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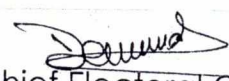
GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608480)
(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3(24/1)2017/ 25733

29 JUN 2017
Dated, Chandigarh the,

A copy of letter No. Elec-2017/UTC/1351-1355 dated 14.06.2017 alongwith enclosure received from the Chief Electoral Officer, UT, Chandigarh is forwarded to the System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH, Chandigarh.


Superintendent (Estt-IV)
GMCH, Chandigarh.


for Chief Electoral Officer,
Union Territory, Chandigarh.

5/32

1267/20/6/17

(10)

OS(ED)

MOST IMMEDIATE
TOP PRIORITY

From

The Chief Electoral Officer,
Union Territory, Chandigarh.

To

1. The Commissioner,
Municipal Corporation,
U.T., Chandigarh.
2. The Head,
e-Sampark Centres,
U.T., Chandigarh.
- ✓ 3. The Director,
G.M.C.H., Sector-32,
Chandigarh.
4. The Director,
G.M.S.H., Sector-16,
Chandigarh.
5. The Manager, BSNL,
Sector-17, Chandigarh.

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10 JUN 2017

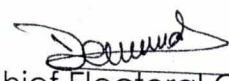
EA-3
21/6/17

Memo.No.Elec-2017/UTC/1351-1355
Dated, Chandigarh the 14-6-17

Subject :- Special Drive to enroll left out electors giving focus on first time electors young Indian Citizens in the age group of 18-21 years- Publicity by stamping the forms/prescriptions/receipts/bills(electricity, telephone & water).

The Election Commission of India, New Delhi vide their letter No.23/LET/ECI/FUNC/ERD-ER/2017 dated 17-04-2017 (copy enclosed) has directed to conduct a Special drive to enrol left out electors giving focus on the age group of 18-21 years. Further, the Commission has also directed all the States/UTs to involve the Govt. Departments, Educational Institutions, NGOs and other Social Organizations for encouraging the public to get them enrolled as elector in the special drive.

It is therefore requested to kindly put the stamp bearing message "if you are 18 or above as on 01.01.2017, enroll yourself as elector" from 01.07.2017 to 31.07.2017 on the form/receipt/prescription/Bills (Death/Birth Certificate, Cards, Electricity, Water & Telephone bills etc.) for awareness of the residents of Chandigarh Parliamentary Constituency. The Booth Level Officers will visit each and every house in the area allotted and collect the claims and objections from the eligible left out residents w.e.f 01-07-2017 to 31-07-2017.


for Chief Electoral Officer,
Union Territory, Chandigarh.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO. 23/LET/ECI/FUNC/ERD-ER/2017

Dated: 17th April, 2017

To,

The Chief Electoral Officers
of all States/UTs.

Subject: Special Drive to enrol left out electors giving focus on first time electors (young Indian Citizens in the age group of 18-21 years- regarding.

Sir/Madam,

I am directed to state that the Commission has been constantly endeavouring to improve the fidelity of electoral rolls by taking focused efforts for maximization of registration of eligible electors and removing the impurities in the rolls. In this connection, in 2015, the Commission launched a nationwide comprehensive programme, namely, NERPAP with an objective of bringing an error free and authenticated electoral roll by linking EPIC data with Aadhar, Mobile no. and e-mail of electors. A similar programme called as NERP, was organized in 2016 with the twin objectives of improvements of health of electoral rolls and standardization of sections, polling stations and part boundaries. This year, in tune with the theme of 'No voters to be left behind', the Commission has decided to utilise the period of continuous updation, for maximisation of enrolment of eligible young electors, particularly in 18-19 age group, by launching a Special Drive in all States.

2. The period of the Special Drive and activities to be undertaken during the Special Drive shall be as under: -

(A) **Period of Special Drive:** (From 1st July 2017 to 31st July 2017): The Special Drive is to be launched on 1st July, 2017 and to be completed by 31st July 2017. However, before that, month of June 2017 will be utilized for preparatory works while the actual work will commence from 1st July 2017.

(B) **Preparatory work of Special Drive: Identification of the Gaps and finalising the strategy:**

- (i) CEO/DEO/ERO shall do statistical analysis of data of Formats 1-8 in respect of finally published electoral rolls with reference to 1st January 2017, as the qualifying date in order to find out major gaps in terms of E/P ratio, gender ratio, age-cohort imbalances, particularly in 18-19 years age group. No need to emphasize that the analysis should be done with due care and promptitude. For better appreciation of the scenario, previous year's data should also be taken into consideration, by comparing it with the current year's data using charts etc. Such analysis should be preferred at micro level i.e. polling station level as this would manifest the area of concern. Population projection for 2017 should be made on the basis of Census data of 2011.

