

# **TRAINING MODULE**

**(To be used by Trainers for Booth Level Officers)**

## **2011**



**Election Commission of India**

Nirvachan Sadan,  
Ashoka Road, New Delhi-110001

## **How to use the Training Module for BLOs - Methodology and Approach.**

### **How to read this Module**

**This module has to be read along with the Handbook for BLOs. Chapters 1 to 13 of this manual correspond with the chapters in the Handbook.**

This Module has been prepared by involving all levels of officials including CEOs, DEOs, EROs, AEROs and BLOs. As a result of the deliberations, the following approach for training of BLOs is suggested :

### **Number of days/hours of training.**

Ideally 2 days of preliminary training and 1 day of advanced training of 7 to 8 hours should be enough. The total 3 days of training should be split into 2 days training in a week end and 1 day training by Supervisors on any subsequent day. The gap between these two trainings should not be more than 1 month.

### **Size of the batch:**

A batch of not more than 30 BLOs should be trained together. In addition, the Supervisors of these 30 BLOs can be trained along with them. Two additional persons can be trained in each batch who can be kept as Reserve BLOs and can be drawn upon at any time of emergent need.

### **Scaling of training:**

All BLOs will be covered through the cascading system of training. At the State level, Master Trainers will be prepared, who in turn will train the second level of trainers. These second level trainers will train the Supervisors and BLOs. For refresher trainings, the Supervisors will be the medium of training for the BLOs.

### **Master Trainers.**

Each State will be required to train 8 to 10 Master Trainers specifically for the BLOs training, who in turn will be required to train at least one trainer per Assembly Constituency. Selection of Master Trainers should be done very carefully from amongst Class-I and Class-II officers. Good Supervisors can also be considered for selection as Master Trainers. Once, the Master Trainers have been trained, a certificate to that effect should be issued to them from the CEO's office. Training of one and a half days or approximately 12 hours would be enough to train the Master Trainers.

### **Training of Trainers.**

The Training of Trainers (ToT) schedule can be drawn by the Master Trainers in consultation with the DEOs and EROs. ToTs should also be given approximately 12 hours of training.

### **Information about Trainers.**

All States should maintain list of the Master Trainers and second level trainers including the language they can communicate in and the modules that they can give training in. This will help States to draw on the resources of each other.

**Methodology for training.**

Aside from lectures (and power point presentations wherever possible), Work Book Exercises, Role Play, Group Discussions, Case Study and FAQs should be utilized. Where power point presentation is not possible pre-printed flip charts can be thought of. The lectures should be interspersed with Team Games. These have been added to this Module at relevant places.

**Training of BLAs.**

The BLAs can be trained if felt required. 2 to 3 hours of training should be sufficient to sensitize them about their duties. The training of BLAs followed by a formal interaction between BLAs and respective BLOs can be of half an hour.

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# Chapter – 1

## Appointment of Booth Level Officers (BLOs)

### PRIOR TO YEAR 2006:

Before 2006, there was no earmarked official responsible for revision/correction of electoral roll at Polling Station level. Generally Electoral Registration Officer used to appoint temporarily an enumerator during intensive revision for house to house survey and designated officer at p.s. level after draft publication of roll during revision to assist him in the work of revision. During the period of continuous updating (the period between final publication of roll after a revision and next revision) going on Electoral Registration Officers/Assistant Electoral Registration Officers used to make additions, deletions and corrections in the electoral roll at their own level.

It was perceived by the Election Commission of India that the then existing system was not effective to satisfaction, in removing the names of dead and shifted electors or in adding up eligible persons as electors in the roll. The system was not effective in ensuring the correctness of the roll satisfactorily. This eroded the fidelity of the roll. It was also felt that an official at local level should be made responsible permanently for ensuring correctness of all the entries in the electoral roll of the part pertaining to his locality.

### FROM 2006:

In the light of the abovementioned facts, the Election Commission of India decided in the year 2006 to associate an official on permanent basis with a Polling Station area (part area) who would gather correct information regarding the electoral roll and Electoral Photo Identity Cards of the part allocated to him. He would also collect and make the information regarding additions, deletions and modifications etc. available to the ERO. This officer was named as the Booth Level Officer (BLO).

**Booth Level Officers are appointed under section 13B (2) of RP Act, 1950 by the Electoral Registration Officer after obtaining prior approval of the District Election Officer concerned. During the period of appointment, BLO, as per Section 13CC of RP Act, 1950 will function under control, supervision and discipline of Election Commission of India/Chief Electoral Officer of the State/District Election Officer concerned/Electoral Registration Officer concerned/Assistant Electoral Registration Officer concerned.**

A register recording appointment of BLOs would be maintained in the Offices of concerned District Election Officer/Electoral Registration Officer/Assistant Electoral Registration Officer. These registers would be updated whenever any change takes place. The Format of the register is given below:-

Sl. No.	Details of the officials appointed as BLOs.						Appointment letter number and date	Name and designation of the officer signing the appointment letter	The date on which BLO has started working	BLO's ID card number and Remarks, if any
	No. & Name of Assembly Constituency	Part No. and Name	Name of Block revenue circle	Name and designation	Postal Address of the office where the BLO is posted	Name and designation/tel. no. of the departmental controlling officer of BLO				
1	2	3	4	5	6	7	8	9	10	11

**BLOs would continue to discharge the responsibilities of their original posting and would remain generally under the control of their administrative department, but during special campaigns related to election work such as EPIC coverage campaign, revision of electoral**

**roll, maximization of photo coverage in the photo electoral roll etc, they would not be transferred without prior permission of the District Election Officer-cum-District Magistrate, nor would they be allowed any leave.** Even in the ordinary circumstances, if they are transferred or have to go on leave, alternative arrangements would have to be made, otherwise the process of continuous updating of the roll will hamper.

If due to any unavoidable reason, a BLO had to go on leave or had to be transferred without ensuring any alternative arrangement, the ERO/AERO concerned would arrange for taking over records, papers and registers from his charge. He will appoint another BLO immediately after obtaining prior approval of the District Election Officer. (For further details please see Chapter 1 of Handbook – “Who is a BLO” and “Appointment of BLO”.)

- BLOs would be selected from the employees of the state government/local bodies. They are to be appointed normally for one part area (area attached to one Polling Station)
- An updated list of BLOs along with their mobile/telephone numbers are to be posted on the website of the Chief Electoral Officer of the State concerned. The District Election Officers concerned shall keep the list of BLOs updated for this purpose on their website so that the list linked to the website of ECI always remains updated. **EROs and AEROs are expected to have the contact details of their BLOs handy at all times.**
- **Each BLO will be issued a special kit and is entitled to remuneration. (For further details please see chapter 1 of Handbook for BLOs – “BLO’s Kit” and “Remuneration for BLOs”.)**

## **II. Understanding PC, AC, Part and Section**

- **Parliamentary Constituency - (PC)** - means a constituency provided by law for the purpose of elections to the House of the people. ( Sec. 2(f) of the R.P. Act, 1950)
- Composition of the House of the People. ( Article - 81 of the Constitution of India)
- **Assembly constituency- (AC)**- means a constituency provided by law for the purpose of elections to the Legislative Assembly of a State ( Sec.2(b) of the R.P. Act, 1950)
- Composition of the Legislative Assemblies:- ( Article - 170 of the Constitution of India)

### **Electoral Rolls:**

- The Delimitation of Parliamentary and Assembly Constituencies Order, 2008 as amended from time to time describes the territorial extent of each Assembly Constituency and Parliamentary constituency. A number of Assembly Constituencies comprise a Parliamentary Constituency. While all Assembly constituencies and Parliamentary Constituencies are territorial, i.e. have fixed geographical boundaries, the only exception is the Sangha Assembly Constituency in Sikkim.
- There is no separate electoral roll for parliamentary constituency. Electoral Roll for a Parliamentary Constituency consists of the electoral rolls for all the assembly constituencies comprised within that parliamentary constituency. It is not necessary to prepare or revise separately the electoral roll for any such parliamentary constituency. But in Jammu and Kashmir the electoral rolls are prepared separately for parliamentary Constituency and separately for Assembly Constituency. In case of Union territories that do not have Legislative assembly, the electoral rolls are maintained Parliamentary Constituency wise.
- The statutory provision for the electoral rolls for parliamentary constituencies is provided in section 13 D of the Representation of the People Act, 1950 and for Electoral Rolls for Assembly Constituency is provided in Section 15 of the R. P. Act, 1950.

For every constituency there shall be an electoral roll which shall be prepared in accordance with the provisions of this Act under the superintendence, direction and control of the Election Commission. (Here "Constituency" means an Assembly Constituency as defined in Sec. 14(a)(9) of the R.P. Act, 1950.

- In accordance with sub rule (1) of rule-5 of the Registration of Electors Rules, 1960, the electoral rolls are further organized into geographically defined 'parts' and such 'parts' are numbered consecutively. Each part is further required to be organized into geographically identifiable 'sections'. The 'sections' denote locality and area details. These 'sections' contain the household wise details of individual electors. While the AC boundaries are delimited through Delimitation Commission's Orders, the 'parts' within an AC are created by the District Election Officer (DEO) in consultation with political parties and with the approval of the Commission. Each 'part' has an identified polling station which is where the arrangement is made for the electors of that 'part' to cast their vote on the poll day. As per the provisions of rule 6(2) of RER 1960, the names of electors in each part of the roll are numbered, as far as practicable, consecutively with a separate series of numbers beginning with the number one for each Part.
- There are guidelines and procedures for creating 'parts' for an AC and also for the organization of 'sections' in the part.

### **III. Duties and Responsibilities of Booth Level Officers (BLOs)**

Subjected to the control of the concerned Electoral Registration Officer/Assistant Electoral Registration Officer, BLOs have been assigned the responsibilities of keeping the electoral roll of the parts assigned to them, correct and updated. To achieve correctness of the electoral roll, BLOs should function in the manner described below:-

1. To function as the **custodian of electoral roll** of the Polling Station area/part area allocated to them.
2. To ensure availability of different Forms.
3. To ensure structural correctness of the electoral roll.
4. To gather/obtain information of the geography of the part area.
5. To prepare correct map by free hand eye estimation Nazari Naksha (map) of the part area.
6. To ensure correct serialization of houses falling within their Polling Station area/part area.
7. Physical verification of the electoral roll by house to house visits and checking of overlapping, migration, shifting, inclusion and exclusion errors, details of spellings, duplication, etc. Collecting mobile numbers of electors.
8. Work related to addition, deletion and modification, receiving claims and objections, identification of shifted/dead/non-existent electors, submitting report to ERO for issuing notices.
9. To ensure 100 percent photo coverage in the photo electoral roll and 100 percent EPIC coverage of the electors and EPIC distribution.
10. Proper maintenance/up keeping of electoral roll related papers, Forms and registers.
11. To coordinate with the Booth Level Agents (BLAs) appointed by recognized Political parties and to review the electoral roll with them.
12. Display of draft roll/prescribed notices at designated locations.
13. Reading of rolls in gram/ward sabhas and liasoning with RWAs in urban areas for registration of electors.
14. Systematic Voters Education for Electoral Participation (SVEEP) activities including imparting simple voter education at registration time.
15. National Voters Day (NVD) related work
16. Distribution of voter's slip before elections.
17. Performance of any task that may be allotted on the day of poll.

## **EXERCISE:**

**Pages drawn from an actual electoral roll in the local language should be studied by the BLOs to familiarise them with it. It should be stressed here that Parts, sections, etc are sacrosanct and can be changed only with due procedure followed by the ERO/AERO.**

- Following articles (among others) would be made available to the BLOs by EROs/AEROs in their kits
  - Electoral roll of the concerned part
  - Forms 6, 6A, 7, 8 and 8A
  - Forms 9, 10, 11 and 11A
  - Handbook for Booth Level Officers
  - Registers and other Formats as per requirement
  - Identity card issued to the BLO by the signature of ERO/AERO
- Booth Level Officer will show the electoral roll kept in his custody to any person who desires to see the roll so that the information regarding the electoral roll may be disseminated to the people in general easily.
- As custodian of the electoral roll the responsibility of a BLO will not only be to make efforts continuously to keep electoral roll updated but also to be careful that no structural defect creeps into the roll. He should also ensure that complete description of the elector of the part concerned is entered in the roll.

## **EXERCISE:**

**The BLOs will fill up each entry of all five Forms namely 6, 6A, 7, 8, 8A themselves to understand them clearly.**



## 2. To ensure availability of different Forms

- Description of Forms :-
  - Form 6 – Format of application for inclusion of name in the electoral roll.
  - Form 6A – Application for inclusion of name of overseas electors.
  - Form 7 – Format of application for making objection against entry of a name or for deletion of a name already existing in the roll .
  - Form 8 - Format of application for making correction in the entries in the electoral roll.
  - Form 8A - Format of application for transposition of a name from one part to the other part within the same Assembly Constituency.
  - Form 9 - Format for preparing a consolidated list of Forms 6.
  - Form 10 - Format for preparing a consolidated list of Forms 7.
  - Form 11 - Format for preparing a consolidated list of Forms 8.
  - Form 11A - Format for preparing a consolidated list of Forms 8A.
- During field visit BLOs will keep Form 6, 6A, 7, 8 and 8A with themselves in sufficient number and make them available to the electors/applicants of the part, free of cost as per their requirement. They will help the electors/applicants in filling up the Forms in correct and faultless manner. They will record their opinion/recommendations after proper verification as directed by the EROs/AEROs and prepare the list in duplicate in Form 9, 10, 11 and 11A respectively and submit them to the ERO/AERO for publication/further necessary action.
- Whenever an elector/applicant submits a filled up application to the BLO, he shall give the applicant a proper receipt with his full signature with date. A separate page containing blank receipt Form and instructions to fill up the Forms has been attached with new version of Form 6, 7, 8 and 8A, issued by the Election Commission of India. This page has to be detached from the application Form and handed back to be applicant.

Relevant  
during the  
revision  
process

### GROUP EXERCISE:

**Group exercise will be taken up here.**

- Form four groups.
- Name them as Group 9, group 10, Group 11 and Group 11A.
- Give a jumble of filled up Forms 6, 7, 8, 8A to each group Let each group sort it out
- Give blank Forms 9, 10, 11 and 11A to the Groups 9, 10, 11, 11A respectively. They each now have to fill up Form 9, Form 10, Form 11 and Form 11A respectively
- For this they have to exchange Forms 6, 7, 8, 8A with each other and then fill up their respective forms.
- Then each group will make a presentation and then the trainer and other experienced BLOs in the groups can point out any gaps.

## 3. To ensure structural correctness of the electoral roll

- Verifying the correctness of the entries in part header page – As soon as a BLO gets a copy of the electoral roll of his part, he should ensure that the entries in the part header page such as Polling Station number/name of the Polling Station and Polling Station location/extent of the part/name(s) of the revenue village(s) included in the part/ all the localities covered in the part/ Panchayat /Post Office/Police Station / Anchal /Block /sub-division / District etc. are correct. He

will immediately intimate the ERO/AERO concerned in writing if any description is found to be wrong, so that the control table in the database of electoral roll can be corrected accordingly.

- BLO should also verify the number of sections as shown on the part header page and see that the electoral roll is arranged section-wise accordingly. He should verify whether the section header is correct or not and whether house number in every section starts with serial number 1.
- BLO should also verify whether in the Nazari Naksha (Map) (map by eye estimation) printed on the back of the part header, sections are shown clearly as per instructions or not. If not, then map should be redrawn as per the directions and a copy of it should immediately be submitted to the ERO/AERO concerned.
- BLO should see if the number of electors printed on the part header page is the same as the number of the electors in the list. In the election year draft electoral rolls are published after integration and consolidation. In such draft electoral rolls the total number of electors (No. of male electors + No. of female electors) should be the same as the last serial number of the roll.
- But if the electoral roll given to a BLO for verification is not integrated and consolidated or if it is the last final roll along with supplement (s), the number of electors printed on the part header page would be the same as the last serial number of the mother roll (excluding supplements) and the total number of the electors would be equal to the sum of the number of electors in the mother roll and the number of electors in the supplements minus the number of electors in the deletion list. This will be shown on the summary page at the end of the electoral roll of the part.
- The BLO should immediately inform the ERO/AERO if any page of the roll handed over to him is missing and obtain the missing page.
- If BLO has received electoral roll along with supplement he should verify that the deletions and corrections are reflected properly in the mother roll. In case of any discrepancy he should immediately inform the ERO/AERO.
- Verifying the correctness of the entries in Part header– Along with verification of the entries on the part header page, BLO should also verify all the entries in the section header and check whether the names of part concerned/sub-division/Blok/Anchal/Ward Number/ Police Station/Post Office etc. are correctly printed or not. It is often seen that the names of Police Station/Locality/Pincode/ Post Office etc. are wrongly printed on the part header page and section header. Sometimes pin code of a post Office is entered wrongly. These entries should be verified thoroughly and brought to the notice of ERO/AERO if found defective so that these can be corrected as soon as possible.
- Should be kept in mind that if the names of sub-division/ Block/Anchal/Ward Number/ Police Station/Post Office/ Locality / Area / Pin code etc. are entered wrongly in the part header page and section header, not only fidelity of the roll is eroded but also the same mistakes will be printed on the EPICs. If it is allowed to happen, the mistakes in the EPICs would have to be rectified later on at Government expense.

#### **EXERCISE:**

##### **Do the Role Play exercise as follows:**

- A BLO visits a household where all have gone out to work, and the only person there is an illiterate person
- How would the BLO get information out
- Two persons can volunteer to do this role play – one to act as the BLO and one to act as the illiterate person

#### **4. To gather/obtain information of the geography of the part area**

- BLOs should acquire knowledge about the boundary of the Polling Station area/part area.

- Every BLO should obtain correct information about the Revenue Village/Colony/Hamlets etc. that fall partly or fully in the part area, by making frequent visits. Thereafter he should also ensure that all residential houses and the electors inhabiting in them are registered in the roll correctly.
- If a new house comes up in a part area then the BLO should make efforts to enroll all eligible persons as electors who inhabit in that house and at the time of drawing Nazari Map for next revision, the new house should also be depicted in the map.
- BLO should develop local contacts in the sections in his Part who can help him remain informed about the arrival of new persons, shifting of residents, death, etc so that quick necessary action can be taken by him.

##### **5. To prepare correct map by free hand eye estimation Nazari Naksha (map) of the part area.**

- Nazari Naksha (map) of a part area is drawn not by scale, but it can roughly be drawn by freehand at a ratio of 1k.m. = 2", or at such a scale that the map of a part fits in a paper of A4 size. Sections should be indicated clearly within the part.
- BLOs play a significant role in preparing Nazari Naksha (map). It is therefore essential for a BLO to be well acquainted with the geography of the part.
- Nazari Naksha (map) should be prepared on good quality Bond paper. It should be drawn in black or blue ink with a ballpoint pen so that good quality replicas can be obtained through its scanning.
- North should always be shown towards the upper side and south towards the lower side of the paper
- Border of the part area must be indicated and boundary and other descriptions (names etc. of parts and villages within the boundary) entered in the map. Border of sections should also be demarcated clearly. It should be ensured that no geographical area of a part is left out and remains uncovered by sections.
- House numbers should be given and shown separately, section wise (e.g.1 to 25).It has to begin with '1' for every section.
- If it becomes apparent after field visit that the ground realities suggest creation of more Sections in any part, the BLO should submit a proposal for creating Sections in required numbers to ERO/AERO concerned separately.
- Land Formations like rivers, ponds, roads, government buildings, religious places, hillocks etc should also be shown in the map. 'Legend' should be depicted on the lower left side below the map. Map should be clear and clean. Polling Station building should be marked on the map and shown in the legend.
- Situation of the existing houses and other structures along with roads and lanes etc. should be indicated in the map. The map should be prepared in duplicate.
- Sections as entered in the electoral roll should be depicted clearly in the map indicating their serial numbers and names.
- The number, name and reservation status of the Assembly Constituency should be shown at the top of the map. Number and name of the Polling Station should be mentioned just below that.
- Nazari Naksha (map) of a Part is not complete if:-
  - i. Boundary of part is not drawn,
  - ii. Section area are not demarcated,
  - iii. Some geographical area is left to be included in any of the sections of a part,
  - iv. Polling Station is not marked,
  - v. Roads/lanes connecting sections and the Polling Station are not demarcated,
  - vi. Important structures, landmarks and land Formations not shown,

- vii. Houses are not shown or correctly serialized within part/section,
  - viii. Legend and symbol showing direction are not given, etc.
- All BLOs should take special care to ensure that the defects as mentioned above do not occur in the maps prepared by them. If the map prepared earlier contains such errors, a new error free Nazari Naksha (map) should be prepared and submitted to the ERO concerned.

