

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)


(ESTABLISHMENT BRANCH-IV)

4 JUL 2017

Endst. No.: GMCH/EIV/EA3(24/1)2017/ 26240

Dated, Chandigarh the,

A copy of letter No. 22/6/20-IH(4)-2017/13434 dated 21.06.2017 alongwith enclosures received from the Department of Personnel, Chandigarh Administration 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 for information & compliance.

  
3/7/2017

Superintendent (Estt-IV)  
GMCH, Chandigarh.

1350/29/6/17

URGENT  
ELECTION MATTER

No. 22/6/20-IH(4)-2017/ 13434  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 21-06-2017

To

GMCH  
All the Head of Departments/  
Boards/Corporations  
Union Territory, Chandigarh

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- Issue of circular to the HODs.


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Sir/Madam,

Reference on the subject noted above.


2. Please find enclosed herewith a copy of letter No. Elec-2017/UTC/1345, dated 14.06.2017 alongwith its enclosure received from the Chief Electoral Officer, Union Territory, Chandigarh, which are self explanatory, for compliance.

Yours faithfully

  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

Endst. No. 22/6/20-IH(4)-2017/ 13435

A copy is forwarded to the Chief Electoral Officer, U.T. Chandigarh, w.r.t. his letter No. Elec-2017/UTC/1345, dated 14.06.2017, for information.

  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

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22 JUN 2017

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**MOST IMMEDIATE**  
**TOP PRIORITY**

No.Elec-2017/UTC/ 1345

From

The Chief Electoral Officer,  
Union Territory, Chandigarh.

PA/SGH 126  
Dated 16/6/17

The Special Secretary Personnel,  
Chandigarh Administration,  
Chandigarh.

Pers. / Estt Branch

Diary No. 4864

Date: 16/6/17

Dated, Chandigarh the 14-6-17

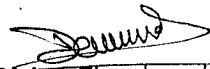
**Subject: Special Drive to enrol left out electors giving focus on first time electors young Indian Citizens in the age group of 18-21 years- Issue of circular to the HODs.**

Sir,

The Election Commission of India, New Delhi vide their letter No.23/LET/ECI/FUNC/ERD-ER/2017 dated 17-04-2017 (copy enclosed) had directed to conduct a Special drive to enrol left out electors giving focus on the age group of 18-21 years.

It is to inform you that the Booth Level Officers will visit each and every house during the Special Drive w.e.f. 1<sup>st</sup> July,2017 to 31<sup>st</sup> July,2017. They will also sit at their allotted polling station on **Special Campaign dates i.e. 09-07-2017 & 23-07-2017 from 9.00 AM to 5.00 PM** for receiving the claims and objections from the eligible residents of Chandigarh Parliamentary Constituency. 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 during the special drive.

It is therefore, requested to kindly issue a circular to all the Heads of the Departments/Boards/Corporation of Chandigarh to inform the employees who are resident of Chandigarh and not yet registered as elector to get themselves registered as elector in Chandigarh Parliamentary Constituency during the above said special drive.

  
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: 17<sup>th</sup> 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 1<sup>st</sup> 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.

- (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 30<sup>th</sup> June 2017, so that the actual work can be started on the due date of 1<sup>st</sup> 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 1<sup>st</sup> July 2017 and 31<sup>st</sup> 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

(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 rolls. 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 1<sup>st</sup> June 2017 and continue upto 31<sup>st</sup> 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:**

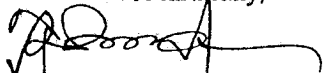
Special Training/briefing shall be imparted to all electoral officers down to BLO level by the respective CEOs during preparatory phase of the Special Drive. The CEOs shall prepare a booklet on objectives and activities to be taken during this Drive, and develop effective publicity material for all stake 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 1<sup>st</sup> June 2017.
  - Preparation of books and publicity material etc. for conduct of training to the officers to be completed by 14<sup>th</sup> June 2017.
  - Door to Door visits of BLOs to be undertaken from 1<sup>st</sup> July 2017 to 31<sup>st</sup> July 2017.
  - Disposal of Forms, received till 31<sup>st</sup> July 2017 shall be done by 31<sup>st</sup> 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 1<sup>st</sup> June 2017 to 31<sup>st</sup> 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