


OFFICE OF DIRECTOR HIGHER EDUCATION, HARYANA,
PANCHKULA
ORDER

Order No:- KW 1/59-2018 Ad (3)

Date Panchkula 13-8-19

A copy of letter No. 01/05/2015-1 Election dated 23.7.2019 received from Superintendent Election O/o Chief Secretary, Haryana to Govt. Haryana **"Regarding 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2019 as the qualifying date - Posting of Adequate Staff to fill up vacancies & Ban on Transfers/Postings."** is forwarded to the following for information and necessary action:-

- 1 All the Principals of Government Colleges in the State.
- 2 All the Commanding Officers, NCC Units in the State.
- 3 Registrar, Kurukshetra University, Kurukshetra/Maharishi Dayanand University, Rohtak/Chaudhary Devi Lal University, Sirsa/Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan (Sonapat)/Indira Gandhi University, Meerpur (Rewari)/Chaudhary Ranbir Singh University, Jind/Chaudhary Bansi Lal University, Bhiwani, Bhiwani, Gurugram University, Gurugram, B.R. Ambedkar National Law University, Rai (Sonapat), Balmiki Sanskrit University, Mundri, Kaithal.
- 4 All the Librarians of District Libraries/Sub Divisional Libraries in the State of Haryana / Librarian.

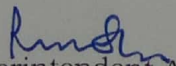

Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula

Endst. No.- Even

Dated, Panchkula 13-8-19

A copy is forwarded to the following for information and necessary action:-

- 1 PS/DHE, Steno/Additional Director Admn.
- 2 Superintendent College-I,II, IV, Library, ME is requested to take further necessary action at your end, and ensure compliance these instructions.
- 3 All the Assistants of Admin Branch.


Superintendent Administration,
for Director Higher Education,
Haryana, Panchkula

No.01/05/2015-1 Election
Government of Haryana
Chief Secretary's Office
(Election Branch)

416
402 G. Adm
30/7/19

PSHE
25.7.19

Dated, Chandigarh the 23 July, 2019.

To

DHE

DGTE

PS

1. All the Administrative Secretaries to Govt Haryana.
2. All Heads of the Departments to Govt Haryana.
3. All the MDs of Boards/Corporations/Public Undertakings.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners-cum-District Election Officer's in Haryana.

DHE

26-7-19

Subject: -

2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2019 as the qualifying date- Posting of Adequate Staff to fill up vacancies & Ban on Transfers/Postings.

Sir/Madam,

I am directed to refer to D.O letter No. 434/1/LET/ECI/FUNC/ERD-ER/2019 Dated: 16.07.2019 received from Dr. Sandeep Saxena, Sr. Deputy Election Commissioner, Election Commissioner of India on the subject noted above and forward the same with the request that the officers/officials connected with the work of Election should not be transferred from 01.09.2019 till the Special Revision of Photo Electoral Roll work is not finished. It is therefore requested that these instructions may be complied with strictly..

Yours Faithfully

[Signature]
Superintendent Election,
for Chief Secretary to Govt. Haryana.

Endst. No. 01/05/2015-1 Election

Dated, Chandigarh the 23 July, 2019.

✓ A Copy is forwarded to Dr. Sandeep Saxena, Sr. Deputy Election Commissioner, Election Commissioner of India, Nirvachan Sadan, Ashoka Road, New Delhi w.r.t his D.O letter No. 434/1/LET/ECI/FUNC/ERD-ER/2019 Dated: 16.07.2019 for information.

[Signature]
Superintendent Election,
for Chief Secretary to Govt. Haryana.

डॉ. संदीप सक्सेना
वरिष्ठ उप निर्वाचन आयुक्त
DR. SANDEEP SAXENA
Sr. Deputy Election Commissioner



भारत निर्वाचन आयोग
Election Commission of India

D.O. 434/1/LET/ECI/FUNC/ERD-ER/2019

Dated: 16th July, 2019



93740/1

Dear Smt. Arora,

Sub.- 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2019 as the qualifying date – Posting of Adequate Staff to fill up vacancies & Ban on Transfers / Postings.

As you may be aware the Commission has announced the schedule for 2nd Special Summary Revision of Photo Electoral Rolls with reference to 1st January, 2019 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 after following due procedure of law and that too with prior notice to the concerned and particulars of electors corrected and updated. The focus is on registration of new age voters and the missing voter especially 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/LET/ECI/FUNC/ERD-ER/2019, dated 11th July, 2018 inter-alia containing approved schedule for the 2nd Summary Revision of Photo Electoral Rolls with reference to 01.01.2019 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 2nd 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.

निर्वाचन सदन, अशोक रोड, नई दिल्ली- 110 001

Nirvachan Sadan, Ashoka Road, New Delhi 110 001 दूरभाष / Tel: 011-23052023, 011-23052024 फैक्स / Fax: 011-23052025

ई-मेल / E-mail: decss@eci.gov.in वेबसाइट / Website: www.eci.gov.in

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

If it requires strengthening of ERO/DEO or CEOs office by provision of additional staff in all wings of the same should be provided immediately. Your attention is further invited to ECI Instructions on minimum staffing pattern.

(b) **Ban on transfers of officers and staff engaged with revision of roll**

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 2nd Special Summary Revision in the State.

(c) **Posting of substitute officers**

If it becomes absolutely essential to transfer any officer like EROs/DEOs 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.

(d) **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.

(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 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.

with warm regards.

