

राजस्थान सरकार
(निर्वाचन विभाग)

क्रमांक: एफ.6(1)(2)रोल/निर्वा/ मतदान केन्द्र/2018/3398

जयपुर, दिनांक 25.06.2018

प्रेषक : मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

प्रेषिति : समस्त जिला निर्वाचन अधिकारी
(कलक्टर्स) राजस्थान।

विषय : अर्हता दिनांक 01.01.2018 की फोटोयुक्त मतदाता सूचियों का द्वितीय विशेष संक्षिप्त पुनरीक्षण कार्यक्रम— प्रारूप प्रकाशन से पूर्व मतदान केन्द्रों का युक्तिकरण (Rationalization) करने बाबत।

प्रसंग : इस विभाग का पत्र क्रमांक 2913 दिनांक 22.05.2018 एवं 3353 दिनांक 21 जून, 2018 तथा भारत निर्वाचन आयोग का पत्र क्रमांक 23/LET/ECI/PUNC/ERD-ER/2018 दिनांक 7 मई, 2018।

महोदय,

उपरोक्त विषयान्तर्गत भारत निर्वाचन आयोग द्वारा निर्धारित कार्यक्रम के अनुसार अर्हता दिनांक 01.01.2018 के संदर्भ में इस वर्ष संदर्भ तिथि 01.01.2018 के क्रम में मतदाता सूचियों का द्वितीय विशेष संक्षिप्त पुनरीक्षण कार्यक्रम के अंतर्गत एकीकृत प्रारूप मतदाता सूची-2018 का प्रारूप प्रकाशन दिनांक 31 जुलाई, 2018 को किया जाएगा। भारत निर्वाचन आयोग, नई दिल्ली द्वारा विधानसभा निर्वाचन क्षेत्र की फोटोयुक्त मतदाता सूचियों के विशेष संक्षिप्त पुनरीक्षण कार्यक्रम से पूर्व विभिन्न बिन्दुओं पर कार्य करने के निर्देश दिए हैं। (आयोग के संदर्भित पत्र दिनांक 7 मई, 2018 की प्रति संलग्न है जो पूर्व में आपको प्रासंगिक पत्र क्रमांक 2913 दिनांक 22 मई, 2018 से प्रेषित की गई है)

2. संदर्भ तिथि 01.01.2018 के क्रम में एक ही वर्ष में दूसरी बार विधानसभा निर्वाचन क्षेत्र की फोटोयुक्त मतदाता सूचियों के विशेष पुनरीक्षण से पूर्व आयोग द्वारा अनुमोदित मतदान केन्द्रों की सूची की समीक्षा करते हुए मतदान केन्द्रों का युक्तिकरण (Rationlization) का कार्य किया जाना है। युक्तिकरण के प्रस्तावों पर आयोग का अनुमोदन प्राप्त कर पुनर्गठित मतदान केन्द्रों के अनुसार प्रारूप मतदाता सूची 2018 तैयार की जाकर निर्धारित दिनांक 31 जुलाई, 2018 को मतदाता सूचियों का प्रारूप प्रकाशन किया जायेगा। इस विषय में तिथिवार की जाने वाली गतिविधियों से प्रासंगिक पत्र दिनांक 22 मई, 2018 से आपको अवगत कराया गया है।
3. राज्य में सभी विधानसभा निर्वाचन क्षेत्रों की मतदाता सूचियों का संदर्भ तिथि 01.01.2018 के क्रम में अंतिम प्रकाशन दिनांक 22 जनवरी, 2018 को किया गया है। इसके पश्चात् निरन्तर अद्यतन की अवधि में **सबल अभियान** (माह फरवरी-मार्च, 2018) के दौरान राज्य में लगभग 4.74 लाख नये मतदाताओं के नाम पंजीकृत किये गये हैं तथा 2.21 लाख नाम मतदाता सूचियों से विलोपित किए गए हैं। मतदान केन्द्रों के पुर्नगठन एवं राज्य में ERO Net कार्य योजना पर कार्य प्रारम्भ करने से

पूर्व सुविधा की दृष्टि से ERMS पोर्टल पर विभिन्न आवेदन पत्रों के निस्तारण के पश्चात् यह सुविधा दिनांक 31 मई, 2018 से बन्द कर दी गई है। पूरक सूची 1 व 2 का मूल मतदाता सूची में एकीकरण करते हुए एकीकृत प्रारूप मतदाता सूची की चैकलिस्ट तैयार की जा रही है। इस विषय में विभाग के पत्र क्रमांक 3353 दिनांक 21 जून, 2018 का अवलोकन करें। एकीकृत प्रारूप मतदाता सूची की चैक लिस्ट ERMS पोर्टल पर दिनांक 14 जून, 2018 से उपलब्ध हो सकेगी, जिसकी जाँच के बाद विभाग के पत्र क्रमांक 3082 दिनांक 1 जून, 2018 में दिए गए निर्देशों के अनुसार विधानसभा निर्वाचन क्षेत्रों के मतदान केन्द्रों का भौतिक सत्यापन करने के बाद कार्यालय स्तर पर टेबल-टॉप कार्यवाही करते हुए मतदान केन्द्रों के पुनर्गठन के विषय में आगे दिये गये पैराज में दिये गये निर्देशों के अनुसार कार्यवाही की जानी है।

