

No. EDN-B-Chh(10)25/2010-V-1
Government of Himachal Pradesh
Department of Higher Education

From

The Addl. Chief Secretary (Edu) to the
Government of Himachal Pradesh

To

1. The Director, Higher Education,
Himachal Pradesh, Shimla-171001
 2. The Director, Elementary Education,
Himachal Pradesh, Shimla-171001
- Dated: Shimla-171002

15-9-2015

Subject:

Special Summary Revision of Electoral Rolls w.r.t. 1st January,
2016 as the qualifying date-posing of Adequate staff to fill up
vacancies & Ban on Transfers/Postings..

Sir,

I am directed to enclose herewith a photo copy of letter No.6-
25/2014-ELN-1811 dated 09-09-2015 (alongwith enclosures) received from Chief
Electoral Officer & Additional Chief Secretary (Election) to the Government of
Himachal Pradesh on the subject cited above and to request you to take further necessary
action in the matter accordingly.

Yours faithfully,

15/9/15

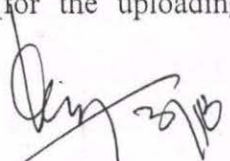
Additional Secretary (Hr.Edu) to the
Government of Himachal Pradesh.

P. A. Cell DHE.....	519516
16 SEP 2015	
Branch	R-J

**Directorate of Hr. Education
Himachal Pradesh**

Endst. No. No. EDN-H (1) B (15)6/2009-Election. Dated Shimla – 171001 the ²⁰29/15
Copy for information and further necessary action is forwarded to:-

1. The Addl. Chief Secretary (Edu) to the Govt. of HP w.r.t. EDN-B-Chh(10)25/2010-V-1 dated 15.9.2015 for information please
2. The Chief Electoral Officer & Addl. Chief Secretary (Election) to the Govt. of H.P. w. r. t. letter No. 6-25/2014-ELN-1181 dated 09.09.2015 for information please..
3. The Addl. Director of Hr. Education (Adm. / C) HP.
4. The Joint Controller (F&A) Directorate of Hr. Edu. HP, Shimla-1.
5. The DDO / Superintendent Cash Cell(internal) DHE, HP Shimla-1
6. ***The Deputy Director of Hr. Education H.P. with the direction that further action be taken as per instructions issued vide letter of even number dated 03.10.2015 and be conveyed for compliance to all the field offices/ institutions under your control.***
7. The CSL, Library Solan District Solan HP.
8. The PS to the Director of Higher Education, H.P.
9. The Branch Officer /Superintendent Transfer Cell Directorate of Higher Education , HP Shimla-1
10. The Technical Officer, Dte. of Hr. Education, H.P. (for the uploading on deptt. Website.)
11. Guard File.


Addl. Director(Admn.)
Directorate of Higher Education

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11-9-15

(10)
Immediate

"Greater Participation for a Stronger Democracy"

Election Department, Government of Himachal Pradesh
38-SDA Complex, Kasumpti, Shimla-9

(3)

No: 6-25/2014-ELN → B11

Dated:

09, September, 2015.

From:

The Chief Electoral Officer &
Addl. Chief Secretary (Election) to the
Government of Himachal Pradesh.

To

1. Addl. Chief Secretary (Revenue)
to the Government of Himachal Pradesh,
Shimla-171002.
2. Addl. Chief Secretary (Education),
to the Government of Himachal Pradesh,
Shimla-171002.
3. Addl. Chief Secretary (Personnel),
to the Government of Himachal Pradesh,
Shimla-171002.
4. Secretary (Rural Development & Panchayati Raj),
to the Government of Himachal Pradesh,
Shimla-171002.

Subject:-

Special Summary Revision of Electoral Rolls w.r.t. 1st January, 2016 as the
qualifying date-Posting of Adequate Staff to fill up vacancies & Ban on
Transfers/ Postings.

Madam/Sir,

I am to forward herewith a copy of D.O. 434/1/2015/ERS, dated 28th August, 2015 of Sh. Umesh Sinha, Deputy Election Commissioner, addressed to the Chief Secretary to the Govt. of Himachal Pradesh with a copy to the undersigned on the subject cited above. In this context, I would like to inform you that Election Commission **has imposed a complete ban on transfers of the officers/ officials connected with the exercise of Special Summary Revision of Electoral Rolls like District Election Officers (DCs), Electoral Registration Officers (ADMs/SDMs) and Assistant Electoral Registration Officers (Tehsildars/Naib-Tehsildars) without the prior concurrence of the Election Commission from the date of commencement of the work till its completion. Similarly, field level functionaries like Patwaris/ Kanungos/ Panchayat Secretaries/ Teachers/Aganwari Workers etc. are closely associated with the entire process of Special Summary Revision of Electoral Rolls** in their capacity as Booth Level Officers/ Designated Officers, their transfer may also not be ordered till the completion of this exercise. The Election Commission of India has ordered the following programme of Special Summary Revision of Electoral Rolls with reference to 1-1-2016 as the qualifying date:-

Sr. No.	Activity	Period of Activity
1.	Draft publication of Photo Electoral Rolls	15-09-2015 (Tuesday)
2.	Period for filing claims and objections	15-09-2015 (Tuesday) to 14-10-2015 (Wednesday)