Yours sincerely,

Sandeep

(DR. SANDEEP SAXENA)

16.7.19

Smt. Keshri Anand Arora, IAS
Chief Secretary,
Government of Haryana,
Chandigarh.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No.23/LET/ECI/FUNC/ERD-ER/2019

Dated: 11th July, 2019

To

The Chief Electoral Officers of

1. Haryana, Chandigarh, and
2. Maharashtra, Mumbai.

Subject: - 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2019 as qualifying date - Programme - regarding.

Sir/Madam,

I am directed to state that the Commission, taking all aspects into consideration especially the impending general election to the Legislative Assembly in the States and with a view to providing further opportunity to un-enrolled eligible persons to get their names registered in the electoral roll so that they are not deprived of voting in elections and to improve the health of the electoral roll at the same time, has directed to undertake 2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 01.01.2019 as qualifying date in the poll going States, namely Haryana and Maharashtra as per the schedule below:-

Sl. No.	Revision Activities	Date/Period
1.	Publication of Integrated draft electoral roll	On 15.07.2019(Monday)
2.	Period for filing claims & objections	From 15.07.2019(Monday) to 30.07.2019(Tuesday)
3.	Special Campaign Dates	20.07.2019 (Saturday) & 21.07.2019 (Sunday)
		27.07.2019 (Saturday) & 28.07.2019 (Sunday)
4.	Verification by Supervisors/AERO/ERO	By 05.08.2019 (Monday)
5.	Disposal of claims and objections	By 13.08.2019 (Tuesday)

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6.	<ul style="list-style-type: none"> • Super-checking by Dy. DEO/DEO/ Roll Observer/CEO • Updating database and printing of supplements 	By 16.08.2019(Friday)
7.	Final publication of electoral roll	On 19.08.2019 (Monday)

2. The Commission has decided that the revision shall be a Special Summary Revision with reference to 01.01.2019 as the qualifying date and shall be undertaken as per the above schedule, in accordance with provisions contained in Manual on Electoral Roll, 2016 along with subsequent relevant instructions.

3. The CEO shall go through the schedule and if any minor change in the above schedule is required, a request should be made with full justification to the Secretary/Pr.Secretary in charge of the concerned territorial division in the Commission, for the Commission's approval within seven days from the date of issue of this letter. No change in the schedule approved by the Commission will be permitted, thereafter.

4. Before draft publication of electoral roll, all activities relating to removal of logical errors, 100% coverage of photographs & EPICs and analysis of non-standard EPIC and EPIC series are to be completed. Status of health of Electoral Roll as existing at the time of final publication during Lok Sabha elections and as on 30.06.2019 will be shared for removal of these discrepancies.

5. The electors' information in prescribed Formats 1-8 related to draft publication of the electoral roll shall be furnished by the CEO along with his studied comments and explanatory memoranda to the Commission well before draft publication.

6. Pre-revision activity of rationalization of polling stations will not be undertaken in 2nd SSR, 2019 as the same has been intensively done during Summary Revision of Intensive nature, 2019. Only following activities relating to polling station will be done:-

- i. Regularization of auxiliary polling stations.
- ii. Change in location of polling stations situated in damaged buildings.
- iii. Removal of ghost polling stations (polling stations with nil electors).

7. **Display of list of claims and objections**-As per rule 16 of the Registration of Electors Rules, 1960, ERO shall prepare lists of claims and objections in form 9,10,11 and 11A and exhibit one copy of such lists on a notice board in the his office. Besides, list of all claims and objections received should be put up on the website of CEO so that citizens are able to see the list and lodge objections with the concerned ERO. In addition to this –

- (i) Adequate publicity should be given by CEO to the fact that list of claims and objections is available on his/her website and objections can be raised before the EROs based on this list.
- (ii) CEO, all DEOs and all EROs should hold meetings with political parties and inform them about the publication of list of claims and objections on CEO's website and the latest instructions of the Commission about disposal of claims and objections.
- (iii) Political parties should be informed in writing by the CEO/DEO/ERO about publication of list of claims and objections on CEO's website.
- (iv) List of claims and objections should be made available by ERO to all political parties on weekly basis. For this purpose, the ERO should call a meeting of all political parties on regular interval 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.

8. Decisions on Claims and Objections - Decision on claims and objections should be taken only after all of the following conditions are complied with –

- (i) At least seven clear days' period has passed after list of claims and objections has been published on all of the following –
 - a) Website of CEO, as clickable lists for each polling station
 - b) Notice board of ERO (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - c) Notice board of polling station (In Forms 9, 10, 11 and 11 A of RERs 1960)
 - d) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.
- (ii) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

9. All applications received thus far in normal course and which are pending, be disposed of expeditiously as per the prescribed procedure.

10. Procedure of Deletion:

(i) **Repeat/Multiple Entries:** In cases of repeated / multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, the field verification must be done in each and every case. Name of the elector to be deleted in electoral roll only at the place where he is not found to be ordinarily residing, after receiving Form -7 from the elector himself.

(ii) Demographically Similar Entries (DSEs), Permanently Shifted and Deceased:

(a.) Confirmed cases of DSEs, Permanently Shifted and Deceased may be removed only after Form -7 is received from the elector (in case of DSEs, Permanently Shifted) and near relative/family member in case of deceased. Notice must be served to the concerned person for removing the entries.

(b.) The Commission has directed that in all cases of deletion, notice of proposed deletion of names of electors shall be given in a local daily newspaper. Action for deletion of such names should be taken only after expiry of 7 days from the date of publication of notice in the said local daily and on the basis of response on notice, if any, received from persons concerned.