4. मतदान केन्द्रों का निर्धारित मापदण्ड के अनुसार पुनर्गठन करते समय अर्हता दिनांक 01.01.2018 के क्रम में एकीकृत मतदाता सूची की चैकलिस्ट का उपयोग किया जाएगा। अतः स्पष्ट है कि एकीकृत प्रारूप मतदाता सूची-2018 की चैकलिस्ट के अनुसार मतदान केन्द्रों का पुनर्गठन/युक्तिकरण किया जाएगा तथा तदनुसार मतदाताओं के क्रमांक/अनुभाग के अनुसार मतदान केन्द्रों के पुनर्गठन/युक्तिकरण के प्रस्ताव तैयार किए जाएंगे ताकि प्रस्तावित मतदान केन्द्रों पर आयोग से अनुमोदन होने के पश्चात् तदनुसार पुनर्गठित मतदान केन्द्रों के अनुसार ही ERO Net के माध्यम से एकीकृत प्रारूप मतदाता सूची-2018 विधानसभा क्षेत्रवार/भागवार मतदाता सूचियाँ तैयार की जाकर उनका प्रारूप प्रकाशन किया जा सके।
5. दिनांक 14 जून, 2018 से ERMS पोर्टल पर उपलब्ध एकीकृत मतदाता सूची की चैकलिस्ट की उपलब्धता के बाद प्रत्येक विधानसभा निर्वाचन क्षेत्र के मतदान केन्द्रों के क्रम में स्थिति स्पष्ट हो सकेगी कि मतदान केन्द्र विशेष के मतदाताओं की संख्या कितनी है। इसके आधार पर कार्यालय स्तर पर **आगामी तीन दिवस** में तक यह समीक्षा की जाए कि मतदान केन्द्रों की संख्या में अनावश्यक वृद्धि किये बिना ग्रामीण/शहरी क्षेत्रों हेतु मतदाताओं की संख्या हेतु निर्धारित मापदण्ड के अनुसार पुनर्गठन, विभाजन, समाहितकरण किया जा सके। यदि पुनर्गठन संभव नहीं हो तभी मतदान केन्द्रों का विभाजन किया जावे अन्यथा नहीं। उक्त कार्यवाही जिला निर्वाचन अधिकारी के सूक्ष्म पर्यवेक्षण में की जाएगी। जिला निर्वाचन अधिकारी **दिनांक 25 जून, 2018 तक संलग्न परिशिष्ट-ए** में विभाग को सूचित करेंगे कि उनके जिले में विधानसभा क्षेत्रवार शहरी/ग्रामीण क्षेत्रों में कितने मतदान केन्द्रों का पुनर्गठन/समाहितकरण/विभाजन करने के Tentative प्रस्ताव हैं। यदि किसी जिले में प्रस्तावित मतदान केन्द्रों की संख्या में औसत से अधिक वृद्धि प्रस्तावित है तो संबंधित निर्वाचक रजिस्ट्रीकरण अधिकारी समस्त सूचनाओं के साथ विभाग में चर्चा हेतु उपस्थित होंगे। दिनांक 31 मई, 2018 तक मतदाता सूचियों में पंजीकृत/विलोपित किये गये मतदाताओं की संख्या के आधार पर शहरी/ग्रामीण क्षेत्रों के क्रमशः 1400 एवं 1200 से अधिक मतदाताओं की संख्या वाले मतदान केन्द्रों की संख्या से आपको अवगत कराया है। सुलभ संदर्भ हेतु विधानसभा क्षेत्रवार सूचना **परिशिष्ट-बी** के अनुसार संलग्न की जा रही है।