3.	Reading of relevant part/ section of Photo Electoral Rolls in Gram Sabha/ Local Bodies and Resident Welfare Association Meetings etc. & Verification of names.	16-09-2015 (Wednesday) & 30-09-2015 (Wednesday)
4.	Special Campaign Dates with Booth Level Agents of political parties for receiving claims and objections.	20-09-2015 (Sunday) 04-10-2015 (Sunday)
5.	Disposal of claims and objections	By 16 th November, 2015 (Monday)
6.	Printing of supplement for final publication	By 28 th December, 2015 (Monday)
7.	Final publication of Photo Electoral Rolls	11-01-2016 (Monday)

It is, therefore, requested that during Special Summary Revision period, the transfer of Officers/ Officials mentioned above may be avoided till the completion of revision process as desired by the Commission. In case it becomes absolutely necessary to transfer any of the key election officers connected with the revision of rolls or there is any need for shifting of officers connected with revision due to their promotion etc., the case may be sent to the Election Commission of India through this department giving detailed and full justification for obtaining prior permission of the Commission. The Commission would consider the same on merits on case to case basis.

The Commission has further desired that no Officer/ Official against whom the Commission has recommended any disciplinary action or against whom a criminal case is pending in any Court of Law be associated with the election work or election related duty or with any revision work connected with the electoral Roll.

A list of Officers appointed as District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers is enclosed for ready reference.

Encls: As above.

Yours faithfully,

Chief Electoral Officer &
Addl. Chief Secretary (Election) to the
Govt. of Himachal Pradesh

No: 6-25/2014-ELN - 1811

Dated: Shimla-9, the

09, September, 2015.

Copy is forwarded to:-

1. The Special Private Secretary to Hon'ble Chief Minister, H.P. for his kind information.
2. The Private Secretary to the Chief Secretary to the Government of Himachal Pradesh for information of the worthy Chief Secretary.
3. The Divisional Commissioner, Shimla, Mandi and Kangra at Dharamshala for information and necessary action.
4. All the District Election Officers (DCs), in Himachal Pradesh for information and necessary action. They are requested to furnish the vacancy status of DEO, EROs & AEROs to this department within three days.

Encls: As above.

Joint Chief Electoral Officer &
Deputy Secretary (Election) to the
Govt. of Himachal Pradesh.

Detail of District Election Officers/ Electoral Registration Officers/ Assistant Electoral Registration Officers			
No. & Name of Assembly Constituency	District Election Officer	Electoral Registration Officers	Assistant Electoral Registration Officers
1	2	3	4
1-Churah (SC)	District Election Officer (DC), Chamba	Sub-Divisional Officer (Civil), Churah	1. Tehsildar, Churah
2-Bharmour(ST)		Additional District Magistrate, Bharmour	2. Tehsildar (Election), Chamba 1. Sub-Divisional Officer(Civil), Pangi 2. Tehsildar, Pangi 3. Tehsildar, Bharmour 4. Tehsildar (Election), Chamba 5. Naib Tehsildar, Holl 6. Naib Tehsildar, Dharwala
3-Chamba		Sub-Divisional Officer(Civil), Chamba	1. Tehsildar, Chamba 2. Tehsildar (Election), Chamba
4-Dalhousie		Sub-Divisional Officer(Civil), Salooni	1. Tehsildar, Dalhousie 2. Tehsildar, Salooni 3. Tehsildar (Election), Chamba
5-Bhattiyat		Sub-Divisional Officer(Civil), Bhattiyat at Chowari	1. Tehsildar, Bhattiyat at Chowari 2. Tehsildar (Election), Chamba
6-Nurpur	District Election Officer (DC), Kangra at Dharamshala	Sub-Divisional Officer(Civil), Nurpur	1. Tehsildar, Nurpur 2. Tehsildar(Election), Dharamshala
7-Indora(SC)		Sub-Divisional Officer(Civil), Nurpur	1. Tehsildar, Nurpur 2. Tehsildar, Indora 3. Tehsildar (Election), Dharamshala 4. Naib Tehsildar, Ganqth
8-Fatehpur		Sub-Divisional Officer(Civil), Jawali	1. Tehsildar, Nurpur 2. Tehsildar, Fatehpur 3. Tehsildar (Election), Dharamshala
9-Jawali		Sub-Divisional Officer(Civil), Jawali	1. Tehsildar, Jawali 2. Tehsildar (Election), Dharamshala 3. Naib Tehsildar, Naqota Surian 4. Naib Tehsildar, Kotla
10-Dehra		Sub-Divisional Officer(Civil), Dehra	1. Tehsildar, Dehra 2. Tehsildar (Election), Dharamshala 3. Naib Tehsildar, Hariपुर
11-Jaswan- Pragpur		Sub-Divisional Officer(Civil), Dehra.	1. Tehsildar, Jaswan 2. Tehsildar, Rakkar 3. Tehsildar, Dehra 4. Tehsildar (Election) Dharamshala
12-Jawalamukhi		Sub-Divisional Officer(Civil), Jawalamukhi	1. Tehsildar, Khundia 2. Tehsildar, Dehra 3. Tehsildar, Jawalamukhi 4. Tehsildar (Election), Dharamshala
13-Jaisinghpur (SC)		Sub-Divisional Officer(Civil), Jaisinghpur	1. Tehsildar, Jaisinghpur 2. Tehsildar, Palampur 3. Tehsildar (Election), Dharamshala 4. Naib Tehsildar, Panchrukhi
14-Sullah		Sub-Divisional Officer(Civil), Palampur	1. Tehsildar, Palampur 2. Naib Tehsildar, Thural 3. Naib Tehsildar, Dheera 4. Tehsildar (Election), Dharamshala
15-Nagrota		Sub-Divisional Officer(Civil), Kangra	1. Tehsildar, Nagrota Baqwan 2. Tehsildar, Baroh 3. Tehsildar, Kangra 4. Tehsildar (Election), Dharamshala
16-Kangra	Sub-Divisional Officer(Civil), Kangra	1. Tehsildar, Kangra 2. Tehsildar (Election), Dharamshala	
17-Shahpur	Sub-Divisional Officer(Civil), Dharamshala	1. Tehsildar, Shahpur 2. Tehsildar, Dharamshala 3. Naib Tehsildar, Harchakiyan 4. Tehsildar (Election), Dharamshala	
18-Dharamshala	Sub-Divisional Officer(Civil), Dharamshala	1. Tehsildar, Dharamshala 2. Tehsildar (Election), Dharamshala	
19-Palampur	Sub-Divisional Officer(Civil), Palampur	1. Tehsildar, Palampur 2. Tehsildar (Election), Dharamshala 3. Naib Tehsildar, Panchrukhi	
20-Bajinath (SC)	Sub-Divisional Officer(Civil), Bajinath	1. Tehsildar, Bajinath 2. Naib Tehsildar, Multhan 3. Tehsildar (Election), Dharamshala 4. Naib Tehsildar, Chadhiyar	
21-Lahaul & Spiti(ST)	District Election Officer (DC), Lahaul Spiti at Keylong	Sub-Divisional Officer(Civil), Lahaul at Keylong	1-Sub-Divisional Officer(Civil), Udaipur 2-Sub-Divisional Officer(Civil), Kaza 3-Tehsildar Lahaul at Keylong 4-Tehsildar Spiti at Kaza 5-Tehsildar (Elections), Keylong.

Detail of District Election Officers/ Electoral Registration Officers/ Assistant Electoral Registration Officers				
No. & Name of Assembly Constituency	District Election Officer	Electoral Registration Officers	Assistant Electoral Registration Officers	
1	2	3	4	
22-Manali	District Election Officer (DC), Kullu	Sub-Divisional Officer(Civil), Manali	1. Tehsildar, Manali 2. Tehsildar (Election), Kullu	
23-Kullu		Sub-Divisional Officer(Civil), Kullu	1. Tehsildar, Kullu 2. Tehsildar (Election), Kullu	
24-Banjar		Sub-Divisional Officer(Civil), Banjar	1. Tehsildar, Banjar 2. Tehsildar (Election), Kullu 3. Naib Tehsildar, Sainj	
25-Anni(SC)		Sub-Divisional Officer(Civil), Anni	1. Tehsildar, Nirmand 2. Tehsildar (Election), Kullu 3. Naib Tehsildar, Anni	
26-Karsog(SC)	District Election Officer (DC), Mandi	Sub-Divisional Officer(Civil), Karsoq	1. Tehsildar, Karsog 2. Tehsildar (Elections), Mandi.	
27-Sundernagar		Sub-Divisional Officer(Civil), Sundernagar.	1. Tehsildar, Sundernagar. 2. Tehsildar (Elections), Mandi. 3. Naib-Tehsildar, Nihri.	
28-Nachan(SC)		Sub-Divisional Officer(Civil), Sundernagar.	1. Tehsildar, Sundernagar. 2. Tehsildar, Chachiot at Gohar. 3. Tehsildar, Sadar Mandi. 4. Tehsildar (Elections), Mandi. 5. Naib-Tehsildar, Nihri.	
29-Seraj		Sub-Divisional Officer(Civil), Chachiot at Gohar.	1. Tehsildar, Chachiot at Gohar. 2. Tehsildar, Thunag. 3. Tehsildar (Elections), Mandi. 4. Naib-Tehsildar, Bali Chowki.	
30-Darang		Sub-Divisional Officer(Civil), Padhar	1. Tehsildar, Padhar 2. Tehsildar, Sadar Mandi 3. Tehsildar (Elections), Mandi. 4. Naib-Tehsildar, Aut. 5. Naib Tehsildar, Tikken	
31-Jogindernagar		Sub-Divisional Officer(Civil), Jogindernagar.	1. Tehsildar, Jogindernagar. 2. Tehsildar, Lad- Bharol. 3. Tehsildar (Elections), Mandi.	
32-Dharampur		Sub-Divisional Officer(Civil), Dharampur	1. Tehsildar Sandol. 2. Tehsildar (Elections), Mandi. 3. Naib Tehsildar, Dharampur 4. Naib Tehsildar, Tilra	
33-Mandi		Sub-Divisional Officer(Civil), Sadar Mandi.	1. Tehsildar, Sadar Mandi. 2. Tehsildar (Elections), Mandi. 3. Tehsildar, Kotli.	
34-Balh (SC)		Sub-Divisional Officer(Civil), Mandi (Rural)	1. Tehsildar, Balh. 2. Tehsildar (Elections), Mandi.	
35-Sarkaghat		Sub-Divisional Officer(Civil), Sarkaghat	1. Tehsildar, Sarkaghat. 2. Tehsildar (Elections), Mandi. 3. Tehsildar, Baldwara. 4. Naib Tehsildar, Bhadrota	
36-Bhoranj (SC)	District Election Officer (DC), Hamirpur	Sub-Divisional Officer(Civil), Bhoranj	1. Tehsildar, Bhoranj 2. Tehsildar (Elections), Hamirpur	
37-Sujanpur		Sub-Divisional Officer(Civil), Sujanpur	1. Tehsildar, Hamirpur 2. Tehsildar, Sujanpur 3. Tehsildar (Elections), Hamirpur 4. Tehsildar, Tauni-Devi	
38-Hamirpur		Sub-Divisional Officer(Civil), Hamirpur	1. Tehsildar, Hamirpur 2. Tehsildar, Bhoranj 3. Tehsildar (Elections), Hamirpur 4. Naib Tehsildar, Galore	
39-Barsar		Sub-Divisional Officer(Civil), Barsar	1. Tehsildar, Barsar 2. Tehsildar (Elections), Hamirpur 3. Naib Tehsildar, Dhatwal	
40-Nadaun		Sub-Divisional Officer(Civil), Nadaun	1. Tehsildar, Nadaun 2. Tehsildar (Elections), Hamirpur 3. Naib Tehsildar, Galore	
41-Chintpurni (SC)		Sub-Divisional Officer(Civil), Amb	1. Tehsildar, Amb 2. Tehsildar (Election), Una 3. Naib Tehsildar, Bharwain 4. Naib Tehsildar, Jol	
42-Gagret		District Election Officer (DC), Una	Sub-Divisional Officer(Civil), Amb	1. Tehsildar, Amb 2. Tehsildar (Election), Una
43-Haroli			Sub-Divisional Officer(Civil), Haroli	1. Tehsildar, Haroli 2. Tehsildar (Election), Una 3. Naib Tehsildar, Ispur
44-Una			Sub-Divisional Officer(Civil), Una	1. Tehsildar, Una 2. Tehsildar (Election), Una
45-Kutlehar			Sub Divisional Officer (Civil), Bangana	1. Tehsildar, Bangana 2. Tehsildar (Election), Una 3. Naib Tehsildar, Una
46-Jhanduta(SC)	Sub-Divisional Officer(Civil), Ghumarwin		1. Tehsildar, Jhandutta. 2. Tehsildar(Elections), Bilaspur 3. Naib Tehsildar, Jhandutta	
47-Ghumarwin	District Election Officer (DC), Bilaspur	Sub-Divisional Officer(Civil), Ghumarwin	1. Tehsildar, Ghumarwin 2. Tehsildar (Elections), Bilaspur 3. Naib Tehsildar, Bharari	
48-Bilaspur		Sub-Divisional Officer(Civil), Sadar Bilaspur	1. Tehsildar, Sadar Bilaspur 2. Tehsildar(Elections), Bilaspur 3. Naib Tehsildar Sadar Bilaspur	
49-Sri Naina Devi		Sub-Divisional	1. Tehsildar, Sri Naina Deviji	

Detail of District Election Officers/ Electoral Registration Officers/ Assistant Electoral Registration Officers				
No. & Name of Assembly Constituency	District Election Officer	Electoral Registration Officers	Assistant Electoral Registration Officers	
1	2	3	4	
50-Arki	District Election Officer (DC), Solani	Sub-Divisional Officer (Civil), Arki	1. Tehsildar, Arki 2. Tehsildar (Elections), Solani 3. Naib Tehsildar, Ramshaher 4. Naib Tehsildar, Darlaghat	
51-Nalagarh		Sub-Divisional Officer (Civil), Nalagarh	1. Tehsildar, Nalagarh 2. Tehsildar (Elections), Solani 3. Naib Tehsildar, Ramshaher	
52-Doon		Sub-Divisional Officer (Civil), Nalagarh	1. Tehsildar, Baddi 2. Tehsildar (Elections), Solani 3. Naib Tehsildar, Krishanqarh	
53-Solani (SC)		Sub-Divisional Officer (Civil) Solani	1. Tehsildar, Solani 2. Tehsildar, Kandaqhat 3. Tehsildar (Elections), Solani 4. Naib Tehsildar, Mamliq	
54-Kasauli (SC)	District Election Officer (DC), Sirmour at Nahan	Sub-Divisional Officer (Civil) Solani	1. Tehsildar, Kasauli 2. Tehsildar, Solani 3. Tehsildar (Elections), Solani 4. Naib Tehsildar, Mamliq	
55-Pachhad(SC)		Sub-Divisional Officer(Civil), Rajgarh	1. Tehsildar, Rajgarh 2. Tehsildar, Pachhad 3. Tehsildar (Election), Nahan 4. Naib Tehsildar, Palhota at Nohri 5. Naib Tehsildar, Narag	
56-Nahan		Sub-Divisional Officer(Civil), Nahan	1. Tehsildar, Nahan 2. Tehsildar, Paonta Sahib 3. Tehsildar (Election), Nahan	
57-Sri Renukaji(SC)		Sub Divisional Officer (Civil), Sangrah	1. Tehsildar, Renukaji 2. Tehsildar, Paonta Sahib 3. Tehsildar (Election), Nahan 4. Naib-Tehsildar, Nohra 5. Naib-Tehsildar, Dadahu 6. Naib-Tehsildar, Haripurdhar	
58-Paonta Sahib		Sub-Divisional Officer(Civil), Paonta Sahib	1. Tehsildar, Paonta Sahib 2. Tehsildar (Election), Nahan 3. Naib-Tehsildar, Paonta Sahib.	
59-Shillai		Sub-Divisional Officer(Civil), Shillai	1. Tehsildar, Shillai 2. Tehsildar (Elections), Nahan 3. Naib Tehsildar, Ronhat 4. Naib Tehsildar, Kamrau	
60-Chopal		District Election Officer (DC), Shimla	Sub-Divisional Officer(Civil), Chopal	1. Tehsildar, Chopal 2. Tehsildar, Theog 3. Tehsildar (Elections), Shimla 4. Naib-Tehsildar, Nerwa 5. Naib-Tehsildar, Cheta
61-Theog			Sub-Divisional Officer(Civil), Theog	1. Tehsildar, Theog 2. Tehsildar, Kumarsain 3. Tehsildar (Elections), Shimla
62-Kasumpti			Sub-Divisional Officer(Civil), Shimla (Rural).	1. Tehsildar, Shimla(Rural) 2. Tehsildar, Shimla (Urban) 3. Tehsildar, Theog 4. Tehsildar (Elections), Shimla 5. Naib Tehsildar, Junga
63-Shimla			Sub-Divisional Officer(Civil), Shimla (Urban).	1. Tehsildar, Shimla(Urban) 2. Tehsildar, Shimla (Rural) 3. Tehsildar (Elections), Shimla
64-Shimla Rural	Sub-Divisional Officer(Civil), Shimla (Rural).		1. Tehsildar, Shimla (Rural) 2. Tehsildar, Shimla (Urban) 3. Tehsildar, Sunni 4. Tehsildar (Elections), Shimla.	
65-Jubbai-Kotkhai	Sub-Divisional Officer(Civil), Rohru		1. Tehsildar, Jubbal 2. Tehsildar, Kotkhai 3. Tehsildar (Elections), Shimla 4. Naib-Tehsildar, Tikkar	
66-Rampur(SC)	Sub-Divisional Officer(Civil), Rampur		1. Tehsildar, Rampur 2. Tehsildar (Elections), Shimla 3. Naib-Tehsildar, Nankhari	
67-Rohru(SC)	Sub-Divisional Officer(Civil), Rohru		1. Sub-Divisional Officer(Civil), Dodra Kavar. 2. Tehsildar, Chirgaon 3. Tehsildar, Rohru 4. Tehsildar (Elections), Shimla	
68-Kinnaur(ST)	District Election Officer (DC), Kinnaur at Reckong Peo		Sub-Divisional Officer(Civil), Kalpa at Reckongpeo	1. Sub-Divisional Officer(Civil), Kalpa 2. Tehsildar, Nichar 3. Tehsildar, Pooli 4. Tehsildar, Moorang 5. Tehsildar (Elections), Kinnaur at Reckongpeo 6. Tehsildar Sangla 7. Naib Tehsildar Hangrang

