राजस्थान सरकार
निर्वाचन विभाग

क्रः एफ. 3/III-A/EPIC-VII/PVC/2014/ 8702 जयपुर, दिनांक : 22-07-2014

प्रेषक : मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर ।

प्रेषित : समस्त जिला निर्वाचन अधिकारी,
(कलक्टर) राजस्थान।

विषय : फोटोयुक्त मतदाता सूची एंव पी.वी.सी मतदाता फोटो पहचान पत्र की निविदा के सम्बन्ध में।

प्रसंग : भारत निर्वाचन आयोग के पत्रांक 23/ID/2012-ERS Dated 27.02.2013, 04.06.2013, 28.06.2013, 02.07.2013, 05.07.2013, 17.07.2013, 30.09.2013, 11.10.2013, 25.02.2014

उपरोक्त विषयान्तर्गत वर्तमान में फोटोयुक्त मतदाता सूची के मुद्रण एंव मतदाता फोटो पहचान पत्र तैयार करने हेतु पृथक–पृथक निविदाए निर्वाचन विभाग स्तर से की जा रही है। विभाग द्वारा उक्त दोनों कार्य हेतु निविदाए जिला निर्वाचन अधिकारी कार्यालय स्तर से कराने का निर्णय लिया गया है। साथ ही विभाग द्वारा उक्त दोनों कार्य एक ही फर्म को आवंटित करने के उद्देश्य से दोनों कार्यो के लिए एकीकृत निविदा कराने का भी निर्णय लिया गया है।

इस क्रम में उक्त दोनों कार्यो के लिए समस्त जिलों में एकरूपता के दृष्टिगत विभाग द्वारा RTPP नियम–2013 के प्रावधानों के तहत निविदा प्रपत्र का प्रारूप तैयार किया गया है, जो इस पत्र के साथ संलग्न है। यह प्रारूप अन्तिम नहीं होकर केवल आपके मार्गदर्शन के लिये हैं। इसमें आपके जिले की आवश्यकता के अनुसार राजस्थान लोक उपापन में पारदर्शिता अधिकनयम 2012 एवं नियम 2013 तथा सामान्य वित्तीय एवं लेखा नियमों के अन्तर्गत परिवर्तन किया जा सकता है। समस्त जिलों में एकरूपता एवं विभागीय आवश्यकताओं के दृष्टिगत प्रारूप के निम्नलिखित भागों में परिवर्तन नहीं किया जावेः–

1 Qualification/ Eligibility Criteria.
2 Scope of work, Deliverables & Time Lines.
3 Payment Schedule.
4 Penalties.

उक्त भागों में जहॉ जिला निर्वाचन अधिकारी की पूर्ति के लिये रिक्त स्थान छोडा गया है, वहां जिला कार्यालय द्वारा पूर्ति की जायेगी तथा यदि जिले की भोगोलिक दृष्टि एवं स्थिति के अनुसार यदि अन्य कोई शर्त और जोडनी आवश्यक हो, तो जोडी जा सकती है, परन्तु इनमें उल्लेखित कोई शर्त हटाई नहीं जायेगी।

उक्त निविदा प्रारुप राज्य निर्वाचन विभाग की वेबसाइट **"WWW.ceorajasthan.nic.in"** पर भी उपलब्ध है।

बिड को अंतिम रूप एवं अनुमोदन के पश्चात् इसे निम्न वेबसाइटों पर अपलोड किया जायेगा जिसके प्रबंधन कार्य जिले अपने स्वयं के स्तर पर करेंगें:

(क) http://sppp.raj.nic.in
(ख) http://ceorajasthan.nic.in
(ग) http://dipronline.rajasthan.gov.in
(घ) Website of relevant collectorate

उक्त निविदा की कार्यवाही शीघ्र प्रारम्भ कर 31.08.2014 तक कार्यादेश जारी कराना सुनिश्चित करावें:–

उक्त दोनों कार्यक्रमों के सुचारु संचालन के लिये अन्य दिशानिर्देश निम्नानुसार है:–

I पी.वी.सी मतदाता फोटो पहचान पत्र कार्यक्रमः–

भारत निर्वाचन आयोग के प्रासंगिक पत्रों के द्वारा मतदाताओं के पी.वी.सी पहचान पत्र बनाने के सम्बन्ध में विस्तृत दिशा निर्देश दिये गये है (सुलभ संदर्भ हेतु आयोग के प्रासंगिक पत्रों की प्रतियाँ संलग्न है)। इनमें से मतदाता फोटो पहचान पत्र कार्यक्रम के सफल संचालन हेतु मुख्य बिन्दु नीचे उल्लेखित किये जा रहे है:–

1- पी.वी.सी मतदाता फोटो पहचान पत्र

भारत निर्वाचन आयोग के दिशा निर्देशानुसार नये मतदाताओं एवं रिप्लेशमेंट कार्ड के आवेदन वाले मतदाताओं के पी.वी.सी कार्ड बनाए जाएँगे।

2- प्रि.प्रिन्टेड पी.वी.सी कार्डः–

जिले की मांग के अनुसार सिक्योरिटी प्रिन्ट सहित प्री.प्रिन्टेड पी.वी.सी कार्ड निर्वाचन विभाग द्वारा उपलब्ध कराए जाएगे। निविदा में सफल निविदादाता द्वारा प्री.प्रिन्टेड कार्ड पर मुद्रित किये जाने वाले विवरण निविदा प्रारूप में अंकित है।

3- नोडल अधिकारी की नियुक्तिः–

सम्पूर्ण जिले में पहचान पत्र कार्यक्रम के सुचारु एवं सफल संचालन एवं निरन्तर पर्यवेक्षण के लिये जिला मुख्यालय स्तर पर एक नोडल अधिकारी की नियुक्ति की जाएगी जो अतिरिक्त जिला कलेक्टर के पद से नीचे का अधिकारी नहीं होगा।

4- पहचान पत्र कार्यक्रम का आधारः–

फोटोग्राफी कार्यक्रम आदिनांक फोटोयुक्त अन्तिम मतदाता सूची– 2014 एवं इसके पश्चात् तैयार होने वाले पूरक के आधार पर संचालित किये जावें। पूर्व में फार्म संख्या 6, 8 एवं 8A के साथ प्राप्त फोटोज के आधार पर जिन मतदाताओं के मतदाता फाटो पहचान पत्र तैयार किये जा चुके हैं, उनके पुनः पहचान पत्र नहीं बनाए जावें।

5- फोटोग्राफी कार्यक्रमों का निर्धारणः–

जिले में पहचान पत्र से अवशेष मतदाताओं के दृष्टिगत फोटोग्राफी कार्यक्रमों का निर्धारण जिला निर्वाचन अधिकारी स्वंय के स्तर पर करावें।

6- **फोटोग्राफी कार्यक्रम से पूर्व अनुबंधित फर्म से प्राप्त की जाने वाली सामग्रीः–**
अनुबंधित फर्म द्वारा फोटोग्राफी कार्यक्रम से 10 दिन पूर्व विधानसभा निर्वाचन क्षेत्रों के डेटाबेस के आधार पर निम्नलिखित सामग्री प्राप्त करावें

i फोटो पहचान पत्र जारी होने योग्य मतदाताओं की भागवार सूची।

ii अवशेष उक्त मतदाताओं की भागवार सूचना पर्चियां **(INTIMATION SLIPS)**

7- **सूचना पर्चियों का वितरण एवं फोटोग्राफ प्राप्त करनाः–**

i फर्म द्वारा आपूर्ति की गई सूचना पर्चियों (Intimation Slip) का वितरण संबंधित बूथ लेवल अधिकारी द्वारा मतदाताओं के घर–घर जाकर फाटोग्राफी कार्यक्रम प्रारम्भ होने के कम से कम 3 दिन पूर्व संबंधित मतदाताओं में आवश्यक रूप से किया जावेगा।

ii बूथ लेवल अधिकारी आग्रह पर्चियों (Intimation Slip) का वितरण करते समय आयोग के निर्देशानुसार मतदाता से आग्रह करेंगे कि मतदाता का फोटोग्राफी शिविर में आना सम्भव न हो तो उनके द्वारा फर्म संख्या 8 पर 2 कलर फोटो चिपका कर दिया जाये, तो उनका पहचान पत्र बनाया जा सकता है। यदि मतदाता उक्त विकल्प का प्रयोग बाद में करना चाहता है तो वह फोटोग्राफी शिविर में भी फोटो प्रस्तुत कर सकता है। पहचान पत्र बनाने हेतु फोटो प्रस्तुत करने का विकल्प सदैव खुला है। इस व्यवस्था की क्रियान्विति सम्बन्धित ई. आर.ओ द्वारा सुनिश्चित की जानी है।

