

**ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ. ਨਗਰ
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)**

ਸੇਵਾ ਵਿਖੇ

1. ਸਮੂਹ ਮੰਡਲ ਸਿੱਖਿਆ ਅਫਸਰ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।
3. ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ/ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ: 15/21-2015 ਕੋ ਸ਼ਾਖਾ (1)/629
ਮਿਤੀ: 13.10.2017

ਵਿਸ਼ਾ: Special Summary Revision of Electoral Roll w.r.t 1st January, 2018 as the qualifying date- posting of Adequate staff to fill up vacancies & ban on Transfer/posting.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ (ਪ੍ਰਸ਼ੋਨਲ ਪਾਲਿਸੀ-2 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ: 7/23/2014-1ਪੀਪੀ2/1072604/1-2 ਮਿਤੀ 26.09.2017.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਜੀ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਪੱਤਰ ਦੀ ਕਾਪੀ

ਸ਼ਾਮਲੀਤ 13.10.17
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ. ਅੰ. ਨੰ. ਉਕਤ

ਮਿਤੀ: 13.10.2017

ਉਤਾਰਾ ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ. (ਸੈਸਿ), ਪੰਜਾਬ ਵਿਖੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸ਼ਾਮਲੀਤ 13.10.17
ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

31-10-17
11-10-17
(L)

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ਨੰ: 7/23/2014-1 ਪੀ ਪੀ 2/1072604/1-3

ਪੰਜਾਬ ਸਰਕਾਰ
ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ
(ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀ-2 ਸ਼ਾਖਾ)

ਦਫਤਰੀ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ:ਨਿ)
ਰਿਕਾਰਡ ਸ਼ਾਖਾ 578 87 ਕੋ
ਡਾਇਰੀ ਨੰ:
ਮਿਤੀ: (26/10/17)

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ, 26/10/2017

ਸੇਵਾ ਵਿਖੇ

1. ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼, ਜ਼ਿਲ੍ਹਿਆਂ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
ਉਪ ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ਪੰਜਾਬ।
2. ਰਾਜ ਦੇ ਸਮੂਹ ਬੋਰਡਾਂ/ਕਾਰਪੋਰੇਸ਼ਨਾਂ ਦੇ ਚੇਅਰਮੈਨ/ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ।

ਵਿਸ਼ਾ:- **Special Summary Revision of Electoral Roll w.r.t 1st January, 2018 as the qualifying date- posting of Adequate staff to fill up vacancies & ban on Transfer/posting.**

ਸ਼੍ਰੀਮਾਨ ਜੀ/ਸ਼੍ਰੀਮਤੀ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸੰਬੰਧਿਤ ਕਰਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ ਵਲੋਂ ਪੱਤਰ ਨੰ: Elec- 2017/ਪੀ.7678 ਮਿਤੀ 06-09-2017 ਰਾਹੀਂ ਚੋਣ ਕਮਿਸ਼ਨ, ਭਾਰਤ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 434/1/LET/FUNC/ERD-ER/2017 ਮਿਤੀ 25-08-2017 ਰਾਹੀਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਭੇਜ ਕੇ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਉਂਦੇ ਹੋਏ ਦੱਸਿਆ ਹੈ ਕਿ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਮਿਤੀ 01.01.2018 (ਕੁਆਲੀਫਾਇੰਗ ਮਿਤੀ) ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਫੋਟੋ ਚੋਣ ਸੁਧਾਈ ਦਾ ਪ੍ਰੋਗਰਾਮ ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਹੈ। ਚੋਣ ਕਮਿਸ਼ਨ, ਭਾਰਤ ਸਰਕਾਰ ਦੀਆਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਨੱਥੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

2. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਜੀ।

ਵਿਸ਼ਵਾਸਪਾਤਰ,
H Sahat
ਹਰਬੰਸ ਸਿੰਘ, ਪੀ.ਸੀ.ਐਸ.
ਉਪ ਸਕੱਤਰ ਪ੍ਰਸੋਨਲ

(2)

ਇਸ ਦਾ ਉਤਾਰਾ ਸਮੂਹ ਵਿਸੇਸ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਯੋਗ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

H Sahat
ਉਪ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਸੇਸ ਮੁੱਖ ਸਕੱਤਰ, ਵਧੀਕ ਮੁੱਖ ਸਕੱਤਰ, ਵਿੱਤੀ ਕਮਿਸ਼ਨਰਜ਼,
ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 7/23/2014-1ਪੀਪੀ2/1072604/ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ 26/9/17

ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- 1) ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ।
- 2) ਸਮੂਹ ਮੰਤਰੀਆਂ ਦੇ ਵਿਸੇਸ ਸਕੱਤਰ/ਸਕੱਤਰ ਅਤੇ ਨਿੱਜੀ ਸਕੱਤਰ
- 3) ਸਕੱਤਰ/ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ।

H Sahat
ਉਪ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਸੇਵਾ ਵਿਖੇ

- 1) ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ/ ਮੁੱਖ ਮੰਤਰੀ, ਪੰਜਾਬ,
- 2) ਸਮੂਹ ਮੰਤਰੀਆਂ ਦੇ ਵਿਸੇਸ ਸਕੱਤਰ/ਸਕੱਤਰ ਅਤੇ ਨਿੱਜੀ ਸਕੱਤਰ
- 3) ਸਕੱਤਰ/ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ।

ਅੰ.ਵਿ.ਪੱ.ਨੰ: 7/23/2014-1ਪੀਪੀ2/1072604/4-6 ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ 26/9/17

ਪਿੱਠ ਅੰ.ਨੰ: 7/23/2014-1ਪੀਪੀ2/1072604/7 ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ 26/9/17

ਉਪਰੋਕਤ ਦਾ ਇਕ ਉਤਾਰਾ ਭਾਰਤ ਸਰਕਾਰ, ਚੋਣ ਕਮਿਸ਼ਨ ਆਫ ਇੰਡੀਆ, ਨਿਰਵਾਚਨ ਸਦਨ, ਅਸ਼ੋਕਾ ਰੋਡ, ਨਵੀ ਦਿੱਲੀ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ: 434/1/LET/FUNC/ERD-ER/2017 ਮਿਤੀ 25-08-2017 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

H Sahat
ਉਪ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

ਪਿੱਠ ਅੰ.ਨੰ: 7/23/2014-1ਪੀਪੀ2/1072604/8

ਮਿਤੀ,ਚੰਡੀਗੜ੍ਹ 26/9/17

ਇਸ ਦਾ ਉਤਾਰਾ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ: Elec-2017/ਪੀ.7678 ਮਿਤੀ 06-09-2017 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਹਿਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

H Sahat
ਉਪ ਸਕੱਤਰ ਪ੍ਰਸ਼ਨਲ

MOST IMMEDIATE/DATE BOUND

(3)
OFFICE OF THE
CHIEF ELECTORAL OFFICER, PUNJAB
(SCO NO.29-30, Sector 17-E Chandigarh)

Phone :0172-2704701,2724037,2704779.Fax:0172-2707970Email:-ceo_punjab@eci.gov.in, jtceo_punjab@eci.gov.in

No. Elec-2017/P- 7678

Dated 6/9/2017

To

The Chief Secretary to the Govt. of Punjab (OT)
Punjab Civil Secretariat
Chandigarh

2. The Secretary to the Govt. of Punjab
Department of Personnel
(PP-II Branch)
Punjab Civil Secretariat
Chandigarh

Subject:

Special Summary Revision of Electoral Rolls w.r.t. 1st January, 2018 as the qualifying date-Posting of Adequate Staff to fill up vacancies & Ban on Transfers/Posting-regarding.

Sir,

I am directed to forward herewith a copy of D.O. letter No. 434/1/LET/ECI/FUNC/ERD-ER/2017, dated 25.08..2017 of Dr. Sandeep Saxena, IAS, Deputy Election Commissioner, Election Commission of India addressed to you, a copy of which is endorsed to this office also, on the subject noted above and to state that the programme for special summary revision of Photo Electoral Rolls w.r.t. 01.01.2018 as the qualifying date has been issued by the Commission as per Category-BI, a copy of which is enclosed.

2. Necessary instructions may kindly be issued to all the Financial Commissioners, Principal Secretaries, Administrative Secretaries, Heads of Department, Managing Director of Boards and Corporations and all other concerned in accordance with the directions of the Election Commission of India well in advance so that Commission's instructions come in force w.e.f. 03.10.2017. A copy of directions issued in this regard may please be sent to the Election Commission of India as well as to this Office.

