

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.24/2020-ERS

Dated: 11th November, 2020

To,

1. Joint Secretary (Estt./ PG) & CVO,
Ministry of Defence,
South Block
New Delhi.
2. Joint Secretary to the Govt. of India,
Ministry of Home Affairs,
North Block,
New Delhi
3. Joint Secretary (Administration)
Ministry of External Affairs,
South Block,
New Delhi-110011.
4. The Director
Directorate General Border Roads,
Seema Sadak Bhawan,
Ring Road, Delhi Cantonment,
New Delhi- 110010.
5. Chief Electoral Officers of all States/UTs.
(except Bihar and UTs of Jammu & Kashmir and Ladakh).

Subject: Summary Revision of last part of electoral rolls relating to service voters with reference to 01.01.2021 as the qualifying date in all States/UTs (except Bihar and UTs of Jammu & Kashmir and Ladakh).

Sir/Madam,

I am directed to state that in order to provide opportunity for enrollment to unenrolled eligible service electors specifically those who are going to be eligible with reference to 01.01.2021 as the qualifying date and to get the last part updated, the Commission has decided to undertake Summary Revision of last part of electoral rolls in all States/UTs (except Bihar and UTs of Jammu & Kashmir and Ladakh) with reference to 1st January, 2021, as the qualifying date, as per the following schedule :-

Schedule for Summary Revision of the last part of electoral rolls, 2021 in all States/UTs
(except Bihar and UTs of Jammu & Kashmir and Ladakh)

S.No.	Stages of Summary Revision of last part	Date/Period
1.	Draft publication of last parts of electoral rolls (Mother roll i.e. as finally published w.r.t. 01.01.2020 as the qualifying date in respect of summary revision of last part of electoral rolls w.r.t. 01.01.2020 as the qualifying date + one or two supplements, as the case may be, of continuous updating period)	On 16.11.2020 (Monday)
2.	Period for receiving Forms by the Record Officers/Commanding Officers/Authorities concerned - Verification and scanning of Forms. - Preparation of XML files, - Uploading of XML files along with signed and verified Forms by the Record Officers/Commanding Officers/Authorities concerned.	From 16.11.2020 (Monday) to 15.12.2020 (Tuesday)
3.	Process and Disposal of signed and verified Forms along with XML files by EROs - Returning of incomplete Forms/XML files by EROs concerned.	By 05.01.2021 (Tuesday)
4.	Resubmission of corrected Forms/XML files by Record Officers/Commanding Officers/Authorities - Final orders by EROs.	By 12.01.2021 (Tuesday)
5.	Final publication of the last parts of electoral rolls.	On 15.01.2021 (Friday)

2. The final publication of last part of electoral rolls with reference to 01.01.2020 as the qualifying date has already been done in your State, and currently, continuous updation of electoral rolls is going on. The present revision is being ordered for maximizing the registration of un-enrolled eligible service personnel and those who could not apply for such registration during summary revision of last part of electoral roll w.r.t. 01.01.2020 as the qualifying date, due to frequent changes in postings or any other

reason and also those registered service voters who wish to change their earlier declarations. Besides, on recommendation of deletion made by Record Officers/Commanding Officers in the prescribed format, names of all such persons who have ceased to be eligible for registration as service voter, due to death, retirement, transfer or any reasons, will be deleted by the concerned Electoral Registration Officers (EROs) after following due procedure.

3. Eligibility for Registration as Service Elector

3.1 Under the provisions of Section 19 of the Representation of the People Act, 1950, ordinary residence in a constituency is one of the basic conditions for registration in electoral roll. However, Section 20(3) provides for an exception to the said condition which says any person having a service qualification shall be deemed to be ordinarily resident in the constituency in which but for his having such service qualification, he would have been ordinarily resident on that date. In other words, a person having service qualification can get enrolled as service voter at his native place even though he actually may be residing at the place of posting, which is different from his native place.

3.2 The following categories of service personnel possess "service qualification" under sub-section (8) of Section 20 of the Registration of People Act, 1950:-

- (a) Being a member of the Armed Forces of the Union; or
- (b) Being a member of a force to which provisions of the Army Act, 1950 (46 of 1950), have been made applicable whether with or without modification;
- (c) Being a member of an Armed Police Force of a State, and serving outside that State; or
- (d) Being a person who is employed under the Government of India, in a post outside India.

3.3 Names of service voters are contained in the last part of electoral roll of each constituency.

3.4 Wife of a service voter belonging to any of the four categories mentioned above and ordinarily residing with him is also eligible to be registered in the last part of the electoral roll as an elector along with her husband. However, this concession is not available to husband of a female service personnel, if residing with her.

3.5 For the purpose of enrolment as an elector in the last part of the electoral roll, every person having service qualification as mentioned above, shall have to apply in the prescribed statutory Form 2, 2A or 3 (appended to Registration of Electors Rules, 1960), as may be applicable, giving therein full particulars called for therein. For ready reference, a copy each of the said Forms is enclosed. These Forms are also available on the Commission's website <http://eci.gov.in>, under caption "Forms for registration in E-Roll".

4. Option of Registration as General Elector

Service personnel (other than those who are employed under the Government of India in a post outside India) posted in a place which is a peace station, has a choice to get himself registered as general elector in the roll of concerned part/polling station of the assembly constituency in which the actual place of his posting and residence is located. It is clarified that **this option is not available to the service personnel posted at forward stations postings.** For the purpose of enrolment as an elector in the general part of the electoral roll at a peace station, the service personnel can file an application in Form – 6 appended to the Registration of Electors Rules, 1960. It is also clarified that a service personnel cannot be registered as a general elector at his native place.

5. How to Apply for Registration in the Last Part

5.1 As the revision of the last part ordered is of summary nature, every eligible service personnel shall have to apply/submit his statement in the prescribed Form 2, 2A, or 3, as the case may be, along with a declaration (in a prescribed format that he is not already enrolled as a general elector).

5.2 It may be noted that all the activities of summary revision of the last part, including submission of Forms by eligible service personnel through their Record Officer/Commanding Officer and further process of the same by Record Officers/Commanding Officers and concerned Election authorities shall be done online using the improvised version of web based Information Technology system, which was introduced during the de-novo preparation of last part of electoral rolls, 2017.

5.3 For online registration of service personnel in the last part of electoral rolls, a dedicated portal i.e. <http://servicevoter.nic.in> has been made operational. All the transactions between the Record Officers/Commanding Officers and DEOs/EROs shall be done online and that too, on the above portal only. Login credentials of the Record Officers/Commanding Officers will be the same as provided to them during the last summary Revision, 2018. DEOs/EROs can access the portal with their existing MIS/PGMRS login credentials. For security reasons, there is provision in the portal for changing the password by Record Officers/Commanding Officers concerned, and they should be advised to change the same, periodically. OTP is mandatory for each subsequent transaction. The status of the online Forms so submitted will be always visible to the Record Officers/Commanding Officers. The service personnel who is not able to file the statement in the prescribed Form online, can submit the Form in hard copy to his Record Officer. No service personnel will send the Form direct to Electoral Registration Officer (ERO)/District Election Officer (DEO)/Chief Electoral Officer (CEO) the Constituency/District/State in which his native place is located.

5.4 As per the law, no person should get himself enrolled as elector more than once in the same constituency or in more than one constituency. Any such enrolment may attract punishment under Section 31 of the Representation of the People Act, 1950. Therefore, every person having a

service qualification and applying in Form 2/2A/3, as the case may be, for registration as a service voter shall give a declaration in the enclosed format to the effect that he is not already enrolled as general elector in any constituency. If any service personnel fails to submit statement (Form 2/ 2A/ 3) along with the prescribed declaration by getting the same verified and forwarded through his Record Officer/Commanding Officer, his name will not be included in the last part. Therefore, all the Record Officers/ Commanding Officers concerned should be directed to ask each and every unenrolled eligible service personnel under their jurisdiction to file statements online/offline in the prescribed Forms, along with declaration in the prescribed Form.

5.5 The relevant Form shall be filled up by the individual service personnel for himself and his wife, if she is staying ordinarily with him at his place of posting.

6. Process of Preparation of Last Part of Electoral Rolls

6.1 The list of service voters is prepared assembly constituency-wise and all service voters registered in a constituency are placed at the end of the electoral roll of that constituency, in a separate last part. All service voters belonging to that Assembly Constituency (AC) are listed in the last part together, irrespective of their place of residence. As the service voters have facility to vote through postal ballot (ETPBS) and they are not required to visit personally the polling station, there is no specified polling station earmarked for them.