नोटः– फर्म द्वारा उपलब्ध कराई गई अवशेष मतदाताओं की सूची एवं इन्टीमेशन स्लिप्स (Intimation Slip) की अन्तिम मतदाता सूची 2014 व उसके बाद वर्तमान कार्यकम के समाप्त होने तक बने पहचान पत्रों की चैक लिस्ट से बूथ लेवल अधिकारी के माध्यम से जॉच करवाकर सुनिश्चित कर लें कि फर्म द्वारा उन्ही मतदाताओं की इन्टीमेशन स्लीप्स भी दी गई हैं जिन्हें पूर्व में पहचान पत्र जारी नहीं किये गये हैं। यदि फर्म द्वारा ऐसे मतदाताओं की स्लिप्स भी दी गई हैं, जिन्हें पूर्व में पहचान पत्र जारी किया जा चुका है, तो ऐसी स्लिप्स (Intimation Slip) को संबंधित मतदाताओं में वितरित नहीं कर निरस्त कर दिया जावे तथा उसकी प्रविष्टि अनुबंधित फर्म के डाटा बेस में अपडेट करवाली जावे।

8- **पहचान बनाने की प्रक्रिया एवं वितरणः–**

8.1 मतदाता फोटो पहचान पत्र मतदातासूची के डेटाबेस से ही तैयार किये जावेंगे। पहचान पत्र मतदाता का नाम मतदाता सूची के सम्बन्धित भाग में दर्ज करने के पश्चात् ही बनाये जावेंगे। साथ ही पहचान पत्र बनने से पूर्व मतदाता सूची में मतदाता का फोटोग्राफ मर्ज किया जावेगा। पूर्व में ही दर्ज मतदाता का फोटो एवं पहचान पत्र क्रमांक संशोधन पूरक के द्वारा मतदाता सूची में सम्मीलित किया जावे। <u>पहचान पत्र बनाते समय मतदाता सूची में किसी प्रकार का संशोधन नही किया जावेगा।</u> यदि मतदातासूची में कोई संशोधन अपेक्षित है, तो वह मतदाता से फार्म संख्या 8 में आवेदन प्राप्त कर नियमानुसार किया जायेगा। यद्यपि लघु संशोधन यथा वर्तनी सम्बन्धी अशुद्वि (Transliteration Errors or spelling errors) में संशोधन प्रपत्र 8 के बिना भी किया जा सकेगा।

8.2 नया फोटोपहचान पत्र बनानाः–

जिन मतदाताओ के नाम फोटोयुक्त अन्तिम मतदातासूची– 2014 में दर्ज है परन्तु उनके द्वारा अभी तक पहचान पत्र. नही बनाये गये है उनके एवं निरन्तर अद्यतन के दौरान जुडने वाले नये मतदाताओ को निःशुल्क पी.वी. सी पहचान पत्र बनाकर उपलब्ध कराये जावेगे।

8.3 रिप्लेशमेन्ट कार्ड (REPLACEMENT CARD):–

मतदाताओं द्वारा पुराने पहचान पत्र के स्थान पर नया पहचान पत्र जारी करने के आवेदन पर उनके रिप्लेशमेन्ट कार्ड (REPLACEMENT CARD) निम्नानुसार बनाए जाएँगेः–

1 **निःशुल्क रिप्लेशमेन्ट कार्डः–**

निम्नलिखित स्थितियों में मतदाताओं को आवेदन पर पुराने पहचान पत्र के स्थान पर नया पहचान पत्र (पुराने पहचान पत्र के नम्बर से ही) निःशुल्क जारी किया जावेगाः–

i पहचान पत्र पर गलत फोटोग्राफ/अस्पष्ट फोटोग्राफ होने पर (पुराना पहचान पत्र समर्पित किया जायेगा और इस केस में सही/स्पष्ट फोटोग्राफ सहित डेटा बेस अपडेट किया जायेगा।

ii पहचान पत्र में अशुद्ध प्रविष्टियॉ होने पर (पुराना पहचान पत्र मतदाता से वापस प्राप्त किया जायेगा)।

iii मतदाता के पहचान पत्र क्रमांक मतदाता सूची में अंकित होने के उपरान्त भी यदि मतदाता द्वारा पहचान पत्र प्राप्त न होने का दावा किया जाये तथा रेकार्ड से भी मतदाता को पहचान पत्र जारी करने की पुष्टि न हो (इस सम्बन्ध में मतदाता द्वारा घोषणा पत्र दिया जायेगा)

iv मतदाता द्वारा पहचान पत्र का बाढ, दंगे, भूकंप आदि प्राकृतिक आपदाओं में नष्ट होने का दावा करने पर।

नोटः– मतदाता के पहचान पत्र में गलत प्रविष्टियाँ होने पर मतदाता से फार्म सं. 8 की पूर्ति कराकर सम्बन्धित निर्वाचक रजिस्ट्रिकरण पदाधिकारी के संतुष्ट होने के उपरान्त ही नया निःशुल्क पहचान पत्र जारी किया जायेगा तथा पुराना पहचान पत्र वापिस प्राप्त कर उसका निस्तारण किया जायेगा। चुँकि मतदाता का पहचान पत्र मतदाता सूची के डेटाबेस के आधार पर तैयार किया जाता है, अतः मतदाता को नया पहचान पत्र जारी करने से पूर्व उससे प्राप्त फार्म संख्या 8 के अनुसार फोटोयुक्त मतदातासूची में आवश्यक संशोधन किया जाना सुनिश्चित करावें।

2 **सशुल्क रिप्लेशमेन्ट कार्डः–**

निम्नलिखित परिस्थितियों में मतदाताओं से रूपये 25/- शुल्क प्राप्त कर पुराने पहचान पत्र के स्थान पर उसी नम्बर का नया पहचान पत्र जारी किया जायेगाः–

i पहचान पत्र गुम हो जाने पर (मतदाता द्वारा घोषणा पत्र भरा जायेगा) पहचान पत्र के गुम होने की पुलिस रिपोर्ट (FIR) आश्यक नहीं होगी।

ii मतदाता के नये स्थान पर मतदाता सूची में पंजीकरण होने पर उससे निवास स्थान में परिवर्तन होने के कारण (पुराना पहचान पत्र मतदाता से वापस प्राप्त किया जायेगा)

iii पहचान पत्र के कटे–फटे एवं विकृत होने पर (पुराना पहचान पत्र मतदाता से वापस प्राप्त किया जायेगा)

iv मतदाता के पते में परिवर्तन होने पर पहचान पत्र के पते में परिवर्तन नहीं किया जरएगा। तथा ना ही निःशुल्क पहचान पत्र जारी किया जावेगा। यदि मतदाता परिवर्तित पते का पहचान पत्र बनाना चाहता है तो उससे राशि रूपये 25/- का शुल्क लेकर पुराना पहचान पत्र वापस लेते हुए नया पहचान पत्र जारी किया जा सकता है।

8.4 मतदाता के पहचान पत्र के गुम होने के अतिरिक्त अन्य परिस्थितियो में मतदाता के रिप्लेशमेन्ट कार्ड के अनुरोध करने पर 15 दिवस में मतदाता को नया पहचान पत्र उपलब्ध कराया जायेगा।

8.5 मतदाता के पहचान पत्र के गुम होने पर मतदाता के रिप्लेशमेन्ट कार्ड के आवेदन करने पर 7 दिवस में मतदाता को नया पहचान पत्र उपलब्ध कराया जायेगा।

