

**ਦਫਤਰ ਮੁੱਖ ਚੋਣ ਅਫਸਰ, ਪੰਜਾਬ**  
**OFFICE OF THE**  
**CHIEF ELECTORAL OFFICER, PUNJAB**  
 (SCO NO.29-30, Sector 17-E Chandigarh)

Phone: 0172-2701701, 2724037, 27304779 Fax: 0172-2707970 Email: [cco\\_punjab@eci.gov.in](mailto:cco_punjab@eci.gov.in), [jisco\\_punjab@eci.gov.in](mailto:jisco_punjab@eci.gov.in)

ਸੇਵਾ ਵਿਖੇ,

1. ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ, ਸਰਕਾਰ, ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਚੰਡੀਗੜ੍ਹ
2. ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸਕੂਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਚੰਡੀਗੜ੍ਹ।
3. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਮੈਡੀਕਲ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ, ਸਰਕਾਰ, ਉੱਚਰੀ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਚੰਡੀਗੜ੍ਹ।
5. ਉਪ ਕੁਲਪਤੀ, ਕੇਂਦਰੀ ਯੂਨੀਵਰਸਿਟੀ, ਪੰਜਾਬ, ਲੁਧਿਆਣਾ।
6. ਉਪ ਕੁਲਪਤੀ, ਪੰਜਾਬ ਖੇਤੀਬਾੜੀ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
7. ਉਪ ਕੁਲਪਤੀ, ਬਾਬਾ ਫਰੀਦ ਮੈਡੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਆਫ਼ ਹੀਲਥ ਸਾਇੰਸਜ਼ ਫਰੀਦਕੋਟ
8. ਉਪ ਕੁਲਪਤੀ, ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ
9. ਉਪ ਕੁਲਪਤੀ, ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਯੂਨੀਵਰਸਿਟੀ, ਅੰਮ੍ਰਿਤਸਰ
10. ਉਪ ਕੁਲਪਤੀ, ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
11. ਉਪ ਕੁਲਪਤੀ, ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਵੈਟਰਨਰੀ ਐਂਡ ਐਨੀਮਲ ਸਾਇੰਸ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ।
12. ਉਪ ਕੁਲਪਤੀ, ਗੁਰੂ ਰਵਿਦਾਸ ਆਧੁਨਿਕ ਯੂਨੀਵਰਸਿਟੀ, ਲੁਧਿਆਣਾ
13. ਉਪ ਕੁਲਪਤੀ, ਰਾਜੀਵ ਗਾਂਧੀ, ਨੈਸ਼ਨਲ ਲਾਅ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ
14. ਉਪ ਕੁਲਪਤੀ, ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ, ਚੰਡੀਗੜ੍ਹ।

*Sub-Dean*  
*N.C.*

ਨੰਬਰ ਚੋਣ-2016/SVEEP-17/16  
 ਮਿਤੀ 31 ਮਾਰਚ, 2016

ਵਿਸ਼ਾ:- **National Electoral Rolls Purification (NERP) 2016 drive to improve the health of the Electoral Rolls (ERs) and to rationalize the Polling Stations (PSs) boundaries and location-regarding.**

ਸ੍ਰੀ ਮਾਨ ਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ 'ਚ ਆਪ ਨੂੰ ਚਾਰਚ ਚੋਣ ਕਮਿਸ਼ਨ ਦੇ ਚੱਠੇ ਨੰ. 23/2016-ERS dt 27<sup>th</sup> February, 2016 ਦੀ ਕਾਪੀ ਭੇਜ ਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਭਾਰਤ ਚੋਣ ਕਮਿਸ਼ਨ ਵੱਲੋਂ ਯੋਗਤਾ ਮਿਤੀ 01.01.2016 ਦੇ ਅਧਾਰ ਤੇ 18-19 ਸਾਲ ਦੀ ਉਮਰ ਵਾਲੇ ਯੁਵਕਾਂ ਨੂੰ ਬਤੌਰ ਵੋਟਰ ਰਜਿਸਟਰ ਕਰਨ ਲਈ ਵਿਸ਼ੇਸ਼ ਪਿਛਾਠ ਚੋਣ ਲਈ ਲਿਖਿਆ ਹੈ।