### **MAP MAKING EXERCISE:**

**It teaches how maps can be made with the help of the participation of local persons. After understanding the chapter the BLOs group can attempt to make a map of the entire building that is the venue for the training.**

#### **How to make a Part Map**

- Mapping can be done with the help of the local community through a methodology used for the purpose of Participatory Rural Appraisal.
- To begin with it is necessary that the BLO familiarizes himself with the location of the sections and the basic geography of his Part to be in a position to overrule subjectivity, if any, that might creep in during the map-making exercise.
- BLO should then identify 10-15 young enthusiastic students from the Part who are ready to participate in the exercise.
- Along with the students, he should take a walk through the entire Part, and then begin the drawing of the map of the area.
- If a high vantage point is available in the Part, it is preferable to draw the map from there so that the group can relate the map with direct observations.
- Usually the maps are drawn on the ground using on the spot available materials such as sticks, stones, grasses, wood, cigarette packets, tree leaves, colored sands and soils, rangoli powders, coloured chalk, pens, and paper.
- To begin with, divide the group into two. One group will draw the map on the ground with sticks and the other group will copy it on paper (or newspaper joined together).
- First establish the four directions, i.e. North, South, East and West.
- Start by marking all the streets of the Part (including both Kuchcha and Pucca ones).
- Then broadly mark the societies/colonies on it.
- Next, demarcate the sections. Within the sections all landmarks are to be marked now- such as Aanganwadi, Primary School/Polling station, Post Office, Thana, Panchayat/Ward office, place of worship, all other community facilities, Wadis, public places such as Cinema halls, gardens, shopping areas, etc, etc.
- Now houses/buildings within the colonies are to be drawn.
- Then they are to be given the Serial numbers as given by the local body. If serial numbers are not given by the local body the house number as per electoral roll maybe given and the head of the family maybe identified for each such unit.
- As maps take shape, more people become involved, and so want to contribute and make sequential changes. Involve them, but be careful that no political/communal/religious/discriminatory subjectivity finds place in map-making as it might lead to wrong additions/deletions.

- Once this exercise is completed, to evolve this map into an electoral Part map, the BLO needs to ask the right questions and lead and guide the groups to add value to the map. He will ask the groups to draw/identify the following on the map by placing different material on it (like grass for new voters, seeds for the homeless, etc)
  1. The new societies/houses/area if any
  2. Identify where the temporarily migrated persons if any, are located
  3. Identify where the homeless persons if any, are located
  4. Identify where the nomadic tribes if any, are located
  5. Identify for each residential unit if anyone has expired or shifted
- Identify for each residential unit if any new voter through marriage, 18 years of age, migration, etc has been added.
- Another methodology for doing the same mapping is for individuals or small groups to each make a separate map for a Section each (using newspaper) and then later, all the small groups prepare a large map combining and synthesizing what is included on all the maps. Valuable information can be obtained in this process from the perspective of the drawer.
- While you guide the participants; encourage them to all contribute. It would be a good idea to repeat the exercise if required with another group of people who represent the marginalized section of the Part.
- Make notes as these will contribute to your understanding of the local voters and their issues regarding the roll.
- Lastly, make a copy on paper of the map in your own hand from the work on the ground and its copy done by another group on paper as a permanent record.
- This Map will later lead to transect walks by the BLO again, in which greater detail will now be recorded.

#### **6. To ensure correct numbering of houses falling within Polling Station area/part area.**

- BLO should acquire knowledge about the number of sections created in his Polling Station area/part area and boundaries thereof because this information is essential for correct serialization of houses.
- In urban areas, serialization of the houses already exists. This is to be adopted. However, this may not be the case for all sections of rural areas. In such cases, serialization of houses will be required to be done.
- Serialization of houses within a section should be done in ascending order beginning from north-West and proceeding towards South-East in serpentine or zigzag manner.
- For physical verification of the houses, the BLO should go to the first house at the north-western tip of the section. Check whether this very house is shown as house no.1 in that section of the electoral roll. This can be verified by checking the names of the residents of that house and other particulars. If that house is not shown at house no.1, inscribe '1' in the roll against that house so that the house at the north-western tip can be recorded as house number 1 of the section at the time of next draft or final publication of the roll, as the case may be.
- Now the BLO will proceed to the house of electors living in house number 2 as shown in the roll and see if it is situated next to house number 1. If not then assign number '2' to the house that is situated next to house number 1. Gradually he will proceed in this manner assigning serial numbers to the houses and rearrange the map accordingly.

- The Booth Level Officer will start serializing from the first house at the north-west and proceed towards south-east in a zigzag manner, assigning serial number to each house in ascending order. He will repeat the same process for every section of a part.
- It is to be made clear that the house number in an electoral roll is not real but software generated and starts from '1' for every section. These house numbers are not given by any municipal corporation, society, colony etc. If more than one family reside in one house but have separate kitchens, they will be assigned separate house numbers. Names and other entry details of the electors should also be verified so that necessary steps may be taken to rectify errors if any.
- After physical verification of houses in the Polling Station area / part area, the BLO will ensure that all eligible persons residing in any house that is not recorded in the roll, are registered as electors and the house(s) also serialized at proper place in the roll.

## **7. Physical Verification of the Electoral Roll.**

- At the time of doing physical verification of house numbers, BLOs should simultaneously verify the entries in the electoral roll regarding electors residing in those houses
- A BLO would gather following information during field visit at the time of doing house to house verification of the electoral roll, that would help in making corrections and updating the roll:-
  - People having qualification to be registered as electors, but not registered as elector in the roll.
  - Names of dead electors existing in the roll.
  - Such people, are not ordinarily resident of the part area, find place in the roll of that part.
  - Persons who have recently attained the age of 18 years on the qualifying date but are yet to fill Form 6 to register in the rolls.
  - Names that are repeated elsewhere in the same Section or the same Part of the roll.
  - Details of electors such as name, father's/mother's/husband's name, age, sex, date of birth, that are not entered correctly in the electoral roll.
  - Electors who don't have their photographs in the photo electoral roll.
  - Cases of Mismatch of photo in the Photo Electoral Roll.
  - EPIC number is printed in the roll but the elector does not possess one.
  - EPIC number is not printed but the elector possesses one.
  - EPIC number with the voter is different as compared to the one in the rolls.
  - There are defects in the EPIC issued to an elector. For example, name of the elector, father's/mother's/husband's name, sex, address, age/date of birth etc. are not correctly entered in the EPIC.
  - Instead of being entered together as electors residing in one house, the names of electors belonging to one family are entered in separate houses, sometimes even in separate sections.
  - Instead of being entered separately in their respective houses, some nonrelated electors who are not related to each other, registered together in one house.

### **EXERCISE:**

**BLOs can be broken into groups here, and through team work be asked to make a presentation before the trainees of one difficult situation each that they have encountered and the possible solutions can be discussed by all trainees.**

## **8. Addition, deletion and modification in the electoral roll.**

- Information about the legal provisions for addition, deletion and modification of the entries in the electoral roll during continuous updating and revision has been separately given in this Hand Book at page nos. 23-32. This is to be noted that persons ordinarily residing in a part area having qualification to be registered but not registered till date, should be registered in the electoral roll of that part. It should also be ensured that no one who is not an ordinarily resident of the part or does not qualify otherwise, should find place in the electoral roll.
- While verifying houses and electors residing in them, a list of electors who have newly been included in a family (e.g. bride coming to a family after marriage) or gone out of the family (e.g. daughter gone out after marriage or an elector gone out for business or job) and dead electors should be prepared and the serial number of such electors should be marked with appropriate symbols. Form 6 should be obtained from the electors whose names are to be included in the roll and it would be better to obtain applications in Form 7 from family members of such electors who have either migrated out of the constituency or have since died.
- Applications in Form 8 should be collected for entries found incorrect during verification, in other words, for entries that require modification.
- Photographs of those electors, whose photographs are not in the database, or in whose case there is a mismatch of photo should be collected along with Form 8.

## **9. To ensure 100% photo coverage in the photo electoral roll and 100% EPIC coverage of the electors.**

- Photo coverage - BLOs should ensure that all electors have their correct and clear photographs in the roll. In other words, 100 percent photo coverage of electors in the photo electoral roll is to be ensured.
- To receive application in Form 8 –With a view to maximize photo coverage in the Photo Electoral Roll (PER), BLOs would collect passport-size color photographs of those electors whose photographs are not printed in the roll along with their applications in Form 8. During Continuous Updating of the roll, applications are collected in duplicate, whereas only one copy of the application is required during revision of the roll.
- Photography at D.P.L. – If a program for photography is prepared by the DEO/ERO/AERO, concerned BLOs will have to make all possible efforts to convince electors whose photographs are not there in the roll, to go to the DPL locations to get photographed.
- Making and distribution of EPIC.-
  - Electoral Photo Identity Cards signed and issued by the ERO concerned, would have to be made available to the concerned electors. Such EPICs will have to be distributed through BLOs only.
  - EPIC shall be handed over to the concerned elector himself. In some special circumstances, a family member may receive EPICs on behalf of other members of the family. Receipts for delivery of EPICs should be obtained in prescribed PerForma /register and kept safely. One copy of the same should be submitted to the ERO /AERO concerned.

## **DISCUSSION :**

**Can BLOs use any other method to obtain photographs?**

#### **10. Proper maintenance of election related registers Forms and records.**

- BLOs have to ensure proper maintenance and safe custody of registers, Forms and records in their charge
- Copies of draft electoral roll/finally published electoral roll or working copy of the electoral roll made available to BLO for verification from time to time by Electoral Registration Officer/Assistant Electoral Registration officer have to be kept safely.
- At the time of transfer/proceeding on leave BLO would hand over all above mentioned documents to his successor BLO and obtain a receipt from him. If his successor is not appointed, he will hand over registers, Forms and records in his charge to the ERO concerned or to AERO authorized by the ERO. Only after making over charge in this way he would proceed on leave or to the place of his new posting.
- BLOs shall not hand over or let any unauthorized person use revision related registers, records, Forms or electoral rolls and its working copies.

#### **EXERCISE:**

**Break into four groups. Two group to prepare its own checklist of things to be done by the BLO who is handing over. Two other groups will prepare a checklist of things to be done by the BLO who is taking over charge. The lecturer can then guide them and freeze a checklist for them that they can keep with them for future reference. A sample checklist is given in Chapter 6 of the Workbook.**



## Chapter 2

### Relevant constitutional and legal provisions

- Under Article 324(1) of the Constitution of India, superintendence, direction and control of the preparation of electoral roll for all elections to Parliament and to the Legislature of every state is vested in the Election Commission of India.
- Parliament has been authorised by Article 327 of the Constitution of India, to make provision by law with respect to all matters related with elections. In exercise of such power, the Parliament has enacted the Representation of the People Act, 1950 (Act 43 of 1950) and Representation of the People Act, 1951 (Act 43 of 1951).
- Section-28 of Representation of the People Act, 1950 confers on the Central Government the power to make rules after consulting the Election Commission of India to carry out the purposes of the Act. Accordingly, Central Government framed the Registration of Electors Rules, 1960.
- Election Commission of India has issued various directions under the aforesaid Acts and rules from time to time. Apart from it, the Commission has also issued executive instructions and clarifications. These constitute the framework under which the preparation and revision of Electoral Roll (Under section 15 of RP Act 1950) is carried out.
- Every person of 18 years of age, who is not disqualified under the Constitution, as per section 16 of the Representation of the People Act, 1950, shall be entitled to be registered in the electoral roll [RP Act 1950-Sec.19]. However, no person shall be entitled to be registered in the electoral roll for more than one constituency [RP Act 1950, Section-17]. No person shall be entitled to be registered in the electoral roll of any constituency more than once [RP Act 1950, Section-18]
- Revision of electoral roll is to be done on the basis of qualifying date as first day of January of the year. [Section-14(b) of RP Act, 1950]. Election Commission of India directs from time to time for intensive/special revision [Sec. 21 of RP Act, 1950 and Rule 25(2) of RER, 1960]
- The purity and reliability of the electoral roll mainly depends upon the performance of duties discharged by Electoral Registration Officers (EROs) and staff working under them.
- The relevant Election laws, rules, ECI instructions regarding preparation/revision of rolls mainly include (list is not exhaustive):
  - Provisions in the Constitution of India
  - The Representation of the People Act, 1950
  - The Representation of the People Act, 1951
  - Delimitation of Parliamentary & Assembly Constituencies Order, 2008
  - The Registration of Electors Rules, 1960
  - Handbook for Booth Level Officers
  - Handbook for Electoral Registration Officers.
- All the above and others can be accessed on <http://eci.nic.in>. This site can also be used for further readings.

## Chapter 3

# Administrative machinery of electoral system

### A Constitutional Body

India is a Socialist, Secular, Democratic Republic and the largest democracy in the World. The modern Indian nation state came into existence on 15th of August 1947. Since then free and fair elections have been held at regular intervals as per the principles enshrined in the Constitution, Electoral Laws and System.

The Constitution of India has vested in the Election Commission of India the superintendence, direction and control of the entire process for conduct of elections to Parliament and Legislature of every State and to the offices of President and Vice-President of India and preparation of electoral rolls for these elections.

Election Commission of India is a permanent Constitutional Body. The Election Commission was established in under Article 324 of the Constitution on 25th January 1950.

Originally, the Commission had only a Chief Election Commissioner. It currently consists of Chief Election Commissioner and two Election Commissioners.

### The Setup

The Commission has a Secretariat at New Delhi, consisting of about 300 officials, in a hierarchical set up.

Three Deputy Election Commissioners and two Directors General who are the senior most officers in the Secretariat assist the Commission. They are generally appointed from the national civil service of the country and are selected and appointed by the Commission with fixed tenure.

At the state level, the election work is supervised, subject to overall superintendence, direction and control of the Commission, by the Chief Electoral Officer of the State, who is appointed by the Commission from amongst senior civil servants in consultation with the concerned State government. The CEO is, in most of the States, a full time officer and has a team of supporting staff.

At the district and constituency levels, the District Election Officers, Electoral Registration Officers and Returning Officers, who are assisted by a large number of junior functionaries, perform election work. They all perform their functions relating to elections in addition to their other responsibilities. During election time, however, they are available to the Commission, more or less, on a full time basis.

The gigantic task force for conducting a countrywide general election consists of a large number of polling personnel and civil police forces. This huge election machinery is deemed to be on deputation to the Election Commission and is subject to its control, superintendence and discipline during the election period, extending over a period of one and half to two months.

### Executive Interference Barred

In the performance of its functions, Election Commission is insulated from executive interference. It is the Commission which decides the election schedules for the conduct of elections, whether general elections or bye-elections. Again, it is the Commission which decides on the location of polling stations, assignment of voters to the polling stations, location of counting centers, arrangements to be made in and around polling stations and counting centers and all allied matters.

### Judicial Review

The decisions of the Commission can be challenged in the High Court and the Supreme Court of India by appropriate petitions. By long standing convention and several judicial pronouncements, once the actual process of elections has started, the judiciary does not intervene in the actual conduct

of the polls. Once the polls are completed and result declared, the Commission cannot review any result on its own. This can only be reviewed through the process of an election petition, which can be filed before the High Court, in respect of elections to the Parliament and State Legislatures. In respect of elections for the offices of the President and Vice President, such petitions can only be filed before the Supreme Court.

**EXERCISE: Answer the following questions:**

- Who is the Chief Election commissioner of India?
- Who are the two Election Commissioners of India?
- May not be relevant for a Booth Level Officers, Also the change of charge between DEC's are not communicated to BLOs.
- Who is the Chief Electoral Officer of your state?
- Who is the District Election Officer of your state?
- Who is the Electoral Registration Officer (ERO) of the Assembly Constituency of the Part in which you are appointed as BLO?
- Who is the Assistant Electoral Registration Officer (AERO) of the Assembly Constituency of the Part in which you are appointed as BLO?

## Chapter 4

### General principles of voter registration

- For every Legislative Assembly Constituency, there is an electoral roll, which is divided into areas related with every Polling Station, which is called part area.
- Polling Station number and Part number of electoral roll are same.
- The roll is normally revised every year with reference to First day of January of that year as qualifying date. [Rule 14(b) of RP Act, 1950]

#### **i. Disqualifications for registration in an electoral roll (Section-16 of RP Act, 1950)**

- Not a citizen of India
- Of unsound mind and stands so declared by a competent court.
- Disqualification for voting arising out of conviction and corrupt practices. (Section 11A of R.P.Act, 1951). Any such person's name shall be struck off from the electoral roll, if enrolled in the electoral roll.
- No person is entitled to be registered more than once in the electoral roll, or in the roll of more than one constituency.

#### **ii. Qualifications for Registration (Section 19 of RP Act, 1950)**

- Under above mentioned regulations, every person can be registered as elector, who
  - is not less than 18 years of age on the qualifying date
  - is ordinarily resident of the concerned Assembly Constituency.

#### **iii. Meaning of "ordinarily resident" (Rule 20 of RER, 1960)**

- A person shall be deemed to be ordinarily resident of any place if he uses the place for sleeping, despite the fact that he uses another place for eating etc.
- A person absenting himself temporarily from his place of ordinary residence be overlooked [Section 20 (1A) of RP Act, 1950]
- Temporary absence of any person for some period does not deprive him of the qualification of ordinary residence if he possesses ability to return and has intention to return to that place.
- It can be presumed that any person, who has gone out of the country for business and employment, should be treated as having moved out of that place (he can, however enroll himself as an overseas elector). A person shall not be deemed to be ordinarily resident on the only ground that he owns or is in possession of an immovable property/dwelling house.
- Any person holding declared office (declared by the President in consultation with the Election Commission like the President, Vice President, Speaker of Lok Sabha, Member of State/Union Cabinet, Speaker of State Assembly, Governor etc.) shall be deemed to be ordinarily residents of their home Constituencies and can be enrolled as the electors of their home Constituencies (Section 20 of RP Act, 1950) provided they submit the declaration in Form 1 appended to Registration of Electors Rules,1960.
- Any person detained in prison or legal custody, patient in hospital, persons in beggars' homes, persons in asylum etc. shall not be deemed to be ordinarily residents of these places as these are places of their temporary residence (Section 20 of RP Act, 1950), to give the complete lists.

#### iv. Registration of Students

- Election Commission of India vide letter no. 23/2007/PLN-II dated 21.03.2007 has explicitly issued instruction regarding students studying away from their homes and staying in hostel/mess/lodge or in any other place, which are as follows :-
  - The students have the option to get themselves registered as electors either at their native places or at the address of the hostel/mess managed by the educational institution or elsewhere where they are residents for the time being to pursue their studies.
  - The courses pursued by the said students should be recognized by Central/State Govt. or Boards/Universities/Deemed Universities defined under relevant Acts and such courses should be of not less than one year's duration.
  - Those opting for registration at their native place with their parents/guardian shall be treated as ordinarily resident therein and their absence from their home during the period of their study shall be treated as temporary absence under sub-section (1A) of Section 20 of the RP Act, 1950.
  - Students opting to be enrolled in the electoral roll at their house address in their native place will have to apply for inclusion of their name in the electoral roll by applying in Form 6 addressed to the ERO of the Constituency in which the house in their native place falls. In such cases, as proof of temporary absence from their home in order to pursue an educational course, a self-declaration with bonafide certificate in the prescribed format from the Head Master/Principal/Director/Registrar/Dean of the educational institution concerned, along with a recent passport size coloured photograph must be attached with the application in Form 6.
  - The photo will be used in preparation of photo electoral roll and issue of EPIC.
  - Those students who might be already enrolled as an elector in the electoral roll of the constituency in which the house in their native place falls and want to continue to retain their registration at that place, they should also give a self-declaration to that effect to the ERO of the constituency. As a proof of temporary absence from their home address, in the self-declaration, a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution and photograph (if required) should be included.
  - Such students who are either not already registered or do not want to retain their registration at their native place with their parents/guardians but want to enroll themselves as an elector at the place of their present stay in the hostel/mess managed by the educational institution or elsewhere will have to apply for registration to the ERO of the constituency within which the place of their present stay falls. For that purpose, they will have to apply in Form 6 addressed to the ERO of the concerned constituency along with a bonafide certificate from the Head Master/Principal/Director/Registrar/Dean of the educational institution and recent passport size coloured photograph.
  - Those who are already registered in the electoral roll at their native place should indicate the full address of such native place and other details of their enrolment in that constituency, in the relevant column of Form 6. Those who are already in possession of an Electoral Photo Identity Card (EPIC) should also attach a photocopy of the same.
  - The onus of presentation of the application in Form 6 and/or the Self-declaration to the ERO concerned shall squarely lie on the student.
  - Booth Level Officer will make available the Format of declaration/ certificate to the students.
  - Please also refer to Chapter IV of Handbook for BLOs – “General Principles of voter Registration” for further details.

**EXERCISE:**

To familiarise the BLOs with the supplementary documents the trainer should keep a set of all such documents ready for circulation. Break the BLOs into groups and pass them the documents around one by one so that they are in a position to recognise the document when they see it. This will also help them in their interaction with voters who are illiterate and though they have the document, are not in a position to understand if it is the correct one.

## Chapter – 5

### What is a Photo Electoral Roll

As per sec. 15 of Representation of the People Act, 1950, for every constituency there shall be an electoral roll which shall be prepared in accordance with the provisions of this Act under the superintendence, direction and control of the Commission.

