

**ELECTORAL ROLLS
SPECIAL REVISION OF INTENSIVE NATURE
WITH QUALIFYING DATE 01.01.2003**

FINAL GUIDELINES

**ELECTION COMMISSION OF INDIA
1st May, 2002**

**SPECIAL REVISION OF INTENSIVE NATURE
WITH QUALIFYING DATE 1.1.2003**

FINAL GUIDELINES

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**ELECTORAL ROLLS – SPECIAL REVISION OF AN INTENSIVE NATURE WITH
REFERENCE TO 1-1-2003 AS QUALIFYING DATE**

FINAL GUIDELINES

1. The Commission has since ordered special revision of an intensive nature **with reference to 1st January, 2003 as the qualifying date**. The special revision shall entail house to house verification using the existing rolls as a base. For the purpose the existing rolls shall be integrated and printed on Preliminary Lists (Form ID: ECI-RER-013 - specimen at Annexure-1)

POLLING STATION-WISE REVISION

2. The electoral roll shall be revised polling station wise and each part of the electoral rolls shall cover the area falling within one polling station. In other words, the part number of the electoral roll and the polling station number shall be the same.

SL. NOS. OF POLLING STATIONS & PARTS OF THE ELECTORAL ROLL:

3. The Commission allowed creation of auxiliary polling stations in the same premises to facilitate voting by electors enrolled in one part of the electoral roll if the number of electors increases beyond 1500. Now, all the auxiliary polling stations that have been so far created shall be converted into new polling station and appropriate continuous numbering shall be given. The **existing** auxiliary polling station should be converted into a main polling station by splitting the part of the roll after reorganisation as indicated below and assigning the next part number. The serial number of subsequent parts shall be adjusted accordingly.
4. The Commission proposes to undertake comprehensive rationalisation of polling stations after final publication of electoral rolls w.r.t. 1-1-2003 as the qualifying date.

ADMINISTRATIVE AND GEOGRAPHIC UNITS

5. All changes in the nomenclature of the area corresponding to the geographic/administrative units covered by each part of the electoral roll shall be updated to incorporate all changes upto 1st April, 2002 in the appropriate control tables. The Title Page of electoral roll for each constituency and the First page of Each

Part of electoral roll should reflect all such administrative changes when finally published

UPDATING ELECTORS PHOTO IDENTITY CARD NUMBERS (EPIC)

6. Electors Photo Identity Card (EPIC) numbers are reflected in the electoral rolls. It is therefore essential that the EPICs, if any, issued or distributed after the last revision of the electoral roll are incorporated in the electors database before the verification exercise can be taken up. Since the old numbering system will co-exist with the new numbering system, it is extremely important that the prefix numerals/characters are properly entered and form part of the EPIC number field in the corresponding data base. District Election Officers should personally ensure that all EPICs issued / distributed since the last roll revision are entered in the data base and that the complete numbers, i.e. including prefixes, are incorporated in all cases.

INTEGRATION OF EXISTING ROLLS

7. As a preliminary step, the existing electoral rolls shall be integrated and consolidated, including the supplements of 2002 revision, irrespective of when the integration was last completed. Care should be taken while integrating the rolls to ensure that electors are recorded in such a way that they come immediately below other members of the same household, as far as practicable. For the purpose, the house number should be used as a guiding factor where available. In any case, electors should be placed in the same section/ locality as the other members of the household, i.e., all electors from the same locality or mohalla in the Part should be grouped in the same section by making appropriate changes in the section number where necessary.

8. While doing the exercise, the instructions issued on integration vide letter No. 485/State/CEO/MP/16/99, dated 24th June, 1999 should be followed meticulously. Needless to add that the age field for various supplements should be suitably updated to reflect the age on the qualifying date of this revision i.e. 1.1.2003. In States where the revised guidelines on issue of EPIC have been implemented and Tables 43 to 65 are maintained, the changes in Sl. No. of electors should also be updated in the relevant table i.e. Table 45, 46 and 48.

8.1 Care should be taken that while integration there is no loss of data i.e. the names of electors do not get missed out or dropped. This can easily be checked by comparing the aggregate of number of electors in the mother roll and supplements, subtracting the aggregate of the deletions made through supplements with the net number of electors after integration.

CONVERSION OF AUXILIARY TO MAIN POLLING STATIONS

9. In cases, where the numbers of electors in the existing part exceeds the prescribed limit and auxiliary polling stations exist, a full section or group of sections should as far as practicable be assigned to the auxiliary polling station. As stated above, the auxiliary polling station should be converted into a main polling station by splitting the part of the roll after reorganisation, and assigning the next part number. The serial numbers of subsequent parts will be adjusted accordingly.

9.1 Instances have come to light where in some polling stations where the number of electors exceeded the prescribed limit, an auxiliary polling station had been created such that there was one polling station for all male voters of the Part and another for all female voters of the Part. Since the motivating reason for creation of the auxiliary polling station was the large number of voters in the part, in such case as well, the Part after integration of all supplements should be split on geographical lines on the basis of sections / groups of sections. Thus each of the resultant Parts would have a mix of male and female voters.

9.2 In other instances where the number of electors does not exceed the prescribed limit but an auxiliary polling station has been created so as to have separate polling stations for male and female voters, the Part will not be split. There will be one polling station for the time being to cater to both male and female voters. The question of having a separate polling station for female voters will be considered at the time of comprehensive review of polling stations to be taken up after the final publication of electoral rolls of 2003.

PRELIMINARY LIST FOR VERIFICATION (FORM ID: ECI-RER-013)

10. A Preliminary List shall be prepared for each part of the existing electoral roll. After integration a Master Copy of the Preliminary List for each part should be

generated in the form of a Acrobat pdf file. The pdf files will be used for printing a paper copy of the Preliminary List which shall be bound in the form of a book.

11. For each Part of the Electoral Roll, there should be one Preliminary List comprising all three Divisions. The pages should be numbered through the computer while printing. In default they should be numbered using a hand operated numbering machine.

12. Each enumerator shall be supplied with one copy of the Preliminary List. Each enumerator shall be entrusted with one or more complete Polling Station Areas so as to avoid any over-lapping of jurisdiction.

12.1 **Division A: Details of the part of the electoral roll.** This is the Part header page. The details of this division will be checked in the ERO office prior to the field operations and gaps in data and corrections boldly marked in the appropriate box. Where a word or spelling is required to be altered the word should be clearly written rather than over-writing the printed text to facilitate accurate data entry

12.2 **Division B: Details of the electors in the integrated electoral roll.** A separate box will be made for each elector which will be divided into two rows by a dotted line. The details of the elector as appearing in the electoral roll shall be printed above the dotted line. The portion below the dotted line will be left blank. The enumerators at the time to verification will tick the relevant field, if found correct, or write the correct text /numerals in the corresponding box below the dotted line. Even where fields are blank above the dotted line, the values should be boldly written below the dotted line so that all data entry elements, i.e., additional information as well as corrections, appear below the dotted line. **Please note the enumerators must fill in the appropriate boxes in all cases where details are not available in the existing rolls.**

12.3 Special care should be taken in respect of changes that may be necessary in respect of the SI. No. and EPIC No. fields. Where a electors name has been located at a SI.No. which does not immediately follow the SI. No. of other members of the family, in the appropriate box immediately below the dotted line, the last number of the family members of the electors family should be written followed by 'A'. If more than one elector have to be moved they will be given the same SI.No. with 'A', 'B', 'C' and so on. For example, if there are five family members, three of whom are recorded at SI. Nos. 46, 47 & 48 and the remaining two at SI. Nos. 269 and 432, in the case of

the elector at SI. No. 269 in the appropriate box below 269 and the dotted line 48A should be written, and in the case of elector at SI. No. 432, 48B should be written.

12.4 At the time of verification the enumerator should ask for the EPIC card to be produced by the elector or family member of elector. The EPIC number appearing in the list should be checked with the card and if correct the EPIC number in the list should be ticked and the remark 'Shown' recorded below the dotted line. If the EPIC is not available for whatever reason the entry should not be ticked and the remark 'Not shown' recorded under the dotted line.

12.5 Even where no EPIC number is indicated in the Preliminary List, the enumerator should ascertain the status of issue. In the case where the elector or family member states that an EPIC has in fact been issued and the EPIC is produced, the EPIC number should be noted from the card above the dotted line in the appropriate column, and below the dotted line the remark 'Shown' should be recorded. Care should be taken that the complete number is captured i.e. the prefix characters / numerals as well as the final numeric portion. If the EPIC is not available for whatever reason, the remark 'Issued' should be recorded above the dotted line and 'Not shown' below the dotted line. In no case must the EPIC number be recorded from ancillary evidence such as a reference in any other document.

12.6 In the case where no EPIC number is indicated in the Preliminary List and the elector or family member confirms that no EPIC has been issued, in the EPIC column below the dotted line, the remark 'Not Issued' should be recorded.

12.7 Where an EPIC could not be produced at the time of the enumerator's / supervisor's visit but the other details were obtained / verified, it would not be necessary for the enumerator / supervisor to visit the house again.

