

TRAINING MANUAL for BLOs (BOOTH LEVEL OFFICERS)

[PPT]

Disclaimer:

This training material is for use in training of election officials. It should not be referred as guidelines of ECI. In case of any variance in this training material and ECI guidelines/ rules/ laws, the ECI guidelines/ rules/ laws shall prevail.



Published in August, 2014 from
The India International Institute of Democracy and Election Management (IIIDEM),
Election Commission of India, New Delhi



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- Forms and their Mock Filling
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- Verification of E-Rolls

[Lunch]

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- Importance of Procedural and Legal Discipline
- Health Analysis of E-Roll at the Booth Level
- Error/Problem Identification
- Strategy Formulation
- Case Studies, FAQs,
- End of Training Evaluation

FIRST SESSION

“Quality is not an act, it is a habit.”

- Aristotle

ICE BREAKER

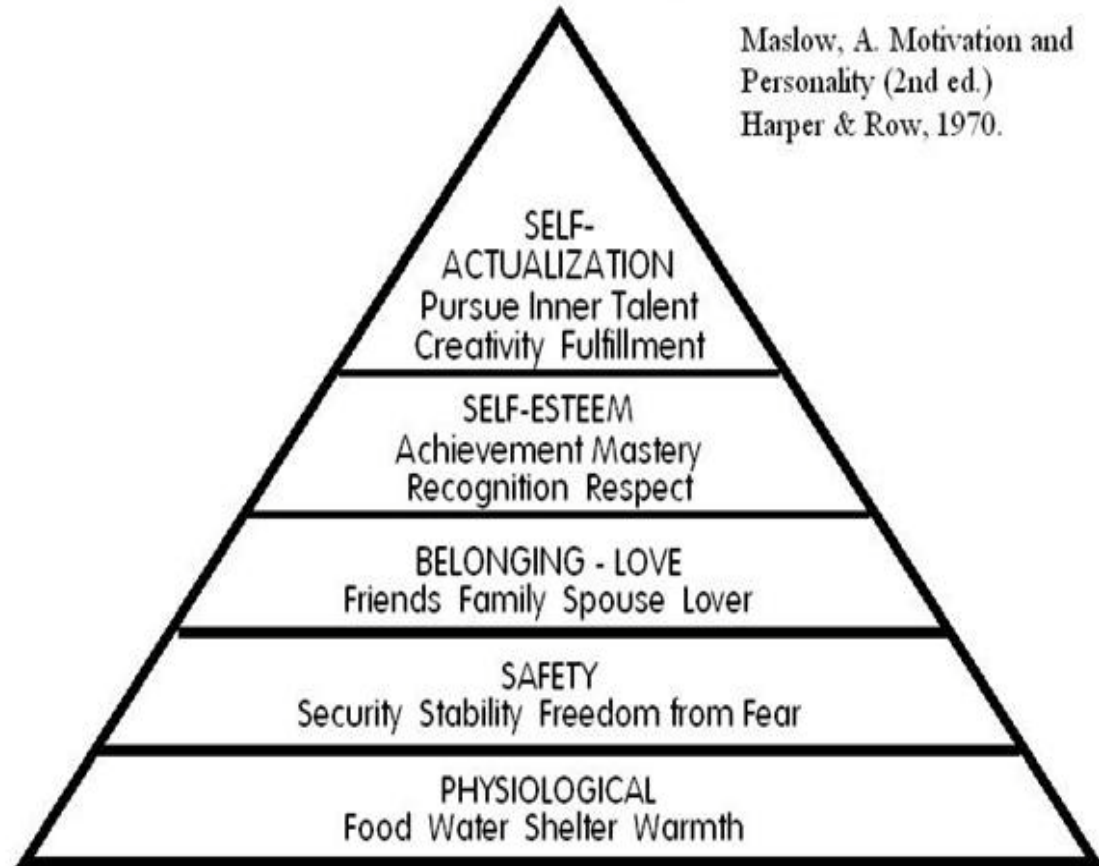
- *A spool (or reel) of string or wool for is needed for this game. Ask the trainees to stand in a circle. (If a spool is not possible, then numbered chits could be given). Hold on to the end of the string and throw the ball/spool to one of the trainees to catch. That person then narrates one of his/her field experiences/challenges related to E-Rolls (or any other election process) and how s/he overcame it.*
- *Holding a part of the string, each participant then throws the spool to another member of the group one after another.*
- *Eventually this creates a web of the string, as well as a connectedness based on sharing of experiences and knowledge.*

WHY SHOULD WE WORK FOR DEMOCRACY?

Ask about human needs. Then by displaying Maslow's pyramid, discuss and explain how the BLOs can achieve greater self-fulfilment by working for the higher social and national cause of ensuring free and fair elections through proper maintenance of electoral rolls.

ABRAHAM MASLOW HIERARCHY OF NEEDS

Maslow, A. Motivation and Personality (2nd ed.)
Harper & Row, 1970.



IMPORTANCE OF MATTERS

The IMPORTANCE of The ELECTORAL ROLL

IMPORTANCE of The ELECTORAL ROLL

- An electoral roll or voter list is an **official list of persons enrolled as voters** on the basis of their eligibility for such enrolment in the list of a particular area. It determines who is eligible to vote and where.
- For a free and fair election, an accurate and error free electoral roll is of **utmost importance**.
- A good e-roll is required for **checking electoral malpractices** like bogus voting and impersonation.

*According to **Article 325 of the Constitution of India**, there shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them.*

The IMPORTANCE of QUALITY & ACCURACY of the ELECTORAL ROLL

IMPORTANCE of QUALITY & ACCURACY of the ELECTORAL ROLL (1)

A. Accuracy and Completeness of Rolls is essential for conducting free and fair elections.

An accurate and good quality roll is the first necessary step towards preventing electoral frauds & malpractices.

In situations of tough electoral competition and narrow lead margins, the need to have accurate electoral rolls becomes all the more critical.

Take care - Some people may want large scale registration of bogus voters, or large-scale deletion of names of “unfriendly” voters.

IMPORTANCE of QUALITY & ACCURACY of the ELECTORAL ROLL (2)

B. Correct entry in the roll **entitles people to vote** and **assures** them their **right of franchise**.

It **provides** to a citizen,

1. the fundamental **sense of belonging** to his nation, his state and his constituency,
2. **connects** him to them – politically and by duty and responsibility, and
3. **gives** him an **identity** and an **identification** in the records of the state – something of immense value and direct utility to him.

Hence, correct entry in the roll is **important for every individual voter**.

*As such, in the E-Roll there should not be any name unduly **missing**, unduly **surplus** (eg dead, shifted or fictitious) or **duplicate**.
The roll should be **error-free, clean & up-to-date**.*

The **IMPORTANCE** of
SUMMARY REVISION AS AN OPPORTUNITY
TO IMPROVE THE QUALITY & ACCURACY OF E-ROLL

IMPORTANCE OF SUMMARY REVISION AS AN OPPORTUNITY TO IMPROVE THE QUALITY & ACCURACY OF E-ROLL

- Summary Revision is a **Once-a-Year Opportunity**.
- SR entails a **Targeted & Proactive** approach towards
 - a. **Procedural Discipline**: Receiving & disposing Claims & Objections in a decided time frame.
 - b. **Inclusion**: Covering excluded sections of population, uncovered localities/colonies etc.
 - c. Field **Verification**
- **Simultaneous Focus** of DEO, ERO and their entire administrative machinery on SR leads to better outcomes.
- Greater **involvement** of political actors and civil society (BLAs, RWAs etc.)
- Time to **cover the uncovered ground in advance** with 1st January of the following year as the reference date.

*With greater focus, stakeholder participation & coordinated action, Summary Revision is
a unique opportunity to improve the quality & accuracy of E-Rolls.*

The **IMPORTANCE** of BLOs

IMPORTANCE of BLO in the Revision Exercise (1)

- BLO represents the ECI and steers the entire process at the cutting-edge, on the ground.
- S/he is **front face** of the election machinery, **who interacts** with eligible citizens and **facilitates** their registration.
- S/he plays a **pivotal role** in collecting actual field information relating to the polling area assigned to him for updating and cleaning the roll.
- S/he carries out extremely important tasks like collection of photos and forms, field verification of claims and objections, distribution of EPICs etc.

IMPORTANCE of BLO

in the Revision Exercise (2)

- BLO is at the cutting edge in the line of accountability for an **error-free roll** in his part area.
- BLO's friendly and helpful approach would go a long way in **boosting confidence of voters** in the electoral process.
- BLO **forms a significant bridge between ECI & the larger public**, hence, s/he is the **face of the Commission** to the common man.

People may never need to approach the ECI, the CEO or the DEO for roll related matters if their BLO is doing good work.

The BLO substitutes for them all when s/he works well.

STRUCTURE OF E-ROLL - KNOW THE COMPONENTS

ELECTORAL ROLL

- Every constituency E-Roll is divided into a number of parts. In each part there are more than one section. A section defines a clearly identifiable area/locality within that polling station area.
- Text roll is then converted into photo electoral roll.

Text Roll

Photo Electoral Roll

Electoral Roll - 2008, Assembly Constituency 66 - Baghmara(ST) - Meghalaya						Part No : 3	
Sl. No.	House No.	Name of Elector	Relation ship	Name of Relation	Sex	Age	EPIC No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Section : 2 - Gitinggre Soangmang , District - South Garo Hills , Pin - 794102							
242	83	Wolala Soangma	O	Keecheo Soangma	F	31	8520025198
243	83	Lupiana M. Soangma	F	Keecheo H. Soangma	F	24	8520025197
244	83	Dith Marak	F	Soangma Soangma	M	22	8520025192
245	83	Taria Soangma	M	Dith Marak	F	23	8520025190
246	84	Pani Soangma	F	Jackson Marak	M	34	8520025148
247	84	Lobitha E. Marak	F	Marath N. Soangma	F	23	8520025189
248	83	Ronilla Marak	O	Chitra Soangma	F	33	8520025186
249	86	Pratin Soangma	O	Olidos Marak	F	55	8520025149
250	86	Sobeni Soangma	O	Olidos Marak	F	38	8520025199
251	86	Wihanga M. Soangma	F	Olidos S. Marak	M	24	8520025190
252	86	Naladla Soangma	O	Hillar Soangma	M	22	8520025185
253	86	Lanlin M. Soangma	M	Lodhni M. Soangma	F	19	8520066118
254	86	Bekhang M. Soangma	M	Lahoni M. Soangma	M	19	8520066121
255	86	Thangma M. Soangma	F	Lahoni M. Soangma	F	19	TYN8101164
256	87	Thao Soangma	M	Chansau Marak	F	42	8520022997
257	87	Sapa Soangma	F	Aida Soangma	M	22	8520025194
258	88	Pijto Soangma	O	Ehnon Soangma	M	38	8520025181
259	88	Koornia Soangma	O	Pijto Soangma	F	36	8520025129
260	88	Tihnon M. Soangma	F	Piwa M. Soangma	F	23	8520025186
261	89	Joakoni Soangma	O	Rason Soangma	F	44	852024142
262	76	Gawhooa Shira	O	Moroti Soangma	M	39	8520028179
263	76	Bekhang Soangma	O	Grekthooa Shira	F	30	8520025195
264	71	Porkhoo Marak	O	Porkhoo Soangma	M	44	8520066130
265	71	Sonilla Soangma	O	Porkhoo Marak	F	39	8520066148
266	72	Pronoi Soangma	F	Sandee Marak	M	66	8520028137
267	72	Tangul Marak	O	Nagan Ch. Marak	M	28	TYN8101162
268	72	Jonka S. Marak	F	Pronoi Soangma	F	24	TYN8101131
269	72	Tongtang Marak	F	Pronoi Soangma	M	19	8520066117
270	72	Silpanoi Marak	F	Pronoi Soangma	F	18	8520066139
271	75	Koona Soangma	F	Chandee Sa	M	39	8520025196
272	76	Chetok Soangma	F	Lt. Bhannang Soangma	M	63	8520071281
273	77	Nanghoo Marak	O	Lt. Bhannang Soangma	M	52	8520071239
274	76	Nik Soangma	O	Nanghoo Marak	F	42	8520071187
275	77	Satkhia S. Marak	O	Hannash Marak	F	18	8520079181
276	78	Suhna S. Marak	O	Lodang Soangma	M	18	8520079188
277	78	Jobok S. Marak	O	Marath Soangma	M	18	8520079186
278	80	Mavey R. Marak	F	Marath B. Marak	F	23	TYN8101147
279	81	Mokhoo B. Marak	F	Nikolas D. Soangma	M	23	TYN8101164
280	83	Papali M. Soangma	M	Chani S. Marak	F	25	TYN8101147
281	83	Dika S. Marak	F	Saupa N. Soangma	M	19	TYN8101170
282	84	Mocana M. Soangma	F	Lt. Ranghoo Marak	F	25	TYN8101122
283	85	Silvan S. Marak	F	Jagan M. Soangma	M	28	TYN8101128
284	86	Ronhooa D. Marak	F	Nagan Marak	M	25	TYN8101141
285	87	Rangtang Soangma	F	Haber Soangma	M	50	TYN8101179
286	88	Molten B. Marak	F	Radia T. Soangma	M	25	TYN8101167

Col 4 - Relationship Code: F-Father, M-Mother, H-Husband, O-Other, Col 6: Sex: M-Male, F-Female, Col 7: Age as on: 01.01.2008, Col 8: Election Photo Identity Card Number
 * - Connected to per Supplement
 Issued by Electoral Registration Officer

Sample photo roll						Part No 1	
Electoral Roll 2006 of Assembly Constituency 25 - LOKICHERRA(ST) , Mizoram							
Section No & Name: 1 KUNHJUN, Sub-Division: KAWRTHIAH, District: MAMIT, Pin: 796471							
1	EPIC No: HUC0021143	Name: RAMZALUA	2	EPIC No: HUC0021582	Name: LIRINAWAI	3	EPIC No: HUC0011395
Name: RAMZALUA (L)	House No: 1	Age: 52	Sex: Male	Name: RAMZALUA	House No: 1	Age: 25	Sex: Female
4	EPIC No: HUC0011145	Name: RAMZALUA	5	EPIC No: HUC0012130	Name: KAMZALUA	6	EPIC No: HUC0011743
Name: RAMZALUA	House No: 1	Age: 23	Sex: Female	Name: KAMZALUA	House No: 2	Age: 69	Sex: Female
7	EPIC No: HUC0023236	Name: LALAWTA(L)	8	EPIC No: HUC0023286	Name: LALAWTA (L)	9	EPIC No: HUC0023234
Name: LALAWTA(L)	House No: 2	Age: 49	Sex: Female	Name: LALAWTA (L)	House No: 2	Age: 39	Sex: Female
10	EPIC No: HUC0023217	Name: Lakhinga	11	EPIC No: HUC0023286	Name: Lakhinga	12	EPIC No: HUC0011942
Name: Lakhinga	House No: 2	Age: 25	Sex: Male	Name: Lakhinga	House No: 2	Age: 29	Sex: Male
13	EPIC No: HUC0011727	Name: Zonakini Change	14	EPIC No: HUC0011727	Name: Benhanga	15	EPIC No: HUC0011735
Name: Zonakini Change	House No: 3	Age: 19	Sex: Female	Name: Chada (L)	House No: 4	Age: 79	Sex: Female
16	EPIC No: HUC0011833	Name: Lakhinawa	17	EPIC No: HUC0023286	Name: Benhanga	18	EPIC No: HUC0023275
Name: Lakhinawa	House No: 4	Age: 45	Sex: Male	Name: Benhanga	House No: 4	Age: 38	Sex: Male
19	EPIC No: HUC0023274	Name: Hrangahpari	20	EPIC No: HUC0023286	Name: Ranzaua	21	EPIC No: HUC0023286
Name: Hrangahpari	House No: 5	Age: 35	Sex: Female	Name: Ranzaua	House No: 6	Age: 37	Sex: Female
22	EPIC No: HUC0011941	Name: Labanghla	23	EPIC No: HUC0023286	Name: Sonawia	24	EPIC No: HUC0023286
Name: Labanghla	House No: 7	Age: 86	Sex: Male	Name: Sonawia	House No: 7	Age: 41	Sex: Female

COMPONENTS

Assembly Constituency of the State of Meghalaya

AC Title Page

The AC Title page has:

- Details of the concerned Assembly constituency,
- Clearly demarcated Nazari map of that assembly constituency on the back of the title page,

Details of the parts of the AC

ELECTORAL ROLL, 2009
STATE - MEGHALAYA

No., Name and Reservation Status of Assembly Constituency : 60 - BAGHMARA(ST)

1. DETAILS OF REVISION
Year of Revision : 2009 Type of Revision : Draft Integrated Mother Roll 2009
Qualifying Date : 01.01.2009 Date of Publication : 10.11.2008

2. CONSTITUENCY DETAILS

a) No., Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located : 1 - TURA(GEN)	b) District(s) in which the Assembly Constituency is located: SOUTH GARO HILLS
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3. COMPONENTS OF THE ROLLS

a) Mother Roll Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.

4. DETAILS OF PARTS, POLLING STATIONS

a) Total No. of Parts		28			
b) Polling Stations (including Auxiliary Polling Stations)		c) Polling Station Locations			
Type	No.	Type	No.	Type	No.
For Men	1	Men	28	With Single Polling Stations	28
For Women	1	Auxiliary	0	With Multiple Polling Stations	0
General	26	Total	28	Total	28
Total	28				

5. NET NUMBER OF ELECTORS

Male	Female	Total
10169	9934	20103

COMPONENTS

Part Header Page

Header page has:

- details of the concerned part area.
- clearly demarcated Nazari map of that part area on the back of it.

Part Areas of the state of Meghalaya

Details of the sections of the part

ELECTORAL ROLL, 2009 STATE - MEGHALAYA			
No. , Name and Reservation Status of Assembly Constituency :		60 - BAGHMARA(5T)	Part No. 1
No. , Name and Reservation Status of Parliamentary Constituency(ies) in which the Assembly Constituency is located :		1 - TURA(GEN)	
1. DETAILS OF REVISION			
Year of Revision :	2008	Roll Identification :	Basic roll of Revision, 2008 integrated with all supplements prepared in accordance with the extent of the newly Delimited Constituency.
Qualifying Date :	01.01.2009		
Type of Revision :	Draft Integrated Mother Roll 2008		
Date of Publication :	10.11.2008		
2. DETAILS OF PART & POLLING AREA			
No. and Name of sections in the part :			
1 - Doek Gittim, 2 - Gittinggre Saangsoong, 3 - Dians Ading, 4 - Chivsoong, 5 - Giting Bihra, 6 - Anakre, 7 - So.Maa Gittim			
		Main Village :	SOMAN GITTIM
		District :	SOUTH GARO HILLS
		Sub Division :	
		Block :	
		Municipality :	
		Ward No. :	
		Police Station :	
		Pin Code :	794102
		Post Office :	
3. POLLING STATION DETAILS			
No. and Name of Polling Station :	1 - GITTINGGRE	Type of Polling Station (Male/Female/General)	GENERAL
Address of Polling Station :	GITTINGGRE L.P SCHOOL, GITTINGGRE	Number of Auxiliary Polling Stations in this Part :	0
4. NUMBER OF ELECTORS			
Startline	Endline	Net Electors	

COMPONENTS

Section pages

This has:

- name of the section on the top of the page,
- details related to the concerned AC,
- list of electors arranged house number wise of every section starting with one and goes horizontally,
- details of electors with photo,
- every section should begin with a new page.