- Paragraph 33-38 of The Hand Book for Electoral Registration Officer, 2008 may be referred in this regard.
- Electoral Rolls used to be an eight column text roll but now it has been converted into photo roll. In this photo roll, one rectangular box is assigned for one elector for printing all necessary information of the elector along with his photograph. There is a maximum of thirty such boxes in one page, arranged in three columns and ten rows containing ten boxes in each column and three boxes in each row. There can be less than thirty boxes for electors on a page if the box for the last elector of a section in a part falls on the page that still does not have thirty boxes. The new section should not start on the same page (Annexure-26).
- Different components of electoral roll-
  - Title Page of Electoral Roll of an Assembly Constituency –Electoral Roll of every Assembly Constituency has a Title Page. Year in which a particular Electoral Roll is prepared or revised, along with the number, name, reservation status, extent and number of parts within the AC is printed on this page. Nazari Naksha (map by eye estimation) of the AC is printed on the back of the AC Title Page. Boundary of the constituency, important roads, railway track, rivers and the boundaries of districts/ revenue circles/ blocks falling in the constituency, should be demarcated clearly. Serial numbers and names of parts and brief description thereof are printed on the Index page next to the first Title Page.
  - Header Page of Electoral Roll of a Part- The electoral roll of an AC is divided into electoral rolls of clearly demarcated parts as per section 5(1) of the Representation of the People Act 1950. The first page of the electoral roll of a part is known as the Header Page of the roll of that part. Various information regarding the part such as the number and name of concerned Assembly Constituency, its reservation status, number and name of the part, number and name of concerned Parliamentary Constituency and its reservation status, type of revision, extent of part area, description of Polling Station of the part and the number of electors are printed on the Part Header Page. Nazari Naksha (map) is printed on the back of the Part Header page. Boundary of the part area, village(s)/ward, section(s), section wise arrangement of residential houses, roads and lanes, other important buildings such as Polling Station, post office, health centers etc. are shown in this map. On subsequent pages section wise description of electors is given in prescribed Format ( Para 34 of Hand Book for Electoral Registration Officers, 2008)
  - Description of a Section- Every part is divided in more than one section. List of electors of a section starts on a new page that contains Section Header at the top. Number and name of the assembly constituency, its reservation status, relevant part number, section number and its details are also printed at the top of every page.
  - House number- Electors are arranged house number wise in a section. It means that house number start with serial no. 1 in every section. Although every section starts on a new page with house serial number 1, the elector serial number is maintained part wise
  - Details of electors- Details of electors are maintained section-wise in prescribed Format. This contains the name of elector, name of his father/mother/husband/other, age of the elector, sex and EPIC number issued to the elector. Details also contain photograph of the elector of 1.5 cm x 2 cm size. All the details regarding an elector is printed in box arranged in three columns and ten rows in a page. In this way, details of thirty electors at the maximum are

printed on one page of present electoral roll, arranged in three columns of ten boxes each. This is to be noted that the serial number of electors of a part begins with 1 and goes to the end continuously whereas the house number is given section-wise beginning with 1 in every section.

- Supplement – Supplement for those electors whose names have been added in the roll, deleted from the roll or transposed from one part to the other part of the same Assembly Constituency and whose entries have been modified/corrected is prepared during revision period after draft publication of the electoral roll. At the time of final publication, the supplement, with all four components as mentioned above, is appended to the mother roll which was published as draft. The serial number of electors entered in the addition list of the electors whose names have been newly added to the roll starts after the last serial number of the mother roll and it is prepared section-wise. Deletion or modification list is not prepared section-wise and the electors in these lists bear the same serial number as they have in the mother roll.
- In the deletion list of the supplement, symbols denoting the reasons of deletion are prefixed before the serial numbers. These symbols with their explanation are printed as foot note on every page of the deletion list. On the corresponding box in the mother roll of deleted electors, the word “DELETED” is superimposed through software. This does not change the serial number and similarly, the number of electors printed on the part header also remains unchanged.
- There may be one or more supplements attached to the mother electoral roll due to revision or continuous updating. In such instance a page as summary of electors is attached after the mother roll and the supplements. This summary page contains the number of electors added through the addition list, deleted through the deletion list and the sum total of the electors in the entire roll after additions and deletions. This is to be noted here that the number of electors printed on the part header would not be equal to the number of net electors shown on summary page as has been mentioned earlier. Before the serial number of names of every elector whose details have been modified, a sign of hash (#) is printed through the software.
- A sample of electoral roll may be seen in annexure-
- Last Part of the Electoral Roll- This gives details of Service Electors. Please see Chapter 8 of this Module for more details.

serial No.	Question	Answer/solution
1	The house no. of an elector in the electoral roll and that given by the municipality is not the same. What is the reason behind it?	Wherever house nos. are assigned by municipality the same need to be followed as that house no. is also printed on the EPIC which is also used as address proof under different Govt. schemes, Wherever there is no house number or the house number given is not in order, the BLO/enumerator gives notional house number to each house starting from house No. 1 in the section. The house no. given to an elector in the electoral roll is a computer generated notional number which is not necessarily in consonance with the number allowed by the municipality. Hence, the difference between hose no. of the elector in the electoral roll and that given by the municipality.
2	What should be done if the name of a person, who is not ordinarily resident of that area, is included in the electoral roll?	If some other family member of that person resides in that area, in such a case, it should be confirmed from him that the concerned person is not ordinarily resident in the area. After confirmation, an objection in Form 7 shall be taken from such member of the family of that person



		<p>who is registered as an elector in that Part.</p> <p>If the whole family of that person has migrated elsewhere, then in their case, the BLO can certify that he did not find such named persons at that address and that they have gone away permanently. Thereafter necessary action, as per law, would be taken to delete their names from the roll by the ERO.</p>
3	Where can an elector check up if his/her name is there or not in the voter's list?	<p>It is an elector's duty to immediately check whether his/her name has been included or not in the electoral roll of the constituency where he/she resides. It can be checked online on the of CEO of that state website, by accessing the State's website through <a href="http://www.eci.nic.in">http://www.eci.nic.in</a>, or offline at the office of the AERO/Tehsildar/Mamlatdar or the office of the ERO/SDM/Deputy Collector/Prant Officer or office of the DM/Collector of concerned District. The elector can also contact the BLO of his Part to check.</p>

### **EXERCISE :**

**Familiarize the BLOs with copies of an actual Part roll with supplement. Please see Chapter 7 of the Workbook. Please also see the directions issued by ECI w.r.t the Form of Photo Electoral Roll.**

### **CASE STUDIES:**

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 deletion of her entry. Sarita has not been legally divorced with her husband, nor the family produces 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?
2. A BLO visits an orphanage located in his Part, where orphans are brought up and looked after from infancy. He finds that 'A' is eligible for enrolment as an elector. But 'A' is not in a position to give the names of either his father or mother. 'B' 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 'A' and 'B'? And what shall BLO enter in the relationship column in such cases.
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 and in column related to relationship?
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?
5. Mr. A applies under RTI to the BLO to provide him all the photo copies of Forms 6, 7, and 8. What should the BLO do?
6. The BLO reaches the house of Mr. X. Unknown to the BLO, the son of Mr X, that is, Mr. Y is wanted in a criminal case. Mr. X fills Form-7 for the deletion of name of Mr Y on the pretext that his son has shifted to another State. Next, when the BLO visits the neighbor of Mr X, the neighbor informs the BLO that Mr Y still stays there and that he is hiding from the Police. Should the BLO delete the name of Mr. Y on the basis of Form-7 filled by his father?

## **Directions issued by the Election Commission of India regarding the Form of photo electoral roll**

Important directions issued by the Election Commission of India regarding the Form of photo electoral roll is contained in the Commission's letter no. 22/2/PR/2006-PLN-II dated the 26<sup>th</sup> April, 2007. It is reproduced below :-

### **DIRECTION**

Subject:- Form of Electoral Roll – Directions under Rule 4 of the Registration of Electors Rules, 1960.

In partial modification of the existing Directions issued vide No.22/97/PLN-II dated 4<sup>th</sup> November, 1997, the Election Commission of India, in exercise of the powers conferred on it by Article 324 of the Constitution of India and Rule 4 of the Registration of the Electors Rules, 1960, hereby directs that the Electoral Rolls of 14-Dhaka, 65-Belsand, 129-Forbesganj, 181-Chandi and 232-Gaya Town Assembly Constituencies of Bihar shall be prepared and revised with reference to 1<sup>st</sup> January, 2007 as the qualifying date and onwards, in the Form as prescribed hereinafter.

#### **1. Title page:**

The Electoral Roll of the assembly constituency shall have a Title page. The map of the assembly constituency indicating boundaries of Taluka/District or part thereof should be printed on the reverse of Title page followed by a Table of Contents. The Title page and the Table of Contents shall be in the Format as per sample at **Appendix-1**.

#### **2. First page of Each Part:**

The first page of each part of the electoral roll of the assembly constituency, excepting the last part of the roll relating to the service voters, should give the material details of the part and the content as per **Appendix-2**. . In the polling area map, to be printed on the reverse of the Part Header, the boundaries as well as area/village/ward comprised in that part should be clearly shown and also the location of the Polling Station building should be clearly indicated as per sample Format at **Appendix-2.1**.

#### **3. Particulars of Entries relating to Electors in Each Part:**

The new rolls would have all the information presently incorporated in the existing rolls in addition to the photographs of the electors as per sample Format at **Appendix-2.2**. The specifications of various particulars in the new electoral roll shall be as follows:

- The name of the assembly constituency and part no. shall be printed on each page as shown in **Appendix-2.2**.
- Name of Section and segment, if any, should be on the top of each page and each new section/segment shall start on a new page.
- Section details should capture full postal address details as per instructions issued by the Commission vide its letter No.23/2002-PLN-II dated 24th April, 2002.
- There shall be 30 entries per page
- The serial number of the elector in the part shall be given horizontally from left to right with three elector details boxes in each row.
- The size of photo will be of size 1.5 X 2.0 cms.

- ❑ Relation should be clearly reflected in elector details box. For example, the field name should read as “Father’s name”, “Mother’s name”, “Husband’s name” or “Guardian’s name” as the case may be.
- ❑ The footer in every page shall indicate “Age as on the qualifying date”, “page no. of the roll” for the part and also print “issued by the Electoral Registration Officer” as shown in Appendix 2.2.

**4. Sequence of entries relating to electors in elector details box:**

The sequence of entries relating to elector in each elector details box shall be as follows:

- ❑ The serial number shall appear on the left hand top corner in a box centred without leading zeroes, like  ,  ,  and so on.
- ❑ The EPIC number shall appear in the same row after the serial number of the elector.
- ❑ The name of the elector shall appear in the next row.
- ❑ Name of Relation i.e. Father/Mother/Husband/Other’s name shall appear in the next row.
- ❑ House number of the elector shall appear in the next row.
- ❑ House name, if any, shall be indicated in the next row.
- ❑ In the last row the Age and then Sex of the elector shall be indicated as given in Appendix-2.2 and
- ❑ The photograph of the specified size shall appear on the right side opposite the above entries, as shown in the Appendix-2.2.

**5. Header for the Auxiliary Polling Stations:**

At the end of the main part, where the portion for the first auxiliary Polling Station starts, a separate header for the auxiliary Polling Station, if any, as per sample Format at **Appendix-2.3** shall be printed.

**6. Supplement details:**

While printing the final rolls, the supplements relating to Additions, Deletions and Modifications shall be printed in the same Format and appended to the draft roll to make them complete. The deletions based on such supplements shall also be shown in the mother roll by superimposing the word “Deleted” on the concerned elector details box. In the supplement of deletions, the reason for deletion should be indicated by prefixing English alphabets ‘E’ for expired, ‘S’ for shifted/change of residence, ‘M’ for missing, ‘Q’ for disqualification and ‘R’ for duplicate entry, to the concerned elector’s serial number. The explanation for these alphabets should be printed in the footer of the page containing the supplement of deletions.

The serial numbers of the Additions should be continuous with the serial numbers of the Main Part. For example, if the last serial number in a particular part was 372, the Additions should begin with serial number 373 and be numbered consecutively. The pattern of numbering of additions in the relevant supplement shall be the same as that of the mother roll. The list of additions shall be printed section wise but the entries corresponding to one section shall be followed immediately by the other.

In the supplements of deletions and modification, however the relevant entries shall be printed with the photographs one after the other.

Before the entries of Additions start, the supplement will be printed as a HEADER for each supplement in terms of the Format given at Appendix- 2.4 and Appendix- 2.4.1.

**7. Summary of Electors in Each Part:**

The summary of the electors in each part shall be given at the end of each part of the roll as per sample Format at **Appendix-2.5.** and **Appendix- 2.5.1.**

## Chapter 6

### Revision of Electoral Roll

- Electoral roll becomes operational after its final publication (Rule 22 of RER, 1960). The electoral roll shall, unless otherwise directed by the Election Commission, will be revised before every general election to the House of People or to the Legislative Assembly of State or before each bye-election (Section 21 of RP Act, 1950). Apart from it, the roll is revised from time to time as directed by the Election Commission.
- Generally, the electoral roll is revised every year on the basis of 1st day of January as qualifying date [Section 14(b) of RP Act, 1950].
- In case, the electoral roll is not revised, the validity or operation of the said electoral roll will continue (Section 21 of RP Act, 1950).
- Last part of the electoral roll, which is related with service electors. is prepared in English. Rest part of electoral roll is published in local official language.

#### i. Types of Revision (Para 27 to 32 of Chapter I of Handbook for EROs)

- **Intensive Revision** – In intensive revision enumerator/BLO visits each house and house to house survey is being done for preparation of draft electoral roll.
- **Summary Revision** – There is no house to house survey. The existing roll is published in draft, inviting claims and objections. After disposal of claims/ objections, the rolls are finally published.
- **Partly intensive and partly summary revision** – Existing rolls are published in draft simultaneously enumerator/BLOs are sent to households for verification. After disposal of claims and objections, list of addition, deletion and correction are prepared which together with main roll is finally published.
- **Special Revision** – By reason of inaccuracies in the rolls, the Commission may order for special revision, which may be intensive, summary or partly intensive and partly summary revision.
- **Continuous Update** – during all times when no other revision is going on. Please see Chapter 14 for more details.

#### ii. Draft Publication of Electoral Roll :- In the year of general election to Lok Sabha and Legislative Assembly, Draft Electoral Roll is published after consolidation and integration of all supplements and claims/objections are invited after its draft publication as per rule.

- Draft of electoral roll is published in Form-5 (Annexure-4) under rule-10 of RER,1960 in the following places:-
  - In the office of Electoral Registration Officer, if it is within the constituency
  - At such place in the constituency as may be specified by the ERO, if his office is outside the constituency
  - In the office of Assistant Electoral Registration Officer
  - In every Polling Station
  - If last election was held in some temporary structure erected as polling station for electors of any part of roll then in any other appropriate place within the part area
  - In the website of CEO as directed by the ECI
- The draft roll should be published on the same day on which the notice in Form 5 is issued by the ERO.
- Published in the office of local bodies on the day on which Electoral Registration Officer will hold the meeting
- The program of revision should be published widely after publication of draft electoral roll and this information should be given to various political parties, elected members of Panchayati raj, urban bodies, MPs, members of legislative bodies etc.

- Notices should be issued to invite claims/objections in Form-5 clearly specifying the name of officer and the period between which these should be filed.
- Electoral Registration Officer shall furnish a certificate just after the publication of the draft roll that names of all MPs/MLAs/MLCs residing within the assembly constituency have been enrolled in the electoral roll.(para-13.5 of chapter-IV of Hand Book for ERO-2008)
- If the name of any MP/MLA/MLC is not in the roll then all facts should be given regarding this. Chief Electoral Officer will send all such reports of the EROs to the ECI at the end of every year.(para-13.5.4 and 23 of chapter-IV of Hand Book for ERO-2008)

### iii. Forms for claims and objections (Rule 13 of RER,1960)

Forms for claims and objections have been specified under rule 13 of The Registration of Electors Rules, 1960, which are as follows:-

- Form 6- Every claim for registering the name in the electoral roll is filed in this Form. It should be signed or should contain thumb impression by the person desiring his name to be included in the roll. If his name is already in the roll of any assembly constituency then its details will have to be given in the declaration given in part-IV of Form-6.
- Form 7- Every objection to the inclusion of a name in the roll shall be in this Form. This can be filed by a person whose name is already in that part area. The person filing the objection will have to prove the justification for filing the objection.
- Form 8- Every objection to a particular or particulars in an entry in the roll shall be in this Form. This can be given by the person to whom the entry relates.
- Form 8A- Every application for transposition of an entry from one part to another part of the roll within an assembly constituency shall be in this Form, and not in Form 6 as is the mistake often made.
- All the above Forms should be accepted only in case of these being signed or containing thumb impression of the applicant. If the application is without signature or thumb impression then as per rule-17 of RER,1960, it should not be considered.
- The person filing objection in Form 7 should also give his name and other details, otherwise his objection will be rejected.
- Copy of Forms will be accepted for application.
- **For list of supporting documents as proofs of date of Birth and residence please see Chapter 6 of Handbook for BLOs.**
- The structure of electoral roll was earlier of eight columns. Now this has been changed into photo electoral roll. Now the photograph of every elector is also to be printed apart from the entry of elector's details. For this, it is required that photographs of all electors should be available in the photo electoral roll. For this purpose, Election Commission of India has made the arrangement that any person applying for registration of his name in electoral roll should also submit recent coloured passport size photographs along with the application. This arrangement has been done with a view to enrol his name in the electoral roll along with his digitized photographs in the electoral roll after acceptance of his application in Form 6. Any person applying in the above mentioned Forms except Form 7 has to submit his recent coloured passport size photograph.
- For reasons mentioned above, a box for pasting photograph has been created in the upper right hand corner of Form 6, 8 and 8A. At the time of receipt of an application it should be taken care of that the photograph should be properly pasted on the application so that it does not get separated.
- In the new Forms supplied by the Election Commission of India, any person, who does not want to specify his sex as Male or Female can enter his sex as 'others'.
- In these new Forms, important guidelines for filling it up and acknowledgement slip have also been incorporated. This acknowledgement / receipt slip has to be torn apart from the original application and should be given to the applicant.

### iv. Entry of names (Chapter III and IV of Hand Book for ERO 2008)

- The full name of the elector should be entered.

- Caste of the elector should not be entered. If any word which denotes the caste and is the part of the elector's name then only it should be entered. If this type of caste denoting word is used in the name of the elector, generally in short Form, then it should not be written in details.
- Words of respect like Sri, Smt., Pandit etc. should not be entered.
- The name of women should be written in full.
- If any person is a member of any religious order and he does not want to disclose the name of his father or mother then the name of guru or religious order is sufficient to be entered in that place.
- Generally the names of electors in one part should be arranged on the basis of house numbers.

**v. Registration of persons holding declared offices (para 10 of chapter III of Handbook for ERO 2008) (section 20(4) of RPAct, 1950)**

- Any holder of a declared office like the President, Vice-President, Speaker of Lok Sabha, Member of Cabinet, Governor, Speaker of State Assembly, or Member of State Cabinet wants to enrol his name in the electoral roll in his home constituency then they can file application in Form 1 before the Chief Electoral Officer. For this there is no date specified (para 10 of chapter III of Handbook for ERO 2008).
- Electoral Registration Officer should ensure that the names of all MP, MLA, MLC are enrolled in the electoral roll. At the time of draft publication, Electoral Registration Officer will also give a certificate to the Chief Electoral Officer that the names of MP, MLA and MLC are enrolled in the electoral roll (para 6 of chapter III and para 13.5 & 23 of chapter IV Handbook for ERO 2008).

**vi. Precautions for registration of persons as electors below 18 years of age (para 3 of chapter IV of Handbook for ERO 2008)**

- During intensive revision, the signature of the head of the family is taken on the record of enumeration card, who certifies that, the person whose names are enrolled as electors from his house are eligible for enrolment. Thus, it is the complete responsibility of the head of the family that he should not allow any person of his family below the age of 18 years to be enrolled in the electoral roll.
- Section 31 of the RP Act, 1950 lays down that if any person makes in connection with (a) the preparation, revision or correction of an electoral roll, or (b) the inclusion or exclusion of any entry in or from an electoral roll, a statement or declaration in writing which is false and which he either knows or believes to be false or does not believe to be true, he shall be punishable with imprisonment for a term which may extend to one year, or with fine or with both.
- During survey, information regarding above provisions should be given to every head of the family and in case of any violation instant action should be taken by the concerned officer.

**vii. Enrolment of orphans (para 4 of chapter IV of Handbook for ERO 2008)**

- If any orphan in an orphanage qualifies to be enrolled in the electoral roll and he is not able to tell the names of his parents then in place of parent the name of orphanage will be mentioned.
- In case any orphan has been brought up by family instead of an orphanage then the name of the head of the concerned family will be written as parent.
- If any orphan has been legally adopted by family then concerned father/mother's name will be entered.
- In case of an orphan, who is not covered under above mentioned categories, the enumerator/BLO shall enter "not known" and in the relationship column of electoral roll the word "others" shall be indicated.

**viii. Procedure of receiving claims and objections (para 15 of chapter V of Handbook for ERO 2008) Form of notices at Annexure – 13 to 16**

- An acknowledgement/receipt should be given for each application of claim or objection received.
- A claim or objection can be given or sent by post to Electoral Registration Officer or any officer designated by him. It can be given through BLO also.
- If the claims and objections are given by a person in bulk then it will not be accepted. Applications sent in bulk through post also will not be accepted.
- For registration of names in electoral roll, the claims of all members of one family can be received together and a collective acknowledgement/receipt can be issued.