8.6 मतदाता के मुल पहचान पत्र के गुम होने पर रिप्लेशमेन्ट कार्ड के लिये आवेदन **Form EPIC-1** (प्रपत्र संलग्न है) में लिया जावेगा।

8.7 Form EPIC-1 के आवेदन पत्र में मतदाता को पहचान पत्र प्राप्त करने के विकल्प की सुविधा होगी। यदि मतदाता डाक से पहचान पत्र प्राप्त करना चाहता है तो मतदाता द्वारा स्वयं के पते का टिकट लगा लिफाफा Form EPIC-1 के साथ देना होगा।

8.8 रिप्लेशमेन्ट कार्ड जारी करने पर नये पहचान पत्र पर **"Repletment Card"** अथवा **"Duplicate Card"** अंकित नहीं किया जावेगा। रिप्लेशमेन्ट कार्ड नये पहचान पत्र की तरह ही होगा।

8.9 रिप्लेशमेन्ट कार्ड मतदाता के मूल पहचान पत्र क्रमांक से ही जारी किया जावेगा।

9- पहचान पत्र संख्या का आवंटनः–

मतदाता को जारी किये जाने वाले पहचान पत्र का नम्बर यूनिक (UNIQUE) होना चाहिये अर्थात एक ही नम्बर एक से अधिक पहचान पत्रों को आवंटित नही किया जाये। यदि एक पहचान पत्र नम्बर एक से अधिक मतदाताओ को आवंटित हो तो उनमें से किसी एक को वह नम्बर आवंटित कर अन्य को नये यूनिक नम्बर के साथ निःशुल्क नया पहचान पत्र जारी किया जावे तथा पुराना पहचान पत्र वापस प्राप्त किया जाए।

10- पहचान पत्रो का वितरणः–

पहचान पत्रो का मतदाताओं को वितरण निम्नलिखित में से किसी एक प्रकार से किया जायेगाः–

10.1 मतदाता को वोटर रजिस्ट्रेशन केन्द्र, कॉमन सर्विस सेन्टर आदि पर व्यक्तिगत रूप से। पहचान पत्र वितरण के समय मतदाता को पहचान पत्र की प्रविष्टियो की जॉच के लिये कहा जायेगा। यदि मतदाता द्वारा इसमें कोई त्रुटि बताई जाती है तो यह आवश्यक संशोधन के पश्चात् ही मतदाता को दिया जायेगा।

10.2 यदि मतदाता द्वारा आवेदन के समय स्वयं के पते एवं टिकट सहित लिफाफा दिया गया है तो डाक द्वारा।

10.3 सम्बन्धि बी.एल.ओ द्वारा।

10.4 ई.आर.ओ द्वारा अधिकृत किसी अन्य सरकारी कार्मिक द्वारा।

11- अवितरित पहचान पत्रः–

पूर्व के पहचान पत्र कार्यक्रमों में तैयार पहचान पत्र जो अभी तक वितरित नही किये गये है, उनके वितरण के लिये पृथक से अभियान चलाया जायेगा। ऐसे प्रकरण जिसमें पहचान पत्र बन गये है, तथा जो मतदाता के नहीं मिलने के कारण वितरित नहीं हुए हैं अथवा डाक द्वारा भेजे गये पहचान पत्र वापस लोटे है, वे सभी सम्बन्धित ई.आर.ओ द्वारा सुरक्षित स्थितियो में नष्ट किये जायेंगे तथा इनका समुचित रिकार्ड रखा जायेगा। वितरण के तीन प्रयासों के पश्चात् भी पहचान पत्र वितरित नही होने पर ऐसे अवितरित पहचान पत्र 2 वर्ष की अवधि पूर्ण होने पर नष्ट किये जायेंगे। ऐसे अवितरित पहचान पत्रों की एक लिस्ट अधिकृत राजनैतिक दल की स्थानीय ईकाई को भी दी जायेगी।

12- निस्तारण योग्य पहचान पत्रों का निस्तारणः–

रिजेक्ट पहचान पत्र एवं मतदाताओं द्वारा जमा कराए गए पहचान पत्रों को उत्तरदायी अधिकारी की उपस्थिती में कैंची से काटकर जलाकर नष्ट किया जावे।

13- चैक लिस्टो से डेटा का सत्यापनः–

अनुबंधित फर्म द्वारा पहचान पत्रों के साथ आपूर्ति की जाने वाली चैक लिस्ट से आपूर्ति किये गये डेटा का सत्यापन किया जा कर अनुबंध के प्रावधानों के अनुसार ही पहचान पत्रों का भुगतान किया जावें। भुगतान उन्ही पहचान पत्रों का देय होगा जिनका डेटा भी सत्यापीत है।

II फोटोयुक्त मतदाता सूची की तैयारी एवं मुद्रणः–

भारत निर्वाचन आयोग के पत्र क्रमांक 22/2/2008-PLN-II Dated 08.08.2008 (प्रति संलग्न है) के निर्देशानुसार चुनावी वर्ष नही होने वाले वर्षो में पूरक का मूल मतदाता सूची में एकीकरण **(Integration)** नही होना है। अतः वर्ष 2015 चुनावी वर्ष नहीं होने के कारण अर्हता दिनांक 01.01.2015 के संदर्भ में पुनरीक्षण कार्यक्रम के अन्तर्गत मतदाता सूची का एकीकरण **(Integration)** नही किया जावेगा। भारत निर्वाचन आयोग द्वारा फोटोयुक्त मतदाता सूची –2015 का कार्यक्रम प्राप्त होने पर यथा समय आपको अवगत करा दिया जावेगा।

21/7/2014

(डॉ. गोविन्द शर्मा)
मुख्य निर्वाचन अधिकारी एवं
पदेन प्रमुख शासन सचिव
राजस्थान, जयपुर ।

(437)

BY EMAIL/SPEED POST

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No.23/ID/2012-ERS

Dated: 27th February, 2013

To

The Chief Electoral Officers]
of all States and UTs.

Subject: Revised Guidelines for Electors Photo Identity Card (EPIC) - regarding.

Sir/Madam,

I am directed to state that under Rule 28 of Registration of Electoral Rolls, 1960, the Scheme of EPIC was introduced in 1993. Comprehensive guidelines for this scheme were issued in 2000 but as so many technological changes have taken place since then, the Commission has decided to revise the guidelines suitably. The draft guidelines were circulated to all the CEOs and on the basis of inputs obtained from them, the Commission has decided to issue revised comprehensive guidelines for EPICs.

Accordingly, a set of revised guidelines for EPICs is sent herewith for your further necessary action.

Yours faithfully,

(NARENDRA N. BUTOLIA)
SECRETARY

27 feb. 2013

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ELECTION COMMISSION OF INDIA

Revised Guidelines for Electors Photo Identity Card Programme

1. **Preamble** - The scheme of Electors Photo Identity Cards (EPIC) was started in 1993. Comprehensive guidelines for EPIC were issued in May 2000. There have been major advances in technology in the last 12 years. EPICs have already been made and distributed to majority of electors. Several States have already achieved 100% coverage of EPIC and several are on the threshold of it. Photographs of electors have been merged in the electoral rolls and the entire country now has Photo Electoral Rolls (PER). It has therefore become necessary to have a relook at the guidelines and issue fresh guidelines to suit the manner in which electoral rolls are maintained and EPICs issued at present. Accordingly these fresh guidelines are being issued in supersession of the existing guidelines. To this end the Election Commission of India has reviewed the scheme in detail and has decided to issue these comprehensive guidelines.

2. **Legal Provisions**

2.1. Rule 28 of the Registration of Electors Rules, 1960 provides for Identity cards for electors. The rule is reproduced below: -

28. Identity cards for electors in notified constituencies –

(1) The Election Commission, may, with a view to preventing impersonation of electors and facilitating their identification at the time of poll, by notification in the Official Gazette of the State, direct that the provisions of this rule shall apply to any such constituency or part thereof as may be specified in the notification.