6. उपरोक्तानुसार प्रारम्भिक कार्यवाही करने के पश्चात् जिला निर्वाचन अधिकारी/निर्वाचक रजिस्ट्रीकरण अधिकारियों द्वारा मतदान केन्द्रों के पुनर्गठन/युक्तिकरण के प्रस्ताव तैयार करने के विषय में निम्न प्रकार से कार्यवाही की जानी है :-
- 6.1 सामान्यतः ग्रामीण क्षेत्रों में 1200 व शहरी क्षेत्रों में 1400 तक अधिकतम मतदाताओं की संख्या के मतदान केन्द्र को विभाजित/पुनर्गठित/समाहित करने हेतु मापदण्ड निर्धारित हैं। चूंकि आगामी आम चुनावों के दौरान EVM के साथ-साथ VVPAT का प्रयोग भी किया जाएगा, इसलिये निर्धारित मापदण्ड के अनुसार मतदान केन्द्रों के मतदाताओं की संख्या को ध्यान रखते हुए प्रस्ताव तैयार किए जाने हैं। सामान्यतया विधानसभा निर्वाचन क्षेत्रों में स्थापित किये जाने वाले मतदान केन्द्रों की अधिकतम संख्या उस निर्वाचन क्षेत्र के मतदाताओं की कुल संख्या को 1000 से विभाजित करके अवधारित की जाती है। उक्त संख्या उस विधानसभा निर्वाचन क्षेत्र के मतदान केन्द्रों के लिये आदर्श संख्या होगी। तथापि, अपवादिक मामलों में इस संख्या में कमी/वृद्धि हो सकती है। शहरी एवं ग्रामीण क्षेत्रों में ऐसे मतदान केन्द्र जहाँ पर मतदाताओं की संख्या कमशः 1400 एवं 1200 से अधिक है उनके विषय में प्रस्ताव तैयार करते समय यह देखा जाए कि यदि समीप के किसी मतदान केन्द्र पर मतदाताओं की संख्या कम है तो अधिक मतदाताओं की संख्या वाले मतदान केन्द्र के कुछ अनुभाग इस समीप के मतदान केन्द्र में सम्मिलित किये जाएं जिससे मतदान केन्द्र का क्षेत्र Compact हो। इसी प्रकार की कार्यवाही करने से मतदान केन्द्रों की संख्या में अनावश्यक रूप से बढ़ोतरी नहीं होगी। एक स्थान पर स्थित समस्त मतदान केन्द्रों को एक इकाई मानकर पुनर्गठन/विभाजन के प्रस्ताव तैयार करने हैं। उदाहरणार्थ चौमूं शहर में 5 भवनों में 12 मतदान केन्द्र हैं तो अब इन 12 मतदान केन्द्रों को ही एक इकाई मानकर नये सिरे से अनुभागों के आधार पर पुनर्गठन किया जायेगा जिससे कम से कम संख्या में नये मतदान केन्द्र बनें। यह ध्यान रहे कि कोई गांव अथवा अनुभाग पूरा का पूरा ही शिफ्ट होगा, आधा नहीं। ग्रामीण क्षेत्रों में एक भवन में 2 से अधिक एवं शहरी क्षेत्रों में एक भवन में 4 से अधिक मतदान केन्द्र होने पर यथासंभव उनका भवन परिवर्तन किया जायेगा। पुनर्गठन के प्रस्ताव प्रपत्र-2 के अनुसार हिन्दी एवं अंग्रेजी में तैयार किए जाएं।
- 6.2. अजमेर, अलवर एवं भीलवाड़ा विधानसभा निर्वाचन क्षेत्र में माह जनवरी-फरवरी, 2018 में सम्पन्न उप चुनाव के दौरान 11 सहायक मतदान केन्द्र आयोग से अनुमोदित हैं। इनके सर्वप्रथम पुनर्गठन/युक्तिकरण के प्रस्ताव तैयार किये जावें। यदि पुनर्गठन संभव नहीं हो तो ही स्वतंत्र मतदान केन्द्र के प्रस्ताव तैयार करें। इस विषय में प्रस्ताव तैयार करते समय संलग्न प्रपत्र-2 का अवलोकन करें जिसमें आपके द्वारा वर्तमान मतदान केन्द्र एवं प्रस्तावित मतदान केन्द्र के विषय में विवरण स्पष्ट रूप से अंकित किया जाएगा। प्रपत्र-2 में सूचना तैयार करते समय कॉलम संख्या 5 में वर्तमान मतदान केन्द्र में कुल मतदाताओं की संख्या का अंकन किया जाना है। इसी प्रकार से प्रपत्र-2 के कॉलम संख्या 10 में प्रस्तावित मतदान केन्द्र में सम्मिलित होने वाले मतदाताओं की

भागवार संख्या/परिक्षेत्रवार का स्पष्ट रूप से अंकन किया जाए तथा कॉलम संख्या 11 में यथावत्, पुनर्गठन/विभाजन/समाहितकरण आदि का अंकन किया जाए।