Details of the sections

Details of the assembly

Sample photo roll

Electoral Roll 2006 of Assembly Constituency 25 - LOKICHERRA(ST), Mizoram

Part No 1

Section No & Name: 1 KANHMUN, Sub-Division: KAUVRTHAH, District: MAMIT, Pin: 79471

1	EPIC No : HJ0002143 Name: RAMDALVA Father's Name: NEHRAHA (L) House No : 1 Age : 52 Sex : Male	2	EPIC No : HJ0002582 Name: LRNMAHAI Father's Name: RAMDALVA House No : 1 Age : 49 Sex : Female	3	EPIC No : HJ0001935 Name: REBEKI Father's Name: RAMDALVA House No : 1 Age : 35 Sex : Female
4	EPIC No : HJ0008145 Name: RAMDALVA Father's Name: RAMDALVA House No : 1 Age : 23 Sex : Female	5	EPIC No : HJ0003210 Name: KAMALFAKA Father's Name: RAMDALVA House No : 1 Age : 20 Sex : Male	6	EPIC No : HJ0001745 Name: LALTHANMOURI Father's Name: LALAWTA(L) House No : 2 Age : 88 Sex : Female
7	EPIC No : HJ0002326 Name: LALCHHINOPUII Father's Name: LALAWTA(L) House No : 2 Age : 49 Sex : Female	8	EPIC No : HJ0002986 Name: HMINVCHUNGUNISA Father's Name: LALLAWTA (L) House No : 2 Age : 43 Sex : Male	9	EPIC No : HJ0002334 Name: Darhanmawi Father's Name: Lalawta (L) House No : 2 Age : 39 Sex : Female
10	EPIC No : HJ0002671 Name: Lokotingo Father's Name: DELETED House No : 2 Age : 24 Sex : Male	11	EPIC No : DELETED Name: Lokotingo Father's Name: Vichongi House No : 2 Age : 29 Sex : Male	12	EPIC No : HJ0019422 Name: Thangli Father's Name: Zosanghao (L) House No : 2 Age : 46 Sex : Female
13	EPIC No : HJ0001833 Name: Zosankini Chhangte Father's Name: Zosanghao (L) House No : 3 Age : 19 Sex : Female	14	EPIC No : HJ0001727 Name: Banchanga Father's Name: Chanda (L) House No : 4 Age : 66 Sex : Male	15	EPIC No : HJ0001735 Name: LBZHEI Father's Name: Banchanga House No : 4 Age : 75 Sex : Female
16	EPIC No : HJ0001833 Name: Laluhama Father's Name: Banchanga House No : 4 Age : 45 Sex : Male	17	EPIC No : HJ0002584 Name: Denisa Father's Name: Banchanga House No : 4 Age : 30 Sex : Male	18	EPIC No : HJ00022675 Name: Lahnunmaw Father's Name: Hama House No : 5 Age : 39 Sex : Male
19	EPIC No : HJ0002274 Name: Hrangahpawi Father's Name: Lokuhawoi House No : 5 Age : 35 Sex : Female	20	EPIC No : HJ0003220 Name: Ratzausa Father's Name: Banchanga House No : 6 Age : 38 Sex : Male	21	EPIC No : HJ0002129 Name: Pakzual Father's Name: Ranzhawo House No : 6 Age : 37 Sex : Female
22	EPIC No : HJ0019471 Name: Labanghshang Father's Name: DELETED House No : 7 Age : 86 Sex : Male	23	EPIC No : HJ0002632 Name: Geonawa Father's Name: DELETED House No : 7 Age : 44 Sex : Male	24	EPIC No : HJ0002442 Name: Kanhmehphang Father's Name: Sakhawo House No : 7 Age : 41 Sex : Female

House numbers

Electors details

COMPONENTS

Supplement

Supplement page has:

- List of names added, deleted, corrected & transposed, in the draft roll.
- Addition list starting with last serial number of the mother roll,
- Deletion list with no changes in the serial number and the part header,
- One or more supplements can be attached with mother roll due to several revisions,
- Even if no name added/deleted etc., the supplement shall be prepared indicating NIL.

Summary of Electors

Summary sheet

Electoral Roll - 2009, Assembly Constituency 60 - Baghmara (ST) - Meghalaya

SUMMARY OF ELECTORS							
No., Name and Reservation Status Of Assembly Constituency					60 Baghmara (ST)		Part No. 1
B) NUMBER OF ELECTORS							
	Roll Type	Roll Identification	No. of electors				
			Men	Women	Total		
I	Original	Mother Roll	Basic roll of revision(year) integrated with all supplements prepared in accordance with the extent of the newly delimited constituency.	363	338	701	
II	Additions List	Supplement 1	Special summary revision				
		Supplement 2	Continous Updating,				
		Sub-Total					
III	Deletions List	Supplement 1	Special summary revision				
		Supplement 2	Continous Updating,				
		Sub-Total					
Net Electors in the Roll after Summary Revision 2008 (I+II-III)				363	338	701	
B) NUMBER OF MODIFICATIONS							
Roll Type	Roll Identification	No. of modifications					
Supplement 1	Special summary revision						
Supplement 2	Continous Updating,						
Sub-Total							

Addition List

Deletion List

COMPONENTS

Mother Roll

- It is the roll created after intensive revision and / or published as draft roll during subsequent revisions.
- Any addition, deletion or changes are reflected in the supplement roll of that year.
- There is provision for integration of the supplements with written prior approval of the ECI. After integration of all the supplements the roll has to be published as draft .

Name of AC		Name of PC		
મતદાર યાદી 2010, રાજ્ય - ગુજરાત				
વિધાનસભા મત વિભાગનો નંબર. નામ અને અનામત સ્થિતિ : 42 - પેજલાપુર		ભાગ નં : 6/291		
લોકસભા મત વિભાગનો નંબર, નામ અને અનામત સ્થિતિ : 6 - ગાંધીનગર				
1. સુધારણાની વિગત				
સુધારણાનું વર્ષ : 2010	લાઠકાતની તારીખ : 01. 01. 2010	યાદીની ઓળખ : નવા સીમાંકન પ્રમાણેના મતવિભાગ અનુસાર 2009 ની સંકલિત યાદી		
સુધારણાનો પ્રકાર : સંક્ષિપ્ત સુધારણા	પ્રસિદ્ધિની તારીખ : 15. 07. 2010			
2. ભાગ તથા મતદાન ક્ષેત્રની વિગત				
ભાગમાં સામેલ વિભાગનો નંબર અને નામ				
1 - લેઈક વ્યુ ફ્લેટ, વસાપુર				
2 - જય સોનવાલ એપાર્ટમેન્ટ, વસાપુર				
3 - પલ્લવ એપાર્ટમેન્ટ, વસાપુર				
4 - ગોકુલ એપાર્ટમેન્ટ, વસાપુર				
5 - ન્યુ ઈલેક્ટ્રિક સોસાયટી, વસાપુર				
6 - વાજબે ફાઉન્ટેઇન વિસ્તાર, વસાપુર				
7 - ન્યુ લેઈકવુડ પાછળના ભાગ, વસાપુર				
8 - સીવ બંગલો, વસાપુર				
9 - પંચાયત વારીમુઠ, વસાપુર				
મુખ્ય શહેરનું નામ : અમદાવાદ	જિલ્લો : અમદાવાદ	તાલુકો : અમદાવાદ શહેર		
પોલીસ સ્ટેશન : સેટેલાઈટ	રેવન્યું સર્કલ :	વોર્ડ નંબર :		
પિનકોડ : 380015				
મતદાન કેન્દ્ર ની વિગત				
મતદાન કેન્દ્રનો ક્રમાંક તથા નામ : 6 - વસાપુર-6	મતદાન કેન્દ્ર ની વિશેષ સ્થિતિ :	સામાન્ય		
મતદાન કેન્દ્ર નું સ્થાન તથા સરનામું : મામ રામાજીવાદી કોમ્યુનીટી શેલર રૂમ નંબર-1 લેક વ્યુ પાર્ક, વસાપુર	આ મતદાન ક્ષેત્રના પૂરક મતદાન કેન્દ્રોની સંખ્યા :	0		
મતદારો ની સંખ્યા				
શરૂઆતનો નંબર	છેલ્લો નંબર	કુલ મતદારો		
		પુરુષ	સ્ત્રી	કુલ
1	958	495	463	958

Details of AC

SAMPLE 1 - CHANGE DUE TO DELETION

Mother Roll

Supplement





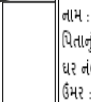




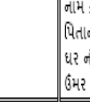





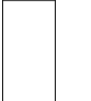
42 - વેજલપુર વિધાનસભા મતવિભાગ, ગુજરાતની મતદારયાદી - 2010

વિભાગ : 1 - લેઈક વ્યુ ફ્લેટ, વસ્ત્રાપુર તા. અમદાવાદ શહેર- જિ.અમદાવાદ - 380015

1	GJ/11/064/823101	2	GJ/11/064/0822429	3	GJ/11/064/0828578
નામ: ચોકસી અશ્વિનભાઈ પિતાનું નામ: જયંતિલાલ ઘર નંબર: 0-1 ઉંમર : 69 જાતિ : પુરુષ		નામ: ચોકસી સુરેખાબેન પતિનું નામ: અશ્વિનભાઈ ઘર નંબર: 0-1 ઉંમર : 64 જાતિ : સ્ત્રી		નામ: પવાર ધીસુલાલ પિતાનું નામ: તુનાલાલ ઘર નંબર: 0-2 ઉંમર : 74 જાતિ : પુરુષ	
5	GJ/11/064/0828220	6	LPZ0017319	7	GJ/11/064/0828688
નામ: પવાર અંજુબેન પતિનું નામ: પ્રકાશભાઈ ઘર નંબર: 0-2 ઉંમર : 41 જાતિ : સ્ત્રી		નામ: પવાર વિરલ પિતાનું નામ: પ્રકાશભાઈ ઘર નંબર: 0-2 ઉંમર : 23 જાતિ : પુરુષ		નામ: પવાર જયેશભાઈ પિતાનું નામ: ધીસુલાલ ઘર નંબર: 0-2 ઉંમર : 34 જાતિ : પુરુષ	
9	GJ/11/064/823411	10	GJ/11/064/0823412	11	GJ/11/064/823242
નામ: શાહ જીતેશકુમાર પિતાનું નામ: સારાભાઈ ઘર નંબર: 0-3 ઉંમર : 61 જાતિ : પુરુષ		નામ: શાહ નીરુબેન પતિનું નામ: જીતેશકુમાર ઘર નંબર: 0-3 ઉંમર : 57 જાતિ : સ્ત્રી		નામ: મહેતા ઉમેશભાઈ પિતાનું નામ: જયંતિલાલ ઘર નંબર: 0-4 ઉંમર : 56 જાતિ : પુરુષ	
13	GJ/11/064/0822338	14	GJ/11/064/0822339	15	LPZ0017251
નામ: જાની જગદીશચંદ્ર પિતાનું નામ: નર્મદાશંકર ઘર નંબર: 0-6 ઉંમર : 59 જાતિ : પુરુષ		નામ: જાની જયોતિબેન પતિનું નામ: જગદીશચંદ્ર ઘર નંબર: 0-6 ઉંમર : 55 જાતિ : સ્ત્રી		નામ: જાની રીમ્પલ પિતાનું નામ: જગદીશચંદ્ર ઘર નંબર: 0-6 ઉંમર : 23 જાતિ : સ્ત્રી	
17	LPZ8621583	18	GJ/11/064/0823099	19	LBR6668214
નામ: પટેલ મમતાબેન પતિનું નામ: દુષ્યંતભાઈ ઘર નંબર: 0-9 ઉંમર : 36 જાતિ : સ્ત્રી		નામ: ભટ્ટ તરલિકાબેન પતિનું નામ: પ્રધુમનભાઈ ઘર નંબર: 0-10 ઉંમર : 69 જાતિ : સ્ત્રી		નામ: ભટ્ટ પૂર્વી પિતાનું નામ: પ્રધુમનભાઈ ઘર નંબર: 0-10 ઉંમર : 31 જાતિ : સ્ત્રી	
21	GJ/11/064/822201	22	GJ/11/064/822362	23	GJ/11/064/0822199
નામ: મિઠાઈવાલા ઠાકોરભાઈ પિતાનું નામ: દયારામ ઘર નંબર: 0-11 ઉંમર : 86 જાતિ : પુરુષ		નામ: મિઠાઈવાલા નરેન્દ્રભાઈ પિતાનું નામ: ઠાકોરભાઈ ઘર નંબર: 0-11 ઉંમર : 56 જાતિ : પુરુષ		નામ: મિઠાઈવાલા નયનાબેન પતિનું નામ: નરેન્દ્રભાઈ ઘર નંબર: 0-11 ઉંમર : 53 જાતિ : સ્ત્રી	

ધટક - 2 : કમી યાદી

વિભાગ : 1 - લેઈક વ્યુ ફ્લેટ, વસ્ત્રાપુર તા. અમદાવાદ શહેર, જિ. અમદાવાદ - 380015

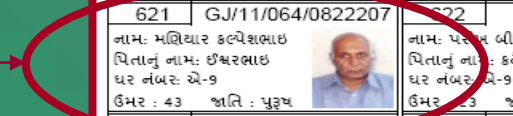
E 21	GJ/11/064/822201	R 70	LBR6880975	E 85	GJ/11/064/823610	S 86	LPZ8621617
નામ : મિઠાઈવાલા ઠાકોરભાઈ પિતાનું નામ : દયારામ ઘર નંબર : 0-11 ઉંમર : 86 જાતિ : પુરુષ		નામ : પાસરસાનંદ પિતાનું નામ : બ્રજબંધુ ઘર નંબર : 0-1 ઉંમર : 68 જાતિ : પુરુષ		નામ : ભટ્ટ રંજનબેન પતિનું નામ : શશિભાનુભાઈ ઘર નંબર : 0-5 ઉંમર : 47 જાતિ : સ્ત્રી		નામ : ભટ્ટ શિશિબેન પિતાનું નામ : શશિભાનુભાઈ ઘર નંબર : 0-5 ઉંમર : 24 જાતિ : સ્ત્રી	
E 117	GJ/10/078/609782	S 121	LPZ8621625	S 141	GJ/11/064/0822483	S 142	GJ/11/064/0822484
નામ : શેઠ પરપોતમદાસ પિતાનું નામ : મધુરદાસ ઘર નંબર : એચ-1 ઉંમર : 89 જાતિ : પુરુષ		નામ : શેઠ ઠિરલ પિતાનું નામ : નરેશભાઈ ઘર નંબર : એચ-1 ઉંમર : 23 જાતિ : સ્ત્રી		નામ : દેસાઈ ઈશરભાઈ પિતાનું નામ : ઈશરભાઈ ઘર નંબર : આઈ-2 ઉંમર : 48 જાતિ : પુરુષ		નામ : દેસાઈ લલિતાબેન પતિનું નામ : ઈશરભાઈ ઘર નંબર : આઈ-2 ઉંમર : 44 જાતિ : સ્ત્રી	
S 143	LPZ0016659	S 144	ZCU1304633	S 145		S 252	GJ/11/064/648232
નામ : દેસાઈ મહેશભાઈ પિતાનું નામ : ઈશરભાઈ ઘર નંબર : આઈ-2 ઉંમર : 23 જાતિ : પુરુષ		નામ : દેસાઈ શિરાગ પિતાનું નામ : ઈશરભાઈ ઘર નંબર : આઈ-2 ઉંમર : 19 જાતિ : પુરુષ		નામ : ખની પદમાબેન પતિનું નામ : મહતલાલ ઘર નંબર : આઈ-4 ઉંમર : 84 જાતિ : સ્ત્રી		નામ : સોનાવાલા પ્રણય પિતાનું નામ : ત્રિરશભાઈ ઘર નંબર : એલ-12 ઉંમર : 33 જાતિ : પુરુષ	
S 292	LBR6668180	S 296	GJ/11/064/648231	S 320	GJ/11/064/822300	S 383	LBR6668180
નામ : શાહ ઠેતલ પતિનું નામ : અકિતભાઈ ઘર નંબર : પી-4 ઉંમર : 36 જાતિ : સ્ત્રી		નામ : સોની હરેશભાઈ પિતાનું નામ : પોપટલાલ ઘર નંબર : પી-6 ઉંમર : 40 જાતિ : પુરુષ		નામ : શાહ નિર્મળાબેન પતિનું નામ : કેશવલાલ ઘર નંબર : આર-2 ઉંમર : 84 જાતિ : સ્ત્રી		નામ : પ્રજાપતિ વિઠ્ઠલદાસ પિતાનું નામ : રામચંદદાસ ઘર નંબર : થુ-5 ઉંમર : 87 જાતિ : પુરુષ	
S 384	LBR4460150						
નામ : પ્રજાપતિ લક્ષ્મીબેન પતિનું નામ : વિઠ્ઠલદાસ ઘર નંબર : થુ-5 ઉંમર : 80 જાતિ : સ્ત્રી							



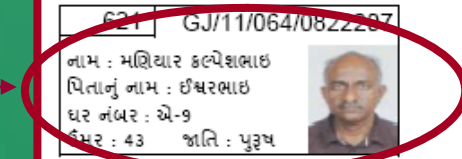
SAMPLE 2 – CHANGE DUE TO CORRECTION (INCORRECT PHOTO)

609	LPZ5458963	નામ: શાહ ભદેશભાઈ પિતાનું નામ: વસંતલાલ ધર નંબર: 10 ઉંમર : 50 જાતિ : પુરુષ	610	LPZ5458971	નામ: શાહ રીટાબેન પિતાનું નામ: ભદેશભાઈ ધર નંબર: 10 ઉંમર : 46 જાતિ : સ્ત્રી	611	LPZ5458989	નામ: શાહ વૈશાલી પિતાનું નામ: ભદેશભાઈ ધર નંબર: 10 ઉંમર : 22 જાતિ : સ્ત્રી	612	GJ/11/064/0822293	નામ: મણિયાર ઈન્કવદન પિતાનું નામ: જયતિલાલ ધર નંબર: એ-4 ઉંમર : 66 જાતિ : પુરુષ
613	GJ/11/064/0822294	નામ: મણિયાર ભારતીબેન પિતાનું નામ: ઈન્કવદન ધર નંબર: એ-4 ઉંમર : 65 જાતિ : સ્ત્રી	614	GJ/11/064/0823040	નામ: પંડયા કિરણભાઈ પિતાનું નામ: ચંદ્રલાલ ધર નંબર: એ-7 ઉંમર : 58 જાતિ : પુરુષ	615	GJ/11/064/0823039	નામ: પંડયા મમતા પિતાનું નામ: કિરણભાઈ ધર નંબર: એ-7 ઉંમર : 55 જાતિ : સ્ત્રી	616	LPZ8621989	નામ: પંડયા આદિત્ય પિતાનું નામ: કિરણભાઈ ધર નંબર: એ-7 ઉંમર : 23 જાતિ : પુરુષ
617	GJ/11/064/0822206	નામ: મણિયાર મહેન્દ્રભાઈ પિતાનું નામ: ઈશ્વરભાઈ ધર નંબર: એ-9 ઉંમર : 55 જાતિ : પુરુષ	618	GJ/11/064/0822280	નામ: મણિયાર સરલાબેન પિતાનું નામ: મહેન્દ્રભાઈ ધર નંબર: એ-9 ઉંમર : 55 જાતિ : સ્ત્રી	619	GJ/11/064/0822414	નામ: મણિયાર દક્ષાબેન પિતાનું નામ: ઈશ્વરભાઈ ધર નંબર: એ-9 ઉંમર : 52 જાતિ : સ્ત્રી	620	GJ/11/064/0822237	નામ: મણિયાર ભાવનાબેન પિતાનું નામ: ઈશ્વરભાઈ ધર નંબર: એ-9 ઉંમર : 46 જાતિ : સ્ત્રી
621	GJ/11/064/0822207	નામ: મણિયાર કલ્પેશભાઈ પિતાનું નામ: ઈશ્વરભાઈ ધર નંબર: એ-9 ઉંમર : 43 જાતિ : પુરુષ	622	LPZ0016782	નામ: પરમા વીરવા પિતાનું નામ: કનૈયાલાલ ધર નંબર: એ-9 ઉંમર : 23 જાતિ : સ્ત્રી	623	LPZ8621997	નામ: વોરા રાજેશભાઈ પિતાનું નામ: રમણિકલાલ ધર નંબર: એ-9 ઉંમર : 45 જાતિ : પુરુષ	624	LPZ8622003	નામ: વોરા રાજુબેન પિતાનું નામ: રાજેશ ધર નંબર: એ-9 ઉંમર : 44 જાતિ : સ્ત્રી
625	GJ/11/064/823515	નામ: કાળે જયારામભાઈ પિતાનું નામ: વસંતરાય ધર નંબર: બી-3 ઉંમર : 78 જાતિ : સ્ત્રી	626	GJ/11/064/823270	નામ: કાળે વિલાસભાઈ પિતાનું નામ: વસંતરાય ધર નંબર: બી-3 ઉંમર : 50 જાતિ : પુરુષ	627	GJ/11/064/823271	નામ: કાળે રંજનાબેન પિતાનું નામ: વિલાસભાઈ ધર નંબર: બી-3 ઉંમર : 46 જાતિ : સ્ત્રી	628	LPZ0016337	નામ: કાળે રાજેશભાઈ પિતાનું નામ: વસંતરાય ધર નંબર: બી-3 ઉંમર : 46 જાતિ : પુરુષ
629	GJ/11/064/823514	નામ: કાળે માયાબેન	630	ZCU1357862	નામ: કિશ્નાની જયરામભાઈ	631	ZCU1357870	નામ: કિશ્નાની હમલાબેન	632	ZCU1357888	નામ: કિશ્નાની દિતેન

