

By e-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/BLA/2023-ERS

Dated: 9th August, 2023

To,

The Chief Electoral Officers,
of all States/UTs

Subject: Appointment of Booth Level Agents (BLA)-regarding

Reference: - (1) Commission's letter No. 23/BLA/2008-ERS dated 19.11.2008,
(2) Commission's letter No. 23/BLA/2008-ERS dated 28.11.2008,
(3) Commission's letter No. 23/BLA/2008-ERS dated 25.11.2010,
(4) Commission's letter No. 23/2012-ERS dated 03.08.2012, and
(5) Commission's letter No. 23/2012-ERS dated 06.10.2012.

Sir/Madam,

The commission, vide its instructions as referred above has provided the facility of appointment of Booth level Agents (BLA) by the recognized political parties in order to maximize the transparency in the process of preparation and revision of electoral roll and also to improve its fidelity.

2. Booth Level Agents are supposed to work with Booth Level Officers of the respective polling station and also to guide and help the eligible citizens of their polling station in filing of application for inclusion, deletion, modification and transposition of entry in the electoral roll.

3. Now, for the sake of more clarity, all the existing instructions relating to the appointment of Booth Level Agents (BLA) have been consolidated and revised instructions, in supersession of all the above referred existing instructions, are hereby issued, as follow:-

- (i) Every recognized political party through its President or Secretary or any other office bearer of shall authorize one district representative to appoint Booth Level Agents (BLAs). The specimen of the authorization Form is annexed herewith as Form ID: BLA 1. The Form must be signed, in ink only. These authorizations shall be submitted to the CEO and respective DEOs and EROs.

- (ii) The Party can authorize more than one person in a district, specifically stating the constituencies for which they are being authorized to further appoint BLA's for each polling station falling in the jurisdiction of the relevant constituency. In an extreme situation, separate representatives may be authorized to appoint BLAs for every constituency
- (iii) The authorized district representative of political party will further appoint Booth Level Agents (BLAs) for each Polling Station in Form ID: BLA 2 (The BLA will collect one printed copy of relevant Part(s) of the draft electoral roll from the Designated Officer/Booth Level Officer). The specimen of the authorization Form is annexed herewith as Form ID: BLA 2. The Form must be signed, in ink only.
- (iv) Normally, one BLA may be appointed for each part of electoral roll. The BLA must be a registered elector in the relevant part of the electoral roll for which he/she is appointed as it is expected that the BLA will scrutinize the entries in the draft roll of the area where he resides to identify entries of dead persons and shifted persons.
- (v) One BLA may be appointed for more than one part of electoral roll provided the polling stations for the corresponding parts of electoral roll are set up within the same polling station location. In case, due to unavoidable reasons, one BLA is authorized to receive printed electoral roll (draft/final) in respect of more than one part of electoral roll, then separate authorization in Form ID: BLA 2 should be given for each such part of electoral rolls.
- (vi) Booth Level Agent (BLA), once appointed, will continue to function in such capacity irrespective of whether it is revision or non-revision period and his appointment as Booth Level Agent will be valid for later years also until and unless the nomination/authorization of such Booth Level Agent is expressly withdrawn by the concerned political party or such Booth Level Agent has ceased to be a registered elector of the constituency for which he has been appointed.
- (vii) No person in the service of the Government or a local authority or a PSU can act as Booth Level Agent.
- (viii) The BLA will hand over the appointment letter in prescribed Form to Designated Officer/Booth Level Officer at the polling station location.
- (ix) The Designated Officer/Booth Level Officer will hand over a printed copy of the relevant part(s) of the electoral roll to the BLA under proper acknowledgement only after production of the appointment letter by the BLA.