(2) The registration officer for such notified constituency shall as soon as may be after the issue of the notification under sub-rule (1), arrange for the issue to every elector of an identity card prepared in accordance with the provisions of this rule.

(3) The identity card shall –

(a) be prepared in duplicate;

(b) contain the name, age, residence, and such other particulars of the elector as may be specified by the Election Commission;

(c) have affixed to it a photograph of the elector which shall be taken at the expense of the Government; and

(d) bear the facsimile signature of the registration officer;

Provided that if the elector refuses or evades to have his photograph taken, or cannot be found at his residence by the official photographer in spite of repeated attempts, no such identity card shall be prepared for the elector and a note of such refusal or evasion or that the elector could not be found at his residence in spite of repeated attempts shall be made in the copy of the roll maintained by the registration officer.

(4) One copy of the identity card prepared under sub-rule (3) shall be retained by the registration officer and the other copy shall be delivered to the elector to be kept by him for production at the time of poll.

3. **Standards of Computerization of Electoral Rolls**

3.1. Detailed instructions have been issued by the Commission about the standards to be followed for Computerization of Electoral Rolls and Electoral Roll Management System (ERMS) , vide Commission's letter No 485/Comp/ERMS/2009 dated 22nd January,2010, A copy of these instructions is enclosed for ready reference and will be treated as part of these guidelines.

3.2. It may be noted that Commission has given instructions that Separate Database shall not be prepared for EPIC. EPIC will be prepared from the Elector Database, and the EPIC data will be kept in the EPIC table in the Elector database itself.

3.3.For reasons of security of data, and to maintain integrity of database the following instructions shall be followed at all times while giving access to data, whether to vendors or officers engaged in making of EPIC –

3.3.1. Data shall be kept in a central database with full access control. This database can either be kept on a single server or on multiple servers, or even on the cloud. However, no backend access will be given to any person except to the database administrator (DBA) authorized by the CEO. Data will be kept in a database using RDBMS. Front end access will also be password protected. For operations which require updating of elector database, digital signature security shall be required in addition to password protection. Care should be taken to maintain the data centre under fully secure conditions following the norms of data centre security and physical access control. Care must also be taken to maintain a disaster recovery site for the database.

3.3.2. A Unique EPIC Number is allotted to every elector whenever EPIC is issued to an elector for the first time. If replacement EPIC is issued to any elector for any reason, the replacement card will continue to bear the unique number assigned to the elector in the original EPIC i.e which was made for the elector for the first time. Even when the elector ceases to be enrolled in the Electoral Roll, the aforesaid unique EPIC number will not be allotted to any other elector. The number scheme has been described in detail in the relevant section of these guidelines.

3.3.3. All states in the country already have Photo-Electoral Rolls (PER). Photographs of electors are kept in .jpg format in the elector table itself as binary data. Whenever the EPIC is to be printed, the photograph and other demographic data should be read from the elector tables i.e. master /control tables and used to print the EPIC.

4. <u>Agency to prepare EPIC</u> – Depending on the conditions of the individual state and the amount of residual work, the Chief Electoral Officer may decide whether to outsource the work of preparation and distribution of EPIC to vendors or to get it done in-house by his own officers. VRCs, Common Service Centres etc. will also be allowed to make EPIC. But, we need to gradually shift to in-house preparation

and distribution of EPIC. In either case, the software for making of the EPIC shall be part of the overall Electoral Roll Management System (ERMS) being followed in the State. The ERMS developed by ECI already has a module for making of EPIC. Those states which are using ECI ERMS can use this module for making EPIC. Those states which have developed their own ERMS must have an EPIC module in their ERMS. **Under no circumstances vendors will be allowed to use any software other than the EPIC module in ERMS to make EPIC**. The agency used to prepare EPIC, whether vendors or officers should be properly trained in the use of the software.

5. **Number System for EPIC** –

5.1. The old system of EPIC numbers is described in detail in Commissions' Order No. 23/ID/93/584 dated 28.08.93 as modified by Order No. 23/ID/94 dated 09.02.94. This system of EPIC number is found only in EPIC made before May 2000. For ready reference the system of numbering is shown graphically below: -

5.1.1. AA / 99 / 999 / 999999

5.1.2. Six digit number starting from 000000 to 999999

5.1.3. Three digit Assembly Constituency number

5.1.4. Two digit Parliamentary Constituency number

5.1.5. Two upper case alpha character abbreviation for State

5.2. The system of number the EPICs was changed in May 2000. This system which is being followed since May 2000 is shown graphically below: -

5.2.1. AAA / 999999 C

5.2.2. One digit check-sum

5.2.3. Six digit running serial number from 000000 to 999999. Since the database is centrally maintained the numbers which have already been used for making EPIC for that constituency can be read from the

database and the next available number is used. This ensures that a number once used in an EPIC is never reused.

5.2.4. Three upper case alpha character prefix of the EPIC number as an identifier assigned to the Assembly Constituency (Parliamentary Constituency in UTs where there is no Assembly). These are called the FUSN (Form Unique Serial Number) codes. For ready reference the FUSN codes for each constituency are enclosed with these guidelines. If all the numbers from 0 to 999999 have been exhausted for a constituency, the CEO should request the Commission to assign a new FUSN code for that constituency. After a new FUSN code has been assigned the numbering can restart from 000000.

5.2.5. Check Sum Digit Calculation - The single digit check sum will be generated by the standard software used to prepare the EPIC and will be appended to the six digit running serial assigned in continuation so that it appears to form part of the number itself. The calculation of the check sum digit will be done using the LUHN Formula (Mod 10).The steps required to calculate the check digit are given below.

5.2.5.1. Step 1: Add the first, third, and fifth digit.

5.2.5.2. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products.

5.2.5.3. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10.

5.2.5.4. These steps are illustrated through a few examples. To calculate the check digit for the six digit serial number 102679, the steps are:

5.2.5.5. Step 1: Add the first, third, and fifth digit. In the above case 1+2+7=10.

5.2.5.6. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case 0*2=0, 6*2=12, and 9*2=18. Adding the digits in the products 0 + (1+2) + (1+8) = 12.

5.2.5.7. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10. In this case it is 10+12=22. Thus subtracting from the next higher multiple of 10 gives 30-22=8. The check digit is 8.

5.2.6. Again, for the serial number 102683, the check sum digit would be calculated similarly:

5.2.6.1. Step 1: Add the first, third, and fifth digit. In the above case 1+2+8=11.

5.2.6.2. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case 0*2=0, 6*2=12, and 3*2=6. Adding the digits in the products 0 + (1+2) + 6 = 9.

5.2.6.3. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10. In this case the 11+9=20 which is divisible by 10. Hence the check sum digit is 0.

6. <u>Digital Data of Photograph of Electors</u> -

EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard

e-mail mode of Digital Cameras) in Colour Portrait mode. *The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel. The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plane, light coloured background and there must be no other people or object visible with the elector.* Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements. Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.

The illustrations on portrait quality have been given at **Annexure-II** for taking of photograph.

6.1.1. The print on the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10 % will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.

6.1.2. It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.

7. **Strategy to Achieve 100% EPIC and PER coverage** –

7.1. All States and Union Territories of the country already have EPIC and PER for a majority of electors. Several States and Union territories have already achieved 100% coverage of EPIC and PER. Commission desires that 100% EPIC and PER should be achieved as soon as possible by all States and Union Territories. For this purpose following strategies should be adopted: -

7.1.1. Whenever a new Form-6 is filled up for inclusion of names in electoral rolls, a photograph should be asked for. For this purpose space has already been provided in form-6. If, for any reason, photo is not given then the ERO concerned should make arrangements for taking his/her photograph through BLO or other field officials using digital camera and thereafter issue EPIC to that elector. No application should be refused to be received on the ground that the applicant has not provided his/her photograph.

7.1.2. Those States and Union Territories which do not have 100% coverage of PER should get photographs of residual electors in a campaign mode. For this following action should be taken: -

7.1.2.1. A list of residual electors, polling station wise should be printed out from the electoral roll database.

7.1.2.2. Special photography camps should be organized for those polling stations which have large number of residual electors.

