (a.) In case of the Multiple EPIC numbers issued to same elector, current EPIC number should be retained and multiple entries should be removed.
- (b.) In cases of multiple electors with same EPIC number, the EPIC number issued to the first elector shall be retained and all other electors will be given fresh EPIC with new EPIC numbers. The old EPICs from such electors should be collected and destroyed by cutting the same into pieces after keeping a proper record.

- (ii.) Commission has already issued proper standard Operating Procedure for changing Non-standard EPIC number to standard 10-digit Alphanumeric EPIC Number vide its letter dated 29.11.2019. The same may be followed in the matter.
- (iii.) Same EPIC Numbers that are being used by two different states may be identified using IT tools and states concerned may be asked to follow the allotted code for generating standard EPIC numbers.
- (iv.) There are a very small percentage of electors who have not been assigned any EPIC No. in electoral roll. Such electors can be easily identified using available IT tools and EPICs may be issued to them.

**D. Improvement of image quality of electors in electoral roll:**

The software-based reports shall be generated for the 'black and white images', 'not to specification images', 'non-human images' and 'no image' entries. For replacement of such images, field verification through BLOs should be done and necessary applications i.e. Form-8 along with photograph as per specification shall invariably be collected from the electors so that proper track record of such replacement be kept.

**8. Identification of the Gaps and finalizing the strategy and timeline:**

**8.1.1.** CEO/DEOs/EROs shall do statistical analysis of data of Format 1-8 in respect of the last finally published electoral rolls with reference to 01.01.2022 as the qualifying date in order to find out major gaps in terms of E/P ratio, gender ratio, age-cohort imbalances, particularly of 18-19 age group, abnormal increase or decrease in number of electors in area, <100% PER/EPIC in ACs/PSs. No need to emphasize that the analysis should be done with due care and promptitude. For a better analysis, previous years' data should also be taken into consideration for better appreciation of the scenario by the comparing using charts etc. If analysis is done at micro level i.e. polling station level, the gaps may clearly manifest which hide at macro level i.e. State/District or AC level. Since Census data of 2011 including population age details is already available, population projection to 2023 should be done on the base of 2011.

**8.1.2.** The above said analysis of data should be done by the EROs and AEROs who after discussions with BLOs and Supervisors should give analytical note to DEO concerned who shall discuss with EROs and AEROs of electoral data in respect of all ACs under their jurisdiction. After critical gaps are determined, then please check, if any cogent and logical reasons like migration due to socio economic or natural calamities etc. and/or cropping up of new colonies/habitats are there to answer the gaps. If so mention it in the note. The EROs should

forward their notes to DEO concerned who shall, after discussing the same with EROs and other concerned authorities forward a composite analytical note to CEO along with strategies to address the issues. Finally, the CEO shall, having reviewed and analyzed district wise reports, shall prepare State analytical note and chalk out necessary strategies to address the gaps that need to be filled up. The gaps should be described in quantitative terms.

**8.1.3.** Action plan of the State with identified gaps, strategy and time line for bridging critical gaps to complete it within time frame prescribed by the Commission shall be prepared and forwarded by the respective CEO to the Commission.

**9. Preparation of Format 1 to 8 to analyze the health of electoral rolls:**

Before draft publication of electoral roll, the CEO shall ensure that all activities of pre-revision exercises as mentioned in schedule have been completed

Format 1-8 for statistical analysis of the health of the electoral rolls must be prepared before the draft publication and also at the end of the summary revision before final publication. These formats should be prepared part wise by the EROs. The DEO must examine the part wise format 1 to 8 to understand the implication of the health of electoral rolls. The DEO shall compile Format 1 to 8 and send it to CEO who in turn makes the analysis AC wise. The CEO shall forward these formats in respect of final electoral roll with reference to 01.01.2023 as the qualifying date to the concerned Zonal Pr. Secy/Secy of the Election Commission alongwith his/her comments and description about the targets achieved during the course of Summary Revision. The CEO should simultaneously start remedial action, if any required. The Zonal Pr. Secy/Secy. of the Commission will examine the formats sent by the CEOs and submit to the Commission for information or for any corrective action, if required.

**10. Forms for Claims and Objections:**

- (a) Every claim for inclusion of name in the roll as new elector shall be in Form-6 and signed by the applicant.
- (b) Every objection to the proposed inclusion of name or application for deletion of name in existing roll shall be in Form-7 and preferred by a person whose name is in such roll.
- (c) Every application for shifting of residence within the constituency or outside the constituency or application for correction or updation of entries shall be in Form-8 and shall be preferred by the person to whom that entry relates.