11. Safeguards against wrongful deletions: -

Following safeguards will be used to prevent wrongful deletions of electors from electoral roll:-

- i. No suo-moto deletion will be done.
- ii. In case of registered death, deletion shall be made only after proper verification/production of death certificate etc.
- iii. **Provision in ERO-Net will be made available wherein all the orders of deletions passed by the AEROs/EROs shall be verified by the Dy. DEOs/ DEOs before making it available in public domain and to give effect in electoral rolls.**
- iv. To avoid wrongful deletions, deletions on the ground of death and shifting will be made only when Form- 7 is received.
- v. While making field verification, BLOs shall give specific remarks in report on the status of shifting/death as the case may be.
- vi. For deletion on the ground on shifting, either Form- 6 or Form- 7 from the concerned elector will be taken. Before addition at new place, the ERO will confirm that the elector was actually enrolled at the previous address and he bears the same name as given in Form- 6.
- vii. BLO report will be necessary for deletion.
- viii. Deletion of DSE will be through Form- 7 only.
- ix. In all cases of proposed deletions through Form-7, notice except death cases must be issued to the elector concerned and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least two witnesses whose signatures should be obtained on a copy of notice and kept in the file by the Electoral Registration Officer so as to ensure that provisions of rule 21A of the Registration of Electors Rules, 1960 for giving reasonable opportunity of hearing to the person concerned are duly complied with. Only in the case of death, a death

certificate or statement of relatives, friends or neighbours can be accepted in lieu of the proof of due service of notice.

- x. All deletions except those done on the ground of death should be verified by an officer not below the rank of Tehsildar before final order is passed on Form 7.
- xi. All cases of deletions must be cross verified personally by Electoral Registration Officer if they fall in any of the following category:-
 - a) Deletions in polling stations where the number of deletions exceed 2% of the total electors in the voters' list of the polling stations.
 - b) Deletions where the same person is the objector in more than 5 cases.
- xii. Cases of deletions other than those made on the ground of death should be cross verified by Supervisors, AEROs and EROs before passing the orders.

12. Super-checking by Dy. DEO/DEO/ Roll Observer/CEO:-

- (i) After passing the orders by AERO/ERO, super-checking of verified entries will be done by the Dy. DEO, DEO, Roll Observers and CEO for specific number of entries as randomly selected by ERO-Net. The number of entries to be verified by Dy. DEO, DEO, Roll Observers and CEO are as under:-
 - a) Verification of 100 entries (40 additions+ 40 deletions + 20 modifications) in the District by Dy. DEO. Out of these 100 entries, field verification must be done in a minimum 10 entries. The entries to be verified by the Dy. DEO by table top exercise as well as field verification will invariably include the entries already verified by Supervisors, AERO and ERO.
 - b) Verification of 50 entries (20 additions+ 20 deletions + 10 modifications) in the District by DEO. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the DEO by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO and Dy. DEO.
 - c) Verification of 50 entries each (20 additions+ 20 deletions + 10 modifications) in the assigned Districts by Roll Observer. Out of these 50 entries, field verification must be done in a minimum 5 entries. The entries to be verified by the Roll observer by table top exercise as well as field verification will invariably include the entries already verified by AERO, ERO, Dy. DEO and DEO.
 - d) Verification of 500 entries (200 additions+ 200 deletions + 100 modifications) in the state by the CEO. Out of these 500 entries, field verification must be done in a minimum 25 entries. The entries to be verified by the CEO by table top exercise as well as field verification will invariably include the entries already verified by Dy. DEO, DEO and Roll Observer.
- (ii) In case of lapse on the part of any electoral officer responsibility shall be fixed within 7 days.
- (iii) For application for fresh registration from applicants above 21 year, declaration or EPIC number will be collected invariably.

13. Flagging of marked electors viz. MP/MLA/MLC, holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services etc.:

Electoral Registration Officers shall ensure that the names of all Members of Parliament and the State Legislatures, holders of declared offices, personalities from fields of arts, culture, journalism, sports, members of judiciary and public services are there in the proposed draft electoral roll. To avoid wrongful deletions of the names of such electors in future appropriate flagging should be done in the electoral database.

14. Flagging of Persons with Disabilities (PwDs) in Electoral Database: As Form-6 for enrolment in electoral roll has an optional field for giving information about disabilities, the Commission has directed that all the cases of PwDs electors who have given such information in Form 6 should be flagged in the electoral database along with category of disability so that they can be provided necessary facilities at the polling station at the time of poll. It is made amply clear that such information of disability should not be reflected in electoral roll in any way. As the theme of this year is "Accessible Election", Chief Electoral Officer concerned should rope in the concerned department in the State dealing with persons with disabilities to get their assistance in mapping Persons with Disabilities. Chief Electoral Officer, if he feels it necessary, can utilize services of BLOs during H2H visits for collection of such data of PwDs from electors, who are willing to disclose their disabilities. Weekly progress report in this regard may be sent to Secretary/Principal Secretary in charge of the State to review the weekly progress.

15. Supervision and Checks: - (i) As already mentioned above, for the purpose of improving health of electoral roll, the Election Commission has emphasized the need of field verification by the Booth Level Officers. As per the normal practice being followed, the Electoral Registration Officer, after digitization of claims & objections received by him, deputes Booth Level Officer concerned to make field verification in connection with the claim or objection. The Booth Level Officer after on spot verification submits his report to the Electoral Registration Officer.

(ii) There is a mechanism for supervision and check for enforcing strict accountability of the work performed by the Booth Level Officers. The Supervisor who normally has 10 Booth Level Officers under his charge shall verify 5% of each of the Booth Level Officer's verification work under him.

