

"हर वोट है जरूरी, मतदाता के रूप में आज ही पंजीकरण करवायें"

कार्यालय मुख्य निर्वाचन अधिकारी, उत्तर प्रदेश

चतुर्थ तल विकास भवन, जनपथ मार्केट, लखनऊ-226001

संख्या: 1350/सीईओ-2-18/2-2024

लखनऊ

दिनांक: 12 अगस्त, 2024

सेवा में,

समस्त जिला निर्वाचन अधिकारी,
उत्तर प्रदेश।

विषय: मतदेय स्थलों के सम्भाजन (Rationalization) के संबंध में।

महोदया / महोदय,

कृपया उपरोक्त विषय पर भारत निर्वाचन आयोग के पत्र सं0-23/2024-ERS(Vol.-IV), दिनांक 07 अगस्त, 2024 का अवलोकन करने का कष्ट करें।

2- भारत निर्वाचन आयोग के उक्त निर्देश में अर्हता तिथि 01.01.2025 के आधार पर विधान सभा निर्वाचन क्षेत्रों की निर्वाचक नामावलियों के विशेष संक्षिप्त पुनरीक्षण और पुनरीक्षण पूर्व की जाने वाली कार्यवाहियों का उल्लेख किया गया है। भारत निर्वाचन आयोग द्वारा मतदेय स्थलों का सम्भाजन अधिकतम 1500 मतदाताओं के आधार पर कराने के निर्देश दिये गये हैं।

3- आयोग के निर्देशों के क्रम में मतदेय स्थलों के सम्भाजन के सम्बन्ध में निम्नवत् कार्यवाही किया जाना अपेक्षित है :-

1. आयोग द्वारा "मैनुअल ऑन पोलिंग स्टेशंस, अक्टूबर-2020, एडिशन-2" जारी की गई थी, जिसकी प्रति इस कार्यालय के पत्र सं0-311/सीईओ-2, दिनांक 16 जून, 2021 द्वारा आपको प्रेषित की गई थी। उक्त पुस्तक भारत निर्वाचन आयोग की वेबसाइट पर भी उपलब्ध है, जिसे डाउनलोड कर प्रिन्ट किया जा सकता है। पुस्तक का लिंक मुख्य निर्वाचन अधिकारी की वेबसाइट ceouttarpradesh.nic.in पर भी उपलब्ध है। कृपया उक्त पुस्तक का भली-भाँति अध्ययन कर लिया जाय। उक्त के अतिरिक्त आयोग के उपरोक्त पत्र दिनांक 07 अगस्त, 2024 के प्रस्तर 7.4 में भी मतदेय स्थलों के सम्भाजन के संबंध में भी निर्देश दिये गये हैं।
2. मतदेय स्थलों का सम्भाजन (Rationalisation) मतदेय स्थल भवन तथा उससे सम्बद्ध किये जाने वाले निर्वाचक नामावली के सुसंगत भाग के शत-प्रतिशत भौतिक सत्यापन के बाद किया जायेगा अर्थात् भवन के सत्यापन के साथ-साथ यह भी देखा जायेगा कि उस मतदेय स्थल की निर्वाचक नामावली में अंकित मतदाताओं का निवास उस भवन के आस-पास भौतिक रूप से हो। सत्यापन का कार्य जिला निर्वाचन अधिकारी द्वारा प्राधिकृत जनपद स्तरीय अधिकारियों की टीम द्वारा किया जाय, फिर भी इस कार्य का पूर्ण उत्तरदायित्व जिला निर्वाचन अधिकारी का होगा।
3. लोक प्रतिनिधित्व अधिनियम-1951 की धारा-25 के अनुसार मतदेय स्थलों के कार्य के लिये जिला निर्वाचन अधिकारी उत्तरदायी होते हैं। विधान सभा निर्वाचन क्षेत्रों के अनुसार मतदेय स्थलों का निर्धारण करने के पश्चात मतदेय स्थलों की एक नयी सूची तैयार की जायेगी और उसका आलेख्य समस्त मान्यता प्राप्त राजनैतिक दलों के जिला स्तरीय प्रतिनिधियों को उपलब्ध कराया जायेगा। तत्पश्चात मतदेय स्थलों की इस आलेख्य सूची पर राजनैतिक दलों, विधायकों, सांसदों की एक बैठक जिला निर्वाचन अधिकारी द्वारा आयोजित कर विचार-विमर्श करके आलेख्य सूची को अन्तिम रूप दिया जायेगा। इस संबंध में विस्तृत प्रक्रिया मैनुअल ऑन पोलिंग स्टेशंस तथा हैण्डबुक फॉर रिटर्निंग आफिसर के अध्याय-2 में दी गई है।

4. सम्भाजन की कार्यवाही के दौरान राजनैतिक दलों से प्राप्त सभी प्रत्यावेदनों की सूची तैयार की जाये तथा यह भी उल्लेख किया जाये कि प्रस्ताव स्वीकृत किया गया या नहीं। दोनों दशा में स्वमुखरित आदेश के द्वारा प्राप्त प्रत्यावेदनों का निस्तारण सुनिश्चित किया जायेगा एवं ऐसे निर्णय की प्रति राजनैतिक दलों को भी उपलब्ध कराई जायेगी। यदि राजनैतिक दलों के प्रस्ताव स्वीकार नहीं किये जाते हैं, तो रिपोर्ट में इनके स्वीकार नहीं किये जाने के कारणों का भी उल्लेख करना होगा तथा स्वीकृत एवं अस्वीकृत प्रस्तावों को पृथक-पृथक सूची में अंकित किया जायेगा।
5. आयोग द्वारा मतदेय स्थलों के सम्भाजन प्रक्रिया के दौरान व्यापक सर्वे कराकर जहां ग्रुप हाउसिंग सोसाइटी तथा बहुमंजिली भवन बन गये हैं उन क्षेत्रों के उक्त भवनों में मतदेय स्थल बनाने हेतु भूतल पर कम्यूनिटी हॉल/स्कूल आदि उपलब्ध हों तो उक्त सोसाइटी एवं भवनों में आवासित मतदाताओं हेतु नया मतदेय स्थल बनाये जाने के संबंध में विचार किया जा सकता है। नगरीय क्षेत्र के झुग्गी झोपडी वाले समूहों और नगरीय/अर्द्ध नगरीय क्षेत्रों जहां बाह्य विकास हुआ है उन क्षेत्रों में भी उक्त के संबंध में विचार किया जा सकता है।
6. मतदेय स्थलों के सम्भाजन की कार्यवाही के अन्तर्गत नये मतदेय स्थल बनाने अथवा वर्तमान मतदेय स्थलों के पुनर्गठन के दौरान आयोग के निम्न निर्देशों का अनुपालन सुनिश्चित किया जाय :-
 - a. No family is broken and all the family members are kept in the same section and at the same place.
 - b. Electors residing in a building are enrolled in the same part,
 - c. As far as possible electors residing in a Street are enrolled in the same part,
 - d. The electors of so merged/attached polling station are not required to travel for more than two Kilometer distance and to cross any natural barriers.
7. मतदेय स्थलों के भौतिक सत्यापन के पश्चात सूचना नीचे दिये गये प्रारूप पर दिनांक 29.08.2024 को अपराह्न 02:00 बजे तक इस कार्यालय को उपलब्ध करायी जायेगी :-