ਇਸ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪ ਦੇ ਅਧੀਨ ਜੋ ਸਕੂਲ/ਕਾਲਜ/ਯੂਨੀਵਰਸਿਟੀਆਂ ਅਤੇ ਹੋਰ ਸੰਸਥਾਵਾਂ ਆਉਂਦੀਆਂ ਹਨ, ਉਹਨਾਂ ਦੇ ਪ੍ਰਿੰਸਿਪਲਾਂ/ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਸੰਸਥਾ ਵਿੱਚ ਯੋਗਤਾ ਮਿਤੀ 01.01.2016 ਦੇ ਅਧਾਰ ਤੇ 18 ਸਾਲ ਦੀ ਉਮਰ ਤੋਂ ਵੱਧ ਉਮਰ ਵਾਲੇ ਯੁਵਕਾਂ ਤੋਂ ਫਾਰਮ ਨੰ. 6 ਭਰਵਾ ਕੇ ਉਹਨਾਂ ਨੂੰ ਬਤੌਰ ਵੋਟਰ ਰਜਿਸਟਰ ਕਰਵਾਏਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਅਤੇ ਭਰੇ ਗਏ ਫਾਰਮਾਂ ਨੂੰ ਨਾਲ ਦੇ ਨਾਲ ਚੋਣਕਾਰ ਰਜਿਸਟਰੇਸ਼ਨ ਅਫਸਰਾਂ ਨੂੰ ਭੇਜਣ ਦੀ ਖੋਜਲ ਕਰਨ। ਇਸ ਕੰਮ ਲਈ ਹਰ ਇੱਕ ਵਿਦਿਆਰਥੀ ਅਦਾਰੇ/ਸਕੂਲ/ਕਾਲਜ ਵਿੱਚ ਇੱਕ ਨੋਡਲ ਅਫਸਰ ਅਤੇ ਇੱਕ ਫੋਪਸ ਅਥੀਸਟਰ ਵੀ ਜ਼ਰੂਰ ਨਿਯੁਕਤ ਕੀਤਾ ਜਾਵੇ, ਜੋ ਕਿ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਵੋਟ ਪੁਸ਼ਟੀ ਲਈ ਪ੍ਰੇਰਿਤ ਕਰਨਗੇ ਅਤੇ ਚੋਣਕਾਰ ਰਜਿਸਟਰੇਸ਼ਨ ਅਫਸਰ ਨਾਲ ਸਪਰਕ ਕਾਇਮ ਰੱਖਣਗੇ।