- Incorrect or incomplete application should not be accepted, though the applicant can rectify his application at the time of submission. In such cases BLO should write his remark on the application that the applicant has personally rectified the incorrect entries in the application before him.
  - For special campaign days, the ERO will appoint a designated officer who could be a BLO or otherwise at multiple locations specified by him in his order.
  - Designated officers should be instructed in writing to remain present on the earmarked place and should be provided with adequate number of blank application Forms.
  - Designated Officer/Booth Level Officer will maintain in duplicate list in Form 9, 10, 11 and 11A for applications received in Form 6, 7, 8 and 8A respectively, whose one copy will be exhibited on the day of receipt of application.
  - If claims and objections are received by the Designated Officers/Booth Level Officers then they should write their recommendations on the applications after preliminary verification before forwarding them to Electoral Registration Officer.
  - Booth Level Officer should write his comment on records submitted by the applicant for proof of his age. Similarly, in case of a person, who is now not an ordinarily resident of his area, the date of death or the period from which he is absent, should also be mentioned by the BLO in his report.
  - Hearing on any application of claims and objections shall be started after it is exhibited in Form 9, 10, 11, 11A for seven days (rule 16(b) of RER 1960) by the Electoral Registration Officer.
  - Any claim or objection which is not lodged within the period specified or not given in the Format specified shall be rejected by the Electoral Registration Officer.
  - Electoral Registration Officer shall specify the date, time and place of hearing of claim or objection in the list exhibited in Forms 9, 10, 11, and 11A (Annexure- 13 and 14).
- ix. Disposal of Claims/Objections (para 27 of chapter V of Handbook for ERO 2008)**
- Disposal of claims/objections is the duty of Electoral Registration Officer.
  - For disposal of claims, Assistant Electoral Registration Officers can be authorized, however ERO cannot be absolved for any lapse.
  - Records should be properly maintained during disposal of claims/objections. In appeal, these records can be called for. Therefore, these records should be properly stored.
  - Verification of application shall be done by BLO, Designated Officer or any other officer authorized by ERO.
  - Disposal of applications will be done in accordance with RP Act, 1950, RER 1960 and instructions of Election Commission of India.
  - For deletion of any name from the electoral roll, the concerned person should be given reasonable opportunity of being heard as per the principle of natural justice.
- x. Determination of Citizenship (para 49-54 of chapter V of Handbook for ERO 2008)**
- Only the citizen of India can be enrolled in the electoral roll.
  - The onus of proof of citizenship shall lie on the applicant who applies for inclusion of his name in the electoral roll for the first time.
  - Any person applying for the first time for enrolment in the electoral roll can be asked to adduce evidence to prove his citizenship.
  - The genuineness and authenticity of each such certificates/evidence furnished should be duly verified.
- xi. Some other points regarding disposal of applications**
- At the time of receiving the application it should be looked upon that it is properly filled up and signed by the applicant. In case it is not properly filled up or signed, then it should be returned to the applicant at once to rectify it.
  - The applicant must fill part IV of Form 6 to give full details of previous enrolment. For addition of name, the declaration in part IV at the end of Form 6 should be complete in all respect. Out of the two declarations of part IV, one of the declarations should be struck off. If the applicant was an elector of any constituency then his detailed address/place should be incorporated so that concerned Electoral Registration Officer can be informed to delete his name from that place.
  - If the applicant is EPIC holder, then the number of EPIC should be written, however the application should not be rejected due to its non availability.



- Electoral Registration Officer can suo-moto delete the name of dead electors on the basis of death certificates received from Birth and Death Registration Officers.(rule 21A of RER 1960).
  - The procedure of verification of applications is a quasi-judicial process. Therefore, records regarding it should be properly maintained.
- xii. Finalization of electoral roll after disposal of claims and objections subsequent to draft publication.**
- In case, there is any error/mistake in sections or details of other table of electoral roll then it should be amended.
  - Map of the part area or legislative assembly constituency should be amended.
  - Preparation of first supplementary:-
    - Handwritten manuscript should be prepared for additions, deletions and corrections.
    - Manuscript of additions should be prepared section wise.
    - It is not necessary to prepare section wise supplementary list of deletions or corrections.
    - Handwritten manuscript should be certified by the Electoral Registration Officer and data entry should be done from this certified manuscript only.
    - After entry of data, checklist should be printed and it should be cross verified from the manuscript of supplementary list.
    - It is advisable for the ERO to involve the BLO at this stage to verify the final checklist and entries of his Part before the data is finalized for draft roll publication.
    - Thereafter final publication of draft roll should be done after its printing.
- xiii. Final publication of electoral roll after disposal of claims and objections.**
- Final publication of electoral roll is done with list of amendments in Form 16 in the office of Electoral Registration Officer as per rule 22 of RER 1960.
  - Final electoral roll is also published on the website of Chief Electoral Officer as per direction of Election Commission of India.
  - It should not be published on a holiday.

### Some FAQs

1	Are the applications regarding claims and objections not to be received after the last date of filing of the nominations during elections?	Though the applications regarding claims and objections could be received after 3.00pm on the last date of filing of the nominations, their disposal would be done only after the election process is complete.
2	Are the applications not to be received after the last date for submission of claims and objections, in the revision period?	After the last date for submission of claims and objections in the revision period, the applications should not be received. The applications received after that date and before the final publication of the roll are to be summarily dismissed by the ERO.
3	Which roll would be in force after the draft publication of roll?	The roll finally published is always in effect. Therefore even after the draft publication, the electoral roll in force before the draft publication will remain effective.
4	Could the head of a house hold apply in Form 6 on behalf of all the members of his family?	No. Form 6 has to be signed by the applicant only. The head of the house hold or any member of the family can submit such individual applications collectively for all the members of the family. A single collective receipt would suffice for this purpose.
5	The electoral roll is revised with respect to 1 <sup>st</sup> January as the qualifying date. Could the name of a person attaining the age of 18 years after this date, say for example, in the month of August, be included in the roll during continuous updating process?	No. Only the name of that applicant could be included in the electoral roll who holds the necessary qualification regarding age on the 1 <sup>st</sup> of January of the year under consideration and is not other wise disqualified. The person who has attained age qualification after the 1 <sup>st</sup> of January of that year would be included in the electoral roll prepared on the basis of the 1 <sup>st</sup> of January of next year.
6	A person aged 18 years has	<b>The name would be included in the electoral roll if</b>

	applied for inclusion of name in the electoral roll but he does not have an age certificate. Will his name be included in the electoral roll?	<b>the ERO is satisfied that the person has attained the age of 18 years on the 1<sup>st</sup> of January of the concerned year. For this purpose, the alternative documents prescribed by the ECI maybe taken.</b>
7	If an ordinarily resident person is not included in the electoral roll, what is to be done in such a case?	First of all, check the standards specified (qualification and disqualification) for being an elector in his case. If found eligible, take an application from him in Form -6. Provide an acknowledgement receipt for the application received in Form 6, with your signature, to the applicant. Submit the application received in Form 6 to the ERO for passing of necessary orders.
8	In order to include the name of an ordinarily resident person in the electoral roll, what will be the basis of calculation of his age?	To include the name in the electoral roll, the age calculation would be done on the basis of the qualifying date specified by the Election Commission of India. Generally the 1 <sup>st</sup> of January of that year is taken as the qualifying date. The minimum age of the applicant as on the specified qualifying date should be 18 years.
9	What action is to be taken if the name of a person who is dead, is included in the electoral roll?	If some other family member of that person resides in that area, the death of the concerned person should be confirmed from him. After confirmation, an objection in Form 7 may be taken from such member of the family of the deceased who is registered as an elector in that Part. As a proof of death of the elector, a photocopy of the death certificate or the medical report may be obtained and attached with the Form. The objection so received in Form 7 and the attached photocopy of the proof of death of the elector should be submitted to the ERO for passing of necessary orders.
10	If name of a person who is temporarily not residing in that part area i.e. he is temporarily absent, is included in the roll would his name be removed from the electoral roll?	No. The names of the electors absent temporarily are not to be removed from the electoral roll, but it should be necessarily confirmed that they are absent only temporarily and have not gone away permanently from that Part area.
11	What action is to be taken if the name of an elector is not entered correctly in the electoral roll?	Obtain application in Form 8 from the concerned elector. If any proof is required regarding the correctness of entries, the papers/ documents concerned shall also be obtained. The application so received in Form 8 and alongwith photocopies of the necessary papers/ documents should be submitted to the ERO for passing of necessary orders.
12	What is to be done in case of change of residence of an elector?	First of all, it should be checked whether, due to change of earlier residence, the new residence of the elector falls within the same Assembly Constituency or out of it. If the new residence of the elector is within the same AC then the elector shall apply in Form 8A to the ERO for transposition of the entry. The ERO will hold necessary enquiries and take decision in accordance with rules. If due to change of residence of the elector, the new place of residence falls out of the previous AC, then the applicant would apply in Form 6 to the ERO

		<p>having jurisdiction over his new place of residence. In the Form, he shall also mention the details regarding his earlier registration.</p> <p>The ERO having jurisdiction over the AC within which the new residence of the applicant falls, shall, after necessary enquiries, register the elector in the new constituency and shall inform the ERO of the earlier AC of the elector to delete his name from the electoral roll of the earlier constituency.</p>
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## Chapter 7

### Enrolment of overseas electors

#### Q. 1 Who is an overseas elector?

Ans. An overseas elector is a person who satisfies all of the following criteria –

- (a) An Indian citizen.
- (b) Absent from his place of ordinary residence in India
- (c) He is absent due to employment, education or otherwise;
- (d) He has not acquired citizenship of any other country
- (e) His name is not already included in the electoral roll
- (f) He is entitled to have his name registered in the electoral roll of the constituency where his residence address as mentioned in his passport is located.

#### Q. 2 What does he have to do to get himself registered in the electoral roll as an overseas elector?

Ans. If he has completed 18 years of age as on qualifying date, he can submit his application in Form 6A to register him in the address given in his passport.

#### Q. 3 How will he submit his claim?

Ans. He can submit his claim as follows:

- (a) Either in person, to the ERO or AERO of the Assembly Constituency where his residential address as mentioned in his passport is located (and he should produce the original passport for verification at the time of submission).
- (b) Or he can send his application to the concerned AERO or ERO by post and should attach self attested photo copies of the relevant pages of the passport and valid visa.

#### Q. 4 What is the role of the BLOs?

- (a) He will verify the self attested documents sent by post
- (b) For this, he will visit the address mentioned in the passport of the claimant.
- (c) If any relative of the applicant is living at that address, he will request him to verify the self attested copies and also ask him to give a declaration.
- (d) If there are no relatives at that address or they are unwilling to verify then he will inform accordingly to the ERO. The ERO will then send the documents for verification to concerned Indian Mission in the country where the claimant currently resides.

#### Q. 5 How will the BLO distribute EPIC to overseas electors?

Ans. Overseas electors are not to be issued EPIC; instead they have to use their original passport as document for their identification at the time of casting of votes at the polling station.

## Chapter 8

### Enrolment of service voters

#### Q.1 How is the electoral roll of service voters updated?

Ans. This is updated by –

- (a) Enrolling eligible service voters who would be of 18 years of age or more as on qualifying date.
- (b) Enrolling those eligible service voters who could not apply for registration in previous years due to frequent posting or any other reason.
- (c) Enrolling those service voters who wish to change their earlier declaration.

#### Q.2 What do we mean by “service qualification” for enrolling a voter as service voter in the last part of the electoral roll? Who is a service voter?

Ans. Every person who belongs to any of the following categories has “service qualification” and can be registered as a “service voter”:

- (a) A member of the armed forces of India.
- (b) A member of a force to which provisions of the Army Act, 1950 apply.
- (c) A member of an Armed Police Force of a State and who is serving out side that State.
- (d) A person who is employed under the Government of India in a post out side India.
- (e) The wife of any of the members in serial number (a), (b), (c) and (d) above, who is ordinarily residing with him.

#### Q.3 What Forms are to be filled to become a service voter?

Ans. There are 3 kinds of Forms for the different categories –

- (a) Form 2, which is to be filled by all members of the Armed Forces, including para military forces.
- (b) Form 2A to be filled by a member of the Armed Police Force of a State, who is serving outside that State.
- (c) Form 3 to be filled by a person under the Government of India in a post out side India.

#### Q.4 To be registered as service voter where do the applicants submit their Forms?

Ans. The duly filled Forms are to be submitted to the concerned record office or Authority, who sends the forms to the **D.E.O.** of the concerned district.

#### Q.5. Is it necessary for a person with service qualification to be registered as service voter?

Ans. It is not necessary to be registered as service voter for every person who has a “service qualification”. Any person who has service qualification and who has remained in the State or place of posting in India for a sufficient span of time has the option to get himself or herself enrolled as an ordinary voter at the time of house to house enumeration during an intensive revision or simply by filing an application in Form 6.

#### Q.6. Can a person with service qualification get enrolled at the same time as service voter as well as an ordinary voter?

Ans. No person can get enrolled as an elector more than once in the same or in more than one constituency. This is an offence and attracts punishment under law. That is why, it is necessary for a

service voter to give a declaration alongwith Form 2 that he or she did not get enrolled as general elector in any constituency before they can be enrolled as service voter.

**Q.7 Who verifies the application and its details for enrolment as service voter?**

Ans. It is the Officer-in-Charge of each service voter's Record Office that checks the completeness and correctness of applications for becoming service voter. The Record Officer after signing the verification certificate has to forward it to the concerned DEO, who then forwards it to the ERO for necessary action.

**Q.8 How are the names of the service voters arranged in the last part of the roll?**

Ans. For convenience and subsequent extraction, names of service voters in the last Part are arranged according to the record office.

**Q.9. What is the role of the BLOs with regard to service voters?**

Ans. The BLOs are required to do the following with regard to service voters:-

- (a) In case, a person with service qualification prefers to be registered as ordinary voter then all actions necessary for getting the Form 6 filled together with a "Declaration" in the prescribed format that he/she is not already enrolled in the last part of electoral roll and forwarded are to be taken.
- (b) For registering as an ordinary voter, BLO should ascertain that the person with service qualification has been staying at the place of residence for sufficient span of time
- (c) Children of all service voters who are eligible to become voters are to be registered as ordinary voter by filling Form 6.
- (d) Husband of a service voter is not entitled to be registered as a service voter. Therefore, Form 6 has to be filled in such cases.
- (e) For the wife of a service voter it is not mandatory to be registered as a service voter. She has the choice of registering as ordinary voter in the place of stay also.
- (f) BLO should not avoid visiting the units where service voters are located under the assumption that the record office will take care of registration. This is for the reason that the service voter's wife, family and also the administrative staff and their family located in the unit are eligible to be registered as ordinary voters.

**Q 10. On which polling booth the electoral roll of the last part regarding service electors is published?**

Ans. The electoral roll of the last part regarding service electors is not published on any polling booth but is available for inspection in the office of the ERO. In addition, the recognized political parties are also provided with the last part of the electoral roll regarding service electors along with the printed/ soft copy of electoral roll of other Parts.

**Q 11. In which language is the list of service voters printed?**

Ans. List of Service Electors is kept as the last part of electoral roll. This is printed in English only, irrespective of the language(s) in which the other parts of electoral roll is printed.

## Chapter 9

### Electoral Photo Identity Card-EPIC

- Electoral Photo Identity Card (EPIC) is a permanent document which establishes the identity of the concerned elector. **It does not however follow, that whoever possess an EPIC, must definitely be an elector. Only when a person's name is included in the latest electoral roll as an elector can his identity be established/confirmed by referring to the EPIC he holds.**
- Electoral Photo Identity Card (EPIC) in its current Form is approximately of the same size as the PAN card issued by Income Tax Department or a Driving License. Previously, the size of EPIC used to be 9 c.m. x 7 c.m. which was later changed to 8.4 c.m. x 5 c.m. by the Election Commission of India. This size is pocket friendly in the sense that it can be conveniently carried in a wallet or pocket. Even after introduction of the new EPIC of 8.4 c.m. x 5 c.m. size the old EPIC of 9 c.m. x 7 c.m. size continues to remain valid.
- Front portion of an EPIC contains the personal details like Name, Father's/Mother's/ Husband's name, Sex and Age/ Date of Birth as well as the photograph of the elector. On the reverse side, it contains the address of the elector, Number and name of the Assembly Constituency to which the elector belongs and the Place and Date of issue of EPIC. Serial number of the EPIC is printed on both the front as well as reverse side of the EPIC.
- In order to ensure the authenticity of the Electoral Photo Identity Card (EPIC), a security hologram is so affixed/pasted on the front side of the EPIC that it is pasted partly on the photograph of the elector and partly on the vacant space on the left of the photograph, ensuring that the hologram does not cover any part of the face of the elector. As an additional security feature, the reverse side of the EPIC bears the facsimile signature of the Electoral Registration Officer (ERO) who has issued the EPIC.
- Earlier, the age of the elector used to be mentioned on the EPIC, but now it is his Date of Birth in the DD/MM/YYYY Format which is mentioned on the front side of the EPIC in the eight boxes specially provided for the purpose. If an elector's exact date or month of Birth is not known then only the year of Birth is mentioned in the YYYY boxes.
- An EPIC is properly laminated before it is handed over to the elector. Lamination ensures protection of the document and it is also a deterrent against any interpolation in the entries contained in the EPIC.
- As soon as a person is registered as an elector, he becomes entitled to receive an EPIC or to get another EPIC if the original one is lost/mutilated/has wrong entries or is destroyed due to natural disaster etc.
- For further details of fee, etc. for lost/duplicate EPIC please see Chapter 9 of Handbook for BLOs.

#### I. Serial Number on the EPIC

- Before the year 2000, the EPIC had an alpha-numeric (meaning combination of alphabets and numbers) number of 16/17 digits. But the numbering pattern on the EPIC changed with time and as computerization of the EPIC related activities increased.
- Nowadays, every Assembly Constituency is given a three letter (alphabet) FUSN Code by the Election Commission of India after which a seven digit number is allocated by the computer. Thus, presently each EPIC that is being issued has a ten digit alpha-numeric number which is called F.U.S.N. (Functional Unique Serial Number).
- After the delimitation in 2008 changes were made in the names and area of coverage of the Parliamentary/Assembly constituencies. The Election Commission of India has allotted new FUSN Codes to the newly delimited Assembly Constituencies. As a result, the new EPICs contain ten alpha-numeric characters with new FUSN Code.
- Every EPIC bearing the FUSN number or the earlier 16/17 digit alpha-numeric characters is unique. It means that any particular EPIC number can be allotted to only one EPIC. Naturally, it follows that no two electors should possess EPICs having the same EPIC number.

## II. Validity of EPIC

- Every elector should have only one EPIC with only one serial/FUSN number. In other words, no elector should be issued more than one EPIC having more than one serial/FUSN number.
- **An EPIC issued to an elector by any Electoral Registration Officer (ERO) in India continues to be valid all over India till such time as that elector remains in the electoral roll in any Assembly Constituency – even on transfer of the elector from one Assembly Constituency to another the same EPIC which was issued to him by the earlier Electoral Registration Officer (ERO) can be used in the new Assembly Constituency.**
- There may be cases when an elector, who has been issued an EPIC, does not remain an elector for some time (an example being that the elector's name is deleted for a brief period). When the name of that elector is again added in the electoral roll, the earlier EPIC issued to him would not become invalid only because of the reason that his name was struck off the electoral roll for a brief period and the same old EPIC can be used by him after being enrolled as an elector again. It needs to be borne in mind, however, that once the name of an elector is struck off the roll, he is supposed to return his EPIC to the ERO concerned.
- An ERO registering the name of an elector on transfer from some other Assembly Constituency should take care to get his database from the earlier ERO through the Chief Electoral Officer. It is important to have the earlier image and database entered at the new place of registration because the EPIC which was issued to the elector in the earlier Constituency will be carrying the same photograph which was there in the database at the earlier place of registration. If that image is not brought into the record of the current ERO then there may be a mismatch between the photograph on the EPIC and the photograph in the photo electoral roll. It may lead to unnecessary suspicion regarding the identity of the elector concerned.
- If the elector's earlier database or image can not be obtained from the earlier constituency then the elector would be issued new duplicate EPIC but the EPIC number on it would remain the same EPIC number which was earlier issued to him.
- If the elector claims that the EPIC issued to him has been lost or destroyed then, after obtaining a declaration to this effect from him, he may be issued a duplicate EPIC containing his earlier EPIC number only.

## III. Preparation of EPIC

- The EPIC is to be generated under the supervision of the Electoral Registration Officer. An EPIC vendor is generally appointed by the CEO/DEO/ERO for this purpose and he may also be provided a specified place for carrying out the task.
- Designated Photography Locations (DPLs) are fixed by the DEO/ERO in order to get electors of that area photographed on these DPLs. The electors are informed about a particular date and time when they are requested to assemble at the DPL in order to be photographed by the EPIC vendor's camera team. It is the duty of the B.L.O. to inform the electors about the date, time and venue of such photography.

## IV. Getting the Photographs of Electors.

- Onsite mode – When an elector gets photographed at the DPL.
- Off-site mode – When the elector is not photographed at the DPL, but his photograph is obtained through Form-8.
- Apart from these two methods, the Electoral Registration Officer may give directions to the photography team or the BLO to visit the houses of electors and take photographs of the residual electors with the help of camera teams.
- the electors may also be requested to submit their photographs along with Form 8. Publicity campaigns may be launched for this purpose.
- Photographs may also be obtained through other Forms like Form 6 from new applicants.
- As per the earlier instructions of the Election Commission of India, photographs of the electors have also been taken in non statutory Forms ECI-EPIC-001A and ECI-EPIC-001B.



if an elector submits his photograph along with any of these Forms now, he should be discouraged and be asked to submit his photograph along with Form 6 or Form 8, as the case may be.