प्रारूप					
विधान सभा निर्वाचन क्षेत्र की संख्या व नाम	मतदेय स्थलों की कुल संख्या	भवनों की संख्या जिन्हें लोक निर्माण विभाग द्वारा जर्जर घोषित कर दिया गया है।	एएमएफ सुविधा/स्थान की उपलब्धता/दूरी आदि के आधार पर अन्य सरकारी भवन की उपलब्धता	भौतिक सत्यापन के पश्चात उन भवनों की संख्या जो उपयुक्त नहीं पाया गया।	कुल भवनों की संख्या जिन्हें परिवर्तित करने का प्रस्ताव है।

8. विधान सभा निर्वाचन क्षेत्रवार मतदेय स्थलों को रनिंग सीरियल नम्बर दिये जायेंगे। मतदेय स्थलों की नई सूची में कोई भी आक्जिलरी (सहायक) मतदेय स्थल नहीं रखा जायेगा। गत सम्भाजन (Rationalisation) के समय कई जिलों ने मतदेय स्थल भवनों के नामों को शुद्ध रूप से अंकित नहीं किया था, जिसके कारण नई सूची प्रकाशित होने के कुछ ही समय बाद उनमें संशोधन की आवश्यकता पड़ी। अतः नामों की शुद्धता पर विशेष ध्यान रखा जाय।
9. विधान सभा क्षेत्रवार अन्तिम की गयी मतदेय स्थलों की सूची (अनुलग्नक-1/3) दो प्रतियों में राजनैतिक दलों के साथ हुई बैठक के कार्यवृत्त, चेकलिस्ट, सम्बन्धित विधान

- सभा का मानचित्र, संवीक्षा पत्रक (अनुलग्नक-2/4), अनुलग्नक-3/5 पर प्रमाण पत्र, बिन्दु संख्या-6 के अनुसार राजनैतिक दलों से प्राप्त प्रस्ताव तथा कंट्रोल टेबल आयोग के अनुमोदन हेतु भेजने के लिये इस कार्यालय को प्रेषित किया जायेगा। आरओ हैण्डबुक-2023 तथा मैनुअल ऑफ पोलिंग स्टेशंस (अक्टूबर-2020, एडिशन-2) में उक्त अनुलग्नक दिये गये हैं। विधान सभावार मतदेय स्थलों की सूची मैनुअल ऑन पोलिंग स्टेशन में अनुलग्नक-1, संवीक्षा पत्रक अनुलग्नक-2 एवं प्रमाण-पत्र अनुलग्नक-3 के नाम से दिये गये हैं, जबकि आरओ हैण्डबुक में उक्त अभिलेख अनुलग्नक-3, 4 व 5 के नाम से है। सुविधा हेतु उक्त अनुलग्नकों का प्रारूप संलग्न है।
10. विशेष परिस्थितियों में 300 से कम मतदाता वाले मतदेय स्थलों को रखा जाना अपरिहार्य हो, तो प्रस्ताव (अनुलग्नक-3) में उस मतदेय स्थल को बनाये रखे जाने के सम्बन्ध में स्पष्ट कारण का उल्लेख कर दिया जाय।
 11. शहरी क्षेत्रों में जहाँ नयी आवासीय कालोनियां गत कुछ वर्षों में बनी हैं और उसमें नागरिक निवास करने लगे हैं तो वहाँ पर यथावश्यकता नया पोलिंग स्टेशन बनाया जाए।
 12. अत्यधिक पुराने व जर्जर भवन वाले मतदेय स्थलों को उसी मतदान क्षेत्र के अन्तर्गत उपलब्ध स्थायी भवन में स्थानान्तरित कर दिया जाए।
 13. अस्थायी निर्माण वाले मतदेय स्थलों को उसी मतदान क्षेत्र के अन्तर्गत उपलब्ध स्थायी भवन में स्थानान्तरित कर दिया जाए।
 14. ऐसे मतदेय स्थलों को चिन्हित किया जाए, जो मुख्य गॉव/बस्ती से पर्याप्त दूरी पर हैं, उन मतदेय स्थलों को वहाँ से हटाकर मतदान क्षेत्र के अन्तर्गत किसी सुविधाजनक भवन में स्थापित किया जाए। यह भी सुनिश्चित कर लिया जाए कि पोलिंग स्टेशन की दूरी लगभग 02 कि०मी० से अधिक न हो।
 15. जिन मतदेय स्थलों के भवन पुराने व जर्जर नहीं हैं तथा जहाँ मतदाताओं को 02 कि०मी० से अधिक दूरी चलने की आवश्यकता नहीं है, ऐसे मतदेय स्थलों की स्थिति में परिवर्तन नहीं किया जाए।
 16. कोई मतदेय स्थल यदि अपने मतदान क्षेत्र (Polling Area) में उपयुक्त भवन न उपलब्ध होने के कारण मतदान क्षेत्र से बाहर स्थित है और अब मतदान क्षेत्र के अन्तर्गत उपयुक्त भवन उपलब्ध हो गया है तो ऐसे मतदेय स्थल को अपने मतदान क्षेत्र के अन्दर स्थित भवन में शिफ्ट कर दिया जाए।
 17. यदि भौतिक सत्यापन में किसी मतदेय स्थल के संबंधित विधानसभा निर्वाचन क्षेत्र के बाहर स्थित होने का मामला प्रकाश में आता है तो ऐसे पोलिंग स्टेशनों को परिवर्तित कर विधानसभा क्षेत्र के अन्दर स्थापित किया जाए।
 18. सभी मतदेय स्थल भवनों के यथासम्भव भूतल पर होना सुनिश्चित किया जाए।
 19. दिव्यांगजनों और अशक्त मतदाताओं की सुविधा के लिये प्रत्येक मतदेय स्थल पर रैम्प की उपलब्धता सुनिश्चित की जाए।
 20. किसी भी राजनैतिक दल या लेबर यूनियन के कार्यालय से 200 मीटर के अन्दर कोई भी मतदेय स्थल नहीं बनाया जाए।
 21. यह भी सुनिश्चित कर लिया जाय कि मतदेय स्थलों के सम्भाजन के पश्चात् मतदेय स्थलों के स्थान में अंतिम क्षणों में परिवर्तन की आवश्यकता न रह जाय।
 22. यदि कोई मतदेय स्थल निजी भवन में स्थापित है और वहाँ यदि शासकीय भवन उपलब्ध हो गये हैं तो उक्त मतदेय स्थलों को शासकीय भवनों में स्थानान्तरित कर दिया जाय।

23. यदि कोई मतदेय स्थल दुकान/व्यवसायिक प्रतिष्ठान/व्यक्तिगत सामुदायिक केन्द्र/विवाह घर अथवा ऐसे भवन, जिनका स्वामित्व किसी राजनैतिक व्यक्ति के पास है, ऐसे मतदेय स्थलों हेतु विकल्प तलाश कर उनको स्थानान्तरित कर दिया जाय।
24. मतदेय स्थलों के सम्बन्ध में राजनैतिक दलों से प्राप्त सभी शिकायतों तथा सुझावों की सम्यक् रूप से जांच की जाय तथा उन्हें उपर्युक्त उत्तर देते हुये उनका निपटान किया जाय।
25. लोक सभा सामान्य निर्वाचन-2024 के दौरान या उसके बाद मतदेय स्थलों के सम्बन्ध में जो शिकायतें प्राप्त हुई हों, उनका परीक्षण कराकर निपटान कर लिया जाय।
26. मतदेय स्थलों को बनाते समय ए0एम0एफ0 सम्बन्धी सुविधाओं का भी ध्यान रखा जाय।
27. मतदेय स्थलों के आलेख्य सूची को डीईओ की वेबसाइट पर अवश्य अपलोड कर दिया जाय, ताकि जन सामान्य से भी शिकायतें/सुझाव प्राप्त हो सकें।
28. मतदेय स्थलों के सम्भाजन एवं पुनरीक्षण पूर्व की जाने वाली गतिविधियों हेतु निम्नलिखित समय सारणी निर्धारित की जाती है:-