उमेश सिन्हा भा.प्र.से.
उप निर्वाचन आयुक्त
UMESH SINHA, IAS
Deputy Election Commissioner



भारत निर्वाचन आयोग
Election Commission of India

D.O. 434/1/2015/ERS
Dated: 28th August, 2015

Subject: Special Summary Revision of Electoral Rolls w.r.t. 1st January, 2016 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings.

Dear Sir,

As you may be aware the Commission has announced the schedule for Special Summary Revision of Electoral Rolls with reference to 1st January, 2016 with a view to preparing accurate rolls, inclusive of all eligible persons as electors. Further, in the process, names of dead/shifted or otherwise disqualified electors are required to be deleted and particulars of electors corrected and updated. The focus is on registration of new age voters and the missing voter esp. in the category of PWDs, gender and other vulnerable and marginalized sections of the society. Defect free and updated electoral rolls are the bed rock of the electoral process.

2. The revision process has a number of pre-determined activities which need to be completed within pre-fixed time lines and as such, for the revision of rolls the Commission expects enthusiastic participation of the public and full involvement and cooperation of political parties, rural and urban local bodies, NGOs etc. It is a massive exercise in which the entire election machinery from CEO/DEOs/EROs/AEROs supervisors to BLOs level takes part.

3. A copy of the Commission's letter No. 23/2015-ERS, dated 31st July, 2015 approving the schedule for the Summary Revision of the Electoral Rolls with reference to 01.01.2016 as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately in case of any change is made in the schedule of Summary Revision.

4. As expected by the Commission, kindly ensure the following:-

(a) Provision of adequate staff

All existing vacancies of posts relating to electoral rolls work, like AEROs, EROs and DEOs, if any, should be filled up immediately. The CEO of those State/UT is being directed to bring to your notice the list of vacancies.

The Commission has already issued several instructions for strengthening of infrastructure deployment of manpower in office of EROs/DEOs and CEO. In view of

conduct of election for inefficiency or willfully violating the ECI directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter, in consultation with the Commission, wherever felt necessary by him.

(e) Provision of adequate fund


Adequate fund for carrying out the revision work should be made available to the CEO.

The Commission has been getting your full cooperation in all election related matters in the past and expects the same cooperation from you for the forthcoming Summary Revision of Electoral Rolls.

It is requested that copies of the instruction issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for information and record.

With regards,

Yours sincerely,



Umesh Sinha

ELECTION COMMISSION OF INDIA

BHAVAN SARANI, ASHOKA ROAD, NEW DELHI - 110001

E-2025/03

Dated: 31st July 2025

The Chief Electoral Officers of
All States and Union Territories,
Encl. 1 to 3

Subject: Summary Revision of Photo Electoral Rolls with Reference to 1st January 2025
Please refer to the following

It is to be noted that as per existing policy, revision of electoral rolls with reference to 1st January of every year with a qualifying date is done in later part of each year in all States/UTs (normally in the last week of a year so that final publication of the electoral rolls could be made in the first week of January of the following year. The revision schedule is prepared in such a manner that the electoral rolls are finally published on or before National Voters' Day (25th January of every year) so that EPICs generated for new electors in the following year (2026 years) can be distributed to them in ceremonial manner on the day of NVDF.

