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# ELECTION COMMISSION OF INDIA

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No. 23/LET/ECI/FUNC/ERD-ER/2019

Dated: 02<sup>nd</sup> August, 2019

To,

The Chief Electoral Officers of all States/UTs  
(Except Haryana, Jharkhand and Maharashtra)

Subject: - Special Summary Revision of Electoral Rolls with reference to 01.01.2020 as the qualifying date-Electors Verification Program (EVP)- Detailed Guidelines thereof- regarding.

Reference: 1. Commission's letters of even number both dated 25<sup>th</sup> July, 2019 on the above subject.

2. Commission's letter of even number dated 31<sup>st</sup> July 2019.

Sir/Madam,

I am directed to refer to the Commission's above mentioned letters and to send herewith detailed guidelines for conduct of Electors Verification Program (EVP) for improvement of health of Electoral Rolls and enrolment of all eligible citizens during Special Summary Revision, 2020 by verification/authentication of electors' details through crowd sourcing and verification through field inputs by BLOs:

**1. Period of EVP:** from 16<sup>th</sup> August 2019 to 30<sup>th</sup> September, 2019.

**2. The objectives of the EVP are:**

- (i) To verify elector's details and indicate corrections in details, if any, including Photograph and authentication of entry
- (ii) To obtain details of family members and verifying their entries
- (iii) To obtain contact details/ GIS Coordinates (With Smart Phone) to provide better Electoral Services.
- (iv) To obtain inputs about existing/ probable Polling Stations
- (v) To improve health of electoral Roll

(vi) To improve delivery of electoral services

### 3. Activities of EVP and Timeline :-

#### A. The Elector: (16.08.2019 to 30.09.2019).

- a. The electors may verify the details through
  - i. "Voter helpline" Mobile app,
  - ii. NVSP portal,
  - iii. by visiting Common Service Centres (CSCs)
  - iv. By visiting Voter Facilitation Centre at ERO Office
  - v. PwD electors may call Voter helpline (1950) seeking facilitation.
  
- b. **Activities to be done:-**
  - a. Verification of existing electors details and indicate corrections in details, if any, including Photograph and providing contact details.
  - b. Authentication of entry by furnishing copy of one of the following documents: (i) Indian Passport (ii) Driving License (iii) Aadhaar (iv) Ration Card (v) Identity card for Government/Semi Government Officials (vi) Bank Passbooks and (vii) Farmer's Identity Card (viii) any other Document as approved by the Commission.
  - c. Furnishing details of family members and verifying their entries
  - d. Informing details of family members who are enrolled with the elector and have been Permanently Shifted or expired.
  - e. Informing details of eligible un-enrolled family members (born on or before 01.01.2001) and prospective electors born between (02.01.2002 till 01.01.2003) who are residing with the elector.
  - f. Furnishing GIS Coordinates of House (through Mobile App) to provide better Electoral Services.
  - g. Electors Observations on existing PS and suggestions on alternate PS, if any.

**B. The Electoral Officers:**

• **BLOs (01.09.2019 to 30.09.2019):-**

- a. Visit each of the houses and family in the BLO's area for
  - (i) To verify and authenticate the information/ details furnished by electors about themselves and family members through crowd sourcing, including contact details.
  - (ii) Collection of longitude and latitude of the household through mobile app as point value.
  - (iii) Verification, distribution and collection of filled in Form 6 to/from citizens eligible for enrolment but left out during earlier revisions (Born on or before 1st January 2002)
  - (iv) Verification, distribution and collection of filled in Form 6 to/from citizens eligible for enrolment on 01.01.2020.
  - (v) Verification and collection of updated details of permanently shifted electors and distribution and collection of Form-7 for deletion of the same.
  - (vi) Verification and distribution/collection of Form-8 to/from the electors whose entries are incorrect in electoral roll, including images which are not to specification.
  - (vii) Verification and collection of details of EPIC/Distribution and collection of filled in Form 001 for issue of duplicate EPIC in case of lost or damaged/ mutilated EPIC.
  - (viii) Collection of details of overseas Indians from the concerned families and issuing of form 6A for unenrolled Indian Citizens living abroad.
  - (ix) Electors feedback on existing Polling Station and suggestion on alternate building more suitable for PS.
- b. Field verification of logical errors and DSE/ Multiple entries.
- c. Improvement of poor Quality/ non-standard Photographs.
- d. The numbering of each family/household who lives as a unit in a house and will move together in case of shifting, may be done in

the polling station area. If no house number provided by municipal authorities is available, notional house number will be given.