Entry in
Mother Roll



Entry in Supplement
– for change



ઘટક - 3 : સુધારા યાદી (ચાલુ સુધારણા દરમ્યાન કરેલ સુધારાઓના આધારે)

વિભાગ : 5 - ન્યુ ઉદયપાર્ક સોસાયટી, વસ્ત્રાપુર, તા.-અમદાવાદ શહેર, જિ.-અમદાવાદ-380015

621	GJ/11/064/0822287	નામ : મણિયાર કલ્પેશભાઈ પિતાનું નામ : ઈશ્વરભાઈ ધર નંબર : એ-9 ઉંમર : 43 જાતિ : પુરુષ
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વિભાગ : 6 - વાઘજે ફાઉન્ડેશન આર્ટ્સ વિસ્તાર, વસ્ત્રાપુર, તા.-અમદાવાદ શહેર, જિ.-અમદાવાદ-380015

893	ZCU2463164	નામ : બાશમ ધનશ્યામ પિતાનું નામ : રમેશચંદ્ર ધર નંબર : ડી-150 ઉંમર : 36 જાતિ : પુરુષ	979	ZCU2303063	નામ : વાળંદ સોનલબેન પિતાનું નામ : ધર્મેન્દ્ર ધર નંબર : એ-16 ઉંમર : 19 જાતિ : સ્ત્રી
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સુધારાની સંખ્યા	પુરુષ	સ્ત્રી	અન્ય	કુલ
	2	1	0	3

CHANGES IN THE TOTAL NUMBER OF THE ENTRIES

ભાગ અને મતદાન મથક ના મતદારો નું સંક્ષિપ્ત માં વિવરણ						
વિધાનસભા મત વિભાગનો નંબર, નામ અને અનામત સ્થિતિ : 42 - વેજલપુર વિધાનસભા મતવિભાગ					ભાગ નં : 6/291	
ક) મતદારો ની સંખ્યા						
		ચાદીનો પ્રકાર	ચાદીની ઓળખ	મતદારો ની સંખ્યા		
				પુરુષ	સ્ત્રી	કુલ
I	અસલ	મૂળ ચાદી	સંક્ષિપ્ત સુધારણા 2010	495	463	958

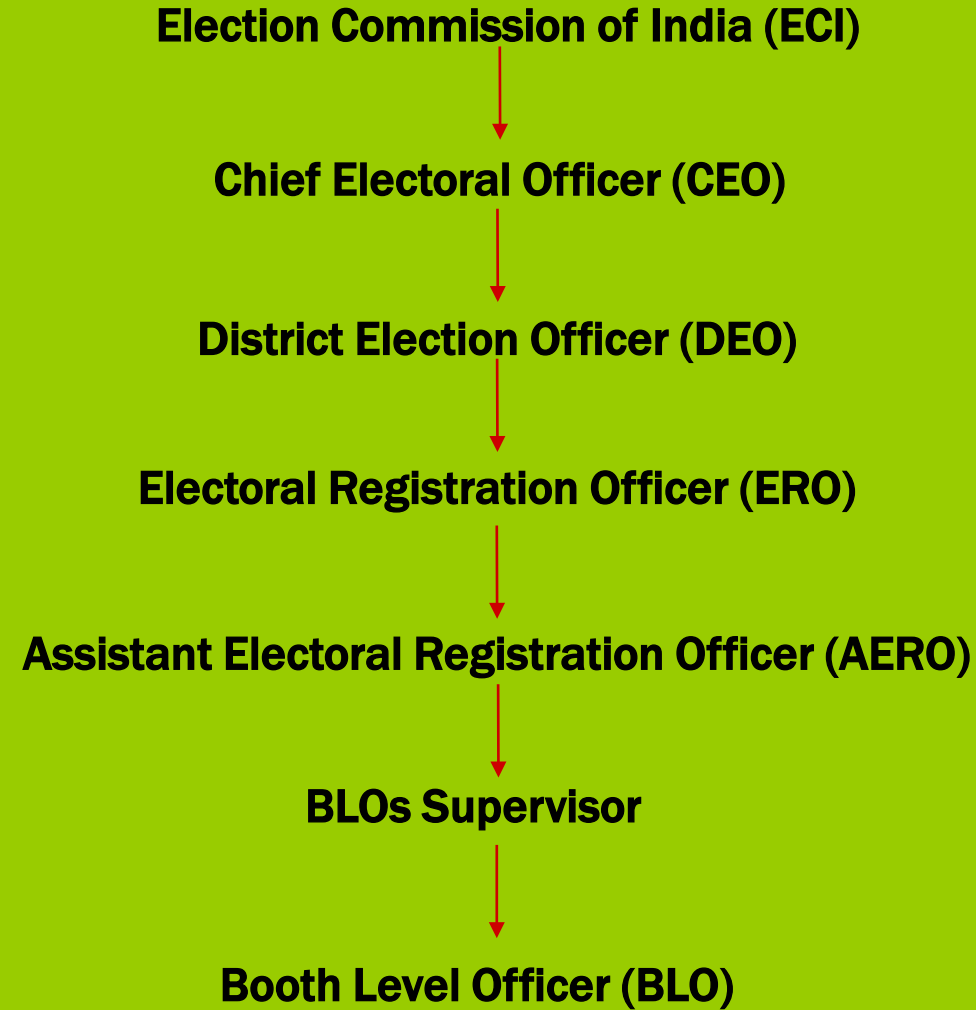
Entry in
Mother Roll

ભાગ અને મતદાન મથકના મતદારોનું સંક્ષિપ્તમાં વિવરણ							
વિધાનસભા મતવિભાગનો નંબર, નામ અને અનામત સ્થિતિ : 42 - વેજલપુર					ભાગ નંબર : 6/291		
ક) મતદારોની સંખ્યા							
		ચાદીનો પ્રકાર	ચાદીની ઓળખ	મતદારોની સંખ્યા			
				પુરુષ	સ્ત્રી	અન્ય	કુલ
I	અસલ	મૂળ ચાદી	સંક્ષિપ્ત સુધારણા 2010	495	463	0	958
II	વધારા ચાદી	પૂરવણી 1	સંક્ષિપ્ત સુધારણા 2010	22	18	0	40
		પૂરવણી 2	ખાસ સુધારણા 2011	12	6	0	18
			પેટા સરવાળો	34	24	0	58
III	કમી ચાદી	પૂરવણી 1	સંક્ષિપ્ત સુધારણા 2010	10	9	0	19
		પૂરવણી 2	ખાસ સુધારણા 2011	2	2	0	4
			પેટા સરવાળો	12	11	0	23
ખાસ સુધારણા 2011 પછી મતદારચાદીમાં કુલ મતદારો (I+II-III)				517	476	0	993
ખ) સુધારણાની સંખ્યા							
ચાદીનો પ્રકાર	ચાદીની ઓળખ	સુધારણાની સંખ્યા					
પૂરવણી 1	સંક્ષિપ્ત સુધારણા 2010	21					
પૂરવણી 2	ખાસ સુધારણા 2011	3					
	પેટા સરવાળો	24					

Entry in
Supplement

BLO IN ELECTORAL ROLL MANAGEMENT PROCESS

Who is nearest to the voter?



BOOTH LEVEL OFFICER (BLO)

▪ Who is BLO?

- An important official in election hierarchy so much so that EROs/AEROs must maintain updated list of BLOs with contact details & host it on portal of CEO.
- Responsible for maintaining the updated electoral roll of the assigned part area under the control & supervision of all the officers up in the previous hierarchy chart. Concept introduced in 2006.

▪ Appointment?

- Under section 13B(2) of R.P. Act,1950 – appointed by ERO with prior approval of DEO concerned,
- Preferably state Govt./local authority employee,
- In certain cases, retired Govt. employees too for urban areas. Central Govt. employees, if willing & only in exceptional cases.

BLO, THE KINGPIN

- **Section 13CC** applies to BLOs also so they function under the control & supervision of ECI/CEO;
- Each BLO is issued a **special kit, photo I-card** & is entitled to **cash incentives/remuneration** as per prescribed rates;
- **Punishment** for wilful default u/s 32 of RP Act 1950;
- On **Poll day**, he is present at polling booth with voter's slip & extends **all assistance** on the day.

BLO IS THE KINGPIN OF THE ELECTORAL ROLL MANAGEMENT.

IMPORTANCE OF THE ROLE OF BLO

- A **representative of ECI** at the grass-root level – assists eligible citizens to become voters and obtain voter card.
- Plays a **pivotal role** in the process of roll revision & collecting actual field information with regard to the roll corresponding to the polling area assigned to him;
- Has a pronounced accountability for preparation of an **error-free electoral roll**.
- Preparation of accurate electoral rolls & distribution of voter slips by the BLOs **boost voter confidence in the credibility of the election process**;
- BLOs not only help in preparing error free rolls or just removing the names of Absentee, Shifted & Duplicate voters but also in **maximising distribution of the election cards**.

IMPORTANCE OF THE ROLE OF BLO

- Positive outcome of BLOs' initiative is visible in the form of accuracy in the **enrolment of new voters**, as well as in the **increase in voter turnout**;
- BLO **provides those different forms** for addition, deletion and correction of Electoral Roll entries, carries out physical verification, & gives his/her report to Electoral Registration Officer (ERO);
- BLO **forms a significant bridge between ECI & the larger public**, hence, they're the **face of the Commission** to the common man;

So crucial, so important!

CASE STUDY OF BLOs' COMMENDABLE WORK

Trainer should discuss with trainee BLOs the good work they have done. Keep a written record of their (BLOs) case studies & forward it to the respective DEO's & CEOs.

CASE STUDY OF OBJECTIONABLE BEHAVIOUR OF BLOs

Gurgaon Sting Operation in April 2014

- Three BLOs were arrested for allegedly preparing fake voter identity cards in Haryana's Gurgaon district. They were purportedly shown taking bribe for preparing fake voter identity card in a sting operation.

<http://www.hindustantimes.com/punjab/chandigarh/3-poll-officials-held-in-gurgaon-for-making-fake-voter-cards/article1-1203516.aspx>

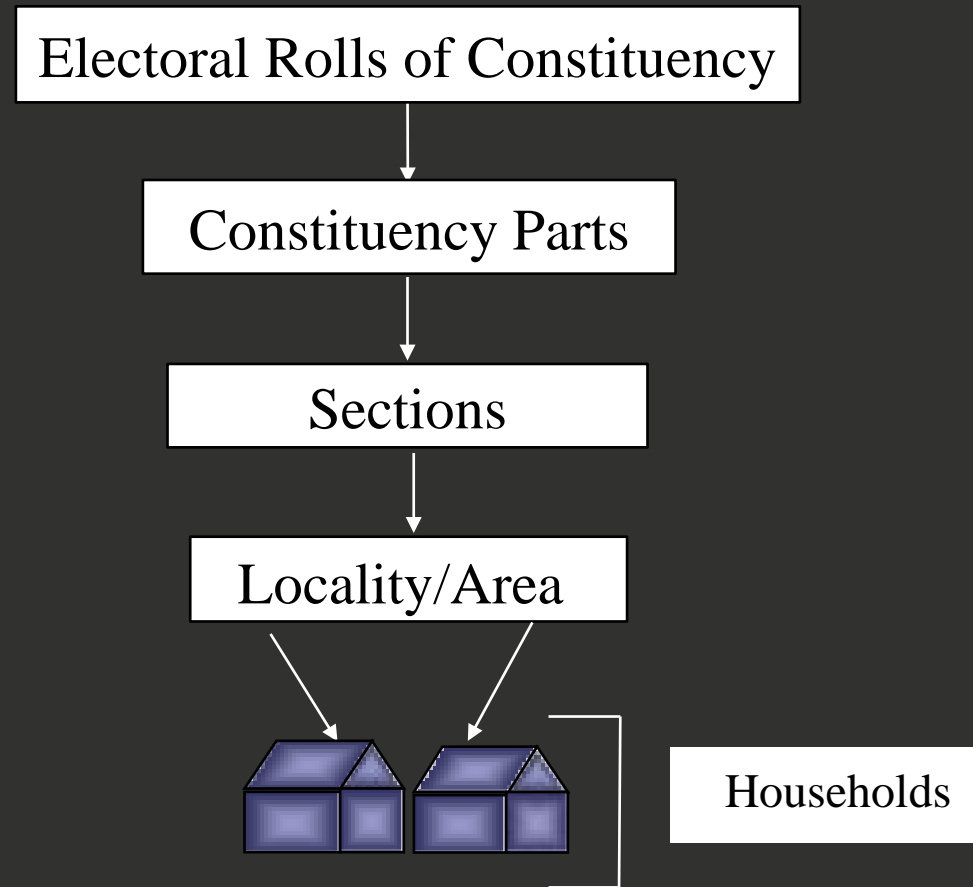
<http://www.gurgaonmirror.com/fir-registered-against-blos-in-gurgaon-after-fake-vote-sting/>

Group Interaction - What is your response? Your opinion? Your recommendation?

YOUR WORK AREA - CONSTITUENCY PARTS/POLLING STATION AREA

CONSTITUENCY PARTS & SECTIONS

- Electoral Rolls are organized as geographically defined and compact parts,
- Each Constituency Part has a number of sections,
- Sections denote locality/ area details & contain household wise individual elector details,
- Each Constituency part has an identified polling station location where electors cast their votes on the poll day.

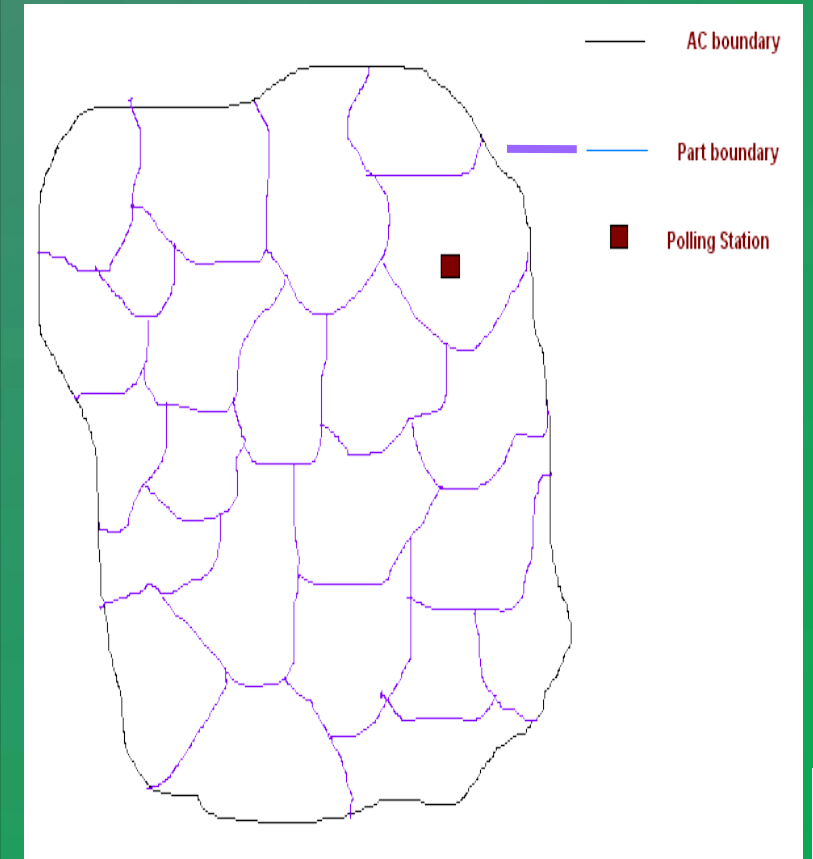
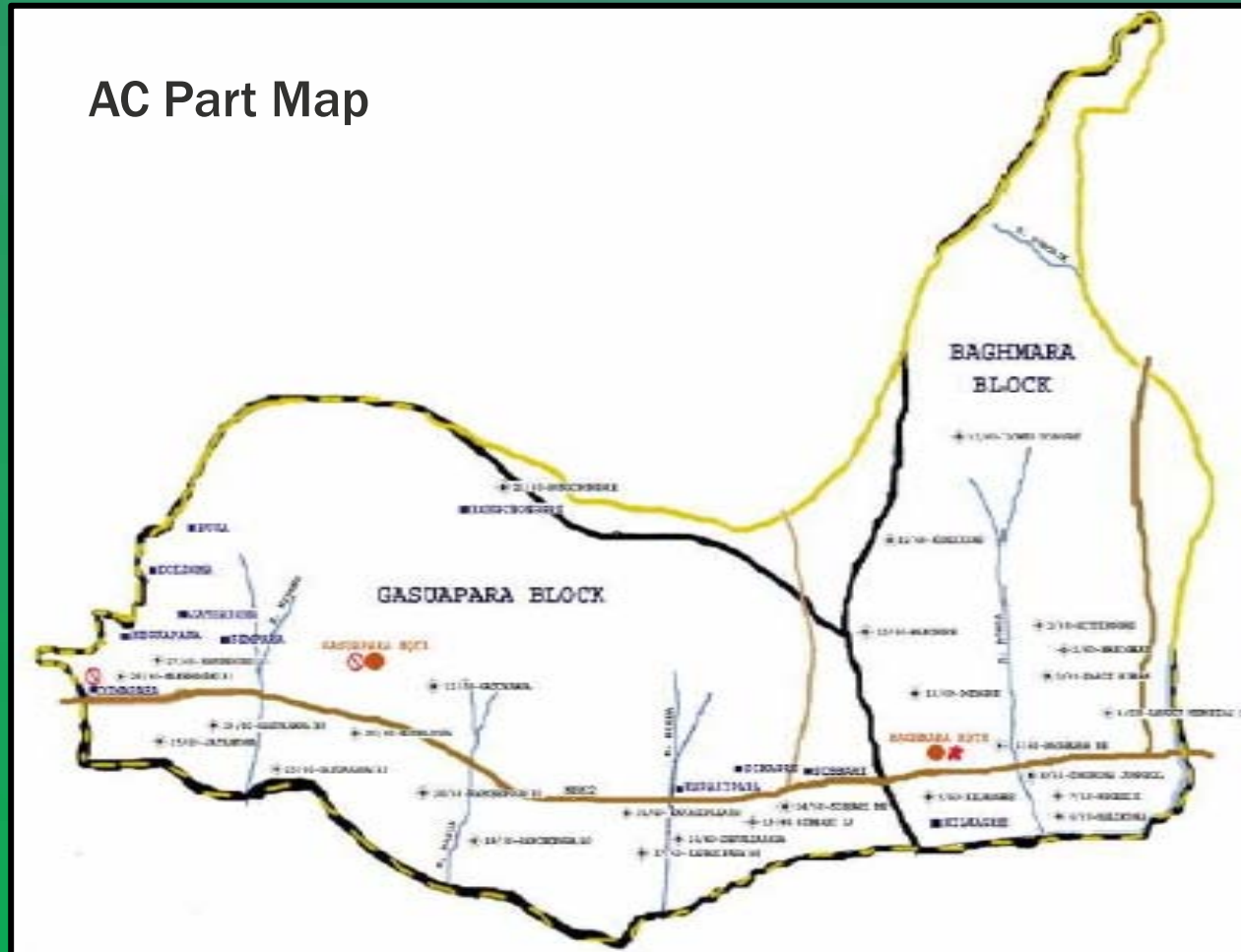


THE PART AREA MAP

- Boundary of the polling station area/constituency part area is demarcated **during rationalization of polling stations**,
- BLO needs to know the locality/ village/ hamlet/ colony/ *mohalla* etc. falling in the part area & **frequently visit to gather correct information about new constructions or *jhuggis*** etc.,
- **Ensure new houses built in their part area are depicted in the Nazari map.** Use of GIS maps from available sources including internet can help improve quality of the polling station area map (optional),
- **Develop local contacts in different sections of the area to remain updated** about arrival of new persons, shifting of residents, death etc. in the locality . Information gathered useful for updating the roll.