7.1.2.3. BLOs should be asked to go door to door to collect photographs of residual electors, which should then be scanned and merged into the ER database.

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

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

8. **Procedure of making and distributing EPIC** –

8.1. **EPIC to be made only from Electoral Roll Database** - EPIC shall be prepared only from the elector database. Thus EPIC will only be made after the name of the elector is already included in the concerned part of the electoral roll. Similarly EPIC will only be made after the photograph of the elector has been merged in the electoral roll database. **No correction in electoral roll entries is to be done at the time of making of EPIC**. If any correction in electoral roll entry is required, it should be done by taking a form-8 for modification of entries in electoral rolls and after following the statutory process. However, minor corrections i.e. transliteration errors or spelling errors may be corrected without insisting for Form-8.

8.2. **EPIC to be made only on-line** - EPIC can be prepared at any location authorized by the ERO provided that ERO has authorized password protected access to the person making the EPIC and there is adequate Internet connectivity at that location. EPIC must be made on-line by connecting to the electoral roll database. **Under no circumstances EPIC will be made off-line.**

8.2.1. **New EPIC** - A new EPIC shall be made without any application from the elector and delivered to the elector free of cost, whenever a name is included in the electoral roll for the first time. When a new EPIC is made a new EPIC number will be generated and assigned to that elector by following the numbering scheme described above.

8.3. **Replacement EPIC** – Replacement EPIC(R-EPIC) will continue to have the EPIC number originally assigned to the elector, when EPIC for the elector was made for the first time. EPIC number assigned once continues for life. Whenever a replacement EPIC is made, the original EPIC number

should be read from the database and used to make the Replacement EPIC. Earlier, there were instructions to print the word "Duplicate" on the R- EPIC. Several requests have been made to the Commission that the word "Duplicate" should not be printed because electors find that EPIC with the words" DUPLICATE" superscripted on it is not accepted as an identity proof in many situations. The Commission has considered this issue and has decided that the word "Duplicate" shall not be printed on replacement EPIC. The replacement EPIC will continue to have the EPIC number originally assigned to the elector when EPIC was made for the first time for that elector. Replacement EPICs will be made under the following conditions: -

8.3.1. A replacement EPIC will be made without any application and delivered to the elector free of cost in all of the following cases: -

8.3.1.1. Whenever any modification is made in any entry pertaining to that elector is made in the electoral roll.

8.3.1.2. Whenever the name of an elector is transposed from one part of any constituency to another part of the same constituency or from one constituency to another constituency. Though in such cases, the ERO of new AC will intimate to ERO of previous AC that the name of the elector has been added in new AC so the previous AC ERO should delete the name from his roll. The previous AC ERO should take appropriate action and intimate to new AC ERO so within 21 days time.

8.3.2. A replacement EPIC can be made at any time if an elector makes an application for a replacement EPIC for the reason that the EPIC has been lost, on payment of a fee of Rupees 25. However no fee will be charged if the EPIC has been lost for reason beyond the control of the elector like floods, fire, other natural disaster etc. The fee can also be waived off by a special or general order of the Chief Electoral Officer of the sate/UT for reasons to be recorded. No police report is needed in case EPIC is lost

8.4. **Hassel free making and delivery of EPIC** – EPIC must be made and delivered to all electors in a hassle free manner.

8.4.1. An R-EPIC has to be made and delivered to the elector without any application from the elector in all cases except where original EPIC has been lost. Whenever EPIC is made consequent to inclusion, transposition or modification, EPIC should be issued and delivered to the elector within – 15 days of the inclusion, transposition or modification order being made by the concerned Electoral Registration Officer.

8.4.2. In cases where a replacement EPIC is made on application from an elector for loss of original EPIC, it should be made and delivered to the elector within 7 days of the application being made. Efforts should however be made to reduce this period as much as is possible. For example facility for instantly making replacement EPIC and delivering it on the spot can be provided in Voter Service Centres, Common Service Centres etc.

8.4.3. Application for issue of a replacement EPIC for loss of original EPIC will be made to the registration officer in Form-EPIC-1, (format given as **ANNEXURE-I** to this Guideline). Facilities for collection of applications in Form-EPIC-1 should be provided in offices of EROs, Voter Registration Centres, Common Service Centres, etc. These forms should also be available with BLOs, who can be asked to collect filled up forms from electors whenever required and deliver them to the concerned Electoral Registration Officer. Form-EPIC-1 should also be available on-line.

8.4.4. The application form in Form-EPIC-1 will have the option for the elector to indicate whether the elector wants to collect the EPIC himself from the Voter Registration Centre, Common Service Centre etc., or would like the EPIC to be delivered by post. In case the elector wants the replacement EPIC to be delivered by post, the elector will be required to include a self-addressed, stamped envelope with the application form in Form-EPIC-1.A proper record of issue/dispatch of the EPIC shall be kept

in every case, without fail. Fee for issuing Replacement EPIC shall be deposited in district Treasury in the govt. account regularly.

8.4.5. Form 6 for inclusion of names, Form 8 for modification of entries and Form 8-A for transposition of names will also have similar option for the elector to indicate whether the elector wants to collect the EPIC himself from the Voter Registration Centre, Common Service Centre etc., or would like the EPIC to be delivered by post or by the BLO. In case the elector wants the EPIC to be delivered by post, the elector will be required to include a self-addressed, stamped envelope with the application form.

8.4.6. Delivery of EPIC will be made to the elector only in one of the following ways: -

8.4.6.1. To the elector personally at the Voter Registration Centre, Common Service Centre etc. The elector should be asked to check that all entries in his EPIC are correct. If not, then it should be given after necessary corrections are done

8.4.6.2. By post if a self-addressed stamped envelope has been furnished by the elector with the application form.

8.4.6.3. BY the concerned BLO.

8.4.6.4. By some other Government employee authorized by the Electoral Registration Officer.

8.4.6.5. Undistributed Cards - In many States, EPICs prepared in earlier campaigns have not been distributed in entirety. A separate drive will have to be taken up for distributing them. In case the EPIC already made cannot be delivered because the concerned elector cannot be found or is returned undelivered when sent by post, the same should be destroyed by the Electoral Registration officer under secure conditions. However a record of this shall be maintained. Undistributed EPICs should be destroyed after 2 years, but only after 3 attempts to get it delivered and the list of

undistributed EPICs shall be given to local unit of recognized political parties as well as RWAs and similar bodies.

8.4.6.6. **Miniature Sheets** - Rule 28 of the Registration of Electors' Rules, 1960 provides that the Identity Card shall be prepared in duplicate. One copy of the Identity Card shall be retained by the concerned Electoral Registration Officer and the other copy shall be delivered to the elector for being produced at the time of poll. The Commission had prescribed that the aforesaid requirement of duplicate cards should be maintained by the EROs in miniature form of EPIC in Miniature Sheet. A number of such cards (80 to 100) should be should printed on A4 size paper (both sides) and laminated with durable plastic sheets. These miniature sheets should be kept polling station wise. Miniature sheets of each polling station should be kept in one folder for that polling station, and all the folders of the polling stations of a constituency should be kept in the folder for the constituency. The CEO and EROs should make a periodical review of the present status regarding storage of these miniature sheets and prepare a detailed report on the existing position in ERO's Office in order to ensure that the complete set of miniature sheets for Identity cards issued till now are available in the Office of the ERO. As prescribed by the Commission, these miniature sheets should be kept in proper custody of the ERO and necessary safety precautions should be taken by the EROs to prevent any damage to these.

8.4.6.7. The Commission has in the past given instructions that authenticated office copies of these miniature kept in pouches should be supplied to respective Presiding Officers. **<u>This is no longer necessary as the entire country has Photo Electoral Rolls</u>** and all particulars mentioned in the EPIC including the photograph of the electors are printed in the Photo Electoral Roll and which is available on the poll day at the polling station.

8.5. All miniature sheets shall be prepared in duplicate with one master copy to be kept in ERO's custody. The second copy will be archived at

the District Election Officer level. The miniature sheets will be serially numbered. The number scheme should have a prefix of two character State Code followed by a three digit Assembly Constituency Number. The prefix should be followed by a hyphen (dash) and a five digit number. The number should be boldly super scribed on the right top corner of the laminated miniature sheet. A reference to the miniature sheet number will be maintained in the database against each of the EPICs whose miniatures are on the sheet. Thus for AP001 the numbering of miniatures will be AP001-00001, AP001-00002, AP001-00003, and so on. The miniature sheets should be stored serially in standard sized folders on which the sheet numbers contained therein are boldly marked with permanent markers. An Index Register should be maintained for the ready reference.

8.5.1. Whenever a replacement EPIC is issued, a copy of it should be made and stored as part of the miniature sheet. Thus the duplicate card would be treated at par with a fresh card issued for storage in a miniature form.

9. **Specifications for EPIC** –

9.1.Card –

(a)Card Type: All new cards will be printed on PVC sheet with colour photograph.

(b)Card Size – 8.6 cm vertical and 5.4 cm. horizontal with variation. permissible of plus or minus 5 per cent.

(c)Thicnkess:0.6 mm to 0.8 mm.

(d)Lamination: 60 microns overlay.

9.2. Hologram: The security hologram with dimension of 2.0 cm diameter on the EPIC half on the photograph and half in the vacant space on the left of the photograph. This will be in the nature of pre-printed customized hologram on laminated film. The matter to be printed on the hologram will be communicated separately after the approval of the Commission.

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9.3 Other Parameters- As per the revised sample enclosed at **Annexure-III**

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Election Commission of India (ANNEXURE-I)

Application for Issue of Replacement Elector's Photo Identity Card (EPIC)

FORM ID
ECI-EPIC-001

A

State/ UT :

AC[1] (No. & Name):

District:

B **Elector's Particulars**(To be filled by Elector)

To,
The Electoral Registration Officer,
..... Assembly/
Parliamentary[1] Constituency

Sir/Madam,
I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated ,or due to change of address I want to get afresh card with my new address. I am retuning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:

1. Name of Elector:

2. EPIC No of Original card (if known) :.

3. Father's/ Mother's/ Husband's* Name :

4. Sex (M/F):

5. Date of Birth (DOB) if not known then Age in Years)as on 1st Jan, 200___.....

6. Address
(i) House / Door number :

(ii) Street/ Mohalla / Road/ Gali :

(iii)Area / Locality :

(iv) Town/Village :

(v) PIN CODE

(vi) Police Station :

(vii) District:

(viii) Reasons for applying for a Duplicate card

1. I will collect EPIC from VRC/CSC
2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed)
3. I will collect EPIC from BLO.

( )
Signature of the applicant

☐

☐

(ix) Tick (✓)the appropriate box:
I hereby return my mutilated /old card.
I undertake to return the earlier card issued to me if the same is recovered at a later date.

Date:
Place:

For official Use

Authentication for Issue of EPIC (To be filled by ERO's Representative)

Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE) :	#Token No. or Receipt No.
Register No.	Serial No. in Register		
Verified by: Date: ___/___/200__	Signature		

D **Acknowledgement of R- EPIC by the Elector**

Received Duplicate EPIC on (Date):	Elector's Signature or Thumb Impression
- - - 200___	

By E-mail/Speed Post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No.23/ID/2012-ERS

Dated: 4th June, 2013

To

The Chief Electoral Officers of
All States and Union Territories.

Sub: PVC Elector Photo Identity Cards-regarding

Ref: (1) Commission's letter No.23/ID/2012-ERS dated 27.02.2013 to the Chief Electoral Officers of all States/UTs.

(2) Revised guidelines on EPIC programme issued vide Commission's letter No.23/ID/2012/846 dated 23.04.2013 to the Chief Electoral Officers of all States/UTs.

Sir/Madam,

I am directed to refer to the above cited correspondence and to state that the specifications of the PVC Card and security printing thereon have been partially modified. The modified specifications are given below:-

1. Specifications for Card

(i) Card Type: All new cards will be printed on PVC sheet with colour photograph.
(ii) Card Size: 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5 per cent.
(iii) Thickness: 0.6 mm to 0.8 mm

2. Specifications for security printing

Front:-

(i) Spiral micro letters line (EPIC) in art screen
(ii) Three colour guilloche design
(iii) The National Emblem with guilloche design for invisible printing which can be seen by ultra violet light
(iv) The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.

Back:-

(i) Relief tint of "Election Commission of India" in bilingual, i.e., English and Hindi

3. Personalisation

Front:-

(i) `Election Commission of India' in English and regional language of the State on the top.

(ii) `Elector Photo Identity Card' in English and regional language of the State below `Election Commission of India'.

(iii) Colour photo of the elector.

(iv) EPIC number of the elector printed in alphabets and numbers and also as a bar code.

(v) Name of the elector, in English and regional language of the State.

(vi) `Relation name', printed in English and regional language of the State.

Back:-

(i) `Sex', printed in English and regional language of the State.

(ii) Date of birth / age printed, in English.

(iii) Address, printed in English and regional language of the State.

(iv) Number and name of assembly constituency, printed in English and regional language of the State.

(v) Part number and name, in English and regional language of the State.

(vi) Scanned signature of Electoral Registration Officer.

(vii) Note-

The following notes printed in English and regional language of the State:-

(a) Mere possession of Elector Photo Identity Card is no guarantee of name being present in electoral rolls. Please check your name in the current electoral rolls before every election.

(b) Date of birth mentioned in this Card shall not be treated as proof of age or date of birth for any purpose other than registration in electoral rolls.

4. Hologram

With security features given above, there will be no need of affixing a hologram on the Card.

Pre-printed non-personalised cards shall be procured by Chief Electoral Officers from card manufacturers and security printers by following due procurement process. A list of such card manufacturers and security printers available with the Commission is enclosed for information. However, this list is not a complete list, CEOs can add any other card manufacturer or security printer to this list. Personalization of cards shall be done in the field either at district or taluka level from the electoral roll database available with the

CEOs. Software for this purpose shall be given by the Commission to those States which are using Commission's ERMS. Other States should develop their own software immediately. PVC card printers are readily available in the market. The CEOs should procure PVC card printers in adequate number to ensure that personalization of cards can be done in the field. After personalization, cards shall be distributed in the usual manner through Booth Level Officers / voters registration centres, etc. A sample card is being sent to you separately.

Yours faithfully,

(Narendra N.Butolia)
Secretary

[redacted] Encl: As above.

[redacted]

By Speed Post/Email

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/ID/2012-ERS

Dated: 28th June, 2013

To,
The Chief Electoral Officers
Of all States/UTs

Subject: PVC Elector Photo Identity Cards - regarding

Sir/Madam,

I am directed to refer to the Commission's letter of even number dated 4th June 2013 on the subject cited and to state that Software, for printing of EPIC as mentioned therein, has now been developed in the Commission and the same is made available for ftp download on the URL: ftp://164.100.34.8/PVCEPIC. The two modules available on ftp are as below:

(i) ERO software (for uploading ERO signature)and

(ii) For EPIC printing

All concerned are required to download the software and initialise both the modules by following the steps below:-

1. For upload the scanned signature of ERO,

   Create a table named as **ERO_Details** in **ECICONTROLTABLE** database. The structure of the table as follows:

[CCODE]	[int] IDENTITY(1,1)
[ST_CODE]	[nvarchar](3)
[AC_NO]	[int]
[Name]	[nvarchar](100)
[MOBILENO]	[nvarchar](10)
[JPGIMAGE]	[varbinary]
[USER_ID]	[varchar](50)
[TIMESTAMPING]	[datetime]

2. Use the **ERO Software** to upload the scanned signature of ERO.

3. The PVC card size is 3.375 * 2.125

4. For new PVC EPIC creation,

Create these columns in **PART001_EPIC_Table** table in **AC_001_EPIC** Database.

