

बिहार सरकार
निर्वाचन विभाग

मुख्य निर्वाचन पदाधिकारी, बिहार का कार्यालय
7, सरदार पटेल मार्ग (मैंगल्स रोड), बिहार, पटना - 800015

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पत्रांक : बी-1-112/2019- 6078

पटना, दिनांक 01 अगस्त, 2019 ई०।

प्रेषक

सुधाकर प्रसाद,
उप मुख्य निर्वाचन पदाधिकारी, बिहार।

सेवा में

सभी जिला निर्वाचन पदाधिकारी
-सह-जिला पदाधिकारी, (बिहार राज्य)।

विषय :- Special Summary Revision of Photo Electoral Rolls w.r.t. 01-01-2020 as qualifying date.

प्रसंग:- भारत निर्वाचन आयोग, नई दिल्ली का पत्रांक 23/2019-ERS (Vol.III) दिनांक 25.07.2019 एवं भारत निर्वाचन आयोग, नई दिल्ली का पत्रांक 23/2019-ERS (Vol.III) दिनांक 31.07.2019

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्रों (छायाप्रति संलग्न) का कृपया संदर्भ किया जाये। भारत निर्वाचन आयोग, नई दिल्ली का पत्रांक 23/2019-ERS (Vol.III) दिनांक 31.07.2019 द्वारा अर्हता तिथि 01.01.2020 के आधार पर फोटो निर्वाचक सूची के विशेष संक्षिप्त पुनरीक्षण कार्यक्रम के संबंध में किये जाने वाले कार्रवाई से संबंधित संशोधित निर्देश प्राप्त हुआ है।

अतः भारत निर्वाचन आयोग के प्रासंगिक पत्र की छायाप्रति संलग्न करते हुये निदेशानुसार अनुरोध है कि आयोग के पत्र में अंकित निर्देशों का ससमय अनुपालन सुनिश्चित कराने की कृपा की जाये।

यह भी अनुरोध है कि आयोग के उपर्युक्त पत्र की प्रति अपने जिला अन्तर्गत सभी निर्वाचक निबंधन पदाधिकारी/सहायक निर्वाचक निबंधन पदाधिकारी तथा अन्य संबंधितों को उपलब्ध कराया जाना सुनिश्चित किया जाये।

अनु०:- यथोक्त।

विश्वासभाजन,

(सुधाकर प्रसाद)

उप मुख्य निर्वाचन पदाधिकारी, बिहार।

ज्ञापांक : बी-1-112/2019- 6078

पटना, दिनांक 01 अगस्त, 2019 ई०।

प्रतिलिपि : सभी प्रमंडलीय आयुक्त, बिहार राज्य को अनुलग्नक सहित सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

अनु०:- यथोक्त।

(सुधाकर प्रसाद)

उप मुख्य निर्वाचन पदाधिकारी, बिहार।

ज्ञापांक : बी-1-112/2019- 6078

पटना, दिनांक 01 अगस्त, 2019 ई०।

प्रतिलिपि : सभी प्रमंडलीय उप मुख्य निर्वाचन पदाधिकारी/सभी उप निर्वाचन पदाधिकारी/सभी प्रभारी उप निर्वाचन पदाधिकारी, बिहार राज्य को अनुलग्नक सहित सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

अनु०:- यथोक्त।

(सुधाकर प्रसाद)

उप मुख्य निर्वाचन पदाधिकारी, बिहार।

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2019-ERS (Vol. III)

Dated: 31st July, 2019

To

The Chief Electoral Officers of all States & UTs
(except Haryana, Jharkhand and Maharashtra)

Subject: - Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2020 as qualifying date - regarding.

Sir/Madam,

I am directed to refer to the Commission's two letters of even no. both dated 25.07.2019 on the subject cited communicating schedule for the SSR of Photo Electoral Rolls w.r.t. 01.01.2020 as qualifying date and detailed instructions/guidelines for pre-revision and revision activities. As mentioned, the Commission has directed to launch a special **Electors Verification Programme (EVP)** during the pre-revision period in a campaign mode with the help of comprehensive SVEEP.

2. In this connection, a Video Conference was conducted by Dr. Sandeep Saxena, Sr. DEC with all CEOs (except Maharashtra, Haryana and Jharkhand) on 30.07.2019 in which all active points, expected outcomes and processes were discussed, in detail.

3. Based on suggestions received from CEOs, the Commission has decided that the **Electors Verification Programme (EVP)** will be conducted from **16.08.2019 to 30.09.2019**. The Commission has directed that during period 01.08.2019 and 15.08.2019, following activities will be completed:-

- For educating citizens, leaders and other stakeholders, SVEEP plan with appropriate radio jingles, posers etc. will be prepared and it may go live in media at the time of launch.
- DEOs and CEOs may hold meetings with political parties and other stakeholders to brief them about EVP and invite them to extend their full cooperation.
- CSCs and Voter facilitation centres will be established to give facility for verification to citizens. As per the directives of the Commission contained in


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letter No. 23/CSC/2019 dated 27th March, 2019, CSCs have been approved for empanelment. However, wherein CSCs are not available or any other state specific centres are performing better, CEOs are empowered to consider them along with CSCs to provide similar citizen services. After meetings with CSCs/ other centres, the reasonable rates and terms conditions will be determined by CEOs, for providing various services to citizens, as already approved by the Commission for CSC. CEOs will ensure that there would be one centre for each village Panchayat. A list of such identified facilitation centres may be published and displayed on website prominently for better outreach.