मतदेय स्थलों के सम्भाजन की समय-सारणी

Sl. No.	Activities	Time Frame
Pre-Revision Activities		
1.	Physical verification of Polling Station, Rearrangement and Identification of new buildings as per need on given format	20.08.2024 (Tuesday) to 27.08.2024 (Tuesday)
2.	Report sending to CEO Office regarding physical verification and proposed Polling Station by District Election Officers on given format	29.08.2024 (Thursday)
3.	Meeting with Political Parties and preparation of Draft List of Polling Station Proposal	04.09.2024 (Wednesday) to 09.09.2024 (Monday)
4.	Draft Publication of Polling Stations for Claims & Objections	11.09.2024 (Wednesday)
5.	Providing copy of Draft Publication of Polling Stations including corrections in the proposal of existing Polling Stations to the Political Parties	11.09.2024 (Wednesday)
6.	Finalization of List after disposal of complaints & suggestions which came up in the meeting with current MP, MLAs and recognised Political Parties	18.09.2024 (Wednesday)
7.	Data Entry of Polling Station Location, Polling Station and Sections and updation of Control Table at District level	19.09.2024 (Thursday) to 24.09.2024 (Tuesday)
8.	Providing AC wise list of Proposed Polling Stations with all annexures to Chief Electoral Officer by District Election Officer	25.09.2024 (Wednesday) 26.09.2024 (Thursday) 27.09.2024 (Friday)
9.	Sending Proposal of Polling Station for approval of ECI by CEO Office	30.09.2024 (Monday)
10.	Expected Approval from ECI	07.10.2024 (Monday)

29. मतदेय स्थलों के सम्भाजन की कार्यवाही को सर्वोच्च प्राथमिकता पर पूर्ण किया जाना अनिवार्य है, जिससे आगे की कार्यवाही में विलम्ब न हो। किसी भी दशा में निर्धारित समय-सीमा को बढ़ाये जाने के अनुरोध को स्वीकार किया जाना सम्भव नहीं होगा। अतः अपने स्तर पर नियमित रूप से इसकी समीक्षा करें, जिससे दी गयी समय-सीमा में इस कार्य को पूर्ण किया जा सके।

उपरोक्तानुसार सम्भाजन की कार्यवाही पूर्ण कराते हुये निम्न प्रारूप पर प्रमाण-पत्र भेजने का कष्ट करें:-

प्रमाण-पत्र

“सभी मतदान केन्द्रों का शत-प्रतिशत भौतिक सत्यापन कर लिया गया है तथा प्रस्तावित सभी मतदेय स्थलों की सूची समस्त राजनैतिक दलों के प्रतिनिधियों को उपलब्ध कराकर उनके साथ बैठक कर ली गयी है एवं इस सूची में अंकित सभी मतदेय स्थलों का विलय अथवा विभाजन भारत निर्वाचन आयोग के निर्देशों के अनुसार ही किया गया है।”

हस्ताक्षर.....

जिला निर्वाचन अधिकारी

संलग्नक : यथोपरि।

भवदीय,

(नवदीप रिणवा)

मुख्य निर्वाचन अधिकारी।

संख्या: 1350 (1)/सीईओ-2, तद्दिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1- प्रधान सचिव, भारत निर्वाचन आयोग, निर्वाचन सदन, अशोक रोड, नई दिल्ली को पत्र सं0-23/2024-ERS(Vol.-IV), दिनांक 07 अगस्त, 2024 के सन्दर्भ में सूचनार्थ।
- 2- समस्त मण्डलायुक्त, उत्तर प्रदेश।
- 3- समस्त उप/सहायक जिला निर्वाचन अधिकारी, उत्तर प्रदेश।
- 4- समस्त अधिकारी/अनुभाग, कार्यालय मुख्य निर्वाचन अधिकारी, उत्तर प्रदेश।
- 5- प्रभारी, कम्प्यूटर कक्ष को कार्यालय की वेबसाइट पर अपलोड करने हेतु।

(नवदीप रिणवा)

मुख्य निर्वाचन अधिकारी।

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2024-ERS (Vol.IV)

Dated: 7th August, 2024

To,

The Chief Electoral Officers of all States & UTs
(Except Haryana, Jharkhand, Maharashtra and UT of Jammu & Kashmir)

Subject:- Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2025 as the qualifying date - regarding.

- Ref - (i) Commission's letter No. 23/LET/ECI/FUNC/ERD/ER/2018-11, dated 25th September, 2018,
(ii) Commission's letter No.23/LET/ECI/FUNC/ERD-ER/2019, dated 14th February, 2019,
(iii) Commission's letter No. 23/2019-ERS(Vol.III) dated 29th November, 2019,
(iv) Commission's letter No.23/INST2020-ERS, dated 30th July, 2020,
(v) Commission's letter No.485/ERONet-EPIC/IT(O&M)/2020 dated 16th October, 2020,
(vi) Commission's letter No. 23/Inst/2022-ERS, dated 12th July, 2022,
(vii) Commission's letter No. 23/INST/2023-ERS, dated 16th March, 2023,
(viii) Commission's letter No. 23/INST/2023-ERS, dated 28th June, 2023,
(ix) Commission's letter No. 23/INST/2023-ERS, dated 11th August, 2023, and
(x) Commission's letter No. 23/2023-ERS (Vol.III), dated 22th September, 2023.

Sir/Madam,

I am directed to state that as per existing policy, the Annual Summary Revision with reference to the 1st January of the coming year as qualifying date is normally conducted in the later part of each year in all States/UTs so that final publication of electoral roll is made in the first week of January of the succeeding year. As per the provisions in Section 14 of the Representation of the People Act, 1950, four qualifying dates (1st January, 1st April, 1st July & 1st October) are available and therefore Annual Summary Revision is conducted with reference to 1st January of the succeeding year as qualifying date, along with seeking advance application for three subsequent qualifying dates i.e. 01st April, 01st July and 01st October of the year. The detailed instruction regarding preparation of electoral roll w.r.t. four qualifying dates have already been issued vide Commission's letter No. 23/Inst/2022-ERS dated 12th July 2022 and letter No. 23/Inst/2023-ERS dated 16th March, 2023 and the same shall be referred to for the purpose.

2. Now, the Commission has decided to carry out Annual Summary Revision with reference to 01.01.2025 as the qualifying date in all States & UTs except Haryana, Jharkhand, Maharashtra and UT of Jammu & Kashmir, 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.