(iii) Above the Supervisors, each Assistant Electoral Registration Officer should verify 1% of the BLO's verification work, randomly selected from different parts under him. Assistant Electoral Registration Officer shall field check households with more than 10 electors; abnormal gender

ratio, and the first 20 polling stations with highest number of additions or deletions, under his charge. Assistant Electoral Registration Officer should also separately field check 1% of the additions and deletions, giving focus on such part of electoral rolls where proposed addition of electors is 4% over previous electoral roll. Both, accepted as well as rejected cases, should also be checked in those cases.

(iv) Electoral Registration Officer shall test check the quality of disposal of claims & objections by his Assistant Electoral Registration Officers. He shall check 10% of the Forms disposed by Assistant Electoral Registration Officers. Field verification should be carried out where felt necessary. Electoral Registration Officer shall hold regular monitoring meetings with Assistant Electoral Registration Officers, Supervisors and Booth Level Officers and ensure that the work is not being done in perfunctory manner. Delinquent officials should be taken to task and corrective measures taken swiftly because ultimately the accountability stops with Electoral Registration Officer and the Electoral Registration Officer is responsible for delivering an error free roll.

16. The Chief Electoral Officer may also designate his own team or request the Election Commission to depute team for further state level checks as felt necessary. Ultimately it is for Chief Electoral Officer to seek the Election Commission's approval to publishing of rolls and for this the Chief Electoral Officer shall give a detailed report on state wide health check of the rolls in the prescribed formats (Format 1-8), deviations noticed, remedial action taken etc. The Chief Electoral Officer shall also furnish an account of the checks maintained and supervision undertaken during the roll revision process and give a certificate on his/her satisfaction on the quality of roll.

17. **Monitoring:** EROs/ DEOs shall also do periodic reporting of progress made during the revision process on ERO-Net Dashboard. The CEO shall monitor and verify the reporting made by EROs/DEOs. It is reiterated for absolute compliance by all the concerned that ERO-Net dashboard shall be visited and verified regularly. Any lapse on part of the concerned officer shall expose him /her to disciplinary actions.

18. **Observation:-** In addition to Divisional Commissioners, who shall act as Electoral Roll Observers for districts comprised within their Divisions, the Commission may depute its observers/ECI officers/roll auditors to randomly check, audit and supervise the revision process. Hence, it is absolutely essential that all roll related records including reports of progress as well as

lists of the locations where field operations are in progress, should be kept up to date and made available to the observers.

19. Meeting with Political Parties and sharing of electoral rolls: (i) All DEOs and CEOs shall separately call meetings of political parties and explain the schedule and seek cooperation expected of them before the date of draft publication. The draft publication should be done on the approved date with due fanfare publicity and the copies of draft rolls should be handed over to recognized political parties in public meeting in the presence of press and media. In any case, proper acknowledgement receipts from the representatives of political parties must be obtained and kept in record.

(ii) The CEO should write to all recognized national and state level political parties informing them the important points of the law and procedures of the revision and seek their cooperation in the roll revision exercise. A copy of letter issued to them may be endorsed to the Commission for record.

(iii) List of claims and objections should also be made available by ERO to all political parties on weekly basis.

(iv) Two copies of complete set of draft Electoral Rolls and Final Electoral Rolls immediately after draft and final publication respectively shall be supplied free of cost to recognized political parties in accordance with the provisions of rule 11(c) and 22 (c) of Registration of Electors Rules, 1960. (Please refer to para 25.3 of Chapter 25 of Manual on Electoral Rolls, 2016 for detailed guidelines in the matter.)

(v) CEO will request to the recognized political parties to identify and appoint Booth Level Agent (BLA) for each polling station who would be associated with BLO during revision period. The BLOs will go through the draft electoral roll with BLAs of recognized political parties of State concerned and identify the corrections, etc. It is pertinent to mention that BLAs once appointed from a recognized political party will continue as BLA, unless their appointment is rescinded /revoked by the political party concerned.

(vi) With a view to ensure more involvement of political parties, the Commission has allowed BLAs of a recognized political parties to file applications in bulk, subject to the condition that a BLA shall not submit more than 10 Forms to BLO at one time/in one day. If a BLA files more than 30 Applications/Forms during entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves. Further, the BLA will also submit a list of application forms with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

20. Transparency Measures: In order to facilitate the stakeholders and bringing more transparency in the process of electoral registration, the practice of computerization and posting of all application forms received in Forms 6, 6A, 7, 8 and 8A on the website of the CEO on a day to day basis, shall continue, in addition to putting draft electoral roll, final electoral roll, list of claims and objections on CEOs' website and sharing of the same with recognized political parties. The CEO shall extract a report on status of disposal of claims and objections received during the revision from ERO-Net and put the same on his website on weekly basis, for information of general public/citizens.

21. Publicity: - Adequate publicity and awareness drive shall be ensured by DEOs and CEO regarding the summary revision programme. All the DEOs and CEO shall get the revision schedule properly disseminated to media, political parties and social organizations/RWAs and reach out to electors/eligible population extensively well before the date of draft publication of electoral rolls. For making the purpose of publication of draft rolls effective, series of SVEEP events, multiple and periodic meetings with political parties at Taluk, district and state levels and regular press meets may be organized.