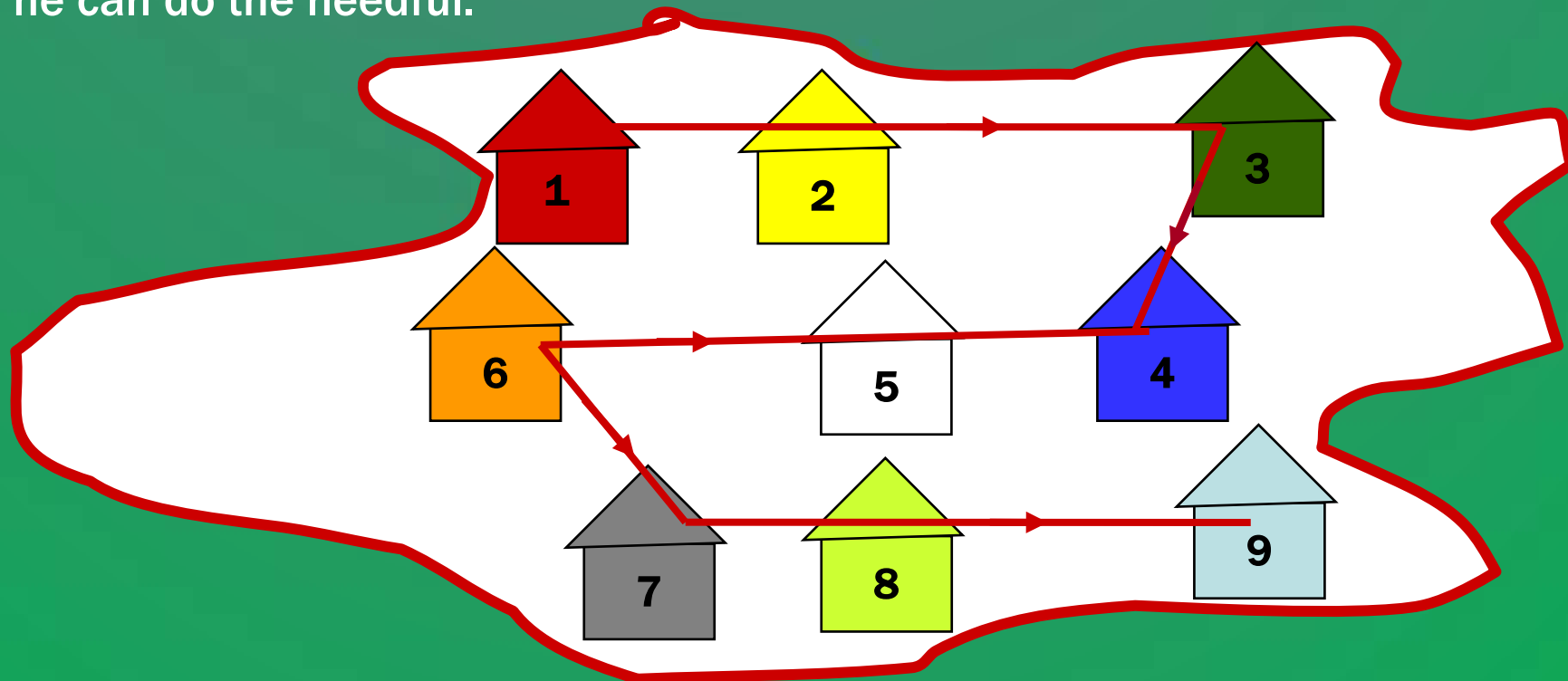
TO PREPARE CORRECT MAP BY FREE HAND EYE ESTIMATION (NAZARI MAP) OF PART AREA

Prepare Nazari map by freehand clearly indicating sections within the part. Officials from revenue may help you. Alternatively, use GIS Map.

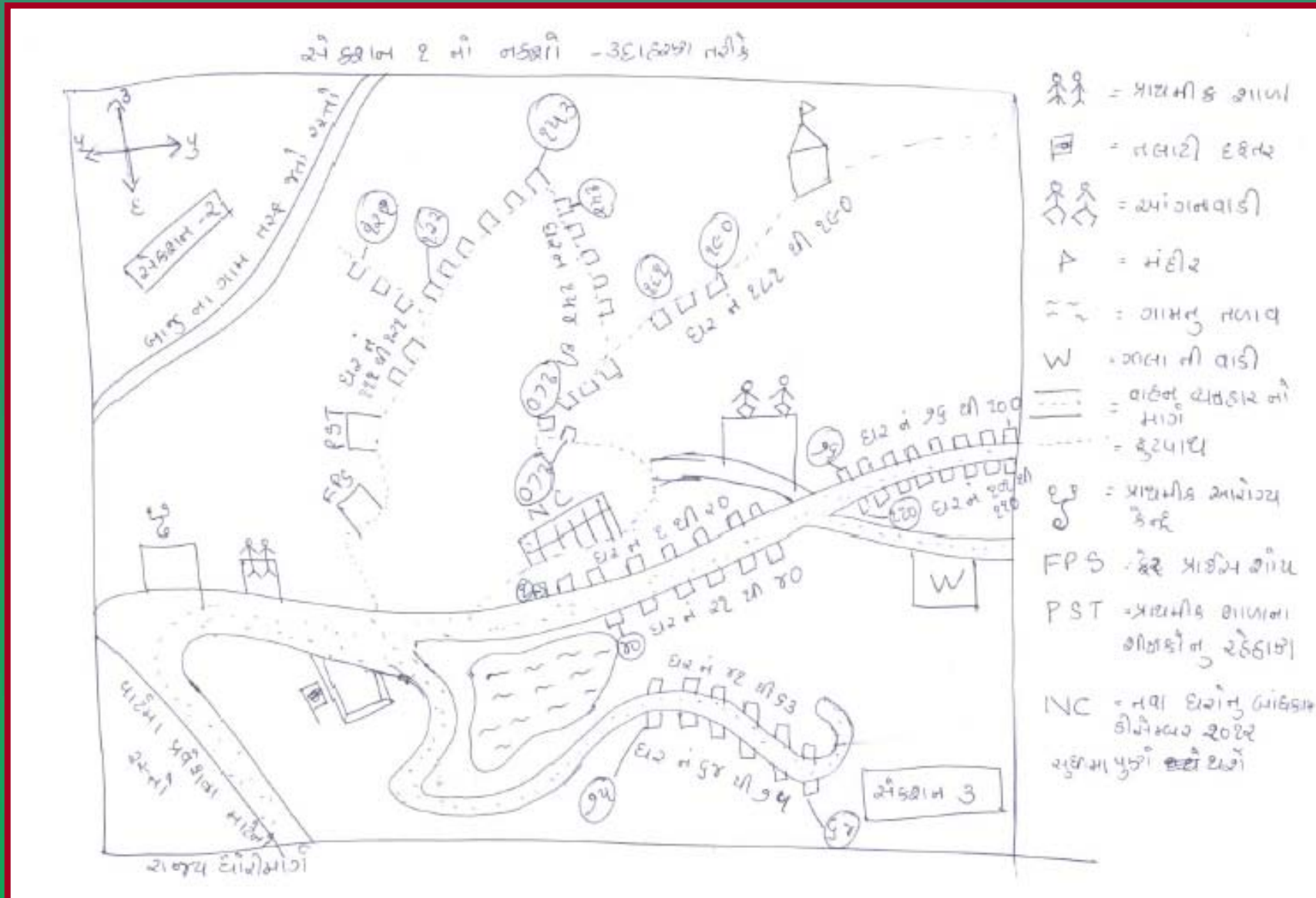


NUMBER HOUSES FALLING WITHIN POLLING STATION AREA/PART AREA

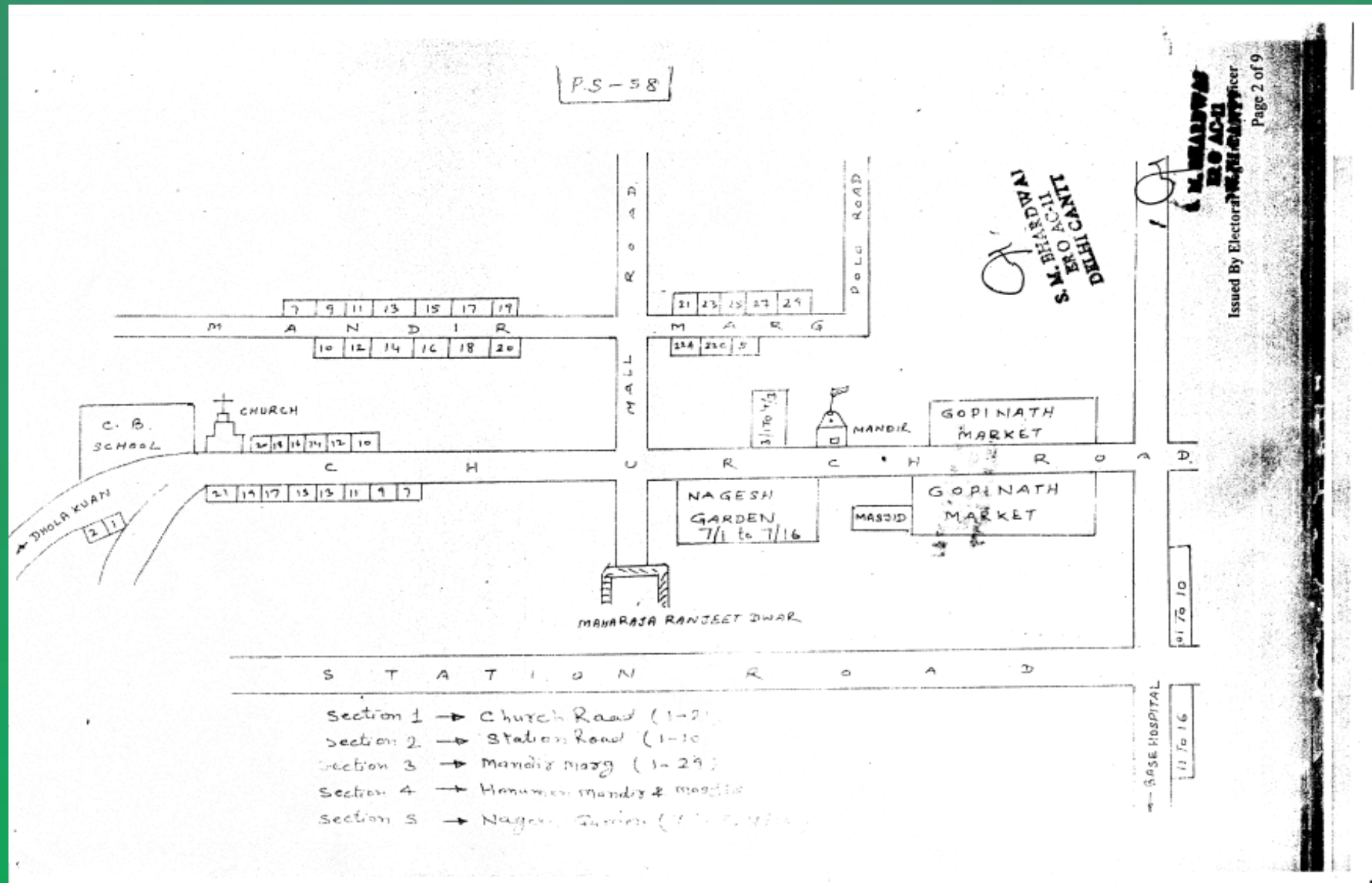
- House numbers assigned by the Local Authorities are to be used.
- In case house numbers are not assigned by local authorities, serialization of the houses should be done in ascending order beginning from North-West to South-East in zigzag manner. Every household should be assigned a number.
- Acquire knowledge about the number of sections and boundaries of their part area to give correct serial numbers to the houses. If new sections need to be created, please inform the ERO so that he can do the needful.



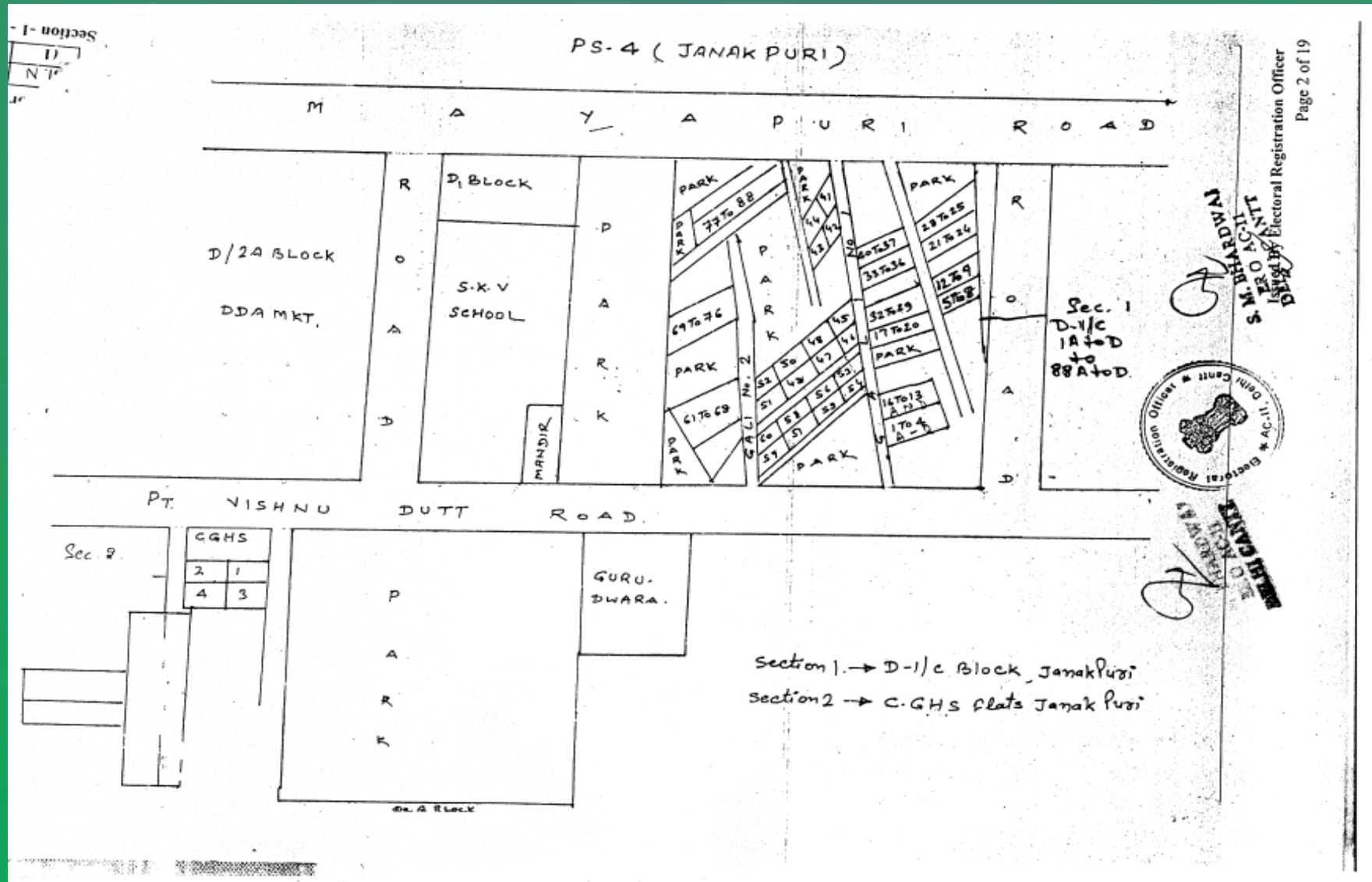
SAMPLE OF NAZARI MAP (ILLUSTRATIVE)



SAMPLE OF NAZARI MAP (ILLUSTRATIVE)



SAMPLE OF NAZARI MAP (ILLUSTRATIVE)



QUIZ TIME

Q. The house no. of an elector in the electoral roll and that given by the municipality is not the same. Which one to accept and use?

Q. What should be done if the name of a person, who is not ordinarily resident of that area, is included in the electoral roll and in case of the opposite situation?

Q. Where can an elector check up whether his/her name is there or not in the electoral roll? Can he do it by sending a SMS?



PRE-REVISION ACTIVITIES - ISSUES

1. Polling Station area may need rationalization,
2. Duplicate entry of one name at multiple places,
3. Many electors may not have photos in the Photo Roll.

VERIFICATION FOR RATIONALIZATION OF POLLING STATIONS

As and when directed by DEO/ERO/AERO, BLO shall physically verify PS in his part to check the following:-

- Whether PS is situated outside polling area? Whether PS building is dilapidated/ dangerous? Whether PS is in private building/police station/hospital/*dharmshala*/religious place?
- Whether voter is required to travel distance of more than 2 Km or has to cross river/ canal/ravine etc.?
- Whether PS is in such locality where a voter belonging to a weaker section/minority community can be prevented by the dominant caste people?
- Whether PS is on first floor or above? Whether room is 20 sq. mts. & has 2 doors? Whether any political party office is situated within 200 mts. from PS?
- Whether building has minimum facility of electricity, toilet, drinking water, telephone & ramps for physically challenged voters?

VERIFICATION OF LIST OF DUPLICATE ENTRIES GENERATED BY DE-DUPLICATION SOFTWARE

- ERO will identify possible duplicates using de-duplication software: the list of such duplicates will be verified by BLOs.
- If on verification, a particular entry is found to be duplicate, due process of law should be followed for deleting such entry from the place where the elector is no longer ordinarily resident.

ERRORS TO BE VERIFIED FOR?

- Part No.
- Section No.
- Voter relatives name
- EPIC no. is less than 10 characters
- ID Card No. exist but Photograph is not available
- Number of sections having no voters
-???

***Exercise** - Participants should be asked to complete/list out ALL 17 errors as per the error list generated by the ECI's ERMS software. After participants' discussion, the trainer should give the right answers by referring to the Slide No. 112 'List of Errors in Electoral Roll Database'.

BRAINSTORMING ON INCLUSION & FACILITATION

With identification of errors, brainstorm on tendency towards **NON-INCLUSION** of categories such as women, other gender, service voters, floating population, pavement dwellers, migrant workers, college students, NRIs, and so forth.

Reasons should be identified & strategies should be formed to ensure better inclusion of excluded categories of population.

For example, discuss...

