

The following is the gist of salient points discussed during the video conference of CEO, WB held with the DEOs on 28.10.2010 from 3 p.m. to 5 p.m. :-

### **Summary Revision of Electoral Rolls, 2011**

- The draft roll should be displayed at all polling stations since the morning of 30.10.2010.
- District level political parties should be approached to ascertain their authorized representatives who will receive the electoral roll. If this person does not approach DEO/ERO by afternoon on 30.10.2010, the roll should be sent to him by the DEO/ERO in the evening of 30.10.2010 and proper receipt obtained for the same.
- The hearings should be done in a phased manner starting on 13.11.2010 and ending on 30.11.2010.
- The actual writing of detailed reasoned orders in respect of each hearing should be completed on the date of hearing itself by AEROs/EROs.
- Writing of manuscript should be planned in such a way that manuscript can be provided to the vendors starting on 16.11.2010 and ending on 07.12.2010.
- All data entry work should be completed by 15.12.2010.
- Health check up of electoral roll should be done by DEOs/EROs between 15.12.2010 and 23.12.2010.
- The final copy of the roll database and PDF should be sent to CEO office on 24.12.2010.
- The printing of the supplement from PDF will be done in the district by 01.01.2011

### **EPIC and De-duplication**

- The soft copy of the electoral roll database and EPIC data base would be provided to the DEOs around 6.11.2010
- De-duplication software should be used on this database to ascertain likely duplicate voters for which BLO's field enquiry and formal hearing has to be done as per rules before deletion.
- List of 80+ electors and non-image electors will have to be generated by district. Software for the same will be provided from this end.
- EPIC generation and distribution programme as well as photography programme in the field should be undertaken from 7.11.2010 to 7.12.2010 to ensure that all electors in the draft roll are covered by EPIC and PER.
- The training of all vendors in all districts would be undertaken by CEO office with the help of SLA from 8.11.2010 to 10.11.2010 – details to be sent by IT cell.
- The BLOs should be asked to enquire in all applications for inclusion of names except cases where no hearing is required and decisions can be taken based on the submitted documents alone.
- Commission's existing instructions regarding affidavit should be fully disseminated to all election related officials and members of the public.

- Senior officers in the district starting with ADMs should be assigned specific areas for monitoring and supervision of the electoral process by the DEOs.
- Commission is likely to deploy Roll Observers from other states during the revision process.

### **Booth Level Officers**

- All out efforts have to be made by all DEOs/EROs to achieve the norm of one BLO for each polling station. This should be definitely completed by 14.11.10
- The BLO should be resident of that part as far as possible.
- No retired employees can be engaged as BLOs

### **Polling Station**

- The details about control table and master control table sent to CEO office will be checked and returned back to the DEOs for necessary corrections very soon.
- The required corrections in this table should be done in the districts and sent back to the CEO office by 25.11.2010
- In districts where detailed consultations regarding rationalization of polling stations could not be completed with the political parties up to September, 2010, detailed consultations and meetings at various levels need to be held to fully discuss the proposed changes and to arrive at consensus before sending the revised proposal to the CEO office in the prescribed proforma. This exercise may be completed in all districts and proforma report sent to CEO office by 15.12.2010.

### **Personnel Database**

- As already instructed, the personnel database with reference to 15.08.2010 should be updated and kept ready with the help of the government offices in the district. Efforts should be made to obtain the mobile numbers of all personnel in this database by 30.11.2010.

### **Database maintenance of EVMs**

- Detailed database in the existing format in respect of CUs and BUs should be updated and checked in all the districts and sent to CEO office by 7.11.2010.
- The same information about all CUs and BUs has to be entered in the ECI website using GENSYS for which instructions have already been sent to the districts. These information will have to be entered afresh as the existing database information cannot be imported into GENSYS.
- Information in respect of any missing EVMs or EVMs destroyed due to electoral violence etc. should be reported to the CEO office, if not already reported.
- All districts should confirm that all the required EVMs are physically available in their safe custody and all the necessary details have been entered in their own database as well as in GENSYS by 15.11.2010.

### **First Level Checking of EVMs**

- FLC of EVMs is likely to be held during the end of November / 1<sup>st</sup> week of December.
- One ADM is to be earmarked for FLC of EVMs who will be present at the venue of FLC for the entire duration.
- FLC would be done in all the districts in two phases. Therefore, all DEOs may divide their districts into two phases in consultation with Shri Saibal Barman, Dy.CEO.
- A Door Frame Metal Detector and CCTV cameras would be required in the FLC hall. Tenders may have to be invited for procuring the same.
- Continuous videography will be done in addition to CCTV.
- The required pink paper seals and power packs (only for 10% EVMs where mock poll will be 1000 votes) would be provided by CEO office.
- Necessary logistics for ECL engineers and the required labourers etc will have to be arranged beforehand.
- Detailed guidelines for FLC are as given below:-