ਇਸ ਨੂੰ ਪਰਮ ਅਗੇਤ ਵਿੱਚੀ ਜਾਵੇ।

ਜੀ. ਕੇ. ਸਿੰਘ  
 ਮੁੱਖ ਚੋਣ ਅਫਸਰ-ਕਮ-  
 ਮੁੱਖ ਸਕੱਤਰ, ਚੋਣ

ਮਿਤੀ 31 ਮਾਰਚ, 2016

ਪਿਠ ਅੰਕਣ ਨੰ. ਚੋਣ-2016/ ਸਵੀਪ-17/16

ਉਤਾਰਾ ਸਮੂਹ ਜਿਲਾ ਚੋਣ ਅਫਸਰਾਂ ਨੂੰ ਭੇਜ ਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਮੂਹ ਚੋਣਕਾਰ ਰਜਿਸਟਰੇਸ਼ਨ ਅਫਸਰਾਂ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਆਪਣੇ ਅਧੀਨ ਹੋਏ ਸਕੂਲ/ਕਾਲਜਾਂ ਜਾਂ ਹੋਰ ਵਿਦਿਅਕ ਸੰਸਥਾਵਾਂ ਦੇ ਨੋਡਲ ਅਫਸਰਾਂ ਅਤੇ ਫੋਪਸ ਅਥੀਸਟਰਾਂ ਨਾਲ ਹਰ ਸਾਲ ਇਸ ਯੋਗਤਾ ਮੀਟਿੰਗ ਕਰਨ ਅਤੇ ਇਸ ਸਬੰਧ ਵਿੱਚ ਉਹੀ ਪ੍ਰਗਤੀ ਬਾਰੇ ਇਸ ਦਫਤਰ ਨੂੰ ਜਾਣੂ ਕਰਵਾਇਆ ਜਾਵੇ।

*Spec copy*

*5/4/16*

*C.I.*

ਜੀ. ਕੇ. ਸਿੰਘ  
 ਮੁੱਖ ਚੋਣ ਅਫਸਰ-ਕਮ-  
 ਮੁੱਖ ਸਕੱਤਰ, ਚੋਣ



भारत निर्वाचन आयोग  
Election Commission of India  
No. 23/2016-ERS

By e-mail / Special Ins  
निर्वाचन मदन

NIRVACHAN SADAN

अशोक रोड, नई दिल्ली - 110 001

SHOKA ROAD, NEW DELHI - 110 001

Date: 27<sup>th</sup> February 2016

To,

The Chief Electoral Officers of All States/UTs  
(Except Assam, Bihar, Kerala, Puducherry, Tamil Nadu, Telangana and West Bengal)

Subject: National Electoral Rolls Purification (NERP) 2016 drive to improve the health of the Electoral Rolls (ERs) and to rationalize the Polling Stations (PSs) boundaries and location - regarding.

Sir/Madam,

The purity of an electoral process is directly dependent on the health of the electoral rolls. It has been the Commission's constant endeavour to improve the fidelity of electoral rolls. Its focused efforts to improve the enrolment and remove multiple entries & data errors by effective use of technology and requisite facilitations and laid down procedure. These activities related to ER Purification coupled with the effective SVEEP strategies will educate and motivate voters to volunteer to get their multiple entries removed, get their errors corrected and updated. The Commission has decided to address the polling station related issues such as rationalization in a holistic and comprehensive way.

2. In just concluded SR 2016 many gaps identified and communicated to CEOs and DEOs through CEO. These gaps also need to be closed to the extent possible.

3. With a view to achieving the above objective, the Commission has decided to launch an intensive drive "National Electoral Rolls Purification (NERP) 2016" which will include enrolment of all eligible citizens and removal of repeated and multiple entries of dead, shifted & absent voters, correction of errors in PIC and removal of other data errors. During this drive repeat images will also be corrected, missing photographs will be collected, poor quality of images will be replaced by a good quality photographs. The gaps of SR 2016 will be closed to the extent possible.

4. The Commission has further decided to standardize and rationalize the election with in a Part, Part/PS boundaries and Polling station locations keeping in view the voters' convenience and facilities available along with the ease of conduct of poll. After consultation with stakeholders including public and political parties. In this process of mapping of new and existing facilities (BLS) for voter's facilitation and also to be a

preparation of approved Electoral Maps, Part/PS, Naksha (in Hindi) Technical Annex  
16-01-2017 17:34:58 Fax 011-23733112 Website: www.eci.gov.in

समृद्ध लोकतंत्र - मजबूती भागीदारी

Greater participation for a stronger democracy

and GIS Maps, (iii) PS images, (iv) key map for reaching the PS and CAD drawing with model lay out on poll day should be done for each PS.

5. NERP 2016 drive is to be launched on 1st March, 2016 and to be completed on or before 31st August, 2016. Month of March will be used as a preparatory phase and actual work will commence from 1<sup>st</sup> April, 2016.