- How to increase youth enrolment while not allowing underage enrolment?
- SVEEP activities & facilitation measures should be included?
- Already enrolled voters who shift their ordinary residence from one place to another – if their names get deleted from one place, awareness & facilitation measures should be taken to ensure that they re-register in the shifted place as well.

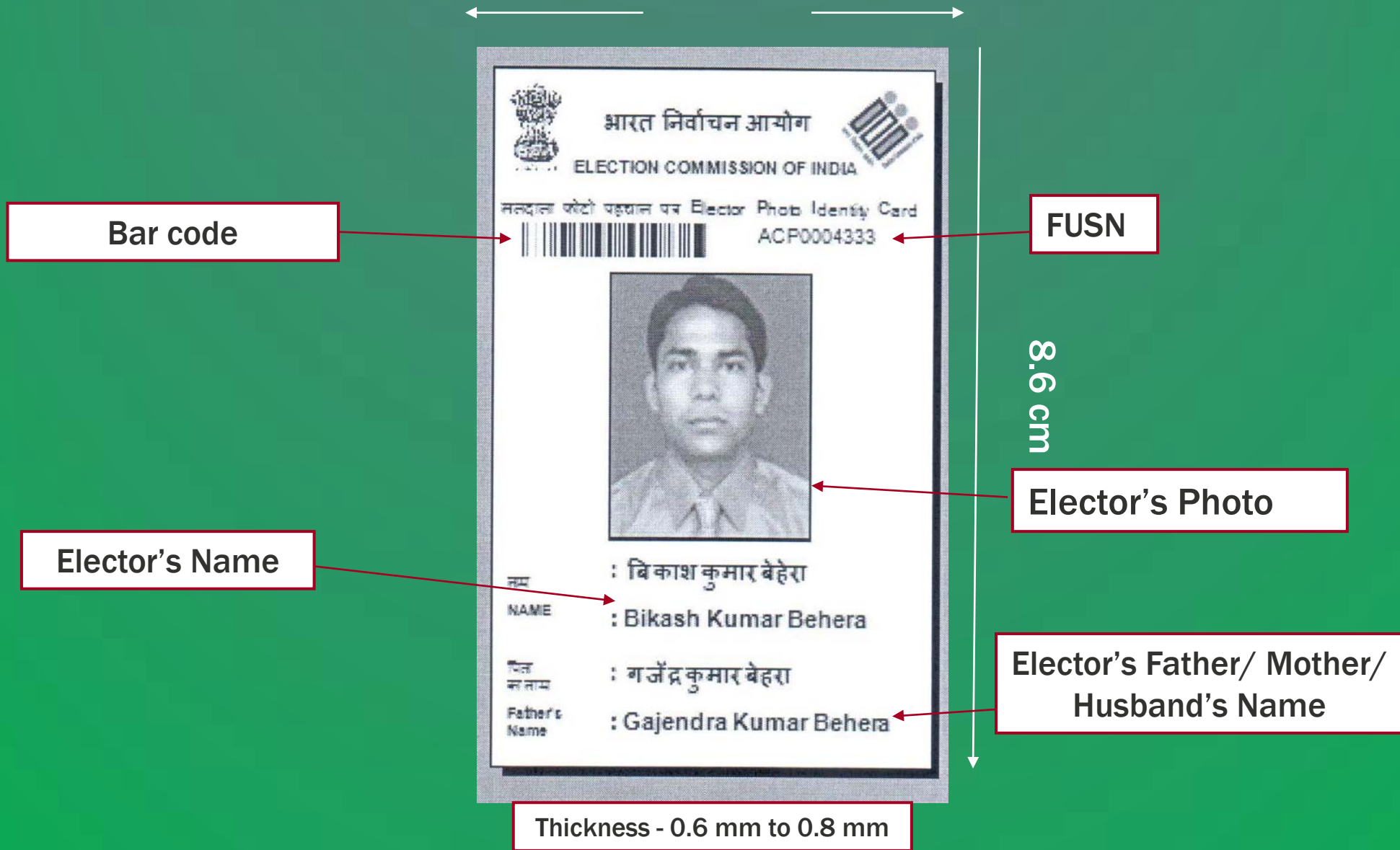
PHOTO COVERAGE

COLLECTION OF PHOTOS OF RESIDUAL VOTERS

- BLO shall check roll of his/her constituency part to identify the voters who do not have image,
- S/he shall visit houses of such residual voters & collect their photographs,
- If BLO finds that the residual voter is not available at residence, s/he can ask the family members to send photograph by post etc.

ELECTOR'S PHOTO IDENTITY CARDS (EPIC)

ELECTORS PHOTO IDENTITY CARD (EPIC)



ELECTORS PHOTO IDENTITY CARD (EPIC)

Back of EPIC

Elector's Gender

Date of Birth

EPIC Issuing Date

Elector's Address

EROs Signature

Number & Name of AC

लिंग / Sex : पुरुष / Male
जन्मतिथि/आयु
DATE OF BIRTH: 25/01/1980

पता : मकान नं. 53 सी, ग्राम-खैराबाहार, तह-चंडिया,
तहसील-चंडिया, जिला-उमरिया-0

Address: HNo.B-53 C, GRAMA-KHAIRABHAR
KHAIRABHAR, VILL-CHANDIYA,
TEH-CHANDIYA, DIST-UMARIYA-0

Date: 25-6-2013

Pooja Mukherjee
जिलाधिकारी/जिला
Electoral Registration Officer

संसद क्षेत्र/विधान सभा क्षेत्र का क्रमांक : 55 - झांझार
Assembly Constituency No & Name : 55 - Jhajar
संसद क्षेत्र का नाम : 1 - झांझार
Parl No and Name : 1 - KHARABHAR

ध्यान / Note

1. इस कार्ड की तैयारी केवल तभी की जा सकती है जब नाम वर्तमान विधान सभा क्षेत्र के नाम में है। इस कारण से वर्तमान चुनाव में नाम वर्तमान नाम में होना चाहिए।
Here possession of this card is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll

2. इस कार्ड में उल्लिखित तिथि/दिनांक के विधान सभा क्षेत्र का नाम और नाम में बदलाव की जा सकती है।
Date of Birth mentioned in this card shall not be treated as a proof of age/D.O.B for any purpose other than registration in electoral roll.

NEW PVC CARD

- The Commission has introduced PVC EPIC with color photograph in place of the existing EPIC,
- New PVC EPIC will be issued only to new voters or as replacement on request, otherwise the existing EPIC will continue in currency,
- The specifications of PVC EPIC are as follows:-
 - Card Type – printed on PVC sheet of 0.6 mm to 0.8 mm thickness with color photograph.
 - Card size – 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5%.

NEW PVC CARD

➤ Security printing –

Front side –

1. Spiral micro letters line (EPIC) in art screen,
2. Three color guilloche design,
3. The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light,
4. The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in color.

Backside –

1. Relief tint of “Election Commission of India” in bilingual, i.e., English & Hindi.

KEY POINTS



- In case of change of residence EPIC issued earlier remains valid even at new place/AC;
- BLOs collect electors' photograph from:
 - Onsite mode: Designated photography Location (DPL),
 - Offsite Mode: Getting from Form 8,
 - Getting from Form 6,
 - House of electors with the help of camera teams or even using mobile phone.
- Collected photographs are digitized and entered in electoral roll database;
- EPIC is prepared from electoral roll database.

2	EPIC No : HJ0002082 Name : L.RINMAWA Husband's Name : RAMZALVA House No : 1 Age : 49 Sex : Female	3	EPIC No : HJ0001936 Name : REBEK Husband's Name : RAMZALVA House No : 1 Age : 25 Sex : Female
5	EPIC No : HJ0001280 Name : VANLALFANA Husband's Name : RAMZALVA House No : 1 Age : 23 Sex : Male	6	EPIC No : HJ0001143 Name : LALTHANMURI Husband's Name : LALAWTA (L) House No : 2 Age : 69 Sex : Female
8	EPIC No : HJ0002986 Name : HMINOCHUNONUNDA Husband's Name : LALLAWTA (L) House No : 2 Age : 43 Sex : Male	9	EPIC No : HJ0002334 Name : Dethanaweli Husband's Name : Lalawta (L) House No : 2 Age : 39 Sex : Female
11	EPIC No : Name : Lsoivhango Husband's Name : Vsoivhango House No : 2 Age : 29 Sex : Male	12	EPIC No : HJ0001942 Name : Thangui Husband's Name : Zosanglao (L) House No : 3 Age : 46 Sex : Female
14	EPIC No : HJ0001727 Name : Sathanga Husband's Name : Chada (L) House No : 4 Age : 66 Sex : Male	15	EPIC No : HJ0001735 Name : Lethan Husband's Name : Sathanga House No : 4 Age : 76 Sex : Female
17	EPIC No : HJ0002364 Name : Denisa Husband's Name : Sathanga House No : 4 Age : 30 Sex : Male	18	EPIC No : HJ0002267 Name : Latunmama Husband's Name : Hama House No : 5 Age : 39 Sex : Male
20	EPIC No : HJ0002326 Name : Sathanga House No : 4 Age : 38 Sex : Male	21	EPIC No : HJ0002129 Name : Sathanga House No : 4 Age : 37 Sex : Female

KEY POINTS

- BLOs also distribute EPICs to the electors as & when directed by ERO;
- Undistributed EPIC should be handed over to EROs by BLOs without fail;
- BLOs should take certain actions to avoid errors in the Photo Electoral Roll:
 - Thoroughly check the checklist handed over by ERO/AERO,
 - Verify/ compare the copy with the manuscripts/photographs,
 - Sign every verified page,
 - Verify the EPIC number on roll with that on the card,
 - Oversee preparation of Mother roll and Supplements from the corrected database for his/her Part,
 - Attach verification certificate at end of the electoral roll.

RECAPITULATE

- E-Roll;
- Importance of the accuracy & quality of E-Roll along with the importance of the revisions;
- BLOs;
- Importance of the role of BLOs, Case Studies;
- Map-making;
- Error software and identification (list of errors) along with BLO working copy;
- EPIC

SECOND SESSION

“The democracy process provides for political and social change without violence.”

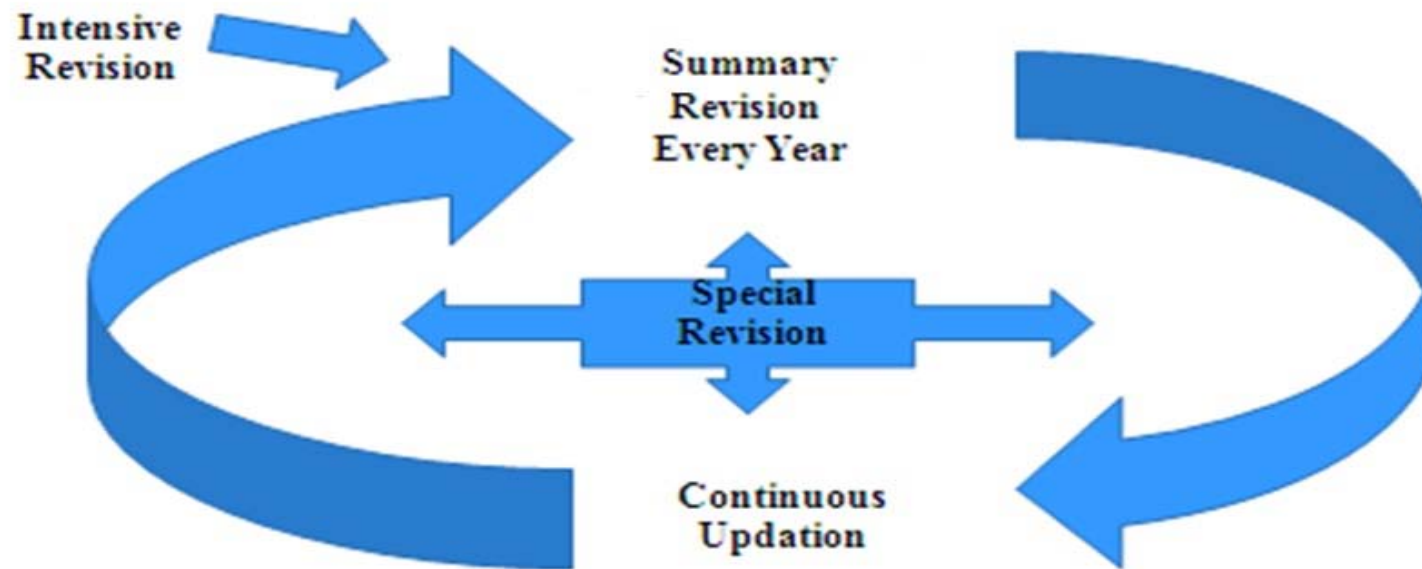
- Aung San Suu Kyi

REVISION OF ELECTORAL ROLLS - ISSUES

1. Types of Electoral Roll Revision
2. Claims & Objections Forms
3. Receipt of Forms
4. Verification of entries
5. Verified forms to ERO for Disposal of Claims & Objections

TYPES OF REVISION

Voter Registration Cycle



CONTINUOUS UPDATING OF ELECTORAL ROLL

- Continuous updating is
 - operative from final publication to the next draft publication,
 - not operative during the revision of the electoral roll,
 - not operative from the last day of nominations to the end of election process.
- List of entries for updating
 - should be put on the notice board every month & this requires BLOs to give updated data every month to EROs,
 - should be disposed and prepared in the manuscript in duplicate by latest 25th of next month.
- EROs maintain the four separate registers for forms 6,7,8, & 8A.

INCLUSION OF NAMES IN THE ELECTORAL ROLL

FORM 6

AGE PROOF

FORM 6

[See rules 13(1) and 26]

Application for inclusion of name in electoral roll

To

The Electoral Registration Officer

.....Assembly/ Parliamentary [£] Constituency.

Sir,

I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH
(3.5 CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

Name		Surname (if any)		
Age as on 1 st January#				
Years:		Months:		
Date of birth, i.e. Day:		Month:		
Year:		Year:		
Village/ Town:				
District:		State:		
* Father's/ Mother's/ Husband's Name		Surname (if any)		
II. Particulars of place of present ordinary Residence (Full address)				
House/ Door number:				
Street/ Area/Locality/ Mohalla/Road:				
Town/ Village:				
Post Office:		Pin Code:		
Tehsil/ Taluka/ Mandal/ Thana:				
District:				
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

£

In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

#

Please give the year i.e. 2007, 2008, etc.

*

Strike out the inappropriate alternative

IMPORTANT DOCUMENTS FOR AGE PROOF

- **Required only for the applicant between 18 and 21 years.** In case where applicant is more than 21 years and physically appears to be so, no documentary proof should be insisted on.
- Either of the documents can be given -
 - Birth certificate issued by Municipal Authority/Registrar of Births & Deaths or Baptism certificate; or
 - Birth certificate from the school (Govt./Recognized) last attended by the applicant or any other recognized educational institution; or
 - If a person in class 10 or more pass, he should give a copy of the mark sheet of class X, if it contains date of birth as a proof of date of birth; or
 - Mark sheet of class 8 if it contains date of birth; or - Indian Passport; or
 - PAN card; or - Driving License; or - Aadhar letter issued by UIDAI.

IMPORTANT DOCUMENTS FOR AGE PROOF

- In case none of the above document is available a declaration made by either of the parents (by Guru in case of a transsexual category). In such case applicant will have to be present himself before BLO/AERO/ERO.
- Further, if none of the above document available and neither of the parents is alive, an age certificate given by *Sarpanch* of concerned *Gram Panchayat*/by a member of concerned municipal corporation/committee can be attest.

RESIDENCE PROOF

FORM 6

[See rules 13(1) and 26]

Application for inclusion of name in electoral roll

To The Electoral Registration OfficerAssembly/ Parliamentary [£] Constituency.					SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX
Sir, I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:					
I. Applicant's details		Name		Surname (if any)	
Age as on 1 st January#		Years:	Months:	Sex (male/female/others):	
Date of birth, if known:		Day:	Month:	Year:	
Place of birth:	Village/ Town:		State:		
	District:				
* Father's/	Name		Surname (if any)		
Husband's					
II. Particulars of place of present ordinary Residence (Full address)					
House/ Door number:					
Mohalla/Road:					
Town/ Village:					
Post Office:				Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:					
District:					
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:					
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number	
1.					
2.					

- £ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
Please give the year i.e. 2007, 2008, etc.
* Strike out the inappropriate alternative

DOCUMENTS FOR RESIDENCE PROOF

- **Proof of Ordinary Residence** (either of the documents can be given):-
 - Bank/Kisan/Post Office current Pass Book; or
 - Ration Card; or
 - Passport; or
 - Driving License; or
 - Income Tax Assessment Order; or
 - Latest rent agreement; or
 - Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc.; or
 - Any post / letter / mail delivered through Indian Postal Department in the applicant's name at the address of ordinary residence.

VERIFICATION OF ORDINARY RESIDENCE OF SPECIFIC CATEGORIES

- **Married woman applying for the first time**
 - Age Proof,
 - Proof of ordinary residence before marriage and after marriage,
 - Copy of proof of marriage (Marriage Registration Certificate),
 - Linkage of spouse (if he is an elector of concerned part).
- **Married Woman with no proof of marriage**
 - It is a special case and thus ERO will have to be convinced of the marriage,
 - BLOs will have to conduct the local inquiry to ascertain the marriage.

VERIFICATION OF ORDINARY RESIDENCE OF SPECIFIC CATEGORIES

▪ Homeless persons

- BLO will visit the address given in Form 6 at night to ascertain that the applicant actually sleeps at the given address.
- BLO must visit for more than one night for such verification.

▪ Students staying at Hostels/places of study

- Students have option get themselves registered as elector at their native place or at the address of place of study.
- For verification of students applying to get enrolled at place of study, the following condition to be checked :-
 - Study course should be of not less than 1 year duration and be recognized by Central / State Govt. / Board / Universities / Deemed Universities.
 - A declaration by the student duly certified (in the prescribed format & enclosed with Guidelines of Form 6) from head of the educational institution to be attached with Form 6.

FAMILY LINKAGE

FORM 6
[See rules 13(1) and 26]

Application for inclusion of name in electoral roll

To
The Electoral Registration Officer
.....Assembly/ Parliamentary [£] Constituency.

Sir,
I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

SPACE FOR PASTING
ONE RECENT
PASSPORT SIZE
PHOTOGRAPH
(3.5 CM X 3.5 CM)
SHOWING FRONTAL
VIEW OF FULL FACE
WITHIN THIS BOX

I. Applicant's details	Name	Surname (if any)

Age as on 1 st January#	Years:	Months:	Sex (male/female/others):
--	--------	---------	---------------------------

Date of birth, if known:	Day:	Month:	Year:
--------------------------	------	--------	-------

Place of birth:	Village/ Town: District:	State:
-----------------	-----------------------------	--------

* Father's/ Mother's/ Husband's	Name	Surname (if any)

II. Particulars of place of present ordinary Residence (Full address)

House/ Door number:

Street/ Area/Locality/
Mohalla/Road:

Town/ Village:

Post Office: Pin Code:

Tehsil/ Taluka/
Mandal:

III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:

Name	Relationship (in constituency)	Part number of the Constituency	Serial number of the Part	Electoral Photo Identity Card Number
1.				
2.				

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.
Please give the year i.e. 2007, 2008, etc.
* Strike out the inappropriate alternative



LINKAGE

- **Linkage**

- is the relationship of the applicant with one or more enrolled electors,
- applicants name is integrated with his or her family.