22. Integration of roll:-

Detailed instructions on integration, carrying out corrections and printing of electoral rolls at various stages in an election year, have been issued vide the Commission's letter dated 14th February, 2019 and the same shall be scrupulously followed during the current round of revision also. **The printing of electoral rolls henceforth shall be done only through ERO-Net.**

So far as the integration of electoral roll is concerned, it is clarified that:-

- i. At the time of draft publication to publish mother roll for 2nd SSR, 2019, the mother roll (draft roll) of SSR-2019, plus 3 supplements prepared during revision and continuous updation thereafter (i.e 1st Supplement at the time of final publication 2019, 2nd Supplement prepared at the time of preparation of marked copy/working copy the roll for conduct of general election to lok sabha 2019 and 3rd Supplement of continuous updation period up to publication of impending 2nd SSR-2019 draft electoral roll) will be integrated and amalgamated by bringing family members together. In the aforesaid mother roll (draft) of 2nd SSR, 2019, re-serialisation of all the entries after removal of deleted entries and bundling the entries of family members would be done. The addition, deletion and modification supplements for 2nd SSR, 2019, however will be generated by the ERO through ERO-Net and be kept in record for future reference only.
- ii. At the time of final publication of 2nd SSR, 2019, the final roll will be a single integrated one, in which all the addition entries will come with Sl. No. in continuation after the last entry of the mother roll and all the modifications and deletions during summary revision will be reflected in the mother roll itself, as per the Commission's

existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

- iii. At the time of preparation of electoral roll on the last date of nominations, to be given to political parties and for preparation of marked copy/working copy, the electoral roll will be an integrated one, however, there will be no bundling of the family members and reserialisation. All the additions made during continuous updation from 2nd SSR-2019 final publication date till the last date of making nominations, will be put in chronological order giving continuous sl. No. starting with next sl. No. of last entry in 2nd SSR final roll, with all deletions & modifications be marked in 2nd SSR, 2019 final roll as per Commission's existing instructions. No separate addition, deletion and modification lists will be printed and given to the political parties, though the EROs will generate these lists from ERO-Net and keep them for their future reference.

23. The Commission's approval for Final Publication:-The CEO shall take prior written clearance of the Commission for final publication of the electoral rolls. A request to that effect shall be made to the Commission by the Chief Electoral Officer along with Formats 1-8 by 14th August, 2019 and with Formats 1-8 and memoranda/note mandatorily, explaining as to how the roll revision process has achieved the targets fixed and suggesting the strategy to address shortfalls, if any, during next continuous updation. This should, in any case, be done at least 5 days before the date of final publication, so that clearance of the Commission may be conveyed at least 3 days before the date of final publication.

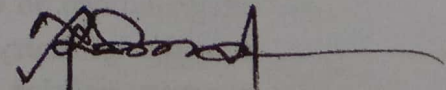
24. It may further be noted that all communications and clarification relating to the revision should be addressed to the Pr. Secretary/Secretary (in charge of the State/UT) in the Commission who will not only reply to the CEO concerned without any delay but also ensure that there is no slippage in the roll revision programme of the States under their charge. They will closely monitor the pre-revision activities and roll revision programme of their respective States/UTs therefore, the CEOs must forward requisite report on progress of revision process at regular interval.

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

26. A copy of this letter should also be circulated among all DEOs/EROs in the State for taking immediate appropriate necessary action.

Please acknowledge receipt.

Yours faithfully,


(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY



14

**OFFICE OF
CHIEF ELECTORAL OFFICER, HARYANA**
कार्यालय मुख्य निर्वाचन अधिकारी, हरियाणा

सेवा में

कमांक(Ban on Transfer)निर्वाचन-2019/5ई-8784 दिनांक: 19-07-19

मुख्य सचिव, हरियाणा सरकार,
चण्डीगढ़ ।

Subject:-

2nd Special Summary Revision of Photo Electoral Rolls w.r.t. 01-01-2019 as the qualifying date- Posting of Adequate Staff to fill up vacancies & Ban on Transfers/ Posting.

महोदय,

उपरोक्त विषय पर आपको डी० संदीप सक्सेना, वरिष्ठ उप निर्वाचन आयुक्त, भारत निर्वाचन आयोग के अर्धसरकारी पत्र कमांक D.O. 434/1/LET/ECI/FUNC/ERD-ER/2019, दिनांक 16.07.2019, जोकि आपको संबोधित है की प्रति अनुलग्नक सहित भेजकर अनुरोध है कि आयोग द्वारा जारी निर्देशानुसार 01-01-2019 को क्वालीफाईंग तिथि मानकर हरियाणा राज्य के सभी 90 विधान सभा निर्वाचन क्षेत्रों की फोटोयुक्त मतदाता सूचियों का विशेष द्वितीय पुनरीक्षण का कार्यक्रम दिनांक 15.07.2019 से आरम्भ किया गया है, दावे तथा आपत्तियां दिनांक 15.07.2019 से 30.07.2019 तक प्राप्त की जानी हैं तथा अन्तिम प्रकाशन दिनांक 19.08.2019 को किया जाना है । यह एक तिथिबद्ध एवं महत्वपूर्ण कार्य है।

अतः आपसे अनुरोध है कि पुनरीक्षण अवधी के दौरान जिला निर्वाचन अधिकारियों/उप जिला निर्वाचन अधिकारियों एवं निर्वाचक पंजीयन अधिकारियों/सहायक निर्वाचक पंजीयन अधिकारियों का (संलग्न सूची में वर्णित अधिकारियों का) स्थानांतरण न किया जाए। यदि संलग्न सूची में वर्णित कोई पद रिक्त हो तो उसे शीघ्र भरवाने का कष्ट करें तथा उक्त अधिकारियों का स्थानान्तरण आयोग की पूर्व अनुमति के बिना तथा बूथ तबल अधिकारियों के स्थानान्तरण मुख्य निर्वाचन अधिकारी की अनुमति के बिना न किये जाए, ताकि मतदाता सूचियों के पुनरीक्षण के कार्य में किसी प्रकार की बाधा उत्पन्न न हो । स्थानान्तरण के सम्बन्ध में आयोग के निर्देशों का पालन किये जाने वाले सभी विभागों को आवश्यक निर्देश भी तुरन्त प्रभाव से जारी करने का कष्ट करें ।