- e. To prepare hand drawn map of the part with sections and streets and show all the buildings' location, Existing PS and probable Polling Stations' locations, Post office location and natural Barriers' location on the Map.
- f. Collection of details of Polling Station/ Alternate buildings available in the part/ in adjoining Parts suitable for PS.
- g. Collection of details of Post Office details with its coordinates, contact no. and PIN attached to the post office.

- **BLO Supervisor(01.09.2019 to 30.09.2019):-**

- (i) To prepare along with BLOs hand drawn map of each of the part with sections, Roads, streets, lanes and show all the buildings' location, Existing PS and probable Polling Stations' locations, Post office location and natural barriers' location on the Map.
- (ii) To help BLOs in numbering each of the family who lives as a unit in a house and will move together in case of shifting.
- (iii) To prepare schedule of BLO field visits.
- (iv) To monitor progress of work done by BLOs and help the BLOs in collecting correct and good quality data.

- **ERO/ AERO (16.08.2019 to 30.09.2019).**

- a) To conduct EVP training for Election Supervisors/ Election Kanungos / Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs.
- b) Imparting training to all BLO Supervisors and BLOs using the Mobile App.
- c) Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.
- d) To organise effective media and SVEEP campaign to sensitise the citizens/ electors about EVP seeking their cooperation.

- e) To daily monitor progress of work done by BLOs and regularly conduct review meetings with BLO Supervisors and BLOs.
  - f) To make **Four Maps for improved Nazari Naksha** of individual parts from GIS in as many parts as possible and hand drawn maps for balance parts by involving Sub Division Level Officers of Revenue, Local Administration, Local Planning Authority and Survey Department.
  - g) Standardization and Recasting of addresses of households, sections, parts and part boundaries.
  - h) Capturing of GIS location of PS and exploration of Alternate Polling Station Locations and confirmation of AMF
  - i) Disposal of forms received during EVP.
  - j) Updation of Non-Standard EPIC nos.
  - k) Improvement of poor quality/ non-standard Photographs.
  - l) Removal of Logical Errors, Multiple entries and DSEs.
- **District Election Officer (16.08.2019 to 30.09.2019).**
    - a) To conduct cascaded trainings in all ACS for EROs/AEROs, Election Supervisors/ Election Kanungos/ Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs.
    - b) Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.
    - c) Imparting training to all BLO Supervisors and BLOs using the Mobile App.
    - d) To make maps of individual parts from GIS in as many parts as possible by involving District Level Officers of Revenue, Local Administration, Local Planning Authority, NIC and Survey Department. In urban areas, the help of Urban Local Bodies may be taken.
    - e) Meeting with representatives of Political parties at District level to inform them about the objectives and expected benefits of EVP

and to seek their suggestions and cooperation for effective and successful execution of the program.

- f) To organise effective media and SVEEP campaign to sensitise the citizens/ electors about EVP seeking their cooperation.
- g) To establish permanent mechanism of obtaining Registered death particulars in soft copy on from all Registrars of Births and Deaths in their jurisdiction continuously on monthly basis.
- h) To monitor progress of EVP on daily basis and to conduct regular review meetings/ Video Conference with EROs and poor performing BLO Supervisors.
- i) Review the progress of work done by ERO/BLOs.

- **CEO**

- (i) Appointment of State Nodal Officer to monitor EVP and ERO-Net. Creation of separate login **(By 07.08.2019)**.
- (ii) Registration of CSCs/other service centres **(By 09/10.08.2019)**
- (iii) Appointment of sufficient no. of SLMTs for training to be arranged. **(By 06.08.2019)**
- (iv) Training of SLMTs **(By 07.08.2019)**.
- (v) SLMTs may impart training to DEOs, EROs and DLMTs. **(By 08.08.2019)**
- (vi) Organisation of cascaded trainings in all districts to the Dy. DEOs, ACLMTs, AEROs, Election Supervisors/ Election Kanungos/ Election Dy. Tahsildars, Data Entry Operators, BLO Supervisors and BLOs. **(By 11.08.2019)**
- (vii) Arrangement of smartphones.
- (viii) Updation of the details of DEOs/EROs/BLO Supervisors/BLOs.
- (ix) Encourage BLO Supervisors and BLOs to use Android Mobile phones for data collection and verification.