- Wherever internet/ mobile connectivity is poor or CSCs/ facilitation centers/ are not available in sufficient number, CEOs are permitted to use services of volunteers to collect electors information for EVP through registered handheld devices (owned by them or provided by CEO and DEO). CEOs are authorized to do so under intimation to the Commission after due diligence in their selection. However, verification will be done by BLOs only.
- Cascaded training to DEOs, AERO, election officers, BLO supervisors and BLOs may be conducted between 6th to 12th August, 2019 using ACLMT, DLMT and SLMT. SLMTs will be trained by ECI(IT and ER division) between 02.08.2019 to 05.08.2019 through Video Conference.
- District Contact Centres may be activated by 15.08.2019. The staff at DCC, CSCs and selected volunteers, if any, would also be given suitable orientation for effective implementation during this period.
- BAG, local authorized, RWA campus ambassadors may be actively involved for sensitization and mobilization activities under EVP. They may be involved for collection of information, however, verification will be done by BLOs only.
- For the sake of accuracy (avoiding mistakes on data entry by DEO at ERO office) to the possible extent, information collection and verification etc. may be done digitally. Therefore, tech savvy BLOs may be selected by DEOs and EROs under guidance of CEOs and they may be used for verification.

4. It is further directed to undertake identification and appointment of representatives of political parties at state level, district level and AC level and to ensure that political parties appoint BLAs for booth level through NVSP.
5. The political party representatives at AC, district and booth level (BLA), will be given "view only" facility on NVSP under their representative login, wherein they would be able to see the programme/information relating to ER activities such as Form 9, 10, 11, 11a, lists of objections and orders passed by ERO, within the period where objections can be raised. This would keep political parties informed will in time.
6. The Commission has further directed that names of electors deleted till the date of draft publication shall be conspicuously displayed on websites of CEOs and DEOs and also the concerned elector shall be informed, well in time, so that he/she may have sufficient time to make appeal, if needs so be.

Yours faithfully


(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2019-ERS (Vol. III)

Dated: 25th July, 2019

To

The Chief Electoral Officers of all States & UTs
(except Haryana, Jharkhand and Maharashtra)

Subject: - Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2020 as qualifying date - Further Instructions- regarding.

Sir/Madam,

I am directed to refer to the Commission's letter of even no. dated 25.07.2019 on the subject cited, sending the schedule for the SSR of Photo Electoral Rolls w.r.t. 01.01.2020 along with the necessary instructions/guidelines and to state that Commission, in order to make the programme of pre-revision and revision of electoral rolls a success, has directed that the following activities shall be undertaken immediately:

1. CEOs shall conduct meetings through video conference with the DEOs, EROs and Roll Observers to brief them about the schedule and activities of SSR, 2020, in detail. The CEOs will also formulate and execute an effective SVEEP campaign at the state, district and assembly constituency level. All the Roll Observers shall be involved in the SVEEP campaign. SVEEP campaign shall be targeted to all citizens encouraging them to join EVP using the voter helpline App, NVSP and voter facilitation centres / Common Service Centres (CSCs) which on authorization by the DEO, would be given access and login credentials on NVSP.
2. All DEOs and CEO shall separately call meetings of political parties and inform them schedule of SSR, 2020, & seek their cooperation to mobilize their functionaries at ground level. They may also be requested to ask their BLAs to give information and details regarding dead, shifted and un-enrolled eligible citizens of the area assigned to them.
3. To facilitate the non-digital savvy citizens, electoral services through CSC need to be made available. In this connection, I am to refer to the Commission's instructions contained in its letter dated 27th March, 2019 relating to CSC and to state that District Election Officer concerned with the leadership of CEO, will authorize Common Service Centers (CSCs) to provide electoral services by 31.07.2019 in a drive mode. List of CSCs with their catchment area will be available on ERO-Net. Permission for electoral services to be provided through the CSCs will be obtained from ECI, IT team.