[PART_NAME] [nvarchar](50)

[PART_NAMEEN] [nvarchar](50)

For ready reference the screen shots which will appear in sequence are shown in the **Annexure-I.**

The software at ftp mentioned above is meant for ERMS developed by ECI. Those States/UTs using ECI ERMS can directly use these modules. However, those States/UTs using their own ERMS need to develop the software for this purpose themselves. They may use the modules for reference though.

The download/installation/testing etc. may be completed on or before 15th July 2013.

For any queries in the matter kindly contact Sh. Harpal, Programmer, Election Commission of India at his mobile number **09911145157.**

Yours faithfully,

(AJOY KUMAR)
UNDER SECRETARY

By speed post

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/ID/ 2012 – ERS - Vol. I

Dated : 2nd July 2013

To,

The Chief Electoral Officers
of all states / UTs.

Sub: - Guidelines for Preparation of EPICs – reg.

Ref: (1) Commission's letter No. 23/ID/2012-ERS dated 27.02.2013.
(2) Commission's letter No. 23/ID/2012/846 dated 23.04.2013.
(3) Commission's letter No. 23/ID/2012-ERS dated 04.06.2013.
(4) Commission's letter No. 23/ID/2012-ERS dated 28.06.2013.

Sir/Madam,

I am directed to refer to the above cited correspondence and to send herewith 10 numbers of sample non-personalized PVC cards prepared by India Security Press, Nasik for your information and reference. As evident from main report of Ready EPICs of the software developed by the Commission sent vide the Commission's letter dated 28.06.2013, referred to above, there are following changes which have not been carried out in the enclosed sample :-

Front of the Card

The size of Photograph of will be 3.2 cm (vertical) x 2.4 cm (horizontal)

Back of the Card

1. जन्मतिथि in place of जन्म की तारीख
2. **Electoral Registration Officer** in place of **Scanned Signature of Electoral Registration Officer**
3. **विधान सभा निर्वाचन क्षेत्र संख्या और नाम** in place of **विधान सभा क्षेत्र संख्या और नाम**
4. Below Assembly Constituency No. & Name, Part No. & Name shall be inserted

The above changes have already been made in the software for printing of EPICs.

Yours faithfully,

(AJOY KUMAR)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -11001

No.23/ID/2013-ERS

Dated: 5th July, 2013

To,

The Chief Electoral Officer,
Goa,
Panaji.

Subject: PVC Electors Photo Identity Cards – Regarding.

Sir,

I am directed to refer to your letter No, 8-7-2012/ELEC/797 dated 12th June, 2013 on the subject cited, and to draw your attention to the para 8.3 of the new EPIC guideline issued vide the Commission's letter No. 23/ID/2012-ERS dated 27.2.2013 wherein the procedure of preparation of replacement EPIC has been explained in detail. From this it is clear that only replacement EPICs will be PVC EPICs and no general conversion of non- PVC EPICs to PVC EPICs at the State cost is contemplated.

Yours faithfully,

(AJOY KUMAR)
UNDER SECRETARY

Copy to the Chief Electoral Officers of All States/UTs

JCEO
2
22/7/13

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/ID/2012-ERS

1248/CEO
23/7/13

Dated: 17th July, 2013

To,

Dy CEO (IT)
23/7

The Chief Electoral Officers
of all States / UTs.

Sub: - PVC Elector Photo Identity Cards – guidelines - reg.

Sir/Madam,

I am directed to refer to the Commission's letter of even number dated 04/06/2013 on the above subject giving modified specifications of the PVC cards and security printing thereon.

The Commission has received request from Chief Electoral Officers that instead of giving a range of .6 mm to .8 mm of thickness of PVC cards, a specific thickness should be indicated so that the rates quoted by different bidders can be compared. Further, it has also been requested to prescribe the quality of PVC sheets to be used for preparation of cards.

In this connection, it is clarified that the Chief Electoral Officers, at their own level, can prescribe further specification of the thickness of PVC cards, within the parameters of overall specification, i.e., .6 mm to .8 mm, prescribed by the Commission. They may also decide the kind of PVC sheet keeping in mind the quality of material for preparation of PVC cards.

(This disposes reference number ELE.79/2013 / 72 dated 13/07/2013 received from the Chief Electoral Officer, Assam.)

Yours faithfully,

(NARENDRA N. BUTOLIA)
SECRETARY

2130/CEO
4.10.13

By Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -11001

F.No.23/ID/2012-ERS-Vol-III

Dated: 30th September, 2013

To,

JCEO

Chief Electoral Officers of
All States/Union Territories

3/10/2013

Subject: Revised Guidelines of Elector Photo Identity Cards- Regarding

Sir,

Dy no (14)

I am directed to state that "National Emblem" with guilloche design for invisible printing (can be seen in U.V. light only) is one of the added security features on PVC-EPICs, prescribed vide Commission's letter No. 23/ID/2012-ERS dated 4th June, 2013.

4/10

The Commission has desired to know as to whether successful bidder(s) in the State is/are able to prepare artwork of the aforesaid feature.

AEO
AEH (ID)

Accordingly, you are requested to furnish the requisite information to the Commission urgently.

Yours faithfully,

(AJOY KUMAR)
UNDER SECRETARY

2784/CEO/19/11/13

Speed Post/e-

भारत निर्वाचन आयोग
Election Commission of India

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली – 110 001
ASHOKA ROAD, NEW DELHI - 110 0

18/11/13 NO. 23/ID/2012-ERS

Dated: - 11th October, 2013

To,
The Chief Electoral Officers,
Of all States/UTs

Sub: - Preparation of EPICS- preparation and retention of miniature sheets -reg

Sir /Madam,

I am directed to invite a reference to Para 8.4.6.6 to 8.5.1 of the EPIC Guidelines forwarded with ECI letter dated 27th February, 2013, on the subject cited, and to state that aforesaid paragraphs shall be replaced by the following Para-

"8.4 In case of constituencies, where photo electoral rolls (PERs) are prepared and printed with photograph of the electors, **it shall not be necessary to prepare miniature sheets of the EPICs** separately. In such cases, keeping a certified copy of each of the PERs in the custody of the ERO and DEO concerned shall be deemed to serve the purpose of duplicate copy of the EPICs under the provisions of sub-rule (4) of the Rule 28 of the Registration of Electors' Rules 1960. It should be certified that the images in the PER and EPIC issued to the electors are identical."

However, it is further clarified that miniature sheets already prepared shall be kept in safe custody. It shall be ensured that digital data(in CD as well as hard disk, preferably with a magnetic tape backup as well) is kept at DEO and CEO level. "

It disposes of number F3/III-A/Elec/EPIC/ECI/09/4138 dated 29th August, 2013 of the CEO Rajasthan.

Yours faithfully,

(R.K.Srivastava)
Principal Secretary

1338/CEO
25/3/2014

By Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -11001

No.23/ID/2012-ERS/ 529 Dated: 25th February,2014

To,

The Chief Electoral Officer,
Rajasthan
Jaipur

JCEO
3/3/14

Subject: PVC EPIC – Regarding

Dy CEO (IT)
3/3/14

Sir,

With reference to your letter Nos. F3/III-A/ELEC/EPIC/ECI/09/6479 dated 22.10.2013 and letter No.एफ 3/III-A/निर्वा/EPIC/भा.नि.आ.08/12804 dated 23.12.13, I am directed to state that in the PVC-EPIC, EPIC No. has to be printed on front side only in accordance with the Commission's letter No.23/ID/2012-ERS-Vol.I dated 2nd July 2013.

Accordingly, you are requested to take action as per the Commission's letter referred to above.

Yours faithfully,

(AJOY KUMAR)
UNDER SECRETARY & CPIO

3/3/14

AEO
AEO (IT)

(98)

By e-mail/speed post/camp bag

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.22/2/2008-PLN-II Dated 8th August, 2008.

To

The Chief Electoral Officers of
all States and Union Territories.

Subject:- Integration, carrying out corrections, printing and sharing of photo-rolls with political parties and contesting candidates.