3. There are two stages of conducting revision exercise of electoral roll, namely, pre-revision activities and revision activity. For the purpose of achieving good quality electoral rolls, pre-revision activities are given equal weightage as that of revision activity. The schedule of the Special Summary Revision of electoral roll, 2025 is as follows:

S.No.	Activity	Period
Pre-revision activities		
1.	(i.) H2H verification through BLOs (ii.) Rationalization/Re-arrangement of Polling Stations. (iii.) Removal of discrepancies in the Electoral roll/EPIC. (iv.) Improvement of image quality ensuring good quality photographs, by replacing blurred, poor quality and not to specification and non-human images in the roll, wherever necessary. (v.) Recasting of Section/Parts and Finalization of proposed restructuring of section/part boundaries location of polling stations and getting approval of list of polling stations. (vi.) Identification of the Gaps and finalizing the strategy and timeline to bridge such gaps, and (vii.) Updation of Control table.	20.08.2024 (Tuesday) to 18.10.2024 (Friday)
	(i.) Preparation of Format 1 to 8. (ii.) Preparation of integrated draft roll with reference to 01.01.2025 as the qualifying date	19.10.2024 (Saturday) to 28.10.2024 (Monday)
Revision Activities		
2.	Publication of Integrated draft electoral roll.	On 29.10.2024 (Tuesday)
3.	Period for filing claims & objections	29.10.2024 (Tuesday) to 28.11.2024 (Thursday)
4.	Special campaign dates	Saturdays and Sundays within claims and objection period (to be fixed by the CEO)
5.	Disposal of claims and objections	By 24.12.2024 (Tuesday)
	(i.) Checking of health parameters and obtaining Commission's permission for final publication (ii.) Updating database and printing of supplements	By 01.01.2025 (Wednesday)
6.	Final publication of electoral roll	On 06.01.2025 (Monday)

4. All the pre-revision activities shall be undertaken in accordance with the Commission's existing instructions and guidelines and Manual on Electoral Roll, 2023 and Manual on Polling Stations, 2020.

5. Training and orientation of EROs/AEROs, appointment of BLOs and their training and orientation, including training on the latest IT process and systems wherever required, shall be planned meticulously.

6. The CEO shall go through the schedule of pre-revision activities and recast the timeline for each and every activities within the threshold prescribed for the purpose, keeping in mind that many of the activities can be done simultaneously 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.

7. **Pre-revision activities: -**

7.1 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, the CEOs shall ensure the following: -

- a. No family is broken and all the registered family members are kept in the same section and at the same place.
- b. Proper formation and reorganization of sections and parts reflecting correct house numbers, whenever required.
- c. Location of polling stations on ground floor will also be ensured.
- d. The electors of so merged/attached in polling stations are not required to travel for more than two kilometer distance and to cross any natural barriers.
- e. 100% removal of Multiple entries/Dead electors/Permanently Shifted electors through Form-7.
- f. 100% verification of polling stations and consultation with political parties.
- g. Entry of left out/prospective electors in the database.
- h. Good quality of correct images as per ECI standards.

7.2. Before the draft publication, exercise of removal of all logical errors and standardization of addresses and checking quality of photographs as well as removal of discrepancies in EPICs shall be completed in a time bound manner.

7.3 House to House (H2H) 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 01.10.2024)
- b) Prospective electors (eligible on 01.01.2025)
- c) Prospective electors (eligible on three subsequent qualifying dates)
- d) Multiple entries/dead electors/Permanently Shifted Electors
- e) 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 above items have been collected 100% without any left over.

7.4. Rationalization of Polling Stations and Formation of sections: -

- (i) The activity of Rationalization of Polling Stations is done after 100% physical verification of the polling station locations and the relevant parts of the electoral rolls. The Booth Level Officer (BLO) will upload photos and location information of the polling station, along with data like latitude and longitude of the Centre, from their registered mobile number on BLO App.
- (ii) The physical verification of the polling station locations, shall be conducted in such manner that it could be assessed as to whether the building is in proper condition or it meets the other parameters set by the Commission for smooth conduct of poll. A senior officer should be designated by the District Election Officer to perform the work of physical verification.
- (iii) Polling stations, **having more than 1500 electors**, shall be rationalized/modified as per the given schedule before the draft publication of electoral rolls, in accordance with instructions contained in Manual on Polling Station, 2020. A new polling station shall be created only after rationalizing the sections to the adjacent polling stations in such a way that equitable numbers of electors are distributed amongst the polling stations at the same location to the possible extent. Proposal for change of location shall be sent to the Commission only after 100% verification/inspection of the polling station and along with longitude and latitude. Latitude and Longitude of all Polling Stations, newly identified and proposed for creation/change of location of Polling Station shall be captured and details of the same shall be updated in the ERO-Net Dashboard.

- (iv) Extensive survey must be carried out during the ongoing exercise of rationalization of polling stations for setting up new polling stations in the High Rise/Group Housing societies which have common facilitation area/community halls at ground floor within the premises and in slum dwelling clusters of urban area and also where outgrowth has taken place in the expanding urban/semi-urban areas. (Reference Commission's instructions dated 22nd September, 2023)
- (v) 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.
- (vi) 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
- (vii) **Standardization of addresses:** - To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll: -
- (a.) House No./ Flat No./Door No. (Name of house, if available)*
 - (b.) Floor No. (in case of multi-story building)
 - (c.) Building No./Block No./Tower No. (name of building, if available)
 - (d.) Apartment No.
 - (e.) Wing
 - (f.) Ward No.*
 - (g.) Street/ Road/Lane*
 - (h.) Sector
 - (i.) Area/Locality*
 - (j.) Landmark, if any
 - (k.) Village/Town/City*
 - (l.) Sub-district/Tehsil
 - (m.) District*
 - (n.) State*
 - (o.) Pincode*

The fields marked with (*) should be mandatorily mentioned in the electors details, while the remaining fields may be taken as optional fields and be included wherever necessary (like in urban areas). The CEO/DEO may include the other fields in the mandatory category as prevalent in the State/District. Where no House no. as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such case, it will be invariably indicated that the House

no. is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector.

(viii) The electors will be arranged in the roll in sequence, according to the House no. (and Floor no. of the building).

(ix) 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,

(b.) Electors residing in a building are enrolled in the same part,

(c.) As far as possible electors residing in a Street are enrolled in the same part, and

(d.) The electors of so merged/attached polling station are not required to travel for more than two Kilometer distance and to cross any natural barriers.

7.5 Removal of discrepancies in the electoral roll: -Commission has directed to take all out efforts to ensure 100% removal of Multiple entries from electoral roll during the current round of pre-revision activities.

7.6 Removal of discrepancies in EPICs: - The Commission has directed to take all out efforts to ensure 100% removal of discrepancies in EPICs during the current round of pre-revision activities.

7.6.1 There are following **types of discrepancies in EPICs:** -

(i.) Repeat EPICs. There are two types of Repeat EPICs, which are as follows: -

a) Multiple EPIC Nos. issued to the same elector; and

b) Multiple electors with same EPIC number.

(ii.) EPICs containing more than 10-digit alpha-numeric number.

(iii.) Two or more states having same serial of alpha-numeric system for EPIC distributed in the Assembly constituencies of the state concerned.

(iv.) Electors who have not been issued EPICs.

Removal of repeat EPICs, the process prescribed by the Commission vide its letter dated 16th October, 2020 shall be followed.

7.6.2 Procedure for Removal of discrepancies in EPICs: -

(i.) (a.) In case of the Multiple EPIC numbers issued to same elector, current EPIC number should be retained and multiple entries should be removed.

- (b.) In cases of multiple electors with same EPIC number, the EPIC number issued to the first elector shall be retained and all other electors will be given fresh EPIC with new EPIC numbers. The old EPICs from such electors should be collected and destroyed by cutting the same into pieces after keeping a proper record.
- (ii.) Commission has already issued proper standard Operating Procedure for changing Non-standard EPIC number to standard 10-digit Alphanumeric EPIC Number vide its letter dated 29.11.2019. The same may be followed in the matter.
- (iii.) Same EPIC Numbers that are being used by two different states may be identified using IT tools and states concerned may be asked to follow the allotted code for generating standard EPIC numbers.
- (iv.) There is a very small percentage of electors who have not been assigned any EPIC No. in electoral roll. Such electors can be easily identified using available IT tools and EPICs may be issued to them.

