

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

Endst. No. GMCH/EIV/EA3/2018 **31586-87**

Dated, Chandigarh, the
01 AUG 2018

A copy of letter No. 22/6/20-IH(4)-2018/15237 dated 18.07.2018 titled Special Summary revision of photo electoral rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date-posting of adequate staff to fill up vacancies & Ban on Transfer/Posting-regarding, received from the Department of Personnel, Chandigarh Administration, for information and further action in the matter.

1. ✓ The Office Superintendent (Estt. I, II, III, HA-I & HA-II) GMCH, Chandigarh.
2. ✓ 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 (Estb.-IV)
GMCH, Chandigarh



No.Elec-2018/UTC/ 1865

From

PS/SSP 408

Dated 12/7/18.

To

The Chief Electoral Officer,
Union Territory, Chandigarh.

The Special Secretary Personnel,
Chandigarh Administration,
Chandigarh.

Dated, Chandigarh the 11-7-18

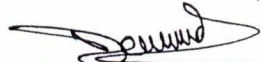
Subject:- Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date- Posting of Adequate Staff to fill up vacancies & Ban on Transfers/Postings- regarding.

Sir,

I am directed to send herewith a copy of D.O letter No.434/1/LET/ECI/FUNC/ERD-ER/2018 dated 18th June, 2018 received from the Deputy Election Commissioner, Election Commission of India, New Delhi on the subject cited above.

You are therefore, requested to kindly issue circular to all Heads of the Offices/Departments to comply the directions of the Election Commission of India, New Delhi.


Yours faithfully,


for Chief Electoral Officer,
Union Territory, Chandigarh.

Endst.No.Elec-2018/UTC/

Dated:

A copy is forwarded to the Deputy Election Commissioner, Election Commission of India, New Delhi for information and record w.r.t. Commission's D.O letter No. 434/1/LET/ECI/FUNC/ERD-ER/2018 dated 18th June, 2018.


for Chief Electoral Officer,
Union Territory, Chandigarh.

URGENT

2103 | 25/7/18
No. 22/6/20-IH(4)-2018/15237
Chandigarh Administration
Department of Personnel

ODA

Chandigarh, dated the 18-07-2018

To

All the Head of Departments/Boards/
Offices/Institutions/Corporations,
Union Territory, Chandigarh;

Subject:

Special Summary Revision of Photo Electoral Rolls of intensive nature
w.r.t. 1st January, 2019 as the qualifying date- Posting of Adequate
Staff to fill up vacancies & Ban on Transfers/Postings- regarding.

Sir/Madam

Reference on the subject noted above.

2. Please find enclosed herewith a copy of letter No. Elec-
2018/UTC/1865, dated 11.07.2018 alongwith its enclosures received from the Chief
Electoral Officer, Union Territory, Chandigarh, which are self-explanatory, for strict
compliance.

Yours faithfully

Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Endst. No. 22/6/20-IH(4)-2018/15238

A copy is forwarded to the Chief Electoral Officer, U.T. Chandigarh,
w.r.t. his letter referred to above, for information.

Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

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EA-3

Re
25/7

R.K.

Dir. Principal
CMCH

सुदीप जैन, भा.प्र.से.

उप निर्वाचन आयुक्त

SUDEEP JAIN, IAS

Deputy Election Commissioner



By Speed Post / Email

भारत निर्वाचन आयोग
Election Commission of India

D.O. 434/1/LET/ECI/FUNC/ERD-ER/2018

Dated: 18th June, 2018

Chief Electoral Officer

Sl. No. 1948

Dated: 18.6.18

Subject: Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings.

Subject: Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 1st January, 2019 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings.

Dear Shri Rai,

As you may be aware the Commission has announced the schedule for Special Summary Revision of Photo Electoral Rolls of intensive nature with reference to 1st January, 2019 with a view to preparing accurate rolls, inclusive of all eligible persons as electors. Further, in the process, names of dead/shifted or otherwise disqualified electors are required to be deleted and particulars of electors corrected and updated. The focus is on registration of new age voters and the missing voter especially in the category of PWDs, gender and other vulnerable and marginalized sections of the society. Defect free and updated electoral rolls are the bed rock of the electoral process.

2. The revision process has a number of pre-determined activities which need to be completed within pre-fixed time lines and as such for the revision of rolls the Commission expects enthusiastic participation of the public and full involvement and cooperation of political parties, rural and urban local bodies, NGOs etc. It is a massive exercise in which the entire election machinery from CEO/DEOs/EROs/AEROs supervisors to BLOs level takes part.

3. A copy of the Commission's letter No. 23/LET/ECI/FUNC/ERD-ER/2018, dated 7th May, 2018 inter-alia containing approved schedule for the Special Summary Revision of Photo Electoral Rolls of intensive nature with reference to 01.01.2019 as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately in case of any change is made in the schedule of Special Summary Revision.

4. As expected by the Commission, kindly ensure the following:-

(a) Provision of adequate staff

All existing vacancies of posts relating to electoral rolls work, like AEROs, EROs and DEOs, if any, should be filled up immediately. The CEO of those State/UT is being directed to bring to your notice the list of vacancies.

The Commission has already issued several instructions for strengthening of infrastructure and deployment of manpower in office of EROs/DEOs and CEO. In view of forthcoming revision in the State provision of additional staff and infrastructure wherever required, may be made in office of the above officers.



If it requires strengthening of ERO/DEO or CEOs office by provision of additional staff in all wings of the same should be provided immediately. Your attention is further invited to ECI Instructions on minimum staffing pattern.

(b) **Ban on transfers of officers and staff engaged with revision of roll**

Under the provision of the section 13CC of the Representation of the People Act, 1950 any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision of intensive nature in the State.

(c) **Posting of substitute officers**

If it becomes absolutely essential to transfer any officer like EROs/DEOs etc, a reference, giving full justification, should be made by State Government in consultation with and through the State CEO for consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the Commission, where felt necessary.

(d) **Restriction on deployment of certain officials**

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or willfully violating the Commission directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter, in consultation with the Commission, wherever felt necessary by him.

(e) Provision of adequate fund

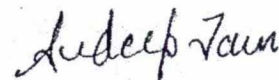
Adequate fund for carrying out the revision work should be made available to the CEO.

The Commission has been getting your full cooperation in all election related matters in the past and expects the same cooperation from you for the forthcoming Special Summary Revision of Electoral Rolls of intensive nature.

It is requested that copies of the instructions issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for its information and record.

With regards,

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Sudeep Jain', written in a cursive style.

(Sudeep Jain)

Shri Parimal Rai, IAS,
Advisor to the Administrator,
Union Territory of Chandigarh,
Chandigarh.

By E-mail/Speed Post

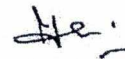
No. 434/1/ LET/ECI/FUNC/ERD-ER/2018

Dated: 18th June, 2018

25th

Copy to:-

The Chief Electoral Officer, Chandigarh with a request to keep the Government of State/UT informed of the schedule of revision and subsequent changes, if any, made in the revision programme. They are also requested to ensure that all vacant posts of key election officers are filled up week before the draft publication and unfilled vacancies are reported to the Commission.



(MOHAMMED UMAR)
SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/LET/ECI/FUNC/ERD-ER/2018

Dated: 7th May, 2018

To

The Chief Electoral Officers of
All States and Union Territories,
(Except Chhattisgarh, Karnataka, Madhya Pradesh, Mizoram and Rajasthan)

Subject: - Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t.
01.01.2019 as qualifying date - Programme - regarding.

Sir/Madam,

I am directed to state that as per existing policy, revision of electoral rolls with reference to 1st January of the coming year as the qualifying date is done in later part of each year in all States/UTs (normally in the last quarter of a year) so that final publication of the electoral rolls could be made in the first week of January of the succeeding year. The revision schedule is prepared in such a manner that the electoral rolls are finally published much before National Voters' Day (25th January of every year) so that EPICs generated for new electors especially young voters (18-19 years) can be distributed to them in ceremonial manner on the day of NVD. The Commission, taking all aspects into consideration especially the impending general election to the Lok Sabha, 2019, has directed to undertake Special Summary Revision of Photo Electoral Rolls of intensive nature w.r.t. 01.01.2019 as qualifying date in all the States/UTs (except Chhattisgarh, Karnataka, Madhya Pradesh, Mizoram and Rajasthan) as per the schedule below:-

Sl. No.	Activities	Period
1.	<u>Pre-revision Activities</u> Preparation of publicity/training material and Cascaded training of Officers	Before 11 th May 2018 (Friday)
2.	House to House Field verification by BLOs	15 th May 2018 (Tuesday) to 20 th

		June 2018 (Wednesday)
3.	Rationalization of Polling Stations and Physical verification of PS Buildings	21 st June 2018 (Thursday) to 31 st July 2018 (Tuesday)
4.	Updation of Control Tables, Preparation of supplements, integration and preparation of draft electoral roll	01 st August 2018 (Wednesday) to 31 st August 2018 (Friday)
5.	<u>Revision Activities</u> Publication of Integrated draft electoral roll	1 st September 2018 (Saturday)
6.	Period for filing claims & objections	1 st September 2018 (Saturday) to 31 st October 2018 (Wednesday)
7.	Disposal of claims and objections	Before 30 th November 2018 (Friday)
8.	Updating database and printing of supplement	Before 3 rd January 2019 (Thursday)
9.	Final publication of electoral roll	4 th January 2019 (Friday)

2. The Commission has decided that the revision shall be a Special Summary Revision of intensive nature and be undertaken as per the above schedule, in accordance with provisions contained in Manual on Electoral Roll, 2016, along with subsequent relevant instructions.

