Part I - 1

Preparation of
Photo Electoral Roll
September 2007 - April 2008

GAD (Elections) Department
AP Secretariat
Hyderabad - 500 022.
ON 29TH APRIL 2008 AT
Dr.MCR HRD INSTITUTE,
HYDERABAD.
Preparation of Photo Electoral Roll

An Overview

- Photo Electoral Rolls will be prepared for all the 294 Assembly constituencies in Andhra Pradesh before May 2008 as directed by the Election Commission of India.
- Work on this has already commenced in the 13 constituencies in Hyderabad district.
- Special revision of the electoral rolls in 281 constituencies throughout the state will commence from September 2007.
- This special revision is aimed at producing a **Photo Electoral Roll** with the photographs of the voters adjacent to their names for easy identification at the time of voting.
- This exercise will be undertaken in two stages to ensure an accurate and reliable roll at the end.
## TRAINING PROGRAMME

11.00 AM to 11.30 AM : Instructions on Photo Roll implementation by CEO in Hall A

<table>
<thead>
<tr>
<th>Hall A (11 Districts)</th>
<th>Hall B (11 Districts)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11.30 to 1.00</strong> :</td>
<td><strong>Photo Roll Software</strong></td>
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<tr>
<td>Photo Roll Software</td>
<td>(Integration Module)</td>
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<tr>
<td>(Photo Roll Module)</td>
<td>Generation of Preliminary Voters List etc.,</td>
</tr>
<tr>
<td>Demo and Hands on by</td>
<td>Draft and Final Rolls.</td>
</tr>
<tr>
<td>CMC</td>
<td></td>
</tr>
</tbody>
</table>

Attendee: District Level Agencies :
- District Level Coordinators (11)
- Master Trainers 2 from each district (22)
- SLA team for CEO office
- Mr. Chiranjeevi
  Sr. Project Manager

Trainer : CMC

### 1.00 to 2 PM Lunch

### 2.00 to 3.00 PM:

<table>
<thead>
<tr>
<th>Hall A (11 Districts)</th>
<th>Hall B (11 Districts)</th>
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<tr>
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<tr>
<td>Draft and Final Rolls</td>
<td>CMC</td>
</tr>
<tr>
<td>Remaining 11 districts</td>
<td>Remaining 11 districts</td>
</tr>
</tbody>
</table>

### 1.00 to 4.30 PM TPPMU Software training & Monitoring Mechanism

<table>
<thead>
<tr>
<th>Attendee :11 districts</th>
<th>Attendee :11 districts</th>
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<tr>
<td>Trainer: TCS</td>
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</tbody>
</table>

### 4.30 to 5.00 PM Sum up by Addl.CEO in Hall A
Steps involved for achieving the task to perfection

- **Stage 1:** House to house enumeration undertaken by the Booth Level Officer assisted by a photographer.

- **Stage 2:** The second stage will be after the publication of the draft rolls when voters will have an opportunity to file claims and objections.

- Booth Level Officer as well as Supervisors, Electoral Registration Officers and Assistant Electoral Registration Officers, private agency hired for taking photos of residual voters and integrating it into the roll are all involved in this process.
Why Photo Electoral Roll

- Important pre-requisite of a free & fair election is the truly and faithfully prepared Electoral Roll
- Revisions are made periodically. A summary revision of rolls was made as on January 2007 in Andhra Pradesh
- There are still many wrong entries remain in the revised Voters’ List – like the dead and those changed residence falling under another constituency. A perfect source for impersonation.
- Photo Electoral Roll should include all eligible voters and duplicate or spurious names are deleted.
- Weeding out ineligible voters will avoid impersonation.
A Manual has been made to explain the entire process and practices to be followed by all concerned – which has been provided to you.

This programme is to give first hand knowledge of procedures and familiarize you with all documents.

Seek clarifications you need, to clear any doubts.
What the Manual Contains?

