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"കസ്റ്റഡി തിരുത്തൽ നവീകരണം പുനരധിവാസം"

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കേരള പ്രിസൺസ് & കറക്ഷണൽ സർവ്വീസസ്

ആസ്ഥാനകാര്യാലയം,
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ഇണ്ടാസ് നം: KPCS/6009/2026-E1; തീയതി: 16-11-2026

G.O.(Rt) No.5613/2026/GAD dated 31.10.2026 എന്ന സർക്കാർ ഉത്തരവിന്റെ പകർപ്പ് ഇതോടൊപ്പം അയയ്ക്കുന്നു. 01.01.2027 യോഗ്യതാ തീയതിയായി നിശ്ചയിച്ചിട്ടുള്ള വോട്ടർപട്ടികയുടെ Special Summary Revision-മായി ബന്ധപ്പെട്ട തിരഞ്ഞെടുപ്പ് ഉദ്യോഗസ്ഥരുടെ നിയമനം, സ്ഥലംമാറ്റം എന്നിവയ്ക്ക് കർശന നിയന്ത്രണങ്ങൾ ഏർപ്പെടുത്തിക്കൊണ്ടുള്ള പ്രസ്തുത ഉത്തരവിലെ നിർദ്ദേശങ്ങൾ ശ്രദ്ധയിൽപ്പെടുത്തുന്നു. നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കുന്നതിന് ആവശ്യമായ നടപടി സ്വീകരിക്കേണ്ടതാണ്.

DINESH B
DEPUTY INSPECTOR GENERAL OF PRISONS(HQ)

സ്വീകർത്താവ്: 1) ഈ കാര്യാലയത്തിലെ എല്ലാ ഉദ്യോഗസ്ഥർക്കും
2) എല്ലാ ജയിൽ സ്ഥാപന മേധാവികൾക്കും

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Dinesh Bhagavathi Pillai
Date: 16-11-2026
13:21:33

FAX & EMAIL

GOVERNMENT OF KERALAM

Abstract

General Administration Department – Special Summary Revision of Electoral Rolls with respect to 01.01.2027 as the qualifying date --Transfer and of posting of officials – Strict restrictions imposed- Orders issued.

GENERAL ADMINISTRATION (CO-ORDINATION) DEPARTMENT

G.O.(Rt)No.5613/2026/GAD Dated,Thiruvananthapuram, 31-10-2026

Read:- 1. Letter No. 23/2026-ERS dated 15.10.2026 of Election Commission of India.

2. Letter No. EL3/284/2026-ELEC dated 24.10.2026 from the Chief Electoral Officer, Kerala.

ORDER

Election Commission of India,as per reference cited 1st, has announced the procedures for the Special Summary Revision of Electoral Rolls with reference to 01.01.2027 as the qualifying date . For its smooth conduct, the Chief Electoral Officer, Keralam has communicated the directions issued by the Election Commission of India as per reference 2nd above.

(2) In the circumstances and considering the importance of updating the electoral rolls flawlessly, the Government hereby issues the following strict instructions regarding the positioning of officials involved in this process:

i. The respective Departments shall ensure that the District Election Officers (DEOs), Electoral Registration Officers (EROs), Assistant Electoral Registration Officers (AEROs), Booth Level Officer Supervisors,Booth Level Officers (BLOs), and other related officials involved in the preparation and revision of electoral rolls are adequately supported with necessary manpower and resources for election-related activities.

ii. It shall be ensured that during the period of Special Summary Revision, no vacancy shall arise in the posts notified as DEO, ERO, and AERO under any circumstances. Any existing vacancies in these posts must be filled immediately.

iii. No officials connected with the exercise of the Special Summary Revision shall be transferred without the prior approval of the Election Commission of India during the period commencing from the date of publication of the draft electoral roll till the date of publication of the final electoral roll.

iv. In case the transfer of any of the above-mentioned officials becomes inevitable under emergency circumstances during the said period, the proposal with proper justifications and reasons for the transfer shall be forwarded for the prior approval of the Election Commission of India through the Chief Electoral Officer, Kerala. The transfer order shall be issued only after obtaining such prior approval.

(3) The guidelines issued by the Commission in this regard are appended herewith. All Heads of Departments, District Collectors, and Appointing Authorities shall strictly comply with these instructions.

Any violation of these instructions will be viewed seriously and treated as a violation of the Election Commission's directives, and strict disciplinary action will be taken against the erring officials.

(By order of the Governor)
DR B ASHOK I A S
PRINCIPAL SECRETARY

The Chief Electoral Officer - Keralam, Thiruvananthapuram.
All Additional Chief Secretaries / Principal Secretaries / Secretaries / Special Secretaries
The Secretary to Governor, Lokbhavan, Thiruvananthapuram
All Heads of Departments
All District Collectors
The Chief Executives of all Public Sector Undertakings
All Government /Quasi Government Industrial concerns - Through the District Collectors
The Secretary, Kerala Legislative Assembly, Thiruvananthapuram
The Registrar, High Court of Keralam, Ernakulam
The State Police Chief, Thiruvananthapuram

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The Commissioner of Land Revenue, Thiruvananthapuram
All Sections of Secretariat including GAD, Finance and Law Department
Director, Information & PublicRelations(Web&NewMedia)Department.
Stock File / Office Copy(E 3682400).

Forwarded /By order

Section Officer

Copy to :
The Private Secretary to Chief Minister
The Staff Officer to Chief Secretary
P .A. to Principal Secretary, GAD

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Pvt. Secretary (GAD)

EL3/284/2026-ELEC

I/7379284/2026

OFFICE OF THE CHIEF SECRETARY TO GOVERNMENT OF KERALA
26 OCT 2026

26/10/
Chief Secretary

GOVERNMENT OF KERALAM

Election(General)Department

No.EL3/284/2026-ELEC 24-10-2026,Thiruvananthapuram

From

The Chief Electoral Officer

To

The Chief Secretary

Sir,

Sub: Election Department - Special Summary Revision of Electoral Rolls, 2024 - Transfer and Postings of officials - reg.

Ref: Letter No.23/2026-ERS dated:15.10.2026 of Election Commission of India (Copy enclosed)

The Election Commission of India has announced the conduct of Special Summary Revision of Photo Electoral Rolls with respect to 01.01.2027 as qualifying date. In connection with this, the Commission has directed under Article 324 of the Constitution, that it shall be ensured that the CEO, DEOs, EROs, AEROs, BLO Supervisors, BLOs and other officers involved in preparation and revision of electoral rolls are adequately supported with manpower and resources. During the SSR period, it shall be ensured that no post notified as DEO/ERO/AERO is vacant. Further, no official connected with the exercise of SSR is transferred without prior approval of the Commission during the period commencing from the date of publication of draft roll and till the date of publication of final roll. In case transfer of any of the above mentioned officers, during the said period becomes necessary, the proposal with full justification shall be forwarded to the Election Commission through the Chief Electoral Officer.

Yours Faithfully,
DR D SAJITH BABU I A S
CHIEF ELECTORAL OFFICER & SPECIAL SECRETARY

Approved for Issue,

Digitally signed by
Sreekanth. K. S
Date: 26-10-2026
13:25:10

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11332174/2026/ELECTION (GENERAL)

Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.23/2026-ERS **Dated: 15th October, 2026**

To,

The Chief Electoral Officers of
A & N Island, Assam, Bihar, Chhattisgarh, Goa, Gujarat, Kerala, Lakshadweep, Madhya Pradesh, Manipur, Puducherry, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, Uttarakhand, and West Bengal .

Sub: Special Summary Revision (SSR) of Photo Electoral Rolls w.r.t 01.01.2027 as the qualifying date – regarding.

Madam/Sir,

1. As you are aware, the Commission has issued instructions dated 29.09.2026 to undertake a special drive for the enrolment of left out/young/first time eligible electors. Now, in order to facilitate the enrolment of eligible electors with reference to the qualifying date of 1st January, 2027 along with seeking advance applications for the three subsequent qualifying dates of 1st April, 1st July & 1st October, 2027, the Commission hereby directs that the existing electoral rolls shall be revised by conducting a Special Summary Revision (SSR) under Section 21 of the Representation of the People Act, 1950, with reference to 01.01.2027 as the qualifying date, in the above mentioned States/UTs including the states where elections to the Legislative Assemblies are due early next year.

   In States/UTs where SIR is going on or has just been completed (viz. Andhra Pradesh, Arunachal Pradesh, Chandigarh, Dadra and Nagar Haveli, Daman and Diu, Haryana, Jharkhand, Karnataka, Maharashtra, Meghalaya, Mizoram, Nagaland, NCT of Delhi, Odisha, Sikkim, Tripura, and Telangana), the schedule for SSR will be announced later.

   Also, for the 3 States/UTs namely Himachal Pradesh, Jammu & Kashmir and Ladakh, where SIR has not been started so far, schedule for roll revision will be announced in due course of time keeping in view their weather conditions.

2. The schedule of Special Summary Revision shall be as follows:

1.	Rationalization/Rearrangement of Polling Stations	By 02.11.2026
2.	Publication of Integrated draft electoral rolls	12.11.2026
3.	Period for filing claims & objections	12.11.2026 to11.12.2026
4.	Disposal of claims and objections	By 28.12.2026
5.	Final Publication of electoral rolls	04.01.2027

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3. U/s 13CC of the RPA, 1950, any officer involved in preparation, revision, and correction of the Electoral Roll shall be deemed to be on deputation to the Election Commission and for the period during which they are so deployed be subject to the control, superintendence and discipline of the Election Commission.

4. The Commission also directs, under Article 324 of the Constitution, that the Chief Secretary of the respective State/UT, shall ensure that the CEO, DEOs, EROs, AEROs, BLO Supervisors, BLOs and other officers involved in preparation and revision of electoral rolls are adequately supported with manpower and resources. During the SSR period, the Chief Secretary shall ensure that no post notified as DEO/ERO/AERO is vacant. Further, no official connected with the exercise of SSR is transferred without prior approval of the Commission during the period commencing from the date of publication of draft roll and till the date of publication of final roll. In case transfer of any of the above mentioned officers, during the said period becomes necessary, the proposal with full justification shall be forwarded to the Election Commission through the Chief Electoral Officer.