12.8 **Division C: List of additions.** In this Division, the enumerator shall record the names and particulars of electors who have become eligible for the first time or who have been missed.

12.9 Again, care has to be taken while filling in the SI. No. and EPIC fields. Where a family member's name is being added in this Division, the serial number of the last enrolled family member should be written in the box for SI.No. followed by 'A', 'B' or 'C' as the case may be. For example, if a family is enrolled at serial numbers 431, 432, 433 and 434 in the roll and an elector of the same family has now to be added, the serial number 434A should be written in the SI. No. box.

12.10 In all other cases the serial number shall be continuous starting from after the last serial number in Division B.

12.11 While enrolling a new elector, the enumerator should ascertain whether an EPIC had been issued to the elector earlier. This would be relevant in the case of electors who have shifted from other polling station areas and electors whose name appeared in earlier rolls but who have inadvertently been omitted in subsequent revisions. In such cases the EPIC No. should be recorded after referring to the card (EPIC) or the remark "Issued-Not Available" written in the language of the roll, if the card is not available due to some reason for being checked.

12.12 It should be noted that all the three Divisions pertain to a section of the Part of the Electoral Roll. Where the Part has multiple Sections, there will be one Division A for the Part and separate Divisions B and C for each of the Sections. The Preliminary List of each Part should be stitched together. In case the page numbering has not been accomplished through the software, machine numbering should be done.

VERIFICATION OF ELECTORS' PHOTO IDENTITY CARDS (FORM ID: EPIC-012 - specimen at Annexure-2)

13. In addition to the Preliminary List, the Form for verification of EPICs shall be pre-printed using pdf intermediaries from the same integrated and reorganised database used for generation of the Preliminary List. The Form for verification of EPICs shall have the names of all electors, and shall be generated section wise. For each section it will consist of a starting page (EPIC-012-F), multiple numbers of continuation pages as required (EPIC-012-C) and a last page (EPIC-012-L). The last page should contain only blank boxes. While the starting and continuation pages will be used for recording the verification process for existing electors, the last page will be used for new entrants to the electoral rolls who already possess EPICs. The verification Form for the Part should be stitched together and numbered exactly in the same fashion as the Preliminary List.

14. When the Enumerator visits a household for verification of the particulars in the Preliminary List, he shall immediately thereafter fill in the verification of EPIC Form for the household. The instructions for filling in the Form have also been attached to the Form. This should be translated in the local language and should be printed on the front inside cover / back cover of the stitched book of Forms for ready reference.

15. HOUSE TO HOUSE VERIFICATION

- (a) Each Enumerator and Supervisor should be given Identity Card (specimen at Annexure-3) by the ERO which should be displayed on their person while on duty.
- (b) Each enumerator will be supplied with a list of house numbers alongwith a sketch map of the area which he is required to cover for enumeration together with the Preliminary List. A copy of the sketch Map of the Polling Station location and area given to the enumerator must be carefully preserved by the ERO as permanent record after the enumeration is over.
- (c) In case the polling area does not have proper house numbering, each enumerator shall be informed about the area/sub area/locality to be covered by him in clear terms. It must be ensured that there is no overlapping in the jurisdiction of enumerators.
- (d) Supervisors shall be appointed to oversee the work done by the enumerators.
- (e) The supervisors shall also be supplied with exact copies of the documents / maps as given to the enumerators for identifying the area of coverage assigned. There is no need to give a separate copy of the Preliminary List and Verification of EPIC, etc. to the supervisors.
- (f) The Supervisors shall check all complaints received about defective enumeration and also random check 25% of the work done by the enumerator under his charge.

ADVANCE SURVEY OF POLLING STATION AREAS

16. The ERO shall have each Polling Station Area surveyed in advance to ensure that the list of all residential numbers is complete and no omissions are there. Even unnumbered temporary constructions may be surveyed for clear identification in terms of polling areas in which they fall. Temporary collective numbers may be given to such clusters of temporary constructions as done by the Census Authorities. These collective numbers should indicate the exact repeat exact number of households in the clusters and will not in any way be treated as regularizing any irregular unauthorized occupation/irregular unauthorized encroachment.

17. Every enumerator will personally visit each and every household in the polling area under his charge. During such visits if he finds any new house having come up which is not included in the list of house numbers given to him, he will include that house also by giving it a suitable auxiliary number. For instance, if between house numbers 33 and 34 a new inhabited structure has come up and the eligible electors of the household have not been enumerated, the enumerator will give 33A/33B/33C etc. as the auxiliary number for identification of the house and proceed to enumerate the eligible electors therein. For enumeration of occupants of such households Division C of the enumeration book should be used to enter the particulars of eligible electors.
18. A specific day may be fixed for enumeration of electors living in a specific cluster of unnumbered temporary constructions referred to above. This day should be widely publicised in the area concerned and notified to all recognized political parties. The political parties should be invited to appoint one agent each to witness the process of enumeration in the said cluster.
19. The enumerator on the day of actual enumeration, accompanied by the supervisor should assign a temporary number with chalk or such like instruments in front of each individual construction in the cluster and complete the enumeration in one go on the same day. No piecemeal enumeration of the cluster will be accepted.
20. Any such additional temporary constructions or clusters as come up after the process of enumeration should be dealt with during the process of disposal of claims and objections under Rule 21 and 21A of the Registration of Electors Rules, 1960.
21. When the enumerator visits a household, he will meet the head of the household or, in his absence, the senior adult member of that household. He will verify whether the names of adult Indian citizens already included in the Preliminary List from the database of existing electoral roll are still ordinarily residing in the house and whether all the entries like the name, sex, relationship, name of relation, age and EPIC number in respect of each such elector are correctly shown. The enumerator should carry out corrections, if any, in the existing particulars in the Preliminary List legibly and also fill up missing particulars, if any. He shall enter in Division C of the Preliminary List, the names of all such persons as are claimed to be adult Indian citizens on the qualifying date and are ordinarily residents by the head/senior adult member of the household.

22. The entries relating to persons who have since died or have shifted their place of ordinary residence should be struck off from the Preliminary List. While striking off the entries it should be ensured that they are not totally erased. Simply a line should be drawn horizontally to delete the entries and the alphabet "D" to denote death or "S" to denote shifted, written on the left hand corner. In the blank line below the dotted line, the name and the serial number in the preliminary list of the elector giving the information should be recorded. In the case of 'S' category, i.e., shifted voters, the Assembly Constituency to which the elector is stated to have shifted should also be recorded. If the Assembly Constituency cannot be ascertained, whatever details in terms of postal address, area, village or city, are readily available should be indicated.

23. In the case where head of the family / senior adult member confirms that a particular member of the family is dead, and the enumerator while deleting the entry in Division B finds that an EPIC had been issued to the elector, the enumerator should obtain the EPIC of the dead elector and should record the fact below the dotted line as well as against the relevant elector in the Form EPIC-012 for Verification of Electors Photo Identity Cards. In case the EPIC is not surrendered, that fact should also be similarly recorded. The EPICs of dead voters thus collected should be handed over to the ERO through the Supervisors at the time of handing in the used Preliminary List. The ERO should immediately cut / shred the EPIC and record and initial the fact on the Preliminary List and Verification of EPIC against the appropriate entry.

24. After completing the entries for the household in the Preliminary list the enumerator shall fill out the Record of Enumeration in duplicate using a carbon paper. In Panel (I) the serial number and names of electors whose entries have been verified will be filled in using the Preliminary List Division B. The serial numbers and names of electors that have died or shifted out, i.e. electors that have been deleted from Division B, will not be included in this panel but will be entered in Panel (III). In Panel (II) the serial number and names of electors who have been added will be filled in using the Preliminary List Division C. The enumerator will sign both copies of the Record of enumeration and hand over the carbon copy to the head / senior adult member of household from whom the information was obtained after taking signatures on the Declaration printed on the reverse side of the Record of Enumeration.

25. If the head/senior adult member of the household is illiterate, the enumerator shall obtain the thumb impression of the person (left thumb impression in the case of

male person and right thumb impression in the case of female member for the sake of uniformity). Below such thumb impression, the full name of the person affixing such thumb impression shall be mentioned legibly by the enumerator along with words 'LT' or 'RTI' as the case may be.

RECORD OF ENUMERATION (FORM ID: ECI-RER-014 - specimen at Annexure-4)

26. Each enumerator will be supplied with a book of Record of Enumeration in prescribed format along with adequate number of carbon papers. The Record of Enumeration Forms shall be made in duplicate and shall be serially machine numbered. The duplicate copy may be printed on a different coloured paper, if possible, to distinguish it clearly. The original copy and the duplicate copy should bear the same serial number and should have the printing properly aligned. The Declaration to be signed by the head / senior adult member of the household giving information should be printed behind both copies. Groups of 100 or 200 forms should be stitched together in Books. The enumerator will fill in the Record of Enumeration in the manner prescribed in duplicate and hand over the carbon copy to the Head of the Family / Senior Adult Member with the instruction that the Receipt shall be preserved for all subsequent queries as well as getting EPIC.
27. If in any house/building, there is more than one family residing, each family should be enumerated separately, even if the house number is common. In no case should the name of members belonging to more than one family be included in one Record of Enumeration.
28. In the case where the entire family has shifted and the enumerator has deleted the set of entries from the Preliminary List, the Record of Enumeration should still be prepared. If the neighbours / persons living nearby are reticent to sign and receive the duplicate copy of the Record of Enumeration, both copies should be retained by the enumerator. In all such cases the fact that the entire family no longer resides at that location must be checked by the Supervisor and if he is satisfied, the Supervisor shall countersign the Record of Enumeration and initial the corresponding entries in the Preliminary List.