7.6.3 Improvement of image quality of electors in electoral roll: -

The software-based reports shall be generated for the 'black and white images', 'not to specification images', 'non-human images' and 'no image' entries. For replacement of such images, field verification through BLOs should be done and necessary applications i.e. Form-8 along with photograph as per specification shall invariably be collected from the electors and proper track record of such replacement be kept.

8. Identification of the Gaps and finalizing the strategy and timeline: -

8.1. CEO/DEOs/EROs shall do statistical analysis of data of Format 1-8 in respect of the last finally published electoral rolls with reference to 01.01.2024 as the qualifying date along with it supplement in order to find out any major gaps in terms of E/P ratio, gender ratio, age-cohort imbalances, particularly of 18-19 age group, abnormal increase or decrease in number of electors in area, <100% PER/EPIC in ACs/PSs. No need to emphasize that the analysis should be done with due care and promptitude. For a better analysis, previous years' data should also be taken into consideration for better appreciation of the scenario by the comparing using charts etc. If analysis is done at micro level i.e. polling station level, the gaps may clearly manifest which hide at macro level i.e. State/District or AC level. Since Census data of 2011 including age wise population details is already available, population projection for 2025 should be done accordingly.

8.2. The above said analysis of data should be done by the EROs and AEROs who after discussions with BLOs and Supervisors should give analytical note to DEO concerned, who shall then discuss

with EROs and AEROs of all ACs under their jurisdiction. After critical gaps are determined, then please check, if any cogent and logical reasons like migration due to socio economic or natural calamities etc. and/or cropping up of new colonies/habitats are there to answer the gaps. If so mention it in the note. The DEOs shall forward a composite analytical note to CEO along with strategies to address the issues. Finally, the CEO, having reviewed and analyzed district wise reports, shall prepare State analytical note and chalk out necessary strategies to address the gaps that need to be filled up. The gaps should be described in quantitative terms.

8.3. Action plan of the State with identified gaps, strategy and time line for bridging such critical gaps (to be completed it within time frame prescribed by the Commission) shall be prepared and forwarded by the respective CEO to the Commission.

9. Before draft publication, it must be ensured that all the advance applications received w.r.t 01.10.2024 are processed and disposed of, so that all corresponding entries are amalgamated in draft roll.

10. Preparation of Format 1 to 8 to analyze the health of electoral rolls before Draft Publication: -

Before draft publication of electoral roll, the CEO shall ensure that all activities of pre-revision exercises as mentioned in schedule have been completed. Format 1-8 for statistical analysis of the health of the electoral rolls must be prepared before the draft publication and also at the end of the summary revision before final publication. These formats should be prepared part wise by the EROs. The DEO must examine the part wise format 1 to 8 to understand the implication of the health of electoral rolls. The DEO shall compile Format 1 to 8 and send it to CEO who in turn makes the analysis AC wise. The CEO shall forward these formats in respect of draft and final electoral roll with reference to 01.01.2025 as the qualifying date at appropriate time to the concerned Zonal Pr. Secy/Secy of the Election Commission alongwith his/her comments and description about the targets set and achieved during the course of Summary Revision. The CEO should simultaneously start remedial action, if any required. The Zonal Pr. Secy/Secy. of the Commission will examine the formats sent by the CEOs and submit to the Commission for information or for any corrective action, if required.

11. Forms for Claims and Objections: -

- (a) Every claim for inclusion of name in the roll as new elector shall be in Form-6 and signed by the applicant.
- (b) Every objection to the proposed inclusion of name or application for deletion of name in existing roll shall be in Form-7 and preferred by a person whose name is in such roll.

- (c) Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and Marking of PwD, shall be in Form-8 and shall be preferred by the person to whom that entry relates.

12. Furnishing of Aadhaar Number: -

The applicant can voluntarily furnish Aadhaar Number in Form-6 and Form-8, if he/she is having Aadhaar number, however, no application for inclusion of name in electoral roll shall be denied and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.

13. Claims and Objections: - As per the schedule, the EROs will issue notice in **Form-5** and formally invite claims and objections with reference to all the four qualifying dates of the year 2025.

14. Disposal of claims received w.r.t. subsequent three qualifying dates:-

- (a) On the basis of date of birth given by the applicants, forms will be segregated w.r.t the relevant qualifying dates
- (b) During the current round of revision, only the claims and objections received with reference to qualifying date 01.01.2025, shall be taken into consideration for its disposal by Electoral Registration Officer and displayed on the notice board, designated locations and websites as per the Commission's existing instructions.
- (c) The Claims (Form-6) received with reference to subsequent qualifying dates of year 2025, after digitizing it if received in offline mode, shall be segregated quarter wise and kept in separate respective buckets in ERO-Net under the captions 'Advance claims in respect of prospective electors with reference to qualifying date-----', however, disposal of such advance forms/claims received w.r.t to three subsequent qualifying dates namely 1st April, 1st July & 1st October shall be disposed of in the first month of concerned quarter only, **as per the ECI's guidelines issued vide letter No. 23/Inst/2022-ERS dated 12th July 2022 & No. 23/Inst/2023-ERS dated 16th March, 2023 and 28th June, 2023.**

15. Display of list of claims and objections-

15.1 As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections in form 9, 10, 11 and 11A and 11B and exhibit one copy of such lists on a notice board in his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. In addition

to this adequate publicity should be given by CEO to the fact that list of claims and objections is available on CEO's website and objections can be raised before the EROs based on this list. This should also be informed to the political parties by holding meetings with them and sending written communication to them.

15.2 List of claims and objections should be made available by ERO to all political parties on weekly basis. For this purpose, the ERO should call a meeting of all political parties on regular interval and personally handover list of claims and objections to them and obtain acknowledgment. It is to be added that the list should be incremental instead of cumulative.

16. Decisions on Claims and Objections: - Decision on claims and objections should be taken only after all of the following conditions are complied with: –

- (i) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - (a.) Website of CEO, as clickable lists for each polling station
 - (b.) Notice board of ERO (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - (c.) Notice board of polling station (In Forms 9, 10, 11, 11A and 11B of RERs 1960)
 - (d.) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- (ii) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

17. Procedure of Deletion: -

17.1 Repeat/Multiple Entries: In repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, field verification must be done in each and every case.

17.2 Demographically Similar Entries (DSEs), Permanently Shifted and Deceased: -

Confirmed cases of DSEs/PSEs, Permanently Shifted and Deceased may be removed only after Form -7 is received from the elector (in case of DSEs, PSEs, Permanently Shifted) and near relative/family member (in case of deceased). Notice must be served to the concerned person for removing the entries.

Deletion of the name of deceased elector may be done without obtaining Form -7, if the identity is established with reference to death certificate or after field verification on the basis of death certificate from the competent authority obtained by BLO or submitted by family members, or from list of deceased electors, collected from database of Registrar of Birth and Death.

17.3 Safeguards against wrongful deletions: -

Following safeguards will be used to prevent wrongful deletions of electors from electoral roll:

- (i) In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
- (ii) To avoid wrongful deletions, deletions on the ground of death (other than registered death case) and shifting will be made only when Form -7 is received.
- (iii) While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
- (iv) For deletion on the ground on shifting, Form- 8 from the concerned elector will be taken. Before addition at new place, the ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form -8.
- (v) BLO report will be necessary for deletion.
- (vi) **For all cases of proposed deletions, instruction laid down vide Commission's letter no. 23/INST/2023-ERS dated 11th August, 2023 shall be followed scrupulously.**
- (vii) All cases of deletions must be cross verified personally by Electoral Registration Officer, if they fall in any of the following category: -
 - a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
 - b) Deletions where the same person is the objector in more than 5 cases.
- (viii) Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders, 10% of total deletion (randomly picked by system) should be verified by field visits.