The revision of electoral rolls actually starts with draft publication of electoral rolls, which is to be completed with the sole intention of achieving high fidelity etc. The revision schedule for pre-revision activities like Training and Orientation of EROs/AROs, empowerment of Block Level Officers (BLOs) and their training and Orientation, Rationalisation of Poll Stations, Campaign to remove duplicate entries in the electoral roll, Photography campaign, etc. stages are not available in the roll (H2H campaign to collect images of residential addresses) and a website for draft publication of integrated rolls and providing services like updation of voter facility at website, updating of Control Tables (including polling stations updation) and integration of rolls irrespective of whether it is election or non election year, preparation of election plan for EP etc. in the State may be prepared by the Chief Electoral Officer in the State. These activities should be completed well before the date of draft publication of rolls. The revision campaign should encompass the task of pre-revision activities within given time period. The revision of rolls should be undertaken (BofC guidelines for undertaking pre-revision activities are attached herewith as Annexure 1).

The Commission has decided to take up revision of electoral rolls with reference to 1st January 2025 with a qualifying date. It shall be a Special Summary Revision in all States and Union Territories. It shall

(24) (4) (11)

... as per the schedule annexed to this letter...
... instructions with regards to revision of electoral rolls...
... by the Commission.

... and awareness drive shall be ensured by D/Os & C/O regarding the...
... B/Os and C/O shall get the revision schedule properly disseminated to...
... organizations/RWAs and reach out to electors/eligible population extensively...
... publication of electoral rolls. For making the purpose of publication of draft...
... multiple and periodic meetings with political parties at Taluk district and...
... may be organized. All D/Os and C/O shall separately call meetings of political...
... and seek cooperation expected of them before the date of draft publication...
... with fanfare and the copies of draft rolls should be...
... in the presence of press, media and celebrities...
... must be obtained and kept in record.

... request to the recognized political parties to appoint/identify a Booth Level...
... who would be associated with the Special Campaign for Roll Revision...
... along with B/Os. On these Special Campaign dates, the B/O will go through...
... of recognized political parties of State concerned and identify the...
... once appointed from a recognized political party will continue till...
... by the political party concerned.

... Divisional Commissioners, who shall act as Electoral Roll Observers for...
... the Commission may depute its observers/CE officers to...
... supervise the revision process. Hence, it is absolutely essential that all...
... reports of progress as well as lists of the locations...
... be made available to them.

... information in prescribed format 1 B related to draft publication of the...
... by the Chief Electoral Officer along with his studied comment, and...
... before draft publication. Every D/O/C/O will do the same...
... and forward the same to the C/O and also keep the...
...

... shall take prior written clearance of the...
... to the Commission by the Chief Electoral Officer...
... by 20th December, 2015 and with format 1 B, memorandum...
... and the strategy to address any shortfalls...

Adequate publicity should be given by CIO to the fact that list of claims and objections is available on his/her website and objections can be raised before the objection period.

All CIOs and all EROs should hold meetings with political parties and other stakeholders about the publication of list of claims and objections on CIO's website and to inform members of the Commission about disposal of claims and objections.

Political parties should be informed in writing by the CIO/ERO about the publication of list of claims and objections on CIO's website.

List of claims and objections should be made available by ERO on a regular basis. For this purpose, the ERO should call a meeting of all political parties, request them and personally handover list of claims and objections to them, and obtain acknowledgment. It is to be added that the list should be incremental instead of cumulative.

Decision on claims and objections should be taken after the following has been done:

At least seven clear days' period has passed after list of claims and objections is furnished on all of the following:

- * Website of CIO as clickable lists for each polling station
- * Notice board of ERO (in Forms 9, 10, 11 and 11 A of RL's 1960)
- * Notice board of polling station (in Forms 9, 10, 11 and 11 A of RL's 1960)

A personal notice has been served on the person whose name is proposed for deletion in cases other than death cases.

At least seven clear days have passed after ERO has given the list of claims and objections to the political parties.

Deletions which are done for reason of death shall be made only after consultation with the association of ERO.

Deletions except those which are done for reason of death of the elector should be made below the rank of Tehsildar before final order is issued and order of deletions must be cross verified by an officer senior to the ERO at the time of objection.

Deletions must be cross verified by an officer senior to the ERO at the time of objection.

Deletions at polling stations where the number of deletions exceed 25% of the total number of voters' list of the polling stations.

Deletions in cases where the same person is the objector in more than five cases.