3. In the constituencies where bye election has been announced on 26th April 2018, the above said revision shall not be taken for the time being, however, continuous updating will remain continue till the prescribed period i.e. till the last date of making nominations. Chief Electoral Officer, immediately after completion of bye-election, shall propose a separate schedule to the Commission for the above-said activities of Special Summary Revision of Electoral Rolls with reference to 01.01.2019 as the qualifying date in the said constituencies.

4. The CEOs shall go through the schedule and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr. Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted, thereafter.

5. **Pre-revision activities:-** (i) As the revision of electoral rolls actually starts with draft publication of electoral rolls, various pre-revision activities are required to be completed well before the actual commencement of Revision of Electoral Rolls, with the sole intention of achieving high fidelity electoral rolls. Accordingly, pre-revision activities, like Training and Orientation of EROs/AEROs, Appointment of Booth Level Officers (BLOs) and their Training and Orientation, Identification of critical gaps/deviations in electoral rolls and strategy to bridge/remove the same, deletion of identified repeat/multiple entries/Demographically Similar Entries/dead electors entries after service of due notice, Rationalization of Polling Stations (including standardization and mapping of polling stations), determination of parts/section boundaries, optimization of sections and preparation of improved digital maps of polling areas) along with 100% physical verification of Polling stations, Preparation of CEO's website for draft publication of integrated rolls and providing search facility, Standardization of search facility at website, updating of Control Tables (including polling stations updating) and database and integration of rolls and detailed SVEEP Campaign etc., shall be planned by the States/UTs and accomplished in time-bound manner as per the given schedule so as to ensure their successful completion before draft publication of electoral rolls. A detailed report on completion of pre-revision activities shall be sent by the Chief Electoral Officer to the Territorial Secretary/Pr. Secretary in charge.

(ii) It is further clarified that all the Forms received during continuous updating period shall be disposed of and registered death cases be removed from the roll after following due procedure. The supplements shall be prepared well before the draft publication of electoral rolls, 2019 and shared with political parties and kept in record without its publication, so that outcome of disposal of such Forms are taken into account in integrated draft electoral roll at the time of its publication.

6. **House to House Field Verification:** (i) For field verification, the BLOs will be given a pre-filled BLO register containing the details of existing electors in their respective part for H2H field visit and to get the said details verified from the head of the family. In addition to that, BLOs will collect the following information –

- a) Un-enrolled eligible citizens (eligible on 01.01.2018)
- b) Prospective voters (eligible on 01.01.2019)
- c) Multiple entries/dead electors/Permanently Shifted Electors
- d) Correction in the ER entries

(ii) On completion of field verification, each BLO and each ERO shall furnish the certificate to the Chief Electoral Officer through DEO concerned, to the effect that details in respect of all the four items have been collected 100% without any left over.

7. Rationalization of Polling Stations and Formation of sections: (i) As the Commission has decided to use VVPAT in all the future elections, no relaxation /deviation will be allowed in the upper limit of 1200 and 1400 electors in rural and urban polling stations respectively. The Commission has, therefore, directed all the polling stations with electors beyond the said upper limit will invariably be rationalized/modified as per the given schedule and before the draft publication of electoral rolls in accordance with instructions contained in Manual on Polling Station, 2016. A new Polling Station shall be created only after rationalizing the sections to the adjacent Polling Stations to the possible extent. Proposal on change of location shall be sent to the Commission only after 100 % physical verification/inspection of the Polling Stations and along with its longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Stations shall be captured and details of the same shall be updated in the ERO-Net Dashboard.

(ii) Other objectives of rationalization of polling stations are to group all the family members and neighbors in a section and maintain uniformity of addresses in ER and EPICs.

(iii) For proper formation of Sections the following units may be formed :-

- a) Nuclear/Immediate family (Husband, Wife and eligible children)
- b) Joint Family/Household (Group of several nuclear families related to each other and living at the same place)
- c) Door /Flat No.
- d) Building/Block/Tower consisting of a no. of doors/flats.
- e) Street

(iv) Each of the above units may be given notional number and also their permanent number, if given by Civic Bodies, be captured by the BLOs, during House to House verification.

(v) While creating a new polling station or re-organizing the existing polling stations by creating/merging/ attaching sections to the adjacent polling stations, the fulfillment of following conditions should be ensured:

(a) No family is broken and all the family members are kept in the same section and at the same place.