ELECTORS ORDINARILY RESIDENT

29. The enumerator should include in the Preliminary List only the names of those adult citizens of a household who are ordinarily resident in that house. In no case should the name of a person who is not ordinarily resident in that house be included in the Preliminary List, even if he is a member of that household.

30. During house to house visits, if any enumerator has any doubt with regard to the information about the, ordinarily residence or age qualification being furnished to him by the head/senior adult member of the house hold, either in respect of the whole house hold or any particular member of the house hold, the enumerator shall make a suitable endorsement to that effect on the Preliminary List so that the name(s) can be specially taken note of and verified both by the Supervisor during supervisory checks and by the Assistant Electoral Registration Officer or the Electoral Registration Officer

31. At the time of enumeration if any person says that he and/or any members of the household have recently shifted after last revision from some other part of India or some other part of the State/Union Territory, itself, the enumerator should insist on documentary evidence before including their names.

32. It is clarified that it is not the job of the enumerator to determine the citizenship of an individual. However, they have the power and responsibility to exclude any person on the basis of the qualification for registration regarding age or ordinary residence. Age can be verified with reference to, but not restricted to the birth certificate, school or college certificate, passport, wherever available, baptism certificate, etc. 'Ordinary residence' must be checked with reference to all Municipal/Panchayat documents/ration cards, delivered mail, any other documents such as gas connection, telephone connection, bank account etc.

33. Enumerator should clearly explain and bring home to the head or the senior adult member of the house hold that no person can be enrolled at more than one constituency and not more than once in the same constituency and that furnishing of any information which is false and which he/she knows or believes to be false or does not believe to be true, is an electoral offence. The persons furnishing such false information are liable for punishment with imprisonment for a term which may extend to one year or with fine or with both under section 31 of the Representation of the People Act, 1950.

34. If any enumerator finds a particular house locked or that no adult member of a house hold is available at the time of his visit, he shall visit that house at least three times on different occasions and during different hours in the morning or evening when he may reasonably expect to find some adult person to be present/available in the house. If even after three such visits he is not able to meet any adult member of the household, he will make an entry to that effect in the Preliminary List pertaining to that house in his enumeration pad. He should also prepare a separate list of all such households and furnish that list to his supervisor.

35. Every enumerator shall maintain a day-to-day record of the households visited and enumerated by him. As soon as one Preliminary List is complete, he shall hand over the Preliminary List to his Supervisor against a proper receipt. The enumerator will also keep a correct account of all the Preliminary Lists given to him, returned by him to his Supervisor after such List is complete in all respects.

SERVICE VOTERS

36. Normally, the serving members of the armed forces of the Union or Central Para-military forces, i.e., BSF, CRPF, CISF, ITBP, NSG, GREF and Assam Rifles to which provisions of the Army Act, 1950, have been made applicable whether with or without modification (who are known as 'service voters') are enrolled in their native places on the basis of their statements in Forms 2 and 2A, appended to the Registration of Elections Rules, 1960, as to their place of ordinary residence where they would have been so resident, but for their service. They have, however, an option to get themselves enrolled as general electors at the place of their posting where they are actually resident ordinarily.

37. Such members of the armed forces of the Union or of the Central Para Military Forces, referred to above, who by virtue of their posting ordinarily residing at the place of posting and away from their place of residence in their native places are not repeated not to be enumerated and included in the Preliminary List alongwith their other eligible family members even if he/she is a member of that household and incidentally happens to be present in the house at the time of enumeration.

38. The wife of a service voter, as is referred to above, if she is ordinarily residing with her husband at the place of his posting, should also not be enumerated even if she is present in the house at the time of enumeration.

39. The service personnel and their wives are to be enrolled in the last part of electoral roll of the constituency of their place of ordinary residence on the basis of applications to be made by them in Form 2 and 2A appended to the Registration of Electors Rules, 1960 through their Record Offices/Commandants.

SUPERVISORY CHECKS

40. Every Supervisor shall personally check and ensure every day that the enumerators under his charge are visiting the households in the polling areas assigned to them and performing their functions properly and strictly in accordance with the Commission's instructions. For this purpose, the Supervisors should make daily visits to the areas under their charge.

41. As soon as an enumerator has returned a Preliminary List, duly verified/filled, to a Supervisor, he shall personally check each and every Book and verify that the Book contains all the pages which it is supposed to contain and that all divisions have been properly verified/filled in and duly completed in all respects and that no column has been left blank.

42. In order to ensure that the enumerators have done their work properly, every Supervisor should make random checking of not less than 25% of the households covered by the enumerators. During such checking, they should check the entries made in the original of the Preliminary List and initial the entries in token of the checking. They should also check the enumerator's copy of the Record of Enumeration and in token thereof should countersign the Record of Enumeration and enter their Name, PIN and date.

43. During his visit to the households for checking, the Supervisor will also check and satisfy himself that the additional entries made in the Preliminary List in Division C are of persons of the age of eighteen years or above as on the qualifying date and are actually ordinarily resident in that household. He should himself also verify that the head of the household is given duly signed Record of Enumeration. He should also bring the penal provisions of section 31 of the Representation of the People Act, 1950, about making any false statement relating to inclusion or exclusion of any name to the notice of the head/senior adult member of the household when he makes the enquiry during his checking.

39. The service personnel and their wives are to be enrolled in the last part of electoral roll of the constituency of their place of ordinary residence on the basis of applications to be made by them in Form 2 and 2A appended to the Registration of Electors Rules, 1960 through their Record Offices/Commandants.

SUPERVISORY CHECKS

40. Every Supervisor shall personally check and ensure every day that the enumerators under his charge are visiting the households in the polling areas assigned to them and performing their functions properly and strictly in accordance with the Commission's instructions. For this purpose, the Supervisors should make daily visits to the areas under their charge.

41. As soon as an enumerator has returned a Preliminary List, duly verified/filled, to a Supervisor, he shall personally check each and every Book and verify that the Book contains all the pages which it is supposed to contain and that all divisions have been properly verified/filled in and duly completed in all respects and that no column has been left blank.

42. In order to ensure that the enumerators have done their work properly, every Supervisor should make random checking of not less than 25% of the households covered by the enumerators. During such checking, they should check the entries made in the original of the Preliminary List and initial the entries in token of the checking. They should also check the enumerator's copy of the Record of Enumeration and in token thereof should countersign the Record of Enumeration and enter their Name, PIN and date.

43. During his visit to the households for checking, the Supervisor will also check and satisfy himself that the additional entries made in the Preliminary List in Division C are of persons of the age of eighteen years or above as on the qualifying date and are actually ordinarily resident in that household. He should himself also verify that the head of the household is given duly signed Record of Enumeration. He should also bring the penal provisions of section 31 of the Representation of the People Act, 1950, about making any false statement relating to inclusion or exclusion of any name to the notice of the head/senior adult member of the household when he makes the enquiry during his checking.

44. If during his checking, he finds that the name of any person not qualified for registration on the ground of age or ordinary residence, has been wrongly enumerated and included in Division C of the Preliminary List he shall delete every such name under his full signature with date indicating briefly the reason for such deletion.
45. Similarly, if a supervisor finds during his sample checking that any name of a member of the household which should have been included in the Preliminary List has been left out for any reason, he will include that name in the Preliminary List.
46. Where, on his checking as aforesaid, any Supervisor finds that there are large number of wrongful inclusions or wrongful exclusions of names in the Preliminary List by the enumerator, he should undertake 100% verification of all the household enumerated by the said enumerator.
47. Such enumerator shall forthwith be removed from the job of enumeration and a report shall be made by the Supervisor to the Electoral Registration Officer for disciplinary action against the delinquent enumerator.
48. Where an enumerator reports to the Supervisor that a particular house has been found locked or no adult member of household is available in any house on his repeated visits, the Supervisor will himself visit that house and verify the fact. In case the house is found locked or no adult member of the household is available even at the time of the Supervisor's visit, he shall drop the letter of request in Form 4 appended to the Registration of Electors Rules, 1960 (Annexure-5) in the premises. He shall make another visit to that house after two or three days and collect Form 4, if somebody is present at the time of his subsequent visit. He shall keep a proper account of his visits to such houses. As soon as a supervisor has completed his random checking as aforesaid, in respect of the households enumerated, he shall deposit forthwith the verified Preliminary List with the Electoral Registration Officer. Before depositing the verified Preliminary List, he shall give a certificate that he has conducted the required supervisory checks mentioning specifically the number of house/households visited and checked by him.
49. During supervisory checks, the Supervisor shall, apart from verifying specifically instances indicated above, also make a similar endorsement in any new cases which are noticed by him where he has doubts about the information furnished.

