

कायालय मुख्य निर्वाचन पदाधिकारी, मध्यप्रदेश

17, अररा हिल्स, भोपाल

दूरभाष- 2550488, 2550446, 2553305, 2551282 फैक्स- 0755- 2555162,

E-Mail : ceomplok09@gmail.com website: www.ceomadhvapradesh.nic.in

Post Box No.1164

भोपाल

6 अक्टूबर, 2012

प्रति,

समाजीय आयुक्त,

इंदौर, उज्जैन, खालियर, खंडल, सीवा, शहडोल,

संगर, भोपाल, नर्मदापुरम तथा जबलपुर,

मध्य प्रदेश।

विषय: भारत निर्वाचन आयोग का पत्र क्रमांक 23/सोल प्रेक्षक/2012-ई.आर.एस. दिनांक 5

10.2012 तथा इस कायालय का पत्र क्रमांक 44/2013/3/803 दिनांक 4.10.2012

आपका संदर्भित पत्रों का अवलोकन करें। भारत निर्वाचन आयोग द्वारा मतदाता सूची के लिए सोल प्रेक्षक समाजीय आयुक्त को नियुक्त किया गया है। पूर्व में इस आशय की जानकारी

आपको संदर्भित पत्रों द्वारा भेजी गयी है। 5 अक्टूबर 2012 को आयोग का निर्देश पुनः प्रेषित है। प्रमाण कर विहित प्रारूप में निर्धारित समय पर प्रथम, द्वितीय, तृतीय रिपोर्ट भिजवाने का कष्ट करें।

आयोग के निर्देश के अनुसार प्रमाण की जानकारी का प्रचार-प्रसार किया जावे। मान्यता प्राप्त राजनैतिक दलों को भी जानकारी दी जावे। जिलों में प्रमाण करने पर राजनैतिक

दलों/आम जनता के साथ बैठक भी आयोजित की जावे। सोल आन्तरिक के संपर्क नम्बर की जानकारी का प्रचार-प्रसार कर सभी को दी जाना है।

निर्वाचक रजिस्ट्रिकरण अधिकारियों की पुस्तिका आपके समाग के जिलों के जिला निर्वाचन अधिकारी से प्राप्त कर पुस्तक के निर्देशों के अनुसार मतदाता सूची का कार्य होना कृपया

सुनिश्चित किया जाना है। आयोग के निर्देशानुसार मुख्य निर्वाचन पदाधिकारी की तरफ से वीडियो काफूस (वी.सी.) के माध्यम से दिनांक 9.10.2012 को ब्रीफिंग एक घण्टे के लिए रखा जा रहा है। समय शीघ्र आपको भेजा जा रहा है। यह भी उल्लेखनीय है कि भारत निर्वाचन आयोग भी समय शीघ्र आपको भेजा जा रहा है। यह भी उल्लेखनीय है कि भारत निर्वाचन आयोग भी

दिनांक 12.10.2012 को दोपहर बाद 2.00 बजे से वी.सी. खली गया है। इस काफ़स के समय भी आपका आपके सामान्य मुख्यालय के एन.आई.सी. के केंद्र या आपके कार्यालय में वी.सी. की सुविधा होने पर आपके काफ़स कम में उपस्थित रहना है। आयोग के निर्देश के अनुसार कृपया मतवाला सूची के पुनरीक्षण की कार्यवाही होना सुनिश्चित करने की अपेक्षा है।

5 अक्टूबर

भवदीय
 (एस.एस. बसल)
 संयुक्त मुख्य निर्वाचन पदाधिकारी,
 मध्यप्रदेश,
 भोपाल
 6 अक्टूबर, 2012

क्रमांक 44/2013/टीन/

प्रतिनिधि:

1. सचिव, मुख्य सचिव कार्यालय, मंत्रालय, भोपाल की ओर भोजकर निर्देशन है कि मतवाला सूची के पुनरीक्षण के कार्य के लिए आयोग के कार्यालय में उपस्थित रहने के लिए अनुमति/निर्देश प्राप्ति है।

3. प्रमुख सचिव, मध्यप्रदेश शासन, सामान्य प्रशासन विभाग, मंत्रालय, भोपाल की ओर भोजकर निर्देशन है कि आयोग के निर्देश के अनुसार रोल प्रेक्षक के कार्य हेतु अनुमति जारी करने का कष्ट करें।