18. Supervision and Checks by Supervisor/AEROs/EROs: -

18.1 For the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deputed Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

18.2 There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

18.3 Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral

Registration Officer shall field check households with more than 10 electors; abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. Assistant Electoral Registration Officer should also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.

18.4 Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check **10%** of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out where felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.

19. Super-checking by DEO/ Roll Observer/CEO: -

After passing the orders by AERO/ERO, super-checking of verified entries will be done by the DEO, Roll Observers and CEO for specific number of entries as randomly selected. The number of entries to be verified by DEO, Roll Observers and CEO within and upto 7 days after last date of disposal by EROs are as under:-

- (i) **At the level of DEO:** Verification of 50 Forms (20 additions + 20 deletions + 10 modifications) in the district covering all ACs under his jurisdiction (or) atleast 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.
- (ii) **At the level of Roll Observers:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the assigned districts or atleast 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- (iii) **At the level of CEO:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the state covering all districts or atleast 10 Forms (4 additions + 4 deletions + 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.
- (iv) Critical influx of Forms-6, 7, 8 in an assembly constituency shall be flagged up by the District Election Officer concerned to CEO, who in turn shall review the position on weekly basis for course correction, if required.

20. Flagging of marked electors viz. MP/MLA/MLC, holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc.:

Electoral Registration Officers shall ensure that the names of all Members of Parliament and the State Legislatures, holders of declared offices, personalities from fields of arts, culture, journalism, sports, members of judiciary and public services are there in the proposed draft electoral roll. To avoid wrongful deletions of the names of such electors in future appropriate flagging should be done in the electoral database.

21. Flagging of Persons with Disabilities (PwDs) in Electoral Database: As Form-6 for enrolment in electoral roll as well as form-8 for existing electors has an optional field for giving information about disabilities, the Commission has directed that all the cases of PwDs electors who have given such information in Form 6 or form-8 should be flagged in the electoral database along with category of disability so that they can be provided necessary facilities at the polling station at the time of poll. In this regard, a provision for mentioning the percentage of disability has also been made in the revised forms. It is made amply clear that such information of disability should not be reflected in electoral roll in any way. Chief Electoral Officer concerned should rope in the concerned department in the State dealing with persons with disabilities to get their assistance in mapping Persons with Disabilities. Chief Electoral Officer, if he feels it necessary, can utilize services of BLOs during H2H visits for collection of such data of PwDs from electors in Form-8, who are willing to disclose their disabilities. Weekly progress report in this regard may be sent to Secretary/Principal Secretary in charge of the State to review the weekly progress.

22. Field visits by ECI's Officers: The Chief Electoral Officer may designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken, etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

23. Observation: - In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI officers/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records including reports of progress as well as lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.

24. Meeting with Political Parties and sharing of electoral rolls: -

(i) All DEOs and CEO shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record. For all such meetings with political parties by CEO/DEOs records like minutes of meetings attendance of participants with their signature should be maintained.

(ii) The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.

(iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960. (Please refer to para 24.3 of Chapter 24 of Manual on Electoral Rolls, 2023 for detailed guidelines in the matter).

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections to be carried out, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.

(vi) With a view to ensure more involvement of political parties, the Commission has allowed BLAs of a recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

25. Transparency Measures: - In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 on the website of the CEO on a day to day basis, shall

continue, in addition to putting draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and sharing of the same with recognized political parties. The CEO shall extract a report on status of disposal of claims and objections received during the revision from ERO-Net and put the same on his website on weekly basis, for information of general public/citizens.

26. Publicity: - Adequate publicity and awareness drive shall be ensured by DEOs and CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized.

27. Integration of roll: - Detailed instructions on integration, carrying out corrections and printing of electoral rolls at various stages in an election year, have been issued vide the Commission's letters dated 25th September, 2018 and 14th February, 2019 and 30th July, 2020 the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls shall be done only through ERO-Net.**

So far as the integration of electoral roll is concerned, it is clarified that:-

- (i) At the time of publication draft roll (mother roll) for SSR, 2025 w.r.t. 01.01.2025 as the qualifying date, the updated electoral roll with reference to 01.01.2024 as the qualifying date plus supplements (prepared up to publication of mother (draft) electoral roll for SSR, 2025) will be integrated and amalgamated by bringing the family members together. In the aforesaid mother roll (draft) of SSR, 2025, re-serialization of all the entries after removal of deleted entries and bundling the entries of family members would be done. The addition, deletion and modification supplements for SSR, 2025, however will be generated by the ERO through ERO-Net and be kept in record for future reference only.
- (ii) At the time of final publication of SSR, 2025 w.r.t 01.01.2025 as the qualifying date, the final roll will be a single integrated one, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

- (iii) At the time of preparation of electoral roll on the last date of nominations, to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one, however, there will be no bundling of the family members and re-serialization. All the additions made during continuous updation from last final publication date till the last date of making nominations (during election), will be put in chronological order giving continuous Sl. No. starting with next Sl. No. of last entry in final roll, with all deletions & modifications be marked in last final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.
- (iv) There is a complete restriction on deletion of names of electors from the electoral roll after 10th day of the announcement of election programme, however for applications received in form-8 for shifting of residence, action should be taken in accordance with the Commission instruction dated 11th August, 2023 (para 7 (iv) *ibid*).
- (v) All the modified entries, correction and deletion made during the period of revision will be reflected in the integrated roll itself with the signages (as per Commission's letter No. 23/INST/2023-ERS dated 16.03.2023) to indicate that the entry has been modified. Modification carried out shall be reflected in integrated roll and the list of Modifications (to be kept with ERO for future reference) shall contain old entries, on which modifications have been carried out, for tracking the changes whenever required

28. The Commission's approval for Final Publication: -

- (i) The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls and for that purpose a certificate, to the effect that all the cases of dead/Shifted/Registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned; all logical errors have been removed and 100% EPIC and 100% coverage of photographs in Photo Electoral Rolls have been achieved, shall be submitted by the CEO.
- (ii) Request for final publication shall be made to the Commission, well in time by the Chief Electoral Officer along with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation.

(iii) It is clarified that Formats 1 to 8 will be generated through ERO-Net. For this, the data of age-cohort wise projected population, entered during the last SSR, 2024 shall be updated by the DEOs immediately.

29. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs therefore, the CEOs must forward requisite report on progress of revision process at regular interval.

30. The CEOs and all officers are further requested to extensively use the e-mail facility for prompt and accurate exchange of communication.

31. A copy of this letter should also be circulated among all DEOs/EROs in the State for taking immediate appropriate necessary action.

Please acknowledge receipt.