CHECKS BY SENIOR OFFICERS

50. Apart from the checks by Supervisors of the work done by the enumerators under their charge, supervisory checks shall also be made during the period of enumeration by the Assistant Electoral Registration Officers, Electoral Registration Officers, District Election Officers, and Chief Electoral Officer. The minimum percentage of checking to be done by each of them by visits to the households shall not be less than the following. (This is only a lower limit. The actual should be higher).

Assistant Electoral Registration Officers	12%
Electoral Registration Officers	05%
District Election Officers	02%

51. The household checked by the senior officials should by and large be mutually exclusive. The official checking the household should also check and initial the entries in the Preliminary List and sign and affix his name and date on the enumerator's copy of the corresponding Record of Enumeration in token of the check performed.

52. The Chief Electoral Officer will conduct random checking and also satisfy himself that all the instructions are being scrupulously and correctly followed.

53. The supervisory checking by the AEROs, EROs and DEOs shall not be confined to visits to households, but shall include checking that no pockets have been completely left out or enumerated more than once in the constituency during enumeration and that no area or pocket of another constituency has been included in the enumeration for the constituency under checking. On the border areas of the constituency, it shall be particularly ensured that no area belonging to one constituency has been allowed to be included in the enumeration of another constituency. They shall certify that these aspects have been specially checked by them during their supervisory visits.

UPDATION OF EXISTING DATABASE FROM PRELIMINARY LIST

54. As soon as an Preliminary List duly completed by the enumerator and checked by the Supervisor is received in the office of the Electoral Registration Officer, the work of updating the existing database with reference to the information collected shall be started.

55. Entries in respect of new houses coming up in an area shall be entered in the existing database in a proper sequence.

56. While updating the database, the information furnished by the households in Form 4 either through the supervisors or direct to the Electoral Registration Officer shall also be included in the relevant places having regard to the house numbers where such householders reside.

57. It must be scrupulously ensured by the Electoral Registration Officer that no name of any of those persons who have been declared/deleted as foreigners by any of the Tribunals/authorities constituted under any Act of Parliament or the State Legislature is included in the said lists, even if any of these names are enumerated in any of the Preliminary Lists.

58. Similarly, the name of a person who is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other electoral offences shall be struck off from the existing database, if not already done, or shall not be included even if enumerated afresh at the time of house-to-house verification. Care should be taken to restore the name of such elector after expiry of the period of disqualification.

PREPARATION AND PRINTING OF DRAFT ELECTORAL ROLLS.

59. The Electoral Registration Officer shall take every precaution to ensure that all the input collected by way of house-to-house verification is reflected in the electors database before the same is used to generate draft rolls. He shall particularly verify and satisfy himself that the draft roll has been prepared with due care and nothing has been left out.

60. After generating one copy of the draft roll, the Electoral Registration Officer shall have the entries compared with the used Preliminary List and satisfy himself that the printed roll conforms exactly in all respects with the Preliminary List and that no error either by design or by mistake has crept into the printed draft roll.

61. After making necessary corrections in the data base, the ERO shall get the required number of copies of the drafts rolls prepared.

62. DRAFT PUBLICATION OF ROLLS

- (a) The draft electoral roll prepared and printed polling station-wise shall be published for inviting claims and objections on the date specified for the purpose by the Election Commission.
- (b) The publication of draft electoral roll pertaining to a particular polling station shall be made at the polling station itself. No exception or any excuse will be acceptable.
- (c) Widest publicity shall be given to the draft publication of roll by all media of mass communication, including paid advertisements in the news papers having wide circulation in the areas concerned.
- (d) A 'Designated Officer' shall be appointed at each polling station where the draft roll is published. He shall be responsible for the display of the draft electoral roll, allowing inspection thereof by the persons/parties interested, supply (free of cost) of Forms for making applications for inclusion of names (Form-6), Forms for making objection to the inclusion of names (Form-7) and Forms for correction of entries in the electoral roll (Form-8). Sufficient numbers of these Forms shall be made available to every designated officer. Every designated officer will forward the applications received by him in Forms 6,7 and 8 to the Electoral Registration Officer with utmost expedition after necessary verification and with the list of such applications as prepared in Forms 9, 10 and 11.

63. VERIFICATION IN AREAS HAVING SUBSTANTIAL PRESENCE OF FOREIGN NATIONALS

- (a) The assembly constituencies where there is a large-scale presence of foreign nationals should be identified first by the State Government authorities concerned and within each assembly constituency the polling areas having a substantial presence of foreign nationals should also be likewise identified by those authorities.
- (b) At the time of house to house verification in these areas, the enumerators shall include the names of only such new persons in Division 'C' of the Preliminary List, who belong to the same household whose names are already registered in Division 'B' of the Preliminary List, or in cases where the concerned person is in

possession of an EPIC issued either for that constituency or for any other constituency. The enumerator shall, in respect of all other persons who wish to be enumerated for the first time in the roll, supply a Form, as per prescribed proforma (Form ID: ECI-RER-015) at Annexure-6, for inclusion of name in the draft electoral roll.

- (c) Thereafter, it shall be the duty of the E.R.O. concerned, as the quasi judicial authority, to get the particulars of such persons verified by employing or utilising such agencies as he may, in consultation with the District Election Officer and State Government, consider appropriate having regard to all applicable laws. The agencies that might be employed by the Electoral Registration Officer for effective discharge of his duties shall make such enquiries by visiting the persons concerned at their place of residence and gather such evidence as may be necessary and submit a report to the Electoral Registration Officer in each individual case. In no case, any such agency, other than the concerned Electoral Registration Officer, shall summon the persons under verification to police stations or their offices or insist for production of documents of only a specified nature.
- (d) While making such verification, the status as Indian citizen of every person shall be verified with regard to all relevant laws as applicable in the State/Union Territory. These laws include, among others, Part II of the Constitution of India, Citizenship Act, 1955, Foreigners Act, 1946, Illegal Migrants (Determination by Tribunals) Act, 1985 (only in the case of Assam) and the rules and orders made thereunder. The provisions of all these Acts and rules and orders made thereunder should be applied harmoniously.
- (e) As soon as all the forms have been verified by the Electoral Registration Officer, he shall prepare a list of names and other details of those persons who are entitled to be registered in that roll and include the same in the draft electoral roll, before publication.

64. DISPOSAL OF CLAIMS AND OBJECTIONS

- (a) It shall be the duty of the Electoral Registration Officer to ensure that each the every claim and objection received in Form 6, Form 7 and Form 8 is duly disposed of fully in accordance with law and the directions and instructions of the Commission.

- (b) scrutinise each and every application meticulously and ensure that it is complete in all respects. In the light of provisions of section 13C of the Representation of the People Act, 1950, the Commission has no objection to the disposal of claims and objections by Assistant Electoral Registration Officers. However, such delegation of powers to Assistant Electoral Registration Officer shall not absolve the Electoral Registration Officer of his responsibility for ensuring a defect-free electoral roll. The Assistant Electoral Registration Officer is performing a quasi-judicial function while disposing of claims and objections and must apply his mind independently to all such evidence, documentary or otherwise, which the concerned persons may adduce in evidence.
- (c) No material column requiring the applicant to indicate his name in full, his father's/mother's/husband's name, "Relationship" and particulars of his place of residence should be left blank by the applicant. All the declarations as prescribed in Form 6 should be complete in all respects. If a claimant states in the declaration that his name may have been included in some other roll, full address of his previous residence must be given in that declaration.
- (d) The Electoral Registration Officer is a statutory authority charged with the duty of preparing the electoral roll. He has to ensure that the electoral roll contains only the names of persons who are fully eligible and fulfil all the conditions for registration. One of such conditions of eligibility is that the elector should be a citizen of India. Therefore, when a claim application is preferred before the Electoral Registration Officer, he has to satisfy himself that the applicant is, inter alia, a citizen of India.
- (e) While disposing of a claim or an objection, the Electoral Registration Officer must bear in mind the following guidelines as laid-down by the Supreme Court in its judgement dated 06-02-1995 in Writ Petition(Civil) No. 731 of 1994 (Lal Babu Hussain and others Vs. Electoral Registration Officer and others), etc., etc.:-
- (i) The Officer holding the enquiry shall bear in mind that the enquiry being quasi-judicial in nature, he must entertain all such evidence, documentary or otherwise, as the concerned affected person may like to tender in evidence and its evidentiary value assessed and applied in decision making. The Electoral Registration Officer shall disclose all such material on which he proposes to place reliance, so that the

concerned person has had a reasonable opportunity of rebutting such evidence. The concerned person, it must always be remembered, must have a reasonable opportunity of being heard.

(ii) Needless to state that the Officer inquiring into the matter must apply his mind independently to the material placed before him and without being influenced by extraneous considerations or instructions.

(iii) Before taking a final decision in the matter, the Officer concerned will bear in mind the provisions of the Constitution and the Citizenship Act, 1955 and all related provisions having a bearing on the question of citizenship and then pass an appropriate order. It must be remembered that there is a provision for appeal against the decision of the Electoral Registration Officer.

(iv) If any, person whose citizenship is suspected is shown to have been included in the immediately preceding Electoral Roll, the Electoral Registration Officer or any other officer inquiring into the matter shall bear in mind that the entire gamut for inclusion of the name in the Electoral roll must have been undertaken and hence adequate probative value be attached to that factum before issuance of notice and in subsequent proceedings.

65. These guidelines not being exhaustive, the Officers concerned must, where special situations arise, conduct themselves fairly and in a manner consistent with the principles of natural justice and should not appear to be acting on any pre-conceived notions.

66. The onus of proof of the citizenship shall lie on the applicant who applies for inclusion of his name for the first time. The ERO must be satisfied that the person seeking to have his name enrolled is not disqualified, among others, by reason of his not being a citizen of India. Therefore, the Electoral Registration Officer would be justified in requiring the concerned person to show evidence that he is a citizen of India. Some of the documents that could be used to prove the citizenship are any of the following:-

- i) National Register of Citizens (NRC), would be used/referred to wherever it exists.
- ii) Citizenship certificate issued by competent authority.
- iii) A valid passport issued by the Government of India.
- iv) Birth Certificate.
(care should be taken to ensure that the entry/certificate produced is genuine).

67. It must, however, be borne in mind that the above mentioned documents are only illustrative and not exhaustive.

68. Any other documents having a bearing on the question of citizenship should also be entertained and evaluated.

69. A certificate issued by village headman, Panchayat president, etc., to the effect that a person is a citizen of India is not by itself reliable documentary evidence as conclusive proof of citizenship.

70. In the case of married women who change their residence as a result of marriage and who cannot produce documentary evidence as a proof of citizenship, but who are otherwise genuine Indian citizens eligible for registration as voters, the following documents but not restricted thereto, may also be accepted by the Electoral Registration Officer at the time of disposal of claims and objections :-

- i) proof of being registered as voter as an unmarried girl, if her name was registered;
- ii) proof of marriage, wherever possible;
- iii) certificates issued by the village headmen of both the villages i.e. the village to which the woman belonged before marriage and the village to which she has moved after her marriage, countersigned by a village level Government Official;
- iv) Where there is no village headman in existence, the certificate to the above effect issued by the Secretary, Gram Panchayat or an officer equivalent to village headman in terms of his powers and functions, and countersigned by village level Government Official.

71. Especially in the case of persons producing citizenship certificates, the genuineness and authenticity of each such certificate should be duly verified. Wherever there is any doubt, those cases should be referred to the authorities who issued those certificates. This is necessary as there is reason to suspect that some of these certificates are bogus or issued without due care

72. It should be noted that the certificates issued by State Government authorities as regards permanent residence in the State are not themselves necessarily conclusive proof of citizenship.

73. Whenever an Electoral Registration officer is in doubt in regard to the qualifying age, or place of ordinary residence of a claimant, he shall decide that question with

reference to, but not restricted to, the birth certificate, school or college certificate, passport, baptism certificate, telephone connection LPG connection, Bank account, etc.

74. In the case of persons who claim to be migrants from other parts of India, their statements should not be taken at face value. They will be required by the Electoral Registration Officer to adduce such evidence as may satisfy him in regard to their claim of migration from another place of India. In appropriate cases, the Electoral Registration Officer shall crosscheck the position with the District Election Officer of the District from where the claimants claim to have migrated.

75. In case of an objection filed in Form 7 seeking the deletion of name from the electoral roll on the ground that the person objected to is not a citizen of India, the onus of proof shall lie on the objector. It shall be ensured that such onus is fully discharged in accordance with law.

76. Only individual applications should be accepted. However, if individual applications relating to the members of the same household are presented together, they may be accepted and a common receipt issued. Claims and objections presented in bulk by any individual/organisation or political party should be refused and rejected summarily. The same procedure will be applicable to claims and objections sent by post.

FINAL PUBLICATION

77. The final roll shall be prepared only after all claims and objections have been duly disposed of. The Electoral Registration Officer shall prepare a list of amendments (supplements of additions, deletions and corrections) on the basis of his decisions on the basis of claims and objections, and shall publish the draft roll together with the supplements in the manner prescribed by the Commission. On such publication, the draft roll together with the supplements shall be the electoral roll of the constituency.

78. Copies of the finally published roll should be placed for inspection at all locations where the draft rolls had been made available to enable electors to verify if their names and particulars have been correctly included in the final rolls. This should be done for a limited period of one week starting from the date of final publication. There is no objection if the rolls are displayed for a longer period. In addition copies of the roll can be displayed at other additional public locations like Rural Libraries,

Panchayat Bhavan, Resident Welfare Associations and any other important location depending upon local conditions. This would eliminate the genuine grievances of the electors at large about the non-availability of final electoral rolls at a convenient nearby location and would increase their level of involvement in cleaning the rolls. Wide publicity should be given to inform the public about the additional places where they can inspect the final rolls.

SHIFTED ELECTORS

79 After the field verification has been completed the Electoral Registration Officer shall have a list of additions on account of persons who have shifted in prepared and furnish it to the Chief Electoral Officer. The list should be prepared State wise, i.e. all electors who have shifted in from a State should be listed together with a new page starting for every State, and indicating the last known address of the electors. The Chief Electoral Officer will be clearing house for all these lists. Where they pertain to intra State shifting, the concerned ERO, from whose jurisdiction the elector has shifted out, shall be informed for having the name of the elector deleted from the final roll. Where the lists pertain to other States, the CEO shall forward the list to the CEO of the State concerned for necessary action.

MISCELLANEOUS

PERSONAL IDENTITY NUMBERS (PIN) FOR STAFF DEPLOYED

80. It is important that each employee drafted for the Revision of Rolls is given a **Personal Identity Number** or code for facilitating their deployment for duty. The Commission has already outlined during the special revision of electoral rolls 1999 the manner in which such coding should be done. However, for convenience and ready reference relevant portions of the instructions are given below.

81. Considering the large variation of the pattern in different States in the types of the departments and establishments at district level, a uniform coding structure is not suggested. However, the following Guidelines are given, based on which the Chief Electoral Officers can design an appropriate code structure for their own State and make it available to the District Election Officers. The first part should incorporate the two alpha State code, followed by two digit district number as utilised in the control tables for the districts. The second component will indicate the department, like

Education, Health, Revenue, etc. This can be a three alpha code, like, REV, EDN, HEL, etc. This should be followed by a running serial number in 4 digits corresponding to the serial number of the employee within that specific department in the district, and could constitute the third and last component.

82. However, if the Chief Electoral Officers feel that there should be running serial and unique number of employees within the district, then this can be an alpha character followed by 4 digit number, so that this can accommodate about 26,000 employees within a district. In other words, all the employees of the district can have a unique ID starting with A0001 to A9999 up and going to Z0001 to Z9999. This will be in lieu of the second and third component of the Code pattern suggested in the previous paragraph.

83. It is important that a uniform coding strategy is followed throughout the state and there should be no inter district variation.

84. The database could also be used to generate appointment letters, payment of TA/DA, allowances if any and release orders.

TRAINING

85. A comprehensive training programme covering all aspects of the Special Revision of Intensive Nature process has to be planned and conducted in good time. The target groups for the training programme would be the supervisory officers and the personnel to be deployed as enumerators for house-to-house verification, supervisors, designated officers. Chief Electoral Officers should prepare a Manual for Enumerators in local language keeping the local conditions in mind. All the Statutory and Non-Statutory Forms relating to the special revision alongwith answers FAQs (Frequently Asked Questions) in simple language should be incorporated in the said Manual.

86. Training of trainers should be conducted well in advance in a thorough manner. Comprehensive written materials should be made available to all trainees. Audio-visual materials should be utilised, with good quality presentation for conducting the training at all levels. For this purpose, standard audio-visual materials including overhead transparencies/slides or computer based presentations should be prepared in advance in the local language. It is important that the size of the training group is kept manageable, so that the trainees can absorb the training imparted and can have

an opportunity for clarifying doubts through interaction with the trainers and senior officers present.

87. A set of all the relevant forms and other documents to be used for the revision process should be made available to each of the trainees.

88. Intensive Training should be given particularly to enumerators and their supervisors who will be deployed for house to house verification. They should have a thorough understanding of following points:

- (i) They should clearly understand the limits of the area assigned and make sure that neither they extend the operation beyond the limits of the area allocated nor overlook any area of habitation like slums or camps that might have newly come up due to dislocation from earlier areas due to developmental activities like slum clearance or resettlement colonies set up due to natural calamities, etc.
- (ii) They should have a clear understanding of the procedure of filling of various Divisions of the Revised Preliminary List by suitable illustrations.
- (iii) They should be supplied with a standard set of questions to be asked of the Head of the family / adult member of the house-hold to obtain correct information.
- (iv) All enumerators/Supervisors including reserve staff should be thoroughly Trained.