Yours faithfully,

Seef
Deputy Chief Electoral Officer, Punjab

Endst. No. Elec-2017/P-

Dated 2017

A copy each is forwarded for information to: -

1. The Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi with reference to D.O. letter No. 434/1/LET/ECI/FUNC/ERD-ER/2017, dated 25.08..2017 for information.
2. All the Divisional Commissioners in the State.
3. All the Deputy Commissioners-cum-District Election Officers in the State with the request that Commission's instruction may please be supplied to all the Electoral Registration Officer's for compliance.

sd
Deputy Chief Electoral Officer, Punjab

डॉ. सन्दीप मक्सेना
भारत निर्वाचन आयोग
DR. SANDEEP SAXENA



भारत निर्वाचन आयोग
Election Commission of India

D.O 434/1/LET/ECI/FUNC/ERD-ER/2017
Dated: 25th August, 2017

Subject: Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2018 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Sanction Transfers / Postings.

Dear Shri Karan Arjun Singh,

As you may be aware the Commission has announced the schedule for Special Summary Revision of Photo Electoral Rolls with reference to 1st January, 2018 with a view to preparing accurate rolls, inclusive of all eligible persons as electors. Further in the process names of dead/shifted or otherwise disqualified electors are required to be deleted and particulars of electors corrected and updated. The focus is on registration of new age voters and the missing voter especially in the category of PWDs, gender and other vulnerable and marginalized sections of the society. Defect free and updated electoral rolls are the bed rock of the electoral process.

2. The revision process has a number of pre-determined activities which need to be completed within pre-fixed time lines and as such for the revision of rolls the Commission expects enthusiastic participation of the public and full involvement and cooperation of political parties, rural and urban local bodies, NGOs etc. It is a massive exercise in which the entire election machinery from CEO/DEOs/ERDs/AEROs supervisors to BLOs level takes part.

3. A copy of the Commission's letter No. 23/LET/ECI/FUNC/ERD-ER/2017(Vol.III) dated 23rd August, 2017 inter-alia containing approved schedule for the Summary Revision of Photo Electoral Rolls with reference to 01.01.2018 as the qualifying date, is enclosed for your reference. The CEO shall bring to your notice immediately in case of any change is made in the schedule of Summary Revision.

4. As expected by the Commission, kindly ensure the following -

(a) Provision of adequate staff

All existing vacancies of posts relating to electoral rolls work, like J.R. Officer, ERD, and DEOs, if any, should be filled up immediately. The CEO of those States UTs is to be directed to bring to your notice the list of vacancies.

The Commission has already issued several instructions for strengthening of infrastructure and deployment of manpower in office of ERDs DEOs and CEOs to visit the

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forthcoming revision in the State provision of additional staff and infrastructure, wherever required, may be made in office of the above officers.

If it requires strengthening of ERO/DEO or CEOs office by provision of additional staff in all wings of the same should be provided immediately. Your attention is further invited to ECI Instructions on minimum staffing pattern.

(b) **Ban on transfers of officers and staff engaged with revision of roll**

Under the provision of the section 13CC of the Representation of the People Act 1950 any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision in the State.

(c) **Posting of substitute officers**

If it becomes absolutely essential to transfer any officer like EROs/DEOs etc. a reference, giving full justification, should be made by State Government in consultation with and through the State CEO for consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the Commission, where felt necessary.

(d) **Restriction on deployment of certain officials**

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or wilfully violating the Commission's directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter, in consultation with the Commission, wherever felt necessary by him.

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(e)

Provision of adequate fund

CEO

Adequate fund for carrying out the revision work should be made available to the

The Commission has been getting your full cooperation in all election related matters in the past and expects the same cooperation from you for the forthcoming Summary Revision of Electoral Rolls

It is requested that copies of the instructions issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for its information and record

With regards,

Yours sincerely,


(DR. SANDEEP SAXENA)

Shri Karan Avtar Singh,
Chief Secretary,
Government of Punjab,
Punjab Secretariat, Chandigarh-160017.

