



MOST IMMEDIATE

GOVERNMENT OF TRIPURA

GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

Dated, Agartala, the 28th October, 2021.

MEMORANDUM

Subject: - Special Summary Revision of Photo Electoral Rolls **w.r.t. 1st January, 2022** as qualifying date – Posting of adequate staff to fill up vacancies & Ban on Transfers / Posting-regarding.

The undersigned is directed to state that the Election Commission of India has announced the schedule for **undertaking Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2022** with a view to preparing accurate rolls, inclusive of all eligible persons as electors. A copy of the Commission's letter dated 11th October, 2021 inter-alia containing schedule of the Special Summary Revision is enclosed.

2. The Election Commission of India has directed that during the current round of revision of electoral rolls such ban on transfer and posting shall be effective from the date of draft publication of electoral roll **i.e. on 01.11.2021 (Monday)** to the date of final publication of electoral roll in the State.

3. In this connection, the Election Commission of India has made the following directions:-

(i) All existing vacancies of posts relating to electoral rolls work, like District Election Officers, Electoral Registration Officers and Assistant Electoral Registration Officers etc., if any, should be filled up immediately.

(ii) No officer / official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or wilfully violating the Commission 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.

(iii) Under the provision of the section 13CC of the Representation of the People Act, 1950 any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls should be transferred from their place of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision of intensive nature in the State.

4. In view of above, all the Departments / Heads of Departments / Heads of Offices are requested to strictly follow the instructions of the Election Commission of India till the Special Summary Revision of Photo Electoral Rolls is completed.

5. A copy of the said letter is enclosed herewith.

S. K. Debbarma
28. X. 2021
(S. K. Debbarma)
Deputy Secretary to the
Government of Tripura

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S. K. Debbarma

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To

1. Secretary to the Governor, Tripura.
2. Principal Secretary to the Chief Minister, Tripura.
3. PS to the Dy. Chief Minister, Tripura.
4. PS to the Chief Secretary, Tripura.
5. All Principal Secretaries / Secretaries / Special Secretaries, Government of Tripura.
6. Sr. Principal Secretary, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi- 110001.
7. Chief Electoral Officer, Tripura.
8. All Departments / Heads of Departments / Heads of Offices, Tripura.
9. All D.M. & Collectors, Tripura.
10. Additional Chief Electoral Officer, Tripura.
11. All Sub-Divisional Magistrates, Tripura.
12. All Block Development Officers, Tripura.

S. K. Debbarma
28.10.2024
(S. K. Debbarma)
Deputy Secretary to the
Government of Tripura

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~~WFO~~
~~EROLL~~
~~15/10/21~~

By E-mail/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 23/2021-ERS (Vol.-II)

Dated: 11th October, 2021

To,

The Chief Secretaries/Administrators of all States/UTs
(Except UT of Jammu & Kashmir)

Sub: Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2022 as the qualifying date –
Posting of adequate staff to fill up vacancies and ban on transfers/postings – regarding.

Sir/Madam,

I am directed to state that the schedule for Special Summary Revision of Photo Electoral Rolls with reference to 1st January, 2022 has already been announced by the Election Commission in all States/Union Territories (except UT of Jammu & Kashmir) with a view to preparing accurate rolls, inclusive of all eligible persons as electors. Defect free and updated electoral rolls are the bed rock of the electoral process.

2. A copy of the Commission's letter No. 23/2021-ERS (Vol.-II), dated 3rd August, 2021, inter-alia containing approved schedule for the Summary Revision of Photo Electoral Rolls with reference to 01.01.2022 as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately; in case any change is made in the schedule of Special Summary Revision.

3. You are requested to ensure the following for smooth and meaningful conduct of Special Summary Revision of electoral roll in your state:-

(a) Provision of adequate staff

- (i) All existing vacancies of posts relating to electoral rolls work, like DEOs, EROs and AEROs, 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.
- (ii) The Commission has already issued several instructions for strengthening of infrastructure and deployment of manpower in office of DEOs/EROs and CEO. In view of forthcoming revision in the State provision of additional staff and infrastructure wherever required, may be made in office of the above officers.

(b) Posting of substitute officers

If it becomes absolutely essential to transfer any officer like DEOs/EROs etc, a reference, giving full justification, should be made by State Government in consultation with and through the State CEO for consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the Commission, where felt necessary.

(c) Restriction on deployment of certain officials

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending; or (ii) to whom major penalty has been given as a result of said disciplinary proceeding; or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or willfully violating the Commission 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.

(d) Provision of adequate fund

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


4. Ban on transfers of officers and staff engaged with revision of roll during revision period (i.e. from date of draft publication to final publication) :-

Under the provision of the section 13CC of the Representation of the People Act, 1950 any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision in the State. It is to clarify that during the current round of revision of electoral rolls such ban on transfer and posting would be effective from the date of draft publication of electoral roll to the date of final publication of electoral roll in your state.

5. Your full co-operation, as has been extended by you in the past, is solicited for the present round of Special Summary Revision of Electoral Roll in your State/UT.

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

Yours faithfully,


(NARENDRA N. BUTOLIA)
SR. PRINCIPAL SECRETARY

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No. 23/2021-ERS (Vol.-II)

Dated: 11th October, 2021

✓ Copy to Chief Electoral Officers of All States/UTs (except UT of Jammu & Kashmir) for information.

