

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

No. 1143 (20)-Home (Elec)

Dated: 30.6.2010

From: Addl. Chief Electoral Officer, West Bengal

To: Kolkata Electoral District Officer
All District Election Officers

Subject: Summary Revision of Electoral Rolls'10 with reference to 01.01.2010 as the qualifying date – Guidelines thereof.

Sir,

I am directed to say that in connection with Summary Revision of Electoral Rolls'10, following things should to taken into consideration –

1. **16 sets of draft electoral rolls have to be printed** from the CD/DVD of Electoral Roll PDF supplied from this end for the purpose of publication and for supply of copy to all recognized political parties and for other purposes. Each recognized political party should be given one set of draft photo electoral roll (Hard Copy) on the date of draft publication (i.e. 9.7.2010). Delay in this matter would be viewed seriously by the Commission. Immediately after publication of the draft roll, ERO should send written intimation to this office through DEO.
2. **Detailed information, ie., Name, Designation, Address, Phone No., etc of ERO, BLO and DO** hosted in the website of CEO (www.ceowestbengal.nic.in) should be updated from your end **latest by 5.7.2010**. **Test check** to verify the correctness of the information will be done on **8.7.2010**.
3. **Full time presence of DO at Designated location (i.e., 11 AM to 4 PM on normal days and 10 AM to 5 PM on special campaign days)** during the period of claims and objections should be ensured at any cost. ERO should keep reserve DOs at his disposal who will act as substitutes in case regular DOs are absent. Where there is a shortage of manpower, BLO can be deployed as DO. However, in that case separate appointment order as DO shall be issued.
4. In addition to Form 6, 7, 8,8A, **DO shall also distribute blank Form-001C to existing electors and receive Photo bearing Form-001C from them.** For electors applying in Form-6/8/8/A along with photograph, submission of Form-001C is not required. Undistributed EPICs may be handed over to DO for distribution from designated location.

5. Kindly note that in the guidelines for “How to Fill the Form-6” issued by the Commission, a note has been appended below item no. 5 Date of Birth (With Documentary Proof) which reads as follows “N.B. In case of applicants born on or after 26.1.1989, only birth certificate issued by the Municipal Authorities or district office of the Registrar of Births & Death is acceptable.” The Commission has relaxed this provision vide no. 23/2010/ERS Dated 23.6.2010 which says that ***“if someone born on or after 26.1.1989, produces any documentary evidence issued by any other Government Agency in which date of birth is mentioned after due verification or a certificate of date of birth issued by the School(Govt./recognized) last attended or any other recognized educational institutions, in such cases the applicant should not be insistent upon to produce birth certificate from local authority.***
6. Though roll will be printed in the language specified by the Commission, data in both languages (English & Vernacular) will be stored in the database. **Therefore, Name and Relation’s name should be written both in Vernacular and in English in the manuscripts for Form-6/8/8A.** Since there is no option of indicating the spelling in an alternative language in Form-6/8/8A, it may be obtained from the elector in a separate format at the time of receiving application. In case the spelling in alternative language could not be obtained from the elector, manuscript writer will write the translated version of name and relation’s name in the manuscript. Name and Relation’s Name in the language of the roll should be written first. Spelling in the alternative language should appear just below it in the next row. **Software & database for Data Entry is expected to be given from this end by 26.7.2010**
7. All out effort should be made to make **BLO-BLA meeting** a success as this is an effective tool to find out dead/shifted electors and ensure correctness of the electoral roll.
8. **Service of BLO** should be utilized for making field enquiry into applications and various information like information on **dead, shifted, repeated electors, 80+ electors, Non-image electors** and other information. List of 80+ electors, Non-image electors, Repeated electors, etc will be supplied from this end. BLO may also collect photo-bearing 001C. During the period of claims & objections he may collect applications for claims& objections.
9. Utmost emphasis should be given on **last mile EPIC Coverage.** Apart from PEC, photography programme (including receiving of Photo bearing 001C) may be arranged in a decentralised manner for the existing electors. The extent of decentralization (GP level, Ward level, borough level, below GP/Ward level or even door-to-door) would depend on local situation and need. However, schedule of such programme should be publicised widely and political parties (including BLAs) should be kept informed. **Software & database for merging the photographs is expected to be given from this end by 26.7.2010.** All photographs of existing electors either scanned or captured by digital camera during the revision period, 2010 should be merged with the software and EPICs should be generated. All the photographs merged with the software for EPIC purpose will reflect automatically in the Modification List

of the Final Supplement. In case of fresh electors who apply along with photographs, their photographs are to be scanned and merged with the software for generation of EPIC provided their applications for enrolment are accepted by ERO. Such merging activity in respect of fresh electors can be undertaken only after completion of data entry in respect of Form-6/8A manuscripts. However, EPICs of those fresh electors should be distributed only after final publication. Immediately on receipt of EPIC software and database, photographs received along with Form-6 which were accepted under continuous updation process prior to draft publication'10 and reflected in the draft roll should be merged for EPIC generation. Also there might be some pending photo bearing Form-001C (or photo captured by digital camera) received (or captured) at the time of Pre-revision activities but could not be reflected in the draft roll due to paucity of time. All these cases should be taken up first for merging and EPIC generation.

10. **This time Supplement PDF will be generated at DEO / ERO level.** However, prior written clearance should be obtained from this office for publication of the supplements. Clearance will be given only after receipt of data back up with all requisite reports and soft copy of supplement PDF and verification of the same. **Data backup along with reports should be handed over to IT Cell of this office at least 4 days before the date of final publication.**
11. In our website, a facility for on-line applications through e-mail will be offered. Applications to be received through online system will be forwarded in soft form to the concerned DEOs immediately after expiry of claims & objection period. The applications will have to be printed out by the EROs and sent to the residence of the applicant through BLOs to obtain the signature of the applicant on the Form and to get supporting documents. Necessary verification will also be done by BLO. Hearing notice will also be served, if necessary, by BLO when he visits the applicant's house. Disposal by ERO/AERO would have to be made in the usual manner within the prescribed period.
12. EROs & AEROs involved in revision activity should go through relevant portion **ERO's Handbook, 2008** published by the Commission.
13. **Reports:** Report in **Form ID-SR-2010-01** should be sent **on weekly basis. Form ID-SR-2010-02** (constituency-wise report on no. of applications in Form 6, 7, 8 & 8A received during the entire period of claims & objections) should be submitted **within 3 days from the last date of filing claims & objections.** Report in **Format 4B** should be sent **within 3 days from the last date of disposal.** A separate report on disposal of online applications should be submitted in **Form-ID-Online** and should be sent **within 3 days from the last date of disposal.** However, **Form ID-SR-2010-02 and Format 4B** shall also include figures of online applications. The report on photo coverage should be sent weekly in **Form ID-Photo Coverage.** Formats for all the reports are annexed herewith. All the reports referred to above should be sent to this office in soft copy.

Writing of Manuscript of Supplement:

GROUND FOR ADDITIONS

1. Accepted Form 6 in respect of electors for the first time.
2. Accepted Form 6 in respect of shifted electors.
3. Accepted Form 8A for transposition from any other part of the same constituency.

4. *Suo motu* action made by the ERO for entries missing inadvertently in the draft electoral roll as per Rule 21 of the RE Rules, 1960.

GROUND FOR DELETIONS

1. Accepted Form 7.
 2. Deletions against inclusions under Form 8A.
 3. Deletion as per verification report in respect of electors of 80 years and above age.
 4. Deletion as per information collected from Death Register of the Local Bodies (urban as well as rural).
 5. Deletion for other reasons (double entry, not ordinarily resident etc.).
 6. Deletion of entries as per information received from the EROs of other constituencies of West Bengal and other States (in other words - Deletion as per declaration of the shifted elector in Forms 6)
 7. Deletions on the basis of information received from BLAs
- (Actions should be taken in respect of (3) to (7) as per Rule 21A of the RE Rules, 1960.

I. ADDITIONS

After the disposal of claims and objections by the ERO / AERO, the ERO will arrange for writing manuscript of the supplement for the Part. The proforma for writing manuscripts for additions will be of three types -

PROFORMA – A

List of Fresh Additions (Form 6):

Section No.	House No.	Name of Elector	Relation-ship	Name of Relation	Sex	Age	EPIC No., if any	Sl. No. in the relevant Part of the Draft Roll of other members of the family	Whether submitted photo (Y/N)	Process followed (Form 6 / Rule 21)
1	2	3	4	5	6	7	8	9	10	

- Please note that in col. 8, the EPIC No. of the applicant himself, if any (for example, in a case where his name was deleted after issue of EPIC) should be noted and **NOT** that of other members of the family, which are noted in col. 9. In the language of the roll

PROFORMA – B

List of Transposition of Electors within the same AC (8A):

Section No.	House No.	Name of Elector	Relationship	Name of Relation	Sex	Age	EPIC No.	Sl. No. in the relevant part of the Draft Roll of other member of the family	Part No. & Sl. No. from which Electors is being shifted		Whether submitted photo (Y / N)
									Part No.	Sl. No.	
1	2	3	4	5	6	7	8	9	10	11	12
		In the language of the roll									
		In the alternative language									

PROFORMA – C

List of Shifted Electors from different ACs (Applications received in Form 6):

Section No.	House No.	Name of Elector	Relationship	Name of Relation	Sex	Age	EPIC No.	Sl. No. in the relevant part of the Draft Roll of other member of the family	Details of AC from which being shifted Part No.			Whether submitted photo (Y / N)	Process followed (Form6 / Rule 21)
									AC No.	Part No.	Sl. No.		
1	2	3	4	5	6	7	8	9	10	11		12	13
		In the language of the roll											
		In the alternative language											

While writing manuscript for **Additions**, Serial No. of any other member of the family as noted in **Columns 3 and 4 of Panel 3 of Form 6** will be written in the **column 9** of the proforma **A** and **C** against the elector whose other family members are already in the draft roll. But in the case of inclusions for all members of a particular new family **‘New NHN to be assigned’** is to be written in the column 9 of the Proforma.