4. आयुक्त जनसंपर्क विभाग, मध्य प्रदेश भोपाल की ओर आवश्यक कार्यवाही हेतु प्रेषित है। कृपया आपके प्रकार-प्रकार हेतु प्रेष विज्ञापित जारी करने हेतु प्रेषित है।

5. कलेक्टर एवं जिला निर्वाचन अधिकारी (समस्त) मध्य प्रदेश की ओर भोजकर लेख है कि आयोग के निर्देशानुसार आपके प्रकार-प्रकार किया जावे। सामग्रीय आयुक्त को मतवाला सूची के पुनरीक्षण की समय-समय पर अद्यतन जानकारी दी जावे तथा आयोग के निर्देशानुसार कार्यवाही होना सुनिश्चित करें।

6/10/12

भवदीय
 (एस.एस. बसल)
 संयुक्त मुख्य निर्वाचन पदाधिकारी,
 मध्यप्रदेश,
 6.10.12

- a. First visit will be during the period of receipt of claims and objections
- b. Second visit will be during the period of disposal of claims and objections by the EROs.
- c. Third visit will be at the time of verification of the working copy by the BLOs, and final publication of the roll.

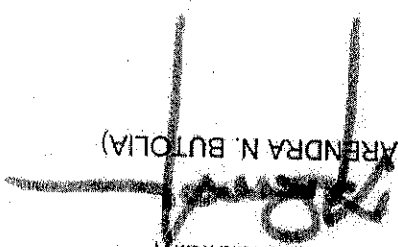
5. During the visit the Electoral Roll Observer should not limit himself/herself to the district headquarters. He/she should visit some polling stations of all the Assembly Constituencies.

6. The CEO shall ensure that appointment of the Electoral Roll Observers, schedules of their visits, their telephone numbers etc. are widely publicized. The Electoral Roll Observers should fix a time and place for meeting the public. This should also be given publicity. The Electoral Roll Observer should meet all the recognized political parties in the districts.

7. Detailed instructions for briefing of the Electoral Roll Observers along with Check lists for the three visits are enclosed. The Electoral Roll Observers shall send a detailed report on all the points in the checklist to the Commission through the CEO after each visit.

8. The CEO/DEO will give a copy of the Handbook for Electoral Registration Officers to each of the Electoral Roll Observers. The Electoral Roll Observers should also read all the relevant instructions of the Commission regarding roll revision and celebration of National Voters' Day.

9. Roll Observers should be appointed immediately. They will be briefed on video conferencing (VC) by the Commission on 12th October 2012 at 02.00 P.M. They will attend the VC at the place of their posting.

Yours faithfully,

 (NARENDRA N. BUTOLIA)

- Instructions for Electoral Roll Observers
- The Commission appoints Electoral Roll (ER) observers from time to time during summary revision of Electoral Rolls. ER observers are appointed to observe the process of summary revision, help the DEOs in taking timely corrective action and reporting the progress of the summary revision to the Commission. Where ever Electoral Roll (ER) observers are not appointed by the Commission, they will be appointed by Chief Electoral Officers. In those states which have Revenue Divisions, Divisional Commissioners will be appointed Electoral Roll Observers. In other States, Commission will appoint Super Time Scale officers of the Indian Administrative Service working in the state as Electoral Roll observer in such a manner that one person will not be required to observe the revision of Electoral Rolls in more than 5 districts. CEOs should submit the proposals for appointment of Electoral Roll Observers to the Commission immediately.
 - ER observers will be given a briefing by the Chief Electoral Officer. During the briefing session the CEO will give a copy of the latest instructions of the Commission with respect to BLOs, BLAs, and the process of revision of Electoral Rolls to the observers, and will explain each step in detail. In some cases a video conferencing meeting of ER observers with the Commission or its officers may be held.
 - ER Observers will visit each district of his/her charge at least three times during the period of summary revision –
 - First visit will be during the period of receipt of claims and objections.
 - Second visit will be during the period of disposal of claims and objections by the EROs.
 - Third visit will be at the time of verification of the working copy by the BLOs, and printing of the final roll.
 - During the visit the Observer should not limit himself to the district headquarters. He/she should visit some polling stations of all the Assembly Constituencies.
 - The visit of the observer should be widely publicized. The telephone numbers of the observer should also be widely publicized. The observers should fix a time and place for meeting the public. This should also be widely publicized.
 - The observer should meet all the recognized political parties.
 - Check lists for the three visits of observers are given with these instructions. The observers should send a detailed report to the Commission through the CEO on all the points in these check lists.