भवदीय,

सहायक मुख्य निर्वाचन अधिकारी
कृते मुख्य निर्वाचन अधिकारी, हरियाणा ।

पृष्ठांकन कमांक(Ban on Transfer)निर्वाचन-2019/5ई-8785 दिनांक: 19-07-19

इसकी एक प्रति अनुलग्नक की प्रति सहित निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है तथा अनुरोध किया जाता है कि फोटोयुक्त मतदाता सूचियों का विशेष पुनरीक्षण के कार्य से जुड़े संलग्न सूची में वर्णित अधिकारियों का स्थानांतरण न किया जाए। यदि संलग्न सूची में वर्णित कोई पद रिक्त हो तो उसे शीघ्र भरवाने का कष्ट करें।

1. अपर मुख्य सचिव एवं प्रधान सचिव, हरियाणा सरकार, राजस्व विभाग ।
2. अपर मुख्य सचिव एवं प्रधान सचिव, हरियाणा सरकार, पंचायत एवं विकास विभाग ।

सहायक मुख्य निर्वाचन अधिकारी
कृते मुख्य निर्वाचन अधिकारी, हरियाणा ।

निर्वाचन शाखा
क्रम संख्या 96355
दिनांक 22/7/19

List of officers appointed by the Election Commission of India as ERO/RO (AC)/ ARO(PC)/ AERO/ARO (A) & AERO-II to their respective assembly constituency shown in the following table

District	No. & Name of AC	E.R.O./R.O.(A/C)/ A.R.O.(P/C)	A.E.R.O.-I / A.R.O.(A/C)	A.E.R.O.-II
1	2	3	4	5
1 Panchkula	1-Kalka	Sub Division Officer (Civil), Kalka	Tehsildar, Kalka	Block Dev. & Panchayat Officer, Raipur Rani
	2-Panchkula	Sub Division Officer (Civil), Panchkula	Tehsildar, Panchkula	Block Dev. & Panchayat Officer Barwala
2 Ambala	3-Nariangarh	Sub Division Officer (Civil), Nariangarh	Tehsildar, Naraingarh	Block Dev. & Panchayat Officer Naraingarh
	4-Ambala Cantt	Addl. Deputy Commissioner, Ambala	Block Dev. & Panchayat Officer Ambala-II	Naib Tehsildar, Ambala
	5-Ambala City	Sub Division Officer (Civil), Ambala	Tehsildar, Ambala	Block Dev. & Panchayat Officer Ambala-I
	6-Mullana (SC)	Sub Division Officer (Civil), Barara	Tehsildar, Barara	Block Dev. & Panchayat Officer Mullana
3 Yamuna Nagar	7-Sadhaura (SC)	Sub Division Officer (Civil), Bilaspur	Tehsildar, Bilaspur	Naib Tehsildar, Sadhaura
	8-Jagadhari	Sub Division Officer (Civil), Jagadhari	Tehsildar, Chhachhrauli	Block Dev. & Panchayat Officer Jagadhari.
	9-Yamuna Nagar	Addl. Deputy Commissioner, Yamuna Nagar	Tehsildar, Jagadhari	Naib Tehsildar, Jagadhari
	10-Radaur	District Revenue Officer, Yamuna Nagar	Block Dev. & Panchayat Officer Radaur	Naib Tehsildar, Radaur
4 Kurukshetra	11-Ladwa	Addl. Deputy Commissioner, Kurukshetra	Block Dev. & Panchayat Officer, Ladwa	Block Dev. & Panchayat Officer, Babain
	12-Shahbad (SC)	Sub Division Officer (Civil), Shahbad	Block Dev. & Panchayat Officer Shahbad	Tehsildar, Shahbad
	13-Thanesar	Sub Division Officer (Civil), Thanesar	Tehsildar, Thanesar	Block Dev. & Panchayat Officer Thanesar
	14-Pehowa	Sub Division Officer (Civil), Pehowa.	Tehsildar, Pehowa	Block Dev. & Panchayat Officer Pehowa
5 Kaithal	15-Guhla (SC)	Sub Division Officer (Civil), Guhla	Tehsildar, Guhla	Block Dev. & Panchayat Officer Guhla
	16-Kalayath	District Development and Panchayat Officer, Kaithal	Block Dev. & Panchayat Officer Kalayath	Block Dev. & Panchayat Officer Rajaund
	17-Kaithal	Sub Division Officer (Civil), Kaithal	Tehsildar, Kaithal	Block Dev. & Panchayat Officer Kaithal
	18-Pundri	Addl. Deputy Commissioner, Kaithal	Block Dev. & Panchayat Officer Pundri	Tehsildar, Pundri
6 Karnal	19-Nilokheri (SC)	Additional Deputy Commissioner, Karnal	Tehsildar, Nilokheri	Block Dev. & Panchayat Officer Nilokheri
	20-Indri	Sub Division Officer (Civil), Indri.	Tehsildar, Indri	Block Dev. & Panchayat Officer Indri