- (x) The printed copies of each part of electoral roll to be supplied to the BLAs are the copies of electoral roll required to be supplied free of cost to every recognized political party under rule 11 of R.E. Rules, 1960. The second copy of the complete roll in CD will be supplied to the political party by the CEO/DEO/ERO, as the case may be, from their headquarters.
- (xi) In case no BLA is appointed by a political party for any part of electoral roll, then the copy of the electoral roll for that part of electoral roll will not be handed over to any other person by the Designated Officer/Booth Level Officer. In such cases, the printed copy of electoral roll for those parts may be collected from the office of the ERO by the authorized representative of the party. The party representative will hand over a list of those parts of electoral roll for which they have appointed BLA and another list where no BLA could be appointed.
- (xii) Booth Level Agents are permitted file 10 (ten) applications in a day. The Booth Level Agent shall submit forms to concerned Booth Level Officer along with a list of application forms and a written declaration that he has personally verified the particulars contained in the enclosed application forms and is satisfied that the same are correct. In case a Booth Level Agent submits more than 30 application forms during entire period of summary revision, cross verification must be done personally by the concerned Electoral Registration Officer/Assistant Electoral Registration Officer. The political parties which have not appointed Booth Level Agents cannot file applications in bulk during revision period.
- (xiii) The authorized BLAs of all recognized political parties will be required to be present on the special campaign days fixed generally on holidays for receipt of claims and objections under the aegis of Designated Officers/BLOs. On these dates, the BLO will go through the draft electoral roll with the BLAs of recognized political parties of State concerned and identify the corrections etc.
- (xiv) The BLAs can list out the dead and shifted voters through house to house survey or any other means and present the list to the Designated Officers / BLOs in the format prescribed with this letter. They should give an undertaking that the information furnished by them is on the basis of verification conducted by them and they are liable for action under section 31 of the Representation of the People Act, 1950 for making false declaration, if any.

- (xv) The BLAs will motivate the electors within the jurisdiction of the part of the electoral roll to come forward to inspect the draft roll during the period when it is displayed and file applications for correction, deletion and transposition of entries. Similarly, they may also guide the prospective electors going to be eligible w.r.t. the subsequent qualifying dates of the year to file advance application for enrolment.
- (xvi) The appointment of a BLA shall not be revoked during the revision process except in very unavoidable circumstances like death cases. In case a new BLA is appointed by the authorized representative then the copy of the draft roll already supplied to the previous BLA shall be used for reference purpose. The Designated Officer/BLO will not supply another copy of the relevant part of draft electoral roll if a copy has already been supplied earlier.
- (xvii) In case any political party so wishes they may also issue photographed Identity Cards to their BLAs with signature of the authorized representative empowered by the party to appoint BLAs.
4. This shall be brought to the notice of all national and State recognized parties at the State.

Yours faithfully,



(PAWAN DIWAN)
SECRETARY

FORM ID : BLA 1

Communication with regard to Authorised Persons to intimate names of representatives authorised by recognised NATIONAL OR STATE Political party for appointment of Booth Level Agents

To

- 1. The Chief Electoral Officer,
.....(State/Union Territory).
- 2. The District Election Officer,
.....
.....(State/Union territory)
- 3. The Electoral Registration Officer,
ofassembly constituency.

Subject:- Revision of electoral rolls – Authorisation of persons to appoint Booth Level Agents (BLAs)

Sir,

In pursuance of instructions issued by the Election Commission of India vide its letter No.23/BLA/2008/ERS dated 19th November, 2008, I hereby communicate that the following person (s) has/have been authorised by the party, which is a National Party/State Party in the State of to intimate the names of the party representatives who shall be appointed as Booth Level Agents to receive printed copies of the draft/final electoral roll on behalf of the party from the Designated Officer/Booth Level Officers appointed by the Election Commission of India during the revision of rolls with reference to 1st January, 200.....as the qualifying date..

| Name of the person authorised to appoint BLAs | Name of office held in the party | District(s)/constituency/constituencies in respect of which he/she has been authorised. |
|---|----------------------------------|---|
| 1 | 2 | 3 |
| (1) | | |
| (2) | | |
| (3) | | |
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| | | |

2. The specimen signatures of the above mentioned person (s) so authorised are given below:-

- (1) Specimen signatures of Shri
- (i) (ii)
- (iii)

(2) Specimen signatures of Shri
(i) (ii)
(iii)

(3) Specimen signatures of Shri
(i) (ii)
(iii)

Yours faithfully,

President/Secretary
Name of the Party

Place
Date

(Seal of the Party)

NB.

1. This must be delivered to the Electoral Registration Officer, District Election Officer and the Chief Electoral Officer concerned by 3 p.m. **within 7 days of announcement** of the scheduled date for draft publication
2. Form must be signed in ink by the office bearer (s) mentioned above. No facsimile signature or signature by means of rubber stamp, etc., of any office bearer shall be accepted.
3. The seal of the party must be put.
4. No form transmitted by fax or e-mail shall be accepted.

FORM ID : BLA 2

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Intimation as to the name of Booth Level Agent appointed by the Persons Authorised by recognised NATIONAL OR STATE Political party for appointment of Booth Level Agents

To

The Designated Officer/Booth Level Officer
Electoral Roll Part No.....
.....Constituency.

Subject:- Revision of electoral rolls – Appointment of Booth Level Agents (BLAs)

Sir,

In pursuance of instructions issued by the Election Commission of India vide its letter No.23/BLA/2008/ERS dated 19th November, 2008, I have been authorised by the party to appoint Booth Level Agents of the party. In pursuance thereof, I hereby appoint Shri/Smt/Kum.....as the Booth Level Agent of the party for electoral roll part No.....ofAssembly Constituency. He/she will collect printed copies of the draft/final electoral roll for the said part on behalf of the party from the Designated Officer/Booth Level Officers appointed by the Electoral Registration Officer during the revision of rolls with reference to 1st January, 200.....as the qualifying date..

His/her name is included in this part of the electoral roll at serial no..... He/she is well conversant with the area covered by the part of the electoral roll and is in a position to verify the entries in the electoral roll.

Specimen signatures of Shri/Smt./Kum.
(i) (ii)
(iii)

Yours faithfully,

Place:
Date :

(Name and Signature of the
Authorised person of the Party)

(Seal of the Party).

N.B.

1. This must be delivered to the Designated Officer/Booth Level Officer appointed by the Electoral Registration Officer for the part of the electoral roll on draft publication of electoral roll at the designated location any time commencing from the date of draft publication of the roll till the last date for filing claims and objections.
2. Form must be signed in ink by the authorised person mentioned above. No facsimile signature or signature by means of rubber stamp, etc. shall be accepted.
3. This Form must be presented in person before the Designated Officer/Booth Level Officer

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FORMAT FOR FURNISHING LIST OF DEAD VOTERS

No. & Name of assembly constituency:

Electoral Roll Part No.

| Sl.No. of entry in the electoral roll | Name of the elector | EPIC No., if issued | Source of information | Remarks |
|---------------------------------------|---------------------|---------------------|-----------------------|---------|
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I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People Act, 1950 for making false declaration.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

FORMAT FOR FURNISHING LIST OF SHIFTED ELECTORS

No. & Name of assembly constituency:

Electoral Roll Part No.

| Sl.No. of entry in the electoral roll | Name of the elector | EPIC No., if issued | Place of shifting (with address if known) | Source of information |
|---------------------------------------|---------------------|---------------------|---|-----------------------|
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I hereby declare that the information furnished by me is on the basis of proper verification of the part of the electoral roll given to me and I am aware of the penal provisions of Section 31 of the Representation of the People Act, 1950 for making false declaration.

Date:

(full signature of BLA)

Name in full:

Name of the Party:

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FORM OF ACKNOWLEDGMENT

I hereby acknowledge receipt of printed copy of draft / final electoral roll of part No.....ofAssembly Constituency. There arenumber of pages of the printed roll andnumber of entries. I have verified the copy of the roll with the copy displayed by the Designated Officer/Booth Level Officer at the polling station and am satisfied that entries in both the copies of electoral roll are identical.

Date :

(full signature of BLA)

Name in full:

Name of the Party: