

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

23/2016 (NERP)-ERS

Dated: 14<sup>th</sup> July 2016

To,

The Chief Electoral Officers of  
All States/UTs

Subject: National Electoral Roll Purification (NERP)-2016 – Comprehensive  
Guidelines- regarding.

Sir/Madam,

I am directed to state that National Electoral Roll Purification (NERP)-2016 has been conceptualized to address the twin objectives of electoral roll purification and optimization of polling stations across the country for enhanced purity and credibility of the electoral roll through informed, accessible and hassle-free participation of the citizens. The NERP-2016 strives to improve the fidelity of the rolls through effective use of technology and SVEEP strategies to enhance enrolment and remove errors and multiple entries, while addressing the critical gaps to make the rolls healthier. Further, a comprehensive optimization and standardization exercise of polling stations across the country is envisaged to tackle the myriad issues like accessibility, approach, facilities and crowding at polling stations. The two components of the NERP-2016 are mandated to proceed concurrently and converge towards the later phase of the programme to result in an updated, error-free and healthier roll, reflective of actual demographic realities and aligned polling stations which are accessible, have requisite BMFs, with clear and non-overlapping boundaries and manageable number of voters within the prescribed limit.

2. The progress of NERP has been reviewed by the Commission on various occasions and it has been observed that substantial progress has now been registered in the development, testing and operationalization of various portals and dashboards for EROs/DEOs and monitoring. In this connection, input and feedback on the proposed schedule for further activities under NERP 2016 and the time limit for its implementation was taken from the CEOs through VC.

2269 / CEO/Pr. Secy.  
Date 18/7/16

ASD  
Jt CEO /  
Jt CEO (IT) ✓  
2269  
18/07/2016

3. The activities to be carried out under NERP are summarized below:
- A. Activities to be carried out for ER Purification**
1. Demographically Similar Entries (DSEs)/Repeat Entries (REs) – DSEs/REs collected from following three sources and action thereon:-
- a. Demographically Similar Entries (DSEs) found by software:-
    - i. Image verification on system by EROs
    - ii. Field verification by BLOs in Format-1(Annexure-I)
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines
    - v. ERO to pass orders as per due procedure
  - b. Collection of REs by BLOs in BLO Register and Format-4(Annexure-IV)
    - i. Data Entry in NERP dashboard
    - ii. Field verification by BLOs
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines
    - v. ERO to pass orders as per due procedure
  - c. Stakeholder input on REs
    - i. Data Entry by Individuals through login/password or soft copy (.xls) to DEOs
    - ii. Image verification on system by EROs
    - iii. Field verification by BLOs in Format-1(Annexure-I)
    - iv. Generation of individual notices
    - v. Sharing information with stakeholders as per NERP guidelines
    - vi. ERO to pass orders as per due procedure
2. Dead Electors' Entries
- a. Registered Death details
    - i. Data Entry in NERP dashboard
    - ii. Identification & Generation of list of to be removed entries
    - iii. Display of list on Noticeboard by ERO and removal as per procedure
  - b. Collection by BLOs in BLO Register & Format-4(Annexure-IV)
    - i. Data Entry in NERP dashboard
    - ii. Field verification by BLOs
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines
    - v. ERO to pass orders as per due procedure
  - c. Stakeholder input on Dead Entries
    - i. Data Entry by Individuals through login/password or soft copy (.xls) to DEOs
    - ii. Field verification by BLOs
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines

- v. ERO to pass orders as per due procedure
- 3. Absentee/ Shifted Entries**
- a. Collection by BLOs in BLO Register & Format-4(Annexure-IV)
    - i. Data Entry in NERP dashboard
    - ii. Field verification by BLOs
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines
    - v. ERO to pass orders as per due procedure
  - b. Stakeholder input on Absentee/ Shifted Entries
    - i. Data Entry by Individuals through login/password or soft copy (.xls) to DEOs
    - ii. Field verification by BLOs
    - iii. Generation of individual notices
    - iv. Sharing information with stakeholders as per NERP guidelines
    - v. ERO to pass orders as per due procedure
- 4. Image Improvement- No image, B/W, not to specification images**
- a. List generated for B/W and no image entries in Format-2(Annexure-II)
- 5. Software based comparison by ERO for not to specification coloured images**
- a. DEOs to arrange for capturing coloured to the specification images by deploying digital camera
  - b. To replace coloured EPIC free of Cost
- 6. Logical Errors Removal**
- a. Table Top correction
  - b. Format-2(Annexure-II) field verification by BLOs
  - c. Corrections as per NERP protocol
  - d. To replace coloured EPIC free of Cost
- 7. Correction in Entries for Demographic details**
- a. Collection of details from BLO register and Format-4(Annexure-IV)
  - b. Entry in the NERP Dashboard
  - c. Generation of List
  - d. Display of Lists on ERO Notice board
  - e. Sharing information with stakeholders as per NERP guidelines
  - f. Correction by ERO
- 8. Elector's details**
- a. Contact details
  - b. Family members' details

- c. Unenrolled Members' details
- d. Eligible for inclusion in SSR 2017
  - i. in Format-4(Annexure-IV) by BLOs by household visit as per BLO register
  - ii. Entry in the NERP Dash Board
  - iii. Further action as per NERP Guidelines

**B. Activities to be carried out for Part boundaries and PS location Optimization**

- a. Capturing details of existing PS
  - i. Location
  - ii. Extended BMF
- b. Capturing details of probable PS buildings
  - i. Location
  - ii. Extended BMF
- c. BLO/Supervisor details entry on NERP Dashboard
- d. Drawing the part boundaries
- e. Optimization of Parts with inputs obtained from ER Purification & NERP Format-4(Annexure-IV)

**Improved PS Map on GIS**

**4. Action by EROs**

- a. All the data regarding DSEs, REs, dead electors entries, absentee, shifted entries etc. shall be done in NERP Dashboard on **ecinet.in**. The action taken by the EROs shall be reflected and thus monitored on NERP Dashboard. Therefore, entries shall be made/updated regularly on NERP Dashboard without fail.
- b. All Demographically Similar Entries (DSEs) confirmed for deletion after field verification and registered death cases (as per the information obtained from Registrar of Births & Deaths), are to be removed before integration and printing of the draft roll after following due process and comprehensive sharing of information through display on ERO's Notice Board, hosting on CEO/DEO website, providing soft copies to recognized political parties, reading in Gram Sabha/RWA/Ward Council/ULB meeting etc.
- c. All Absent (A), Shifted (S) and Death (D) cases received from the Stakeholders are required to be subjected to BLO field verification. The ASD data collected by the BLO in Format-4(Annexure-IV), as well as from the BLO registers, along with the field verified ASD information received from stakeholders, shall be used for preparing the Final ASD list for the AC. This list is to be shared as per NERP guidelines and EROs

may remove the entries after following due procedure under provision of Section 22 of the Representation of the People Act, 1950, after issuance and service of individual Notices, sufficient time for receiving objections, disposing the objections so received and recording the final decision by the ERO before publishing the draft rolls for SSR-2017.

- d. For Format-4(Annexure-IV) data collection, the reference date of 15.07.2016 shall be used for freezing the serial numbers of electors in the rolls, and copies of electoral roll dated 15.07.2016 shall be provided to BLOs for data collection in Format-4(Annexure-IV). Hence, information in Format-4(Annexure-IV) to be collected taking the electoral roll dated 15.07.2016 as the reference point. The Format-4(Annexure-IV) is designed to collect data to establish family linkages, identify un-enrolled eligible electors and would-be eligible electors as on 01.07.2016. The data entry of the information received in Format-4(Annexure-IV) to be simultaneously entered in the dashboard to enable the EROs to undertake optimization of parts and polling stations before the publication of the draft rolls.
- e. For cases of repeated EPIC numbers, which are confirmed after field verification, the EPIC issued earliest is to be retained, while all latter EPICs are to be removed and fresh EPIC numbers generated for the electors and they should be provided new EPIC free of cost. All entries where logical error removal involves correction in the EPIC, the electors should be provided with new corrected EPIC free of cost.
- f. For Image improvement in the electoral rolls, all black and white, blurred and 'not-to-specifications' images are to be replaced by coloured images as per the specifications prescribed by the ECI. The poor quality images are to be replaced by the improved images which may be collected by the BLOs from voluntarily willing electors during the field verification phase before the publication of the draft roll. The Commission has decided that all efforts must be made by the State/UT election machinery to collect good quality coloured images as per stipulated ECI norms from the electors using appropriate webcam/ digital camera/ equipment. This will ensure standardization of images so collected and added to the rolls and without inconvenience to the electors.
- g. Removal of Logical errors:- The logical errors thrown by the software shall be checked by the EROs during a table top exercise. The errors such as removal of junk characters or serial number of electors or parts can be removed in the table top exercise itself while for the remaining errors field verification through BLOs is must.

- h. Field verification by BLOs:- Field verification by BLOs is a major component of all the NERP activities. The Commission has directed that before deletion of name, removal of logical errors, issuance of new EPICs in place of repeat EPICs or replacement of images, field verification by BLOs should be done. The BLOs shall submit their reports of field verification in Formats 1-4 (sample of formats given as **Annexures** ). It is informed that Format 4 is an expansion of Annexure 2 (Statement 2) of BLO's Register.