#### **(A) Arrangements to be done by M/S ECIL**

- (1) FLC is to be done for only 2006 onwards EVMs (i.e G series and J series EVMs)
- (2) List of engineers deputed by M/s ECIL for carrying out FLC in a district along with their identity card numbers etc. shall be communicated in writing by M/s ECIL;
- (3) Only the authorized representatives of M/s ECIL will be allowed to enter the FLC hall only after proper identification using photo identity documents;
- (4) At the time of FLC, the following shall be done —
  - (i) Removal of previous address tags, ballot papers, cleaning of superscriptions on CU and BU, clearing of earlier poll data, dusting of CU and BU etc.
  - (ii) Physical verification of carrying cases, CU, BU, connecting cable, connector, Latches etc. to ensure no breakage.
  - (iii) Checking of all switches in CU and BU, door, sealing provisions, scratches on acrylic screen, response of all switches, confirmation tests for efficacy of CU and BU etc.;
  - (iv) Filling up of Annexure-B completely with proper seal and signature of the engineers of M/s ECIL.
- (5) All defective EVMs shall be kept aside and then to be taken to the factory of ECIL for repairs. The complete list of all defective EVMs will be handed over to the Chief Electoral Officer, West Bengal;
- (6) Repairing of Machines, opening of the plastic cabinet cover of the machines, changing of components of machines in the field are strictly prohibited;

- (7) ECI will issue instructions in this regard which include the list of equipment, which the engineers will be required to carry with them in FLC hall;
- (8) Security personnel in the hall will not allow any other equipment (other than the equipments of the engineers of M/s ECIL) to be carried into the FLC hall;
- (9) Casting of votes against all 16 candidate switches, observation of result and cleaning of mock poll data will be done for each EVM. In 10% of total EVMs at least 1000 votes shall be polled during mock poll. In rest of the EVMs mock poll to be done upto the satisfaction of the representatives of political parties;
- (10) Demonstration of printout of results (for 10% of the total EVMs where 1000 votes polled) is to be given to the representatives of all political parties and for this Annexure-D is to be filled-up properly;
- (11) Sealing of plastic cabinet of all CUs of EVMs only with the pink paper seals (supplied by Nasik Security Press) in presence of the representative of all political parties;
- (12) After fixing the pink paper seals, the engineers of M/s ECIL shall put their signature on the pink paper seals;
- (13) The district-wise total number of EVMs whose FLC have been done (godown-wise) by M/s ECIL is to be submitted to the office of the Chief Electoral Officer, West Bengal.

**(B) ARRANGEMENTS TO BE DONE BY THE DEOS**

- I. After obtaining necessary permission from the Chief Electoral Officer's office, the DEOs will prepare a schedule for the FLC of EVMs in consultation with the ECIL and the CEO, West Bengal;
- II. FLC will be done only for 2006 onwards EVMs (i.e. G-Series and J-Series);
- III. Communicate the schedule of FLC in writing to every National and State Level recognized political party at least one week before the beginning of FLC in the district;
- IV. Only the authorized (by the district president of the party) representatives of all National and State Level recognized political party shall be allowed to be present during FLC. For this Annexure-A is to be filled up properly;
- V. FLC is to be done to the nearest place of the godowns where EVMs are stored. Arrangements are to be done in such a way that at least 50 EVMs can be checked at a time and the representatives of all political parties can watch the whole process very clearly. ECIL engineers will check 250 new EVMs (approx.) per day. The place (where FLC is to be done) is to be fully sanitized to ensure that the hall is free from any other electronic devices including cell phones, cameras, Spy pens etc.
- VI. Every entry to the hall shall be guarded by police force;

- VII. Every hall shall have a door frame, metal detector;
- VIII. Entry to this hall shall be on production of ID cards issued by the DEO;
- IX. Nobody will be allowed to carry anything out of the FLC hall;
- X. FLC will be done by M/s ECII engineers in all 19 districts of this State simultaneously and the engineers will move from one godown to the other godown in the same district within a gap of one day;
- XI. After sealing the CUs of EVMs with the pink paper seals, the representatives of all the political parties shall be allowed to put their signatures on the said seal with party name in abbreviation below the signature. The representatives of all political parties may also note down the serial number of the pink paper seal. For this, Annexure-E is to be filled up properly. Photocopy of Annexure-E is to be given to all political parties free of cost. Photocopy of Annexure-E will also be given to all contesting candidates as soon as last date of withdrawal of candidature is over. Photocopy of Annexure-E should be available at the time of candidate setting, at the time of counting;
- XII. The DEO shall nominate one officer not below the rank of ADM to supervise the entire process of FLC;
- XIII. The process of FLC shall be continuously video graphed;
- XIV. Video CD will be kept in the custody of DEO;
- XV. CCTV cameras shall be put in the FLC hall in such a manner that the process of FLC can be seen on CCTV in the office of the DEO.
- XVI. DEOs are requested to fill-up all the Annexures (i.e. Annexure-A to Annexure-E) properly during FLC.