5. **Elector:** ERO of the concerned assembly constituency shall be responsible for ensuring that no eligible citizen is left out while no ineligible person gets included or remains in the Electoral Roll. During the SSR, CEO, DEOs, EROs will ensure that every eligible person as per Article 326 of the Constitution of India and Sections 16 and 19 of the Representation of People Act 1950, is enrolled as an elector. The ERO shall make maximum efforts to ensure applications are received from the following:

   a. All Un-enrolled eligible citizens (eligible as on 01.10.2026 or prior to this date)
   b. All prospective electors (eligible as on 01.01.2027)
   c. All prospective *electors (eligible on three subsequent qualifying dates i.e. 1st April, 1st July, 1st October, 2027)*

6. **Rationalization, Re-serialisation and Formation of sections:**
   a. The activity of rationalisation of polling stations is done after 100% physical verification of the polling station locations and the relevant parts of the electoral rolls.
   b. ERO shall assess the need of creation of new Polling Stations considering that no Polling station has more than 1,200 electors, except with the prior approval of the Commission. A new polling station shall be created only after rationalizing the sections to the adjacent polling stations in such a way that equitable numbers of electors are distributed amongst the polling stations at the same Polling Station location to the extent possible. ERO to also ensure that the polling station area is so defined and demarcated that no overlap exists with any other Polling station. The electors should not be required to travel for more than two kilometre distance and to cross any natural barriers to reach their polling station. Location of polling stations on the ground floor/road entry level shall be ensured.

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c. Extensive survey must be carried out during the exercise of rationalization of polling stations for setting up new polling stations in the High Rise/Group Housing societies/RWA colonies that have common facilitation area/community halls at ground floor within the premises and in slum dwelling clusters of urban areas. (Refer Commission's instructions No. 23/2023-ERS (Vol-III) dated 22nd September 2023)

d. Immediately after assessing the requirement of new polling stations, ERO shall communicate the requirement of additional polling stations to DEO.

e. DEO, being responsible for provisioning of polling stations u/s 25 of the RP Act 1951, shall ensure 100% physical verification of the existing and newly proposed polling stations through senior officers to assess as to whether the building is in proper condition and it meets the other parameters set by the Commission for smooth conduct of poll. These senior officers should be designated by the DEO to perform the work of physical verification and certify the same.

f. DEO shall consult the representatives of the recognised political parties before finalizing the proposal of new polling stations. Thereafter, DEO shall send the proposal to the Chief Electoral Officer who will obtain the approval of the Commission for the consolidated proposal of polling stations.

g. Proposal for change of location shall be sent to the Commission only after 100% physical verification/inspection of the polling station along with longitude and latitude. Latitude and Longitude of all Polling Stations, including newly identified and proposed for creation/change of location shall be captured and details of the same shall be updated in BLO module of ECINET.

h. After Commission's approval, ERO shall update the Control Table in ECINET and create Parts, as per IT applications to prepare draft Electoral Roll.

i. *Standardization of addresses*: The electors shall be arranged in the roll in a sequence, according to the House number (and Floor number of the building). To standardize the address of electors the following fields of addresses shall be maintained while preparing the roll:

   i. House No./ Flat No./Door No. (Name of house, if available)
   ii. Floor No. (in case of multi-story building)
   iii. Building No./Block No./Tower No. (name of building, if available)
   iv. Apartment No.
   v. Wing
   vi. Ward No*
   vii. Street/ Road/Lane*
   viii. Sector
   ix. Area/Locality*
   x. Landmark, if any
   xi. Village/Town/City*
   xii. Sub-district/Tehsil
   xiii. District*
   xiv. State*
   xv. Pin code*

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The fields marked with (*) should be mandatorily mentioned in the electors' details, while the remaining fields may be taken as optional and be included where ever necessary(like in urban areas). Where no House number as given by the Panchayat/Municipal Authorities is available, the notional number will be given in the roll. In such cases, it will be invariably indicated that the House number is notional. The mandatory address fields will be mentioned in the electoral roll and the same will be reflected as it is in the EPIC of the elector. The electors will be arranged in the roll in sequence according to the house number (and floor number of the building).

j. *Family Grouping*:

i. While creating a new polling station or re-organizing/rationalisation of the existing polling stations by creating/merging/attaching sections to the adjacent polling stations, ERO to ensure the following:

1. No family residing at same Door/Flat Number is broken and all the family members are kept in the same section and in the same polling station,
2. As far as possible, electors residing in a building are enrolled in the same part, and
3. As far as possible, electors residing in a Street/colony/Habitation are enrolled in the same part.

ii. To group all the family members and neighbours in a section, ERO shall keep all Electors of one house/building/tower, in one Section, as far as feasible or in any case within a part.

k. All BLOs shall check and ensure that photographs of all electors are correct and any blurred/non-standard/poor quality/incorrect photos are removed and new standard photos of such electors are captured. ERO/AERO/BLO Supervisor shall monitor the same and ensure compliance. AERO/ERO shall also ensure that for replacement of images, necessary applications in form 8 are received along with field verification report by BLOs.

l. ERO shall also ensure that for replacement of images, necessary applications in form 8 are received along with field verification report by BLOs.

m. ERO shall also ensure removal of multiple entries/dead electors/permanently shifted electors through Form-7.

n. ERO shall ensure that all claims and objections received during continuous updation are disposed of before publication of draft Electoral Roll.

7. **Claims and Objections:** While publishing the notice of publication of draft Electoral Rolls, in Form-5 as per the schedule, the Electoral Registration Officer(ERO) shall invite claims w.r.t. 01.01.2027 as qualifying date including the claims for the subsequent three qualifying dates (01.04.2027, 01.07.2027 & 01.10.2027) in Form 6 or 6A and objections for proposed inclusion of a name/deletion of name in the existing Electoral Roll in Form 7 or application for shifting of residence/correction of entries in the existing Electoral Roll/replacement of EPIC/marking of PWD in Form 8 as may be applicable.

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8. **Forms of Claims and Objections**

a. **Form 6:** Every claim for inclusion of name in the roll as elector shall be in Form-6 and signed by the applicant.

b. **Form 6A**: Every claim for inclusion of name in the roll by an overseas elector shall be in Form-6A and signed by the applicant.

c. **Form 7:** Every objection to the proposed inclusion of name or application for deletion of name in existing roll shall be in Form-7 and by a person whose name is in the existing electoral roll of the same assembly constituency. Maximum limits for submitting Form 7 has been prescribed by the Election Commission in its letter No. 23/Inst/2026-ERS dated 9th October, 2026.

d. **Form 8:** Application for shifting of residence within the constituency or outside the constituency, correction or updation of entries, replacement of EPIC and marking of PwD, shall be in Form-8 and shall be by the person to whom that entry relates.

e. **Collection of Aadhaar Number:** The applicant can voluntarily furnish Aadhaar Number in Form-6 and Form-8. However, no application for inclusion of name in electoral roll shall be denied, and no entries in electoral roll shall be deleted for inability of an individual to furnish or intimate Aadhaar Number.

f. Electors are encouraged to fill Forms online through Voter Service Portal (voters.eci.gov.in) or ECINET App. Such applications will be signed electronically by the elector based on AADHAR enabled E-sign.

g. Flagging of Persons with Disabilities (PwDs) in Electoral Database.

i. Form-6 for enrolment in the electoral roll as well as Form-8 for existing electors has an optional field for giving information about disabilities.

ii. PwD electors who have given such information in Form 6 or Form-8 should be flagged in the electoral database along with the category of disability so that they can be provided necessary facilities at the polling station at the time of poll (in this regard, a provision for mentioning the percentage of disability has also been made in the forms).

iii. It is made amply clear that such information of disability should not be reflected in the electoral roll in any way.

iv. CEO should ensure coordination with the concerned department in the state/UT dealing with persons with disabilities to get their assistance in mapping/enrolment of the Persons with Disabilities.

9. **Help Desk:** CEOs shall ensure that sufficient number of Help Desks are set up at district and/or AC level to facilitate enrolment of electors particularly the migrant, vulnerable and marginalised persons. Wide publicity of help desk contact number shall be given.

10. **Special Drive/Special campaign dates:** CEOs shall ensure that Special Drives, wherever necessary, are launched for facilitation of enrolment of electors. Also, the Special camps may also be organised for enrolment of people living in night shelters, labour colonies as well as for homeless and marginalised persons and

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other vulnerable groups. The CEOs may fix special campaign dates as per requirement during the period of claims and objections.

11. **Disposal of claims received w.r.t. subsequent qualifying dates:**
   a. On the basis of date of birth given by the applicants, forms will be segregated w.r.t. the relevant qualifying dates.
   b. During the current round of revision, only the claims and objections received with reference to qualifying date 01.01.2027, shall be taken into consideration for its disposal by EROs and displayed on the notice board, designated locations and websites as per the Commission's existing instructions.
   c. Disposal of advance applications received w.r.t. three subsequent qualifying dates 01.04.2027, 01.07.2027 & 01.10.2027 shall be done in the concerned quarter in accordance with ECI's guidelines No. 23/Inst/2022-ERS dated 12th July, 2022 & No. 23/Inst/2023-ERS dated 16th March, 2023 and 28th June, 2023.

12. **Display of list of claims and objections**
   a. 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 11B and exhibit one copy of such lists on a notice board in his office.
   b. The list of all claims and objections received should also be put up on the website of the CEO so that citizens can see the list and lodge objections, if any, with the concerned ERO.
   c. CEO to give adequate publicity to the fact that a list of claims and objections is available on the CEO's website, and if anyone wants to raise objections regarding any claim in the list, they can file the same before the concerned EROs. This should also be informed to the political parties by holding meetings with them and sending written communication to them. The Commission's instructions contained in letter No. 23/Inst/2026-ERS dated 09th October, 2026 on submission of maximum number of Form 7 shall also be clearly informed to the representatives of political parties at each level i.e. ERO/DEO/CEO level.
   d. The ERO will call a meeting of all the recognized political parties every week and hand over printed lists of claims and objections to them including the printed lists of previous week(s) and obtain acknowledgement. ERO shall prepare minutes of each of these meetings and obtain signatures of the participants. The DEOs may monitor the compliance of this through ECINET.