- **If linkage is not possible**

- Electors can enrol on the basis of the following proofs:

- (i) Citizenship

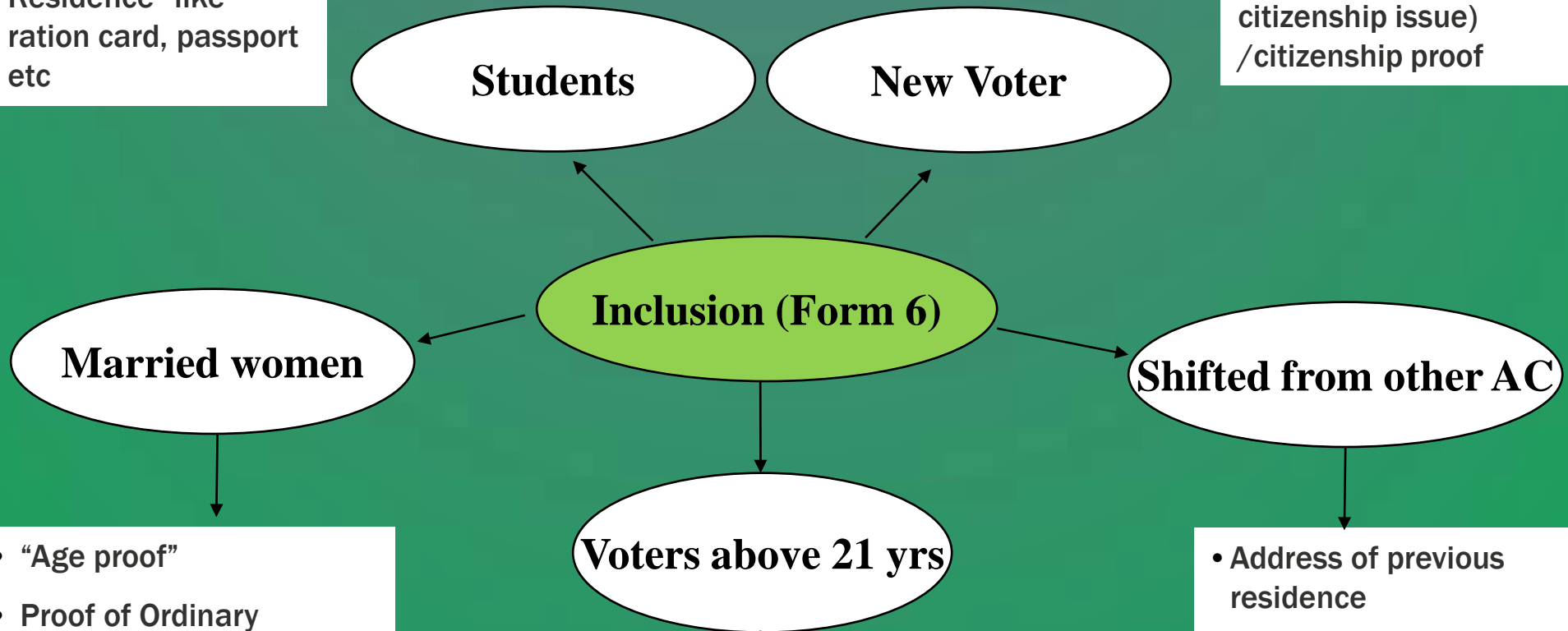
- (ii) Age

- (iii) Ordinary residence

RECAP

- “Age proof” like birth certificate, certificate from school
- “Proof of Ordinary Residence” like ration card, passport etc

- Age Proof
- Ordinary residence proof
- Parental Linkage in Electoral Roll (for citizenship issue) /citizenship proof



- “Age proof”
- Proof of Ordinary Residence before marriage
- Marriage Registration Certificate
- “proof of Ordinary Residence

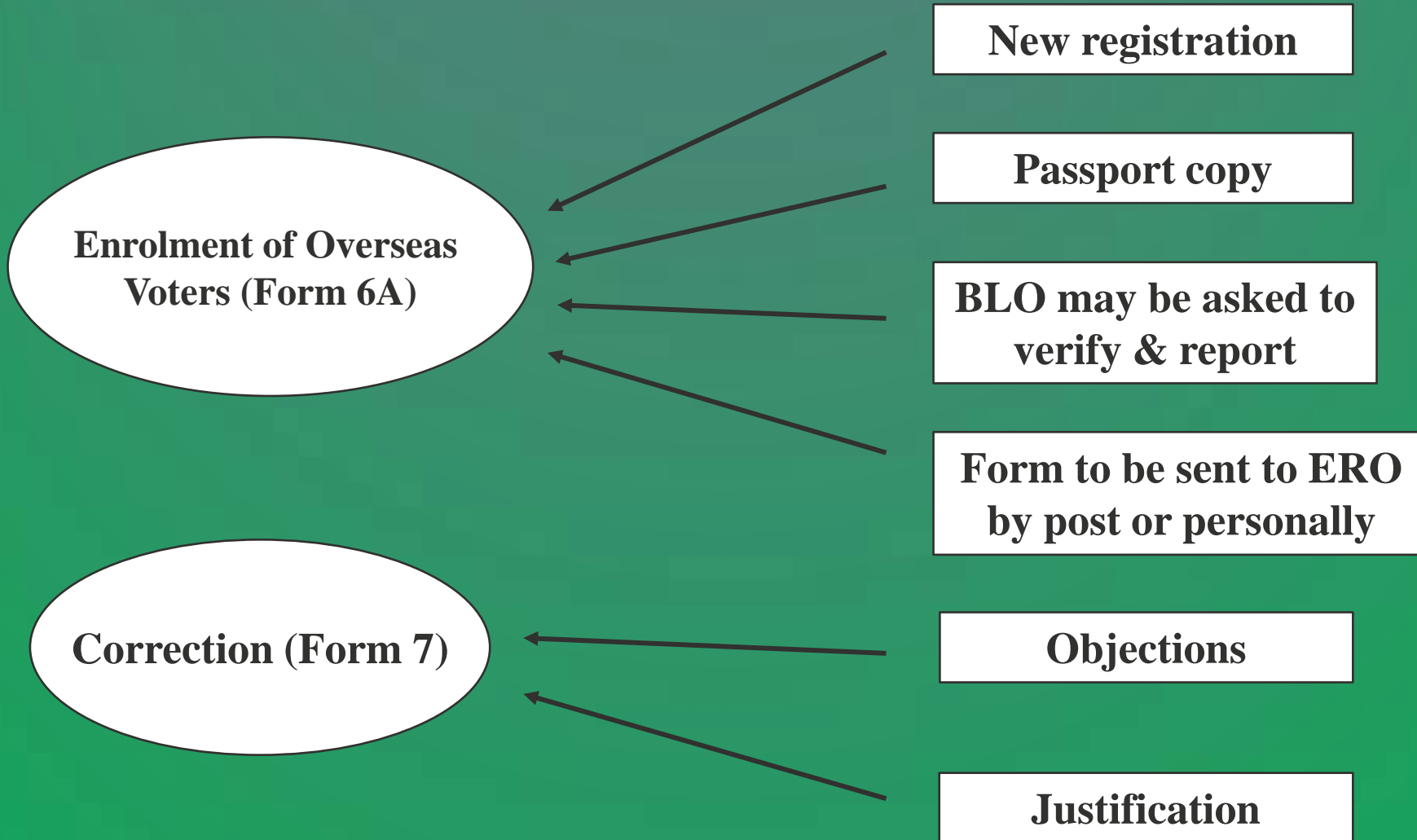
- Declaration as to delayed registration (age > 21 yrs) (Part 4 of form 6)
- Ordinary residence

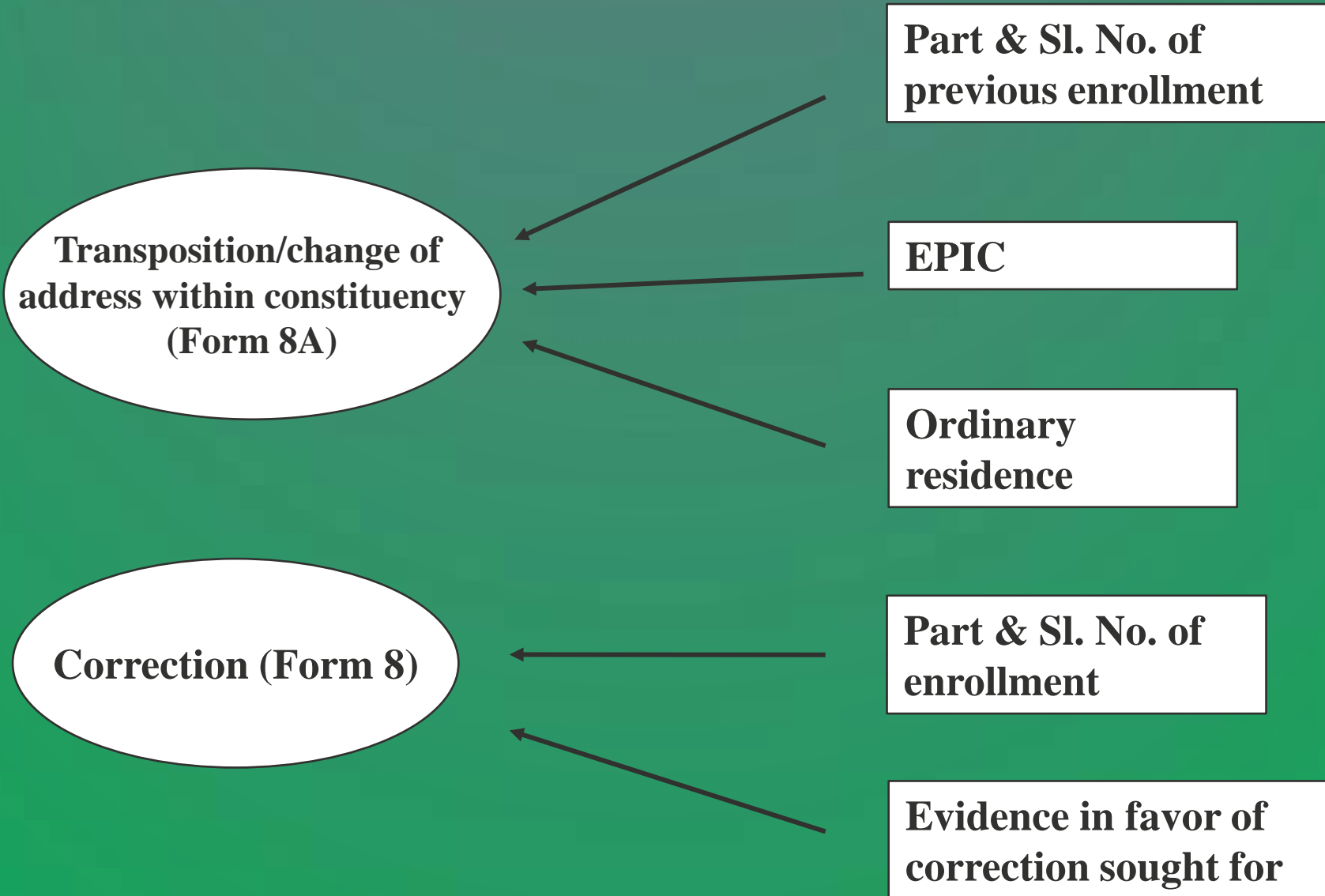
- Address of previous residence
- Ac No.& if possible Part/SI. No. of previous enrollment
- EPIC or other citizenship evidence
- Ordinary residence



OTHER FORMS:

**OVERSEAS ELECTORS (Form 6A),
DELETION (Form 7),
TRANSPOSITION WITHIN AC (Form 8A)
& MODIFICATION (Form 8)**





ENROLLMENT OF OVERSEAS ELECTORS

- **An overseas elector is**
 - an Indian citizen absent from his place of ordinary residence in India due to employment, education or otherwise,
 - has neither included his name in electoral roll nor has acquired citizenship of any other country.
- S/he can register the name in the electoral roll from the part area mentioned in his/her passport.
- Any overseas elector who has completed the age of 18 years can submit his application form 6A either in person or by post to the concerned AERO/ERO of the residential area mentioned in his passport.

ENROLMENT OF OVERSEAS ELECTORS (CONTD.)

Role of BLOs

- During H2H visit he enquires if any family member is abroad. If so give the Form 6A with a request to family head to send the form to them so that they can become overseas electors in India. [Since form 6A is also available online, information may be given for downloading it also]
- On instruction from ERO, verify the self attested copies sent by the applicant

No EPIC to overseas electors

- The electors overseas are not issued EPIC but use their passport for their identification to cast a vote.

WHO ARE SERVICE VOTERS?

- Persons belonging to any of the following categories have '**Service**' qualification & are referred to as Service voters:
 - A member of armed forces of India,
 - A member of force under the provisions of the Army Act, 1950,
 - A member of an Armed Police Force of State who is serving outside that State,
 - Employed under the Government of India in a post outside India,
 - Wife of any members mentioned above who is ordinarily residing with him.

ENROLMENT OF SERVICE VOTERS

- Form 2, 2A and 3 for three different categories are filled to become a Service Voter,
- Forms are submitted at his designated Record Office or to his superior authority,
- These forms are sent to EROs for registering as service voter,
- Not mandatory to be registered as service voter for every person who has Service Qualification,
- He can enrol himself as ordinary voter,
- A service voter can either register as service voter or an ordinary voter. Registering at both places is an offence.
- **BLO's role comes when**
 - when a service voter decides to register as a general voter,
 - His/her family members who are not service voters want to register.

ROLE OF BLO WITH REGARD TO SERVICE VOTERS

- Take action for getting the Form 6 filled wherever necessary,
- Ascertain that person with service qualification have been staying at place of residence for sufficient span of time to register him as ordinary voter,
- Facilitate to fill form 6 for the eligible family members of all service voters eligible to be registered as general electors,
- Fill form 6 for the husband of a service voter to be registered as ordinary voter,
- Wife of service voter has a choice to either be registered as service voter or ordinary voter,
- BLOs should make necessary visits within their areas for the above purposes.

ENROLMENT OF ORPHANS

Eligible orphan in orphanage can be enrolled by registering his orphanage name in place of his parents.



Eligible orphan brought up by a family can be enrolled by entering name of orphanage.



Eligible orphan legally adopted by family can be enrolled by entering his adopted father/mother's name.



Any orphan not covered under above mentioned categories can be enrolled by entering "Known" by BLO.



PROCEDURE OF RECEIVING CLAIMS & OBJECTIONS

- Acknowledgment/receipt should be given for each application of claim/objection received by BLO,
- Any claim/objection can be given/sent to ERO by post or in person to BLO,
- Claims/objections given in bulk by person or post not accepted,
- Claims of all members of one family can be received for registration of names in electoral roll from any one member of the family,
- Inaccurately filled or incomplete application should be got corrected & completed by BLOs before receiving,
- For special campaign days, BLOs (where they are not designated officers) should be present in addition to the designated officers at PSs,
- Designated Officers/BLOs will maintain lists (in duplicate) in Forms 9, 10, 11 and 11A for applications received in Form 6,7,8, 8A respectively,

PROCEDURE OF RECEIVING CLAIMS & OBJECTIONS

- Designated Officers/BLOs write their findings with regard to age/ address/ other particulars on the applications received for claims/objections before sending them to AEROs/EROs,
- BLO writes comments on records submitted by the applicants for proof of age,
- Hearing on application of claim/objections commences after being exhibited in form 9, 10, 11 and 11A for 7 days - Rule 16 (b), RER 1960,
- ERO specifies date, time and place of hearing of claim/objection in the list.

FINALIZATION OF E - ROLL AFTER DISPOSAL OF CLAIMS & OBJECTIONS SUBSEQUENT TO DRAFT PUBLICATION

1. Electoral roll should be amended for any mistakes/errors in sections or details of other table,
2. Map of Part area or legislative assembly constituency should be amended,
3. Preparation of first supplementary:
 - Handwritten manuscript for additions, deletions and corrections,
 - Section wise manuscript for additions,
 - Section wise supplementary list of deletions and corrections is not necessary,
 - Certified handwritten manuscript by ERO from which the data should be entered,
 - Verification by BLO, of checklist printed after the entry of data,
 - Verification by BLO, of photo checklist also,
 - Publication of draft roll.

FINAL PUBLICATION OF E - ROLL AFTER DISPOSAL OF CLAIMS & OBJECTIONS

Final publication of e - roll is completed with list of amendments in form 60 in the office of ERO under rule 22 of RER 1960



Final publication of e - roll also gets published on website of CEO as directed by ECI. Also displayed on the PS for public inspection for a period of 7 days.



No publications on public holiday



THE BLO KIT

BLO's Kit

Each BLO is issued a KIT containing a bag on which logo of the Election Commission of India is printed. The BLO Kit should have the following items :-

1. The Electoral Roll of his part area
2. His BLO Register (in prescribed format, pre-printed)
3. BLO's identity card
4. A copy of BLO's Handbook
5. Sufficient number of blank Forms 6, 6A,7, 8 and 8A
6. Working Copy of the E-Roll (when needed)
7. Reports like error reports of the roll of his part area (when available)
8. Writing pad with sufficient papers
9. Blank Register
10. Pen, Pencil, eraser, ruler

MOCK EXERCISE ON FILLING OF FORMS

- All the BLOs **MUST bring their kits to the training**, along with blank copies of all Forms (6, 6A, 7, 8, 8A). (If BLOs don't have Forms, then the trainer shall provide blank forms to the BLOs at the time of training).
- Each trainee BLO should take one form of each type and cancel them at the start by writing the words '**Dummy & Cancelled**' across them (so that they do not mix up with actual forms at any time).
- **Mock Exercise – Practice of Filling these Forms** - The trainee BLOs should fill one form of each type with dummy data/ information in front of the trainer during this session.
- Any uncertainty/query/doubt should be addressed by the trainer, thereby ensuring that the BLOs are thorough about how these forms are to be filled.
- **Destroy** these forms at the end of training.

MOCK EXERCISE ON FILLING OF FORMS

*Special emphasis should be laid on Part B of Form 6.

PART – B

(For use in the office of Electoral Registration Officer)

Application received on(DD/MM/YYYY)

The application in Form 6A of Shri/Shrimati/Kumarihas
been :-

- (a) Accepted and the name has been registered in the electoral roll of
.....(constituency) at S.No.....Part No....
- (b) Rejected for the reason.....

Date.....

[Electoral Registration Officer].

.....perforation.....

PHYSICAL VERIFICATION OF THE ROLL

- As and when directed, using BLO register, a BLO needs to do physical verification of the roll of the part assigned to him/her through **house/ field visits**,
- During the visit, by asking questions to family members, BLOs verify the entries, correct the same if incorrect, collect the photo of residual electors/unclear photos, note down EPIC nos., if already issued but not reflected in relevant column, note down the names of eligible persons but not included, electors found dead, shifted, duplicate etc., ask if any family member is in foreign country, give blank appropriate forms and assist in filling them etc.

RECAPITULATE

- **Types of Revision**
- **Inclusion of Names in the Electoral Roll**
- **Documents**
- **Verification**
- **Forms**
- **Procedure of receiving Claims & Objections**
- **Practical form-filling exercise**

THIRD SESSION



**“Knowing is not enough; we must apply.
Willing is not enough; we must do.”**

- Johann Wolfgang von Goethe

ROLE PLAY

ROLE PLAY

ON HOW THE BLO SHOULD DO **FIELD/ HOUSE VERIFICATION** OF THE **ENTRIES IN THE ROLL** AND OF **CLAIMS & OBJECTIONS**

Participants should be asked to play the role of each of these characters and a discussion should be facilitated on how they should ask different questions in different situations so as to find reasonable answers in a friendly, efficient and professional manner.

- BLOs
- Father/Mother, Husband, ...
- Children aged 15 – 17 years
- A person who has just turned 18 years
- Pavement dweller
- Newly married bride who has just come to her in-laws house
- Recently employed who has just migrated
- Tenant
- Migrant Labour (agricultural/ industrial labour)t PG Student who has just come to live in hostel
- Family member of a person who has just migrated out for work or study
- Family member of a person staying abroad
- Transgender
- Any person out of the ASD list.