- 6.3. ग्रामीण क्षेत्रों में 1200 से अधिक संख्या वाले मतदान केन्द्र के साथ मतदान केन्द्र के मुख्यालय के ग्राम के अतिरिक्त अन्य किसी गाँव में यदि मतदाताओं की संख्या 300 से अधिक है तो उस गाँव में उपयुक्त पक्का सरकारी भवन होने पर नए मतदान केन्द्र के प्रस्ताव तैयार किए जा सकते हैं।
 - 6.4. शहरी एवं ग्रामीण क्षेत्रों में यदि समीप के दो मतदान केन्द्रों के मतदाताओं की संख्या कम है तथा इनके समाहित करने से एक सुगठित Polling area का मतदान केन्द्र मतदाताओं की संख्या के अनुसार निर्धारित मापदण्ड के पैरामीटर को पूर्ण करता है तो इस विषय में प्रस्ताव प्रपत्र-3 में तैयार किए जावें।
 - 6.5. मतदान केन्द्रों के पुनर्गठन के प्रस्ताव तैयार करते समय यह देख लिया जाए कि ऐसे शहरी क्षेत्र या ग्रामीण क्षेत्र में ऐसे मतदान केन्द्र हैं जो प्रथम तल पर स्थापित हैं, या किसी अस्पताल, धार्मिक स्थल, पुलिस स्टेशन आदि में स्थापित हैं या मतदान केन्द्र का भवन जीर्ण-शीर्ण हो गया है तो ऐसे मतदान केन्द्रों के भवन परिवर्तन के विषय में विद्यमान पोलिंग एरिया में सरकारी भवन उपलब्ध होने पर भवन परिवर्तन के प्रस्ताव प्रपत्र-4 के अनुसार प्रस्तुत किए जाएं। भवन जीर्ण-शीर्ण या शाला बंद होने की स्थिति में सार्वजनिक निर्माण विभाग एवं जिला शिक्षा अधिकारी का प्रमाण-पत्र भी संलग्न किया जाए। यदि वर्तमान में कोई मतदान केन्द्र निजी भवन में संचालित हो रहा हो तो मतदान क्षेत्र में कोई नया पक्का सरकारी भवन बन गया हो तो उस मतदान केन्द्र का भवन परिवर्तित किया जाये। यदि मतदान केन्द्र निजी भवन में ही बनता है और कोई विकल्प नहीं है तो भवन मालिक से सहमति पत्र प्राप्त किया जाये एवं चुनावों के समय उन भवनों को धारा 160 RP Act के तहत अधिग्रहित किया जाये।
 - 6.6. नवीन मतदान केन्द्रों के प्रस्तावों के साथ मतदान केन्द्र का की प्लान (Key Plan), कैड डिजाइन (CAD) एवं Longitude/Latitude आदि आवश्यक रूप से संलग्न किए जाए।
7. उपरोक्त पैराज में दिए गए निर्देशानुसार मतदान केन्द्रों के प्रस्ताव तैयार करने के बाद प्रस्तावित मतदान केन्द्रों को सम्मिलित करते हुए विधानसभा निर्वाचन क्षेत्रवार नक्शे पर मतदान केन्द्र प्रदर्शित करते हुए इनकी पुनः नम्बरिंग (Numbering) की जानी है। उक्त नम्बरिंग रिटर्निंग ऑफिसर की पुस्तिका-2014 के अध्याय दो के पैरा 2.7 के अनुसार विधानसभा निर्वाचन क्षेत्र के उत्तर पश्चिम कोने से जिग-जैग मैनर में चलते हुए दक्षिण पूर्वी कोने में जाकर समाप्त किए जाए। तदनुसार प्रपत्र-5 में प्रत्येक मतदान केन्द्र के क्रम में सूचना तैयार करते समय प्रस्तावित मतदान केन्द्र के क्रम में कॉलम संख्या 4 व 5 में मतदान केन्द्र का क्षेत्रफल व प्रवेश द्वार के विषय में स्थिति तथा कॉलम नं. 9 में मतदान केन्द्र पर पहुँचने के लिए तय की जाने वाली अधिकतम दूरी का अंकन

करना होगा। पुराने मतदान केन्द्रों के विषय में सूचना यथावत रहेगी। इस प्रपत्र के कॉलम संख्या 10 में उपलब्ध सूचना के अनुसार यह अंकित करना है कि मतदान केन्द्र में आयोग के निर्देशानुसार सभी **Assured Minimum Facility** उपलब्ध है। संलग्न प्रोफार्मा के अनुसार उक्त सूचना हिन्दी व अंग्रेजी में तैयार की जानी है। मतदान केन्द्रों का उपरोक्त प्रकार से पुनर्गठन करते समय यह ध्यान रखा जाए कि प्रत्येक मतदान केन्द्र में सम्मिलित होने वाले क्षेत्र/परिक्षेत्र भौगोलिक दृष्टि से पुनर्गठित मतदान केन्द्र को कामपेक्ट स्वरूप देवे तथा प्रस्तावित मतदान केन्द्र मतदाताओं के लिए सुविधाजनक रहे। मतदान केन्द्र के भवन में यह भी देखा जाए कि बाहर निकलने एवं आने के लिए दो अलग-अलग दरवाजे उपलब्ध हों।