	21-Karnal	Sub Division Officer (Civil), Karnal	Tehsildar, Karnal	Block Dev. & Panchayat Officer Karnal
	22-Gharaunda	District Revenue Officer, Karnal	Tehsildar, Gharaunda	BDPO, Gharaunda
	23-Assandh	Sub Division Officer (Civil), Assandh.	Tehsildar, Assandh	Block Dev. & Panchayat Officer Assandh
7 Panipat	24-Panipat Rural	Sub Division Officer (Civil), Panipat	Tehsildar, Panipat	Block Dev. & Panchayat Officer Israna
	25-Panipat City	Addl. Deputy Commissioner, Panipat	Block Dev. & Panchayat Officer, Panipat	Naib Tehsildar, Panipat
	26-Israna (SC)	District Development and Panchayat Officer, Panipat.	Tehsildar, Israna	Block Dev. & Panchayat Officer Matloda
	27-Samalkha	Sub Division Officer (Civil), Samalkha.	Tehsildar, Samalkha	Block Dev. & Panchayat Officer Samalkha.
8 Sonipat	28-Ganaur	Sub Division Officer (Civil), Ganaur.	Tehsildar, Ganaur	Block Dev. & Panchayat Officer Gannaur
	29-Rai	District Revenue Officer, Sonipat.	Tehsildar, Sonipat	Block Dev. & Panchayat Officer Rai
	30-Kharkhoda (SC)	Sub Division Officer (Civil), Kharkhoda.	Tehsildar, Kharkhoda	Block Dev. & Panchayat Officer Kharkhauda
	31-Sonipat	Sub Division Officer (Civil), Sonipat.	Block Dev. & Panchayat Officer Sonipat	Naib Tehsildar, Sonipat
	32-Gohana	Addl. Deputy Commissioner, Sonipat	Block Dev. & Panchayat Officer Gohana	Naib Tehsildar, Gohana
	33-Baroda	Sub Division Officer (Civil), Gohana.	Tehsildar, Gohana	Block Dev. & Panchayat Officer Kathura
9 Jind	34-Julana	Addl. Deputy Commissioner, Jind .	Tehsildar, Julana	Block Dev. & Panchayat Officer Jullana
	35-Safidon	Sub Division Officer (Civil), Safidon.	Tehsildar, Safidon	Block Dev. & Panchayat Officer, Safidon
	36-Jind	Sub Division Officer (Civil), Jind.	Tehsildar, Jind	Block Development and Panchayat Officer, Jind
	37-Uchana Kalan	District Revenue Officer, Jind..	Block Dev. & Panchayat Officer Uchana Kalan	Block Dev. & Panchayat Officer, Alewa
	38-Narwana (SC)	Sub Division Officer (Civil), Narwana.	Tehsildar, Narwana	Block Dev. & Panchayat Officer Narwana
10 Fatehabad	39-Tohana	Sub Division Officer (Civil), Tohana	Tehsildar, Tohana	Block Dev. & Panchayat Officer Jhakhal
	40-Fatehabad	Sub Division Officer (Civil), Fatehabad	Tehsildar, Fatehabad	Block Development and Panchayat Officer, Bhuna
	41-Ratia (SC)	Sub Division Officer (Civil), Ratia	Tehsildar, Ratia	Block Dev. & Panchayat Officer Ratia
11 Sirsa	42-Kalanwali (SC)	Sub Division Officer (Civil), Sirsa	Tehsildar, Sirsa	Block Development and Panchayat Officer, Badaguda
	43-Dabwali	Sub Division Officer (Civil), Dabwali	Tehsildar, Dabwali	Block Dev. & Panchayat Officer Dabwali
	44-Rania	District Revenue Officer, Sirsa.	Tehsildar, Rania	Block Dev. & Panchayat Officer Rania
	45- Sirsa	Additional Deputy Commissioner, Sirsa.	Block Dev. & Panchayat Officer Sirsa	Executive Officer, Municipal Concil, Sirsa
	46-Ellenabad	Sub Division Officer (Civil), Ellenabad	Tehsildar, Ellenabad	Block Dev. & Panchayat Officer, Ellenabad

	71-Nangal Chaudhry	District Revenue Officer, Narnaul.	Block Dev. & Panchayat Officer Nangal Chaudhry	Tehsildar, Nangal Chaudhary
17 Rewari	72-Bawal (SC)	Addl. Deputy Commissioner, Rewari.	Tehsildar, Bawal	Block Dev. & Panchayat Officer Bawal
	73-Kosli	Sub Division Officer (Civil), Kosli.	Tehsildar, Kosli	Block Dev. & Panchayat Officer Jatusana
	74-Rewari	Sub Division Officer (Civil), Rewari.	Tehsildar, Rewari	Block Dev. & Panchayat Officer Rewari
18 Gurgaon	75-Pataudi (SC)	Sub Division Officer (Civil), Pataudi.	Tehsildar, Pataudi	Naib Tehsildar, Pataudi
	76-Badshahpur	Additional Deputy Commissioner, Gurgaon.	Block Dev. & Panchayat Officer Gurgaon	Tehsildar, Farukhnagar
	77-Gurgaon	Sub Division Officer (Civil), North Gurgaon	Tehsildar, Gurgaon	Naib Tehsildar, Gurgaon
	78-Sohna	Sub Division Officer (Civil), South Gurgaon.	Tehsildar, Sohna	Tehsildar, Taoru, Mewat at Nuh
19 Mewat at Nuh	79-Nuh	Sub Division Officer (Civil), Nuh	Tehsildar, Nuh	Block Dev. & Panchayat Officer Nuh
	80-Ferozepur Jhirka	Sub Division Officer (Civil), Ferozepur Jhirka	Tehsildar, Ferozepur Jhirka	Block Dev. & Panchayat Officer Nagina
	81-Punhana	Additional Deputy Commissioner, Mewat at Nuh	Tehsildar, Punhana	Block Dev. & Panchayat Officer Punhana
20 Palwal	82-Hathin	Sub Division Officer (Civil), Hathin	Tehsildar, Hathin	Naib Tehsildar, Hathin
	83-Hodal (SC)	Sub Division Officer (Civil), Hodal	Tehsildar, Hodal	Naib Tehsildar, Hodal
	84-Palwal	Sub Division Officer (Civil), Palwal.	Tehsildar, Palwal	Naib Tehsildar, Palwal
21 Faridabad	85-Prithla	Estate Officer (HUDA), Faridabad.	Block Dev. & Panchayat Officer, Ballabgarh.	Naib Teshildar, Mohna
	86-Faridabad NIT	Additional Deputy Commissioner, Faridabad.	Assistant Director, District Industries Centre, Faridabad	District Statistical Officer, Faridabad
	87-Badhkal	Sub Division Officer (Civil), Faridabad.	Tehsildar, Faridabad	District Welfare Officer, Faridabad.
	88-Ballabgarh	Sub Division Officer (Civil), Ballabgarh.	Tehsildar, Ballabgarh	Naib Tehsildar, Ballabgarh.
	89-Faridabad	District Revenue Officer, Faridabad.	Naib Tehsildar, Faridabad	District Elementary Education Officer, Faridabad.
	90-Tigaon	District Development and Panchayat Officer, Faridabad.	Block Dev. & Panchayat Officer Faridabad.	Naib Tehsildar, Tigaon.