- **Chapter I** contains a broad overview of the work of the Booth Level Officer - who is recognized as the most significant pivot for this exercise. (From page 7 of Manual)

- **Chapter II** covers the work to be done by the Booth level Officer and the photographer during intensive enumeration between October and December 2007. (From page 10 of Manual)

- **Chapter III** covers the duties and responsibilities of the BLO, the Private Agency Operator, the Election Wing Supervisor and the Private Agency Supervisor as well as the Electoral Registration Officer at this stage. (From page 36 of Manual)

- **Chapter IV** details the work to be done during the Claims and Objections stage after publication of the draft photo roll in March 2008. (From page 47 of Manual)
Functions of the Booth Level Officers (BLO)

- The Booth Level Officer is the most important person in this exercise.
- He will undertake the house to house enumeration in stage I as well as deal with claims and objections in stage II.
- The Manual is primarily addressed to the BLO.
- Also covers the duties and responsibilities of Supervisors, private agency operators as well as the Electoral Registration Officers and Assistant Electoral Registration Officers.
- A thorough study of the Manual and understanding of the procedures are very important for all concerned.
The photo of the elector be added next to his name in the electoral roll. This is called a **Photo Electoral Roll**.

To ensure the accuracy of the rolls, a local officer familiar with the local electors will assist in updating the roll.

He will participate in the house to house enumeration as well as receive claims and objections at the draft publication stage.

He will be called the **Booth Level Officer (BLO)**.

A booth level officer may be drawn from any department.

The BLO’s work will be monitored by a Supervisor.

He will look after the functioning of about 10 BLO’s.
Photography of Electors

- For taking photographs of the voters, you as BLO will be assisted by a private agency operator.
- He will accompany you during your house to house enumeration.
As Booth Level Officer
you are an important part of this exercise

- You are the grass root level representative of the Election Commission.
- This responsibility adds an additional dimension to your profile
- The citizens living in your area will look to you for guidance in matters relating to elections in the future.
- As a BLO you will function as an Enumerator during the Intensive Revision process between October and December 2007
- As a Designated Officer you will be receiving claims and objections between March and April 2008 after the draft publication of the rolls.
What is the area of the BLO’s operation?

- You may be assigned one or more polling station.
- Electors attached to this station are listed in a ‘Part’ of the electoral roll.
- Voters attached to a polling station do not usually exceed 1200 in number ie, about 400 households living in 400 or less houses
How will the households know who you are?

- You will be provided with a photo ID card.
- If you are not already familiar with the area, an employee of the Revenue Department or from Panchayat or Municipality having jurisdiction over the area will introduce you to the local residents in groups.
- You should get to know the local residents by attending important functions in the locality where people assemble.
You are BLO for your Part all through the year.

During the present intensive revision, you will be the Enumerator for the area covered by the polling stations allotted to you.

Subsequently after the draft rolls are prepared, you will be the Designated Officer for the area

Prescribed duties will be explained later
BLO Enumerators

BLO Enumerators have been appointed for rectification of errors in the existing photo electoral rolls and enrollment of new electors through House to House verification.

- Supervisors

- Supervisors (generally Group B officers) have been appointed to oversee the work done by the enumerators.

- Each Supervisor shall have 10 Enumerators to oversee

- The Supervisors shall check all complaints received about defective enumeration and also random check 25% of the work done by the Enumerator under his charge.

- He shall also take up door lock cases which the enumerator is unable to verify.
What is the schedule?

Schedule as approved by the Election Commission of India:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description of work</th>
<th>Time Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preliminary work - Appointment of BLOs and training them with Supervisors – Electronic integration and preparation of preliminary voter list</td>
<td>10-04-2008 to 30.04.2008 (21 days)</td>
</tr>
<tr>
<td>2.</td>
<td>Intensive enumeration of householders in each Constituency including taking photographs, data entry of enumeration work in back offices</td>
<td>1-5.2008 to 14-7-2008 (75 days)</td>
</tr>
<tr>
<td>3.</td>
<td>Scanning and integration of photographs; verification of integration of rolls; printing of draft rolls</td>
<td>14-7-.2008 to 22-7-2008 (10 days)</td>
</tr>
<tr>
<td>4.</td>
<td>Draft publication of rolls</td>
<td>23-07-2008</td>
</tr>
<tr>
<td>5.</td>
<td>Filing of Claims &amp; Objections</td>
<td>24-07-2008 to 07-08-2008 (15 days)</td>
</tr>
<tr>
<td>6.</td>
<td>Final publication of rolls</td>
<td>31-08-2008</td>
</tr>
</tbody>
</table>

(Refer page 9 of Manual)
Procedure for intensive Enumeration

- Special revision of Electoral Rolls of an intensive nature will be with reference to 1\textsuperscript{st} January, 2008 as the qualifying date.

- In all the assembly constituencies of Andhra Pradesh except the 13 Assembly Constituencies of Hyderabad.

- The special revision shall entail house to house verification using the existing rolls as a base. This will form the basis for the issue of Photo Electoral Rolls.

- The schedule of the revision is as below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preliminary work (Electronic Integration) preparation of preliminary voter list identification and training of enumeration/supervisors.</td>
<td>15.9.2007 to 15.10.2007</td>
</tr>
<tr>
<td>2.</td>
<td>Intensive enumeration of householders in each constituency including taking photographs</td>
<td>16.10.2007 to 31.12.2007</td>
</tr>
</tbody>
</table>
Code of Conduct

- You, as an Enumerator or a Supervisor have a vital role in the matter of preparation of correct and accurate electoral rolls.
- You should have patience and exhibit good manners when dealing with the public.
- After reaching a house, you should greet the head of the family or senior adult member politely, introduce yourself by showing your identity card, explain your duty and seek information in polite language.

(Refer page 10 of Manual)
Code of conduct

- Do not seek any new data or information irrelevant to your purpose and not mentioned in the enumeration form.
- Satisfy yourself that the information and data provided are correct.
- You should obtain information from only the family concerned and not depend on the information supplied by others about the family.
Thorough understanding

- You should clearly understand the geographical limits of the area assigned for your intensive enumeration.
- You should make sure that you neither extend the operation beyond the limits of the area allocated nor overlook any area of habitation like slums or camps that might have newly come up within the area allotted to you.

Area Map
- A map will be provided to you along with the draft electoral roll to help you understand the geographical boundaries of the polling station allotted to you.

- You should have a clear understanding of the procedure of filling of various Divisions of the Revised Preliminary List by suitable illustrations.

- A Division is a type of form.
## Electoral Roll, 2007
### State - Andhra Pradesh

<table>
<thead>
<tr>
<th>No., Name and Reservation Status of Assembly Constituency</th>
<th>214 Mahabubul</th>
<th>Part No. 111</th>
</tr>
</thead>
</table>

No., Name and Reservation Status of Parliamentary Constituency(Yes)
in which the Assembly Constituency is located.

#### 1. Details Of Revision

- **Year of Revision:** 2008
- **Qualifying Date:** 1/1/2008
- **Type of Revision:** Special Intensive Revision, 2007
- **Date of Publication:** 21/5/2007
- **Roll Identification:** Preliminary list prepared after integration and consolidation of all supplements preceding 2007 revision to the Basic roll of 1996.