8. R.O. Handbook 2014 के अध्याय II के अनुसार मतदान केन्द्रों के पुनर्गठन के पश्चात एवं मतदान केन्द्र का भवन परिवर्तन होने की स्थिति में आयोग के अनुमोदन हेतु विभाग को निम्न दस्तावेज ए-4 साईज के पेपर पर कम्प्यूटर के माध्यम से तैयार कर भिजवाए जायेंगे।
 1. प्रपत्र-2 के अनुसार मतदान केन्द्रों के पुनर्गठन के प्रस्ताव दो प्रतियों में (हिन्दी एवं अंग्रेजी में) पुराने एवं नये मतदान केन्द्रों के नजरी नक्शे सहित।
 2. प्रपत्र-2ए के अनुसार मतदान केन्द्रों के विभाजन के प्रस्ताव दो प्रतियों में (हिन्दी एवं अंग्रेजी में) पुराने एवं नये मतदान केन्द्रों के नजरी नक्शे सहित।
 3. प्रपत्र-3 के अनुसार समाहित किये जाने वाले मतदान केन्द्रों के प्रस्ताव दो प्रतियों में (हिन्दी व अंग्रेजी में)
 4. प्रपत्र-4 के अनुसार मतदान केन्द्रों के भवन परिवर्तन के प्रस्ताव दो प्रतियों में (हिन्दी व अंग्रेजी में)
 5. पुनर्गठित मतदान केन्द्रों का की-प्लान, कैंड डिजाईन आदि के नक्शे दो प्रतियों में
 6. प्रपत्र-5 के अनुसार मतदान केन्द्रों की सूची दो प्रतियों में (हिन्दी व अंग्रेजी में)
 7. प्रपत्र-6 के अनुसार मतदान केन्द्रों की सूची के साथ प्रस्तुत किए जाने वाला प्रमाण-पत्र (हिन्दी व अंग्रेजी दो प्रतियों में)
 8. प्रपत्र-7 मतदान केन्द्रों की सूची का समीक्षा पत्रक दो प्रतियों में (हिन्दी व अंग्रेजी में)
9. मतदान केन्द्रों के उक्त प्रस्ताव के संबंध में जिला स्तर पर गठित राजनैतिक दलों के प्रतिनिधियों/लोकसभा एवं विधानसभा निर्वाचन क्षेत्रों के सदस्यों की स्थाई समिति से विचार-विमर्श कर लिया जावे तथा इसके पश्चात जिला निर्वाचन अधिकारी अपनी टिप्पणी के साथ प्रस्ताव भिजवाएँ। बैठक का कार्यवाही विवरण भी प्रस्तावों के साथ संलग्न किया जाए।
10. भारत निर्वाचन आयोग के निर्देशों के अनुसार मतदान केन्द्रों का ड्राफ्ट प्रकाशन किया जाना है और उन पर दावे व आपत्तियाँ आमंत्रित की जानी है। आयोग के अनुमोदन के उपरान्त अनुमोदित सूची का अंतिम प्रकाशन किया जायेगा व सूची CEO website पर डाली जायेगी। एक-एक प्रति जिला निर्वाचन अधिकारी, निर्वाचक रजिस्ट्रीकरण अधिकारी, सहायक निर्वाचक रजिस्ट्रीकरण अधिकारी एवं

जिला पुलिस अधीक्षक के पास रहेगी। एक-एक प्रति मान्यता प्राप्त राजनीतिक दलों को भी दी जायेगी। दावे व आपत्तियों के लिये कम से कम 7 दिवस दिये जायेंगे।

उपरोक्त प्रकार से मतदान केन्द्रों के पुनर्गठन, विभाजन, समाहितकरण एवं भवन परिवर्तन के प्रस्ताव तैयार करने के बाद जिला निर्वाचन अधिकारी अपने स्तर पर यह सुनिश्चित करेंगे कि प्रस्ताव उपरोक्त निर्देशों के अनुसार है। समस्त कार्यवाही आप आवश्यक रूप से दिनांक 2 जुलाई, 2018 तक पूर्ण कर प्रस्ताव विभाग को भिजवाया जाना सुनिश्चित करें ताकि विभाग स्तर पर परीक्षण किया जाकर आयोग का अनुमोदन प्राप्त किया जा सके।

कृपया इसे सर्वोच्च प्राथमिकता दें।

संलग्न: उपरोक्तानुसार

भवदीय,

(अश्विनी भगत)

मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

जयपुर, दिनांक

क्रमांक: एफ.6(1)(2)रोल/निर्वा/ मतदान केन्द्र/2018/
प्रतिलिपि :-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
2. अति० निजी सचिव, अतिरिक्त मुख्य निर्वाचन अधिकारी, राजस्थान, जयपुर।
3. समस्त सम्भागीय आयुक्त (रोल पर्यवेक्षक) को सूचनार्थ ।
4. समस्त निर्वाचक रजिस्ट्रीकरण अधिकारी, राजस्थान।
5. समस्त अधिकारी गण, निर्वाचन विभाग, राजस्थान।
6. उप मुख्य निर्वाचन अधिकारी (आई.टी.) को प्रति प्रेषित कर लेख है कि कृपया उक्त दिशा-निर्देश विभाग की वेबसाईट पर अपलोड करने का श्रम करावें।

॥
उप मुख्य निर्वाचन अधिकारी
राजस्थान, जयपुर।

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/LET/ECI/FUNC/ERD-ER/2018

Dated: 7th May, 2018

To

The Chief Electoral Officers of

1. Chhattisgarh, Raipur,
2. Madhya Pradesh, Bhopal,
3. Mizoram, Aizawl and
4. Rajasthan, Jaipur.

Subject: - 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2018 as qualifying date - Programme - regarding.