In case of transposition of electors within the same AC, the Part No. and Sl. No. of the elector must be mentioned in the manuscript (Proforma B) against column 10 and column 11 of Proforma B and accordingly, on that basis

the elector's name on the previous part would be checked and deleted. Software will have a separate entry form for transposition cases to make addition & deletion simultaneously.

In case of shifted electors applying in Form 6 (Proforma C), the AC No., if possible, Part No. and Sl. No. of the elector in respect of old place are to be written in the manuscript.

Immediately after accepting applications (in Form 6) in respect of shifted elector, ERO shall inform the matter to the ERO from whose constituency the elector has shifted. The information must contain detailed address of previous residence of the elector and, if available, Part No. and Serial No. of old registration and EPIC Number (if already issued) should be sent directly to the concerned ERO, in case the previous residence of the elector is within the State. For outside States, ERO should send the information to the concerned Chief Electoral Officer. Such information should be sent as early as possible, by fastest means of communication, so that the EROs receiving such information get time to act upon it following due procedure and reflect the outcome in the final roll.

The reasons for additions should be prefixed by the following alphabet letters in the final supplements – **“N” for new inclusions (Manuscript proforma – A), “T” for transposition from one part of the same constituency (Manuscript proforma – B), “S” for shifting from other constituencies (Manuscript proforma – C)**. The software will take care of printing of the expanded forms of the alphabets in the footnotes as is done in cases of deletion.

II. DELETION

Information received from the Register of Death as well as information about Shifted Electors from other EROs, information about dead/shifted electors received from BLAs, Lists of Non EPIC Electors / Above 80 years Electors/ Non-image Electors, Repeated Electors, etc should be checked thoroughly and disposed of within the period of disposal of claims and objections, so that the outcome **shall be** reflected in the finally published electoral rolls. Before undertaking deletion elector concerned must be given an opportunity of hearing.

The reason for deletion shall be reflected in the printed copy of the finally published supplement as per following:

- ✧ **R** - Indicating reasons for deletions due to 'duplication'. So 'R' may be prefixed to serial number of entries deleted due to duplication. The reason for deletion in expanded form for the alphabets used should be printed in the footer of pages where Deletion List is printed.
- ✧ **E** – Indicating reasons for 'Expired' by prefixing to serial number.
- ✧ **S** - Indicating reasons for 'Shifting/change of residence' by prefixing to serial number.
- ✧ **M** – Indicating reasons for 'missing' (e.g., missing after natural disaster like Tsunami, Earthquake, flood, etc., missing NBW cases) by prefixing to serial number.
- ✧ **Q** – Indicating reasons for 'disqualification' by prefixing to serial number.

Accordingly reasons for deletion must be shown in column 6 of the Proforma for deletion shown below:-

PROFORMA – D

List of Deletion:

Sl. No. of Draft Roll*	Name	Sex	Age	EPIC No., if any	Reason for Deletion (E / S / R / M / Q)	Process followed (Form-7 / Rule 21 A)
1	2	3	4	5	6	7

The printed copy of the supplement for ‘Deletion’ shall only show the data under columns 1, 2 and 5.

III CORRECTION

PROFORMA for the list of corrections will be as per Proforma – E. **However, corrected portion of the entry should be underlined for the convenience of the data entry operator.**

Proforma – E

List of Modification

Serial No of draft roll	House No	Name of Elector	Relation-ship	Name of Relation	Sex	Age	EPIC No.	Whether Photo to be removed from roll (Y/N)	Whether submitted photo (Y / N)	Process followed (Form 8/ Rule 22a)
1	2	3	4	5	6	7	8	9	10	
				In the language of the roll						
				In the alternative language						

Special care must be taken while incorporating EPIC No., both in Addition, Transposition and Modification manuscripts. ERO should also ensure that EPIC No. written in the manuscript is that of the particular elector and not the EPIC No. of any of his/her family member.

All the above instructions should be brought to the notice of the EROs and AEROs under your jurisdiction for strict compliance. Any lapse in this regard will be viewed seriously by the Commission.

Yours faithfully,

Addl. Chief Electoral Officer, West Bengal

No. 1143 -Home(Elec)

Dated: 30.6.2010

Copy to Shri S. Ghosh, Sr. IT Manager-ITES, CMC Limited for information and necessary action.

Addl. Chief Electoral Officer, West Bengal