13. **Decision on any claim or objection**: Decision on claims and objections should be taken only after all the following conditions are complied with-
   a. After at least seven clear days period has passed after list of claims and objection has been published on all the following-
      (i) Website of CEO, as clickable lists of each polling station.
      (ii) Notice board of EROs (In Forms 9,10,11,11A and 11B of RE Rules 1960).
      (iii) Notice board of Polling Stations (In Forms 9,10,11,11A and 11B of RE Rules 1960)

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(iv) A personal notice has been served on the person whose name is proposed to be deleted in cases other than death cases.

(v) At least period of seven clear days has passed after furnishing the list of claims and objections to political parties.

b. As per rule 17 of the RER, 1960 any claim or objection which is not lodged within the period or in the form and manner specified in the rules shall be rejected by the ERO. Accordingly, the ERO should ensure that full details are filled in the Form 7 and the form is signed by the objector at the appropriate place. Seal of the signature of the objector can't replace the original signature. The ERO should also check the genuineness of the applicant by verifying with the electors list details.

c. Further, as per rule 19 of the RER, 1960, if the objection is not disposed of under rule 17 or 18, the ERO will first issue notice to the objector, hear him personally, record his statements separately for each Form 7 and satisfy himself about the validity of objections. When the ERO is satisfied, he shall dispose of the application as per rule 19 and 20 of the RER, 1960 giving an opportunity of hearing to the person objected to, before passing an order.

d. In cases of field verification, all the field verification reports (FVR) will also be uploaded on BLO App by the BLOs.

14. Deletion of Names:

a. In cases of repeated/multiple entries reported by individual citizens, BLAs of political parties and RWA representatives, field verification by the BLO must be done in each and every case.

b. Confirmed cases of DSE/PSEs, permanently shifted and deceased may be removed only after Form 7 is received from the elector or near relative/family member (in case of deceased).

c. For deletion of the names of deceased electors, Form 7 is required from any elector of that Assembly Constituency. However, **in the absence of Form 7,** ERO shall decide the case based on a written field report from BLO about the death of any elector:

1. During continuous updation, ERO can proceed u/s 22 of RPA, 1950 for deletion of names of dead electors.
2. During SSR, ERO can proceed as per the procedure prescribed u/r 21A of the RER,1960 for deletion of names of dead electors.

d. In addition, DEOs shall ensure to continuously get data of deceased residents of their area from the concerned authority (Registrar of Births & Deaths, Local bodies etc.) and provide to the EROs. DEOs shall regularly monitor and obtain confirmation from EROs that names of all such deceased electors have been deleted from the electoral rolls following the due procedure.

e. If it appears to the registration officer at any time before the final publication of the roll that owing to inadvertence or error or otherwise, the names of dead persons or of persons who have ceased to be, or are not, ordinarily residents in the constituency or of persons who are otherwise not entitled to be registered in that Electoral Roll, have been included in the roll, remedial action should be

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taken under rule 21 A of RER, 1960. In each case of deletion, ERO shall pass a speaking order after giving an opportunity of hearing to the concerned person and upload the order on ECINET.

15. Analysis of Format 1 to 8 and Identification of the Gaps

a. ERO:

i. Shall do statistical analysis of data of Format 1-8 in respect of the last finally published electoral rolls along with its supplement in order to find out any major gaps in terms of E/P ratio, gender ratio, age-cohort imbalances, particularly of 18-19 age group, abnormal increase or decrease in number of electors in any area.

ii. For a better analysis, previous years' data should also be taken into consideration for better appreciation of the scenario by comparing charts, etc.

iii. If analysis is done at micro level i.e. polling station level, the gaps may clearly manifest which may remain hidden at macro level i.e. State/District or AC level.

iv. Population projection may be done based on Census data of 2011, including age-wise population details.

v. EROs will complete the above analysis after discussions with BLOs and Supervisors should give an analytical note to DEO.

b. DEO

i. Will review and do AC wise statistical analysis of Format 1-8.

ii. Shall discuss the analytical note with EROs of all ACs under their jurisdiction.

iii. If any critical gaps are identified, then DEO will check if any cogent and logical reasons like migration due to socio-economic or natural calamities, etc. and/or cropping up of new colonies/habitats etc. can explain the gaps.

iv. The DEOs shall forward a composite analytical note to the CEO along with strategies to address the identified issues.

c. CEO

i. Will review and do AC and district wise statistical analysis of Format 1-8.

ii. Shall prepare a State-level analytical note and chalk out necessary strategies to address the gaps that need to be filled up. The gaps should be described in quantitative terms.

iii. Shall submit to the Commission an action plan to address the identified gaps and a strategy and timeline for bridging such critical gaps.

iv. The Zonal Pr. Secy/Secy of the Commission will examine the State level Format 1-8 and action plan sent by the CEOs and bring major issues, if any, to the information of the Commission.