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(ii) After determination of critical gaps on the basis of analytical study consultations with BLOs and Supervisors and finding out any cogent reason thereof, the EROs shall prepare their notes and send the same to DEOs concerned who in turn will forward a composite analytical note to the CEO along with the strategies proposed to be adopted during the Special Drive to bridge the gaps. The CEO shall, having reviewed and analysed district wise reports, prepare a State analytical note and chalk out necessary strategies to address specific concerns. The CEO shall send the note to the Commission for its information. This whole exercise of identification of gaps and finalization of strategy for bridging such gaps, should be completed by 30th June 2017, so that the actual work can be started on the due date of 1st July, 2017.

(C) Activities of Special Drive:

(I) Submission and receiving of Forms from applicants giving priority to left out eligible voters of 18-19 age group (extendable to 21 years of age)

(i) During the Special Drive, following existing modes of submission of Forms shall be available as usual to citizens:-

- Submission of Form 6 at EROs Office
- Sending of Form 6 by Post
- Online Submission of Form 6 at NVSP
- Submission of online Form 6 at CSC

Whereas, the following additional services for the purpose shall also be provided during the Special Drive:-

- **Door to Door visit of BLOs:** BLO shall visit door to door of the households in the area falling under his jurisdiction to collect Form 6 from the applicants, particularly in 18-19 age group (extendable to 21 years of age) from the period between 1st July 2017 and 31st July 2017 (except the Special Campaign Dates). Adequate number of Forms 6 should be made available to the BLOs so that Forms can be got filled up and received from the unenrolled applicants at the time of BLO's visit to the households.
- **Mobile App.:** The Voter Services mobile application provides service to voters and citizens. The mobile app is available on the Commission's website. A user can fill the Form using the mobile app. Other citizen services such as electoral search, tracking the status of Form etc. have also been added to it. Applications received through the Mobile App, available on the Commission's Website shall only be entertained as Mobile App, available on any other platform is not synchronised with NVSP and ERO-Net.
- **National Call Centre (NCC):** The Commission has also provided facility of National Call Centre for extending Citizen Services. At the State level, CEO will provide State Call Centre (SCC) and District Contact Centre (DCC) at district level by upgrading '1950', on the same line of National Call Centre. A citizen making a call at

IMMEDIATE

NCC/SCC/DCC will be informed about the procedure of Form submission through the above modes. A person, not able to submit his Form through these modes, can avail the facility of paid services of Common Service Centre (CSC), Village Level Entrepreneurs (VLEs) in his locality, if available. If a differently abled person making call at any of these centres, is not able to utilize any of the above services, then he will be asked to give his address and contact number to the call centre, so that the information can be sent to ERO concerned to enable him to arrange a visit by BLO concerned at the given address for getting the Form filled and receiving it back from that person for further processing. This service will be provided free of cost.

- **Paid Services:** CSCs will provide services of online Form submission and digitization of Forms received offline on payment basis. The filled in Form will be downloaded by ERO and assigned to the concerned BLO for making field verification and collecting signature and copies of requisite supporting documents. Then, the ERO will process the Form as per the procedure followed for processing the Forms received offline.

- (ii) **Special Campaign Dates:** Special Campaigns can be organized on any two dates i.e. either on 8th July and 22nd July 2017 or 9th July and 23rd July 2017 as convenient to the CEO. On these dates, Camps shall be held at each polling station where Booth Level Officer will sit with adequate number of Forms 6, to receive Forms from the applicants. Chief Electoral Officers and District Election Officers shall make announcement of the dates of Camps in their press conferences and give wide publicity through all possible means. On the day of camp, entire final electoral roll, 2017 along with its supplements, if any, shall be pasted on the wall of the polling stations so that citizens can easily check their names in the existing electoral rolls. The rolls shall also be read out publically by the BLO on that date. The left out eligible citizens will fill Forms 6 and give the same to the BLO at the polling station itself, or submit through any other available means during the Special Drive. These camps shall be organized at the same scale at which they were organised on the occasion of National Voters Day. Apart from the above arrangements, such special camps should also be conducted in all Government and Private Educational Institutions (colleges and Schools)/Vocational Training Institutes (like ITI, B.Ed colleges, Nursing Institutions and Polytechnic colleges etc.) on at least any two different days between 1st July 2017 and 31st July 2017.
- (iii) **Processing of Forms on ERO-Net only:** All Forms 6 received through any of the above-mentioned mode, during Special Drive, shall be processed on ERO-net only. Forms received offline shall be digitized first on NVSP and then processed on ERO-net.
- (iv) **Disposal of Forms:** EROs shall ensure that Forms are disposed off within a 30 days period from the receipt of the Forms.