6. The Commission has directed that the Census 2011 databases projected to 2016 should be used as a benchmark to compare and analyse the critical gaps in the ERs with respect to the age Cohort, Elector/Population ratio and Gender ratio. Higher youth registration (18-19 years' age group) and 100% EPIC/PER are to be kept as the main focus areas.

7. Your attention is invited to the Commission's letter No. 23/2016-ERS, dated 3rd February 2016, and the Video Conference discussion with the Chief Electoral Officers on 5th February 2016. Broad guidelines to implement NERP 2016 are follows:

#### 7.1 AIMS AND OBJECTIVES

##### (a) Electoral Roll related Activities

- 1- Removal of gaps in E/P ratio and gender ratio with focus on maximization of enrolment in 18-19 age groups.
- 2- Ensuring 100% coverage of EPIC/PER.
- 3- Ensuring good quality photographs, if necessary, by replacing blurred, poor quality and repeat and non human images.
- 4- Identification and corrections of various types of inaccuracies/errors in electoral rolls using IT tools and then making necessary correction in Electoral database.
- 5- Removing from the electoral rolls any dead/shifted/multiple entries, gainfully using IT applications.
- 6- Collection of contact details of electors and/ or the family members. (It is option of the elector to disclose, if disclosed, he would get many Election related services. The data under no circumstance to be put in public domain or shared with any person or authority)
- 7- Updation of control tables of ER database

##### (b) Polling station related Activities

- 1- Standardization of sections and modification of the part boundaries of existing polling stations to make a polling station compact in perspective of polling area with voters strength of about 1200 in rural area and about 1400 in urban area.
- 2- Creation of new and amalgamation of existing polling station, wherever needed.

3. To ensure that voters are not required to travel long distances (over 2KM) and/or cross geographical barriers like river, ravines, rivulet, spills, deep forest etc. to reach PS
4. To identify and map alternative locations within the polling areas with BMFs etc.
5. To make Rough Sketch Maps (*Nazri Naksha*) as a precise PS Map drawn using CAD with correct dimensions and model layout, with BMF information, actual images of PS, Google- Map & street view and Key map on how to reach, wherever felt necessary

## 7.2 Electoral Roll Component of NERP 2016 Drive

### (A) STRATEGIES

#### (a) Identification of the Gaps and finalising the strategy and time line

- i. CEO/DEOs/EROs shall do statistical analysis of data of Form at 1-8 in respect of finally published electoral rolls with reference to 01.01.2016 as the qualifying date in order to find out major gaps in terms of E/P ratio, gender ratio, age co-hart imbalances, particularly of 18-19 years age group, abnormal increase or decrease in number of voters in any area <math>< 100\%</math> PER/EPIC in ACs/ PSs and service electors. No need to emphasize that the analysis should be done with due care and promptitude. For a better analysis, previous years' data should also be taken into consideration for better appreciation of the scenario by comparing using charts etc. If analysis is done at micro level i.e. polling station level, the gaps may clearly manifest which hide at macro level i.e. State/District or AC level. Since census data of 2011 including population age details is already available, the population projection to 2016 should be done on 2011.
- ii. The above said analysis of data should be done by the EROs & AEROs who after discussions with Block & Supervisors should give analytical note to DEO concerned who shall discuss with EROs & AEROs of electoral data in respect of all ACs under their jurisdiction. After critical gaps are determined, then please check, if any cogent and logical reasons like migration due to socio economic or natural calamities etc. and/or cropping up of new colonies/habitats are there to answer the gaps. If so mention it in the note. The EROs should forward their notes to DEO concerned who shall after discussing the same with EROs and any other concerned authorities, forward a composite analytical note to CEO along with strategies to address the issues. Finally, the CEO shall, having reviewed and analyzed district wide reports, to

- prepare State analytical note and chalk out necessary strategies to address the gaps that need to be filled up. The gaps should be described in quantitative terms.
- iii. Chalking out suitable strategies to address the critical gaps by sustained efforts by field election machinery good training and publicity materials should be prepared under SVEEP and properly disseminated.
  - iv. The Commission desires that the above activity should be completed by 25<sup>th</sup> March and an AC wise action plan of the state with identified gaps, strategy and time line etc. after completing following three stages should be sent to ECI by this
    - Analysis by IROs & AEROs (with format 1 to 8) along with BLOs (with BLO register) & Supervisors
    - Analysis and review by DEOs along with EROS & AEROs
    - Review by CEO with DEOs
  - v. After this is done, a fortnightly action plan of activities to bridge the identified gaps with suitable strategies within a fixed time line should be prepared and forwarded to ECI. By 31<sup>st</sup> August 2016, the aims and targets in this regard have to be achieved.
  - vi. A proper assessment of resources needed for the purpose should also be done.
  - vii. Training component is a critical part so CEO, in consultation with ECI training division chalk out a plan for it.

**(b) Purification of electoral Rolls**

The Commission appreciate that a lot of work has been done to correct the UP errors and removal of repeat/multiple entries during previous continuous updating and the last revision of electoral rolls in the States/UTs based on voluntary disclosure, de-duplication software's reports for House to House visit and field verification by BLOs. However, some work in this regard is still unfinished. The Commission has therefore, decided to continue the process of error correction and repeat/ multiple entries removal following due procedure under the law in NERP 2016 drive during ongoing continuous updating of electoral rolls so as to achieve error free electoral rolls. The strategy and time lines should be stated in the action plan being sent March, 2016.

**(1) Addressing the errors in ERs:** Please identify the entries with probable errors of the 17 types mentioned below by running EDS (Error Detecting Software) on the ER data. Joint control, at CEO level.

- i. Voter first/last name is Null/Junk Characters
- ii. Part No. is Null/Junk Characters
- iii. Serial No. of the Voter is Null/Junk Characters

- iv. Section No. is Null/Junk Characters
- v. House No. is Null/Junk Characters
- vi. Voter relationship #M,F,H,O or m,f,h,o/Junk Characters
- vii. Voter Sex M,F,TG(Third Gender)/Junk Characters
- viii. Voter gender is male but relationship is H/Junk Characters
- ix. Voter relatives name is blank/Junk Characters
- x. EPIC no. is less than 10/Junk Characters
- xi. Age is less than 18 or greater than 100/Junk Characters
- xii. Photograph exists but ID Card No. is not available
- xiii. ID Card No. exists but Photograph is not available
- xiv. List of Records where EPIC no. is repeating
- xv. Voter gender is female but relationship is F/O for voter age > 30
- xvi. Voter Status type #N,E,S,M,R or n,e,s,m,r /Junk Characters
- xvii. Number of sections having no voters

(2) Identification of multiple/repeat entries/multiple EPIC numbers

- i. The software to detect possible multiple/repeat entries should be run on the ER data base centrally at CEO level to (a) Within parts, (b) Across parts in an AC, (c) Across ACs in a district, (d) Across districts in a state. The IT division of ECI is concurrently making/has made National Register of Errors, and it would be made available to CEO. IT division is issuing instructions in this regard
- ii. Also, using appropriate software, cases of repeated EPIC numbers and repeated images should be culled out. The IT division of ECI is also, concurrently, doing the similar exercise on National database and would share its results with CEOs soon.
- iii. This has to be followed by necessary field verification, wherever needed, for corrective actions.

