

Government of West Bengal
Home(C&E) Department
Election Wing
21, N.S. Road, Kolkata-700001

No. 682 (19)–Home (Elec)

Dated: 21.4.2010

From: N.K. Sahana
Addl. Chief Electoral Officer, West Bengal

To: All District Election Officers (Except Dakshin Dinajpur)
Kolkata Electoral District Officer

Sub: Pre-revision activities for remaining 35 PCs (2nd Phase)

Sir/Madam,

I am directed to invite your attention to this office letter no. 596(20) – Home (Elec) dated 6.4.2010. The detailed guidelines along with time schedule for 2nd phase pre-revision activities are forwarded herewith for information and taking necessary action. The said time schedule is meant for the remaining 35 Parliamentary Constituencies (list of which is enclosed herewith).

Yours faithfully,

Encl : As stated

(N.K. Sahana)
Addl. Chief Electoral Officer, West Bengal

No. 682 /1(2)–Home (Elec)

Dated: 21.4.2010

Copy to :-

1. Shri Somnath Ghosh, Sr. Manager-ITES, SDF Building, Sector-V, Salt Lake, Kolkata-700091 for information and necessary action.
2. Sr. PA to CEO, WB

(N.K. Sahana)
Addl. Chief Electoral Officer, West Bengal

Pre Revision Activities (2nd Phase)

Detailed guideline for the district

ECI decided to thoroughly overhaul the electoral roll management process by making it an online system. As a pre-condition certain pre-revision activities are prescribed for standardisation and bringing about uniformity in the electoral roll. Names of Electors and their relations in Vernacular need to be converted into UNICODE Font through software. Also English version of names is to be stored in the electoral roll database by transliteration of vernacular data into English through software. Where the language of the roll is English, transliterated vernacular data are to be stored in the database. Such Font conversion and transliteration through software is not error-free, therefore, the errors need to be corrected manually after thorough checking of the roll. These activities are to be completed prior to the publication of the next draft electoral roll.

In our state such pre-revision activities for 7(seven) Parliamentary Constituencies, namely 5-Rajganj, 6-Balurghat, 12-Krishnagar, 20-Mathurapur (SC), 26-Uluberia, 33-Jhargram (ST) & 39-Bardhaman-Durgapur have already been started (1st phase).

Of late Commission has instructed to undertake the pre-revision activities for the remaining 35 PCs (2nd phase) immediately and complete the same before the next draft publication. Time schedule approved by the Commission for the remaining 35 PCs (2nd phase) is as under.

Pre revision activities will be executed both at state & district level.

Activities at State Level includes -Conversion of Font into UNICODE, transliteration of Vernacular data (names) into English & vice-versa, inserting

images of electors in binary form directly into e-detail table itself and preparation of working copy PDF with names printed in vernacular (UNICODE Font) as well as English. The working copy of the electoral roll so mentioned is meant for verification of names and other details of electors including images at field level.

Working copy PDF (in CD) will be handed over to the district on 30.4.2010.

The working copy of the electoral roll will contain all electors of Final Electoral Roll'09 (Mother Roll + Supplement 1 + Supplement 2) plus Unpublished List of Continuous updation upto 31.8.2010. However, deleted electors will not be printed and modifications done through supplements will be reflected in the original list. There will be no re-serialisation of elector as is normally done at the time of draft publication and so there will be some missing serial numbers in the working copy due to deleted electors.

CEO Office will supply two different types of working copy - one for the BLOs and the other for the political parties. Although electors' details are same in both the types, format meant for BLOs contains space for making corrections as well as for making other remarks.

District level activities are as under:

- 1. Keep hard copy of Electoral Roll of Parliament Election plus unpublished list of continuous updation ready.** It should be used to compare the working copy (for spelling of names and images)
- 2. Identification of BLOs for door-to door survey (Expected to be completed by 16.4.2010 as instructed vide this office letter no. 596 (20)-Home (Elec) dated 6.4.2010).**

*(BLO's jurisdiction and residence area should be same to the extent possible.
BLO should not be engaged as enumerators for census.)*

Supervisors should also be appointed to monitor the work of BLOs.

3. Printing of working copy of electoral roll from CD (7.5.2010).

Only one set of working copy for BLO should be printed (using both side printing method) and handed over to BLOs for their activities. There is no need of printing another set for office copy and the soft copy can be treated as office copy. This will save cost.

Working copy meant for political parties as stated before is designed differently. Each recognised political party should be given only one set hard copy (both side printed) of the working copy meant for political party. Soft copy shall not be given to the political parties.

4. Political parties to be apprised about the pre revision activities at the district, sub-Division and at the block level and they will be asked to appoint Booth Level Agents (by 7.5. 2010).

5. Training of BLO on how to conduct the verification works and handing-over working copy and other materials to BLO(By 10.5.2010)

BLO to be provided with the following materials:

- a) Hard copy of the Final Electoral Roll'09 of last parliament election + unpublished list of continuous updation
- b) Working copy meant for BLO
- c) Blank Form-8

- d) Blank Form-001C
- e) Notice for photography + Schedule of photography programme
- f) Notice of hearing for deletion of names + Hearing schedule
- g) Blank Form-6
- h) Red inked Pen
- i) Other stationeries

6. Working copies are to be distributed among Booth Level Agents (by 10.5.2010).

Working copies may be given to the BLAs of national and state recognized political parties, and they should also be asked to point out errors and submit reports to that effect, if any, to BLOs (by 20.5.2010).

Rolls may be read out in the Gram Sabha and Ward Sabha to find out any errors.

Wide publicity in this respect should be made.

7. Door to Door Survey by BLO (to be completed by 25.5.10)

Before going to the field BLO should compare the working copy with the hard copy of the existing final electoral roll (including unpublished continuous updation list) and should make necessary corrections of spelling of vernacular names on working copy when such spellings differ from the corresponding entries of the existing final electoral roll (including unpublished continuous updation list).

During Door-to-door survey BLO should verify from the elector (or his family member) the spelling of names (both Vernacular & English) and other details of the elector and make necessary corrections on the working copy itself. If any elector or his family member is unable to tell the correct English spelling of name, BLO will correct the spelling of English name applying his own mind. (Sample working copy with illustrations- Annexure-1). In case major corrections are sought, applications in Form -8 need be obtained from the elector by BLO. BLO will give his opinion on the form and will hand it over to the ERO/AERO.

Photo mismatches, if any, should be indicated in the working copy in the prescribed manner, In case of Photo mismatch, a notice for photography has to be served upon the concerned elector indicating the date, time & venue of EPIC campaign. At the same time BLO will give the concerned elector a blank 001C and ask the concerned person to come at the campaign venue after completing the form. However, before handing over the form to the elector, BLO must fill up the Part-II portion of the Form and put his signature thereon as an authentication of Part No., Serial No. etc details of the elector (See Annexure-2 for illustration). Elector may turn up for photography or may exercise the option of submitting Form-001C with photographs affixed on it. Non-image electors may also be given the same opportunity.

BLO will identify dead/shifted/repeated electors & indicate it in the working copy. He should also serve notice for hearing in such cases at the time of enquiry. ERO should delete the names of dead/shifted/repeated electors after following due procedure as per Election laws.

BLO will obtain signature of the elector on the working copy in the specified space. If the concerned person is not found at the spot during house visit, signature of one of the family members should be taken.

BLO should use **Red ink** for making all corrections and marking on the working copy.

BLO should also carry some blank Form-6 along with other Forms and Documents at the time of door-to-door visit. He will supply Form-6 to persons who seek registration of their names in the electoral roll. BLO should also inform such applicant that application in duplicate along with supporting documents has to be submitted to the ERO for consideration under the continuous updation process. Also it should be kept in mind that the qualifying date with reference to which the roll can be updated still remains as 1.1.2009.

8. Photo taking arrangement for mismatched electors/Non-image Electors (to be completed by the end of May, 2010)

9. Data entry and merging of photographs & preparation of EPICs (to be completed by 8.6. 2010)

DEO may engage vendor for this purpose observing financial norms.

Such data entry and merging of photographs are to be done using Unicode compliant New software. **New software will be handed over to the districts from CEO office on 20.5. 2010.**

EPIC database that is currently in operation at PEC (based on old software) should be finalised and backup should be handed over to CEO office at the time of receiving new software (on 20.5.2010).











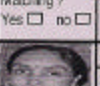
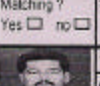
For the purpose of data entry (using new software) in respect of the corrections, the working copy may be treated as manuscript and preparation of manuscript in the usual format may be skipped in order to save time. However, the corrections indicated by BLO on the working copy should be duly approved by ERO. In case ERO does not approve of any corrections made by BLO (it may arise in case of major corrections for which Form-8 is submitted and is not approved by ERO), he should pen through (**using blue ink**) the corrections made by BLO on the working copy under his seal and signature (See Annexure-1). Data entry operator should be instructed not to give effect to the said corrections.

