

## **Pre Revision Activities**

### **Detailed guideline for the district**

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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 standardization 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. 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.

In our state the work would be executed in two phases. In the first phase 7(seven) Parliamentary Constituencies, involving partly or fully 8 districts, will be covered. The said Parliamentary Constituencies are: 5-Rajganj, 6-Balurghat, 12-Krishnagar, 20-Mathurapur (SC), 26-Uluberia, 33-Jhargram (ST) & 39-Bardhaman-Durgapur. Time schedule mentioned below is meant for 1<sup>st</sup> phase covering these 7 PCs. Pre-revision activities in the other 35 PCs will be carried out in the second phase for which schedule has not yet been framed.

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) is expected to be handed over to the district by the **2nd week of March'10**.

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electoral roll will contain all electors of Final Electoral Roll'09 (Mother Roll + Supplement 1 + Supplement 2) plus Unpublished List of Continuous updation upto 31.8.2010.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 supplement 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.

**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 (By Feb'10 end).** BLO's jurisdiction and residence area should be same to the extent possible. Census work will be started soon. 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 (By 23.3. 10)**
4. **Political parties to be appraised 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 23.03.10)**

**5. Training of BLO on how to conduct the verification works and handing-over working copy and other materials to BLO( By 26.3.10)**

*BLO to be provided with the following materials:*

- a) Hard copy of the Final Electoral Roll'09 of last parliament election + EPIC issued list used in last parliament election + unpublished list of continuous updation
- b) Working copy
- 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) Red inked Pen
- h) Other stationeries

**6. Working copies are to be distributed among Booth Level Agents (by 31.3.10).**

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 14.4.2010.

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 30.4.10)**

Before going to the field BLO should compare the working copy with the hard copy of the existing final electoral roll 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.

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-EPIC 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.

**8. Photo taking arrangement for mismatched electors/Non-EPIC Electors (to be completed by 1st week of May'10)**

**9. Data entry and merging of photographs & preparation of EPICs (to be completed by 15.5. 10)**

DEO may engage vendor for this purpose observing financial norms.

Unicode compliant new software will be handed over to the district by CEO office for data entry as well as for EPIC preparation.

For the purpose of data entry 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 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 be done using the new Unicode compliant software mentioned before. In case of addition and modification, 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).

EPIC database that is currently in operation at PEC should be finalised and backup handed over to CEO office immediately on receipt of new software.













New Software (Data entry + EPIC) is expected to be given from CEO office by **2nd week of April, 10.**

**10. Handing over data backup (both for electoral roll data updation and EPIC) to CEO Office (By 20.5.10)**

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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"/>	ভান্ডারনাথ নাথ নাগ <i>বন্দ্যোপাধ্যায়</i>		মানিন্দ্র নাথ নাগ <i>স্তাভ্য</i>		
	1000 H.No- Sarmis Chakraborty <i>Sharmista Chakraborty</i>	F 25 WB/03/001/000530	F- Tapan Chakraborty <i>Chakraborty</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>Sharmistha</i>
Matching ? Yes <input checked="" type="checkbox"/> no <input type="checkbox"/>	সর্মিস চক্রবর্তী		তাপন 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"/>	পারিমল সর্কার		হারিপদ সর্কার		
	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"/>	আজয় ঘোষ		রাদ্যপদা 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"/>	তপসী বসাক		চন্দানী নাথ বসাক		
	1008 H.No- Tanmoy Sarkar <i>Chandria</i>	M 30 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"/>	তানময় সর্কার		রবি সর্কার		
	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 checked="" type="checkbox"/> no <input type="checkbox"/>	রুক্মিণী দেবী		জানর্দহান পন্ডিট		
	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 checked="" type="checkbox"/> no <input type="checkbox"/>	কৌশিক বসু		উদয়সংকর বসু		
	1011 H.No- Chandan Pramanik	M 30 WB/03/060/000430	F- Uday Pramanik	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 Udaypramanik</i>
Matching ? Yes <input checked="" 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- Chandu Pal <i>Sunanda 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 checked="" type="checkbox"/> no <input type="checkbox"/>	সোমা পাল		চন্দু পাল		
	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 checked="" type="checkbox"/> no <input type="checkbox"/>	চন্দু পাল		সোমা পাল		

Enquiry Officer's Signature: *ASarker*

ERD/AERO'S Signature: *BS*

Page no:- 5/60

Major Correction not affroned by ERD/AERO

Disclaimer: English names are transcribed where errors will be corrected through to the notice of the ERO.

Annexure - 2

Election Commission of India										Form ID	
Form for preparation of Photo-Electoral Roll & Elector's Photo-Identity Card (EPIC)										ECI-EPIC-001C	
Name of State/Union Territory:					No. & Name of Assembly constituency: 29 - Islampur						
<b>I. Applicant's particulars</b>											
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:							
Elector's Particulars as per Draft/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		
<b>III. My date of birth is*</b>											
* 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.											
<b>IV. Applicant's/Elector's Photograph (optional)</b>											
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.											
<b>OR</b>											
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.											
Affix one passport-size (3.5 cm x 3.5 cm) coloured photo here (Do not put your signature on this photo)			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.						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)		
<b>In support of Photograph</b> - 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  
Asst. Secy  
BLO, Islampur**For office use only**

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