Note - 1 :- All the Deputy Commissioner have been designated as District Election Officer for their respective District by the Election Commission of India.

Note -2 :- All the Deputy Commissioner having their headquarters at Parliamentary District designated as Returning Officer for Parliamentary Constituency.

Note -3 :- All the City Magistrate have been designated as Deputy District Election Officer for their respective District by the Election Commission of India.

12 Hisar	47-Adampur	Sub Division Officer (Civil), Hisar.	Tehsildar, Adampur	Block Dev. & Panchayat Officer Adampur
	48-Uklana (SC)	District Revenue Officer, Hisar.	Block Dev. & Panchayat Officer, Uklana	Block Dev. & Panchayat Officer Agroha
	49-Narnaund	District Dev. & Panchayat Officer, Hisar.	Tehsildar, Narnaund	Block Dev. & Panchayat Officer Narnaund
	50-Hansi	Sub Division Officer (Civil), Hansi.	Tehsildar, Hansi	Block Dev. & Panchayat Officer Hansi-I
	51-Barwala	Sub Division Officer (Civil), Barwala.	Tehsildar, Barwala	Block Dev. & Panchayat Officer Barwala
	52-Hisar	General Manager, Haryana Roadways, Hisar.	Tehsildar, Hisar	Block Dev. & Panchayat Officer, Hisar-II
	53-Nalwa	Addl. Deputy Commissioner, Hisar.	Block Dev. & Panchayat Officer Hisar-1	Deputy Director Agriculture, Hisar
13 Bhiwani	54-Loharu	Sub Division Officer (Civil), Loharu.	Tehsildar, Loharu	Tehsildar, Siwani
	55-Badhra	District Revenue Officer, Bhiwani.	Block Dev. & Panchayat Officer Badhra	Tehsildar, Badhra
	56-Dadri	Sub Division Officer (Civil), Dadri.	Tehsildar, Dadri	Block Dev. & Panchayat Officer Dadri-I
	57-Bhiwani	Sub Division Officer (Civil), Bhiwani.	Tehsildar, Bhiwani	Block Dev. & Panchayat Officer Bhiwani
	58-Tosham	Sub Division Officer (Civil), Tosham.	Tehsildar, Tosham	Block Dev. & Panchayat Officer Tosham
	59-Bawani Khera (SC)	Addl. Deputy Commissioner, Bhiwani.	Tehsildar, Bawani Khera.	Block Dev. & Panchayat Officer Bawani Khera
14 Rohtak	60-Mehem	Sub Division Officer (Civil), Mehem.	Tehsildar, Mehem	Block Dev. & Panchayat Officer Mehem
	61-Garhi Sampla-Kiloi	Addl. Deputy Commissioner, Rohtak.	Tehsildar, Sampla	Block Dev. & Panchayat Officer Sampla
	62-Rohtak	Sub Division Officer (Civil), Rohtak.	Tehsildar, Rohtak	Deputy Municipal Commissioner, Rohtak
	63-Kalanaur (SC)	Estate Officer, HUDA, Rohtak.	Block Dev. & Panchayat Officer Kalanaur	Tehsildar, Kalanaur
15 Jhajjar	64-Bahadurgarh	Sub Division Officer (Civil), Bahadurgarh.	Tehsildar, Bahadurgarh	Block Dev. & Panchayat Officer Bahadurgarh
	65-Badli	Additional Deputy Commissioner, Jhajjar.	Block Dev. & Panchayat Officer, Jhajjar	Tehsildar, Jhajjar
	66-Jhajjar (SC)	Sub Division Officer, © Jhajjar.	Tehsildar, Matanhall	Block Dev. & Panchayat Officer Matanhall
	67-Beri	Sub Division Officer, © Beri.	Block Dev. & Panchayat Officer Beri	Tehsildar, Beri
16 Mahendergarh (Narnaul)	68-Ateli	Addl. Deputy Commissioner, Narnaul.	Tehsildar, Narnaul	Block Dev. & Panchayat Officer Ateli
	69-Mahendragarh	Sub Division Officer (Civil), Mahendragarh.	Tehsildar, Mahendragarh	Block Dev. & Panchayat Officer Mahendragarh
	70-Narnaul	Sub Division Officer (Civil), Narnaul.	Block Dev. & Panchayat Officer Narnaul	Block Dev. & Panchayat Officer Sihma