**5. The Commission has approved the following schedule for completion of activities for NERP:**

**a. Schedule for activities of Roll purification**

Sl. No.	Activity	Maximum Duration within which this task to be completed	Due Date of Completion
1.	<b>Essential Activities/Actions to be completed before commencement of FV by 21.07.2016:</b>		By 21.07.2016
A.	<b>Demographically Similar Entries (DSEs)/Repeat Entries(REs)</b>		
(i)	Demographically Similar Entries (DSEs) Image comparison by the EROs	10 days	
(ii)	Data entry of RE information from BLO registers in Dashboard (Action By-EROs)	10 days	
(iii)	Stakeholder Interaction and awareness (SVEEP) and receipt/ entry of RE info received from Stakeholders (NVSP) /Political Parties (.xls) (Action By-DEOs/EROs)	10 Days	
B.	<b>Entries of Dead electors</b>		By 21.07.2016
(i)	Data entry of Registered Death cases by DEOs- Information to be obtained from Registrar of Births/deaths. (Action By-DEOs)	5 Days	
(ii)	Data entry of information on Expired cases based on information collected from BLO registers and Stakeholders (NVSP/.xls) (Action By- EROs/DEOs)	10 Days	

	(NVSP/.xls) (Action By- EROs/DEOs)		
<b>C.</b>	<b>Absent/ Shifted Cases</b>		By 21.07.2016
(i)	Data entry of information on A & S from BLO registers/ Stakeholders (NVSP/.xls) (Action By- DEO/EROs)	10 Days	
<b>D.</b>	<b>System Generated Error Correction of Type-2, 3 &amp; 4 (As per the Table in NERP Handbook) (Action By- DEO/EROs)</b>	5 Days	By 21.07.2016
<b>E.</b>	<b>Format-2 for correcting Error No- 1,5,6,7,8,9,10,11,12,13 &amp; 15 (as per the NERP Handbook) to be made available (Action By- IT-ECI/DEOs/EROs)</b>	10 Days	By 21.07.2016
<b>F.</b>	<b>Format-3 for field verification of cases with Repeat EPICs (error No. 14 as per NERP Handbook) to be made available. (Action By- IT-ECI/DEOs/EROs)</b>	10 days	By 21.07.2016
<b>G.</b>	<b>Format-4 for collecting information for Family Tree/Un-enrolled electors &amp; electors who will be eligible on 1/1/2017 to be made available(Action By- EROs)</b>	10 days	By 21.07.2016
2.	<b>Generation of PDF for Printing Format-1 for DSEs after Image Comparison for Field Verification by BLOs (Action By- IT-ECI/DEOs/EROs)</b>	2 days	By 23.07.2016
3.	<b>Printing and distribution of all Formats (1,2,3,4) to BLOs (Action By- DEOs/EROs)</b>	3 Days	By 26.07.2016
4.	<b>FIELD VERIFICATION BY BLOS</b>	15 Days (+20 Days for Format-4)	By 10.08.2016 (+30.08.2016)
5.	<b>Data Entry of collected information in the portal (By EROs/DEO)</b>	5 Days (10 days for Format-4)	By 15.08.2016 (+10.09.2016)

6.	(a) Notice Generation from software/Printing and distribution to BLOs(Action By- EROs) (b) Service of Notices by the BLOs to be completed.(Action By- BLOs) (c) Notice Period expiry (d) Hearing of objections, if any, and final decision by EROs to delete etc.	25 Days	By 10.09.2016
7.	Printing of Draft Roll	5 Days	By 15.09.2016

b. Schedule for completion of activities for the polling station optimization:

<u>Sl. No.</u>	<u>Activities</u>	<u>Due date of completion</u>
1	Preparation of database of all probable PS buildings as on 30 <sup>th</sup> April 2016	By 31 <sup>st</sup> May, 2016
2	Collection of Coordinates and mapping of facilities available for all present and probable PS buildings	By 15 <sup>th</sup> June, 2016
3	Sorting of ERs on family members, buildings and streets and optimization of sections	By 10 <sup>th</sup> June, 2016
4	Optimization of part boundaries for all those PS with more than 1200 electors in rural areas and 1400 electors in urban areas	By 15 <sup>th</sup> July, 2016
5	Drawing freehand part and section boundaries on available Maps	By 20 <sup>th</sup> August, 2016
6	Transferring the Part and section boundaries on Google Maps through the software tool by ECI-IT	
7	Adding the coordinates of all present and probable PS buildings and Geo-correcting/ authenticating the locations	



8	<b>Preparation of Improved PS Map (NazriNaksha) as per Standard Template and creating layer of facilities available at each PS</b>	By 30 <sup>th</sup> August, 2016
9	<b>Polling Station Optimization</b>	By 10 <sup>th</sup> September, 2016

6. **NERP Schedule for poll going States:-** The CEOs of the poll bound States shall submit their proposal for special summary revision, 2017 along with schedule of all stages, and also the detailed list of NERP activities proposed/planned to be undertaken before and after the publication of the draft roll. The said proposals shall be submitted well before 17<sup>th</sup> July, 2016 and the Commission be briefed about the same during the meeting on 18<sup>th</sup> July, 2016.