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4. In addition, as per Commission's existing instructions, PwD citizens will be given facility for verification through 1950.
5. Verification by Booth Level Officers: As mentioned in the Commission's letter dated 25.07.2019, the BLOs during House to House (H2H) visits, will verify the information/ details collected from citizens and also collect the information/ details in respect of those electors who have not authenticated their details, information of un-enrolled and prospective voters. Before undertaking H2H verification the BLO and BLO Supervises will make a pre-audit of details obtained through crowd sourcing. The Commission has directed that whole exercise will be made citizen friendly. The verification to be made by the BLOs through BLO app. Therefore, BLOs should be trained intensively and the BLOs who are not tech-savvy will be replaced by BLOs who have knowledge to use mobile app, immediately. In order to incentivize BLOs using the app, they may be given honorarium, as per the Commission's instructions contained in letter no. 23/LET/ECI/FUNC/ERD-ER/2016 dated 27.10.2017. State Nodal officer to give training to EROs & BLOs through DLMTs.
6. **Standardization of Sections and addresses:** To standardize the addresses of electors the following fields of addresses shall be maintained while preparing the roll on separately for rural and urban area. The mandatory and optional fields are as below:
- (a.) House No./ Flat No./Door No. (Name of house, if available)*
 - (b.) Floor No. (in case of multi-story building)
 - (c.) Building No./Block No./ Tower No. (name of building, if available)
 - (d.) Apartment No.
 - (e.) Wing
 - (f.) Ward No.*
 - (g.) Street/ Road/Lane*
 - (h.) Sector
 - (i.) Area/Locality*
 - (j.) Landmark, if any
 - (k.) Village/Town/City*
 - (l.) Sub-district/Tehsil
 - (m.) District*
 - (n.) State*
 - (o.) Pincode*

6.1 The fields marked with (*) should be mandatorily mentioned in the electors details, while the remaining fields may be taken as optional fields and be included

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wherever necessary (like in urban areas). The CEO/DEO would be given facility on ERO-Net to include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such case, it will be invariably indicated that the House no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

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

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

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

6.4 Improved Nazri Naksha will be prepared with names of street, landmarks, House no. and No. of buildings. Following improved maps shall be prepared by using technology of Geo location, GIS maps and CAD maps:

- (a.) Nazari Naksha (Street name with Section Marking)
- (b.) Google Map View
- (c.) Polling Station Building Front View
- (d.) CAD View (indicating arrangements within the polling booth)
- (e.) Key Map View (with the indication of how to reach)

6.5 Part boundary maps can be prepared in following ways:

- 1. Map of City/Town/Village be taken from respective planning department and parts are marked on it by hand or
- 2. Map is prepared using a GIS Tool or
- 3. Notional Part Boundary is prepared using IT application. In this a mobile device is used and coordinates are captured by moving around the part.

6.6 Section boundary identification can be done in following ways after preparation of part boundary:

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1. Map of the part is prepared and marking of houses is done with house number. If house number is not there then a notional house number is given. Then sections are created by grouping the electors based on house number. After creation of section it's naming is done.
 2. Satellite view of the part is taken and superimposed on part boundary map. Then habitation is marked by hand and sections are created by grouping the electors based on house number. If house number is not there then a notional house number is given. After creation of section it's naming is done.
- 6.7 Existing Polling Station is marked on the map by capturing its coordinates using mobile device. Elector can raise concerns about any natural barrier coming while going to polling station. Information about probable Polling Station can also be provided by elector and its coordinates can be captured by mobile device and marked on Part Boundary Map.
7. Status of Assured Minimum Facilities (AMFs) and additional facilities at the polling stations will be captured with the photograph of Polling Stations. This exercise is to be completed by 31st August, 2019.
 8. The Commission has been very concerned about wrongful deletion of names of electors of electoral roll. Detailed safeguard has been laid down in the letter dated 25.07.2019, referred to above. In addition to that, the Commission has also directed that all the notices for deletions/ hearings served to the concerned electors and proceedings of the same will be uploaded on the ERO net.
 9. The programme will be rolled out with discussions with CEOs through video conference on 30.07.2019. After that, necessary trainings will be arranged by IT Division to State Nodal Officer / SLMT who in turn would train DLMTs to impart training to all EROs/AEROs/BLOs, Nodal Officers and technical staff manning the contact centers etc. Whenever CEOs require any help or assistance that will be provided by the IT Division and/ or ER Division.
 10. On ERO-Net, dash board will be provided for monitoring of the progress of BLOs, EROs, DEOs and CEOs respectively. The dashboard will indicate:
 - (i) The Geo-mapping have been done for polling stations and area covered under part.
 - (ii) The Section marking with Geo-tagging of reference point such as start and end of the Road, Turning point of the road etc.
 - (iii) Verification of the elector's details received through NVSP, BLO App etc.
 - (iv) Capturing of data of those electors who have not verified themselves.

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- (v) Tagging family verification and tagging families of those electors who have not done so through NVSP, Citizen App etc.
 - (vi) Pendency of the respective tasks assigned to BLOs, EROs, DEOs etc.
11. Views of CEOs are expected to be received by 29.07.2019, so that same would be deliberated and finalized in the VC scheduled on 30.07.2019, which will be attended positively by all CEOs, in charge of ER Nodal Officer of the State and technical process in the office of CEOs.
12. The above instructions shall be brought to the notice of all the concerned immediately.

Yours faithfully,



(AJOY KUMAR)
SECRETARY

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