However, in case of deletion, separate manuscript should be made in the traditional manner.

For regular continuous updation work which is running parallel to this pre-revision activities, manuscripts for addition, deletion & correction should be prepared in the usual manner. Data entry for this regular continuous updation work should also be done using the new Unicode compliant software mentioned before. In case of addition, modification and transposition names of electors and their relations should be entered in both Vernacular & English. Manuscript, therefore, should be written in both languages (in respect of names only).

10. Handing over data backup based on new software (both for electoral roll data updation and EPIC) to CEO Office (By 10.6.2010)

Section No 1: Bichali Ghat Road (B)PR-136-176,125,Ward No-135,Police Station-Gardenreach-700024

	999 H.No- Amarendra Nath Nag	M 30 WB/03/001/123430	F- Manindra Nath Nag	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Amarendra Nath Nag</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	অমরেন্দ্র নাথ নাগ <i>অমরেন্দ্র</i>		মনিন্দ্র নাথ নাগ <i>মনিন্দ্র</i>		
	1000 H.No- Samis Chakraborti <i>Shovmista Chakraborty</i>	F 25 WB/03/001/000530	F- Tapan Chakraborti <i>Chakraborti</i>	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Shakraborti</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	সমিস চক্রবর্তী		তাপস চক্রবর্তী		
	1001 H.No- Parimal Sarkar	M 28 WB/03/001/111111	F- Haripad Sarkar <i>Haripada</i>	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Parimal</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	পরিমল সরকার <i>পরিমল</i>		হরিপদ সরকার		
	1002 H.No- Ajay Ghosh	M 26 WB/03/001/056430	F- Radhapada Ghosh	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Ajay Ghosh</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	অজয় ঘোষ		রাধাপদ ঘোষ		
	1003 H.No- Anima Mitra (Das)	M 35 WB/03/001/009430	H- Sujoy Mitra	Present <input type="checkbox"/> Temporary Absent <input checked="" type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Sujoy Mitra</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	অনিমা মিত্র (দাস)		সুজয় মিত্র		
	1007 H.No- TAPASHI BASAK <i>Tapas</i>	M 70 WB/03/001/000006	F- CHANDANI NATH BASAK	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>T Basak</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	তাপস বসাক		চন্দনি নাথ বসাক		
	1008 H.No- Tanmoy Sarkar <i>chandra</i>	M 30 20 WB/03/001/050409	F- Rabi Sarkar	Present <input type="checkbox"/> Temporary Absent <input checked="" type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Rabi Sarkar</i>
Matching? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	তন্ময় সরকার <i>চন্দ্র</i>		রবি সরকার		
	1009 H.No- Rukmini Devi	F 30 WB/03/001/232356	O- Janardhan Pandit	Present <input type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input checked="" type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>LTI of J. Pandit</i>
Matching? Yes <input type="checkbox"/> no <input type="checkbox"/>	রুক্মিণী দেবী		জানর্দন পন্ডিত		
	1010 H.No- Koushik Biswas	M 30 JSC1564720	M- Udaysankar Biswas	Present <input type="checkbox"/> Temporary Absent <input checked="" type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>LTI of U. Biswas</i>
Matching? Yes <input type="checkbox"/> no <input type="checkbox"/>	কৌশিক বিশ্বাস <i>কৌশিক</i>		উদয় শঙ্কর বিশ্বাস <i>শঙ্কর</i>		
	1011 H.No- Chandan Pramanik	M 30 WB/03/060/000430	F- Uday Pramanick	Present <input type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input checked="" type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>shifted to Delhi Udaypramanick</i>
Matching? Yes <input type="checkbox"/> no <input type="checkbox"/>	চন্দন প্রামাণিক		উদয় প্রামাণিক		
	1012 H.No- Soma Pal <i>Sunanda Roy</i>	F 30 WB/03/001/800430	H- Ghendu Pal <i>Grobinda Roy</i>	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Sunanda Roy</i>
Matching? Yes <input type="checkbox"/> no <input type="checkbox"/>	সোমা পাল <i>সুন্দা রয় ৪৫ AERO</i>		গেণ্ডু পাল <i>গেবিন্দা রয় ৪৫ AERO</i>		
	1013 H.No- Chandu Pal	F 30 JSC1555250	F- Soma Pal <i>Som</i>	Present <input checked="" type="checkbox"/> Temporary Absent <input type="checkbox"/> Expired <input type="checkbox"/> Shifted <input type="checkbox"/> Repeated <input type="checkbox"/>	Elector's/Family Member's Sign <i>Chandu Pal</i>
Matching? Yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	চন্দু পাল		সোমা পাল <i>সোমা</i>		

Enquiry Officer's Signature:- *ASarker*

ERO/AERO'S Signature:- *৪৫*

Page no:- 5/60

Major Correction not approved by ERO/AERO

Disclaimer: English names are transliterated; certain errors will be corrected if brought to the notice of the ERO.