It is pointed out that

- i. Cases where same EPIC number is allotted to more than one electors. In this case after FRO satisfies himself that such persons are different and residing at different places, then the elector who was issued EPIC first will retain his EPIC and the other elector/s who got EPIC later on with same EPIC number, shall be issued, EPIC with new EPIC number, free of cost, after taking back old EPICs which should be disposed of by cutting into pieces after keeping a proper record.
- ii. Cases of different EPIC numbers but images are same. In such cases proper verification must be done by BLOs, if the entries pertain to same person. In that case, it should be treated as a case of multiple entries and accordingly be disposed of. If it is found that they are different persons, then the incorrect image should be replaced after obtaining E.O. with correct photograph from the concerned electors. New

EPICs, wherever necessary, should be issued free of cost after taking back old EPICs which should be disposed of by cutting into pieces after keeping a proper record.

iii. The IT division of ECI will issue SOP for preparation of EPICs so as to eliminate any chance of repeated EPIC numbers or repeated images in different EPICs. Image quality parameters are being defined and would be intimated to you soon.

(3) **Dead Voters:** The death records of past 5 years should be obtained from the concerned authorities that are authorized under state law to maintain such records. Thorough verification in concerned parts(s) should be made to identify any possible entry of the dead voters in the rolls, and if found so then the entry should be flagged in the concerned part /B.O. register for further field verification by the BLO

#### (C) Verification

1. The aforesaid lists would need to be verified by BLOs/other field functionaries by house to house verification (H2HV) during a specific period in one go, to be decided by the CIE keeping in view various factors in mind. The BLO should visit the household with BLO register/roll and the lists to be verified. It is suggested that if possible, the H2HV of lists should be done on a specific common date in entire state duly publicized to eliminate chance of the elector sneaking to other place, after verification at one place is over, so as to present at the other place too. If needed it can be repeated on any other date also.

2. The BLOs/other field functionaries should also collect, during their H2HV of contact details of electors and/ or their family members like Mobile No. and Type (Smart phone/ Text Based), Whether Primary and /or alternate, Land line No. and E-mail address and Parents EPIC details. It is made amply clear that furnishing of these information is purely voluntary and since it is exclusively personal, in no way and under no circumstance it shall be displayed in public domain in any manner either electronically or otherwise and it shall be personal to possibility of concerned CIO/DEO.

#### (D) Actions by EROs

After the lists of errors/shifted/dead/multiple entries etc. are got verified, the EROs concerned should ensure that all forms for inclusion and transposition in form 6/5A & 8A, deletion through form-7 or 8 for correction in entries received from citizens are disposed of and suo moto actions, wherever required, are taken strictly following statutory provisions read with ECI guidelines. Wherever possible form 7,8 or 8A should be obtained.

Page No. \_\_\_\_\_

The BLO is a verifying official and the power to accept/reject an application in Form 6, 6A, 7 or 8 lies with ERO/AERO only who has to pass appropriate order in each individual case, after satisfying himself.

ECI instructions on data security have to be observed strictly. In case it is found that the ERO has shared digital signature to vendor or any other person, he would expose himself for strict disciplinary action by ECI.

(E) Monitoring-

CEO is to keep a close watch on the progress of N-EP 2016. Necessary super checks should be done as per ECI guidelines. It shall be the personal responsibility of DEOs to ensure that prescribed information is uploaded daily in the dashboard created for Special ER purification drive on ECI web site and to read the comments/ directions of the Commission for immediate action and compliance.

(F) Publicity and related issues

- 1- A comprehensive publicity campaign through all types of mass communication shall be organized to motivate the voters to voluntarily come forward to disclose any repeat/ multiple entries in ER and repeat EPIC nos. and to the relatives and neighbours of dead persons to apply for the deletion of such entries from ERs.
- 2- Meeting with recognized political parties at state/ district level should be held during the drive inviting their specific complaints which will be verified in a time bound manner. Further, the political parties should be requested to appoint Booth Level Agents (BLAs) for all polling stations and to assist the Booth Level Officers (BLOs) during special ER purification drive in identification of repeat/ multiple entries or dead electors.
- 3- BLAs of the recognized political parties may be intimated through political parties that they can see that list with the BLO. An one day meeting of BLOs and BLAs should be held for exchange of relevant information.
- 4- The Polling station wise lists of repeated/ multiple entries, repeat EPIC nos. and dead voters shall be read over in the meeting of the concerned Wards or RWAs or the Gram Panchayat / Urban local body in the presence of members of BLOs on a pre-fixed date. A proper record /minutes of such meeting should be kept and necessary action should be taken by the ERs to redress the issues.
- 5- A copy of the lists of probable repeat/ multiple entries, repeat EPIC nos. and dead persons entries in the ERs shall be prominently displayed on the websites.