(II) **Removal of names of dead electors:** The second activity being taken up during Special Drive is removal of names of dead electors still continuing in the electoral roll. For identification of such dead electors, data on registered deaths shall be collected from the Registrar of Deaths and all registered death entries should be removed during the Special Drive. The DEOs should be in regular contact with Registrar of Deaths and the authorities responsible for issuing legal heir certificates or carrying out mutations. The DEOs should keep sufficient copies of Form 7 in these offices and arrange collection of filled in Forms periodically. In the cases of deceased electors, ERO can make deletion on the basis of death certificate from a competent authority or Form 7 from immediate relatives/immediate neighbours of the elector concerned or a report duly prepared by the BLOs with statement of at least two persons residing in the locality. No further enquiry is required in such cases. Deletions of names of registered dead electors and death cases reported through Form 7 shall be done after following the due procedure.

(III) Disposal of Form 7 (other than death cases), Form 8 and 8A received during the period will be done only after the Special Drive.

(D) Publicity and related issues:

A comprehensive publicity campaign to motivate the electors, particularly eligible young electors of 18-21 age group to come forward to get their names registered in the electoral rolls and participate in electoral process for stronger democracy shall be organised through all possible means. Publicity Campaign shall start from 1st June 2017 and continue upto 31st July 2017.

(E) Meeting with political parties and appointment of BLAs:

CEO and DEOs shall arrange meetings with recognized political parties at State/District level during the Special Drive seeking their cooperation for maximization of registration of electors, particularly young electors. Further, the political parties should also be requested to appoint Booth Level Agents (BLAs) for all polling stations to assist the Booth Level Officers during the Special Drive. All the BLAs nominated by recognized political parties will be given orientation about the Drive. This orientation programme will be completed within month of June, 2017.

(F) Complaint Redressal:

A robust mechanism for complaint redressal should be put in place by using suitable IT technologies. Complaints received from political parties or any other stake holders received, will be duly disposed of and after taking necessary action, suitable reply must be given to the concerned. Proper record of the complaints received and replies given should be maintained by the DEOs/EROs.

(G) Training:

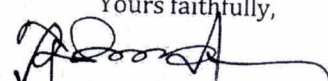
Special Training/briefing shall be imparted to all electoral officers down to BLO level by the respective CEOs during preparatory phase of the Special Drive. The CEOs shall prepare a booklet on objectives and activities to be taken during this Drive, and develop effective publicity material for all stake holders.

(H) Monitoring:

CEOs shall keep a close watch on the day to day progress of the Special Drive till its culmination. All the queries/requests received at NCC/SCC/DCC will be monitored through Customer Request Management (CRM). Necessary super checks should be done as per ECI guidelines. Further, it shall be personal responsibility of the DEOs to ensure that requisite information is uploaded daily on the dashboard, specifically to be created for this Special Drive on ECI website. The following information would be available at NVSP for monitoring by all the concerned:

- Status of applications received and disposed: The disposal of the Forms would be done at ERO-Net, however, the citizens would be able to track and see the status of the applications at NVSP
 - Quality of Processing: Reasons for rejection of Forms would clearly be indicated.
 - Deletions: date and reasons for deletion would clearly be indicated.
 - Time bound manner: All the activities on ERO-Net would be time and date stamped so as to ensure that these are done in a time bound manner.
3. The entire exercise during the Special Drive shall be done within the time frame as given below: -
- Press conference of CEO and DEOs on 1st June 2017.
 - Preparation of books and publicity material etc. for conduct of training to the officers to be completed by 14th June 2017.
 - Door to Door visits of BLOs to be undertaken from 1st July 2017 to 31st July 2017.
 - Disposal of Forms, received till 31st July 2017 shall be done by 31st August 2017.
4. Apart from ensuring that information is uploaded daily on the dashboard, on ECI website and to comply with directions of the Commission issued from time to time, Chief Electoral Officer shall send a weekly detailed progress report on the Special Drive, preferably, on every Monday (between 1st June 2017 to 31st August 2017) to the Secretary Incharge of the concerned State in the Commission.
5. Kindly acknowledge receipt of the letter.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY