

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2021-ERS (Vol.-II)

Dated: 3rd August, 2021

To,

The CEOs of all States & UTs
(except UT of Jammu & Kashmir)

Subject: - Programme of Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022 as the qualifying date - regarding.

- References: - (1) Letter No. 23/2020-ERS, dated 05.11.2020,
(2) Letter No. 23/2019-ERS (Vol.-III), dated 29.11.2019,
(3) Letter No. 23/LET/ECI/FUNC/ERD/ER/2018-II, dated 25.09.2018,
(4) Letter No. 23/LET/ECI/FUNC/ERD-ER/2019, dated 14.02.2019, and
(5) Letter No. 23/INST/2020-ERS, dated 30.07.2020.
(6) Manual on Electoral Rolls, 2016, and
(7) Manual on Polling Stations, 2020

Sir/Madam,

I am directed to state that the Commission has directed to undertake Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022, as the qualifying date, in all the States/UTs (except UT of Jammu and Kashmir) as per the following schedule: -

Pre- Revision activities		
1.	(i) Removal of all DSEs/multiple entries, logical errors etc, (ii) H2H verification through BLOs (iii) Proper formation of sections; and (iv) Rationalization of polling stations	09.08.2021 (Monday) to 31.10.2021 (Sunday)
Revision Activities		
2.	Publication of Integrated draft electoral roll	On 01.11.2021 (Monday)
3.	Period for filing claims & objections	01.11.2021 (Monday) to 30.11.2021 (Tuesday)
4.	Special campaign dates	As suggested by CEOs.
5.	Disposal of claims and objections	By 20.12.2021 (Monday)
6.	Final publication of electoral roll	By 05.01.2022 (Wednesday)

2. CEO may request change in the schedule, if required, with full justification within seven days from the date of issue of this letter.

3. **Pre-revision activities:** - CEOs shall ensure that all pre-revision activities, viz., removal of DSEs/multiple entries etc., rationalization of polling stations (having electors more than 1500 except Goa, Manipur, Punjab, Uttar Pradesh and Uttarakhand where the limit of number of electors per polling station has been restricted to 1200), proper formation of sections, control table updations etc., are completed in time bound manner before draft publication as per the schedule. All pending forms (6, 6A, 7, 8 & 8A) will be necessarily disposed of before draft publication.

Further, BLO shall visit polling station and use mobile locator tool of "Garuda" App. Location of polling station i.e. latitude & longitudes will be captured in Garuda App. Photos of Polling Station and AMF shall also be captured in the mobile App.

4. **Preparation of integrated draft roll:-** At the time of publication of draft roll for SSR, 2022, the final roll of SSR-2021, plus supplements prepared during continuous updation thereafter will be

integrated and amalgamated after removing all deletion and clubbing familiar members together. Part wise supplements of additions, deletions and corrections made during the period of continuous updation shall be prepared and kept in record for future reference. However, it shall not be shared with any political party or uploaded on website.

5. Disposal of claims and objections:- After completing pre-revision activities CEO will send requisite information in Formats 1-8 related to draft publication of electoral roll along with comments/explanatory note to the Commission well before the draft publication. Lists of claims and objections shall be exhibited on notice boards in the respective offices of EROs, polling stations and on the CEO's website. Such lists should also be shared with political parties. Disposal of claims and objections shall be done only after seven clear days' period has been passed after publication of such lists.

6. Supervision and Checks by Supervisor/AEROs/EROs:- The Commission has devised following mechanism for supervision and verification – BLO Supervisor shall verify 5% of BLO's work, AERO shall verify 1% of BLO's work, in addition to field checking of households with more than 10 electors (abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions). ERO shall verify 10% of the forms disposed by each of AEROs, in addition to field verification wherever felt necessary. **The DEO shall submit a scrutiny report and detailed justification in respect of ACs in the district where deletion and addition is 1% higher than the district average or deletion and addition is more than 3% in any AC.** CEO shall in turn give his justifications for this in his report to the Commission. The DEOs and CEO shall regularly monitor the quality of work done by field officers and EROs/AEROs and take corrective measures wherever required.

7. Flagging of marked electors and PwD electors: - Appropriate flagging of Marked electors and all the PWDs electors should be done in electoral database.

8. Meeting with Political Parties: - All DEOs and CEO shall have regular meetings with political parties and request their cooperation in revision process by appointing Booth Level Agents (BLAs). The copies of draft and final roll will be shared with recognized political parties, as per the existing provisions.

9. Publicity: - Adequate publicity and awareness drive shall be ensured by DEOs and CEO through effective SVEEP events. Regular press meets may also be organized. **Voter Helpline Mobile App for online filling of application** should be extensively popularized through college ambassadors, advertisements in cinema theaters, cable TV etc.

10. Preparation of integrated final roll: - As per the existing instruction, the final roll will also be a single integrated one, though without disturbing the Sr. No. of electors.

11. The CEO shall send a formal request alongwith Format 1-8 and an explanatory memoranda/note for prior written clearance of the Commission for final publication of the electoral rolls, atleast 5 days before the date of final publication.

12. All DEOs/EROs shall be directed to take immediate necessary action as per the schedule.
Please acknowledge receipt.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SR. PRINCIPAL SECRETARY