

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

No.23/ER-DEL/2008/ERS/

Dated: 13th May, 2008.

To

The Chief Electoral Officers
All States and Union Territories
(except Assam, Jammu & Kashmir, Chandigarh & Lakshadweep)

Subject:-Special revision to be undertaken for newly delimited constituencies and or preparation of photo electoral rolls – regarding.

Sir/Madam,

I am directed state that the Commission has decided to undertake special revision to prepare the Electoral Rolls for newly delimited constituencies. During this revision, beside the delimitation related activities, steps shall be taken for:

- a. Conversion of text rolls into Photo Electoral Rolls in Constituencies where Photo Electoral Rolls have not been introduced
- b. Reorganisation of Polling stations based on the criteria approved by Commission vide Letter No.64/2007-ERS dated 09.05.2008

For this purpose, following activities need to be undertaken by the Chief Electoral Officers and their field officers :

1. Preparation of correlation table to map the parts of existing Assembly Constituencies to the newly delimited constituencies.
2. Preparation of maps of newly delimited ACs with administrative boundaries.
3. Populating the control tables to reflect the newly delimited picture using the correlation table.
4. Send proposal to ECI for appointment of DEOs/EROs/AEROs/ROs/AROs for the newly delimited constituencies.
5. Send proposals to ECI to notify the language(s) in which the rolls have to be published with the details required to be furnished (please see the instructions of Commission vide no.22/2/2008/ERS dated 28th March, 2008 addressed to the CEOs of all States and Union Territories where new delimitation on the basis of 2001 census population has come into effect.)
6. Polling Station Reorganisation -
 - a. Identify Polling Stations for those villages for which new polling stations need to be created as per the criteria approved by the Commission vide letter No. 64/2007-ERS dated 9th May, 2008.

- b. Additionally identify Polling Stations that need to be created as a result of delimitation.
 - c. Prepare and publish Draft Publication of list of polling stations for all the newly delimited constituencies.
 - d. Consultation with political parties at district level.
 - e. Proposals to be sent to ECI incorporating changes, if any, consequent to publication and consultation.
 - f. Approval of ECI
 - g. Final Publication of the list of Polling Stations.
 - h. Incorporating the details of newly created Polling Stations/parts in the database for draft publication of Electoral Rolls for the newly delimited constituencies.
7. In parallel, the photography campaign should be undertaken to maximise photo coverage.
8. For those Constituencies that do not already have Photo Electoral Rolls following extra steps should be undertaken.:
- i. The existing images need to be retrieved and converted into JPEG format for integration into database.
 - ii. For these Constituencies, the software for integration of photographs with the ER database should be kept ready and properly tested while conversion is undertaken as mentioned in the step above.
 - iii. The existing photographs should be merged with the database.
 - iv. Before undertaking the merging exercise, the photography activity should be wound up and database should be frozen.
 - v. After integration, the working sheet for door to door verification should be printed.
 - vi. The door to door verification of the working sheets should be taken up.
 - vii. Thereafter, again the corrections and photograph collection resulting from the door-to-door verification shall be integrated into the database.
 - viii. While the door-to-door verification is underway, States for which the format of the Photo Electoral Roll has not been approved, a sample (along with the format for Supplementaries) should be sent to the Commission for approval. The sample should consist of the Title page for the constituency, map of the new constituency printed on the reverse of the Title Page, Table of Contents showing the details of all the parts of electoral roll – sections covered by each part –

number of electors and the summary of electors, Part Header of one electoral roll Part with map of the area covered by the Part printed on the reverse, elector details with photograph of electors, Supplementary of Additions/deletions/corrections and Summary of Electors in that part. (Instructions issued vide letter No.22/2/2005 dated 17-10-05, 22-12-05 & 19-1-06).

9. For the Constituencies that already have PERs need not go through these steps.

However, in their case following steps should be undertaken :

- (i) Photography campaign should continue to cover the non-image electors in photo roll.
 - (ii) The photographs should be merged with the database.
 - (iii) Before undertaking the merging exercise, the photography activity should be wound up and database frozen.
10. The updation from the continuous revision after last final publication and the photographs collected in the photography campaign should be entered into the database.
11. The draft rolls should be printed as per the Commission's instructions.
12. Draft to be published calling for claims and objections. Supply of copies of draft roll to the representatives of recognised political parties.
13. The last part of the Electoral Rolls should be re-aligned as per the newly delimited Constituencies. All the Supplements of last part of electoral roll to be integrated and consolidated Record Office/Authority wise.
14. A model activity chart for the above-narrated steps is enclosed with this letter. Two formats are enclosed with this letter in which information should be furnished to the Commission while draft is being published.

Kindly acknowledge receipt by e-mail/post.

Yours faithfully,

(Ashish Chakraborty)
Under Secretary

Standard distribution.

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