Check List for First Visit of ER Observers

(The Report of first visit should answer all the questions given below in detail, mention corrective action taken if any)

- Whether there are any vacancies of EROs and AEROs.
- Whether BLOs have been appointed according to the instructions of the Commission –
 - Is there one BLO per Polling Station?
 - Are all BLOs registered as voter in the concerned Polling Station?
 - How many BLOs are teachers?
 - Have BLOs been given Identity cards as prescribed by the Commission?
 - Do BLO residences have Name Boards as prescribed by the Commission?
 - Whether BLOs are properly trained?
 - Whether BLAs have been appointed for each Polling booth by every recognized political party? Whether DEO and EROs have held meeting of political parties to request them to appoint BLAs.
 - Have designated officers been appointed for each polling station and have they been properly trained?
 - Have a hard copy and a soft copy of the Electoral Roll Published as draft been given to all recognized political parties?
- Has the polling station wise pdf of the Draft Electoral Roll with all its existing supplements been made available on the website of the CEO? Has electoral roll of the entire Assembly Constituency been published at the notice board of the ERO, and electoral roll of the concerned part been published on the notice board of the polling station.
- Are Forms 6, 6A, 7, 8 and 8A available in adequate number at every polling station?
- Has adequate publicity been given to the process of summary revision?
- Has the district put in place an effective Public Grievance Management System? This should include –
 - A call center with a toll free number.
 - A SMS based complaint registration system.
 - A web based complaint registration system.
 - A separate counter and a separate register for complaints in the office of DEO and EROs.
 - A mechanism for timely inquiry and action on all complaints.
 - A mechanism to inform the complainant about the result of inquiry and action taken.

- The ER Observer should make an analysis of the E roll published as a draft using format 1 to 8 prescribed by the Commission. Based on the analysis the observer will be able to find major areas which require corrective action. The observer should then in consultation with the EROs and AEROs help the DEO in making a strategy to take corrective action during the revision period to ensure a 100% correct roll. Major points in the analysis are: -
- Elector Population Ratio (EP Ratio). This is on an average 61% for the country as a whole. For every district it should be equal to the percentage of population in the above 18 age group. In other words every person 18 years or more of age on 1st January 2013 should be enrolled as a voter.
- Age Cohort wise EP Ratio. The percentage of population in every age cohort is available from the data of Census of India. This percentage should match with the percentage of electors in every age cohort. If the percentage of electors is less it may be because of low enrollment and if it is more it may be because of non deletion of dead or shifted voters.
- Gender Ratio. Gender ratio of the population should match with the elector gender ratio. If it does not match it may mean that either the women or men are not enrolled fully.
- The percentage of inclusions, deletions etc. It has been our experience that on an average every year there is 4% inclusion and 2% deletion resulting in 2% increase in the roll. However this is only indicative. The observer should look with suspicion any abnormal increase in inclusion or deletion and compare it with inclusion and deletion in previous years. Observer should also compare deletions based on Form 7 and suo-moto deletions.
- The observer should make an analysis of the PER and ECIP coverage polling station wise and help the DEO in devising strategies for achieving 100% coverage.
- The observer should also see that forms are not received in bulk from any person except the authorized Booth Level Agent (BLA) of recognized Political Parties. In case of BLA, the total number of applications given by him/her to a Booth Level Officer should not exceed 10 in a day.
- Booth Level Agents (BLAs) have been permitted to submit up to 10 applications forms per day. However, it is necessary to keep a watch, in case large number of applications are submitted by BLAs. In case any BLA submits more than 30 applications forms during the entire period of Summary revision, cross verification must be done by the ERO/AERO himself.

- The observer should check the arrangements made for receiving forms at the polling stations, the arrangements for putting the notices at the notice board of the polling stations, the arrangements for transmission of forms to the ERO on a daily basis and data entry of forms on a daily basis.
- Observer should pay special attention on the following points:
 - If application is presented in person, the applicant is given acknowledgement after tearing off acknowledgement section attached with perforation below the application form.
 - If it is received by post acknowledgement of receipt of application is sent by post/email/SMS (email/SMS if cell number is given in the application form).
 - Each application is computerized as soon as it is received. Once application form is computerized, it should be visible on the website of the CEO as a polling stations wise list of application forms with drill down to the actual application without photographs.
- The observer should check whether ERMS is working well in the district. If there are any glitches, they should be immediately brought to the notice of the CEO for correction.
- Whether the multimedia campaign on enrollment is being run properly in the district?
- Has a baseline study of Knowledge, Attitudes and Practices of voters been carried out in the district?