REPORTS

89. CEO has to send following consolidated reports to the Commission :-

1. Report confirming that the integration of the existing roll (including the supplements of 2002 revision) - by 30-6-2002
2. Completion of the printing of Preliminary Lists for each part of the roll to be sent by 13-7-2002
3. Commencement of house to house verification by enumerators on the appointed day - by 16-7-2002
4. Completion of 100% work of house to house verification by enumerators & Supervisors - by 16-8-2002
5. A certificate confirming that draft rolls have been prepared from the corrected data base through Control Tables.- by 13-10-2002

6. Furnishing of data relating to deletions on account of death and for other reasons like shifting out, and additions on account of new members of the families in the existing rolls since becoming eligible and additions on account of other reasons like shifting in – Form ECI-RER-016 – by 16-10-2002.
7. Confirming draft publication at designated locations in all constituencies - by 17.00 hours on 16-10-2002
8. Report of constituency-wise total electors in draft roll, claims / objections filed and their percentages in Form ID ECI-RER-011 - by 10-11-2002
9. Report of constituency-wise total electors in draft roll, claims / objections received, rejected and admitted and suo-moto additions and deletions under Rule 21 and 21A of the Registration of Electors Rules, 1960 – Form ID ECI-RER-012 – by 31-12-2002.
10. Confirmation of final publication - 6-01-2003 by 1700 hrs.
11. Data about constituency-wise final electors figures in Form ID ECI-RER-017 by 13-01-2003.
12. Statement indicating constituency-wise number of electors, the number of electors against whom EPIC numbers have been indicated and the number of electors in whose case EPIC numbers do not appear in Form ID ECI-RER-018 by 06-02-2003.

ALL THE ABOVE REPORTS SHOULD BE ADDRESSED TO THE SECRETARY IN THE COMMISSION WHO IS IN CHARGE OF THE STATE / UT.

RECORD KEEPING

90. The preparation and revision of rolls is not an one time exercise. The Indian Electoral system provides for a continuous updating of rolls. Further, after harmonising the Electoral Rolls with the list of electors issued with Photo Identity Cards, the Commission has decided to maintain the current EPIC number as a permanent and unique identity number for the elector. Since electors shift from one locality to another and accordingly are to be tagged to different Polling Stations or Assembly Constituencies and Parliamentary Constituencies, over a period of time, it is important that relevant records are preserved carefully. This is an area, which needs

considerable improvement. The EROs will be personally responsible for the proper maintenance of all records and their safety. District Officers will supervise and ensure that appropriate arrangements have been made in this regard. When an ERO is transferred and a new incumbent joins, the outgoing ERO must explain the arrangements to the successor. When the post designated as the ERO is modified and a new post is designated as ERO, thorough and comprehensive arrangements for handing over and taking over the records from one office to the other must be made. Any slackness in this regard will be viewed very seriously by the Commission and the concerned officer will be liable for suitable action. Custodians of records must be designated as such.

91. Now, the electoral rolls have been prepared after house-to-house verification, the EROs should open separate folders for each part of the electoral roll. On the outer cover of the folder, the serial number and name of the Parliamentary/Assembly constituency and the serial number of part of the electoral roll shall be indicated prominently; The folder for each part of the electoral rolls should contain :-

- (i) The sketch map showing the details of the polling area like the extent in terms of ward/block/locality/village/house number etc. received back from the enumerator after completion of house-to-house verification. The ERO should mark improvements on the copy of the map indicated by the enumerators/supervisors ;
- (ii) Used Preliminary List for the relevant part of the electoral roll;
- (iii) Used book containing Record of Enumeration originals for the relevant part of the electoral roll;
- (iv) Printed copy of the electoral roll as published in draft.
- (v) Application Forms filed for inclusion of names or deletion of names with the reports of Designated Officers/AEROs/EROs.
- (vi) Copy of the Finally published roll.

Note :- The documents mentioned at (i), (ii) and (iii) above shall be bound together for keeping in the folder.

PUBLICITY AND AWARENESS CAMPAIGN

92. The publicity campaign is a crucial element in the overall strategy. The CEOs should personally plan the entire campaign covering all forms of media and should

oversee its implementation. Innovative methods are often the most successful. Professional help as required may be availed of for various components.

93. The programme of special revision, particularly the stages of house to house verification, date and place of draft publication, period during which the claims and objections may be filed and the particulars of places where the claims and objections can be filed should be given the widest possible publicity.

94. The programme of revision should be intimated to all local units of political parties, MLAs and MPs of the State, soliciting their cooperation to prepare accurate and up-to-date electoral rolls. In addition, the programme should be intimated to Municipalities and Village Panchayat Offices and such other peoples' institutions as may exist in the State / UT. In Urban areas, the programme should be intimated to the Cooperative Societies and Residents Welfare Associations. Where Non-Government Organisations working in electoral matters are available, they should also be intimated.

95. Publicity should also be given through Press Notes and handouts to various media entities including Newspapers, local magazines and periodicals, local TV channels and cable operators organisations. You may request the local stations of AIR, Doordarshan, TV channels and Cable Operators, to include information of the period of house to house verification, place of draft publication, period for filing claims and objections, etc., in their news items as well as special programmes, and should broadcast the information at least two or three times during the peak broadcasting time till the last date for filing claims and objections.

96. Hoardings, posters and banners should be prepared and displayed in prominent places including bus terminals, Railway Stations, Post Offices, Banks and other prominent locations frequented by the local populace. Cinema slides may also be shown in cinema theatres.

97. The State Field Publicity Units, units of the Song and Drama Division and other governmental agencies should be used to give the widest publicity to the programme, using all possible means including beating of drums, announcements in local cultural programmes, etc.

HELP DESKS AND CONTROL ROOM

98. A large number of people are not aware of the Assembly Constituency to which they belong and the polling station to which they are tagged. This is particularly true for metros and large urban areas. A complete list of localities and mohallas as listed in the electoral rolls should be printed in booklets and handouts alongwith their links to polling stations. These booklets and handouts should be circulated to offices and agencies so that maximum number of electors can have their queries answered without much effort.

99. The Chief Electoral Officers should set up a Control Room for the special revision and ensure that it is manned during extended hours on working days as well as holidays during and immediately preceding the public interaction phases, i.e., the field operations and period for filing of claims and objections. It is important that the personnel manning the Control Room be hand-picked and provided with adequate number of lines and information so that they are able to handle queries both relating to locations and timing of various activities of the campaign. Similar Control Rooms should be established at District level. The functioning and effectiveness of the Control Rooms should be monitored on a continuous basis by the senior officials personally and facilitated.

100. In State headquarters and large urban cities a Help Line or Help Desk should be established equipped with adequate telephone lines so that citizens can phone in and have their queries relating to the rolls and the campaign answered instantaneously. This component can be handled in-house with the use of the available staff or through professional operators or the entire component can be farmed out to an agency dealing in this line of work. Adequate numbers of operators should be trained and available to cater to the load and should have available with them the necessary details to be able to answer the queries and guide the citizen effectively. The schedule of the revision, detailed schedules field operations, list of localities and associated polling stations, and location details of polling station, etc., with proper flags and indexes, should be available with the operators. Computers can also be provided with the Control Table data and software to enable the searching of links to be done with minimal delay.

INVOLVEMENT OF PANCHAYATS

101. In areas where elected Panchayats exist they can be very effective in participating in the verification exercise and improving the quality of the rolls. Panchayat members will be ideally placed to give information about dead and shifted electors as also new electors. The EROs must give advance notice of the programme fixed for enumeration to the Panchayats, and should request the panchayats to send one of the panchayat members alongwith the enumerator during the house to house operations. In order to facilitate the participation of the panchayat members one copy of the electoral roll, preferably after integration, may also be provided to the panchayat for the area covered under it. In States / regions where the Panchayat Act stipulates that the Assembly Rolls form the basis of panchayat rolls for the purposes of local elections it is expected that there would be a good response from Panchayats.

102. It may be clarified that where a panchayat member accompanies an enumerator for the house to house operation, the action of the panchayat member is treated as a purely voluntary action for which no remuneration or compensation can be claimed or paid or even expected. In case the member chooses not to accompany the enumerator, that should not hold up the process of verification. Non-availability of the panchayat member should not be allowed to interfere with the scheduled enumeration or disrupt further action.

103. Later, at the stages of draft and final publication, one copy of the draft / final electoral rolls should be sent to the panchayat office for display. EROs may also use the panchayats as channels for the distribution of blank Forms 6, 7 and 8 etc. so that electors do not have to make an extra visit to the EROs office for obtaining the same.

RECTIFICATION OF ADDRESSES

104. The computerised system for electoral rolls management is designed to capture the complete postal address of each elector while at the same time ensuring that storage space required for the totality of addresses is minimal and consistency in the spellings of the various geographical areas in the address is maintained. The address of the electors is disaggregated into components namely House No., Section details, Village/Town/Metro name, Tehsil, Post Office, Police Station and District and stored in descriptive fields in the data base. The postal address of the elector can thus be reconstructed on demand by the computer by combining these descriptive fields.

105. Detailed instructions on the addressing scheme have already been issued under letter No. 23/2002/PLN-II dated 24th April, 2002. These should be followed meticulously. A strategy has been suggested for completing the address field where found to be incomplete. This exercise should be undertaken immediately so that the Preliminary Lists are generated with all elements of the address duly corrected. Care should be taken by the EROs / AEROs that the sub-components of address are stored in the natural order in which they are written in the postal address to enable proper reconstruction.