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Category A

Schedule for Special Summary Revision for rest of India (except Andhra Pradesh, Goa, Gujarat, Kerala, Maharashtra, Manipur, Nagaland, Telangana, Tripura, Uttarakhand, Uttar Pradesh, West Bengal, NCT of Delhi and Bihar)

S. No.	Stages of Revision	Period allowed for Stage
1	2	3
1.	Draft Publication of Electoral Rolls	15.09.2015 (Tuesday)
2.	Period for filing of claims and objections	15.09.2015 (Tuesday) to 14.10.2015 (Wednesday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	16.09.2015 (Wednesday) and 30.09.2015 (Wednesday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	20.09.2015 (Sunday) and 04.10.2015 (Sunday)
5.	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7.	Final Publication of Electoral Rolls	11.01.2016 (Monday)

Category B

Schedule for Special Summary Revision for West Bengal and Tripura

S. No.	Stages of Revision	Period allowed for Stage
1	2	3
1.	Draft Publication of Electoral Rolls	01.09.2015 (Tuesday)
2.	Period for filing of claims and objections	01.09.2015 (Tuesday) to 18.09.2015 (Friday)
3.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.09.2015 (Thursday) and 10.09.2015 (Thursday)
4.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	06.09.2015 (Sunday) and 13.09.2015 (Sunday)
5.	Disposal of Claims and Objections	By 09.11.2015 (Monday)
6.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 23.12.2015 (Wednesday)
7.	Final Publication of Electoral Rolls	05.01.2016 (Tuesday)

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Schedule for Special Summary Revision for Nagaland

Sl. No.	Stages of Revision	Period allowed for Stage
	2	3
1	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2	Period for filing of claims and objections	01.10.2015 (Thursday) to 31.10.2015 (Saturday)
3	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	03.10.2015 (Saturday) and 20.10.2015 (Tuesday)
4	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	10.10.2015 (Saturday) and 24.10.2015 (Saturday)
5	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.12.2015 (Tuesday)
7	Final Publication of Electoral Rolls	11.01.2016 (Monday)

Schedule for Special Summary Revision for Uttarakhand

Sl. No.	Stages of Revision	Period allowed for Stage
	2	3
1	Draft Publication of Electoral Rolls	01.10.2015 (Thursday)
2	Period for filing of claims and objections	01.10.2015 (Thursday) to 20.10.2015 (Tuesday)
3	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc. and verification of names	07.10.2015 (Wednesday) and 14.10.2015 (Wednesday)
4	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	11.10.2015 (Sunday) and 18.10.2015 (Sunday)
5	Disposal of Claims and Objections	By 16.11.2015 (Monday)
6	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	By 15.01.2016 (Friday)
7	Final Publication of Electoral Rolls	20.01.2016 (Wednesday)

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Schedule for Special Summary Revision for GUJARAT

Stages of Revision	Period allowed for stage
1	2
Final Public notice of Electoral Rolls	26.10.2015 (Monday)
Period for filing of claims and objections	26.10.2015 (Monday) to 19.11.2015 (Thursday)
Working of the process of part/section of photo electoral rolls in Gram Panchayat meetings and RWA meetings etc. and verification of names	29.10.2015 (Thursday) and 05.11.2015 (Monday)
Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	01.11.2015 (Sunday) and 08.11.2015 (Sunday)
Reception of Claims and Objections	By 19.11.2015 (Saturday)
Updating the database, merging of photographs, updating the Electoral Rolls and preparation and printing of supplementary	By 30.01.2016 (Wednesday)
Final Public notice of Electoral Rolls	11.01.2016 (Monday)

Schedule for Special Summary Revision for Uttar Pradesh

Stages of Revision	Period allowed for stage
1	2
Final Public notice of Electoral Rolls	02.11.2015 (Monday)
Period for filing of claims and objections	02.11.2015 (Monday) to 30.11.2015 (Monday)
Working of the process of part/section of photo electoral rolls in Gram Panchayat meetings and RWA meetings etc. and verification of names	03.11.2015 (Tuesday) and 17.11.2015 (Tuesday)
Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	08.11.2015 (Sunday) and 22.11.2015 (Sunday)
Reception of Claims and Objections	By 21.12.2015 (Monday)
Updating the database, merging of photographs, updating the Electoral Rolls and preparation and printing of supplementary	By 05.01.2016 (Tuesday)
Final Public notice of Electoral Rolls	11.01.2016 (Monday)

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Signature (16)

Guidelines for pre-revision activities

Regular activity of rationalization is very important activity undertaken before the revision of rolls. It is to be rationalized polling stations every year to keep the polling stations ready for use and in position so as to avoid eleventh hour hurry. As rationalization of polling stations requires proper consultation with the political parties and each and every polling stations are physically visited before final decision is taken. The Commission has issued instructions on this subject to be followed.

The procedure to be followed in rationalization of polling stations is once again explained as follows:

- Whether polling stations must be inspected to find out whether the building is dilapidated or dangerous
- Whether polling station is situated outside the polling area
- Whether voters have to cross river/canals/ravines etc. to reach the polling station
- Whether voters are not required to cover distance of more than 2 KMs to reach polling station
- Whether the PS location has more than 2 polling stations in rural areas or more than 3 polling stations in urban areas.
- Whether polling station is in private building. Polling stations should be in Govt. Semi-Govt. Building preferably in a school.
- Whether polling station is located in a police station/hospital/haramshala/temple or religious place.
- Whether polling station is on 1st floor or above
- Whether any political party office is situated within 200 meters from PS premises in localities predominantly inhabited by minorities, weaker section of society like Scheduled Caste/Tribes the polling station should be located in such localities in such a manner that such communities are not prevented from reaching the polling station and casting their votes. If required polling stations may be created in localities inhabited by such communities irrespective of numbers of electors. The inspecting Officer should give a special written report in this respect. Inputs should also be obtained from NGOs and CSC's working for their welfare.
- Whether the minimum area of PS room is 20 Sq. meters and whether it is having two doors
- Whether the building has an electric connection.
- Whether ramps have been provided for physically challenged persons

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The exercise has to be done within the given time frame and in professional manner without fear or favour, strictly in the light of statutory provisions and ECIs.