of CEO and CEOs and the URL/ web link to be informed in writing to the political parties and their valuable inputs to be invited. A media briefing will also be done at the State and District levels in this respect.

#### (G) Complaint Redressal

A robust mechanism for complaint redressal should be set up using suitable IT technologies. If any complaint from political parties or any other stake holders is received then after taking necessary action, a suitable reply must be given to them and a proper record of the complaints received and reply given should be maintained.

#### (H) Training

Special training shall be imparted to all electoral officers down to BLO level by the respective CEOs. The CEOs shall prepare and distribute a booklet on special EP purification drive to all officials and develop effective publicity material for all stakeholders. Training of IT applications shall also be arranged by CEO at State HQs. Director (IT) / (Trg) of ECI may be kept in loop in this regard.

#### 8. Special drive for rationalization of Polling Stations:

The Commission has observed that frequent change in location of the polling stations or its (part) boundary should be avoided. Hence, in partial modification of its existing policy to have polling stations rationalized every year, it has been decided that thorough review of the list of polling stations or rationalization of polling stations should be done either in election year or one year prior to that. Hence, there is a need to relook the list of existing polling stations so that it caters to the needs of next few years.

In case of increase in electors beyond the permissible limit, auxiliary polling station may be set up. To address the issue of development of new colonies and deterioration in condition of existing building availability of suitable new building, status of BMF, change in geographical location etc., if absolutely essential, the CEO may send proposal accordingly to the ECI for approval.

Hence all CEOs may during the NERP-16 undertake the following,

- 1) Providing a polling station to new colonies that have cropped up during intervening time.
- 2) Converting the auxiliary polling stations into main polling station. This may need re-distribution of electors between them.
- 3) Sector rationalization and re-assigning of electors from one polling station to other polling station if needed to make the polling area of the polling station compact. There should not be any island of other polling station area within a polling station boundaries.

- 4) To carry out physical verification of existing and probable polling stations and also check the status of BMFs.
- 5) The rationalization should be done after 100% physical verification of the existing and probable polling station locations and the relevant parts of the electoral rolls.

While undertaking 100% physical verification all existing polling stations must be inspected as per existing guidelines which include the following

- Whether polling station area has been correctly and fully described in the existing polling station list.
- Whether polling station is situated outside the polling area;
- Whether voters have to cross river/canals/ravines etc. to reach the polling station;
- Whether voters are required to cover distance of more than 2 KMs to reach polling station;
- Whether the polling station location has more than 2 polling stations in rural areas or more than 4 polling stations in urban areas;
- Whether the building is dilapidated or dangerous;
- Whether the minimum area of polling station room is 20 sq meters and whether it is having two doors;
- Whether polling station is on 1st floor or above;
- Whether polling station is located in a police station/hospital/ Dhramshala/temple or a religious place;
- Whether office of any political party is situated within 200 meters from polling station location;
- Whether the building has an electric connection;
- Whether ramps have been provided for physically challenged persons;
- Whether toilet and drinking water facilities exist in the polling station premises;
- Whether there is a shed to shelter the voters from sun and rain;
- Whether the polling station has telephone connection. If yes what is the phone number;
- Whether in localities predominately inhabited by minorities, weaker sections of society like scheduled caste/tribes, the polling stations are located in such a manner that such communities are not prevented from reaching the polling station and casting their votes.