QUESTIONS TO BE ASKED DURING H2H VERIFICATION

1. Is the section address correct?
2. Is the Pin Code number correct?
3. Whether elector's photo image is correct? (If it is wrong or not available the correct photo is to be collected)
4. Whether the EPIC number is correct? (This is to be verified from the actual EPIC)
5. Whether elector's birth date is shown? If not shown what is the correct birth date? If birth date is not available, what is the approximate age (verify birth date with evidence and if not verifiable the “birth date” column should be left blank)
6. Whether the house number given by civic bodies is correctly noted? If no house number has been given by urban local body then it need not be verified.

QUESTIONS TO BE ASKED DURING H2H VERIFICATION

7. Whether the spelling of the name of the elector is correct in name of official language of the state? Whether the English spelling of the name of the elector is correct?
8. Whether the relationship mentioned in the roll is correct?
9. Whether the gender is correct?
10. Whether the age is correct as on qualifying date?
11. Whether any names or all of the names of any/all family members have been repeated in the part roll?
12. Is there any member of the family who has turned 18 years on qualifying date and is yet to be enrolled? (Give Form-6 and note in Annexure-II of the BLO register).

QUESTIONS TO BE ASKED DURING H2H VERIFICATION

13. Is there any member of the family who has recently joined this household on the grounds of marriage, employment, tenant etc.? (Give Form 6 and note in Annexure-II).
14. What is the total number of members of the family including voters and non-voters residing in the household?
15. Out of the total family members residing in the household (including voters and non-voters) how many are male and how many female?
16. Are there any new societies, public building, public areas that have come up since the last revision of rolls in the knowledge of the voter? If yes, check whether there are voters living there, if yes then Form No.6 or Form No. 8A as required may be given and details noted in Annexure-II.
17. If any member of the family is abroad, note down the particulars and give them Form 6 A with a request to them that they should send it to their relatives to become overseas electors.

IMPORTANCE OF PROCEDURAL & LEGAL DISCIPLINE

IMPORTANCE OF PROCEDURAL & LEGAL DISCIPLINE

Following proper channels of procedures provide clear and transparent structures for dealing with difficulties which may arise from an unforeseeable circumstance.

- BLOs must follow disciplined procedures which are necessary to ensure that everybody is treated in the same way in similar circumstances, to deal with issues fairly and reasonably, and ensure that BLOs are compliant with current legislation and legal mandate.
- identify obstacles to voters for registering in the required standards (for ex. lack of clarity, additional support needed) and enable voters to take appropriate action.
- Provide voters with complete honesty a course of action if they have a complaint.
- provide points of contact and timescales to resolve issues of concern.
- **BLOs must hand over all forms, documents, photos etc. collected from public to the EROs/AEROs without delay.**

IMPORTANCE OF PROCEDURAL & LEGAL DISCIPLINE

- Should abide by & function as per the guidelines & legalities laid down by the Commission and the Constitution.
- House visits/field verification must be diligently done by BLOs when required.
- Extreme care should be taken to avoid wrong deletions & bulk additions/deletions.
- All pre-revision activities should be scrupulously undertaken, and proper care should be taken in detection, field verification & removal of duplicates or any other errors.
- Systematic action should be taken for very young/old/migratory/shifting/ASD list voters.
- As face of the Commission, BLOs should **maintain high ethical/moral principles & standard** while functioning on the field i.e., **not adhering to corrupt practices**, for ex. Gurgaon case.
- BLOs should **bear certain quality of communication** while engaging with people i.e., professionalism, politeness, clarity, approachability and at the same time.

BLO REGISTER AND CHECKLIST

COVER PAGE OF BLO REGISTER

No. and Name of the Assembly Constituency:

Part No.

REGISTER

FOR

BOOTH LEVEL

OFFICER

Name of the Booth Level Officer:

Designation of of the Booth Level Officer:

Address of of the Booth Level Officer:

Telephone/Mobile No. of the Booth Level Officer:

Statistical Information as per Last Revision :-

No. & Name of the Assembly Constituency : 36 - Gandhinagar North

Part No. : 1

1 - UNAVA-1	Male Electors	Female Electors	other	Total
1-PANCHVATI ,UNAVA -382650	109	102	0	211
2-VALARU ,UNAVA -382650	49	46	0	95
3-TEJENDRAPURA ,UNAVA -382650	34	34	0	68
4-THAKOR VAS ,UNAVA -382650	83	84	0	167
5-SOLANKI PARU ,UNAVA -382650	46	53	0	99
6-INDIRA NAGAR ,UNAVA -382650	145	136	0	281
7-KRISHNAKUNJ SOCIETY ,UNAVA -382650	30	27	0	57
8-VAHANVATI PARK ,UNAVA -382650	19	16	0	35
9-NEAR LAKE ,UNAVA -382650	27	26	0	53
Total Electors :	542	524	0	1066

Gender Ratio (As Per Electors)	District	Assembly Constituency	Polling Station
	952	938	967

Electors with EPIC	Total	Percentage
	1038	97.37
Electors with EPIC & Photo	1015	95.22

Part Wise Age Cohort

Age Criteria	Age wise Electors	%Age wise Electors to Total Electors
18-19	13	1.22
20-29	303	28.42
30-39	268	25.14
40-49	234	21.95
50-59	136	12.76
60-69	68	6.38
70-79	38	3.56
80-89	5	0.47
90-99	1	0.09
100+	0	0.00
TOTAL	1066	

Part wise List of Sections comprised within the Assembly Constituency

No. & Name of Assembly Constituency : 36 - Gandhinagar North

Section No.	Extent of Field (Names of Society / Appartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth	Pincode No.	Extent of Field (Names of Society / Appartment / Flat / Pole / Chali / Vas / Falia / Mohalla)	Main Field (Area within which extensive field is comprised)	Name of Village / City of Polling Booth
Part No. - 1							
તાલુકો - ગાંધીનગર, જિલ્લો - ગાંધીનગર				TEHSIL - GANDHINAGAR, DISTRICT - GANDHINAGAR			
1	પંચવટી	ઉનાવા	ઉનાવા	382650	PANCHVATI	UNAVA	UNAVA
2	વાલરુ	ઉનાવા	ઉનાવા	382650	VALARU	UNAVA	UNAVA
3	તેજેન્દ્રપુરા	ઉનાવા	ઉનાવા	382650	TEJENDRAPURA	UNAVA	UNAVA
4	ઠાકોર વાસ	ઉનાવા	ઉનાવા	382650	THAKOR VAS	UNAVA	UNAVA
5	સોલંકી પરુ	ઉનાવા	ઉનાવા	382650	SOLANKI PARU	UNAVA	UNAVA
6	ઇન્દિરા નગર	ઉનાવા	ઉનાવા	382650	INDIRA NAGAR	UNAVA	UNAVA
7	કૃષ્ણકુંજ સોસાયટી	ઉનાવા	ઉનાવા	382650	KRISHNAKUNJ SOCIETY	UNAVA	UNAVA
8	વહાણવટી પાર્ક	ઉનાવા	ઉનાવા	382650	VAHANVATI PARK	UNAVA	UNAVA
9	તળાવ પાસે	ઉનાવા	ઉનાવા	382650	NEAR LAKE	UNAVA	UNAVA

BLO REGISTER

BLO Register helps keep the Electoral Rolls updated & error free. BLO Register is to be updated and completed every year before Revision of Rolls.

BLO register comprises of **two parts**:

➤ **Annexure – 1**

- BLO can make corrections to confirm the existing entries of electors which are listed household wise,
- In addition, birth date and telephone numbers are taken.

ANNEXURE 1





Annexure - 1

No. & Name of Assembly Constituency : 36 - Gandhinagar North

Part No. - 1

Photo Images of the Elector ✓/✗	Sl. No.	EPIC No. Birth Date	House No.	Name of the Elector			Relation Sex / Age	Telephone / Mobile No.	Expired / Shifted / Repeated	Period of Ordinarily Residing at this Place	Sign. of Family Head / Remarks
				Surname	Name	Name of Relative					
1	2	3	4	5			6	7	8	9	10

No. & Name of Section : 1 - Panchvati, Unava, Pincode - 382650

	1	GJ/11/079/042001	2	પટેલ	કેશવલાલ	આદરભાઈ	F				
			2	Patel	Keshavlal	Adrbhai	M / 74				
	2	GJ/11/079/042035	2	પટેલ	ડાહીબેન	કેશવલાલ	H				
			2	Patel	Dahiben	Keshavlal	F / 72				
	3	GJ/11/079/042229	2	પટેલ	હરેશકુમાર	કેશવલાલ	F				
			2	Patel	Hareshkumar	Keshavlal	M / 47				
	4	GJ/11/079/042130	2	પટેલ	અંજનાબેન	હરેશકુમાર	H				
			2	Patel	Anjanaben	Hareshkumar	F / 44				
	5	GJ/11/079/042289	2	પટેલ	મયુરકુમાર	કેશવલાલ	F				
			2	Patel	Mayurkumar	Keshavlal	M / 45				

BLO REGISTER

➤ Annexure – 2

- Newly developed and under construction areas/societies/apartments etc. is entered here,
- Newly arrived/ newly eligible/left out electors of that part are entered here,
- Household wise, population (total of voters and non-voters) and gender ratio of that part are entered here.

ANNEXURE 2

1. Newly developed areas/societies/apartments

No. & Name of Assembly Constituency : 36 - Gandhinagar North

Part No. - 1

Annexure - 2

Statement - 1

[1] Information pertaining to New development of Area / Society / Apartment / Colonies etc. still not mentioned in the part within the geographical limits of the relevant part of the electoral roll

Sl. No.	Name of the New Society / Area / Colony / Apartment and full address	No. of House in Units	Approximate Date of completion of construction

ANNEXURE 2

2. Newly arrived eligible electors

No. & Name of Assembly Constituency : 36 - Gandhinagar North

Part No. - 1

Statement - 2

[2] List of Eligible electors who are new residents in the Area and List of Eligible electors / families whose names are left out in the electoral roll for some reasons.

Sl. No.	EPIC No.	House No.	Name of Elector			Relation	Sex / Age	Date of Birth	Telephone / Mobile No.	Period of ordinarily residing at this place	Action Taken
			Surname	First Name	Middle Name						
1	2	3	4	5	6	7	8	9	10	11	12
No. & Name of Section :											

ADVANTAGES OF BLO REGISTER

- A continuous record for statistical analysis of the roll
- Can be used to examine the health of roll at any point of time
- Can be used for keeping track of development of new colonies and migration
- Can be used for cleansing of the roll in terms of expired, shifted and duplicate electors
- An error-free & pure electoral roll can be prepared with ease & comfort during the revision as details of would-be electors, electors who are no more eligible for various reasons like shifting, expiry etc. are readily available at any point of time

HEALTH ANALYSIS OF THE ROLL BY THE BLO

HEALTH ANALYSIS

See Annexure 7.1
(Chapter X) of the BLO
Register on the side.

It summarizes the broad
parameters of the roll of a
Polling Station.

Bring this pre-filled to the
training for the PS of each
trainee BLO.

The Trainer should obtain prints of PS-wise filled-in Annexures 7.1 from the ERO or the DEO for every trainee BLO in the batch. (DEO or ERO would generate and print it from the ERMS in advance). [Ref. ECI Circular no. 485/Comp/ERMS/2014 dated 26-8-2014]

Otherwise, each BLO should fill it in advance and bring it to the training.



BLO Register

Main Report

Madhya Pradesh **Annexure 7.1 (CHAPTER X) - BLO's REGISTER** 08/21/2014

AC No & Name : 1 - SHEOPUR

Polling Station No & Name : 210 - BAGALDA

Section No	Section Name	Males	Females	Others	Total
1	GRAMA-BAGALDA	32	33	0	65
2	GRAMA-HANUMAN KHEDA	27	28	0	55
3	GRAMA-PREMAPURA	28	20	0	48
4	KARAVADIYA	23	24	0	47
5	GRAMA-JAKHADA JAGIR	26	30	0	56
Total		136	135	0	1098

Gender Ratio (As Per Electors)	District	Assembly Constituency	Polling Station
	940	940	992

Electors with EPIC	Total	Percentage
	1078	98.18%
Electors with EPIC & Photo	741	67.49%

Part Wise Age Cohort

Age Criteria	Age wise Electors	%Age wise Electors to Total Electors
18-19	51	4.64%
20-29	328	29.87%
30-39	260	23.68%
40-49	240	21.86%

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

HEALTH ANALYSIS

During the Training by BLOs

(1)

Each BLO should analyse the following types of points using the filled-in Annexure 7.1 of the BLO Register for the E-Roll of his Part Area during the training itself:

1. How does the **Gender Ratio** of the PS compare with that of the AC and the district. Find reasons for wide differences and deviations, if any.
2. Is the **percentage of any age-cohort much higher/ lower** than expected. Compare with fellow trainees. Figure out possible reasons for deviations.
3. ...

Trainers should encourage analytical and focused discussions on such points.

Section No	Section Name	Males	Females	Others	Total
1	GRAM-BAGUDA	32	30	0	62
2	GRAM-HRUBHUKHESHA	27	25	0	52
3	GRAM-PREMPARUSA	28	20	0	48
4	GRAM-KHEDIA	23	24	0	47
5	GRAM-ANDEKA JAGH	25	20	0	45
Total		135	125	0	260

Gender Ratio (Vs Pct Electoral)	District	Assembly Constituency	Polling Station
	90	50	92

	Total	Percentage
Electors with EPIC	107	41.15%
Electors with EPIC & Photo	71	27.31%

Age Cohort	Age wise Electors	%Age wise Electors to Total Electors
10-19	21	4.38%
20-29	28	5.87%
30-39	30	6.19%
40-49	30	6.19%

HEALTH ANALYSIS

During the Training by BLOs (2)

Each BLO should analyse the following types of points using the filled-in Annexure 7.1 of the BLO Register for the E-Roll of his Part Area during the training itself:

1. ..
2. ..
3. If the % voters in **age-cohorts 20-30, 30-40** are too low or too high, should you not track the **working age population** for migration and young **women for marriage** etc?
 - Do you have **in-migration or out-migration of agricultural labour, industrial labour or students** in your part area?
 - Are there any **new colonies or habitations** coming up in your area or getting removed from your area?
 - Are there new or expanding **industrial units** in your area?
 - Are there a lot of **agricultural landowners** in your area who employ labour?
 - Are there **colleges or hostels** in your area?
4. ...

Madhya Pradesh Annexure 7.1 (CLUSTER 3) BLO REGISTER 08/01/14

AC No & Name: 1-SHESHPUR
Polling Station No & Name: 210-BAGALDI

Section No	Section Name	Males	Females	Others	Total
1	GHOSH-BAGALDI	52	30	0	82
2	GHOSH-HRISHIKESH	27	25	0	52
3	GHOSH-PREMPADA	20	20	0	40
4	KUMAR-DINA	23	16	0	39
5	GHOSH-ANANDA JAGAN	25	20	0	45
Total		127	111	0	238

Gender Ratio (No Per Elector)	District	Assembly Constituency	Polling Station
	940	540	992

	Total	Percentage
	Elector with EPIC	1070
Elector with EPIC & Photo	741	67.65%

Part Wise Age Cohort

Age Cohort	Age wise Electors	%Age wise Electors to Total Electors
10-19	21	4.36%
20-29	228	28.97%
30-39	260	29.89%
40-49	240	27.95%

Trainers should encourage analytical and focused discussions on such points.

HEALTH ANALYSIS

During the Training by BLOs

(3)

Each BLO should analyse the following types of points using the filled-in Annexure 7.1 of the BLO Register for the E-Roll of his Part Area during the training itself:

1. ...
2. ...
3. ...
4. Should you not track the enrolled **senior citizens** (age-cohorts 60-70, 70-80, and above) about being alive if the % in these age-cohorts is too high in your PS as compared to your fellow BLOs?
5. If the % in age-cohort **18-20** is somewhat higher in your PS as compared to your fellow BLOs, are you sure that no voter enrolled in this cohort is actually **underage**?
6. Any other points of analysis.

Madhya Pradesh Annexure 7.1 (CHAPTER 3) BLO REGISTER 08/01/2014

AC No & Name: 1-SHEKOP
Polling Station & Name: 210-BAGUDA

Section No	Section Name	Males	Females	Others	Total
1	GROUP-BAGUDA	32	30	0	65
2	GROUP-HRIVANIKESH	27	25	0	55
3	GROUP-PREMPURGA	28	20	0	48
4	GROUP-KOTHA	23	24	0	47
5	GROUP-ANDEKAJER	25	20	0	55
Total		135	125	0	260

Gender Ratio (Voter Per Elector)	District	Assembly Constituency	Polling Station
	90	540	90

Electors with EPIC	Total	Percentage
	1070	91.93%

Electors with EPIC & Photo	Total	Percentage
	747	67.45%

Past Year Age Cohort

Age Cohort	Age wise Electors	%Age wise Electors to Total Electors
10-19	21	4.38%
20-29	228	28.97%
30-39	260	29.88%
40-49	340	27.95%

IDENTIFYING ERRORS IN THE ROLL

LIST OF ERRORS IN E-ROLL DATABASE (1)

1. Voter's name has junk characters or is blank
2. Part No. has junk characters or is blank
3. Serial No. of the Voter has junk characters or is blank
4. Section No. has junk characters or is blank
5. House No. has junk characters or is blank
6. Voter relationship has characters other than M or m (for Mother), F or f (for Father), H or h (for Husband), or O or o (for Other)
7. Voter Sex has characters other than M (Male), F (Female) or O (Other)
8. Voter gender is Male (M) but relationship is Husband (H)
9. Voter's relative's name has junk characters or is blank

LIST OF ERRORS IN E-ROLL DATABASE (2)

10. EPIC no. has less than 10 characters
11. Age is less than 18 years or greater than 100 years
12. Photograph exists but EPIC Card Number is not mentioned in the roll
13. EPIC Card Number exists but Photograph is not available in the roll
14. List of Records where EPIC Number is repeating – Case of Duplicate EPIC Number
15. Voter gender is Female (F) but the relationship mentioned in the roll is 'Father (F) or Other (O)' for a voter of age more than 30 years. [This is to help track female voters who may change their residence after marriage].
16. Voter Status Type is 'other than N or n (New), E or e (Expired), S or s (Shifted), M or m (Modified), R or r (Repeated)' or if it is Junk Characters
17. Sections which have no voters in the roll

IDENTIFYING ERRORS

IN THE ROLL

List of records where Elector's Name is blank /Junk Characters

Serial No.	House No. (Hindi/English)	Name / Relative Name	Section Name	Relation / Sex / Age	Idcard No.
AC Name : 89 - BANDHAVGARH					
Part No. : 1 - KHAIRABHAR					
710	A-39	Santosh%*& Adhikari Mahendra Adhikari	1-GRAMA-KHAIRAB HAR KHAIRABHAR	Father Male / 28	
17	A/4/1	Rasheshwari%*& Adhikari Santosh Adhikari	1-GRAMA-KHAIRAB HAR KHAIRABHAR	Husband Female / 42	
874	A/4/1	Rasheshwari%!!!)*& Adhikari Santosh Adhikari	1-GRAMA-KHAIRAB HAR KHAIRABHAR	Husband Female / 42	ACP1234563
875	A/4/1	Rasheshwari%!!!)*& Adhikari Santosh Adhikari	2-HARADUVA HARADUVA	Husband Female / 42	ACP1234567

Part No. : 3 - BARAHATA

If any of these 17 errors exist in the roll, they would appear in the PS wise Error Report which can be generated on computer in the format shown on the side by using the ERMS software and E-Roll Database.

Each trainee BLO should carefully see which probable errors have been identified in this report by the computer.

He should plan to verify them.

DEO or ERO should generate the error report shown on the side for each PS of every AC before training, and provide its print to the BLOs participating in the training.

States which do not use ECI's ERMS application, should develop and use similar applications for this purpose.

If it is not possible to generate these error reports on computer before training of BLOs, then BLOs should manually identify such errors during the training program itself.