After rationalization of polling stations is done in this manner last minute changes in the location of polling stations should not be necessary.

Safety of polling teams and police force sent to conduct elections should also be kept in mind while proposing polling stations in Maoist or terrorist affected areas. As far as possible, in these areas, polling station should be made in places which have easy and safe access. It may also be useful if polling stations are provided in a cluster in such areas to maximize and synergise the available force.

2.2. Process of Submitting Proposals for approval of the Commission-

The following should be included in the proposal sent to the Commission for approval of rationalization of polling stations-

Report of the RC and DCO on the process followed in rationalization of polling stations. The report should mention all proposals received from political parties and also whether the proposals were accepted or not. If the proposal of political parties are not accepted, the report should mention reasons for not accepting them. The report should have a special section on how it has been ensured that vulnerable sections of society have unhindered access to polling stations without threat or intimidation.

The proposal should have copies of the minutes of meeting with political parties in which the subject of rationalization of polling stations was discussed. The proposal should specifically mention which proposals of political parties have not been accepted along with reasons.

The proposal should specifically mention that no polling station is in a dilapidated building or in a religious place or within 200 meters of the office of the political party. The proposal should specifically mention that all infrastructure e.g. ramp, drinking water, canopy, shade and shelter etc. are available at the proposed polling stations.

Coordinates in "ECI Control Tables Database" must be updated on the ECI website before sending the proposal for approval of rationalized polling stations list. A printout of the list of polling stations from the updated "ECI Control Tables Database" must be attached in the proposal.

The ECIs may draw a suitable time-table for all the DEOs in their State for 100% physical verification for existing polling stations. Only after obtaining Commission's approval and publishing the same in accordance with the existing instructions, the draft publication of the proposal should be done as per the new amended list of polling stations.

Blacks should be asked to go door to door to collect photographs of residual electors, which should then be scanned and merged into the EP database

If the BLO finds that some elector is out of station, his relatives or friends can be asked to get photographs of such voters by post

An effort can be made to get photographs of residual electors from the photo database of other govt. agencies like the MNREGA database etc

A comprehensive plan may be made to ensure the following activities before their completion immediately after its publication are made available to public domain

- 1. Search facility to be made as well as by EPIC number on your website/portal
- 2. BLO queries to be using EPIC number
- 3. Take search forward offices in city areas
- 4. Following services be made operational fully with due publicity among voters
 - a. Commission's citizen service website
 - b. Call centre with toll free number 1950
 - c. Online registration facility
- 5. Detailed action plan of SVLEP with partner organizations including Government Departments, Educational Institutions, NSS and NYKS, Media, Deendharshan and All India Radio, Department of Field Publicity, DAVP, Civil societies, Youth Organizations etc
- 6. As a part of SVLEP activities one Youth icon of the State should be identified to motivate youths to get their names registered as elector. Creative for hoardings, media advertisement and other media publicity should be prepared
- 7. Detailed planning of events both in the cyber space and physical world for the entire duration of the campaign
- 8. Know your BLO campaign should be organized in each locality so that every BLO is well known to the voters of his area
- 9. Motivational and knowledge based training of all BLOs, FROs and AEROs must be organized
- 10. Motivation of BLOs is essential to the success of the campaign. For this purpose full compliance of the Commission's existing instructions relating to remuneration / cash incentives, identity cards, name plates and other motivational measures should be ensured.
- 11. Detailed interaction with Resident Welfare Association (RWA) should be organized. Role of Booth Level Volunteers (BLVs) should be explained to them in the meeting. Depending on local need, suitable voter facilitation campaign should be planned in every colony with the help of RWAs
- 12. In the meeting with educational institutions, the Principals should be asked to distribute blank Form 6 with admission forms to admission aspiring students who should be motivated for filling up Form 6 along with admission forms. One teacher in every educational institution should be

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... shall be planned and taken by the concerned EROs/BI Os. The CEO on the basis of ... shall compile an Action Plan for entire state/UT.

All records should at all times be kept up to date and reports of progress as well as ... should be available with the officers concerned.

It may be noted that all communications and requests for clarification if any relating to ... and revised ... for Special Summary Revision, 2016 shall be addressed to the Secretary ... in the Commission who will be taking necessary orders of the Commission ... the CEOs concerned. Secretary in charge of respective states/UTs ... shall be held responsible for any slippage in the call revision programme.

... action Plan for all above may please be prepared and sent for information to the Commission ...

The Secretary, Election Commission of India will closely monitor each activity of the ... are once again directed to intimate the Secretary in charge of respective ... progress till completion of the above said activities at each stage ... Depending upon local needs every CEO may devise its Voter's Awareness Program under intimation only to the Commission.

The CEOs and all officers are further requested to extensively use the e-mail facility in the regard for prompt & accurate exchange of communication.

A copy of this letter should also be circulated to the DLOs/EROs in the State for taking immediate ...

The time provided for each of the pre activities as per the schedule prepared by the ... should be strictly adhered to. Progress report on the above activities ... should be sent to the Commission on weekly basis by post and also making data entries in respective application available on the CEO's portal of the Commission. For SVEEP activities forms and ... collection reporting formats have been enclosed, in which reporting should be ... and at the same time data entries in respective application available on the ... may also be done for this purpose.