Rajan Agarwal
(RAJAN AGARWAL)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/2021-ERS (Vol.-II)

Dated: 3rd August, 2021

To,

The CEOs of all States & UTs
(except UT of Jammu & Kashmir)

Subject: - Programme of Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022 as the qualifying date - regarding.

- References: - (1) Letter No. 23/2020-ERS, dated 05.11.2020,
(2) Letter No. 23/2019-ERS (Vol.-III), dated 29.11.2019,
(3) Letter No. 23/LET/ECI/FUNC/ERD/ER/2018-II, dated 25.09.2018,
(4) Letter No. 23/LET/ECI/FUNC/ERD-ER/2019, dated 14.02.2019, and
(5) Letter No. 23/INST/2020-ERS, dated 30.07.2020.
(6) Manual on Electoral Rolls, 2016, and
(7) Manual on Polling Stations, 2020

Sir/Madam,

I am directed to state that the Commission has directed to undertake Special Summary Revision of Photo Electoral Rolls with reference to 01.01.2022, as the qualifying date, in all the States/UTs (except UT of Jammu and Kashmir) as per the following schedule: -

Pre- Revision activities		
1.	(i) Removal of all DSEs/multiple entries, logical errors etc, (ii) H2H verification through BLOs (iii) Proper formation of sections; and (iv) Rationalization of polling stations	09.08.2021 (Monday) to 31.10.2021 (Sunday)
Revision Activities		
2.	Publication of Integrated draft electoral roll	On 01.11.2021 (Monday)
3.	Period for filing claims & objections	01.11.2021 (Monday) to 30.11.2021 (Tuesday)
4.	Special campaign dates	As suggested by CEOs.
5.	Disposal of claims and objections	By 20.12.2021 (Monday)
6.	Final publication of electoral roll	By 05.01.2022 (Wednesday)

2. CEO may request change in the schedule, if required, with full justification within seven days from the date of issue of this letter.

3. **Pre-revision activities:** - CEOs shall ensure that all pre-revision activities, viz., removal of DSEs/multiple entries etc., rationalization of polling stations (having electors more than 1500 except Goa, Manipur, Punjab, Uttar Pradesh and Uttarakhand where the limit of number of electors per polling station has been restricted to 1200), proper formation of sections, control table updations etc., are completed in time bound manner before draft publication as per the schedule. All pending forms (6, 6A, 7, 8 & 8A) will be necessarily disposed of before draft publication.

Further, BLO shall visit polling station and use mobile locator tool of "Garuda" App. Location of polling station i.e. latitude & longitudes will be captured in Garuda App. Photos of Polling Station and AMF shall also be captured in the mobile App.

4. **Preparation of integrated draft roll:-** At the time of publication of draft roll for SSR, 2022, the final roll of SSR-2021, plus supplements prepared during continuous updation thereafter will be

integrated and amalgamated after removing all deletion and clubbing familiar members together. Part 34
wise supplements of additions, deletions and corrections made during the period of continuous updation
shall be prepared and kept in record for future reference. However, it shall not be shared with any
political party or uploaded on website.

5. **Disposal of claims and objections:-** After completing pre-revision activities CEO will send requisite information in Formats 1-8 related to draft publication of electoral roll along with comments/explanatory note to the Commission well before the draft publication. Lists of claims and objections shall be exhibited on notice boards in the respective offices of EROs, polling stations and on the CEO's website. Such lists should also be shared with political parties. Disposal of claims and objections shall be done only after seven clear days' period has been passed after publication of such lists.

6. **Supervision and Checks by Supervisor/AEROs/EROs:-** The Commission has devised following mechanism for supervision and verification - *BLO Supervisor shall verify 5% of BLO's work, AERO shall verify 1% of BLO's work, in addition to field checking of households with more than 10 electors (abnormal gender ratio, and the first 20 polling stations with highest number of additions or deletions). ERO shall verify 10% of the forms disposed by each of AEROs, in addition to field verification wherever felt necessary. The DEO shall submit a scrutiny report and detailed justification in respect of ACs in the district where deletion and addition is 1% higher than the district average or deletion and addition is more than 3% in any AC. CEO shall in turn give his justifications for this in his report to the Commission. The DEOs and CEO shall regularly monitor the quality of work done by field officers and EROs/AEROs and take corrective measures wherever required.*

7. **Flagging of marked electors and PwD electors:** - Appropriate flagging of Marked electors and all the PWDs electors should be done in electoral database.

8. **Meeting with Political Parties:** - All DEOs and CEO shall have regular meetings with political parties and request their cooperation in revision process by appointing Booth Level Agents (BLAs). The copies of draft and final roll will be shared with recognized political parties, as per the existing provisions.

9. **Publicity:** - Adequate publicity and awareness drive shall be ensured by DEOs and CEO through effective SVEEP events. Regular press meets may also be organized. Voter Helpline Mobile App for online filling of application should be extensively popularized through college ambassadors, advertisements in cinema theaters, cable TV etc.

10. **Preparation of integrated final roll:** - As per the existing instruction, the final roll will also be a single integrated one, though without disturbing the Sr. No. of electors.

11. The CEO shall send a formal request alongwith Format 1-8 and an explanatory memoranda/note for prior written clearance of the Commission for final publication of the electoral rolls, atleast 5 days before the date of final publication.

12. All DEOs/EROs shall be directed to take immediate necessary action as per the schedule.

Please acknowledge receipt.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SR. PRINCIPAL SECRETARY