**11. Furnishing of Aadhaar Number**

- (i) The applicant has to furnish Aadhaar Number in Form-6 and Form-8, if he/she is having Aadhaar number, however, no application for inclusion of name in electoral roll shall be denied and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.
- (ii) While handling Aadhaar number of the applicants, the provision under Section 37 of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 must be adhered to. In no circumstances it should go in public. If the electors' information is required to put for public display, the Aadhaar details must be removed or masked.
- (iii) As for preservation of Form-6, 8 in hard copy containing Aadhaar number, the provisions of Regulation 14(1)(mb) of Aadhaar (Authentication and Offline Verification) Regulations, 2022 (No. 2 of 2021) shall be strictly followed which says that Aadhaar numbers collected through physical forms or photocopies of Aadhaar letters shall be masked by the requested entity by redacting the first 8 digits of the Aadhaar number before storing the physical copies. Such collected Form-6,8 along with attachment, after digitization, shall be kept in safe custody with double lock by EROs. Severe disciplinary action will be initiated against EROs for any leakages of physical Forms in public domain.

**12. Claims and Objections-** As per the schedule, the EROs will issue notice in Form-5 and formally invite claims and objections with reference to all four qualifying dates of the year.

- (a) On the basis of date of birth given by the applicants, forms will be segregated with reference to the relevant qualifying dates.
- (b) For the current round of revision, the EROs will prepare list of claims and objections in respect of forms received with reference to 01<sup>st</sup> January as qualifying date strictly and display the same on notice board, designated locations and websites as per the Commission's existing instructions.

**13. Disposal of claims received w.r.t subsequent three qualifying dates: -**

- (a) **During the current round of revision only the claims and objections received with reference to qualifying date 01.01.2023, in other words, Forms that qualify the prescribed age of 18 years on or before 01.01.2023 shall only be taken into consideration for its disposal by Electoral Registration Officer.**

- (b) The Claims (Form-6) received with reference to subsequent qualifying dates, after digitizing it if received in offline mode, shall be segregated quarter wise and kept in separate respective buckets in ERO-Net under the captions ‘Advance claims in respect of prospective electors with reference to qualifying date-----’, however, disposal of such advance forms/claims received w.r.t to three subsequent qualifying dates namely 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> October shall be disposed of in the first month of concerned quarter only, **strictly as per the ECI’s guidelines issued vide letter no. 23/Inst/2022-ERS dated 12<sup>th</sup> July 2022.** Detailed guidelines, if required, shall be issued about disposal of Forms and structure of electoral roll with reference to 01<sup>st</sup> April 2022 as the qualifying date at appropriate time.
- (c) The EROs while receiving Forms from prospective applicants, in advance, will inform them categorically that their forms will be processed only with reference to the relevant eligibility date. In case of online applications, a similar message will be sent to the applicants by SMS/e-mail/post. Further, the citizens will be informed that they can also submit their applications during the period of continuous updation i.e., after final publication of electoral roll of Annual Summary Revision with reference to 01<sup>st</sup> January as the qualifying date.

#### **14. Display of list of claims and objections-**

**14.1** As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections with reference to 01.01.2023 as the qualifying date in form 9,10,11 and 11A and 11B and exhibit one copy of such lists on a notice board in his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. In addition to this adequate publicity should be given by CEO to the fact that list of claims and objections is available on his/her website and objections can be raised before the EROs based on this list. This should also be informed to the political parties by holding meetings with them and sending written communication to them.

**14.2** List of claims and objections should be made available by ERO to all political parties on weekly basis. For this purpose, the ERO should call a meeting of all political parties on regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list should be incremental instead of cumulative.

**14.3. Decisions on Claims and Objections** - Decision on claims and objections should be taken only after all of the following conditions are complied with –

- (i) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
  - (a.) Website of CEO, as clickable lists for each polling station
  - (b.) Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
  - (c.) Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
  - (d.) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- (ii) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

**15. Procedure of Deletion:**

**15.1 Repeat/Multiple Entries:** In repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, the field verification must be done in each and every case. Name of the elector to be deleted in electoral roll only at the place where he is not found to be ordinarily residing.