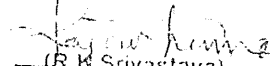
- Following criteria may be kept in mind while preparing proposals for creation of new polling station after physical verification as aforesaid of polling stations:
- Optimum number of the electors that can be assigned to a polling station is 1200 in case of rural and 1400 in case of urban areas
  - All existing auxiliary polling stations should be converted into main polling stations by dividing the electoral part.
  - New polling station may be proposed if a village has more than 300 electors and a suitable Government building is available for the polling station (this needs reconsideration by ECI)
  - If a new colony with a number of dwelling units has cropped up, then new polling station may be created. The electors assigned to a neighbouring polling station should be compared.
  - New / separate polling station may be created in localities predominately inhabited by minorities / weaker sections of society like scheduled caste / scheduled tribes irrespective of number of electors. (The nodal officer should give a written report prepared on the basis of inputs obtained from NGOs / civil society organizations working for the welfare of such people)
  - After the rationalization of polling stations is done in this manner, last minute changes in the location of polling stations should not be necessary.
  - Safety of polling teams and police force sent to conduct elections should also be kept in mind while proposing polling stations in Maoist or terrorist affected areas. As far as possible in these areas, polling station should be made in places which have easy and safe access. It may also be useful if polling stations are provided in a cluster in such areas to maximize and synergize the available force.
  - To make Rough Sketch Maps (Nazri Noksha) as a precise PS Map drawn using CAD with correct dimensions and model layout, with BMF information, actual images of PS, Google Map & street view and Key map on how to reach, wherever felt necessary.

The entire exercise has to be done within a fixed time frame as per schedule annexed in a professional manner without fear or favour, strictly in the light of statutory provisions and guidelines of Election Commission. The idea is that before next revision thorough, revised / updated list of polling stations is prepared and got approved by the ECI u/s 25 of the RPA 1951. Please undertake the exercise in such a professional and scientific way that after the rationalization of polling stations is done, last minute changes in the location of polling stations should not be necessary in near future.

A note on use of GIS application for PS/part boundary rationalization and search of alternative buildings with better BMFs is being finalized by IT division and would soon be sent

Kindly acknowledge the receipt of the letter by sending an email to [electoral\\_rolls\\_eci@gmail.com](mailto:electoral_rolls_eci@gmail.com)

Yours faithfully,

  
— (R.K. Srivastava)  
Principal Secretary

## Rationalization of polling stations-List of activities

SN	Activity to be carried out	Number of Days required
1	Designating a senior officer as Nodal office for the work of physical verification of existing and probable polling stations	2
2	Detailed physical verification to verify BMF facilities and other aspects as mentioned in the letter	30
3	Preparation of preliminary proposal by RO and submission to CEO	3
4	Preparation & publication of Draft list of Polling Stations	3
5	Control Table Entry to be done in the Election Commission of India's website	14
6	Supplying copies of the proposals of modification in the existing list of PSS to local branches of all recognized political parties.	2
7	Putting the draft list of polling stations on public domain and inviting suggestions from public	7
8	Taking decisions on suggestions made by public	5
9	Holding meeting with the political party representatives and MLAs/MPs to discuss the draft list of PSS. Suggestions received are to be taken in to consideration during such meeting.	7
10	Taking decision on suggestions made by the political party representatives and MLAs/MPs; after physical verification of the suggested locations	10
11	Preparation of AC (A) proposals (with modifications, if any, suggested by political parties) scrutiny and forwarding by DFO, and submission thereof to the CEO along with the scrutiny sheet and the prescribed certificates.	21
12	Preliminary scrutiny and checking by the office of the CEO.	30
13	After thorough scrutiny, submission of proposal with comments/recommendation to the ECI for approval.	15
14	ECI's approval to the proposals submitted by the office of CEO, at least one month before the date of Draft Publication of the Electoral Roll.	10
15	Conveying the ECI's approval to DEOs.	2
	<b>Total No. of Days</b>	<b>161</b>