Sir/Madam,

I am directed to state that the Commission, taking all aspects into consideration especially the impending general election to the Legislative Assembly in the States and with a view to providing further opportunity to un-enrolled eligible persons to get their names registered in the electoral roll so that they are not deprived of voting in elections and to improve the health of the electoral roll at the same time, has directed to undertake 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2018 as qualifying date in the poll going States, namely Chhattisgarh, Madhya Pradesh, Mizoram and Rajasthan as per the schedule below:-

Sl. No.	Activities	Period
1.	<u>Pre-revision Activities</u> Preparation of publicity/training material and Cascaded training of Officers	Before 11 th May 2018 (Friday)
2.	House to House Field verification by BLOs	15 th May 2018 (Tuesday) to 20 th June 2018 (Wednesday)
3.	Rationalization of Polling Stations and Physical verification of PS Buildings	21 st June 2018 (Thursday) to 20 th July 2018 (Friday)

4.	Preparation of supplements, integration and preparation of draft electoral roll	21 st July 2018 (Saturday) to 30 th July 2018 (Monday)
5.	<u>Revision Activities</u> Publication of Integrated draft electoral roll	On 31 st July 2018 (Tuesday)
6.	Period for filing claims & objections	31 st July 2018 (Tuesday) to 21 st August 2018 (Tuesday)
7.	Disposal of claims and objections	Before 20 th September 2018 (Thursday)
8.	Updating database and printing of supplement	Before 26 th September 2018 (Wednesday)
9.	Final publication of electoral roll	On 27 th September, 2018 (Thursday)

2. The Commission has decided that the revision shall be a Special Summary Revision with reference to 01.01.2018 as the qualifying date and shall be undertaken as per the above schedule, in accordance with provisions contained in Manual on Electoral Roll, 2016 along with subsequent relevant instructions.

3. The CEOs shall go through the schedule and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr. Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted, thereafter.

4. **Pre-revision activities:-** (i) As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls, with the sole intention of achieving high fidelity electoral rolls. Accordingly, pre-revision activities, like Training and Orientation of EROs/AEROs, Appointment of Booth Level Officers (BLOs) and their Training and Orientation, Identification of critical gaps/deviations in electoral rolls and strategy to bridge/remove the same, deletion of identified repeat/multiple entries/Demographically Similar Entries/dead electors entries after service of due notice, Rationalization 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) along with 100% physical verification of Polling stations, 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 and detailed SVEEP Campaign etc., shall be planned by the States/UTs and accomplished in time-bound manner as per the given schedule so as to ensure their 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 Territorial Secretary/Pr.Secretary in charge.

(ii) It is further clarified that all the Forms received during continuous updating period 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 and shared with political parties and kept in record without its publication, so that outcome of disposal of such Forms are taken into account in integrated draft electoral roll at the time of its publication.

5. House to House Field Verification: (i) For field verification, the BLOs will be given a pre-filled BLO register containing the details of existing electors in their respective part for H2H field visit and to get the said details verified from the head of the family. In addition to that, BLOs will collect the following information –

- a) Un-enrolled eligible citizens (eligible on 01.01.2018)
- b) Prospective voters (eligible on 01.01.2019)
- c) Multiple entries/dead electors/Permanently Shifted Electors
- d) Correction in the ER entries

(ii) On completion of field verification, each BLO and each ERO shall furnish the certificate to the Chief Electoral Officer through DEO concerned, to the effect that details in respect of all the four items have been collected 100% without any left over.

6. Rationalization of Polling Stations and Formation of sections: (i) 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 invariably be rationalized/modified as per the given schedule and before the draft publication of electoral rolls in accordance with instructions contained in Manual on Polling Station, 2016. A new Polling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the possible extent. Proposal on change of location shall be sent to the

Commission only after 100 % physical verification/inspection of the Polling Stations and along with its longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Stations shall be captured and details of the same shall be updated in the ERO-Net Dashboard.

(ii) Other objectives of rationalization of polling stations are to group all the family members and neighbors in a section and maintain uniformity of addresses in ER and EPICs.

(iii) For proper formation of Sections the following units may be formed :-

- a) Nuclear/Immediate family (Husband, Wife and eligible children)
- b) Joint Family/Household (Group of several nuclear families related to each other and living at the same place)
- c) Door /Flat No.
- d) Building/Block/Tower consisting of a no. of doors/flats.
- e) Street

(iv) Each of the above units may be given notional number and also their permanent number, if given by Civic Bodies, be captured by the BLOs, during House to House verification.

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

(a) No family is broken and all the registered family members are kept in the same section and at the same place,

(b) Electors residing in a building are enrolled in the same part,

(c) As far as possible electors residing in a Street are enrolled in the same part, and

(d) The electors of so merged/attached polling station are not required to travel for more than two Kilometer distance and to cross any natural barriers.