Sir,

As per the Commission's existing policy, all the supplements to the mother roll should be integrated and consolidated every year before draft publication so that there is no supplement at the time of draft publication. Thereafter, only one supplement is appended to the draft roll at the time of final publication to list out Additions, Deletions and Corrections allowed after draft publication of roll and before final publication of roll. (Another supplement of continuous updation, wherever necessary, is appended for conduct of poll). A bare minimum of copies of draft electoral roll are printed and the basic roll (draft roll) is again reprinted at the time of final publication in order to mark all the deletions through computer-generated horizontal strike-through (in case of text rolls) of the deleted entry(ies). In case of photo-rolls, the word "D E L E T E D" is superimposed diagonally (again computer-generated) on the elector detail box concerned. Similarly, all corrections appearing in the supplement are carried out in the reprinted basic roll (draft roll) at the time of final publication. A hash sign (#) is also prefixed before the serial number of the entry corrected and 'E' 'S' 'R' 'Q' or 'M' letter is prefixed to each deletion to denote the reasons of deletions.

The electoral roll in most of the States/UTs is now being printed in the revised format with photograph of electors (Photo-Rolls). Multiple copies of the photo electoral roll can only be laser printed or made through digital photocopier as quality copies cannot be made by photocopying with normal photocopier machines. The printing of these new

political parties. It is clarified that in such cases it is not, repeat, not necessary to supply again a complete set of electoral roll.

8. Whenever copies of photo-electoral roll are supplied to the political parties or candidates of recognised political parties in a non-election year, they should be informed in writing to mark the deletions (and corrections) in the supplements by hand in the mother roll and previous supplements.

On Steps to ensure that Photo-Electoral Roll Supplied to Political Parties and the Copy Set Apart for Markings (For Use in Conduct of Poll) are Identical:

9. In an election year, there shall be one integrated draft roll; one supplement (of final publication); and another supplement of continuous updation upto the last date for making nominations appended to final publication.

10. The ERO shall supply one authenticated copy of the complete roll at each stage of publication alongwith PDF version thereof, to the DEO and the RO in a sealed cover, which shall be the reference copy in case of any dispute. The DEOs/ROs shall preserve the sealed copy of the electoral roll.

11. Besides, the ERO shall give a few more copies and a CD of the roll in printable form to the DEO/RO for making as many copies as may be necessary (for use in election).

12. It shall be the responsibility of the RO to reflect all the deletions and corrections, if any, appearing in the Supplements.

13. At supplement 1 stage (final publication) the roll is computer generated and all deletions/corrections are software generated. The RO shall share this computer generated roll with political parties. It shall be same, and therefore, identical to the final reprinted roll with supplement 1.

14. At the 2nd supplement stage, which is the last day of nomination, it would not be possible to generate a reprinted mother roll with all deletions struck-through and changes indicated in the reprinted mother roll. The deletions in 2nd supplementary therefore shall be marked by hand through a rubber stamp DELETED with 'E' 'S' 'R' 'Q' or 'M' written with red ink to indicate the reason.

fixed against serial number of each deleted entry to denote the reason for deletion.)

(ii) Secondly, a hash (#) sign shall be prefixed before serial number of the entry corrected to indicate that the entry has been corrected in the supplement but no correction actually should be carried out in the draft (mother) roll.

(iii) **Similarly, photographs of electors corrected in the supplement of corrections will not be added/changed/corrected in the reprinted mother roll.** Photograph of an already registered elector received/captured subsequently, or corrected or replaced should be listed in the 'correction' list and retained therein. Such photographs should not be inserted in the reprinted mother roll while reflecting all other corrections. Instead, in the reprinted mother roll, in the space provided for photograph, the words "Photo as in Correction List" in bold should be printed. These words should be stamped / imprinted over an existing photograph in case the existing photograph was wrong or needs to be changed due to any other reason.

On Sharing the Copies of Electoral Roll with Political Parties:

5. Two copies of the electoral roll – one printed copy and another soft copy in PS-CD ROM – shall be supplied to the recognised political parties, free of cost, immediately at the time of draft publication as well as the final publication. While the hard (printed) copy shall have the electors' photographs, the soft copy of the roll shall be supplied without images of the electors.

6. **Complete set of the full roll in force should be shared. It means rolls inclusive of the last part of the roll for an assembly constituency (Service Voters) as available at the time of final publication of other parts of the rolls.**

7. Whenever any Supplement of Continuous Updation is brought out for conduct of poll, copies thereof should be supplied, free of cost, to the recognised

political parties. It is clarified that in such cases it is not, repeat, **not necessary** to supply again a complete set of electoral roll.

8. Whenever copies of photo-electoral roll are supplied to the political parties or candidates of recognised political parties in a non-election year, they should be informed in writing to mark the deletions (and corrections) in the supplements by hand in the mother roll and previous supplements.

On Steps to ensure that Photo-Electoral Roll Supplied to Political Parties and the Copy Set Apart for Markings (For Use in Conduct of Poll) are Identical:

9. In an election year, there shall be one integrated draft roll; one supplement (of final publication); and another supplement of continuous updation upto the last date for making nominations appended to final publication.
10. The ERO shall supply one authenticated copy of the complete roll at each stage of publication alongwith PDF version thereof, to the DEO and the RO in a sealed cover, which shall be the reference copy in case of any dispute. The DEOs/ROs shall preserve the sealed copy of the electoral roll.
11. Besides, the ERO shall give a few more copies and a CD of the roll in printable form to the DEO/RO for making as many copies as may be necessary (for use in election).
12. It shall be the responsibility of the RO to reflect all the deletions and corrections, if any, appearing in the Supplements.
13. At supplement 1 stage (final publication) the roll is computer generated and all deletions/corrections are software generated. The RO shall share this computer generated roll with political parties. It shall be same, and therefore, identical to the final reprinted roll with supplement 1.
14. At the 2nd supplement stage, which is the last day of nomination, it would not be possible to generate a reprinted mother roll with all deletions struck-through and changes indicated in the reprinted mother roll. The deletions in 2nd supplementary therefore shall be marked by hand through a rubber stamp DELETED with 'E' 'S' 'R' 'Q' or 'M' written with red ink to indicate the reason.

15. Similarly, all corrections in supplement 2 shall be indicated by putting a (#) sign **by hand in red ink** on the entry(ies) corrected just after the name of the elector concerned. In case of corrections/addition of a photograph, the photo-box in the mother roll should be hand written in red ink with "Photo as in Correction List".
16. For authentication of the stamping/hand markings, the official entrusted to reflect the deletions/corrections of Supplements should put his/her signatures by the side of each and every relevant elector box without fail.
17. The Returning Officer shall maintain a register showing names and designations of officials authorised to mark the above stated deletions and corrections of Supplement No. 2. Not more than 2 officers should be authorized to do the work per AC.
18. The RO / ARO shall give a Certificate, as provided in the enclosed format, about the correctness of the copies of the roll. The certificate shall be signed in ink by the RO/ARO and attached on the top of the copy of the roll to be set apart for markings (like PB, EDC).
19. RO will supply one such complete copy of the electoral roll to the contesting candidates of every recognised political party in the State within 3 days after the last date of withdrawal of candidatures. They should be asked in writing to mark the deletions and corrections in Supplement No.2 by hand.

The above revised instructions shall be brought to the notice of all concerned for strict compliance. This supercedes all previous instructions on the subject.

Yours faithfully,

(Ashish Chakraborty)
Under Secretary

Certificate

(Refer Para 18 of the instructions)

This is to certify that the electoral roll of part No.....of..... Assembly Constituency contains total ___ numbers of pages (From 1 to ____). The deletions in the 2nd supplementary of the roll resulting from continuous updation after final publication of rolls have been indicated by putting a rubber stamp on the original entry in final rolls and corrections have been indicated by putting a "#" sign on the original entry by _____ (name & designation of the employee authorised to be indicated).

- A total of _____ number of entries have been deleted;
- A total of _____ number of entries have been corrected;

This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this electoral roll shall prevail.

Place:
Date :

Signature & Seal of
the Returning Officer/Asstt. Returning Officer