- All the photographs obtained through off-site mode are digitized and made ready for being ported in the database in binary format. The images of those electors are ported in the database whose names find place in the concerned electoral roll. Their images are ported, in binary Format, alongside their elector details.
- If a person applies, in Form 6, for the inclusion of his name as an elector, his photograph is to be ported in the electoral roll only after his inclusion in the roll as an elector.
- There may be some electors to whom EPICs have not been issued, but whose photographs have been collected through onsite or off-site mode and ported in the electoral database. Since their EPICs have not been prepared, EPIC number can not be entered against their names in the roll. Thus, now such electors would also be found in the database whose images may be printed in the roll but who are not assigned any EPIC number.
- EPICs will now be prepared by using the images ported in the electoral roll database. It is only after preparation of EPIC that EPIC updating can be carried out in the database and then only, EPIC number can be entered against the names of the concerned electors in the roll.
- BLO may be asked by ERO to verify the checklist before finally uploading data for the draft/final roll.

#### **V. Distribution of EPIC**

- No fee is charged for issue of first EPIC to the elector.
- If any error is found in the printed EPIC, then replacement EPIC would be issued to the elector free of cost.
- In place of EPIC lost/destroyed due to natural calamities like flood, cyclone, earthquakes etc. another EPIC will be issued free of cost. In other circumstances, when the EPIC has been lost/destroyed/mutilated because of the elector himself, a fee of Rs.25/- would have to be paid by the elector in order to be able to get a duplicate EPIC issued. The word 'Duplicate' would be printed on such EPIC.
- Under any circumstance no elector should keep two or more EPIC even if they are the original and Duplicate of the same EPIC. Therefore, while issuing Duplicate EPIC, the old EPIC should be taken from the petitioner elector if it is not destroyed or lost. If it is lost or destroyed then a declaration to that effect should be obtained from the elector.
- BLO should widely publicize these provisions amongst the electors. The Electoral Registration Officer should also undertake wide publicity through other means as well.
- **EPIC should be distributed by the BLO, only in accordance with the laid down procedure/direction of the Commission. EPICs meant for distribution among electors should not be kept undistributed by the BLOs and they should immediately get them distributed among the actual recipients. If, for some reason, certain EPICs may not be distributed among the electors, then such EPICs should be returned to the Electoral Registration Officer at the earliest, explaining the reason why these could not be handed over to the concerned electors.** When the concerned electors are available then such undistributed EPICs should again be collected from the ERO's office and handed over to the actual recipients.

## VI. Verification of Photo Electoral Roll and certain precautions to be taken during EPIC distribution.

- Taking cognizance of certain reports appearing in a section of the media, the Election Commission of India, vide its letter number 32/photo roll/2007/PLN-II dated 24<sup>th</sup> August, 2007, has highlighted the fact that some Elector Photo Identity Cards issued to Electors do not contain photograph of the elector concerned but that of either dead or non-related persons. Sometimes it happens due to negligence of staff involved in the work of preparation of Elector Photo Identity Cards and sometimes mischief mongers may also be behind such incidents only in order to commit mischief. Whatever may be the reason, the Commission desires that such situations should not arise.
- It is, therefore, necessary that appropriate measures be taken for preparation of faultless photo electoral roll. In this context, the Commission has directed that first of all, only one copy of photo electoral roll should be printed which will act as a checklist to begin with and as roll if found correct. BLO and other officials should verify/compare this copy with the manuscript and photographs so that any error, especially in respect of photographs, does not remain in the roll. The officials verifying the roll have been required to put their signature on every page of the roll as evidence of verification, and on the last page of the photo electoral roll of each Part (POLLING STATION) record a declaration to the effect that **after verification they are personally satisfied that no erroneous or mismatched photograph is printed in the photo electoral roll of the part and that they recommend printing of remaining copies of the roll.**
- Similarly, officials actually distributing EPIC to the electors are required to ensure that the quality of printing of photographs is good, photographs do not mismatch, nor is there any other type of error in the roll. If later on, any error is found in the photo electoral roll, responsibility for the lapse would be fixed on the basis of this certified copy of the roll.
- In this regard, following action should be taken to comply with the directions of the Election Commission of India :-
- **As per direction, while preparing to print photo electoral roll, one copy of photo checklist had to be printed. BLO or any other verifying officer would visit the area and verify the photographs and other entries of the electors on the basis of checklist.** But now in the light of above instructions two copies of checklist may be printed and handed over to BLO/verifying officer concerned. According to the directions they will visit the area and will give a certificate at the end of the checklist to the effect that "I have marked the photographs in the photo checklist after making house to house visit. I recommend preparation of photo electoral roll on the basis of this corrected checklist."  
After verification they will submit one copy of the same to the Electoral Registration Officer and keep with themselves the other similar copy so that this can be used for verification of the draft photo electoral roll later on.
- Electoral database should be corrected on the basis of photo checklist submitted to the ERO concerned by BLO after verification. These corrections should be carried out at district level under general control and supervision of the District Election Officer with resources at the disposal of DEO or through selected vendors. This will be the responsibility of DEO and ERO to get this work done correctly with in time.
- This is made clear that except corrections in photographs, all other corrections have to be made (including EPIC number) in the electoral database for which order of the ERO is not necessary. BLO/verifying officers will specially mark out mismatched photographs. In other words, if the EPIC number printed on the electoral roll and

checklist are the same as the EPIC number printed on the EPIC possessed by the elector but the photograph does not match with the photograph on the EPIC, these photographs would be marked.

- Verification of the printed EPIC number is very important. **Non entry of correct EPIC number in the database may be one of the main reasons for printing of mismatched photographs in the electoral roll.** Therefore, at the time of undertaking house to house verification, it is essential to match EPIC numbers printed on the roll with the EPIC numbers printed on the EPICs possessed by electors carefully. Any discrepancy found may be corrected in the checklist.
- After correction of database, a data – correction checklist should be printed and BLO/verifying officer concerned should be directed to certify that the errors found by them during field verification/checking have been corrected. On the basis of this corrected database, mother roll and supplements should be integrated and consolidated and a soft copy (CD) of this database should be made available for printing of draft electoral roll.
- First of all only one copy of the draft roll should be printed and made available to BLO/verifying officer for verification. This will be easy for them to recheck the draft electoral roll in short time since BLO/verifying officer have already recorded the certificate after checking/verifying the photographs and entries relating to the elector and would be possessing one office copy of the checklist so certified.
- After verification, verifying officers should put their signature on every page of electoral roll of the part as mentioned above, and certificate should be given on the last page of the roll to the effect that **“I am personally fully satisfied that the photo electoral roll of part concerned does not contain any erroneous entry or improper photographs. Therefore I recommend printing of other remaining copies of the roll.”** After work is finished, they will submit this copy in the office of the ERO.
- If any correction is required in the electoral database or photographs on the basis of verification by the officials, it should be done and the ERO should also authenticate the same. Thereafter required number of draft electoral roll would be printed.
- There would be two components of finally published electoral roll – (a) draft electoral roll that will now be called as mother roll and (b) supplements of roll prepared on the basis of revision. Since the mother roll have already been verified, now only those photographs would be verified that have been included (if at all) in the roll after its draft publication.  
First of all, only one copy of the supplement of the roll would be printed and given to BLO/verifying officer for verification and certification as described earlier. After that remaining copies of the supplement should be printed.
- The work of distribution for EPIC should be done by BLOs because if EPIC distribution is done by different officials it becomes very difficult to keep proper account. This will be the responsibility of the ERO to hand over EPICs to all BLOs for distribution and to obtain report/account of distributed as well as undistributed EPICs from the BLO. EROs will also receive back undistributed EPICs and keep proper account of stock and hand over the charge of these to the successor.  
After distribution of the EPICs every BLO will give certificate as mentioned above.  
Checklist/draft electoral roll/finally published electoral roll and reports relating to EPICs carrying verification reports and certificates would be kept safely in well arranged manner in the District Election Office so that responsibility for any lapse may be fixed in future, if necessary, on the basis of these documents.
- This is very essential to verify and monitor continuously all the activities going on for preparation of photo electoral roll.

A nodal officer, normally of the rank of Deputy Collector or above, should be designated in every district and a control room should also be established to receive information on daily basis regarding verification work being carried out in the area by BLOs, voluntary submission of photographs, collection of photographs through photography of electors and other activities relating to preparation of electoral roll. This information should be maintained in such a way as to make them available to the CEO immediately when asked for. This information should be available with office of the District Election Officers so that its monitoring by the CEO may not be difficult.

As soon as the reports of verification teams are received, concerned officers will analyze them and ensure rectification of the errors found. A consolidated list of such errors or problems which may be found in other areas also would be prepared and sent to other officers of the district so that they should become aware of such problems. In the same way, if any procedure has been adopted in an area which makes solving of problems easier and effective, these should also be brought to the notice of all the officers of the district. Simultaneously, such problems/errors/solutions should also be brought to the notice of Chief Electoral Officer so that other districts may also be intimated about them.

### **Some FAQs**

1.	If the EPIC of an elector has been issued from the State of Jharkhand and now his name has been registered in the electoral roll of an assembly constituency in the state of Bihar, would he be issued a new EPIC?	The EPIC issued from the State of Jharkhand is valid and acceptable for the whole of India including the State of Bihar, but, if the concerned person so desires, he can obtain a new EPIC as per his new address. This new EPIC would contain the same EPIC number which was there on the EPIC issued to him from the state of Jharkhand. For this, the concerned ERO in the state of Bihar should obtain confirmation of the database of the applicant and the EPIC issued to him from the State of Jharkhand.
2.	If an elector possesses EPIC as well as Indian passport, could he vote at the time of election?	Voting could be done only if the name is included in the electoral roll. If a person possesses EPIC but his name is not there in the roll, then he can not cast his vote in the concerned constituency. EPIC and passport, in case of non-possession of EPIC, only establish the identity of a person. In order to cast a vote, it is necessary that the name of elector be there in the latest electoral roll of the concerned constituency.
3.	The EPIC issued to an elector contains a pre-delimitation FUSN code. After delimitation, does he need to have a new EPIC issued with the new FUSN code?	No. An EPIC issued once is valid till it is not cancelled due to some reason. As the present matter does not fall in this category, hence the EPIC issued pre-delimitation would be considered valid.
4.	What action is to be taken if the photo of an elector is not there before his name in the electoral roll?	Obtain application in Form 8 from the concerned elector. Also obtain a passport size color photograph if given by him out of choice. If the elector is unable or does not want to give his passport size photograph, in such a case his photo should be collected through photography. The application so received in Form 8 and the attached photo should be submitted to the ERO for

		passing of necessary orders.
5.	What action is to be taken if the EPIC issued to an elector is informed to be containing errors?	<p>First of all, the elector's details in the electoral roll and those on the EPIC shall be compared. It should be seen whether the errors indicated by the elector are actually there in the EPIC or not.</p> <p>If the errors indicated by the elector are actually there which require minor corrections in the elector's details in the electoral roll and on its basis the corresponding corrections in the EPIC are to be made, in such a case, an application in Form ECI-EPIC-002 shall be taken from the elector, necessary corrections be done and a replacement copy of the EPIC be issued to him taking back the incorrect EPIC issued to him earlier.</p> <p>If the elector's details as in the electoral roll require major corrections, then an application in Form 8 shall be taken from the elector and after decision of the ERO, a replacement copy of the EPIC could be issued after making necessary corrections.</p> <p>If the error is not due to any mistake on part of the elector, then the replacement copy of the EPIC shall be provided to the elector free of cost.</p>
6.	What action is to be taken if it is informed by the elector that the EPIC issued to him has been lost or destroyed?	<p>A declaration to this effect should be obtained from the elector.</p> <p>Thereafter, a duplicate EPIC could be issued to the elector for a charge of Rs. 25/-.</p> <p>The elector should be given a proper receipt against the amount received from him.</p>

### **CASE STUDIES:**

1. Mr. A 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 notice from his Head Office that why he should not be suspended for being absent during the teaching hours. Is the Head Office justified or did the BLO do the correct thing?
2. Nazma 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 Nazma, she outrightly refuses to take the EPIC from the BLO on the grounds that in the spelling of her name in the card is incorrect. Instead of 'Nazma' with a 'Z' in between, it has been written as NAJMA with a 'J' in between. Nazma wants her EPIC to be corrected and argues that she will not fill up any more Forms again. What should BLO do?
3. Mr. A has rented a portion of his house to Mr. B. Mr. B. fills Form-6 for inclusion of his name in the voters list. His landlord Mr. A writes an application to the ERO that B's EPIC card should not be prepared at this address. Now, the ERO forwards the application to the BLO for enquiry. What should BLO do?
4. A BLO visits a house in his Part. At the time of his visit, the following members of the family are present:

Trivedi	Rameshbhai	Ramesh bhai	F	M-48
Trivedi	Kamlaben	Rameshbhai	W	F-45
Trivedi	Satish	Rameshbhai	F	M-25
Trivedi	Sudha	Rameshbhai	F	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?

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 image but 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?

# Chapter 10

## BLO's register

### I. Introduction:

House to house verification of electoral rolls by BLOs is to be done through specially designed Booth Level Officers register. The purpose of this register is keeping the electoral rolls updated and error-free. This register is to be maintained at all times and on a continuous basis by Booth Level Officer and after the necessary entries have been made in the rolls will remain with him in his kit. This register is the basic document from where action flows.

BLO register is printed part-wise and its cover page is an indication of this as it contains the number and name of the Assembly Constituency and the Part number, name of the Booth Level Officer, address of the Booth Level Officer, and telephone/ mobile number of the Booth Level Officer.

The BLO register comprises of two parts:

#### 1. Annexure-1

- ❖ For confirming the existing entries of electors in the roll. the BLO makes corrections thereof if required
- ❖ In addition, date of birth and telephone numbers are taken

#### 2. Annexure-2

This has three parts

- ❖ Newly developed areas / societies / apartments etc. to be entered by the BLO.
- ❖ Newly arrived in that part and newly eligible electors and other electors left out in the electoral roll
- ❖ Population and gender ratio of that part

### II. Questions to be asked by the BLO while doing House to House verification based on BLO register

#### Annexure-I

- 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 date of birth is shown? If not shown what is the correct date of birth? If date of birth is not available, what is the age (verify date of birth with evidence and if not verifiable the "birth date" column should be left blank).
- 6) Whether the house number given by Nagarpalika / Maha Nagarpalika is correctly noted? If no house number has been given by local body then it need not be verified.
- 7) Whether the Hindi/language spoken in the State spelling of the name of the elector is correct?
- 8) Whether the English spelling of the name of the elector is correct?
- 9) Whether the relationship mentioned in the roll is correct?

- 10) Whether the gender is correct?
- 11) Whether the age is correct as on qualifying date?
- 12) Whether any names or all of the names of any/all family members have been repeated in the part roll?
- 13) Whether all the above particulars are correct for each and every member of the family enrolled in that part?
- 14) Whether anybody possesses more than one EPIC for the same elector? (In such case the latest issued EPIC may be retained with the elector and the EPIC number be verified with PER entry. EPIC issued earlier may be taken back and deposited with the ERO).
- 15) Whether name of any family member is required to be deleted on account of tragic demise. (Obtain Form No.-7)
- 16) Whether any or all members of the family have shifted? If they have shifted, whether it is “with family” or “without family” (obtain Form No.7 and issue notice on the spot). Probable reasons of shifting should be mentioned.
- 17) What is the telephone number of each voter enrolled in the family? If the family prefers to give only one telephone number for all, take note accordingly.  
Annexure-II
- 18) 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).
- 19) 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).
- 20) Are there any new societies, public building, public areas who 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.
- 21) What is the total number of members of the family including voters and non-voters residing in the household?
- 22) Out of the total family members residing in the household (including voters and non-voters) how many are male and how many female?

**EXERCISE:**

**A blank BLO register has maybe filled by each BLO as an exercise in class. Chapter 10 of the Handbook for BLOs maybe referred to understand how the register is to be filled by the BLO.**



# Chapter – 11

## Booth Level Agents (BLAs)

The Election Commission of India has requested all recognized political parties to appoint Booth Level Agents, who will assist Booth Level Officers (BLOs) in ensuring fidelity and correctness of electoral roll during revision period

- President or Secretary or any authorized office bearer of a recognized political party will authorize district level representative of his party to appoint BLAs in Format 1D:BLA 1. District representative will put his signature in ink on the Format of appointment letter.
- Authorized district level representative of the recognized political party will appoint one Booth Level Agent of his party for every Polling Station in prescribed Format, ID:BLA 2 (Annexure-22).
- BLA thus appointed, will obtain a printed copy of draft electoral roll of his part from designated officer/BLO.
- Every recognized political party will appoint one BLA each for every Polling Station. Appointed BLA should be an elector of the part for which he is appointed.
- BLA cannot be appointed from the employees of the government or local authorities or PSUs.
- BLA may be appointed for more than one Polling Station if these are situated at one Polling Station location.
- After draft publication of electoral roll, BLA will produce his appointment letter to concerned designated officer/ BLO at the Polling Station location.
- Having acknowledged the appointment letter of BLA, BLO/designated officer will hand him over a printed copy of the electoral roll of the part area concerned and obtain receipt (Annexure-23).
- The electoral roll of the part area made available to a BLA would be a portion of the electoral roll earmarked to be given to the recognized political parties, meaning thereby, that the concerned recognized political party would not get the electoral roll of that part which the BLA would receive.
- If no BLA is appointed by a recognized political party, the BLO will not hand over electoral roll of that part to any other person. In such circumstances, the district representatives of the concerned political parties will have to obtain/receive entire roll of the assembly constituency from the concerned Electoral Registration Officer,
- BLA will not receive applications of claims and objections. He will only assist people in filing claim / objection properly.
- BLA will remain present at designated places on special campaign dates and study/scrutinize the draft roll along with BLOs/designated officers.
- BLA will make house to house visit and conduct a survey of dead and shifted electors and hand over a list in prescribed Format to designated officer/BLO. He will give an undertaking that the list submitted by him is based on the verification done by him and if that is not found to be true, he would be liable for punishment under section 31 of The Representation of Peoples Act, 1950.
- Normally, appointment of a BLA will not be terminated during revision period but if in some unavoidable circumstances like death, new BLA is appointed then he will have to use the same copy of electoral roll which was used by his predecessor. BLO/designated officer will not give him another copy of the roll.
- If a recognized political party so desires, it can issue photo identity cards to its BLAs.
- Meetings between BLO and BLA should be held regularly. Electoral roll of the concerned part should be scrutinized and analyzed in such meetings.

- BLO should enquire into the information provided by BLA and intimate the Electoral Registration Officer concerned and take further action as per his direction.
- District Election Officer/Electoral Registration Officer should ensure that meetings between BLAs and BLOs take place regularly.

Election Commission of India has directed that BLAs can now be appointed for a period of continuous updating of electoral roll also and meetings between BLOs and BLAs to ensure fidelity and correctness of the electoral roll should continue.

1.	If a BLA has not been appointed for a polling booth by some recognized political party, whom would the BLO supply the copy of the electoral roll specified for the BLA of that booth?	If a BLA has not been appointed for a polling booth by some recognized political party, then the concerned BLO should not receive from the ERO the copy of the electoral roll for the BLA in the first place. The electoral roll of that Part would straightaway be given to the recognized political party by the ERO.
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# Chapter 12

## National Voters Day

### What is National Voters' Day (NVD)? (Rashtriya Matdata Divas)

The day on which Election Commission of India was established i.e. on 25<sup>th</sup> January, is to be henceforth celebrated every year as National Voters' Day (NVD). It was celebrated for the first time in January 2011.

### What is the objective of NVD?

The objectives of NVD are –

- ensuring maximum enrolment of youth,
- spreading awareness amongst voters of their rights and duties, ,
- to create awareness amongst voters about the process of enrolment
- requesting the participation of voters in helping the Election Officers to maintain clean error free rolls
- and empowering the youth and instilling a sense of pride amongst them to inspire them to exercise their franchise.

### What is the role of a BLO towards celebrating NVD?

Following is the role that the BLOs are expected to play:

- A large number of voters' education activities are taken up in various states, including multi-media campaigns to popularize electoral participation. Specific role of the BLO will be spelled out by the respective states for this.
- The BLO must carefully identify all newly eligible (18+) electors and make efforts to register them all in the revision of electoral rolls
- Once the newly eligible electors are enrolled, they are to be given error-free EPIC cards. Therefore, the BLO must ensure that he compares the final checklist with his manuscript himself and if required, visit the elector.
- On Jan 25 every year, at a brief felicitation to be organized in each polling station area, or in a house to house visit, as maybe mandated by the ECI/CEO/DEO, the BLO will distribute the EPICs to the newly eligible voters.
- The newly enrolled electors will also be given a badge with the slogan "Proud to be a Voter-Ready to Vote".
- The BLO may also be required to administer a pledge that goes as follows: "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".
- The BLO will need to maintain a list of Higher Secondary Schools and Colleges and other higher educational institutions in his Part. He should visit there and impart education to the youth who are yet be enrolled to get enrolled and also regarding their duties as a voter in a democracy.
- He should also locate those youth who do not go to educational institutions and are involved in manual labor or other employment in the unorganized sector and take similar action to enroll them, etc.

## Chapter 13

### Role of BLOs in preparation of Roll

**It is important for the BLO to have knowledge of the following:**

1. Check who his/her AERO and ERO are. Take their designation, telephone numbers, office address, etc.
2. Check when he/she will be imparted training and ensure attendance.
3. Obtain electoral roll of his/her Part along with supplement and understand each and every aspect of it.

