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Done E. mail

Government of West Bengal
Home (Constitution & Election) Department,
Election Wing
21, N. S. Road, Kolkata-700001

No.258/ Home /Jt.CEO/WB/2011

Dated, 20/09/2011.

To
The DEO (All),

Subject: Special Summary Revision of Electoral Rolls with reference to 01.01.2012 as the qualifying date
- Guidelines thereof.

Madam/ Sir,

This is the first in a series of Guidelines to be issued for the Special Summary Revision of Electoral Rolls with reference to 1 January 2012 as the qualifying date. Whereas a more detailed guide is to follow, here we enlist the immediate activities to be undertaken at the district for strict compliance:

1. **16 sets of draft electoral rolls are to be printed** from the pdf generated at the districts after integration and consolidation which has already been completed.
2. Each recognized political party should be given one set of draft photo electoral roll (Hard Copy) on the date of draft publication (i.e. 12 October 2011). Please obtain acknowledgement from the political parties and mail scanned copies of such acknowledgements to this office for records. Immediately after publication of the draft roll, the DEO should send a consolidated report to this office by e-mail latest by 2 PM on the day of draft publication. A post copy too should be sent to this office subsequently. Soft copy of the Electoral Roll will be supplied to the political parties from this end. **No soft copy of the Roll shall be supplied to the political parties or others from the district level.**
3. Detailed information, i.e., Name, Designation, Address, Phone No., etc of ERO, BLO and DO hosted in the website of CEO (www.ceowestbengal.nic.in) should be updated from your end latest by **30 September 2011**. IT Cell of this office may be contacted if any technical difficulty is faced in the process of online updating such information.
4. Full time presence of DO at Designated location (i.e., 11 AM to 4 PM on normal days and 10 AM to 5 PM on special campaign days) during the period of claims and objections should be ensured at any cost. In case of necessity, the BLOs may be appointed as DO provided that the working hours of the DO and field enquiry beyond the working hours must be ensured. In case of multiple engagements, separate engagement orders should be issued.
5. Listing of all claims and objections received on a particular day in Forms 9, 10, 11 and 11-A must be ensured. Such lists are to be published at the designated location on a daily basis.

6. In addition to Form 6, 7, 8,8A, DO shall also distribute blank Form - 001C to existing electors and receive Photo bearing Form-001C in case the elector seeks new/ corrected EPIC. Undistributed EPICs may be handed over to DO for distribution from designated location.
7. Though roll will be printed in the language specified by the Commission, data in both languages (English & Vernacular) will be stored in the database. Therefore, Name and Relation's name should be written both in Vernacular and in English in the manuscripts for Form-6/8/8A. Since there is no option for indicating the spelling in the alternative language in Form-6/8/8A, it may be obtained from the elector either on the body of the forms itself or in a separate sheet at the time of receiving application.
8. All out effort should be made to make BLO-BLA meeting a success as this is an effective tool to find out dead/shifted electors and ensure fidelity of the electoral roll. BLO-BLA meetings shall be conducted on 16 October 2011 (Sunday) and 23 October 2011 (Sunday). On both the days the meeting should commence at 12 noon. Political parties should also be informed accordingly.
9. Deletion of shifted /duplicate electors to clean the roll should, therefore, be given priority. De-duplication software that has already been given to the district and it is expected that the lists based on the software have already been generated and inquired into. However, due procedure (including giving adequate opportunity of being heard to the elector concerned) should be followed while deleting shifted /duplicate electors under Rule 21A (of the RE Rules'60).
10. Service of BLO should be utilized for making field enquiry into applications and collecting various information like information on dead, shifted, repeated electors, 80+ electors, Non-image electors and other information.
11. In our website, a facility for on-line applications through e-mail will be offered. ECI is also receiving on-line applications through its portal. Applications to be received through online system will be forwarded in soft form to the concerned DEOs as and when received. All such application must be handed over to the BLO for enquiry during which process their signature on the printed forms would be obtained along with necessary supportive documents. Hearing notice will also be served, if necessary, by BLO when he visits the applicant's house. Disposal by ERO/AERO would have to be made in the usual manner within the prescribed period.
12. EROs & AEROs involved in revision activity should go through relevant portion ERO's Handbook, 2008 published by the Commission.

Yours faithfully,

Joint Chief Electoral Officer, West Bengal

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, PURBA MEDINIPUR
Tamluk, Purba Medinipur
(Election Section)

Memo No.: 2014 (45) /Elec.

Date: 21-09-2011

Copy forwarded to:

1. The Sub Divisional Officer, Contai / Egra / Haldia / Tamluk, Purba Medinipur.
2. The Electoral Registration Officer (All), _____ A.C.
3. The Block Development Officer (All), _____ Block.

For District Magistrate
Purba Medinipur