6.2 The last is prepared in English and has following 3 sub parts—

- (a) 'A' (for Armed Forces and Central Para Military Forces),
- (b) 'B' (for State Armed Police Forces posted outside the State) and
- (c) 'C' (for persons employed under Government of India in a post outside India)

7. Preparation and Publication of Draft of Last Part of Electoral Rolls, 2021

7.1 As per the Schedule given in paragraph 1, the draft of the last part of electoral rolls for Summary Revision with reference to 01.01.2021 as the qualifying date, will be published on 16.11.2020 (Monday).

7.2 The draft will be prepared on the basis of the finally published roll in respect of summary revision of last part w.r.t. 01.01.2020 as the qualifying date PLUS the supplement list containing names of service electors included and deleted in the last part during the period of continuous updation and till 15.11.2020. The draft available on the service voter portal will be an integrated roll.

7.3 Immediately after publication of draft roll, the EROs shall send notice through mail and SMS alert to all the Record Officers/Commanding Officers with a request to check the extract of the draft

roll in respect of the service personnel under their charge and revert back with their comments, if any, by the fixed date.

7.4 The EROs shall download the file of last finally published roll, supplement in respect of continuous updation and also the integrated database file of draft roll and preserve a printout of the same for their future record.

8. Submission of Forms by Service Personnel

- 8.1 As indicated above, the summary revision of last part of electoral rolls shall be carried out in 100% online mode. For this purpose, Forms 2, 2A and 3 shall be available with server of respective Record Offices/Commanding Officer/Authorities concerned for use by the applicant service personnel.
- 8.2 Online Submission – The service personnel will go to the portal of wing of Service/Force/Authority and apply in the relevant Form 2/2A/3. He will fill the Form and declaration online, download and get a print of the same. Thereafter, he will put his signature on the hardcopy and submit the same to the concerned Record Officer/Commanding Officer/Authority. The filled up Forms will be received on database of the Server.
- 8.3 Offline Submission - If a service personnel is not able to submit Form online, he may get hardcopy of Form 2/2A/3 from the Election Commission's website i.e. <http://eci.gov.in> or from his Record Officer/Commanding Officer or Head of chancery and he can submit duly filled in Form with his signature, along with the prescribed declaration to the concerned Record Officer/Commanding Officer for verification and further process. No Service personnel will send his Form direct to ERO/DEO/CEO of his AC/District/State where his native place is located.
- 8.4 Each Form submitted online or offline, shall be accompanied with a declaration in the prescribed format to the effect that the applicant is not already enrolled as a general elector in any constituency. It should be noted that any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950. The service personnel shall submit the Form accompanied with the declaration online. These filled up Forms will be received on database of the server.
- 8.5 The relevant Form and declaration shall be submitted by the individual service personnel for himself and his wife, if she is staying ordinarily with him at his place of posting.

9. Process at the Level of National Nodal Officer –

9.1 For better coordination between Services/CPF and Election machinery, a well-defined hierarchical system of authorities has been put in place with a National Nodal Officer of each wing of Services/CPF at the apex level. The National Nodal Officer is a single point contact for the Election Commission for coordination and overall supervision of the Record Officers/Commanding Officers of his respective wing, involved in the process of registration of service voters and ETPBS.

9.2 The National Nodal Officer creates, maintains and updates details and addresses of Record Officers/Commanding Officers under his charge. This is of utmost importance as updated and correct address is required for sure, smooth and timely delivery of postal ballots to the intended service voters through their Record Officers/Commanding Officers, during the elections.

9.3 For this purpose, the National Nodal Officer should login the service voter portal and update the particulars and address of Record Officers/Commanding Officers regularly and invariably before every Summary Revision of last part and bye-election/general election.

10. Process and Verification by Record Officers/Commanding Officers/Authorities

10.1 The Record Officers/Commanding Officers are mainly responsible for receiving, verifying, processing and sending the Forms submitted by Service Personnel to EROs and maintaining the updated record of registered service voters under their respective charge.