(vi) For rationalization and re-organization of the existing polling stations, an application is being developed by CDAC and in due course desktop version and Mobile App version will be made available on ERO Net for guidance of EROs/DEOs, which they can use, if required, or else CEOs may decide for manual rationalization.

7. **Preparation of Formats 1-8:** 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+ populations (age cohort wise) on 01.01.2018 as prescribed by the Commission. 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.

8. **Display of list of claims and objections-** As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections in form 9,10,11 and 11A and exhibit one copy of such lists on a notice board in the his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. In addition to this –

- (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.
- (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.

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

- (i) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - a) Website of CEO, as clickable lists for each polling station
 - b) Notice board of ERO (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - c) Notice board of polling station (In Forms 9, 10, 11 and 11 A of RERs 1960)

d) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

(ii) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

10. Procedure of Deletion:

10.1 Removal of Repeat/Multiple Entries/Demographically Similar Entries (DSEs):-

(i) **Repeat/Multiple Entries:** In cases of repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, the field verification must be done in each and every case. Checklist shall be generated and printed and given to concerned BLOs for field verification. Name of the elector should be retained in electoral roll only at the place where he is found to be ordinarily residing.

(ii) **Demographically Similar Entries (DSEs):** (a) DSEs are thrown by software, on the basis of electors' demographic details such as name, relation type, relation name, gender, DOB, age (exact/plus/minus 1 year).

(b) The ERO shall login and do table top verification on his computer monitor through image comparison of each of the probable DSEs. He shall sort out such entries and put them into 3 buckets – 'match/positive', 'not match/negative' and 'doubtful'.

(c) In respect of probable DSEs where more than one ERO are involved, all the concerned EROs will be able to see the entries relating to their AC as well as the entries repeating in other ACs and the EROs in consultation with each other have to decide as to in which bucket the said DSE should be kept.

(d) The 'not match/negative' entries shall be flagged in the database/UNPER and in future, they will no longer be treated as DSE. For the 'match/positive' and 'doubtful' cases field verification shall be done through BLO checklist and, necessary action will be taken by ERO.

(iii) In the cases of 'verified positive DSEs and Multiple Entries, found after BLO field verification through checklists, name of the elector shall be deleted from where he is not residing after obtaining Form 7 from him. The reference number of such Form-7 shall be entered into ERO-Net. If the concerned elector refuses to submit Form 7, ERO will take necessary action for deletion of his name after following due procedure of serving notice for proposed deletion.

(iv) Deletion process of DSEs/Multiple Entries involving more than one ERO –

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

10.2 Removal of permanently shifted Electors: -

- (i) In the cases where the elector has shifted and the Booth Level Officer has been able to trace the shifted voter, a notice should be served upon the elector. Form 7 may be obtained from the elector for deletion of his name from the previous place.
- (ii) If the Booth Level Officer is not able to trace the shifted elector, the notice should be pasted at the address of the elector available in the electoral database in presence of two adult witnesses, one from the family of the shifted elector and one from the immediate neighbourhood. If no family member of the elector is available, then, witness of two persons residing in the immediate neighbourhood be taken. Deletion may be done after expiry of the notice period.
- (iii) The Commission has directed that in case of mass permanent shifting, notice of proposed deletion of names of electors, who are no longer ordinary residents in that locality due to their mass shifting to another unknown places, shall be given in a local daily newspaper. Action for deletion of such names should be taken only after expiry of 7 days from the date of publication of notice in the said local daily and on the basis of response on notice, if any, received from persons concerned.

10.3. Removal of Deceased Electors:

In cases of deceased electors, Electoral Registration Officer can make deletion on the basis of death certificate from a competent authority (Registrar of Births & Deaths, Local Bodies, Sarpanch, Ward Member etc.) or Form 7 from immediate relatives/immediate neighbours/friends of the elector concerned after a field verification through BLO, or a report duly prepared by the Booth Level Officer with statements of at least two persons residing in the locality. In cases of dead electors, reported by BLAs/Political Parties/RWAs or other Indian citizens, field verification must be done and due procedure must be followed of issuing notice for removal of such entry.

10.4. Safeguards against wrongful deletion of names from Electoral Rolls:

- (i) Electoral Registration Officer must take special care for deletion of names of EPIC holders. If an elector has multiple EPICs, all EPICs relating to the entries which have been deleted should be taken back from him and proper record of the same should be maintained.
- (ii) Intimation about the deletion should be sent to the elector concerned through post or SMS / e-mail, in case mobile number/e-mail ID is available in the electoral database.
- (iii) In addition to the above, the Electoral Registration Officer shall prepare part wise list of names proposed to be deleted from the electoral roll in any of the above grounds and display the same in his office for a period of at least 7 days from the date of pasting of the list. The said list shall be put on Chief Electoral Officer's website for public information and calling objections, if any. The said list also should be shared with recognized political parties.
- (iv) After making deletions, the final deletion list should also be furnished to recognized political parties.
- (v) The ERO shall maintain a daily monitoring register of all deletions made by him or his AEROs in the constituency during the period of continuous updation.
- (vi) The District Election Officers shall monitor the process of deletions made by the Electoral Registration Officers in the assembly constituencies comprised within the districts under their jurisdiction. The Electoral Registration Officers shall do periodic reporting of progress of revision on ERO-Net dashboard. The District Election Officers shall verify the report made by all Electoral Registration Officers in his district. The Chief Electoral Officer shall keep a close watch on the deletions

made by the Electoral Registration Officers in the state by visiting and verifying ERO-Net regularly.