106. Some minor changes have been made in the manner of printing the electoral rolls. These require corresponding modifications in the data structures of the control table of Sections (Table 19). The changes in structure must be implemented before the Preliminary List is generated and the new field added as a consequence is populated. While printing the draft and final rolls it should be ensured that the section identification together with pin code appears at the beginning of the section and also on the top of every subsequent page pertaining to that section.

107. The second change is in respect of the House Number. The number must be printed against all the electors rather than only against the name of the first member in the family. This is to remove confusion in the case where members of one family living at the same house number are followed by a group of individuals against whom house numbers have not been recorded.

SYNCHRONISATION OF ROLLS WITH EPIC

108. The reporting system under the EPIC programme currently captures the number of defect free EPICs issued. The State totals are arrived at by aggregating the reports from constituent Assembly Constituencies. The totals reported are historical cumulative figures and are not periodically corrected for the EPIC holders who may have been deleted from the rolls after their EPICs were prepared and delivered. The numbers reported are seen against the total number of electors of the Assembly Constituency / State. This is a net figure in the computation of which the additions and deletions are taken into account. Thus at the micro level the two figures are strictly not comparable. Now that a number of States are approaching the 90 per cent mark, there is a need to synchronise the two programmes more closely.

109. After the final publication, a statement should be prepared Part-wise for each constituency indicating the number of electors in the Part, the number of electors against whom EPICs have been indicated, and the number of electors in whose case EPIC numbers do not appear. These numbers can be obtained through suitable queries on the data base and statement prepared with the help of the State Level Agency (SLA). This statement must NOT be sent to the Commission unless specifically requested by the Zonal Secretary in part or whole but is required to prepare the final report for submission.

110. Based on the statement mentioned in the preceding para a constituency statement should be prepared showing the number of electors in the constituency, number of electors against whom EPIC numbers are indicated, and the number of electors against whom EPIC numbers are not indicated in Form ECI-RER-018 should be prepared and sent to the Commission within one month of the Final Publication of the Rolls. A soft copy in Excel format should also be sent along with the printed statement.

LIST OF ANNEXURES

Annexure No.	Form ID	Title
1	ECI-RER-013	Preliminary List
2	EPIC-012	Verification of Electors Photo Identity Cards
		Identity Card for Enumerators and Supervisors
4	ECI-RER-014	Record of Enumeration
5	Form 4	Letter of Request
6	ECI-RER-015	Application for Inclusion of Name in Electoral Roll
7	ECI-RER-016	Summary of Draft Electoral Rolls
8	ECI-RER-011	Constituency-wise Report of Applications Received
9	ECI-RER-012	Constituency-wise Report of Disposal of Applications Received
10	ECI-RER-017	Constituency-wise Report of Electors in Final Roll
11	ECI-RER-018	Details of EPIC Numbers in Electoral Rolls

PRELIMINARY LIST DIVISION A - DETAILS OF PART

No. Name and Reservation Status of Assembly Constituency:	Part No.
No. Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located:	

1. DETAILS OF REVISION	
Year of Revision: 2003	Type of Revision: Special
Qualifying Date: 11.2003	Date of Final Publication:

2. DETAILS OF PART & POLLING AREA	
Extent of Part:	Main Village / Town :
	Hadbast No. :
	Patwar Circle :
Classification of Part: Number of Auxiliary Polling Stations in this Part :	Kanungo Circle :
	Tehsil :
	District :

3. POLLING STATION DETAILS	
No. and Name of Polling Station:	Village / Town :
Name and Address of Polling Station :	Hadbast No. :
	Patwar Circle :
	Kanungo Circle :
Reservation Status of Polling Station :	Tehsil :
Classification of Polling Station :	District :

No. of Polling Stations located in Polling Station Location :

4. NO. OF ELECTORS :		Distribution of Electors		No. of electors		
Type	Starting Serial No.	Ending Serial No.	Male	Female	Total	
a) Main Polling Station						
b) Auxiliary Polling Station 1						
c) Auxiliary Polling Station 2						
Total in Part (a + b + c)						

Site/UT Code:	AC No:	Part No.:	Section No.:	Segment No.:	Pin Code:
Area Description: गिरसोडा गांव के ऊपर गांव के खाली भाग			Locality Description: Tola CIMA / गिरसोडा 21.01.2018, 10:00 AM गिरसोडा		

[illegible]

[illegible][illegible]

DIVISION C - ELECTORAL ROLL - LIST OF ADDITIONS

State/UT Code:	AC No:	Part No.:	Section No.:	Segment No.:
Area Description:			Locality Description:	

[illegible]

VERIFICATION OF ELECTORS PHOTO IDENTITY CARDS

(A) ELECTORS IN ELECTORAL ROLLS -- SECTION START PAGE

[illegible]

[illegible]

(C) ADDITIONAL ELECTORS WITH EPIC - SECTION LAST PAGE.

[illegible]

Instructions for Verification of EPICs.

- Columns (1), (2) and (3) will be pre-printed exactly as in the existing Electoral Roll.
- The questions for which answers will be recorded in the columns (4) & (5) of the questioning are given below:-

Column	Heading	Question	Entry to be made in box
Column (4)	EPIC shown	Has the EPIC of the elector been presented to you (the enumerator) for verification ?	√ for YES X for NO.
Column (5)	Lost	If EPIC has not been shown, has it been lost ?	√ for YES X for NO.
Column (6)	Mutilated	Is the EPIC damaged or mutilated ?	√ for YES X for NO.
Column (7)	Correct EPIC No.	Is the EPIC number as printed in Column (3) correct ?	√ for YES Enter the correct number, if answer is NO.
Column (8)	Date of issue		Enter the issue date of the EPIC in the format dd-mm-yy.
Column (9)	Photo	Is the photograph correct ?	√ for YES X for NO
Column (10)	Name (Eng.)	Is the name of the elector as written in English is correct ?	√ for YES X for NO.
Column (11)	Name (Lang.)	Is the name of the elector as written in the language of the roll correct ?	√ for YES X for NO.
Column (12)	Age	Is the age of the elector as on the reference date indicated in the EPIC correct ?	√ for YES X for NO.
Column (13)	Relationship	Has the relationship been correctly mentioned in the EPIC ?	√ for YES X for NO.
Column (14)	Relation Name (Eng.)	Is the name of the relation of the elector as written in English correct ?	√ for YES X for NO.
Column (15)	Relation Name (Language)	Is the name of the relation of the elector as written in the language of the roll correct ?	√ for YES X for NO.

3. Column (4) to (15) with the exception of columns (7) & (8) will be marked by the enumerator with a tick (✓) representing 'YES' or cross (X) representing 'NO' in answer to the question related to the column as given below.
4. In Column (7) the enumerator shall be make a tick (✓) for 'YES' and will enter the correct EPIC Number in case the answer to the question is 'NO'.
5. In Column (8) the date of issue of the Card will be indicated.

Note :-

1. The language in which the roll has been printed should be substituted in Columns (11) & (15) and the text of the question modified to reflect the same. For example, if the roll is maintained in Telegu the heading of Column (11) should read Name (Telegu) and the question to be answered as "Is the name of the elector as written in Telegu Correct?"
2. Column (9) seeks to capture whatever the photograph of the elector is correct. It is not meant to find out what the quality of the photograph is. If the elector can be recognised by using the photograph, the answer should be 'YES', i.e., (✓).
3. Columns (10) to (15). If the answer to any of the questions is 'NO', i.e., (X) the correction should be noted in the Preliminary List, if not already correctly preprinted.

ANNEXURE-3

IDENTITY CARD FOR ENUMERATORS & SUPERVISORS

<p>ELECTION COMMISSION OF INDIA IDENTITY CARD FOR ENUMERATOR /SUPERVISOR</p> <p>Shri/Smt.</p> <p>Whose specimen signature is given below has been appointed as an Enumerator / Supervisor for the Special Revision of Intensive Nature, 2003 in respect of Constituency.</p>	
<p>Specimen Signature of Enumerator / Supervisor PIN No.</p>	<p>Signature Electoral Registration Officer SEAL</p>

Sl. No. _____

RECORD OF ENUMERATIONAC No /
PS No

(Round Stamp of PS)

(I) Electors Verified

Sl. No. in Preliminary List	NAME

(II) List of Additions

Sl. No. in Preliminary List	NAME

(III) List of Deletions

Sl. No. in Preliminary List	NAME

I, _____
have read the Declaration overleaf / the Declaration overleaf has been read out and
explained to me and I hereby affix my signature / thumb impressions in confirmation thereof.

Signature of Enumerator
PIN: _____
Date: _____

Signature of the head of family
or any senior adult member

DECLARATION

I solemnly declare that all the persons whose particulars are mentioned overleaf are citizens of India, are of the age of 18 years or above on the qualifying date and are ordinarily resident at the given address.

I further solemnly declare that the particulars of the said persons, as furnished by me are true to best of my knowledge and belief and that none of the said persons has been included in the electoral roll of any other Constituency or more than once in this Constituency.