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By e-mail/Speed Post

No 434/17/LET/ECI/FUNC/ERD-ER/2017

Dated: 25th August, 2017

Copy to: -

The Chief Electoral Officer, Punjab with a request to keep the Government of State/UT informed of the schedule of revision and subsequent changes, if any, made in the revision programme. They are also requested to ensure that all vacant posts of key election officers are filled up week before the draft publication and unfilled vacancies are reported to the Commission



(AJOY KUMAR)
SECRETARY



भारत निर्वाचन आयोग
Election Commission of India

No. 23/LET/ECI/FUNC/ERD-ER2017 (Vol.II)

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By Email/Speed Post

निर्वाचन सदन

NIRVACHAN SADAN

अशोक रोड, नई दिल्ली - 110 001

ASHOKA ROAD, NEW DELHI - 110 001

Dated: 23rd August, 2017

To

The Chief Electoral Officers of
All States and Union Territories,
(Except Gujarat and Himachal Pradesh).

Subject: - Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2018 as qualifying date
Programme - regarding.

Sir,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1st January of the coming year as the qualifying date is done in later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of the electoral rolls could be made in the first week of January of the succeeding year. The revision schedule is prepared in such a manner that the electoral rolls are finally published much before National Voters' Day (25th January of every year) so that EPICs generated for new electors especially young voters (18-19 years) can be distributed to them in ceremonial manner on the day of NVD.

2. As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls with draft publication of electoral roll with the sole intention of achieving high fidelity electoral rolls. Accordingly, pre-revision activities like Training and Orientation of EROs/AEROs, Appointment of Booth Level Officers (BLOs) and their Training and Orientation, Identifications of critical gaps/deviations in electoral rolls and strategy to bridge/remove the same, deletion of identified multiple entries/dead electors entries after service of due notice, De-duplication campaign to remove duplicate entries in the electoral roll, Rationalization/modification of Polling Stations (including standardization and mapping of polling stations, determination of parts/section boundaries, optimization of sections and preparation of improved digital maps of polling areas), Photography campaign for residual electors whose images are not available in the roll (H2H campaign to collect images of residual electors), Preparation of CEO's website for draft publication of integrated rolls and providing search facility, Standardization of search facility at website, updating of Control Tables (including polling stations updating) and database and integration of rolls (irrespective of whether it is election or non-election year), preparation of detailed action plan for SVEEP etc. have been planned by the States/UTs in pursuance of the Commission's letter No.

Page 1 of 6

Tel : 011-23052205-18 Fax: 011-23052223-25, Website : www.eci.nic.in

“मजबूत लोकतंत्र - सबकी भागीदारी”

Greater participation for a stronger democracy

23/LET/ECI/FUNC/ERD-ER/2017 (VOL.II), dated 2nd August 2017 and the schedule, for pre-revision activities, fixed so, has to be strictly followed for its successful completion before draft publication of electoral rolls. A detailed report on completion of pre-revision activities shall be sent by the Chief Electoral Officer to the Secretary in charge of the respective State in the Commission.

3. As the Commission has decided to use VVPAT in all the future elections, no relaxation /deviation will be allowed in the upper limit of 1200 and 1400 electors in rural and urban polling stations respectively. The Commission has, therefore, directed all the polling stations with electors beyond the said upper limit will be invariably rationalized/modified as a pre-revision activity. For the rationalization/modification of Polling Station, rationalization of the part boundaries will be done as per the Commission's direction on upper ceiling of number of electors in urban and rural area and creation of new Polling Station shall be resorted to only after rationalizing the sections to adjacent Polling Station. Proposal on change of location shall be sent to the Commission only after physical verification/inspection of all the Polling Stations and along with its Longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Stations shall be captured and details of the same shall be updated in the Dashboard.

4. The Commission has decided to take up revision of electoral rolls with reference to 1st January 2018 as the qualifying date. The revision shall be a Special Summary Revision in all States and Union Territories (except Gujarat and Himachal Pradesh) and shall be undertaken as per the schedule annexed to this letter, in accordance with Manual on Electoral Roll, 2016 along with subsequent instructions with regards to revision of electoral rolls /registration of electors, issued from time to time by the Commission. No change in the dates in the schedule approved by the Commission will be permitted.

5. Adequate publicity and awareness drive shall be ensured by DEOs and CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized. All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.

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6. The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.
7. CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with the Special Campaign for Roll Revision process on special campaign dates along with BLO. On these Special Campaign dates, the BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.
8. In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI officers/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records including reports of progress as well as lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.
9. The electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll shall be furnished by the CEO along with his studied comments and explanatory memoranda to the Commission well before draft publication. Every DEO/ERO will do the similar study for his/her District/Assembly Constituency and forward the same to the CEO and also keep this ready for reference by Roll Observer/CEO. CEOs shall adopt the same methodology for estimation of projected 18+ population (age cohort wise) on 01.01.2018 as prescribed by the Commission during the recently concluded Special Drive, 2017. The State/UT, who is at variance with the methodology, as suggested by the Commission, may use their own methodology, if they feel that it is more scientific and realistic in context of the concerned State and in such case CEO has to mention about the rationale behind keeping existing methodology in the Format 1-8.
10. The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls. A request to that effect shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by **20th December, 2017** and with Formats 1-8, memoranda/note mandatorily on how the roll revision process has achieved the targets fixed and the strategy to address any shortfalls during continuous updating may also be furnished. This should, in any case, be done at least 7 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.
11. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only

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reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs therefore, the CEOs must forward requisite report on progress of revision process at regular interval.

12. In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 and 8A on the website of the CEO on a day to day basis, shall continue. The status of each application form should be clearly visible on each row of the list. Further, the web application used for this purpose should also provide a facility, that on clicking on any row in the list, the concerned application form can be printed by any citizen.

13. DEOs/EROs shall do Periodic reporting of progress made during the revision process regularly by making entries in prescribed Formats available at ECI dashboard, in accordance with the procedure laid down therein. The CEO shall check it to ensure its up to date status. It is reiterated for absolute compliance by all the concerned that dash board has to be kept updated at all times. Any lapse on part of the concerned officer shall expose him /her to disciplinary actions.

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

15. Further, the following guidelines are reiterated/guidance and for/compliance of all the concerned Officers involved in revision exercise:-

15.1 Display of list of claims and objections- (a) List of all claims and objections received should be put up on the website of CEO so that any citizen is able to see the list and lodge objections with the concerned ERO. In addition to this –

- i. Adequate publicity should be given by CEO to the fact that list of claims and objections is available on his/her website and objections can be raised before the EROs based on this list.
- ii. CEO, all DEOs and all EROs should hold meetings with political parties and inform them about the publication of list of claims and objections on CEO's website and the latest instructions of the Commission about disposal of claims and objections.
- iii. Political parties should be informed in writing by the CEO/DEO/ERO about publication of list of claims and objections on CEO's website.

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

15.2 Decisions on Claims and Objections - Decision on claims and objections should be taken only after all of the following conditions are compiled -

- i. At least seven clear days' period has passed after list of claims and objections has been published on all of the following -
 - (1) Website of CEO as clickable lists for each polling station
 - (2) Notice board of ERO (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - (3) Notice board of polling station (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - (4) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- ii. At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.
- iii. All deletions on the ground of death shall be made only after ascertaining the fact of death, to the satisfaction of ERO.

15.3 Verification before decisions on deletions -

- i. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar before final order is passed on Form 7.
- ii. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following categories: -
 - Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
 - Deletions where the same person is the objector in more than 5 cases.
- iii. Cases of deletions other than those made on the ground of, should be cross verified by supervisory officers in the following manner:-
 - (1) 2 % verification by Deputy DEO or equivalent officer.
 - (2) 1 % verification by DEO.
 - (3) 0.5 % verification by Roll Observer.

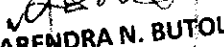
15.4 Monitoring - Monitoring report in the prescribed format as available at Electoral Roll Monitoring Application at CEO's portal shall be updated periodically by the CEO/DEO/ERO as the case may be. CEO shall compile the report and furnish the same to the Commission with his/her

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comments. The DEO/CEO shall personally ensure that data entry is updated in All India E-Rolli Monitoring Application in ECI portal through CEO's portal.

16. It is further clarified that all the Forms received during Special Drive 2017 shall be disposed of and registered death cases be removed from the roll after following due procedure. The supplements shall be prepared well before the draft publication of electoral rolls, 2018 so that outcome of disposal is reflected in integrated draft electoral roll at the time of its publication.
17. Preparation of Elector Photo Identity Card (EPIC) for the first time young electors may be done latest by 20th January 2018 and handed over to BLO/ERO/DEO etc. by 22nd January 2018 for ceremonial distribution on 25th January 2018, the National Voters' Day.
18. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.
19. A copy of this letter should also be circulated among all DEOs/EROs in the State for taking immediate appropriate necessary action.
- Please acknowledge receipt.