Check List for Second Visit of ER Observers

(The Report of second visit should answer all the questions given below in detail, mention corrective action taken if any)

- The observer should see what percentage of forms received are accepted by the ERO. If there are large scale rejections, the observer should find out the reasons for that.
- Whether multi-layered checking by DEO (1%), ERO (3%), AERO (5%) and BLO (100%) is being done to verify the correctness of E rolls.
- Whether working copies of E rolls have been printed and given to the BLOs for verification, and whether BLOs are verifying the working copies by door to door survey?
- Whether the corrections made in working copies by the BLOs are being carried out in the rolls by the ERO before finally printing the Roll and printing of EPIC?
- Whether rolls have been checked to see that names of all eminent personalities of the district are included in the rolls?
- Whether rolls have been checked for gross errors like gender mismatch of photographs etc.
- In each constituency 20 polling stations with highest inclusions and 20 polling stations with highest deletions should be re-verified.
- Check the quality of disposal of claims and objections by EROs and AEROs: -
 - Whether at least 7 days clear notice period is given after the list of claims and objections has been posted on the website of CEO and after notice has been duly served on the applicant/objector.
 - Whether notices are properly served?
 - Whether a printed hard copy of the list of applications received polling stations wise has been given by the Electoral Registration Officer to every recognized political party.
 - Seven clear days notice is to be deemed to have started only after the application becomes visible on the website of the CEO and hard copy of the list of applicants has been given to the recognized political parties, whichever is later.
 - Whether reasonable opportunity of being heard is being given in all cases?
 - All cases of additions/deletions must be cross verified by AERO or equivalent officer if they fall in any of the following categories:-
 - (1) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters list of the polling stations.
 - (2) Deletions where the same person is the objector in more than 5 cases.

Check List for Third Visit of ER Observers

(The Report of third visit should answer all the questions given below in detail, mention corrective action taken if any)

- Whether the working copies have been verified by the BLOs on every page?
- Whether data entry has been done properly?
- Have arrangements been made for supply of finally published rolls to the recognized political parties?
- Have all complaints been inquired into and action taken on them before finalizing the roll?
- Has statistical analysis in formats 1 to 8 been done before final publication and have rolls been found to be healthy in all respects?
- Whether PDFs have been made for printing of rolls?
- Whether arrangements have been made for final publication of rolls in the polling stations, ERO offices, DEO offices, and website of CEO?
- Has an assessment been done of the work of BLOs, and BLOs identified for prizes to be give on the National Voters' Day?
- Whether arrangements have been made for printing of EPIC of all newly enrolled voters and distribution of EPIC to newly enrolled voters on the National Voters Day (NVD) at every polling station?
- Have arrangements been made for holding NVD function in every polling station on 25th January.
- Have arrangements been made for holding NVD function at the Tahsil and district headquarters?
- Have all newly enrolled voters been informed that they will be felicitated and given EPIC on the NVD at their respective polling stations?
- Have arrangements for proper documentation of NVD been made in the district?
- Did final publication of rolls happen on time in the district?
- As soon as the final publication of the electoral rolls is done, has the polling stations wise pdf of the electoral roll along with the new supplements become available on the website of the CEO?

- (3) Additions are more than 4%.
- (4) All deletions for reason of death should be done on the basis of Death certificate issued by the Registrar of Births and Deaths or by local bodies, sarpanch, ward Member etc. or on the basis of Form 7 filled by some close relatives, friends, neighbors etc. or on the basis of statements of neighbours etc. recorded by the inquiry officer/BLO, about the death of the person.
- o Whether proper record of all cases is being kept?
 - o Have any names where EPICs have already been made deleted from the rolls. These records should be re-verified to see that there was due service of notice and reasonable opportunity of hearing was given.
 - o Whether the applicants are being communicated in writing and on SMS the order of the ERO on their applications.
- In border areas possibility of double enrollment in both the districts should be checked.
 - In cases of inclusions of voters in the age group beyond 20 years, it should be checked whether the voter has given his previous address, where he/she was enrolled earlier, and has ERO of the concerned AC been informed that this voter has shifted residence?
 - Whether de-duplication has been done. Care should be taken that no deletions should be done only on the basis of computer de-duplication. Computer de-duplication software only throws up possible duplicates, which should be verified in the field. Deletion should be done only after following the statutory provisions of notice and hearing.
 - Check the process of making and distribution of EPICs.
 - Check the quality of photographs in the rolls.
 - How effective is the multi-media campaign? Has there been significant increase in young voters?
 - How effective is the public grievance management system?