10.2 Various stages of processing of Forms by Record Officers/Commanding Officers are as follows:

10.2.1 Preliminary checking and verification of details –

(a) The Record Officer/Commanding Officer/Authority concerned shall check the Form and the declaration received online/offline to ensure that the particulars and the full address including home town/village and district in respect of the applicant service personnel are correct, complete and duly filled in, so that the district and constituency in which the applicants' native place is located, can be determined.

(b) As per law, mentioning of service no. /buckle no. i.e. unique number in Form is mandatory for identification of service personnel. The Commission has however, allowed to provide a separate unique number instead of service number/buckle number for security reasons, if a request is made to this effect by the head of the service with the condition that the unique no. shall remain same throughout his service period. While checking the Form, the Record Officer/Commanding Officer/Authority should keep this in mind whether their Wing/Force has made such specific request to the Commission, and if so, what unique number have been allotted to the Service Personnel under his charge.

(c) Instead of verifying the Form in a mechanical and routine manner, the Record Officers/Commanding Officers/Authorities should carefully check that the details given in the

Form match to the service records of the applicant service personnel and no fact regarding his earlier registration, if any, has been concealed by him in the declaration. The Record Officer/Commanding Officer/Authority should duly brief and advise the applicant service personnel about the penal provision for false declaration made under Section 31 Representation of the People Act, 1950, mentioned above in paragraph 8.4 above.

(d) The Record Officer/Commanding Officer/Authority shall obtain hard copy of each of the Form received offline/online, duly signed by the applicant service personnel, for his record.

10.3 Digitization of Forms received offline - **The Record Officers/Commanding Officers/Authorities concerned shall digitize all the Forms received offline from service personnel under their charge.**

10.4 Creation of XML files - Thereafter, the Record Officers/Commanding Officers/Authorities will create an XML file of each of the Forms, received by them online as well as offline.

10.5 Uploading of Form and declaration with XML file –

(a) The Record Officers/Commanding Officers/Authorities shall scan the hard copy of Form and declaration, duly signed and verified, and upload the documents so scanned along with XML file itself on the service voter portal. During the de-novo exercise and period of continuous updation thereafter, the Record Officers/Commanding Officers/Authorities were allowed to push XML file and Form separately, however, this facility would not be available during Summary Revision. Accordingly, XML file, form and declaration/documents are required to be submitted simultaneously.

(b) While uploading the XML file and Form, the Record Officer/Commanding Officer/Authority shall assign Assembly Constituency, District and State. If it is not possible to ascertain the name of concerned Assembly Constituency or District from the address filled by the service personnel, the 'State' should be assigned. To avoid undue delay in processing of Form by the ERO, utmost care should be taken in assigning correct Assembly Constituency/District/State.

10.6 As the Forms are signed by the applicant service personnel and duly verified by Record Officer/Commanding Officer/Authority before uploading the same on the service voter portal through his secured login, hard copies of Forms and declaration are not required to be sent to the EROs. However, the Record Officer/Commanding Officer/Authority and EROs shall download the database file and get a print out of the same for their future record.

10.7 In view of the above, the Record Officer/Commanding Officer/Authority should not send hard copy of the Forms and declarations received offline to Election Commission of India.

10.8 Recommendation for deletion by Record Officer/Commanding Officer – The Record Officer/Commanding Officer will check the draft roll and recommend for deletion of names of such service electors who is no longer eligible to continue in the last part due to

superannuation/resignation/death/shifting as a general elector. The Format for recommendation for deletion of existing service elector from the last part has been provided on service voter portal for use by Record Officer.

11. Process at level of DEO

11.1 Although online Forms contain all necessary fields given in Form 2, 2A and 3 along with additional requisite information, there may be some cases in which the Record Officer/Commanding Officer has not mentioned the Constituency and the concerned ERO is not able to access the Forms relating to him. In order to ensure that all the Forms reach to the EROs concerned, the DEOs shall login the service voter portal through the credentials provided to them and allocate/assign the Constituency on the basis of address of native place of the Service Personnel.

11.2 For a DEO, there may be following 3 types of lists of Forms-

- (a) Form relating to his district with constituency clearly mentioned-in such case, both the DEO as well as concerned ERO will be able to access the Form.
- (b) Form relating to his district without mentioning name of constituency, either received from Record Officer/Commanding Officer or from some other DEO in the State-In this case, DEO shall allot the Constituency, and
- (c) Form relating to some other district in the State, wrongly marked by the Record Officer/Commanding Officer/Some other DEO in the State- in such case, DEO has option to mark it to the concerned district.