Yours faithfully,



(AJAY KUMAR)
PRINCIPAL SECRETARY

अनुलग्नक-3

संसदीय निर्वाचन क्षेत्र में समाविष्ट विधान सभा निर्वाचन क्षेत्र

मतदेय स्थल की क्रम संख्या	स्थान	भवन जिसमें मतदेय स्थल स्थापित है	मतदेय स्थल का क्षेत्रफल	क्या प्रवेश या निकास हेतु अलग-अलग द्वार है, यदि नहीं तो कारण	मतदान क्षेत्र	क्या सभी मतदाताओं के लिए है अथवा केवल पुरुषों या महिलाओं के लिए	मतदाताओं की कुल संख्या	मतदेय स्थल तक पहुंचने के लिए मतदाताओं द्वारा तय की जाने वाली अधिकतम दूरी	अभ्युक्ति
1	2	3	4	5	6	7	8	9	10

1. मतदाताओं की कुल संख्या
2. प्रस्तावित मतदेय स्थलों की कुल संख्या
3. प्रति मतदेय स्थल मतदाताओं की औसत संख्या

जिला निर्वाचन अधिकारी

अनुलग्नक - 4

(अध्याय - दो - पैरा - 6)

मतदेय स्थलों की सूची का संवीक्षा पत्र

विधान सभा निर्वाचन क्षेत्र की संख्या व नाम -

1	मतदान का दिनांक	-
2	निर्वाचन क्षेत्र में मतदाताओं की संख्या: (क) पुरुष - (ख) महिलायें - (ग) तृतीय लिंग - (घ) सेवा नियोजित मतदाता योग:-	
3	प्रति मतदेय स्थल पर 1000 मतदाताओं के औसत के आधार पर अपेक्षित मतदेय स्थलों की संख्या	
4	वास्तविक प्रबंधित मतदेय स्थलों की कुल संख्या	
5	प्रति मतदेय स्थल पर मतदाताओं की औसत संख्या	
6	ऐसे मतदेय स्थल की संख्या जिनमें से प्रत्येक को 1500 से अधिक मतदाता समानुदेशित किये गये हैं, मतदेय स्थल को समानुदेशित मतदाताओं को अधिकतम संख्या बताईये।	
7	मतदेय स्थल के समानुदेशित मतदाताओं की न्यूनतम संख्या	
8	क्या मतदान क्षेत्र के प्रत्येक संघटक ग्राम या अन्य इकाई के संबंध में मतदाताओं की संख्या सूची/नक्शे में दिखा दी गयी है।	
9	ऐसे मतदेय स्थलों की संख्या जिनकी अधिकतम दूरी जो किसी मतदाताओं को तय करनी होगी, 2 किमी० से अधिक है।	
10	क्या सभी मतदान क्षेत्रों को स्पष्ट रूप से सीमांकित किया गया है।	
11	क्या मतदेय स्थलों की कम संख्या व्यवस्थित रूप से डाली गयी है।	
12	(क) कोई ऐसे क्षेत्र है, जिनमें अनुसूचित जाति/अनुसूचित जनजाति और समाज के अन्य निर्बल वर्गों के मतदाता प्रमुख रूप से बसे हुए हों। (ख) यदि हाँ, तो उनके लिये पृथक रूप से स्थापित मतदेय स्थलों की संख्या और उनमें से प्रत्येक केन्द्रों की समानुदेशित मतदाताओं की कुल संख्या	
13	क्या कोई मतदेय स्थल निम्नलिखित में से किसी स्थान में स्थापित किये जाने का प्रस्ताव किया गया है। (क) निजी भवन -	

	(ख) अस्थाई संरचना में और यदि हां तो क्या मतदेय स्थल स्थापित किये जाने के लिए चुने गये ठीक स्थल की सूची में स्पष्ट रूप से इंगित कर दिया गया है।	
14	ऐसे मतदेय स्थलों की संख्या जिनका क्षेत्रफल 20 वर्ग मीटर से कम है।	
15	यह प्रमाणित कर दिया गया है कि निजी भवन किसी उम्मीदवार, उसके सकिय कार्यकर्ताओं या प्रकट रूप से समर्थकों का नहीं है।	
16	ऐसे मतदेय स्थलों का ब्यौरा जहां नगरीय क्षेत्र में चार से अधिक मतदान स्थल और ग्रामीण क्षेत्र में दो से अधिक मतदेय स्थल एक ही भवन में स्थापित किये गये है।	
17	क्या यह प्रमाणित कर दिया गया है कि निर्वाचन क्षेत्र के अन्तर्गत प्रस्तावित मतदेय स्थलों में सभी मतदान क्षेत्र आ जाते हैं।	
18	(क) महिला मतदाताओं के लिए पृथक रूप से व्यवस्थित मतदेय स्थलों की कम संख्या—	
	(ख) उक्त (क) की दशा में, क्या किसी क्षेत्र विशेष के पुरुष और महिला मतदाताओं के लिए मतदेय स्थल एक ही भवन में स्थापित किये गये हैं।	
19	ऐसे मतदेय स्थलों की संख्या जिन्हें मतदाताओं की अधिकतम संख्या वाले गांवों में नहीं स्थापित किया गया है।	
20	ऐसे मतदेय स्थलों की कम संख्या जिन्हें उससे सम्बद्ध किसी भी ग्राम में स्थापित नहीं किया गया है।	
21	क्या सूची अनौपचारिक रूप से प्रकाशित की गयी है, और उस पर राजनैतिक दलों आदि से विचार-विमर्श कर लिया गया है।	
22	निर्वाचन क्षेत्र की निर्वाचक नामावली पिछली बार गहन रूप से (गम्भीरता से) कब पुनरीक्षित की गयी थी, ओर क्या वर्ष के दौरान ऐसा पुनरीक्षण पुनः किये जाने का कोई प्रस्ताव है।	
23	कोई अन्य अभ्युक्ति	

जिला निर्वाचन अधिकारी

विधान सभा निर्वाचन क्षेत्र की संख्या व नाम -

अनुलग्नक - 5

(अध्याय-दो-पैरा-6, 7)

मतदेय स्थलों की सूची के साथ प्रस्तुत किये जाने वाला प्रमाण-पत्र

प्रमाणित किया जाता है कि -

1. प्रारूप सूची यथा विधि प्रकाशित की गई, आक्षेप और सुझाव आमंत्रित किये गये, और उन पर दलीय प्रतिनिधियों और विधायकों से आयोग के निर्देश के अनुसार विचार-विमर्श किया गया।
2. निर्वाचन क्षेत्र के अन्तर्गत सभी मतदान क्षेत्रों को सूची में समाविष्ट कर लिया गया है।
3. ऐसे किसी भवन को चाहे वह सार्वजनिक हो या निजी, जो कोई मन्दिर, गिरजाघर, मस्जिद, गुरुद्वारा हो या जिसका कोई धार्मिक महत्व है, या जिसके सम्बन्ध में जनता के किसी वर्ग को उसमें प्रवेश के कोई तर्कसंगत आपत्ति हो सकती है, मतदेय स्थल के रूप में प्रस्तावित नहीं किया गया है।
4. किसी पुलिस थाने, चिकित्सालय या औषधालय को मतदेय स्थल के रूप में प्रस्तावित नहीं किया गया है।
5. ऐसे क्षेत्रों में, जिसके मतदाता प्रमुख रूप से अनुसूचित जाति/अनुसूचित जनजाति तथा समाज के अन्य निर्बल वर्ग के लोग हैं, पृथक मतदेय स्थल स्थापित किये गये हैं, और ऐसे किसी भी क्षेत्र को न तो छोड़ा गया है और न उसे ऐसे क्षेत्रों से जोड़ दिया गया है, जहां के मतदाता मुख्यतः अगड़े समुदायों से हैं।
6. जहां प्रति मतदेय स्थल 1500 मतदाताओं की सीमा या 2 कि०मी० की सीमा जिससे अधिक मतदाता को साधारणतया चलना अपेक्षित नहीं होना चाहिए, नहीं रखी जा सकती है, वहां उससे अच्छी व्यवस्था व्यवहार्य नहीं है।
7. मतदेय स्थलों की सूची में कोई भी निजी भवन किसी राजनैतिक दल का नहीं है अथवा विदित रूप से राजनैतिक दलों में से किसी प्रमुख या सक्रिय सदस्य का नहीं है, और
8. ऐसे मामलों में जहां निजी भवनों का मतदेय स्थलों के रूप में चयन किया गया है, वहां इस प्रयोजनार्थ स्वामी की लिखित सहमति ली गई है।

जिला निर्वाचन अधिकारी

ANNEXURE I
(CHAPTER -3, PARA 3.2)
LIST OF POLLING STATIONS

For..... (Assembly Constituency comprised within the) Parliamentary Constituency.