- (vii) In all the deletion cases checklists shall invariably be generated and given to BLOs concerned for field verification and notice for proposed deletion to be served in all cases except for registered death cases. For registered death cases, there is no need to issue any notice and outcome of field verification of checklist by BLO together with death certificate will suffice to delete the names of such deceased person from the electoral roll.

10.5 Mandatory verification before deletion of names from electoral rolls:

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: -
- a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
- b) Deletions where the same person is the objector in more than 5 cases.
- iii. Cases of deletions other than those made on the ground of death 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.

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

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

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

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

13. Supervision and Checks: - (i) As already mentioned above, for the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deposes Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

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

(iii) Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral Registration Officer shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge.

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

(iv) Every District Election Officer is also required to be actively involved in the revision exercise. District Election Officer should hold at least a meeting every fortnight and undertake 2% checking of each of the Electoral Registration Officer's disposal of claims & objections.

(vi) The Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

(vii) Assistant Electoral Registration Officer should separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.

14. Monitoring: EROs/ DEOs shall do periodic reporting of progress made during the revision process on ERO-Net Dashboard. The CEO shall monitor and verify the reporting made by EROs/DEOs. It is reiterated for absolute compliance by all the concerned that ERO-Net dashboard shall be visited and verified regularly. Any lapse on part of the concerned officer shall expose him /her to disciplinary actions.

15. Observation:- In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI 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.

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

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

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

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960.(Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter.)

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

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

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

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

19. The Commission's approval for Final Publication:- 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 September, 2018** and with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process has achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation. This should, in any case, be done at least 5 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.

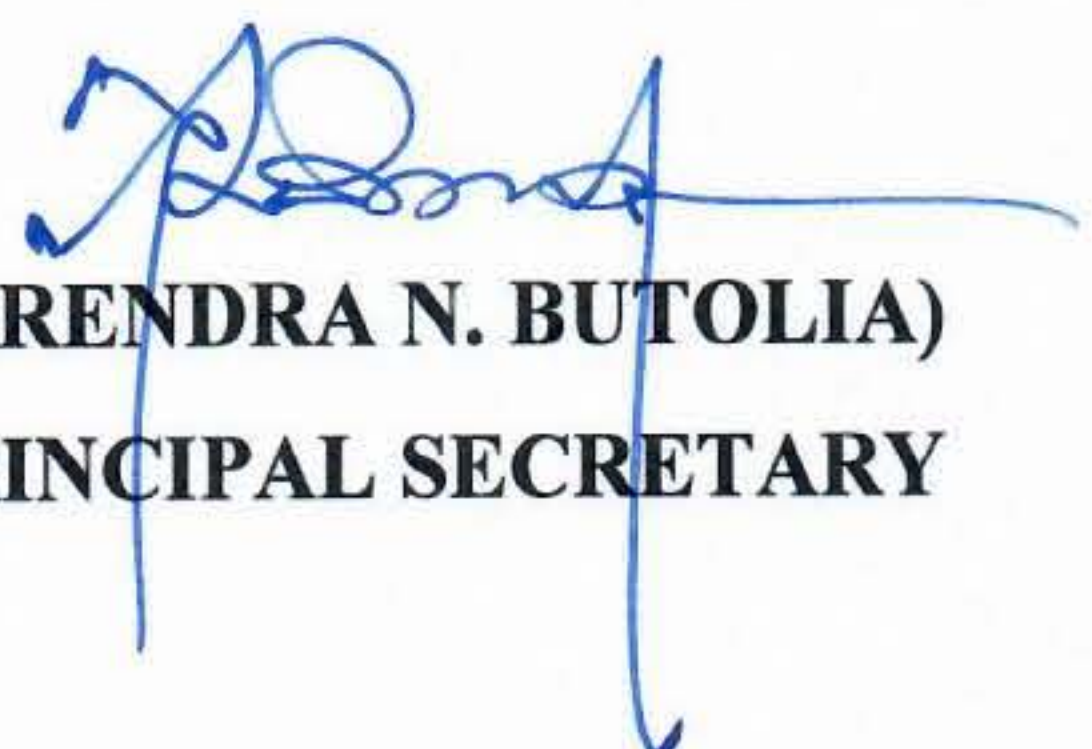
20. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the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

21. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

22. 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