11.3 Where it is not possible to allot/assign a constituency for want of address details, the DEO shall return the said Forms to the concerned Record Officer/Commanding Officer with his remarks. The Forms so returned, will appear in the 'Return' list on the service voter portal.

12. Process and disposal at level of ERO

12.1 After allocation/assigning of the Constituencies in the Forms by the DEO, wherever required, the ERO concerned will be able to see the list of all applicants related to his constituency, by logging in on the service voter portal with his login credential.

12.2 For an ERO, there may be following 3-types of list of Forms-

- a) Form mentioning name of district and constituency-In such case, the ERO will be able to access the Form.
- b) Form allotted/assigned by DEO or some other ERO in the district.
- c) Form relating to some other constituency in the district, wrongly marked – in such case, ERO has option to mark it to the concerned constituency.

12.3 As the signed and scanned copy of the Forms with due verification will be sent by the Record Officer/Commanding Officer/Authority along with XML file, ERO shall start the processing of such Forms immediately after its receipt.

12.4 In XML file, the Forms will not be visible in the exact format of Forms 2/2A/3. However, the ERO will be able to see all the fields of the Form with option buttons of 'Accept' and 'Reject'. ERO shall also check whether the details shown in XML file and the corresponding Form exactly match or not. In case of mismatch between the details provided in XML file and Form, that has to be returned to Record Officer/Commanding Officer with specific comments. For indicating the reasons for returning of a Form by ERO, a box has also been provided. On the basis of the reason specified in the box, the Record Officer/Commanding Officer may submit the corrected XML file and Form.

12.5 On resubmission of corrected/modified XML file and Form by Record Officers/Commanding Officers, the ERO has two options of finally accepting or rejecting the same. There will be no forward option available at this stage. The accepted Forms will go in a separate list while the rejected Forms will be listed in a separate file. The communication in respect of a particular Form between ERO and Record Officer/Commanding Officer may continue till ERO finalizes the Form by clicking 'OK' button.

12.6 Disposal of online Forms will be done by the ERO concerned in the same manner as being followed in the disposal of Forms during de-novo exercise and continuous updation. The ERO has to satisfy himself that the applicant fulfils all the eligibility criteria fixed for registration and his complete details are available in the Form so as to accept the same.

12.7 The disposal of Forms will be done by the EROs on the service voter portal and the status of progress of processing will be simultaneously visible on dashboard on the portal to the Record Officers/Commanding Officers. The Record Officers/Commanding Officers can download and print the list of accepted/rejected Forms in respect of service personnel under their charge. Before disposal of the Forms, ERO should also download the scanned copy of each of the Forms and keep the same in record for future reference.

13 Final Publication

13.1 After passing the final order by the EROs, the last part will be finalized in the format prescribed by the Commission. The EROs shall keep a list of inclusions and deletions made during the Summary Revision and get a printout of the same for their future reference. Thereafter, the final roll will be integrated and made available at the service voter portal in a database file.

13.2 The EROs shall intimate the Record Officers/Commanding Officers by mail and SMS alert about final publication of the last part for further communication to the concerned service personnel.

13.3 The EROs and Record Officers/Commanding Officers shall download the database file and get a printout of the same for their future record.

14. Assignment of EPIC Number to Service Electors

The Commission has directed to assign EPIC number to all service electors, enrolled in the last part of electoral rolls. After finalization of the last part of electoral rolls, the ERO shall assign unique EPIC number to all registered service electors, following the same protocol as for generation of EPIC number in case of general electors. The Service Elector would not be issued EPIC card, however, as soon as he is enrolled as a general elector, he will be issued EPIC card with same EPIC number. Record Officers/Commanding Officers/Authorities will maintain record of EPIC number of all such service personnel who have been issued EPIC number while enrolled as general elector. All EPIC number, thus collected will be mapped for deletion of duplicate entries.

15. All the concerned shall be informed about the schedule of the Summary Revision and directed to follow the Commission's above instructions, strictly.

Kindly acknowledge receipt of the letter.

Yours faithfully,



(NARENDRA N. BUTOLIA)
SR. PRINCIPAL SECRETARY