Yours faithfully,


(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY

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Schedule for Special Summary Revision of Electoral Rolls w.r.t. 1st January, 2018 as qualifying date (Except Gujarat and Himachal Pradesh)

S. No.	Name of STATE/UT	Stages of Revision							Final Publication of Electoral Rolls on
		Draft publication of Electoral Rolls	Period for filing of claims and objections	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	Disposal of Claims and Objections by	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list by		
1	2	3	4	5	6	7	8	9	
1	ANDHRA PRADESH	1.11.2017	From 1.11.2017 to 25.11.2017	7.11.2017 and 14.11.2017	12.11.2017 and 19.11.2017	10.12.2017	25.12.2017	05.01.2018	
2	ARUNACHAL PRADESH	3.10.2017	From 3.10.2017 to 23.10.2017	6.10.2017 and 13.10.2017	8.10.2017 and 15.10.2017	15.11.2017	20.12.2017	05.01.2018	
3	ASSAM	16.10.2017	From 16.10.2017 to 15.11.2017	20.10.2017 and 3.11.2017	22.10.2017 and 5.11.2017	15.12.2017	22.12.2017	12.01.2018	
4	BIHAR	4.10.2017	From 4.10.2017 to 31.10.2017	11.10.2017 and 18.10.2017	14.10.2017 and 21.10.2017	30.11.2017	26.12.2017	10.01.2018	
5	CHHATTISGARH	23.10.2017	From 23.10.2017 to 22.11.2017	29.10.2017	5.11.2017	12.12.2017	30.12.2017	10.01.2018	
6	GOA	18.09.2017	From 18.09.2017 to 17.10.2017	19.09.2017 and 31.10.2017	24.09.2017 and 8.10.2017	17.11.2017	16.12.2017	08.01.2018	
7	HARYANA	3.10.2017	From 3.10.2017 to 2.11.2017	10.10.2017 and 17.10.2017	15.10.2017 and 29.10.2017	2.12.2017	27.12.2017	10.01.2018	
8	JAMMU & KASHMIR	03.10.2017	03.10.2017 to 01.11.2017	04.10.2017 and 18.10.2017	14.10.2017 and 21.10.2017	30.11.2017	15.12.2017	01.01.2018	
9	JHARKHAND	16.10.2017	From 16.10.2017 to 15.11.2017	23.10.2017 and 7.11.2017	29.10.2017 and 5.11.2017	11.12.2017	From 11.12.2017 to 29.12.2017	08.01.2018	
10	KARNATAKA	25.10.2017	From 25.10.2017 to 24.11.2017	03.11.2017 and 15.09.2017	05.11.2017 and 19.11.2017	20.12.2017	11.01.2018	12.01.2018	
11	KERALA	31.10.2017	From 31.10.2017 to 30.11.2017	04.11.2017 and 18.09.2017	11.11.2017 and 26.11.2017	20.12.2017	30.12.2017	15.01.2018	
12	MADHYA PRADESH	4.10.2017	From 4.10.2017 to 3.11.2017	11.10.2017 and 18.10.2017	8.10.2017 and 29.10.2017	30.11.2017	20.12.2017	10.01.2018	
13	MAHARASHTRA	3.10.2017	From 3.10.2017 to 3.11.2017	7.10.2017 and 13.10.2017	8.10.2017 and 22.10.2017	5.12.2017	20.12.2017	05.01.2018	
14	MANIPUR	4.10.2017	From 4.10.2017 to 3.11.2017	7.10.2017 and 20.10.2017	8.10.2017 and 22.10.2017	24.11.2017	8.12.2017	05.01.2018	
15	MEGHALAYA	27.09.2017	From 27.09.2017 to 31.10.2017	6.10.2017 and 18.10.2017	7.10.2017 and 21.10.2017	13.11.2017	19.12.2017	10.01.2018	
16	MIZORAM	15.09.2017	From 15.09.2017 to 13.10.2017	16.09.2017 and 30.09.2017	23.09.2017 and 07.10.2017	10.11.2017	20.12.2017	15.01.2018	
17	NAGALAND	3.10.2017	From 3.10.2017 to 31.10.2017	13.10.2017 and 27.10.2017	14.10.2017 and 28.10.2017	30.11.2017	20.12.2017	05.01.2018	
18	ODISHA	18.09.2017	From 18.09.2017 to 31.10.2017	20.09.2017 and 29.10.2017	8.10.2017, 15.10.2017 and 22.10.2017	30.11.2017	28.12.2017	15.01.2018	
19	PUNJAB	3.10.2017	From 3.10.2017 to 02.11.2017	07.10.2017 and 14.10.2017	08.10.2017 and 15.10.2017	01.12.2017	From 05.12.2017 to 20.12.2017	08.01.2018	
20	RAJASTHAN	30.10.2017	From 30.10.2017 to 20.11.2017	11.11.2017 and 18.11.2017	12.11.2017 and 19.11.2017	04.12.2017	From 05.12.2017 to 29.12.2017	05.01.2018	
21	SIKKIM	18.09.2017	From 18.09.2017 to 17.10.2017	20.09.2017 and 06.10.2017	24.09.2017 and 08.10.2017	18.11.2017	15.12.2017	05.01.2018	
22	TAMIL NADU	3.10.2017	From 3.10.2017 to 31.10.2017	7.10.2017 and 21.10.2017	08.10.2017 and 22.10.2017	10.12.2017	From 11.12.2017 to 03.01.2018	05.01.2018	
23	TELANGANA	1.11.2017	From 1.11.2017 to 25.11.2017	7.11.2017 and 14.11.2017	12.11.2017 and 19.11.2017	10.12.2017	25.12.2017	05.01.2018	
24	TRIPURA	24.08.2017	From 24.08.2017 to 22.09.2017	09.09.2017 and 16.09.2017	27.08.2017, 03.09.2017 and 17.09.2017	31.10.2017	30.11.2017	05.01.2018	
25	UTTARAKHAND	10.10.2017	From 10.10.2017 to 10.11.2017	17.10.2017 and 24.10.2017	22.10.2017 and 4.11.2017	30.11.2017	10.01.2018	15.01.2018	
26	UTTAR PRADESH	15.09.2017	From 15.09.2017 to 30.10.2017	16.09.2017, 03.10.2017 and 24.10.2017	17.09.2017, 08.10.2017 and 29.10.2017	4.12.2017	From 04.12.2017 to 26.12.2017	02.01.2018	
27	WEST BENGAL	22.08.2017	From 22.08.2017 to 13.09.2017	26.08.2017 and 09.09.2017	27.08.2017 and 10.09.2017	15.11.2017	15.12.2017	05.01.2018	

