

**ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi - 110001.

No.485/Comp/ERO-Net/2019

Dated: 28.08.2019

To,

The Chief Electoral Officers of  
all States & UTs.

DY CEO (BKS)  
29/8

Sub: Elector Verification Programme -reg.


Sir/Madam,

Kindly refer to ECI's letter of even number dated 24<sup>th</sup> August, 2019 on the subject cited. In this connection you are requested to kindly ensure and verify that the electoral machinery in your state is fully prepared for the launch of EVP on 1<sup>st</sup> September, 2019. A note/check slip regarding preparedness, role & responsibilities of the Election Officers of various levels for the smooth implementation of EVP is attached herewith for ready reference.

After verifying that the preparation for launch of EVP is satisfactory, you are requested to kindly forward a certificate to that effect to the Zonal Secretaries of Election Commission of India (with a copy to the Secretaries of Electoral Roll Section & IT Division) by 31.08.2019, in respect of :-

1. Mobilizing and getting CSC/VFS connected with NVSP
- ✓ 2. Publicity plan.
3. Training to all field persons.
4. Table top removal of logical error and marking of DSE entries for removal.
- 5 Briefing to EROs for scheduling BLO for house to house visit.
- 6 Preparation of rough sketch map of part for BLOs to plan the visits.
7. Updation of improved Nazri Naksha maps & ensuring their correctness.
8. Planning for GIS activities.
- ✓ 9. Establishing help desk at State/District level.
- ✓ 10. Meeting with Death & Birth Registrars for making provision for uploading Registered death cases on ERO-Net.
11. Updating details of DEO, Dy.DEOs, EROs, AEROs, BLO Supervisors & BLOs on ERO-Net

Yours Sincerely,

  
(DILIP K. VARMA)  
SECRETARY

## **Preparedness, role and responsibilities of EVP**

### **Role of Chief Electoral Officer:**

- Appointment of State Nodal Officer to monitor EVP and ERO-Net. Creation of separate login.
- Registration of CSCs/other service centres
- Appointment of sufficient no. of SLMTs for training to be arranged.
- Training of SLMTs.
- SLMTs may impart training to DEOs, EROs and DLMTs.
- Organisation of cascaded trainings in all districts to the Dy. DEOs, ACLMTs, AEROs, Election Supervisors/ Election Kanungos/ Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs.
- Arrangement of smart phones.
- Updation of the details of DEOs/EROs/BLO Supervisors/BLOs.
- Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.
- Meeting with Political parties at state level to inform them about the objectives and expected benefits of EVP and to seek their suggestions and cooperation for effective and successful execution of the program.
- To organise effective media and SVEEP campaign to sensitise the citizens/ electors about the EVP seeking their cooperation.
- To monitor progress of EVP on daily basis and to conduct regular review meetings/ Video Conference with DEOs and poor performing EROs.
- Standardization of household address, section, part and PS addresses and part boundaries.
- To mobilise GIS division of State planning department, Urban Local Bodies, Universities, State Remote Sensing Institutes or any other organisation etc. for obtaining the GIS maps available with them and make it available to DEOs.

### **Role of District Election Officer**

- To conduct for cascaded trainings in all ACS for EROs/AEROs, Election Supervisors/ Election Kanungos/ Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs.
- Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.
- Imparting training to all BLO Supervisors and BLOs using the Mobile App.
- To make maps of individual parts from GIS in as many parts as possible by involving District Level Officers of Revenue, Local Administration, Local Planning Authority, NIC and Survey Department. In urban areas, the help of Urban Local Bodies may be taken.
- Meeting with representatives of Political parties at District level to inform them about the objectives and expected benefits of EVP and to seek their suggestions and cooperation for effective and successful execution of the program.
- To organise effective media and SVEEP campaign to sensitise the citizens/ electors about EVP seeking their cooperation.
- To establish permanent mechanism of obtaining Registered death particulars in soft copy on from all Registrars of Births and Deaths in their jurisdiction continuously on monthly basis.
- To monitor progress of EVP on daily basis and to conduct regular review meetings/ Video Conference with EROs and poor performing BLO Supervisors.
- Review the progress of work done by ERO/BLOs.
- Check consolidated population AC wise.
- Ensuring activation of helpline 1950.
- Appointment of BLAs.
- Visiting CSCs and ensuring complete infrastructure available and granting approvals.
- Preparation of SVEEP.
- Finalizing and consolidating GIS map for complete district up to part/ section level.

