

Check List For Electoral Rolls

1. Ensure that final publication of Electoral Rolls takes place on time.
2. Ensure that Assembly Constituency wise data for summary revision 2014 is updated on the website of the Commission - before final publication. This page can be accessed from CEO's portal link given in our website i.e. eci.nic.in.
3. Ensure that Polling Station wise PDFs of Electoral Rolls are uploaded on the CEO website. Mother Roll and all supplementary rolls should be merged into one single PDF file for a Polling Station so that the user can download it by a single click. Separate PDF files should be made in English and regional language - This should be done on the day of final publication itself. And, after uploading them on CEO website, complete URL with complete folder path and file name has to be provided to the Commission, so that we can hyperlink them on ECI website.
4. Some States have not completed correction of polling station locations' (latitude and longitude) data and have not furnished the completion certificate to the Commission. They are requested to complete this task in one week. These States are Arunachal Pradesh, Assam, Bihar, Jammu & Kashmir, Karnataka, Kerala, Maharashtra, Manipur, Nagaland, Punjab, Tamil Nadu, Uttar Pradesh, Uttarakhand, Andaman & Nicobar Islands, Chandigarh and Lakshadweep (Total 16 States/UTs).
5. Daily monitoring system to be put in place and AC wise data of forms received, accepted and rejected to be updated on the ECI website daily. This page can be accessed from CEO's portal link given in our website i.e. eci.nic.in.
6. Alerts should be raised if there is any suo-moto deletion after final publication. Alerts should also be raised in case deletion exceeds 0.1% in any Assembly Constituency at any time. Similarly alerts should be raised in case there is any deletion after the announcement of elections by the Commission. SMS alerts should be

sent to all concerned officials and electors as well containing details of deletions.

7. Recently it was seen that deletions were carried out in a state using digital signature cards of EROs who were either retired or transferred. Systems should be put in place to immediately block the digital signature cards of retired and transferred officers.
8. It has also come to the notice of the Commission that some EROs and AEROs gave their digital signature cards to vendors to carry out changes in the rolls. This is not acceptable. EROs and AEROs should be told to desist from this practice and strict action should be taken if such a thing happens.
9. Polling station wise list of all forms received along with status of disposal of the form with drill down to individual application form without photograph to be put on the website of the CEO. Same webpage should also facilitate electors to track status of their application through his acknowledgment no. as well. We may also include name and contact details of ERO or AERO along with each such record.
10. Electoral Search to be provided on the website of the CEO and also based on SMS. This may also include generation of non photo voter slip as well via website and through SMS as well.
11. Arrangements to be made for printing of electoral rolls along with mother rolls in the manner prescribed by the latest instructions of the Commission obviating the need for hand stamping of the rolls.
12. All complaints relating to electoral rolls to be inquired into immediately and report sent to the Commission within time limit.
13. Attempts to distribute PVC EPIC cards on the NVD 2014.
14. All CEOs should attempt 100% EPIC and 100% PER.
15. Special attention to dispose of all forms received on-line both on the CEO website and ECI website. For this purpose CEOs should make arrangements for getting data from ECI server on a weekly basis. On-line application should be stopped 10 days before the last date of

filing of nominations as per existing directions of the Commission and a message should be given on the website regarding this.

16. Instructions of Commission to prevent wrong deletions of names from electoral rolls should be strictly followed.
17. Special care should be taken that names of important persons including members of judiciary, members of the press, celebrities, sitting public representatives etc. are not left out of the electoral rolls.
18. Special care should be taken while deleting the name of a person with EPIC from the roll to prevent any wrong deletion. In all cases of deletions after final publication of rolls, SMS alerts should be sent to all concerned officials and electors as well containing details of deletions.
19. All the deletion supplementary lists published since the integration of electoral rolls till date should be put on the notice board of the concerned polling station immediately after final publication of electoral rolls and again after the announcement of elections. Wide publicity should be given to this fact through newspapers, Cable TV, and beat of drums etc., and people should be requested to check their names in the list of deletion supplementary. It should be made clear in this publicity campaign, that having an EPIC does not guarantee franchise if the name is not in the electoral roll as the name may have been deleted after the EPIC was made. The deletion supplementary should also be read out in a special meeting of the gram sabha and ward sabha after announcement of elections by the Commission. If anybody finds that his/her name has been wrongly deleted, they should fill up a form 6 for inclusion of their names in the electoral rolls.