**Checklist for the BLOs to help them keep a track of their own work:**

Sl. No.	Item	Remarks
1	Date of receipt of letter of appointment as BLO. Check your appointment letter. It will indicate the Part which has been assigned to you. You should be preferably resident of that part and if not, then you should be working there. If it is not so, bring in the notice of ERO.	
2	Whether training imparted from the end of ERO and duties and responsibilities of BLO explained? Please mention date.	
<b>Post-revision period</b>		
3	Whether relevant part(s) of the current Electoral Roll received along with all supplements?	
4	Whether the electoral roll part(s) including cover page(s) thoroughly scrutinized to find out defects?	
5	Whether part-wise BLO register is given by ERO for recording such defects, other inputs obtained during field verification & corresponding field observations and all other activities?	
6	Whether the BLO interacts with local people, particularly, elder electors, local elected representatives & representatives of political parties on quarterly basis to find out dead and shifted electors, eligible electors not yet enrolled and any other defects?  The four quarters when the BLO is expected to do this work are <b>between January to March, April to June, July to September, October to December.</b>	
7	Whether the names of prominent personalities of the locality exist in the roll? If not, whether the same has been reported to the ERO?	
8	Whether there is an arrangement at his place of posting or at some other office/institution, convenient for the electors (with the prior approval of ERO) to receive information/complaints/suggestions from voters and whether the same has been communicated to the local	

	elected and political representatives? Please mention the location.	
9	What are the steps taken to inform the electors about Permanent EPIC centre and the procedure to obtain duplicate EPIC?	
10	Whether details of additions/corrections/deletions made during continuous revision process are collected from ERO on quarterly basis, so that BLO is in a position to clarify status to voters.  The four quarters during each of which the BLO is expected to do this work are <b>between January to March, April to June, July to September, October to December.</b>	
11	Whether local Birth & Death Registration Office visited on quarterly basis during post revision period and probable dead electors identified checking their death register?  The four quarters for visiting these offices are <b>between January to March, April to June, July to September, October to December.</b>	
12	Whether field enquiry conducted on quarterly basis during post revision period to detect dead and shifted electors and information received from various sources in this regard as well as in regard to defects of the electoral roll is verified?  The four quarters during each of which this work is to be done are <b>between January to March, April to June, July to September, October to December.</b>	
13	Whether field enquiry reports in relation to sl. No. 12 submitted in the Format prescribed by the ERO? Also mention date(s) of submission of reports.	
14	Whether notice for hearing into such enquiry reports served in time?	
<b>Pre-revision period</b>		
15	Whether defects related to particulars of cover page, i.e., polling area, section details, Polling Station address, etc. have been identified? If so, whether report submitted to ERO after interacting with local people and field verification?	
16	Whether rationalization of polling area felt necessary? If so, whether report submitted to ERO after interacting with local people and field verification?	
17	Whether de-duplication, validation reports (related to E-roll Clean Software), list of Non-EPIC Electors, etc., reports received from ERO? Please mention date.	
18	Whether field enquiry conducted to verify the aforesaid reports?	
19	Whether enquiry reports related to sl. No. 18 submitted in the Format prescribed by ERO? Also mention date(s) of submission of reports.	

20	Whether working copy of photo electoral roll received from ERO for field verification of images? Please mention date. (Applicable for ACs going for publication of photo roll for the 1 <sup>st</sup> time)	
21	Whether field verification related to sl. No. 20 completed?	
22	Whether report regarding image verification submitted? Please mention date.	
23	What are the initiatives taken to inform public in general about the revision program?	
<b>During revision</b>		
24	What are the steps taken to guide people filing claims and objections?	
25	Whether meeting of Gram Sabha/Ward/Booth/RWA or the like organized in connection with revision of electoral roll attended by the BLO?	
26	Whether Form 6, 7, 8, 8A received by the Designated Officers during revision period handed over to the BLO by the ERO for field enquiry? Please mention date and number of Forms received.	
27	Whether field enquiry held into such Form 6, 7, 8, 8A and enquiry report prepared in the Format prescribed by the ERO?	
28	Whether enquiry report noted in sl. No. 27 submitted? Please mention date.	
<b>During EPIC Campaign</b>		
29	Whether houses of Non-EPIC electors visited to inform the electors about date, time and venue of photo-taking program?	
30	Whether the notice as fixed by the Election Commission served on the electors likely to be photographed? Mention the number of notices served.	
31	Whether Form 001/002/004 supplied to the elector during home visit and whether assistance provided to fill up the Form?	
32	Whether the BLO remained present at the photo-taking venue on the day of photo taking to assist electors?	
33	Please mention the number of EPICs received from ERO for distribution and number of EPICs delivered at elector's address.	
34	Whether EPICs issued previously been taken back from those electors possessing EPIC who were photographed again on account of their image being absent/wrong in the database?	
35	Whether Signature/LTI of elector obtained as an acknowledgement of receipt of the EPIC?	
36	Date(s) of verification of the register as mentioned at sl. No. 5 by the authorized representative of ERO.	

## II. Evaluation of work done by BLOs

- The Booth Level Officers shall bear in mind that the Election Commission would evaluate their work/performance based on random verifications carried out by the Chief Electoral Officer/Divisional Commissioner/District Election Officer/Electoral Registration Officer/Assistant Electoral Registration Officer etc. from time to time.
- Since the Booth Level Officers would also be simultaneously carrying out their routine departmental work, the nature of verification of the election related work done by them would normally be random and not sudden/surprise.
- For verification and monitoring of the work done by the BLO, a specimen of the checklist prepared in light of the guidelines issued by the Election Commission is available at pages in this Chapter.
- All such officers who are authorized for verification would inform the BLO of their program for verification in advance so that the BLO is available at the site during verification.
- All Booth Level Officers would be answerable to the District Election Officer/Electoral Registration Officer/Assistant Electoral Registration Officer for their acts, omissions and commissions.
- **As all the Booth Level Officers would be involved in the revision of the Electoral Roll, they would be considered on deputation to the Election Commission for this purpose and would be subject to disciplinary control of the Commission under section 13 CC of the Representation of Peoples' Act, 1950.**
- The Booth Level Officer shall keep in mind that in case of any breach of duty, he shall be liable for punishment under section 32 of the Representation of Peoples' Act, 1950. The said section is reproduced below :-

**“32. Breach of official duty in connection with the preparation, etc., of electoral rolls.—(1)** If any electoral registration officer, assistant electoral registration officer or other person required by or under this Act to perform any official duty in connection with the preparation, revision or correction of an electoral roll or the inclusion or exclusion of any entry in or from that roll, is without reasonable cause, guilty of any act or omission in breach of such official duty, he shall be punishable [with imprisonment for a term which shall not be less than three months but which may extend to two years and with fine].

(2) No suit or other legal proceeding shall lie against any such officer or other person for damages in respect of any such act or omission as aforesaid.

(3) No court shall take cognizance of any offence punishable under sub-section (1) unless there is a complaint made by order of, or under authority from, the Election Commission or the Chief Electoral Officer of the State concerned.”

## Chapter 14

### Continuous updating of electoral roll

- Sections 22 and 23 of RP Act, 1950 (under continuous updating) are applicable to finally published electoral roll. These sections do not apply during revision of electoral roll for addition, deletion, correction or transposition.
- The process of continuous updating of electoral roll is effective from final publication to next draft publication of electoral roll. During revision of electoral roll the process of continuous updating remains inoperative from draft publication to final publication of the roll.
- During elections, from the last day of nomination to the end of election process, the process of continuous updating is inoperative. Even though the application for addition, deletion or correction can be given after the beginning of election process, however actions can be taken upon these applications till 3p.m. of the last day of filing nomination. After the last day of filing nomination to the end of the election process no action will be taken upon these applications.
- The electoral registration system is essentially in the nature of a continuous updating, even though general public do not get benefit of this process due to lack of awareness. Therefore **Booth Level Officer should publicise the provisions of addition, deletion, correction or transposition of entries in the roll through continuous updating.**
- Registers should be maintained for applications received for addition, deletion and correction in finally published roll during continuous updating (RP Act, 1950/RER, 1960).
- During continuous updating, Electoral Registration Officer is required to maintain assembly-wise four registers (register ER 1 to 4), which will keep account of applications received in Form 6, 7, 8 and 8A respectively (Para 9 of Chapter VIII of Handbook for ERO, 2008).
- **The register of continuous updating will be deemed to be the continuous running supplement for that particular year.**
- The Electoral Registration Officer, while entering the particulars in the register, shall also indicate the section to which the entry pertains within the part of the electoral roll. The part Number & Section number should also be clearly indicated on the top right hand corner of the Application Form itself for linkage with the entry in the Register. For the sake of uniformity, first the part no. and then the section no. should be written one after the other with a slash separating them e.g., Part No./Section No. This work will be done by BLO in his register preliminarily.
- One copy of the application, as and when received, should be pasted on the notice board in the Office of Electoral Registration Officer. All applications received in one calendar month should be disposed of in maximum number during the next calendar month and manuscript should be prepared for every part separately, in duplicate, by hand, by 25th of that month.
- The supplement of continuous updating shall be printed as part of the draft roll below the last supplement for that particular year for publication as draft roll. These can be incorporated during revision of electoral roll as final supplement of draft electoral roll entering the supplementary process and the date thereon.
- After any application for registration is allowed, its entry will be done just after the last serial number of finally published roll/ supplementary roll.
- Entries of addition, deletion and correction should be entered under concerned headings of the supplement.
- By 7th of the following month, one copy of the manuscript will be transferred to the District Election Officer/ERO/AERO for data entry in the ERMS/computerized working copy of the electoral roll.
- At district level, the data entered will be stored in the computerized data base for printing at the time of next draft publication of electoral rolls or at the time of election in the constituency as the case may be.
- The supplementary list prepared in the process of continuous updating for addition, deletion, correction or transposition is published during election. There is no provision of publication of such addition/deletion lists resulting from continuous updating at fixed intervals, therefore, the



Electoral Registration Officers are required to maintain such lists corrected up-to-date at all times, in the registers respectively.

- Electoral roll with Supplementary list based upon continuous updating is published at the time of general election, bye-election or revision of the roll.
- A report in Format A would be sent by EROs to the DEOs concerned by 7<sup>th</sup> of every month.

## Chapter 15

### Certified copy of any part of electoral roll

- After taking the decision regarding entry of name in the electoral roll, Electoral Registration Officer will inform the concerned elector in prescribed format that his name has been entered at which serial number of which part in the electoral roll during continuous updating.
- Thereafter the concerned person becomes the elector of the concerned part of concerned Legislative Assembly Constituency. The publication of electoral roll is not required for this.
- Printing of electoral roll and supplements are done at the time of draft publication and final publication of the roll.
- It is not required that supplement should be published from time to time after continuous updating. Supplements prepared during continuous updating are published at the time of election/bye-election. The certified copy of entry of name in the electoral roll can be given after preparation of manuscript under the signature of the concerned AERO/ERO. It is not required to wait for printing of list/supplements

## Chapter – 16

### Duties of Electoral Registration Officers (EROs)

1. To select and appoint officers/employees of different level, e.g. Booth Level Officers (BLOs), Designated Officers, supervisors etc. to assist him in the process of preparation, continuous updating and revision of electoral roll.
2. To ensure proper training of personnel like Booth Level Officers, Designated Officers, supervisors etc. engaged in the process of preparation, continuous updating and revision of electoral roll.
3. To advertise revision program as soon as it is received from the Election Commission of India, with the help of news papers, hand bills, loud speakers and other means and by beat of drum in the rural areas
4. To prepare work plan for successful completion of revision work.
5. To arrange stationery and forms in sufficient quantity.
6. To publish notice of draft electoral roll in Form 5 of Registration of Electors Rules, 1960.
7. To make available free of cost two copies of photo electoral roll, one of which would be a printed copy and the other soft Pdf copy without photographs, to the recognized national and state political parties as provided in Rule 11(c) of Registration of Electors Rules, 1960.
8. To hold meetings with representatives of political parties and to request them to suggest measures within time to rectify defects if any, found in electoral roll.
9. To display on notice board in formats 9, 9A, 10, 11 & 11A details of applications received in formats 6, 6A, 7, 8 & 8A respectively.
10. To receive the applications of claims and objections, issue notices wherever necessary and take final decision after inquiry and hearing.
11. To add or delete the names, as per rule 21 and 21a of the Registration of Electors Rules, 1960 inadvertently added to or omitted from the electoral roll.
12. To issue notice, to the elector for personal appearance against whom non-bailable warrant has been issued by any competent court but could not be served upon him at the address of residence after obtaining his address from police station/ Superintendent of Police concerned. To delete the name of elector from the electoral roll if such elector doesn't turn up after notice is issued.
13. To record acceptance or rejection of claim/objection on every application. To record reasons on the applications of claim/objection if rejected.
14. To prepare manuscript before printing of supplement containing addition, deletion and modification after disposal of all applications of claims and objections.
15. To issue notice of final publication of the photo electoral roll in Form-16 after taking decision for addition, deletion and modification and under rule 22(C) of Registration of Electors Rules, 1960. Make two copies available to all recognized national and state political parties free of cost. One of such copies would be printed copy with photographs where as the second copy would be the soft copy in Pdf format without photographs.
16. To keep record at the level of his office and prepare list of claims and objections in English received from service electors through their record offices Indian Missions in prescribed formats- 2, 2A & 3.
17. As per direction of the Election Commission of India, to receive claims / objections in duplicate during the period of continuous updating, along with documentary proofs if required and to record their details in register E.R.-1 to E.R.-4 and take appropriate action on them.
18. To monitor the quality of work of Assistant Electoral Registration Officers, supervisors, designated officers and Booth Level Officers.

**Note: -**

1. No order for addition and deletion would be passed on the basis of claims and objections received at the time of elections, in between the last date for filing nomination and completion of the election process. Such applications, though received, would be disposed off according to law after this period.
2. During revision of the electoral roll, any claim and objection received after the lapse of period fixed for this or not received in prescribed format/manner would be rejected by the Electoral Registration Officer.

## Chapter 17

### Gram Sabhas and Role of BLOs

The Commission has directed that during the Revision process the draft electoral roll should be read in the Gram Sabha or Urban Local Body's ward or Residents Welfare Association meetings. A particular time frame is decided for this. The purpose is not only to ensure transparency but also to get feedback on the modifications that are included in the draft roll and those ones that have been left out. Therefore, the BLO reads out the additions, deletions, modifications, duplicate names, and details of households with more than 10 persons enlisted as voters, names of persons who are more than 80 years old, etc in this meeting. The reading in a forum like this also leads to verification of the draft. To systematise this procedure it is advisable to issue an order under the signature of the concerned ERO, well in advance.

After the meeting is held, the EROs/AEROs must ensure that the following report is received by them from the BLOs in time.

#### 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 claims and objections received uptill date of this meeting.					
									6	6 A	7	8	8 A	

#### **Signature of Tehsildar**

Name of Tehsil  
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 sent direct to the Office of the concerned AERO, with a copy marked to the concerned ERO.

## Chapter 18

### Basic knowledge of Electronic Voting Machines (EVM)

**Q1. What is an Electronic Voting machine? In what way its functioning is different from the conventional system of voting?**

Ans. An Electronic Voting Machine consists of two Units – a Control Unit and a Balloting Unit – joined by a cable. The Control Unit is with the Presiding Officer or a Polling Officer and the Balloting Unit is placed inside the voting compartment. Instead of issuing a ballot paper, the Polling Officer in-charge of the Control Unit will press the Ballot Button. This will enable the voter to cast his vote by pressing the blue button on the Balloting Unit against the candidate and symbol of his choice.

**Q2. Can EVMs be used in areas where there is no electricity?**

Ans. EVMs run on an ordinary 6 volt alkaline battery therefore, even in areas with no power connections, EVMs can be used.

**Q3. What is the maximum number of votes which can be cast in EVMs?**

Ans. EVMs can record a maximum of 3840 votes. As normally, the total number of electors in a polling station will not exceed 1500, the capacity of EVMs is more than sufficient.

**Q4. What is the maximum number of candidates which EVMs can cater to?**

Ans. EVMs can cater to a maximum number of 64 candidates. There is provision for 16 candidates in a Balloting Unit. If the total number of candidates exceeds 16, upto three additional Balloting Units can be attached to cater to a maximum number of 64 candidates.

**Q5. Who has devised the EVMs?**

Ans. The EVMs have been devised and designed by Election Commission in collaboration with two Public Sector undertakings viz., Bharat Electronics Ltd., Bangalore and Electronic Corporation of India Ltd., Hyderabad after a series of meetings, test-checking of the prototypes and extensive field trials. The EVMs are now manufactured by the above two undertakings.

**Q6. In our country a sizeable section of the population being illiterate, will EVM not cause problems for the illiterate voters?**

Ans. In fact, voting by EVMs is simpler compared to the conventional system, where one has to put the voting mark on or near the symbol of the candidate of his choice, fold it first vertically and then horizontally and thereafter put it into the ballot box. In EVMs, the voter has to simply press the blue button against the candidate and symbol of his choice and the vote is recorded. Even illiterate people have had no difficulty in recording their votes and, in fact they have welcomed the use of EVMs.

**Q7. Can booth-capturing be prevented by the use of EVMs?**

Ans. By booth-capturing, if one means, taking away or damaging of ballot boxes or ballot papers, this evil cannot be prevented by the use of EVMs as EVMs can also be forcibly taken away or damaged by miscreants. But if one looks at booth capturing as a case of miscreants intimidating the polling personnel and stamping the ballot papers on the symbol and escaping in a matter of minutes, this can be prevented by the use of EVMs. The EVMs are programmed in such a way that the machines will record only five votes in a minute. As recording of votes has necessarily to be through Control Unit and Balloting Unit, whatever be the number of miscreants they can record vote only at the rate of 5 per minute. In the case of ballot papers, the miscreants can distribute all the 1000 odd ballot papers assigned to a polling station, among themselves, stamp them, stuff them into the ballot boxes and run

away before the police reinforcements reach. In half-an-hour, the miscreants can record only a maximum of 150 votes by which time, chances are the police reinforcement would have arrived. Further, the presiding Officer or one of the Polling Officers can always press the "close" button as soon as they see some intruders inside the polling station. It will not be possible to record any vote when once the 'close' button is pressed and this will frustrate the efforts of the booth-capturers.

**Q8. What are the advantages in using EVMs?**

Ans. The most important advantage is that the printing of millions of ballot papers can be dispensed with, as only one ballot paper is required for fixing on the Balloting Unit at each polling station instead of one ballot paper for each individual elector. This results in huge savings by way of cost of paper, printing, transportation, storage and distribution. Secondly, counting is very quick and the result can be declared within 2 to 3 hours as compared to 30-40 hours, on an average, under the conventional system. Thirdly, there are no invalid votes under the system of voting under EVMs. The importance of this will be better appreciated, if it is remembered that in every General Election, the number of invalid votes is more than the winning margin between the winning candidate and the second candidate, in a number of constituencies. To this extent, the choice of the electorate will be more correctly reflected when EVMs are used.

**Q9. Does the use of EVMs slow down the pace of poll?**

Ans. No. In fact the pace of poll is quickened by the use of EVMs as it is not necessary for the voter to first unfold the ballot paper, mark his preference, fold it again, go to the place where the ballot box is kept and drop it in the box. What he has to do under the system of EVMs is simply to press the button near the candidate and symbol of his choice.

**Q10. Is it possible to vote more than once by pressing the button again and again?**

Ans. No. As soon as a particular button on the Balloting Unit is pressed, the vote is recorded for that particular candidate and the machine gets locked. Even if one presses that button further or any other button, no further vote will be recorded. This way the EVMs ensure the principle of "one man, one vote".

**Q11. Is it true that sometimes because of short-circuitry or other reason, a voter is likely to get an electric shock while pressing the blue button ?**

Ans. No. EVMs work on a 6-volt battery and there is absolutely no chance of any voter getting an electric shock at the time of pressing the 'blue button' or at any time of handling the balloting unit.