**15.2 Demographically Similar Entries (DSEs), Permanently Shifted and Deceased:**

Confirmed cases of DSEs/PSEs, Permanently Shifted and Deceased may be removed only after Form -7 or Form-8, as the case may be, is received from the elector (in case of DSEs, PSEs, permanently shifted) and near relative/family member (in case of deceased). Notice must be served to the concerned person for removing the entries.

**15.3. Safeguards against wrongful deletions: -**

Following safeguards will be used to prevent wrongful deletions of electors from electoral roll: -

- i. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
- ii. **Provision in ERO-Net will be made available wherein all the orders of deletions passed by the AEROs/EROs shall be verified by the Dy. DEOs/ DEOs before making it available in public domain and to give effect in electoral rolls.**
- iii. To avoid wrongful deletions, deletions on the ground of death and shifting will be made only when Form- 7 is received.
- iv. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.

- v. For deletion on the ground on shifting, either Form- 7 or Form- 8 from the concerned elector will be taken. Before addition at new place, the ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form- 8.
- vi. BLO report will be necessary for deletion.
- vii. In all cases of proposed deletions through Form-7, notice except death cases must be issued to the elector concerned and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in the file by the Electoral Registration Officer so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in the case of death, a death certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.
- viii. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar/Deputy Tehsildar before final order is passed on Form 7 and 10% of total deletion (randomly picked by system) should be verified by field visits.
- ix. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following category: -
  - a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
  - b) Deletions where the same person is the objector in more than 5 cases.
- x. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders.

**16. Supervision and Checks by Supervisor/AEROs/EROs and Others: -**

**16.1** For the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deputes Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

**16.2** For the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deputes Booth Level Officer concerned to make field verification in connection

with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

**16.3** There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

**16.4** Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral Registration Officer shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. Assistant Electoral Registration Officer should also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.

**16.5** Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check **10%** of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out wherever felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.

**17. Super-checking by DEO/ Roll Observer/CEO: -**

After passing the orders by AERO/ERO, super-checking of verified entries will be done by the DEO, Roll Observers and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by DEO, Roll Observers and CEO within and up to 7 days after last date of disposal by EROs are as under: -

(i) **At the level of DEO:** Verification of 50 Forms (20 additions+20 deletions+10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions+4 deletions+2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.



(ii) **At the level of Roll Observers:** Verification of 250 Forms (100 additions+100 deletions+50 modifications) in the assigned districts or at least 10 Forms (4 additions+4deletions+2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.

(iii) **At the level of CEO:** Verification of 250 Forms (100 additions+100 deletions+ 50 modifications) in the state covering all districts or at least 10 Forms (4 additions+ 4 deletions+ 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.

(iv) Critical influx of Forms-6, 7, 8 in an assembly constituency shall be flagged up by the District Election Officer concerned to CEO level, who in turn shall review the position on weekly basis for course correction, if required.

(v) **Field visits by ECI's Officers:** During the SSR, random field visits of the Officers from ECI shall be done in the States/UTs, especially where there is a need to give impetus to the overall revision activities. Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further State level checks as felt necessary. Ultimately it is for the Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on State wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of electoral roll.

**18. Flagging of marked electors viz. MP/MLA/MLC,holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc.:**

Electoral Registration Officers shall ensure that the names of all Members of Parliament and the State Legislatures, holders of declared offices, personalities from fields of arts, culture, journalism, sports, members of judiciary and public services are there in the proposed draft electoral roll. To avoid wrongful deletions of the names of such electors in future appropriate flagging should be done in the electoral database.

**19. Flagging of Persons with Disabilities (PwDs) in Electoral Database:** As Form-6 for enrolment in electoral roll has an optional field for giving information about disabilities, the Commission has directed that all the cases of PWDs electors who have given such information in

Form 6 should be flagged in the electoral database along with category of disability so that they can be provided necessary facilities at the polling station at the time of poll. In this regard, a provision for mentioning the percentage of disability has also been made in the revised form-6. It is made amply clear that such information of disability should not be reflected in electoral roll in any way. Chief Electoral Officer concerned should rope in the concerned department in the State dealing with persons with disabilities to get their assistance in mapping Persons with Disabilities. Chief Electoral Officer, if he feels it necessary, can utilize services of BLOs during H2H visits for collection of such data of PwDs from electors, who are willing to disclose their disabilities. Weekly progress report in this regard may be sent to Secretary/Principal Secretary in charge of the State to review the weekly progress.