I am also aware that making any statement or declaration in connection with the inclusion or exclusion of any entry in or from the electoral roll which is false or which I either know or believe to be false or do not believe to be true is punishable with imprisonment for a term which may extend to one year or with fine, or with both, under section 31 of the Representation of the People Act, 1950.

THE REGISTRATION OF ELECTORS RULES, 1960

FORM 4
(See rule 8)

Letter of request

Place.....

Date.....

To

The occupant of.....

Sir/Madam,

The preparation of the electoral roll for the Assembly Constituency in which you are residing has been taken in hand. It will greatly facilitate my work if you will kindly complete the statement below after reading the attached instruction and hand it over to my assistant who will call for it.

Electoral Registration Officer of the.....

.....
Assembly Constituency

STATEMENT

Names and particulars of adult citizens ordinarily residing in the above premises

Name of citizen	Particulars as to ["Father or Mother or Husband"]	Age on 1st January 2002
1.		
2.		
3.		
4.		
5.		
etc.		

Signature.....

Date.....

INSTRUCTIONS

- Enter the names of all persons who have completed 18 years of age on or before the 1st of January of this year and who are ordinarily residing in the premises.
- Only the names of those who are citizens of India should be entered.
- Enter against Serial No. 1 in the first column, the name of the head or other senior member of the family, provided he or she has the qualifications mentioned in paragraphs 1 and 2 above.
- "Ordinarily residing" does not mean that the person should be actually in the house when you are filling in the form. The persons who normally live in the house should be included even though they may be temporarily absent, e.g., on a journey or on business or in hospital. On the other hand, a guest or visitor, who normally lives elsewhere but happens to be in the house at the time should not be included.
- All ordinary residents of the house should be included, whether they are members of the family or not. But do not enter the name of any person who is a member of the Armed Forces of India or is employed under the Government of India in a post outside India or the name of such person's wife if she ordinarily resides with him.
- In the case of every male citizen, enter in the second column the name of his father preceded by the words "son of"
- In the case of every female citizen, enter in the second column—
(i) the name of the husband preceded by the words "wife of", if she be married;
(ii) the name of the late husband preceded by the words "widow of", if she be a widow; and
(iii) the name of her father preceded by the words "daughter of", if she be unmarried.
- In the third column, enter the age of the citizen as accurately as possible, giving only the number of complete years and ignoring the months.

FORM ID

ECI-RER-015

Application for inclusion of name in electoral roll

To

The Electoral Registration Officer,

..... Assembly/Constituency

Sir,

I request that my name be included in the electoral roll for the above Constituency which is under revision. Particulars in support of my claim for inclusion in the electoral roll are given below :-

I. Applicant's details	1 Title ^s	2. First and middle name	3. Last name					
4 Age on 1 st January, 2002.	5. Years :	6. Months :	7. Sex (male/female) :					
Date of birth, if known :	8. Day :	9. Month :	10. Year :					
Place of birth :	11 Village/Town :	13. State :						
	12. District :							
II. (a) Details of relation of applicant (Father / Mother / Husband)	14. Title ^s :	15. First and middle name :	16. Last name :					
(b) Relationship with applicant . Father/Mother/Husband :								
III. Particulars of place of ordinary residence (Full address):								
17 House / Door number :								
18 Street/ Mohalla / Road/ Gali :								
19. Area / Locality :								
20. Town/Village :								
21 Post Office :	22. Pin Code : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td><td></td><td></td></tr></table>							
23. Police Station :								
24. Tehsil/ Taluka :								
25. Block / Mandal (for Village) :								
26. District :								
IV. Period of continuous residence at the above mentioned address on the date of application		27. Years :	28. Months :					
V. Declaration								
I hereby declare that - (i) I am a citizen of India;								
(ii) I have not applied for the inclusion of my name in the electoral roll for any other Constituency;								
(iii) (a)* My name has not been previously included in the electoral roll for this or in any other Assembly/Parliamentary ^E Constituency; or								
(b)* I was an ordinary resident earlier at the address mentioned below and my name is included/might have been included in the relevant Part of the electoral roll for :								
27. Assembly/Constituency	a) Number	b) Name :						
28. State/Union territory :	29. Part number :		30. Serial number :					

Sh./Sm/Km./Dr. etc.

Particulars of previous place of residence (full address) :

31. House / Door number :

32. Street/ Mohalla / Road/ Gali :

33. Area / Locality :

34. Town/Village :

35. Post Office :

36. Pin Code :

37. Police Station :

38. Tehsil/ Taluka :

39. Block / Mandal :

40. District :

I request that my name, so included/if so included may be deleted from that electoral roll.

(iv). * I had not applied earlier for inclusion of my name in this or any other constituency, which was rejected; or

* I had applied earlier for inclusion of my name in _____ (name of constituency) *assembly / *parliamentary constituency on _____ which was rejected for the following reason:

(v). The facts and particulars mentioned above are true to the best of my knowledge and belief.

Place

Date

Note—Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of the People Act, 1950

Signature or thumb impression of
claimant

* Strike out the inappropriate alternative.
£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir

Special Intensive Revision, 2003

SUMMARY OF DRAFT ELECTORAL ROLL

[illegible]

Place:
Date:

Signature of the Chief Electoral Officer

LECTION COMMISSION OF INDIA

COLLECTIONS COMMISSION OF THE CONSTITUTION-WISE REPORT OF APPLICATIONS RECEIVED IN THE STATE/UT

Agency-Wise Report of Applications Received in the State/CU
SPECIAL INTENSIVE REVISION 2003 - TOTAL NUMBER OF APPLICATIONS RECEIVED

Consolidated Statement at the end of the
filing Claims & objections on

State/UT Name:

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE:

[illegible]

Continued at page.....

Page No.....

Constituency-Wise Report of Applications Received in the State/UT.

COPIES RECEIVED

State/UT Name:

Filing Claims & objections on

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE:

Constituency		Total No. of Electors in the Draft Rolls of the Constituency	Total no. of FORM-6 filed	Percentage Of FORM-6 compared to the draft rolls	Total no. of FORM-7 filed	Percentage Of FORM-7 compared to the draft rolls	Total no. of FORM-8 filed	Percentage Of FORM-8 compared to the draft rolls
No	Name							
1	2	3	4	5	6	7	8	11
Total or Sub-total C/F								

ELECTION COMMISSION OF INDIA

ELECTION COMMISSION OF INDIA
Constituency-Wise Report of Applications Received in the State/UT
SPECIAL INTENSIVE REVISION, 2003 - TOTAL NUMBER OF APPLICATIONS RECEIVED
Consolidated Statement at the end of the period for
filing Claims & objections on

State/UT Name:

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE:

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :								
Constituency		Total No. of Electors in the Draft Rolls of the Constituency	Total no. of FORM-6 filed	Percentage Of FORM-6 compared to the draft rolls	Total no. of FORM-7 filed	Percentage Of FORM-7 compared to the draft rolls	Total no. of FORM-8 filed	Percentage Of FORM-8 compared to the draft rolls
No	Name							
1	2	3	4	5	6	7	8	11
Total or Sub-total C		F						

Place :

Date:

Page No.....

Signature of Chief Electoral Officer

CONSTITUENCY-WISE REPORT OF APPLICATIONS RECEIVED IN THE STATE/UT

State/UT Name:

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE:

No	Name	Total No. of Electors in the Draft Rolls of the Constituency	Total no. of FORM-6 filed	Percentage Of Form-6 compared to the draft rolls	Total no. of FORM-7 filed	Percentage Of Form-7 compared to the draft rolls	Total no. of FORM-8 filed	Percentage Of Form-8 compared to the draft rolls
1	2	3	4	5	6	7	8	9
		Total or Sub-total C/F						

תאריך :

Date:

Page No.....

Signature of Chief Electoral Officer

ELECTION COMMISSION OF INDIA

Constituency-Wise Report of Disposal of Applications Received
RECURSIVE REVISION 2003

SPECIAL INTENSIVE REVISION, 2003

Consolidated Statement of
Claims & Objections on

te/ UT Name:-

TOTAL ELECTORS IN THE DRAFT ROLLS FOR THE STATE :

[illegible]

Constituency-Wise Report of Disposal of Applications Received in the

SPECIAL INTENSIVE REVISION, 2003

Consolidated Statement at the end of the period for disposal
of Claims & Objections on

ce/ UT Name:

FACTORS IN THE DRAFT ROLLS FOR THE STATE:

[illegible]

Total or Sub-total C/F

ELECTION COMMISSION OF INDIA
Constituency-wise report of electors in the final roll

Name of State/UT:

Date of Final Publication

TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL:

[illegible]

Continued at page.....

FCI-RFR-017(C)

Name of State/UT:

Date of Final Publication :

TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL:

[illegible]

Continued at page.....

FCI-RFR-017(C)

Date of Final Publication :

TOTAL NUMBER OF ELECTORS IN THE FINAL ROLL :

Continued at page.....

ELECTION COMMISSION OF INDIA
SPECIAL REVISION OF INTENSIVE NATURE

ECI Form ID

ECI-RER-018

State :

Date of Final

Publication :

DETAILS OF EPIC NUMBERS IN ELECTORAL ROLLS

[illegible]

Date:

Signature and Stamp of CEO