FORMULATING STRATEGY & PLAN OF ACTION

**FOR
IMPROVING THE ROLL**

**AFTER
HEALTH ANALYSIS &
ERROR IDENTIFICATION**

FORMULATING STRATEGY & POA DURING THE TRAINING

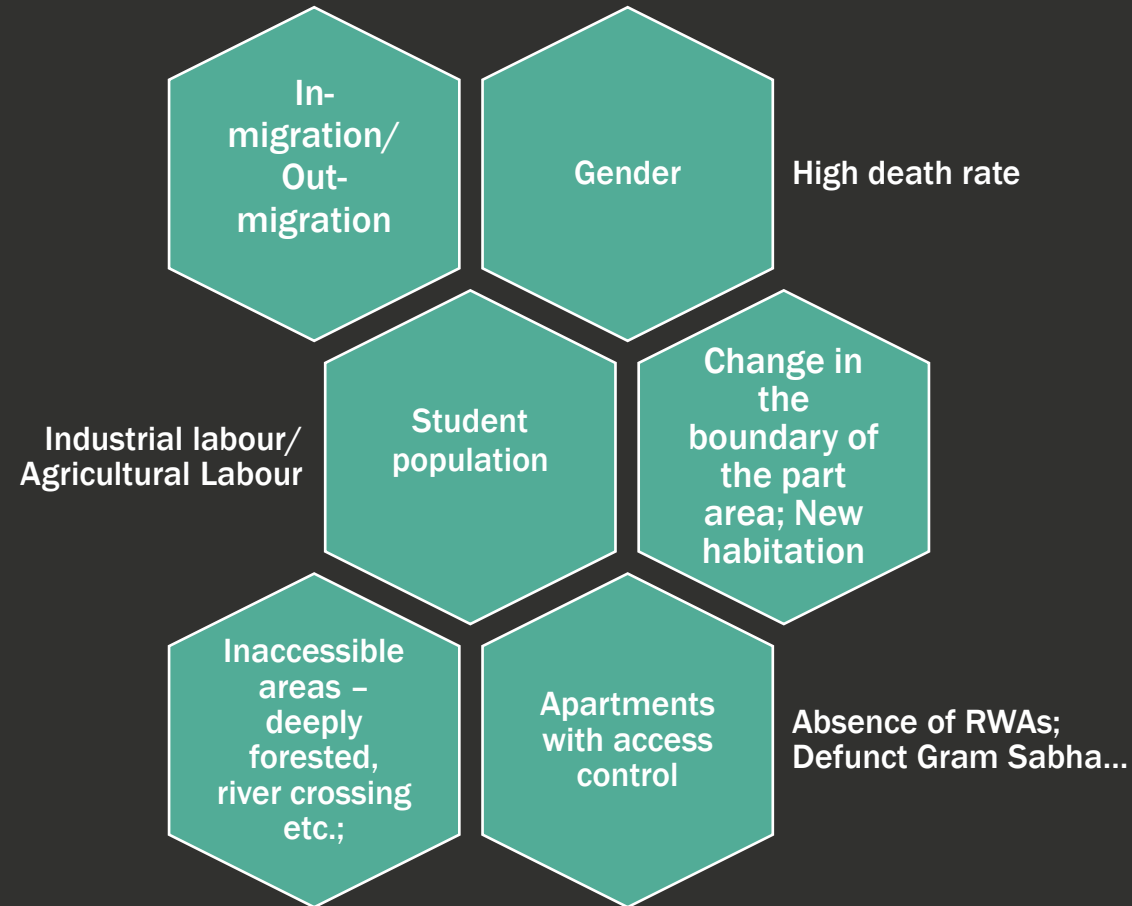
After doing Health Analysis & Error Identification,
each trainee BLO should use these learnings to
formulate at least **5 to 10 Points of Strategy &
a Plan of Action**
for **Improving the Roll of his PS**
DURING THE TRAINING ITSELF

He should **think of different approaches** he will adopt to make his roll
accurate, error-free & updated

Trainers, AEROs, EROs & DEOs should help their BLOs make **efficient & feasible** strategies and plans,
and should **forward** them to their **CEOs**

FORMULATING STRATEGY & POA

POINTS TO PONDER



Think of more such categories & Action Points for Inclusion and Facilitation

FORMULATING STRATEGY & POA

An **exhaustive list of strategic points** should be drawn for all the problems and issues the trainee BLO identified in the previous exercise.

Some **illustrative examples** could be:

- Gender ratio in my Polling Station is less than the district & assembly constituency - I need to **check & ensure that all eligible women are enrolled**.
- While passing by my Polling Station area, I noticed a new colony has come up – I need to ensure that **all the residents (tenants & landlords) are registered**.
- A new industrial factory has been set up in my part area – I need to **register all the migrant labourers** working in the factory.
- Very few trans-genders enrolled compared to the assembly constituency – I need to **verify & visit houses** of all trans-genders in my part area & **register** them.

FORMULATING STRATEGY & POA

See
the Points of Health Analysis &
the Details of Identifiable Errors
discussed in the foregoing slides
to further strengthen your
Points of Strategy
&
Plan of Action

HELPING HANDS GRAM SABHA BOOTH LEVEL AGENT (BLA)

GRAM SABHAS AND ROLE OF BLOs

- BLOs read out the list of the following to the *sabha*:
 - Addition, Deletion, and Modification of names,
 - Duplicate names,
 - Details of the households with more than 10 voters



Courtesy: <http://www.indiatogether.org/2005/sep/wom-attend.htm>

- The reading is done with an order issued under the signature of the concerned ERO. The following details are covered in the order

Name of AC: _____

Part No.	Urban/ Rural	Date of Gram Sabha/ ward meeting	Venue of Meeting	Time of meeting	Name of the class II officer deputed by ERO to attend meeting	Designation of class II officer deputed by ERO to attend meeting	Contact number of officer deputed	BLOs name and contact number	Remarks

REPORTING THE MEETING

- BLOs submit a report on completion of the meeting in the given format
- Report by BLO of Reading of Electoral Roll of Part in Gram Sabha/Ward Meeting

Sr. No	Name of Officer/ employee deputed by ERO to attend meeting	Address of place where electoral roll reading meeting was held	Date of meeting	Serial number of part or parts of electoral roll/s read in the meeting	Number of persons who attended the meeting	Number of persons above 80 years of age in the roll	Number of families with more than 10 persons registered as voters in roll	Number of dead voters in roll	Number of shifted voters	Number of claims and objections received up till date of this meetings				
										11 a	11b	11 c	11 d	11 e
1	2	3	4	5	6	7	8	9	10	6	7	8	8A	6A

Signature of Talati
Name of Talati
Village/Sehra:

Signature of BLO
Name of BLO
Designation
Part No : AC Name:

Signature of officer deputed
Name of Officer
Designation of Officer

Please note: This report is to be send directly to the Office of the concerned AERO, with a copy marked to the concerned ERO

* List of names given in column 7, 8, 9, 10 to be read out in the Gram Sabha

BOOTH LEVEL AGENTS (BLAs)

BLAs are officers appointed by the political parties under the direction of Election Commission, to help BLOs in Electoral Roll Management.

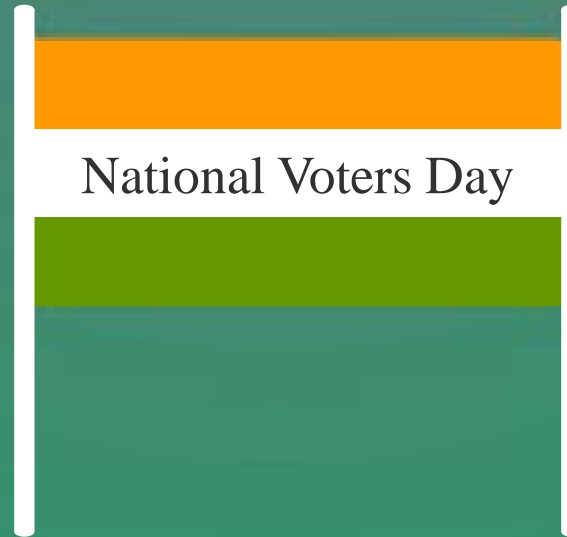


Duties

- Assists people in filing claim/objection properly
- Remains present during the campaigns and help BLOs
- Verifies and conducts survey of the dead and shifted electors
- Is responsible if the survey is faulty
- Understands and scrutinizes the electoral roll during meeting with BLO
- Helps continuous updating of the electoral roll

NATIONAL VOTERS DAY

WHAT IS NATIONAL VOTERS DAY?



Election Commission of India (ECI) was established on 25th January, 1950;

National Voters Day is celebrated on the founding day of ECI i.e. 25th January every year;

Celebrated for the first time in January 2011, called “*Rashtriya Matdata Divas*” in Hindi.

OBJECTIVE OF NATIONAL VOTERS DAY

- To ensure maximum enrolment of youth
- To spread awareness amongst voters of their rights and duties
- To create awareness amongst voters about the process of enrolment
- To request the participation of voters in helping the Election Officers to maintain clean and error free roles
- To empower the youth and instil a sense of pride amongst them
- To inspire youth to exercise their franchise

Vote
Vote
Vote

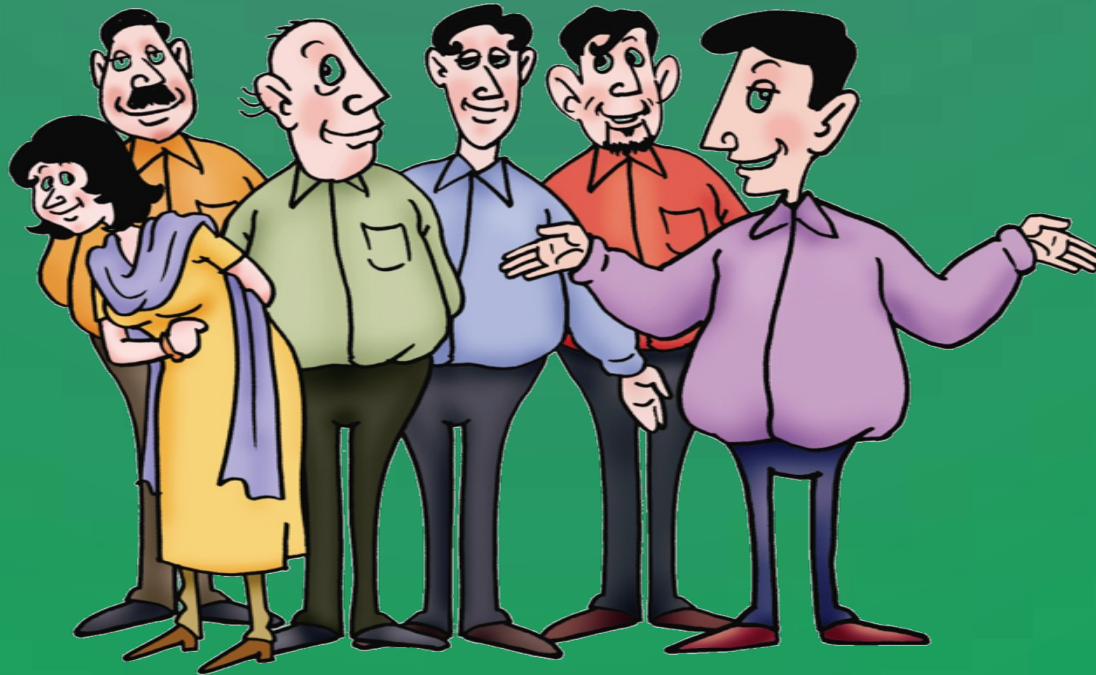


ROLE OF TOWARDS CELEBRATING NVD

- Responsible for conducting voters' education activities,
- Identify and enroll all newly eligible (18+) electors,
- Ensure that error free EPIC cards are given to the electors,
- Distribute EPICs & badge - "*Proud to be a Voter-ready to Vote*" to the newly eligible voters on 25th January every year,
- Administer the pledge to newly enrolled electors on NVD,
- Maintain a list of Higher Secondary Schools/Colleges/Higher educational institutions in his Part Area for enrolling youth,
- Locate & educate youth who do not go to such educational institutions and impart education on enrollment and duties as a voter.

PLEDGE

“ We, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and the dignity of free, fair and peaceful elections, and to vote in every election fearlessly and without being influenced by considerations of religion, race, caste, community, language or any inducement.”



SUMMING UP – MAIN DUTIES & RESPONSIBILITIES OF BLOS

All through the year

- Collects field information
- Ensure availability of different forms
- Maintaining the election related documents

Periodical

- Updating of the rolls
- National Voters Day Activity Dec-Jan
- Ensure correct serialization of houses
- Prepare sketch map (*Nazari Naksha*)
- Physical verification of rolls

Revision Period

- Structural revision and updating of rolls
- Coordination with BLAs
- Displaying draft rolls
- Reading of rolls in *gram sabhas*

Special Direction

- Photo coverage in the roll
- Obtain geographical information of Part area
- Coordination with BLAs
- Impart Systematic Voters Education for Electoral Participation (SVEEP)
- Distribution of voters slip before polls
- Any other work under the instruction of ERO/AERO

CASE STUDIES ON ROLL REVISION

CASE STUDY 1

In one family their daughter-in-law, Sarita being a family member was a part of the electoral roll for that household. But she has been driven out of the house by the in-laws. Now to establish proof that Sarita does not stay in the household any more, her in-laws submit Form-7 for her.

Sarita has not been legally divorced with her husband, nor the family produce any such document. Even the family is reluctant to give any information of her present residence. What can the BLO do in such a situation?

CASE STUDY 2

A BLO visits an orphanage located in his Part, where orphans are brought up and looked after from infancy. He finds that 'Ramesh' is eligible for enrolment as an elector. But 'Ramesh' is not in a position to give the names of either his father or mother. 'Chinmaya' too is eligible for enrolment as an elector and he reveals the true name of his biological mother.

What shall BLO enter in the column meant for father's/ mother's/husband's name for 'Ramesh' and 'Chinmaya'? And what shall BLO enter in the relationship column in such cases?

CASE STUDY 3

In one 'Ashram' or 'Akhada' a 'Sadhu' or 'Saint' is eligible to be an elector. He does not reveal his worldly name but insists to be enrolled in his rechristened name with suffix of his Guru's name instead of his father.

What does BLO enter in the columns related to name of father/mother/husband & in column related to relationship?

CASE STUDY 4

An elector is enrolled in Part no. 35 of a particular AC. His name is in section-4, i.e. Satyam society. Now he has shifted to Riddhi-Siddhi colony which falls in section-2 of the same Part.

What is required to be done by the BLO to update his entry in the electoral roll?

CASE STUDY 5

Mr. Hemal applies under RTI to the BLO to provide him all the photo copies of Forms 6, 7, and 8. What should the BLO do?

CASE STUDY 6

The BLO reaches the house of Mr. Kantibhai. unknown to the BLO the son of Mr Kantibhai, that is, Mr. Ketanbhai is wanted in a criminal case. Mr. Kantibhai fills Form-7 for the deletion of name of Mr Ketanbhai on the pretext that his son has shifted to another State. Next when the BLO visits the neighbour of Mr Kantibhai , the neighbour informs the BLO that Mr Kantibhai still stays there and that he is hiding from the Police.

Should the BLO delete the name of Mr. Kantibhai on the basis of Form-7 filled by his father?

CASE STUDIES ON EPIC

CASE STUDY 1

Mr. Ajay is a school teacher in village Fatehpur. Instead of teaching during school hours, he goes to distribute the EPIC cards. After 15 days he receives show cause notice from his Head Office that why he should not be suspended for being absent during the teaching hours.

CASE STUDY 2

Najma has filled Form-6 for addition of her name. Her name is entered in the rolls and EPIC card prepared accordingly and handed over to the BLO for distribution. When BLO tries to hand over the EPIC to Najma, she outrightly refuses to take the EPIC from the BLO on the grounds that the spelling of her name in the card is incorrect.

Instead of 'Najma' with a 'j' in between, it has been written as as NAZMA with a 'z' in between. Najma wants her EPIC to be corrected and argues that she will not fill up any more Forms again.

CASE STUDY 3

Mr. Naresh has rented a portion of his house to Mr. Bhatt.

Mr. Bhatt fills Form-6 for inclusion of his name in the voters list. His landlord Mr. Naresh writes an application to the ERO that Bhatt 's EPIC card should not be prepared at this address.

Now the ERO forwards the application to the BLO for enquiry. What should the BLO do?

CASE STUDY 4

A BLO visits a house in his Part. At the time of his visit, the following members are present:

Trivedi	Rameshbhai	Ramesh bhai	M-48
Trivedi	Kamlaben	Rameshbhai	F-45
Trivedi	Satish	Rameshbhai	M-23
Trivedi	Sudha	Rameshbhai	F-19

As per the BLO's existing Photo Electoral Roll record, against the name of Rameshbhai and of Kamlaben EPIC No GJ/07/125/583120 and EPIC No. GJ/07/123/583121 respectively is shown. While against the name of Satish EPIC no. HCX/0058398 is shown, Sudhaben has not been enrolled yet. At the time of verification Rameshbhai produces his EPIC no. LJM/4853394, his wife produces EPIC No. LJM/485353584 and Satish produces EPIC No. HCX/0058398. Their EPICs are original and entries are correct in all respects.

Upon inquiry Rameshbhai reveals that initially EPICs were issued to them during the year 2000 and the EPIC available with him and his wife is that one. They were later issued another EPIC at the new address where they shifted in 2004. They have lost those EPIC cards. The EPIC numbers entry shown against him and his wife are as per the EPICs issued in 2004. They shifted to the present address in 2007. Now they want fresh EPICs for all the four members of the family updated with age and address. Should the BLO recommend new EPICs for them and do the needful?

CASE STUDY 5

During revision of electoral rolls a BLO visits a *mohalla*/society.

(a) Few voters don't have their names in roll at the new residence

(b) Few have been enrolled in the roll but without photo image. Further, against the names of each of them, EPIC numbers are reflected but EPICs are not available for verification.

All are demanding latest EPICs. What should the BLO do?

CASE STUDY 6

A BLO wants to resign from his services as a BLO. Should an ERO accept his resignation? What should the ERO do?

FAQs ON ROLL REVISION

Q. Whether the BLO can accept the Forms during revision period?

- Yes . During revision period , BLOs can be notified as designated officers for their parts by EROs. Then, they can receive the forms and give receipts for the same. [Thereafter, BLOs should give all such received forms to the designated officers sitting in the polling station, if they are different from BLOs]. Designated Officers will include them in Forms 9,10,11 and 11A and take further necessary action.

Q. What type of preliminary checking a BLO should do at the receiving time?

- He should see that all important column are duly filled, particularly declaration part in Form 6 relating to previous address, where applicable, and the it is signed/thumb impression in case illiterate. He should also check that photo is affixed at appropriate box wherever provided by the applicant. Also check that supporting documents for address proof, age proof etc. are provided.

FAQs ON ROLL REVISION

Q. During verification at the time of revision, should BLOs receive and accept Forms 6, 7 etc.?

- BLO is a verifying official only. During revision, he can receive the forms on being notified as a designated officer, but has no power to decide on their acceptance or rejection. He should verify the particulars given in the form and mention the facts. It is for ERO/AERO to take a decision , in the light of BLOs report.

Q. Whether the BLO can receive the Forms during continuous updating period?

- Yes, the Commission has permitted for this. But after receiving he should , in turn, hand over to EROs office for further necessary actions.

RECAPITULATE

- **BLO register and checklist,**
- **Health analysis of the electoral roll,**
- **Error/problems identification,**
- **Strategy formulation,**
- **Gram Sabha and BLA,**
- **National Voters Day,**
- **Voters Slip,**
- **Case Studies and FAQs**

THANK YOU

Disclaimer:

This training material is for use in training of election officials. It should not be referred as guidelines of ECI. In case of any variance in this training material and ECI guidelines/ rules/ laws, the ECI guidelines/ rules/ laws shall prevail.