- (x) Meeting with Political parties at state level to inform them about the objectives and expected benefits of EVP and to seek their suggestions and cooperation for effective and successful execution of the program. **(09.08.2019 -13.08.2019)**
  - (xi) To organise effective media and SVEEP campaign to sensitise the citizens/ electors about the EVP seeking their cooperation. **(By 09.08.2019)**
  - (xii) To monitor progress of EVP on daily basis and to conduct regular review meetings/ Video Conference with DEOs and poor performing EROs. **(Throughout the programme).**
  - (xiii) Standardization of household address, section, part and PS addresses and part boundaries.
  - (xiv) To mobilise GIS division of State planning department, Urban Local Bodies, Universities, State Remote Sensing Institutes or any other organisation etc. for obtaining the GIS maps available with them and make it available to DEOs.
- **CSC (Common Service Centre)/ Voter Facilitation Centres etc.:**
    - (i) To ensure that signing of MoU, NDA and other formalities have been completed before providing the services to the Citizen.
    - (ii) To ensure that all required infrastructure is available with them.
    - (iii) A sign board will be installed on the Centre and brief description of services to be provided to the citizen may also be pasted at conspicuous place at the centre.
    - (iv) All the personnel at the centre shall be got trained from the Office of DEO/ERO concerned.
    - (v) Log book on each and every activity that has been undertaken by CSC should be maintained on daily basis.
    - (vi) All the documents collected by the citizen during the program shall be handed over to the ERO concerned with proper receipt.

#### **4. Expected Benefits of the Program:**

- (i) Hassle free correction in the existing electors details, wherever required and registration of eligible un-enrolled persons.
- (ii) Regular interaction between electors and electoral officer will enhance health and fidelity of electoral rolls.
- (iii) Information so collected will be helpful in providing electoral services to electors and information like program of SSR, program of elections, location and route of polling station through given mobile number/e-mail id.
- (iv) There will no change in status of electors without informing them about proposed action.
- (v) Tagging of family members will bring the electors of same family in the same part and so that all the family members are able to vote at same polling station during elections.
- (vi) Unique EPIC.
- (vii) Standard photo.
- (viii) Error-free electoral roll.

#### **5. Cooperation to be sought from Political Parties:**

- (i) They may help in sensitization, motivation and mobilisation of citizens/ electors to participate in EVP.
- (ii) They may appoint their representatives at District, AC and Booth Level (BLAs) on NVSP.
- (iii) They may provide information about dead/shifted and prospective electors of the area under their jurisdiction
- (iv) They may remain in regular touch with respective DEO/ERO and co-operate them in making the program successful.



## **6. Mobile App. for Smart Phone for verification of data collection activities:**

- (i) BLO has to clean the mobile for unwanted images, delete all temporary data stored in the memory.
- (ii) First time login through the password provided by the ECI IT Team needs to be changed. The new password should be at least one character in capital letter, at least one digit, at least one character such @ or # and total length should be minimum seven characters.
- (iii) After changing the password only, BLO will be able to come to home screen having three activities button namely download electoral list, SSR 2020 and EVP.
- (iv) By clicking EVP, he will be taken to home page for this application, which consists of field visit, overseas voter, BLO reporting (after completion of the visit, probable polling station visit and Post Office visit buttons).

## **7. SVEEP:**

To make EVP successful and to sensitize, motivate and mobilize citizens and stakeholders, the Commission has directed to run a comprehensive SVEEP programme devising effective plan both conventional and through print, electronic and social media. CEOs shall develop and display the publicity material, posters, jingles, radio jingles, A/V spots, publicity slides for Cinema theatres in local/regional languages. They will engage campus ambassadors, icons, BAG, RWAs and Volunteers to spread awareness messages among citizens. Traditional methods of publicity like Nukkad Natak, road shows, cultural fairs may also be organised. The SVEEP materials prepared by them may be shared with Commission and other CEOs. SVEEP materials developed centrally will also be shared with CEOs.


**8. Review and Monitoring of EVP: -**

The Commission shall undertake weekly review meeting during the EVP. CEOs shall monitor progress of EVP on daily basis and to conduct regular review meetings/ Video Conference with DEOs and poor performing EROs.

- (i) DEOs shall have regular meetings with EROs & BLO Supervisors to review the progress of work done by BLOs. The EROs shall ensure that the data information collected and sent by the BLOs is entered into dashboard on daily basis.
- (ii) EROs shall monitor progress of EVP on daily basis poor performing BLO Supervisors.
- (iii) BLO supervisors shall guide, facilitate and review the work of BLOs working with them.

9. It is further directed that CEOs shall send plan of action in respect of mobilization of manpower, training programme and publicity roll-out and monitoring of the EVP to the Commission latest by 06.08.2019.

Yours faithfully

  
(NARENDRA N. BUTOLIA)  
PRINCIPAL SECRETARY