7. **Monitoring-** The Commission has directed that the CEOs and senior officers in the field like Divisional Commissioners etc. shall be entrusted with the responsibility to closely monitor and periodically review the NERP progress in their respective States/UTs. The ERO shall be responsible for all NERP activities being taken up in respect of his Assembly Constituency. The DEO shall oversee progress of NERP activities in respect of all Assembly Constituencies falling within the district under his jurisdiction. The CEO shall keep a close watch on progress of NERP, 2016 in all Assembly Constituencies in the State. He shall also establish an institutional mechanism for mandatory supervisory checks and reviews by the Divisional Commissioners and DEOs. The Commission will review progress of NERP from time to time through Video-conferences, regional conferences and periodical field visits by ECI officers in the States.

8. **Publicity:-** The Commission has further directed that a comprehensive, multi-modal media strategy shall be formulated for NERP-2016 and positive stories and productive outcomes of the project be compiled and periodically shared with the media in a structured and systematic manner. If required, a Media Consultant may be engaged for conceptualizing and activating this initiative.

9. **Data Security:-** It is emphatically stated that the fail-proof and secure systems are to be put in place to prevent any unauthorized access to the information and data regarding NERP on the national database. Further, the

access to the system/ NERP dashboard should only be on AC basis and accessible to the ERO concerned. The collation and aggregation of data shall be authorized at the Commission's level only.

10. The above instructions shall be brought to the notice of all the concerned for immediate compliance.

Yours faithfully,




(NARENDRA N. BUTOLIA)  
SECRETARY

**FORMAT 1**

**ANNEXURE-1**

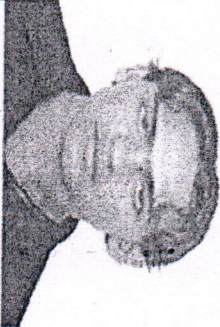
BLO field verification report for possible DSE/Repeat entry  
State: NCT of Delhi AC:7-BAWANA Part:1-PUNJAB KHOR VILLAGE

EPIC No. : NEJ1942549	
Name : SANDEEP	
Relative Name : SATYA PRAKASH	
Gender : M	
RLN TYPE : F	
Sr. No. : 520	
Section No. : 1	

A/S/D/DSE/Repeat entry Verified
BLO should strike out whatever is not applicable
Mobile No.

BLO Report
------------

Possible multiple entries in E-Roll


EPIC No. : BWV0972810
House No. : 32/1
Sr. No. : 407
Section No. : 1
Part No. : 3
AC : TRI NAGAR
My photo : [Y/N]
Lived here : [Y/N]

BLO's signature

Elector's signature

**Format-2**

ANNEXURE-II

**BLO field verification report for errors**

**No. & Name of Assembly Constituency: 36 Gandinagar North**

**Part No. -1**

Photo Images of the Electors	Sl. No.	EPIC No. Birth Date	House No.	Name of Electors			Relation Sex	Telephone/ Mobile No.	Sign of Family Head/ Remarks
				Surname	Name	Name of Relative			
	1		3				6	7	8

No & Name of Section: 1 – Panchvati, Unava, Pin code – 382650

Photo	1	GI/11/079/042001	2				F		
							M/74		
No Image B/W Image	2	GI/11/079/042035	2				H		
							M/72		
No Image B/W Image	3	GI/11/079/042229	2				F		
							M/47		
No Image B/W Image			2						

**BLO's Signature**


FORMAT 3

BLO field verification report for Repeat EPIC

State : NCT OF Delhi AC : 7 - BAWANA

Part: 1 - PUNJAB KHOR VILLAGE

EPIC No. : NE11942549
Name : SANDEEP
Relative Name : SATYA PRAKASH
Gender : M
RLN TYPE : F
Sr. No. : 520
Section No. : 1



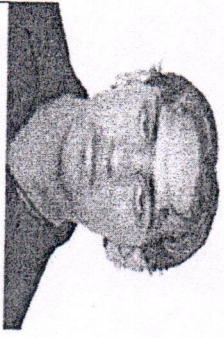
A/S/D/M/E/Verified
BLO should strike out whatever is not applicable
Mobile No.

BLO Report
------------

BLO's signature

Elector's signature

Possible multiple entries in E-Roll



EPIC No. : BWV0972810
House No. : 32/1
Sr. No. : 407
Section No. : 1
Part No. : 3
AC : TRINAGAR
My photo : [Y/N]
Lived here : [Y/N]