Election Commission of India Form for preparation of Photo-Electoral Roll & Elector's Photo-Identity Card (EPIC)		Form ID ECI-EPIC-001C									
Name of State/Union Territory:		No. & Name of Assembly constituency: 29 - Islampur									
I. Applicant's particulars											
1. Applicant's Name:											
2. Father's/Mother's/Husband's Name:											
3. Place of Ordinary Residence (Full Address):											
House/ Door No:		Road/Locality/ Mohalla:									
Town/Village:		Municipality/Ward No:									
		Block/Gram Panchayat:									
Police Station:		Post Office:									
Pin Code:		District:									
II. Elector's Particulars as per Final Finally Published Electoral Roll, 2009 (To be filled by ERO's representative)											
Part No: 66		No & Name of Section: 1, Suvas Nagar									
Sl. No.	House No.	Address	Name	Relation-ship	Relation's Name	Sex	Age	EPIC No.			
235		Suvas Nagar, Ward-9, Islampur	Nirvachita Roy	F	Bharat Roy	F	32	KTT4401521			
III. My date of birth is*				D	D	M	M	Y	Y	Y	Y
* Proof required. Keep it blank if no proof is available. Proof of date of birth - In case date of birth is not indicated in the document attached in support of photograph then Birth certificate issued by a Municipal Authority or district office of the Registrar of Births & Deaths or Certificate issued by Educational Board/University in which date of birth is printed should be attached.											
IV. Applicant's/Elector's Photograph (optional)											
I am submitting two copies of my recent passport-size photograph along with my signature/ left thumb impression across one photograph. I am aware that no EPIC will be issued using this photograph if my claim in Form-6 for inclusion or in Form-8 for correction of image or in Form-8A for transposition of entries in the electoral roll is not accepted and the copies of the photograph will not be returned to me.											
OR											
This photograph may be used to replace wrong photograph appearing against my name in the photo-electoral roll as per application made in Form-8 for correction.											
<div style="border: 1px solid black; padding: 5px;"> Affix one passport-size (3.5 cm x 3.5 cm) coloured photo here (Do not put your signature on this photo) </div>			Two passport size photographs are pasted in the space provided - one signed across and the other unsigned - at my own cost for preparation of Photo-Electoral Roll & EPIC. An attested photocopy of a photo-bearing identification document is also enclosed.						<div style="border: 1px solid black; padding: 5px;"> Affix one passport-size (3.5 cm x 3.5 cm) coloured photo here. (This photo should be signed across, i.e. part of the signature on the photo and part on the Form) </div>		
In support of Photograph - Passport, Driving Licence, PAN Card, Service ID Cards issued to employees by State/Central Govt/PSU/Public Ltd. Co., Registered Property Deeds, Passbook with photograph issued by Public Sector Bank/Post Office, Student's Identity Card issued by recognised Educational Institution, SC/ST/OBC Certificate, Pension Document, Railway Identification Card, Freedom Fighter ID Card, Arms Licence, Certificate of Physical Handicap, ID Card issued to Bidi Worker by Ministry of Labour, Job Card issued under NREGP, Elector's Photo-Identity Card (EPIC) issued, if any.											
[Note: Please enclose attested photocopy of any of the above photo-bearing documents for verification of the photograph and date of birth. In case the document is self-attested, then show the original at the time of submission of the Form in person]											
Place:											
Date:											
Applicant's/Elector's Signature or LTI											

Verified
 As per
 BLO, Post-66

For office use only

Photograph verified: Yes/No	Recommended / Not Recommended for scanning / Photo-taking	Please tick appropriate box when complete	
Date of birth verified: Yes/No	Signature of ERO/AERO	Image scanned <input type="checkbox"/>	Incorporate image in database <input type="checkbox"/>
Name & Signature of ERO's Representative	Signature of ERO/AERO	EPIC prepared <input type="checkbox"/>	Date of issue of EPIC