**20. Observation:** - In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI officer's/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records including reports of progress as well as lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.

**21. Meeting with Political Parties and sharing of electoral rolls: -**

(i) All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.

(ii) The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.

(iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules,

1960. (Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter)

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.

(vi) With a view to ensure more involvement of political parties, the Commission has allowed BLAs of a recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

**22. Transparency Measures:** In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 on the website of the CEO on a day-to-day basis, shall continue, in addition to putting draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and sharing of the same with recognized political parties. The CEO shall extract a report on status of disposal of claims and objections received during the revision from ERO-Net and put the same on his website on weekly basis, for information of general public/citizens.

**23. Publicity: -** Adequate publicity and awareness drive shall be ensured by DEOs and CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized.

**24. Integration of roll: -**Detailed instructions on integration, carrying out corrections and printing of electoral rolls at various stages in an election year, have been issued vide the

Commission's letters dated 25<sup>th</sup> September, 2018 and 14<sup>th</sup> February, 2019 and 30<sup>th</sup> July, 2020 the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls henceforth shall be done only through ERO-Net.**

So far as the integration of electoral roll is concerned, it is clarified that: -

- i. At the time of draft publication to publish mother roll for SSR, 2023 w.r.t. 01.01.2023 as the qualifying date, the final roll of SSR-2022 with reference to 01.01.2022 as the qualifying date, plus 1 supplement of continuous updation (prepared up to publication of mother (draft) electoral roll for SSR, 2023 w.r.t 01.01.2023) will be integrated and amalgamated by bringing family members together. In the aforesaid mother roll (draft) of SSR, 2023, re-serialization of all the entries after removal of deleted entries and bundling the entries of family members would be done. The addition, deletion and modification supplements for SSR, 2023, however will be generated by the ERO through ERO-Net and be kept in record for future reference only.
- ii. At the time of final publication of SSR, 2023 w.r.t 01.01.2023 as the qualifying date, the final roll will be a single integrated one, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.
- iii. At the time of preparation of electoral roll on the last date of nominations, to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one; however, there will be no bundling of the family members and re-serialization. All the additions made during continuous updation from last final publication date till the last date of making nominations (in case there is an election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

All the modified entries, correction made during the period of revision/continuous updation, will be reflected in the integrated roll itself with the sign of (# or ##, as the case may be) to indicate that the entry has been modified at which stage. Modified entries in place of old

entries in case of any modification carried out shall be reflected in integrated roll and the list of Modifications (to be kept with ERO for future reference) shall contain old entries, on which modifications have been carried out, for tracking the changes whenever required.

**25. The Commission's approval for Final Publication: -**

(i) The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls and for that purpose a certificate, to the effect that all the cases of dead/DSEs/PSEs/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned, all logical errors have been removed and 100% EPIC and 100% coverage of photographs in Photo Electoral Rolls have been achieved, shall be submitted by the CEO.

(ii) Request for final publication shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by 07<sup>th</sup> January 2023 and with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process has achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation. This should, in any case, be done at least 5 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.

(iii) It is clarified that Formats 1 to 8 will be generated through ERO-Net. For this, the data of age-cohort wise projected population, entered during the last SSR, 2022 shall be updated by the DEOs immediately.

26. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs therefore, the CEOs must forward requisite report on progress of revision process at regular interval. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

27. IT Division shall ensure to provide necessary training in the latest updated IT systems (ERONET, GARUDA, NVSP, VHA etc) highlighting changes. State/UTs shall pay adequate attention to the extra/ additional features and changes in IT systems and make full use of those additional facilities/ protocols. It shall be endeavor of the State/ UT to popularize online applications through VHA/NVSP.

28. State/UT shall endeavor to dovetail activities directed by Commission's letter 23/Inst/2022-ERS dated 4<sup>th</sup> July 2022 with Annual Summary Revision for synergy of efforts, wherever feasible and applicable.

29. State/UTs shall ensure *prompt delivery* of secured EPICs through appropriate channel(s) as directed by the Commission. Adequate and prompt attention shall be given to grievance **redressal for electoral services** received through various channels/mode.

30. A copy of this letter should also be circulated among all DEOs/EROs in the State for taking immediate appropriate necessary action.

Please acknowledge receipt.

Yours faithfully,

  
(NARENDRA N. BUTOLIA)  
SENIOR PRINCIPAL SECRETARY