## Chapter – 19

### Certain useful suggestions for BLOs facing different situation

– Do's and Don'ts

Do's		Don'ts	
General			
1	As a BLO, your work is a highly special work of national importance. You should understand properly its importance and dignity and take pride in it. If any other person raises a question as to the importance of this work, explain politely the dignity of this work of national importance to him also.	1	Do not ever accord less importance to this work than any other work. Neither be complacent nor perform it in piecemeal.
2	Your behavior with the people should be polite and courteous. Always use proper language and try to solve the difficulties/ problems of the applicants/ electors of your area.	2	Do not behave with applicants/ electors/other people in an angry and discourteous manner while on tour in your area. Never use improper language
3	You should make a tour of the area within the allotted part, identify its boundaries and other landmarks and prepare the rough map ( <i>najari naksha</i> ). If there is any difficulties in identifying the area within the allotted part, then you should contact your supervisor/AERO and make correct identification of the area within the polling booth allotted to you.	3	Do not work in a Part area other than the one allotted to you. Do not get your work done by any other/ unauthorized person. <b>If you are a teacher, under no circumstances you should be found using your students for this work.</b>
4	Meet the important persons, elders, public representatives and BLAs appointed by recognized political parties, explain to them the objectives of Electoral Roll revision/ EPIC and your visit and request their help for this.	4	Do not make any structural changes in the Electoral Roll at your level. Only the Electoral Registration Officer is competent to bring about such changes; therefore if any such error is found it should be brought to the notice of the ERO/AERO in writing.
5	Keep copies of Form 6, Form 6A, Form 7, Form 8 and Form 8A in sufficient numbers along with the copy of the Electoral Roll on your person.	5	Do not charge any money from any applicant for providing Form 6, Form 6A, Form 7, Form 8 and Form 8A. Remember that these forms are to be provided to the electors / applicants free of cost
6	While receiving/ checking applications in Form 6, Form 6A, Form 7, Form 8 and Form 8A, verify the correctness of the entries to be filled.	6	In important matters, do not base your enquiry upon verbal statement of some person. Where required, ask for valid documents in support of their claim from the electors/applicants.
7	Obtain the up-to-date Electoral Roll (along with supplements) of the Part area under your charge from the	7	Neither give the election related documents/records/registers under your charge to any unauthorized



Do's		Don'ts	
	ERO/AERO and maintain it safely.		person nor keep these at any unauthorized place.
8	Attend all the meetings and training sessions held by the DEO/ERO/AERO and pay attention to what is said in these meetings/training sessions. If any shortcomings is felt in training etc., tell the same to the ERO/AERO/Trainer politely.	8	Never take the meetings or trainings lightly, never be absent during them and never make any adverse comments concerning them before an unauthorized/ outside person.
9	If you are in charge of more than one polling booth area, keep the documents, registers and applications for different Part areas separately so that they do not get mixed.		
<b>During revision of Electoral Roll</b>			
1	Get yourself properly acquainted with all the stages of revision of Electoral Roll, observe the time limits completely and finish the various activities contained in it on time.	1	Do not receive incomplete applications or those submitted in wrong form – inform the applicant/ elector of the errors and get them removed then and there. Do not receive unsigned applications also.
2	If a BLA has been appointed by a recognized political party for the polling booth, co-ordinate with him and get information regarding the errors in the Electoral Roll and ensure corresponding action after verification.	2	Do not receive applications in bulk quantities or from unauthorized persons. If more than one application pertaining to the members of the same family is given, only those can be obtained from any family member.
3	Whenever an application in Form 6, Form 6A, Form 7, Form 8 and Form 8A is obtained from any applicant/ elector, its receipt should invariably be given. Put your name and full signature with date on the receipt.	3	Do not deny the receipt against the applications received.
4	Check attentively the details on all the pages of Electoral Roll such as details regarding Assembly Constituency, details regarding the Part area, details regarding Section areas and all details regarding electors and if any error is found, immediately take action for its removal as per rules.	4	If a person submits an objection in Form 7 regarding some other elector but the person raising objection is himself not the elector of that Part area, then do not receive the application in Form 7 from him.
5	Ensure that your verification report is absolutely impartial and correct.	5	Never submit a wrong report under external pressure.
<b>In course of continuous updating of Electoral Roll</b>			
1	Identify such dead /expired electors whose names are still in the Electoral Roll. Obtain an application in Form 7 from their family members and submit to the ERO along with death certificate of the deceased.		
2	Identify such electors who have migrated from that Part area to		

Do's		Don'ts	
	other places and are no more the ordinary residents of that area.		
3	In course of continuous updating, all the application in Form 6, Form 6A, Form 7, Form 8 and Form 8A should be obtained in two copies.		
<b>During EPIC/photo collection campaign</b>			
1	If the photograph of the elector is not there in the Photo Electoral Roll, then his/her photograph should be asked for in Form 8 or he/she should be told about the details of the DPL (with date and time) where he/she would be photographed.	1	Do not encourage submission of applications in non-statutory form ECI-EPIC-001A and 001B – as far as possible; The applications along with photograph of electors should be obtained in Form 8.
2	Do door-to-door verification and in case of mismatch between the elector and his photograph, immediately take action, as per rules, for inserting the correct photograph of the elector in the Electoral Roll.	2	Do not receive unclear, crumpled photographs or such photographs in which the elector could not be identified properly.
3	Those electors whose names figure in the roll but photos are not there, take from them applications in Form 8 with their recent passport sized photograph and submit to the ERO.	3	Do not receive black and white photograph, stamp size photograph or group photograph of the elector with other people.
4	Make all possible efforts to ensure 100% coverage of the photographs of electors in the Electoral Roll.	4	When the DEO/ERO arrange for getting the electors photographed, ensure that the photographs are not taken from a digital camera with less than 2 megapixel capacity.
	<b>If you are administratively not in a position to function as BLO of the Part assigned to you any more, for the reason of transfer, retirement, long term training, long leave, etc, it is your duty to inform the ERO in advance as far as possible.</b>		<b>Do not leave your position without proper handing over to the next incumbent or to the ERO/AERO as maybe directed.</b>

## Chapter – 20

### Test your knowledge - Multiple Choice questions with answers

**Question 1:** Of the following, under which provision is the superintendence, direction and control of the electoral roll vested in the Election Commission of India?

- (a) Section 15 of the Representation of the People Act, 1950.
- (b) Rule 25 of the Registration of Electors Rules, 1960.
- (c) Article 324 of the Constitution of India.
- (d) Para 13 (1) of the Handbook of Electoral Registration Officer.

**Answer :** (c) Article 324 of the Constitution of India

Basis of answer – Extracts from the Constitution article 324 (1) – “Superintendence, direction and control of elections to be vested in an Election Commission.— The superintendence, direction and control of the preparation of the electoral rolls for, and the conduct of, all elections to Parliament and to the Legislature of every State and of elections to the offices of President and Vice-President held under this Constitution 5\*\*\* shall be vested in a Commission (referred to in this Constitution as the Election Commission)”.

**Question 2:** Of the following, under which provision could the name of a person not be included in more than one constituency?

- (a) Rule 25 of the Registration of Electors Rules, 1960.
- (b) Section 17 of the Representation of the People Act, 1950.
- (c) Letter number 6988 dated 13.08.2008 of the Chief Electoral Officer, Bihar.
- (d) Article 327 of the Constitution of India.

**Answer :** (b) Section 17 of the Representation of the People Act, 1950

Basis of answer – Section 17 of the Representation of the People Act, 1950 – “No person to be registered in more than one constituency.—No person shall be entitled to be registered in the electoral roll for more than one constituency”.

**Question 3:** Of the following, under which provision a citizen of India who has not acquired citizenship of any other country and who is absenting from his place of ordinary residence in India owing to his Employment, education or other wise outside India, can register his/ her name in the Electoral roll.

- (a) Section 20 of the Representation of the People Act 1950.
- (b) Section 20 A of the Representation of the People Act 1951.
- (c) Section 20 A of the Representation of the People Act 1950.
- (d) Section 18 of the Representation of the People Act 1950.

Answer: (c) Section 20 A of the Representation of the People Act 1950.

**Question 4:** Of the following, under which provision could a person not be registered at more than one place in the electoral roll of a constituency?

- (a) Rule 25 of the Registration of Electors Rules, 1960.
- (b) Section 17 of the Representation of the People Act, 1950.

- (c) Section 18 of the Representation of the People Act, 1950.
- (d) Article 327 of the Constitution of India.

**Answer : (c) Section 18 of the Representation of the People Act, 1950**

Basis of answer – Section 18 of the Representation of the People Act, 1950 – “No Person to be registered more than once in any constituency. —No person shall be entitled to be registered in the electoral roll for any constituency more than once”.

**Question 5:** Of the following, under which provision could a person be registered as an elector on attaining the age of 18 years?

- (a) Section 19 (a) of the Representation of the People Act, 1950.
- (b) Section 21 (a) of the Representation of the People Act, 1950.
- (c) Section 8 (a) of the Representation of the People Act, 1951.
- (d) Article 327 of the Constitution of India.

**Answer : (a) Section 19 (a) of the Representation of the People Act, 1950**

Basis of answer – Section 19 (a) of the Representation of the People Act, 1950– “Conditions of registration.--Subject to the foregoing provisions of this Part, every person who — (a) is not less than 3[eighteen years] of age on the qualifying date ..... shall be entitled to be registered in the electoral roll for that constituency”.

**Question 6:** What are the reasons due to which a person could be considered unfit for registration in the electoral roll?

- I. Being an Indian citizen.
  - II. Being of unsound mind and standing declared as such by a competent court.
  - III. Disqualified from voting for the time being under the provisions of any law relating to corrupt practices and other offences in connection with elections.
  - IV. Being less than 18 years of age.
  - V. Being ordinarily resident of a constituency.
- (a) None of these
  - (b) II and V
  - (c) III and V
  - (d) II , III and IV

**Answer : (d) II, III & IV**

Basis of answer – Section 16 and 19 of the Representation of the People Act, 1950– “16. Disqualifications for registration in an electoral roll.—(1) A person shall be disqualified for registration in an electoral roll if he—(a) is not a citizen of India; or (b) is of unsound mind and stands so declared by a competent court; or (c) is for the time being disqualified from voting under the provisions of any law relating to corrupt practices and other offences in connection with elections.

19. Conditions of registration.--Subject to the foregoing provisions of this Part, every person who — (a) is not less than 3[eighteen years] of age on the qualifying date, and (b) is ordinarily resident in a constituency, shall be entitled to be registered in the electoral roll for that constituency.”

**Question 7:** Of the following, under which provision is the Parliament authorized to pass Acts regarding all matters with respect to elections?

- (a) The Representation of the People Act, 1950.
- (b) The Representation of the People Act, 1951.
- (c) Article 327 of the Constitution of India.
- (d) None of the above.

**Answer : (c) Article 327 of the Constitution of India**

Basis of answer – Article 327 of the Constitution of India – “Power of Parliament to make provision with respect to elections to Legislatures.— Subject to the provisions of this Constitution, Parliament may from time to time by law make provision with respect to all matters relating to, or in connection with, election to either House of Parliament or to the House or either House of the Legislature of a State including the preparation of electoral rolls, the delimitation of constituencies and all other matters necessary for securing the due constitution of such House or Houses.”.

**Question 8:** Of the following, under which rule the political parties are to be provided with two copies of the draft electoral roll free of cost?

- (a) Rule 30 (2) of the Registration of Electors Rules, 1960.
- (b) Rule 11 (c) of the Registration of Electors Rules, 1960.
- (c) Rule 8 (2) of the Conduct of Election Rules, 1961.
- (d) Section 22 of the Representation of the People Act, 1950.

**Answer : (b) Rule 11 (c) of the Registration of Electors Rules, 1960**

Basis of answer – Rule 11 (c) of the Registration of Electors Rules, 1960 – “Further publicity to the roll and notice.—The registration officer shall also— (c) supply free of cost two copies of each separate part of the roll to every political party 1[for which a symbol has been exclusively reserved in the State] by the Election Commission.”

**Question 9:** Could a person who has undergone imprisonment for three years, stand as a candidate in election?

- (a) Never.
- (b) Yes.
- (c) After six years from the date of conviction.
- (d) After a period of six years since his release from imprisonment.

**Answer : (d) After a period of six years since his release from imprisonment**

Basis of answer – After a period of six years since his release from imprisonment – as per section 8 and 8A of the Representation of the People Act, 1951 -  
“8 (3) A person convicted of any offence and sentenced to imprisonment for not less than two years [other than any offence referred to in sub-section (1) or sub-section (2)] shall be disqualified from the date of such conviction and shall continue to be disqualified for a further period of six years since his release.”

**Question 10:** What is the provision made in Section 14 (b) of the Representation of the People Act, 1950?

- (a) Intensive revision of the electoral roll shall be done with respect to 1st January of each year as the qualifying date.
- (b) Revision of the electoral roll shall be done with reference to 1st January of the year as the qualifying date in which it is so prepared or revised.
- (c) Revision of the electoral roll shall be done with respect to 1st January and intensive revision with respect to 1st August.
- (d) None of the above.

**Answer : (b) Revision of the electoral roll shall be done with reference to 1st January of the year as the qualifying date in which it is so prepared or revised.**

Basis of answer – Section 14 (b) of the Representation of the People Act, 1950 – ““qualifying date”, in relation to the preparation or revision of every electoral roll under this Part, means the 1st day of January of the year in which it is so prepared or revised:.”

Directions for intensive revision are issued separately by the Election Commission of India under Rule 25 (2) of the Registration of Electors Rules, 1960.

**Question 11:** Of the following, under which provision the draft publication of the electoral roll is done?

- (a) Rule 21 of the Registration of Electors Rules, 1960.
- (b) Rule 22 of the Registration of Electors Rules, 1960.
- (c) Rule 10 of the Registration of Electors Rules, 1960.
- (d) Rule 7 of the Registration of Electors Rules, 1960.

**Answer : (c) Rule 10 of the Registration of Electors Rules, 1960**

Basis of answer – Rule 10 of the Registration of Electors Rules, 1960 – “Publication of roll in draft.— As soon as the roll for a constituency is ready, the registration officer shall publish it in draft by making a copy thereof available for inspection and displaying a notice in Form 5— (a) at his office, if it is within the constituency, and (b) at such place in the constituency as may be specified by him for the purpose, if his office is outside the constituency.”

**Question 12:** Of the following, under which provision is the Booth Level Officer (BLO) appointed?

- (a) Section 13 B (2) of the Representation of the People Act, 1950.
- (a) Section 13 CC of the Representation of the People Act, 1950.
- (b) Section 26 of the Representation of the People Act, 1950.
- (c) Rule 14 of the Registration of Electors Rules, 1960.

**Answer : (a) Section 13 B (2) of the Representation of the People Act, 1950**

Basis of answer – Section 13 B (2) of the Representation of the People Act, 1950 – “An electoral registration officer may, subject to any prescribed restrictions, employ such persons as he thinks fit for the preparation and revision of the electoral roll for the constituency.”

Note : All persons such employed are deemed to be on deputation to the Election Commission of India under section 13 CC of the Act and are subject to the control, superintendence and discipline of the Commission during the period of employment.

**Question 13:** According to which article of the Constitution of India a person is not to be rendered ineligible for inclusion in the electoral roll on grounds of religion, race, cast or sex?

- (a) 325
- (b) 326
- (c) 327
- (d) 328

**Answer :(a) 325**

Basis of answer – Article 325 of the Constitution of India – “No person to be ineligible for inclusion in, or to claim to be included in a special, electoral roll on grounds of religion, race, caste or sex.—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 the 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.”

**Question 14:** Of the following, under which provision is the District Election Officer appointed?

- (a) Section 13 A of the Representation of the People Act,1950.
- (b) Section 13 B of the Representation of the People Act,1950.
- (c) Section 13 AA of the Representation of the People Act,1950.
- (d) Section 13 C of the Representation of the People Act,1950.

**Answer : (c) Section 13 AA of the Representation of the People Act,1950**

Basis of answer – Section 13 AA of the Representation of the People Act,1950 “(1) For each district in a State, 9, the Election Commission shall, in consultation with the Government of the State, designate or nominate a district election officer who shall be an officer of Government:.”

**Question 15:** Indicate the wrong statement :-

- (a) The members of Parliament normally reside in New Delhi, but their names can be included in the electoral roll of their home constituencies.
- (b) Service electors, though ordinarily resident at their place of posting, are eligible for inclusion in the electoral roll of their home constituencies.
- (c) The name of a jail inmate under detention can be included either in his home constituency or in the roll of the constituency where the jail is situated.
- (d) Under some conditions, a student is also eligible for registration in the electoral roll of his home constituency.

**Answer :(c) The name of a jail inmate under detention can be included either in his home constituency or in the roll of the constituency where the jail is situated**

Basis of answer – Section 20 (2) of the Representation of the People Act, 1950 - “A person who is a patient in any establishment maintained wholly or mainly for the reception and treatment of persons suffering from mental illness or mental defectiveness, or who is detained in prison or other legal custody at any place, shall not by reason thereof be deemed to be ordinarily resident therein.”

**Question 16:** On which date does the electoral roll come into effect?

- (a) On the 1st of January of each year.
- (b) On the date of draft publication.
- (c) On the date of final publication.
- (d) On the date of declaration of election.

**Answer :(c) On the date of final publication**

Basis of answer – Rule 22 (2) of the Registration of Electors Rules, 1960 - “Final publication of roll.— (2) On such publication, the roll together with the list of amendments shall be the electoral roll of the constituency.”

**Question 17:** How many votes could be cast through an EVM (Electronic Voting Machine)?

- (a) 3800
- (b) 5000
- (c) 3840
- (d) 4270

**Answer :(c) 3840**

Basis of answer – “As per the information given on the website of the Election Commission of India.”

**Question 18:** How many candidates could be accommodated/accounted for through EVM (Electronic Voting Machine)?

- (a) 16
- (b) 32
- (c) 48
- (d) 64

**Answer : (d) 64**

Basis of answer – “As per the information given on the website of the Election Commission of India.”

**Question 19:** Under which rule of the Registration of the Electors Rules, 1960 is the electoral roll published and **provided** to the political parties?

- (a) 22 (1) (c)
- (b) 20
- (c) 11 (c)
- (d) 21 and 21 (a)

**Answer : (a) 22 (1) (c)**

Basis of answer – Rule 22 (1) (c) and 22 (2) of the Registration of the Electors Rules, 1960 - “22 (1) (c) subject to such general or special directions as may be given by the Election Commission supply, free of cost, two copies of the roll, as finally published, with the list of amendments, if any, to every political party for which a symbol has been exclusively reserved by the Election Commission.

**Question 20:** The last Part of the electoral roll :-

- (a) is concerned with the addition supplement.
- (b) is for electors who hold a declared office.
- (c) is concerned with service electors.
- (d) is concerned with those electors who have appointed a proxy elector on their behalf.

**Answer : (c) is concerned with service electors**

Basis of answer – Rule 5 (2) of the Registration of the Electors Rules, 1960 - “The last part of the roll shall contain the names of every person having a service qualification and of his wife, if any, who are entitled to be included in that roll by virtue of a statement made under rule 7.”

Rule 7 of the Registration of the Electors Rules, 1960 – Statement under section 20.—(1) Every person who holds a declared office or has a service qualification and desires to be registered in the roll for the constituency in which, but for holding such office or having such qualification, he would have been ordinarily resident, shall submit to the registration officer of the constituency, a statement in such one of the Forms 1, 2, 2A and 3 as may be appropriate.

**Question 21:** In which language is the last part of the electoral roll regarding service electors published in the state of Bihar?

- (a) in Hindi
- (b) in English.
- (c) in Hindi and English.
- (d) in Hindi and Urdu.

**Answer : (b) in English**

Basis of answer – Para 14 of Chapter X of Handbook for Electoral Registration Officer, 2008 –The last part containing the list of service voters is prepared in English and has three sub-parts – ‘A’, ‘B’ and ‘C’. [‘A’ is for Armed Forces; ‘B’ is for Armed Police Force of the States serving outside respective states, and ‘C’ is for persons employed under Government of India in a post outside India.]”