16. Publication of Electoral Roll

a. Before draft publication, ERO shall ensure that all advance claims and objections, and all pending applications with reference to previous

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qualifying dates are processed and disposed of, so that all corresponding entries are amalgamated in the draft roll.

b. ERO to generate the addition, deletion and modification supplements and keep them in record for future reference. A copy of the same shall be provided to the recognised political parties.

c. **At the time of publication of Draft roll:**

i. ERO will integrate and amalgamate the last Final electoral roll plus supplements (prepared up to publication of the Draft electoral roll).

ii. ERO will re-serialize all the entries after removal of deleted entries and after bringing the entries of family members residing at the same house together (as detailed above).

d. **At the time of Final publication:**

i. The ERO shall ensure that the Final Electoral Roll is published as a single updated roll, wherein all additions are assigned serial numbers in continuation of the last serial number of the draft roll and all modifications and deletions carried out during the revision period are duly reflected against the existing serial numbers of the respective entries. Modified entries shall be suitably identified in the integrated roll, and the ERO shall maintain a separate list of modifications containing the original entries on which modifications have been carried out, so as to ensure traceability, audit and future verification of such changes.

ii. List of amendments (addition, deletion and modification) will be separately generated from the ECINET and the ERO will supply two copies of the roll to the recognised political parties, with the list of amendments. One such copy of the list of amendments, will be kept by the EROs for future references also so that change in the existing entries could be tracked by the EROs/BLOs or any other officer related with the activities of the electoral roll.

iii. For seeking the Commission's approval for Final Publication, CEO will send the request to the Commission, along with Formats 1-8 and analysis thereof and a certificate to the effect that all cases of dead/shifted/registered death and un-enrolled electors have been taken into account and disposed of by the ERO concerned.

17. Preparation and Supply of Electoral roll for election:

i) For preparation of the electoral roll as on the last date for filing nominations:

a. ERO will ensure that the electoral roll is a single updated one, however, there will be no attempt to bring family members together by re-serialization. Serial Numbers in Polling Stations shall remain the same as finalised during the previous Revision. The deleted entries will not be removed.

b. All the additions made during continuous updation from the last final publication date till the last date of making nominations (during election), will be put in chronological order giving continuous Sl. No. starting with the next Sl. No. of last entry in final roll, with all deletions & modifications

marked in last final roll as per Commission's existing instructions, in this regard.

c. There is a complete restriction on deletion of names & corrections in particulars of electors after 10th day of the announcement of election programme. Therefore, all Form-7 and Form-8 (other than shifting) received after the announcement of election shall be disposed of after the election is over.

d. However, applications received in Form-8 for shifting of residence, till 7 days before the last date of making nominations, shall be disposed of, while simultaneous deletion at old place shall be done by the ERO after the election is over. However, the names of such shifted persons shall be kept in the ASD (Absent, Shifted, Dead/Duplicate) list at the old place.

e. To avoid misuse of the above mentioned provision of non-deletion of the name of the elector at previous place of residence till election is over, and also to prevent enrolment of any person at two places, ERO shall ensure that new names through Form-8 (for shifting cases) shall be added only after statutory notice period is expired and BLO has physically verified the shifting of the applicant at the new place of residence whose proof is attached with Form-8.

f. ERO shall take similar steps of physical verification and wait till expiry of statutory notice period before enrolling an applicant through Form-6 received just before the elections.

ii) A copy of this electoral roll with the mother roll and supplements printed by software shall be given free of cost to contesting candidates of recognised political parties and will also be made available for sale by the ERO to other persons. The same copy shall also be used for preparation of marked copy of electoral rolls to be used in polls.

iii) At the time of poll, readable PDF of the alphabetically arranged electoral roll in pendrive or any other electronic storage device can be provided to the contesting candidates by the office of Returning Officer/District Election Officer, on demand and payment basis. For this purpose, readable PDF format shall not have the electors' photographs. The CEO shall decide prices of such pendrive or any other electronic storage device and it shall be notified by the respective DEO for the constituencies falling within his district.

18. **EPIC:** Every elector upon enrolment can download e-EPIC through the ECINET App link sent to the elector's registered mobile number via SMS. Existing electors can download their e-EPIC through the ECINET mobile application/portal. A physical copy of the EPIC will be delivered to the electors by Speed Post/through BLO whichever is applicable in the State/UT.

19. **Appeals:** Under Section 24 of the Representation of the People Act, 1950: An appeal shall lie from any decision of the ERO to the District Magistrate u/s 24(a) of the RP Act, 1950, and a second appeal under Section 24(b) against the decision of

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the first Appellate authority shall lie to the CEO, in the manner prescribed under Rule 27 of the Registration of Electors Rules, 1960.