#### ERO/ AERO

- To conduct EVP training for Election Supervisors/ Election Kanungos / Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs.
- Imparting training to all BLO Supervisors and BLOs using the Mobile App.
- Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.
- To organise effective media and SVEEP campaign to sensitise the citizens/ electors about EVP seeking their cooperation.
- To daily monitor progress of work done by BLOs and regularly conduct review meetings with BLO Supervisors and BLOs.
- To make **Six Maps for improved Nazari Naksha** of individual parts from GIS in as many parts as possible and hand drawn Maps for balance parts by involving Sub Division Level Officers of Revenue, Local Administration, Local Planning Authority and Survey Department.
- Standardization and Recasting of addresses of households, sections, parts and part boundaries.
- Capturing of GIS location of PS and exploration of Alternate Polling Station Locations and confirmation of AMF
- disposal of forms received during EVP.
- Updation of Not Standard of EPIC nos.
- Improvement of poor Quality/ non-standard Photographs.
- Removal of Logical Errors, Multiple entries and DSEs.

**BLO Supervisor**

To prepare along with BLOs hand drawn map of each of the part with sections, Roads, streets, lanes and show all the buildings' location, Existing PS and probable Polling Stations' locations, Post office location and natural barriers' location on the Map. A sample hand drawn Map and GIS Map/ Google Map is attached for guidance.

- The help BLOs in numbering each of the family who lives as a unit in a house and will move together in case of shifting. The numbering may be done from NE TO SW.
- To prepare schedule of BLO field visits.

To monitor progress of work done by BLOs and help the BLOs in collecting correct and Good quality data.

### **Role of BLO**

Visit each of the houses and Family in the BLO's area for

- To verify and authenticate the information/ details furnished by electors about themselves and family members through crowd sourcing including contact details.
- Collection of longitude and latitude of the household and Polling Stations through mobile app to capture the Latitude/Long as point value.
- Verification, distribution and collection of filled in Form 6 to/from citizens eligible for enrolment but left out during earlier revisions (Born on or before 1st January 2002)
- Verification, distribution and collection of filled in Form 6 to/from citizens eligible for enrolment on 01.01.2020.
- Verification and collection of updated details of permanently shifted electors and distribution and collection of Form-7 for deletion of the same.
- Verification and distribution/collection of Form-8 to/from the electors whose entries are incorrect in draft electoral roll, including images which are not to specification.
- Verification and collection of details of EPIC/Distribution and collection of filled in Form 001 for issue of duplicate EPIC in case of lost or damaged/ mutilated EPIC.
- Collection of details of overseas Indians from the concerned families and issuing of form 6A for unenrolled Indian Citizens living abroad.
- Electors Feedback on existing Polling Station and suggestion on Alternate building more suitable to become PS.
- Field verification of logical errors and DSE/ Multiple entries.
- Improvement of poor Quality/ non-standard Photographs.
- Capturing Photos of available facilities at Polling Stations.
- The numbering of each family/household who lives as a unit in a house and will move together in case of shifting, may be done in the polling station area. If no house number provided by municipal authorities is available, notional house number will be given.
- To prepare hand drawn map of the part with sections and streets and show all the buildings' location, Existing PS and probable Polling Stations' locations, Post office location and natural Barriers' location on the Map.
- Collection of details of Polling Station/ Alternate buildings available in the part/ in adjoining Parts suitable for PS.
- Collection of details of Post Office details with its coordinates, contact no. and PIN attached to the post office.
- Collecting Polling station maps (5 maps).
- Part wise population as on today.