SN of Polling Station	Locality	Building in which it will be located	Area of the Polling Station	Whether there is a separate entrance and exit if not reasons	Polling* Areas	Whether for all voters or men only or women only	Total Number of Voters assigned	Maximum distance that a voter will have to travel to reach the station	Remarks
1	2	3	4	5	6	7	8	9	10

1. Total number of voters
2. Total number of polling stations proposed
3. Average number of voters per polling station

Date..... District Election Officer/Returning Officer

- * Here give names of villages, wards, streets, localities, and house numbers and part NO. of the electoral roll assigned. In case part is split up into two polling stations, then the serial numbers (not the house numbers) of the voters assigned should also be mentioned.
- * Will not apply in the case of Union Territories (1) Andaman and Nicobar Islands, (2) Chandigarh, (3) Dadra and Nagar Haveli, (4) Lakshadweep and (5) Daman and Diu.

Instructions for filling up the columns of the format

1. (i) Column 1 - The serial numbers of the polling stations should commence from the north-western corner of the constituency and proceed in a zigzag manner to south-eastern corner of the constituency. The serial number of a polling station and part number of the electoral roll covering the polling area assigned to that polling station should be the same.
(i) Column 2 - The 'locality' is the name of the area in which the polling station is located. In the case of temporary structures, the description of the exact site chosen for the location of the temporary structure should be clearly indicated.
(ii) Column 3 - The name of the building should be clearly described in full. The use of abbreviations should be avoided. In cases where more than one polling station is located in the same building (polling station location) it should be clearly indicated by mentioning "North Wing", "South wing". etc.

- (iii) Column 4 - The area of the polling station should be indicated in square meters. If a polling station has an area of less than 20 square meters, the reason for the same should be furnished in 'Remarks' column of the proforma against the appropriate entry.
 - (iv) Column 5 - If there is a separate entrance and a separate exit, 'Yes' may be written in this column, otherwise, reasons for not being able to locate the polling station in a room/hall with separate entrance and exit, may be given.
 - (v) Column 6 - The names of villages, blocks, wards, streets, localities, house numbers and part number of the electoral roll should be given.
 - (vi) Column 7 - It should be indicated whether the polling station is for all voters or exclusively for men or women.
 - (vii) Column 8 - This column should contain information of the total number of voters assigned to the polling station according to the relevant part of final electoral roll of the constituency.
 - (viii) Column 9 - This column should indicate the distance to be travelled, if the maximum limit of 2 kilometres is exceeded.
 - (ix) Column 10 - Where it is not practicable to conform to the Commission's directions with regard to the location or area of a polling station, broad reasons may be given in this column, for the consideration of the Commission, besides any other remarks which the District Election Officer/ Returning Officer may like to make.
2. At the end of the each list, total number of electors in the constituency, the total number of polling stations proposed and the average number of voters per polling station should invariably be shown.
 3. The draft list should be accompanied by a map to scale showing:-
 - (i) All the villages or wards / localities in towns, with the number of voters in each such village or locality on the map itself and where this is not convenient or practicable, in a statement annexed to the map;
 - (ii) The places selected for location of the polling stations;
 - (iii) The area served by each polling station indicated by serial numbers in a systematic manner, preferably, beginning from the north-western corner of the constituency proceeding in zigzag manner and ending at the south-eastern corner. (Such serial numbers should be the same as the part numbers of the electoral roll, which cover the respective polling areas assigned to those polling stations.)
 4. Use of abbreviations in the draft list should be avoided, as far as possible, and where these are used, the same should be explained clearly. If any local terms are used to describe buildings, etc. in the draft list, these should also be explained.

ANNEXURE II

(CHAPTER 3, PARA 3.5)

SCRUTINY SHEET FOR LIST OF POLLING STATIONS

.....Assembly Constituency of

.....State /UT

1. Date of Poll.....
2. Total number of voters in the Constituency
 - (a) Men
 - (b) Women.....
 - (c) Service VotersTotal
3. Number of polling stations required on the basis of an average of 1000 voters per polling station.
4. Total number of polling stations actually provided.
5. Average number of voters per polling station
6. Number of polling stations to each of which more than 1500 voters have been assigned, indicating the highest number of voters assigned to a polling station.
7. The lowest number of voters assigned to a polling station.
8. Whether the number of voters in respect of each component village or other unit of the polling area has been shown in the list/map.
9. No. of polling stations for which the maximum distance that a voter will have to travel is more than 2 kilometres.
10. Whether all the polling areas have been clearly demarcated:
11. Whether serial number of polling stations has been done in a systematic manner. :
12. (a) Whether there are any areas predominantly inhabited by electors belonging to SC/ST and other weaker sections of the society
(b) If so, the number of polling stations set up separately for them and the total number of electors assigned to each of them
13. Whether any polling station has been proposed to be located in any:-
 - (a) Private building

- (b) Temporary structure, and if so, whether the exact site chosen for the location of the polling
14. Stations has been clearly indicated in the list
 15. No. of polling stations which have less than 20 sq. m. area.
 16. Whether it has been certified that the private buildings do not belong to any of the Candidates, his active workers or known sympathizers.
 17. Details of Polling stations where more than 4 polling stations in urban areas and more than 2 polling stations in rural areas have been located in the same building
 18. Whether it has been certified that all the polling areas within the constituency are covered by the proposed polling stations.
 19. (a) Serial Nos. of separate polling stations provided for women voters.
b) In case of (a) above, whether polling stations for men and women voters of a particular area have been located in the same building
 20. Serial number of polling stations, which have not been situated in the villages having the largest number of voters
 21. Serial number of polling stations which have not been located in any of the villages attached to it
 22. Whether the list has been informally published and discussed with the political parties, etc.
 23. When the electoral roll of the Constituency was last intensively revised and whether there is any proposal of such revision again during the year
 24. Any other remarks

District Election Officer

Note : Please specify the serial numbers in addition to total number of polling stations against items 6, 7, 12(b); 13, 14, 16, 18, 19 and 20.

ANNEXURE III
(CHAPTER 3, PARA 3.5)

CERTIFICATE TO BE FURNISHED ALONG WITH LIST OF
POLLING STATIONS

- (i) That the draft, list was duly published, objections and suggestions were invited, and discussed with the party representatives and legislators on the lines indicated in the Commission's Directions;
- (ii) That all the polling areas within the constituency have been covered in the list;
- (iii) That no building, public or private, which is a temple, church, mosque, Gurudwara or has any religious significance or in respect of which any section of the public may have any legitimate objection or enter, has been proposed as a polling station;
- (iv) That no police station, hospital or dispensary is proposed as a polling station;
- (v) That separate polling stations have been set up in areas electors of which are predominantly SC/ST and other weaker sections of the society and that no such area has been either left out or linked with areas where electors predominantly belong to forward communities.
- (vi) Where the usual limit of 1500 voters per polling station or the limit of two kilometres beyond which a voter should not ordinarily be required to walk has not been maintained, no better arrangement is practicable;
- (vii) That no private building in the list of polling stations belongs to any political party or is known to belong to any prominent or active member of any of the political parties; and
- (viii) In cases where private buildings have been selected as polling stations, the written consent of the owner for the purpose has been obtained.

Place

Date.....

Signature of the District Election Officer /
Returning Officer