## Chapter – 21

### Test your knowledge – Some more multiple choice questions

1. **B.L.O. is the abbreviation for :-**
  - (a) Block Labour Officer
  - (b) Block Level Officer
  - (c) Booth Level Officer
  - (d) None of these
2. **D.E.O. is the abbreviation for :-**
  - (a) District Environment Officer
  - (b) Divisional Election Officer
  - (c) District Election Officer
  - (d) District Electronic Officer
3. **EPIC is the abbreviation for :-**
  - (a) Electoral Photo Identity Card
  - (b) Election Particular Identity Card
  - (c) Election Personnel Identity Card
  - (d) None of these
4. **Where is the office of the Election Commission of India situated ?**
  - (a) Nirvachan Sadan, Ashok Road, New Delhi
  - (b) Son Bhawan, Veerchand Patel Path, Patna
  - (c) 7, Mangles Road, Patna
  - (d) Cabinet Secretariat, New Delhi
5. **EPIC does not require:-**
  - (a) Facsimile signature of ERO
  - (b) Hologram
  - (c) Elector's photograph
  - (d) Facsimile signature of DEO
6. **Generally what should be the maximum distance of the Polling Station from the residence of the elector?**
  - (a) 2 km
  - (b) 3 km
  - (c) 4 km
  - (d) 5 km
7. **When did the Constitution of India come into force ?**
  - (a) 15<sup>th</sup> August, 1947
  - (b) 26<sup>th</sup> January, 1950
  - (c) 30<sup>th</sup> January, 1948
  - (d) 9<sup>th</sup> August, 1942
8. **The Indian Parliament consists of the following Houses :-**
  - (a) Only Lok Sabha
  - (b) Only Rajya Sabha
  - (c) Lok Sabha and Rajya Sabha
  - (d) None of these

9. **What is the relation between Part number and polling booth number in the Electoral Roll ?**
- (a) Both are same
  - (b) Polling booth number exceeds the Part number by 5
  - (c) Poling booth number is a number given to a particular polling booth whereas Part number is fixed on the basis of number of electors
  - (d) None of these
10. **In the text (Electoral) Roll, the symbols indicating the reasons for deletion are entered in which column?**
- (a) 5
  - (b) 9
  - (c) 8
  - (d) None of these
11. **Under which Rule of Registration of Electors Rules, 1960, the names of electors inadvertently left out are entered in the Electoral Roll ?**
- (a) Rule 19
  - (b) Rule 21
  - (c) Rule 23
  - (d) Rule 21 a
12. **Under which section of the Representation of the People Act, 1950, the act of addition, deletion, modification or transposition done in the finally published Electoral Roll ?**
- (a) 26
  - (b) 22 and 23
  - (c) 24 and 26
13. **Who can submit application for addition of name in the Electoral Roll ?**
- (a) By the guardian of the applicant
  - (b) Applicant himself
  - (c) By any person
  - (d) The mukhiya of the village or the ward member in case of town
14. **Which is the Form required for submission of application/objection for deletion of name from the Electoral Roll ?**
- (a) Form 6
  - (b) Form 7
  - (c) Form 8
  - (d) Both (b) and (c)
15. **Which Form is used for issuing notice regarding hearing of objection on name and other entries in the Electoral Roll ?**
- (a) Form 7
  - (b) Form 13
  - (c) Form 15
  - (d) Form 12
16. **Form 8A is used :-**
- a) For application of transposition of elector from one Part to the other within an Assembly Constituency
  - b) For application of transposition of elector from an Assembly Constituency to another Part
  - c) For application of transposition of elector from one Part to the other within a Parliamentary Constituency
  - d) For application of transposition from the Electoral Roll of one district to the Electoral Roll of another district

- 17. What is meant by Intensive revision?**
- (a) The revision work done in the month of November-December
  - (b) Revision based on door-to-door survey with the elector card
  - (c) Both (a) and (b)
  - (d) None of these
- 18. A.E.R.O. is the abbreviation for :-**
- (a) Assistant Electoral Registration Officer
  - (b) Assistant Election Returning Officer
  - (c) Additional Election Registration Officer
  - (d) None of these
- 19. Which Form is used by the ERO for issue of notice to the person raising objection on a name included in the draft Electoral Roll ?**
- (a) Form 7
  - (b) Form 13
  - (c) Form 15
  - (d) None of these
- 20. Under which section of the Representation of the People Act, 1950, the Election Commission of India exercises control and direction of the Booth Level Officer?**
- (a) 13(b)2
  - (b) 13(b)
  - (c) 13 cc
  - (d) None of these
- 21. DPL denotes :-**
- (a) Designated Photography Location
  - (b) District Photography Location
  - (c) Both (a) and (b)
  - (d) None of these
- 22. After publication of the draft roll, it is displayed for information:-**
- (a) In Form 2
  - (b) In Form 3
  - (c) In Form 4
  - (d) In Form 5
- 23. The notice regarding hearing of any claim is issued:-**
- (a) In Form 11
  - (b) In Form 12
  - (c) In Form 13
  - (d) In Form 14
- 24. After final publication of the electoral roll, it is displayed for information:-**
- (a) In Form 8
  - (b) In Form 10
  - (c) In Form 12
  - (d) In Form 16
- 25. Under which article of the Constitution of India the Election Commission of India has been founded?**
- (a) Article 323
  - (b) Article 324
  - (c) Article 326
  - (d) Article 330
- 26. When is a person eligible for receiving an EPIC ?**

- (a) On completion of 18 years of age                      (b) On applying in Form 6
- (c) On applying for EPIC
- (d) On enrollment in the electoral roll
- 27. The BLO is appointed by:-**
- (a) Election Commission of India                      (b) State Election Commission
- (c) District Election Officer                      (d) Electoral Registration Officer
- 28. How many electors' names are to be printed on one page of the photo electoral roll?**
- (a) 18                      (b) 44                      (c) 30                      (d) 60
- 29. During preparation of the photo electoral roll, the symbol 'M' in the check list for deletion denotes:-**
- (a) Male                      (b) Missing
- (c) Dead                      (d) None of these
- 30. The jurisdiction of the BLO is:-**
- (a) within the office of appointment
- (b) within the allotted Part area
- (c) within the block area                      (d) within the village panchayat area
- 31. To whom will the BLO submit the forms and information regarding continuous updating:-**
- (a) AERO                      (b) ERO
- (c) DEO                      (d) Any one amongst (a) and (b)

**Answers to questions in Chapter 21 above - Test your knowledge – Some more multiple choice questions**

- |         |         |         |
|---------|---------|---------|
| 1. (c)  | 16. (a) | 31. (d) |
| 2. (c)  | 17. (b) |         |
| 3. (a)  | 18. (a) |         |
| 4. (a)  | 19. (b) |         |
| 5. (d)  | 20. (c) |         |
| 6. (a)  | 21. (a) |         |
| 7. (b)  | 22. (d) |         |
| 8. (c)  | 23. (b) |         |
| 9. (a)  | 24. (d) |         |
| 10. (d) | 25. (d) |         |
| 11. (b) | 26. (d) |         |
| 12. (a) | 27. (d) |         |
| 13. (b) | 28. (c) |         |
| 14. (b) | 29. (b) |         |
| 15. (c) | 30. (b) |         |

## TEAM GAMES

## 1. MAKE A SHAPE

### **Title & Description**

Leadership Games- Make a Shape is a game about communication that explains the importance of goal setting and articulating your goals to your team.

### **Purpose**

- For icebreaking purposes
- Illustrating leadership and communication in the workplace

### **Team Size**

About 5-8 players

### **Materials Required**

A piece of rope about 2 metres long.

### **Time Required**

10 minutes

### **Instructions**

- 1) Tie the rope into a ring large enough for everyone to hold a section of the rope with both hands.
- 2) Everyone stands in a circle facing each other.
- 3) Everyone with both their hands hold a section of the ring of rope while standing up.
- 4) The instructor gives instructions to form the rope into a particular shape, say a circle.
- 5) The group attempts to coordinate their movements and then lay the rope down on the floor with the shape as instructed.
- 6) They are asked by the instructor if the shape is to their satisfaction.
- 7) Repeat steps 1 - 6 with a more complex shape (a dog, flower or what not), but this time round without speaking and only using hand gestures.
- 8) Repeat steps 1-6, this time round without even hand gestures.
- 9) After the whole game is over, the instructor can ask the participants about their experience with trying to communicate during the game.
- 10) the instructor then can explain the analogy that he is trying to make during the game. The explanation is below.

**This exercise can be used to illustrate the importance of communication in leadership. Sometimes as leaders, we don't know how to communicate, the importance of communication our goal and objectives to our members. As such, we get people who give vague results.**

But you can't blame them. Vague instructions beget vague results.

Therefore articulate your goals as clearly as you can.

Specific instructions give precise results!

## **Debriefing Notes**

1. How did you feel when you could not communicate with your team?
2. How do you think this communication problem relates to your workplace?

## **2. THE NEWSPAPER HOP**

### **Title & Description**

Leadership Icebreakers \_ The Newspaper Hop is a simple and fun game for a group of participants to see their own teamwork and planning skills in action. It is suitable for most groups to play. However, do be sensitive to people who might be uncomfortable about being blindfolded.

### **Purpose**

- To illustrate the importance of planning and collaboration in the team.
- To practice effective communication.

### **Team Size**

About 6 players or more

### **Materials required**

Newspapers

A bell

Two blindfolds

Masking tapes to hold down newspapers

### **Time required**

About 20 minutes.

### **Instructions**

1. Divide the group into two teams.
2. Set up 10 pieces newspapers in a curved path.
3. Each team blindfolds one of their members and gets them to stand at each end of the newspaper lines.
4. The objective of the game is for the two teams to use ONLY the bell to guide the blindfolded member to go along the curve to the other end of the newspaper line.
5. The game is over when the representative from both teams has successfully reached the other side.
6. The winning team is the one that their representative to the other side first; they get one point.
7. If the representative touches the floor to feel the newspaper or asks a question, he is 'dead' and must return to the starting point.
8. Inform the teams that they have 15 minutes to get the other player to the other side and they are not allowed to communicate during the time they are blindfolded.
9. The game continues until all players have gone through the newspaper line.

## **Debriefing Notes**



1. How did you feel when you were blindfolded?
2. Is there anyway you feel blindfolded at work?
3. If so, based on what you learnt from this game, what do you think everyone can do such that work is done well even though someone may be 'blindfolded'?

### **3. INDIAN POKER**

#### **Title & Description**

Indian poker is a team building game for new friends to know each other or just for old friends to have a good time together. It is a simple, easy-to-understand game for everyone to have a good time together.

#### **Purpose**

- For icebreaking purposes
- to observe trust, honesty and bluffing in a group setting

#### **Team Size**

About 6 - 12 players

#### **Materials required**

A stack of Poker Cards

#### **Time required**

About 15 minutes.

#### **Instructions**

1. The participants sit down forming a circle facing inwards.
2. The stack of poker cards is then mixed and made into a (messy) pile in the centre.
3. Each player then takes turns picking a card from the centre pile.
4. Each player, without looking at his own card, places the card facing outward on their foreheads. This means that everyone else except for him can see the card on his forehead.
5. The objective of the game is to find the loser, the person with the smallest card on the forehead. The loser would have to do a simple forfeit as punishment.
6. When the round begins, one player starts off by asking the other players if he/she should change the card on the forehead.
7. Now his peers can either tell him the truth or bluff him into thinking that he needs to change the card.
8. If the player decides to stick with the initial card, then you move on to the next player and the same cycle is repeated.
9. If the player wishes to change the card, then he discards his card, shows it to himself and picks up the next card.
10. Players may only change their card once. So the second card will be the final card on the player's forehead.
11. The round ends when every player has been given a choice to change their cards. The loser will be the one with the smallest card!

#### **Things to Note:**

1. The sizes of the suits in ascending order are Diamonds, clubs, Hearts and Spades.

2. Do ensure that there are no mirrors in the playing rooms because players will be able to see their own cards!

### **Debriefing Notes**

1. How did you feel when you were not able to gauge the size of your card?
2. How did you react to your teammate's opinion of whether you should change?
3. What made you trust a particular friend/teammate's opinion?

## **4. CROSSING THE LINE**

**Equipment:-** 25 foot length of rope, masking tape. Place rope on the floor in shape of a circle. Tape a line down the middle of the circle to create two halves.

**Time: 5 - 15 minutes**

**Outcomes:** Introduces participants to cooperation versus competition. Many organizations evidence a culture which rewards employee competition versus employee cooperation (i.e. review your sales compensation strategies). This initiative is excellent to begin a discussion around the strengths and weaknesses of a competitive culture.

**Set-up:** Select two "volunteers" from the group (Try and pick the two most competitive individuals - each should have high ego strength). Have them enter the circle and face each other. Tell them this an initiative around power and influence and the goal is to use all their considerable powers of influence, including but not limited to, arguments, lecture, bribery and trickery to get the other person to cross completely over the line.

### **Rules:**

1. They may not touch each other physically.
2. Audience members may not contribute suggestions. **However, they can lay bets on who will win.**

**Facilitation:** The group leader (facilitator) acts as the referee. You can have them shake hands and shout "Begin!" The more you set the atmosphere up like a wrestling match the better. You can throw in comments such as, "John, good point! Randy, are you convinced?" and other comments to reinforce the best way to get someone to do what you want is to persuade them. Of course the fastest way to reach the goal in this exercise is to give the other person what they want, not demand what you want. A very good debrief can follow as you explore who really won. Was it the person who crossed the line first or it the person who crossed the line first in order to get the other person to cross the line.

**Facilitator note:** The power of these exercises rest not in the game themselves, but in the debrief afterwards. The debrief must make the link to issue the participants are facing at work or the games are pretty much a waste of time. The real value of team building comes alive then concrete business problems get solved.

## **5. CUSTOMER (READ VOTER) CONNECTION**

### **Overview:**

Connections is an initiative which mirrors how business processes flow (Or don't). Each participant is an integral part of a business system who must perform their role and link with other participants to deliver product or service the customer.

### **Outcomes :**

3. Roles and responsibilities
4. Customer service
5. Business systems and performance
6. Continuous flow/lean thinking
7. Teamwork
8. Continuous improvement

### **Equipment:**

1. A marble (Which represents the customer, product or service).
2. Lengths of PVC pipe cut into various sizes with holes (represents each participant's role in processing customer, product or service). One pipe for each participant.
3. 20 foot length of rope. Lay the rope on the ground in a curving line. At one end place the bucket, the other end is the starting point.
4. A bucket (representing ultimate customer satisfaction/delivery or product or service).

### **Instructions:**

1. Put the PVC pipe in the middle of the floor.
2. Instruct everyone to pick up a single piece of pipe.
3. Describe the objective and the rules.

### **Objective:**

The marble represents your customer. You are seeking to deliver ultimate customer satisfaction! Each of you has a role to play in processing this customer's order from inception (beginning of rope) to final delivery (bucket). Your role is to create a processing sequence for your customer. You must roll the marble from the starting point of its journey, through the tubing, and into its final destination - the bucket, in the fastest time possible, without dropping it (your customer).

### **Rules:**

1. The tubing you chose is your part of the connection. You may not substitute your tubing with anyone else or exchange your tubing with the remaining unselected pieces of tubing.
2. You may put your tubing close to other tubing, but you may not attach your tubing in any way to any one else's tubing. You may not touch anyone else's tubing.
3. The marble must go through everyone's tubing at least once.
4. If the marble hits the ground or stops it must begin again at the starting point. Dire consequences may occur if you drop your customer.
5. Only the tubing may touch the marble (no hands).
6. The marble must follow the path laid out by the rope to its final destination.
7. The marble must travel in a continuous forward motion (no backwards motion). The marble may not stop.
8. You may not move your feet when the marble is traveling through your tube.
9. The rope and bucket may not be moved.

10. You have 5 minutes for planning and then you will be timed to see how quickly you can deliver customer satisfaction. Any questions ?

**Notes to Facilitator:**

This initiative works well indoors or out. It is helpful to ask the team to suggest product or service that they deliver. Use this as the metaphor for the initiative. Watch closely especially at the beginning for team members holding onto one another's PVC tubes. Also, be strict against any violations the first few times the marble rolls through the tubes. You can relax a bit after that as most groups will begin to police themselves. When the marble drops or stops call time and make up some kind of public complaint. "Oh, the applicant does not like to be put on hold for that long..... or, applicant just told 17 of his friends about the poor service he just received from you. He says if he is treated in such a rude manner again, he will be forced to go to Consumer court." If the marble (applicant) continues to be dropped over and over again, you can begin to impose penalties like: you may now only hold your tubing with one hand, or blindfold someone, or downsize someone to a small tube with the excuse that "CEO office has decided to cut costs because they are getting a bad name so your position has just been downsized."

**Debrief questions:**

**EXPERIENCE**

- Q. What frustrated you with this experience?
- Q. What did it take for your team to finally achieve success?
- Q. How did you find yourself reacting to the customer being dropped?

**TEAM DYNAMICS**

- Q. What process did you use to plan your strategy?
- Q. How effective or ineffective was your planning time? What made it so?
- Q. If you were to do this again, what would you change about your planning time?
- Q. What stopped the customer from smoothly flowing through the process?
- Q. How did you deal with the resources limitations you faced in delivering the customer?
- Q. How did the team respond to the breakdowns?

**APPLICATION**

- Q. In what ways is this experience similar to what goes on at work?
- Q. Where do the breakdowns happen with your customers right now?
- Q. Once you identify a problem on your team, or with customer service, what process do you have in place to create a solution?

Q. Can you think of breakdowns which have occurred over and over again in your work?

Q. Why do these breakdowns keep re-occurring?

Q. What process do you need to bring around the problems to ensure the breakdowns stop?

Q. What kinds of new roles or responsibilities might you need to take on in order to solve the problem?

## **6. ALPHABETIC INTRODUCTIONS**

### **Title & description**

**Leadership Icebreakers - Alphabetic Introductions** is a great icebreaker you can use for each participant to get to know each other better. It is also a great tool for participants to demonstrate creativity, innovativeness and humor!

### **Purpose**

- For icebreaking purposes
- For participants to demonstrate their creativity in action.

### **Team Size**

About 4 or more

### **Materials Required**

No materials

### **Time Required**

About 10 minutes depending on group size.

### **Instructions**

1. Each participant is asked to choose one letter of the alphabet. Duplication of letters by the participants are allowed.
2. They are given five minutes to think up as many words as possible to describe themselves.
3. So for example, a person who chooses 'E' will be using words like ecstatic, enigmatic, extraordinary.
4. At the end of the five minutes, each participant should speak out the words that they thought of to describe themselves.
5. The player with the most words after all participants have taken their turn would be the winner.

### **Debriefing Notes**

1. Based on the words that you used, could you go deeper into how that particular word describes you as a person?

## **7. TEAM BUILDING EXERCISE - THE MAZE**

The Maze Team Building Exercise is one of the most powerful exercises available.

It highlights what atmosphere and culture exists in the team. Once this is highlighted, you can make the necessary adjustments.

### **Benefits of this Team Building Exercise**

- It creates an opportunity to evaluate the team culture and how it supports as well as how it limits individual initiative.
- Participants learn what types of supportive behaviours are necessary in order for the entire team to be successful.
- Team members gain an understanding of taking risks and making mistakes "on purpose".
- Participants learn that change is an event over which they have little control.
- People understand how their fear or rejection and making mistakes can cost the company money.
- Participants see clearly how improved support, trust, energy and accountability can directly improve the bottom line.

### **Number of Participants**

5 to 25

### **Materials Needed**

Masking tape/ chalk and a written replica of the maze on an A4 paper.

### **Set-up**

- Stick masking tape on the floor in the form of a grid or draw on floor with chalk the Maze as shown below. The blocks should be approx. 9 X 6 and each block should be more or less 30cm (12Inches X 12 Inches.. big enough for one person to step into).
- Draw two replicas of the maze on two separate sheets of A4 paper
- On the replicas on the A4 paper, mark certain blocks as "hot". These "hot spots" should form a route through the maze. You must not reveal to the teams these spots. You may have two "entrances" to the maze, but one should be a dead end and the other should lead through to the other side.
- One side of the maze should be the starting point and the other side the end point
- This is what the maze look like :

## START

X			X		
	X			X	
X					X
	X				X
X			X	X	
		X			
	X				
		X	X		X
					X

## FINISH

- Position yourself on the "end" part of the maze because you will have to monitor their steps.
- Have participants gather around the maze so you can explain the objective and ground rules.
- Number the participants from 1 to 25 and ask them to remember their number.

## Objective of this team building Exercise

The objective of this team building exercise is for the team to find a path through the maze. In the process, they have to successfully get all the team members from one end of the maze to the other within the time and financial constraints.

- They have \$15 million with which to complete the exercise.
- They have to find the path (which you determine beforehand) through the maze before their money runs out.
- Each minute will cost them \$1 million.

- Obviously, if they complete the task in less than 15 minutes, they make a profit. If they don't, they will owe money.
- The team will receive two "free" additional minutes to plan. So, in essence, they will have 17 minutes to complete the task.

### Ground rules

- Some squares are "hot" and "some are not".
- They have to find the route through the maze by trial and error.
- Person number one starts by stepping on one of the six squares at the entrance of the maze. If it beeps (a sound you make every time you see them stepping on an un-marked square-remember, you have a replica of the maze with the marked route in your hands), person number one needs to step out of the maze.
- Then person number 2 chooses another square. If it beeps again, they have to move out. If it doesn't beep, it means that the square is "hot" and they can progress to the next square.
- And so everyone gets a chance until they reach a beeping square and then move out of the maze.
- When someone moves out of the maze after they have stepped on a beeping square, they have to retrace their steps exactly as they came in ... they are not allowed to just step of the maze on the side.
- When the team gets to person number 25, they start at person number 1 again.
- There can only be one person on the maze at any given time.
- **There are no penalties for stepping on a beeping square as they go forward. However, if they step on a beeping square as they retrace their steps, they will be penalized with \$ million... i.e. they need to be accountable for their mistakes.**
- **They also lose \$500 000 if they step on a beeping square going forward for the second time. They know by previous experience that it's a beeping square. This simulates the idea that it is fine to make mistakes, but we should learn from them. It is NOT fine to make the same mistake a second and a third time.**
- Movement on the maze is only from one adjacent square to another (i.e. forward, backward and sideways). No jumping squares like in checkers.
- The team can talk while they strategize. But after person number 1 has put their feet in the maze, there can be no talking until the team building exercise is finished. They can still communicate though, just not verbally... funny sounds and hmms, count as talking as well.
- If someone does talk, they lose \$1/2 million.
- They can't mark any squares or route with physical objects like pens and so on. In other words, no Hansel and Gretel.
- Nobody is allowed to write down the route as they carry on ...i.e. no pens and paper. Everyone needs to take accountability for remembering the squares.

### Tips For The facilitator

- If you can, flipchart the rules.
- Position yourself at the one end of the maze.
- Have the replica of the maze with the route available.
- Be very strict with the penalties. Especially talking. This simulates the "real life" environment.
- Emphasize that the rule that they DON'T get penalized for stepping on a beeping square the first time... only if they step on one for a second and third time.
- Keep time and call out the time every 2 minutes.
- If your time is restricted, you may want to penalize them with minutes instead of dollars.



### **Debriefing the Learning of this Team Building Exercise.**

The following questions are useful during the debrief of this team building exercise. These are just guidelines. Feel free to add your own.

- What did you learn?
- How did you feel when you've stepped on a beeping square?
- What was the support like from your team when you made a mistake... especially if a mistake was made near the end?
- How accountable were you as a team towards individual mistakes?
- Where did "fear of failure" cost you money.

Typically, people go into the maze and waste a lot of time waiting for people to show them where to step. they want to make sure that if they step on a beeping square, they can say, "Well YOU told me to do so, so don't blame me now". It's bit of covering their behinds.

Now the interesting thing is that if they DO step on a beeping square after a long hesitation, they usually turn around, step carelessly, without any support, on beeping squares, and lose money in the process. The fact of the matter is that they don't get penalized for stepping on a beeping square the first time. And this is where the power of this team building exercise is. They want to avoid that beep, that "mistake", that rejection from the rest so much, that they will waste time (and money in this instance) to avoid it, although they know that the mistake don't cost them money.

But when they can lose money (stepping on being squares going backwards), they don't care.

- How could you be more productive, by being more supportive?
- How well did you execute your plan?
- What happened when things didn't go according to you plan? (Remember, they can't talk and regroup during the exercise).
- What behaviours did you see during the team building exercise that you often see in your working environment?
- What do you need to change to become more effective at work?