Stages of Revision								
S. No.	Name of STATE/UT	Draft publication of Electoral Rolls	Period for filing of claims and objections	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	Disposal of Claims and Objections by	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list by	Final Publication of Electoral Rolls on
1	2	3	4	5	6	7	8	9
28	A & N ISLANDS	31.10.2017	From 31.10.2017 to 30.11.2017	04.11.2017 and 18.11.2017	11.11.2017 and 25.11.2017	15.12.2017	30.12.2017	13.01.2018
29	CHANDIGARH	3.10.2017	From 3.10.2017 to 31.10.2017	06.10.2017 and 13.10.2017	08.10.2017 and 22.10.2017	30.11.2017	22.12.2017	10.01.2018
30	DAMAN & DIU	18.09.2017	From 18.09.2017 to 17.10.2017	22.09.2017 and 06.10.2017	22.09.2017 and 07.10.2017	17.11.2017	15.12.2017	05.01.2018
31	D & N HAVELI	15.09.2017	From 15.09.2017 to 13.10.2017	16.09.2017 and 07.10.2017	17.09.2017 and 08.10.2017	1.12.2017	1.1.2018	05.01.2018
32	NCT OF DELHI	23.10.2017	From 23.10.2017 to 13.11.2017	28.10.2017 and 04.11.2017	29.10.2017 and 5.11.2017	11.12.2017	26.12.2017	08.01.2018
33	LAKSHADWEEP	15.09.2017	From 15.09.2017 to 16.10.2017	18.09.2017 and 03.10.2017	24.09.2017 and 15.10.2017	20.11.2017	20.12.2017	10.01.2018
34	PUDUCHERRY	15.09.2017	From 15.09.2017 to 14.10.2017	16.09.2017 and 10.10.2017	24.09.2017 and 08.10.2017	16.11.2017	15.12.2017	05.01.2018