20. Safeguards against wrongful deletions:

a. The Commission has imposed limits on filing of Form 7 applications by an individual elector vide letter no. 23/Inst/2026-ERS dated 9th October 2026, to discourage bulk filing of applications by individual electors.

b. The following cases of deletions must be cross-verified personally by the ERO: -
   i. Where the number of deletions exceeds 2% of the total electors in the voters' list of the polling stations;
   ii. Where the same person is the objector in more than 5 cases.

c. ERO shall ensure that the names of MP/MLA/MLC, holders of declared offices and personalities from fields of arts, culture, journalism, sports, members of judiciary and public services, etc ordinarily residing in the constituency are properly flagged in the electoral database and before the draft publication, ERO will cross check that these names are there in the proposed draft electoral roll.

21. Supervision and Checks:

a. BLO Supervisor:

i. The BLO Supervisor shall ensure that the polling station area is clearly defined for each polling station and no overlap/gap exists between polling stations. He/she has to get the Nazri-Naksha and nomenclature of Polling Stations/Sections corrected to remove any ambiguity in area identification.

ii. BLO Supervisor will guide BLOs about correction of mistakes in House No./Address to improve the identification of the existing address (this facility is not to change the address, as for change of address, Form 8 would be required from the elector).

iv. Before rationalisation/reserialisation, BLO Supervisor will coordinate amongst BLOs to bring together the families which are residing in the same house but scattered across Polling Stations/Sections.

v. Ensure supervision of work of BLO related to field verification.

b. ERO/AERO:

i. EROs shall ensure that the BLO Supervisor has done his/her supervisory work in a proper manner, including through test check of quality of field verifications and disposal of claims and objections by AEROs.

ii. ERO/AERO shall prepare a map marking boundaries of Polling station areas within his/her jurisdiction on a printout of satellite imagery. He/she shall ensure no overlap/gap exists between areas covered by different Parts. He/she has to get the Nazri-Naksha and nomenclature of Polling Stations/Sections so corrected to remove any ambiguity in area identification.

iii. ERO/AERO shall personally guide those BLOs whose polling stations are showing imbalances in Gender Ratio and Age cohorts etc.

iv. Before the draft publication, ERO/AERO will ensure that BLOs are sensitized and trained on correction of mistakes in House No./Address to improve the identification of the existing house/address through BLO App.

c. **DEOs:**
   i. DEOs shall ensure that EROs/AEROs have performed their supervisory role in a proper manner.
   ii. DEO shall ensure that Polling station boundaries are properly defined under their jurisdiction.
   iii. Before draft publication, DEO shall give a report to the CEO detailing their satisfaction with the ERO/AEROs and their strategy to correct any imbalance in receiving Form 6/Form7 and Gender ratio/age cohort.

d. **CEO:**
   i. CEO shall examine DEOs' reports and see that Polling station boundaries are properly defined under his/her jurisdiction, and electors' addresses have been properly recorded in electoral rolls.
   ii. CEO is to monitor implementation of the plan and strategy submitted by ERO/AEROs through DEO for bridging the gap, if any.

22. **Super-checking by DEO/ Roll Observer/CEO**: After passing of the orders by AERO/ERO, super-checking of verified entries will be done by the DEO, Roll Observers and CEO for a specific number of entries as randomly selected. The number of entries to be verified by DEO, Roll Observers and CEO within and upto 7 days after last date of disposal by EROs are as under:-

a. **At the level of DEO**: Verification of 50 Forms (20 additions + 20 deletions + 10 modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 10 Forms.

b. **At the level of Roll Observers:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the assigned districts or at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the assigned districts, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.

c. **At the level of CEO:** Verification of 250 Forms (100 additions + 100 deletions + 50 modifications) in the state covering all districts or at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each district, by table top exercise. Out of these verified Forms, field verification must be done in a minimum 20 Forms.

d. Critical influx of Forms-6, 7, 8 in an assembly constituency shall be flagged up by the District Election Officer concerned to the CEO, who in turn shall review the position on a weekly basis for course correction, if required.

23. **Engagement with Recognised Political Parties and sharing of electoral rolls:**

a. **By CEO:**
   i. As soon as the SSR schedule is announced, the CEO shall hold a meeting with all recognized political parties, and inform them of the important points of the law and procedures of the SSR, with special focus on recent instructions

of the Commission, and seek their cooperation before the date of draft publication.

ii. For all such meetings, records like minutes of meetings and attendance of participants with their signature should be maintained along with proper acknowledgement receipts from the representatives of the recognized political parties.

iii. The CEO will request the recognized political parties to appoint a Booth Level Agent (BLA) for each polling station, if not already appointed, who would be associated with BLO during the revision period. (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 and such order of the political party shall be communicated to the DEO by the political parties)

iv. All claims and objections received through Forms 6, 6A, 7, and 8 shall also be digitized on a daily basis. The list of claims and objections shall be generated from ECINET and got published on the CEO's website. Similarly, the draft and final electoral rolls shall be published on the same website. After publication of draft electoral rolls, the CEO shall inform recognized political parties about these links to facilitate access to the draft and final electoral rolls, as well as the lists of claims and objections.

v. 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. CEO shall also popularize that electors left out in the draft roll will have the opportunity to file claims during the period of filing of claims and objections.

b. By DEO:

i. DEO 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.

ii. The DEO shall hold periodic meetings with all recognised national and state political parties (to every political party for which a symbol has been exclusively reserved in the State by the Election Commission), and inform them of the important points of the law and procedures of the SSR, including recent instructions of the Commission, and seek their cooperation before the date of draft publication.

iii. For all such meetings, records like minutes of meetings and attendance of participants with their signature should be maintained along with proper acknowledgement receipts from the representatives of the recognized political parties.

c. By ERO:

i. ERO shall share a printed list of claims and objections with all political parties on a weekly basis.

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ii. ERO, immediately after draft and final publication, in accordance with Rule 11(c) & 22 (c) of the Registration of the Electors Rule, 1960 (RER, 1960), shall supply free of cost two copies (one hard copy & one soft copy in readable PDF format) of each separate polling station of the roll to every recognised political party. For this purpose, readable PDF format shall not have the electors' photographs.

d. By BLO:

i. BLO will hold a meeting with BLAs and brief them about the schedule and process of SSR.

ii. The BLOs will go through the draft electoral roll with BLAs of recognized political parties in the State and identify the corrections to be carried out, etc.

iii. With a view to ensure more involvement of political parties, the Commission has allowed BLAs of recognized political parties to collect the filled forms from the elector and submit up to 10 Forms (Form 6/7/8) to BLO per day. However, BLO shall go and verify the facts of each Form by visiting the address of the Claimant/Objector as per applicable ECI's guidelines.

e. With BLAs:

With a view to ensure more involvement of political parties, the Commission has allowed BLAs of recognized political parties to collect and submit the filled forms from the electors subject to the condition that a BLA shall not submit more than 10 Forms to BLO per day. If a BLA files more than 30 Applications/Forms during the entire period of filing claims and objections, then the cross verification must be done by ERO/AERO themselves.

Further, the BLA will also submit the list of application forms along with a declaration that he has personally verified the particulars of the application forms and is satisfied that they are correct.

24. Schedule of Press Note/Advertisement During SSR

a. Announcement of schedule of SSR:

i. Press Note: CEO will issue a Press Note explaining rationalization of polling stations and schedule in detail along with expected meetings with political parties. DEO to circulate CEO's press notes on its social media. CEOs/DEOs and EROs will give adequate publicity regarding support required from the electors in completion of the SSR.

ii. Advertisement: CEO will publish SSR schedule in the newspapers (English and vernacular) with high circulation in the local area, along with a public appeal to file claims and objections.

iii. Letter: CEO/DEO/ERO will write to recognised political parties sharing the schedule and guidelines of SSR.

b. Rationalisation of PS:

i. **Press Note**: DEOs to issue a press note with photos of meetings with political parties discussing the draft list of Polling Station. CEO to issue a consolidated press note after the Commission approves the final list of Polling Stations.

c. Publication of draft roll:

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i. **Press Note**: CEO and DEOs to issue separate press notes on the day of draft publication with details of the electors, during the period of filing claims & objections, sharing of lists of claims & objections on weekly basis, information about the provision of appeal and details of appellate officers. Copies of the draft roll should be handed over to the recognized political parties in public meeting in the presence of press and media. Press Note shall have photos of the political parties while handing over the copies of draft roll to them.

ii. **Advertisement:** CEO to make an appeal to the people to file claims and objections after checking their names in the relevant draft Electoral Roll.

d. Period of Claims and Objections:

i. **Press Note:** Each DEO will issue a press note during the period, while sharing the photos of ERO handling over the weekly list of claims and objections to political parties.

e. Final Roll Publication:

i. **Press Note:** CEO and DEOs will issue a Press Note on the day of final publication with electors' details, and photos of ERO handing over the final roll to the political parties. The note shall also inform the public and political parties about the process of appeal.

ii. **Advertisement:** CEO to inform the public about the final publication and summary of electors' details and informing the public about the process of appeal.

25. **Special Focus on Underserved and Vulnerable Groups:** Based on statistical analysis, targeted measures shall be undertaken to improve enrolment among underrepresented and vulnerable groups, including women, transgender persons, Scheduled Tribes (including Particularly Vulnerable Tribal Groups), senior citizens, persons with disabilities, the sick, poor and other hard-to-reach electors. All election authorities shall ensure that such electors are treated with due sensitivity and empathy, are not subjected to unnecessary inconvenience or hardship, and are provided all necessary administrative assistance and facilitation during the revision process.

26. Custody and preservation of the rolls and connected papers are governed by the Rule 32 of the RER, 1960 and all the statutory provisions under Rule 32 of the RER 1960 will be followed in letter and spirit.

27. A copy of this letter should also be circulated to concerned DEOs and EROs in the State/UT for taking immediate appropriate necessary action.

28. Please acknowledge receipt of this letter.

Yours faithfully

(SANTOSH KUMAR DUBEY)
SECRETARY

Copy to:

1. CEOs of all other States/UTs
2. Chief Secretaries of concerned States
3. All Sr.DECs/DGs/DDG/Director/Pr.Secy/Secy for information and necessary compliance

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