#### 2. Details Of Part And Polling Area

- **No. & name of sections in the part:**
  1. Mahabubul Giri, Mahabubul Giri,
  2. Mogram Baoli Slum, Mahabubul Giri,

- **Main Village/Town:** 
  - **Main Village/Town:** Mahabubul
  - **District:** Hyderab
  - **pin Code:** 500001
  - **P.H.A. No.:** Mahaboobgunj
  - **Memorial:** 

#### 3. Polling Station Details

- **No. and Name of polling station:** 
  - **Polling Station:** Mahabubul
  - **Type of Polling Station:** (Male/Female/General)
  - **FEMALE**

- **Address of polling station:** 
  - **Address of polling station:** Mahabubul

#### 4. Number Of Electors

<table>
<thead>
<tr>
<th>Starting Sl. No.</th>
<th>Ending Sl. No.</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>627</td>
<td>0</td>
<td>627</td>
<td>627</td>
</tr>
</tbody>
</table>
List of documents & material to be supplied to enumerators

The DEO/ERO will supply the following documents/materials:

- An Identity Card duly signed by the ERO which should be displayed on your person while on duty.
- A Sketch map of each of the polling area covered by the polling station(s) allocated for verification. This will also include a list of House Numbers of the existing houses.
- Preliminary list containing 3 Divisions A, B & C.
The Enumerator is required to verify/fill these lists very carefully and legibly.

An example of completed form - Division A
The blank Division-B Form
Division - B

Form supplied to you will be similar to this
The Enumerator is not required to fill Division-A Form but he will verify its correctness and make suitable alterations if required.

He is required to check in Division-B the correctness of the House No., name of elector, relationship, name of relation, sex, age, photo & EPIC No. as printed in Division B and if any new names are to be entered, they should be entered in Division C (except in areas identified to have substantial presence of foreign nationals).
### Preliminary List Division - C

#### DEVISSION C - ELECTORAL ROLL - LIST OF ADDITIONS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Plot/ Plot No.</th>
<th>Name of Elector</th>
<th>Relationship</th>
<th>Name of Relation</th>
<th>Sex</th>
<th>D.O.B.</th>
<th>Photo &amp; EPIC No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Photo</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>EPIC No.</td>
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<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Photo</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EPIC No.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Photo</td>
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<td></td>
<td></td>
<td></td>
<td>EPIC No.</td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Photo</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EPIC No.</td>
</tr>
</tbody>
</table>

(Continued on the next page...)
Record of Enumeration

- This is a booklet with 100/200 sheets. Each sheet will be in duplicate in different colours and serially numbered.
- The Enumerator is required to fill these forms in duplicate and obtain the signature of the head of the family or the family member who verified the Division-B and gave information in Division-C.
- The enumerator will handover carbon copy to the Head of the family with the instruction that the receipt shall be preserved for all subsequent queries as well as for getting EPIC.

(Page 12 of Manual)
For Supervisors only, to use for enumeration of door locked cases.
Blank Application Forms – Form ID: ECI-IR-07-04 (Annexure – 5). To only those Enumerators who are allocated polling station areas which are identified as with substantial presence of foreign nationals.
- Declaration by Service Personnel Form ID: ECI-IR-07-05 (Annexure - 6). To only those enumerators who are allocated polling station areas where service personnel reside.
- Keep good quality ball point pen. Sufficient number of new carbon papers. Stamp pad to get thumb impression of the illiterate electors.
- Check the documents/material supplied and bring to the notice of the DEO/ERO if there is any shortage or substantial defects in any of the material supplied.
Advance Survey of Polling Station Areas

- Every Enumerator will personally visit each and every household in the polling area under his charge.
- During such visits if you find any new house having come up which is not included in the list of house numbers given to you, you should include that house also, wherever necessary, by giving it a suitable auxiliary number.
For enumeration of occupants of such new households, Division C of the enumeration book should be used to enter the particulars of eligible electors.
Fix a specific day for enumeration of electors living in a specific cluster of unnumbered temporary constructions; giving it wide publicity.

The political parties should be invited to appoint one agent each to witness the process of enumeration in the said cluster.

The enumerator on the day of actual enumeration, accompanied by the supervisor should assign a temporary number with chalk or such like instruments in front of each individual construction in the cluster and complete the enumeration in one go on the same day.
No piecemeal enumeration of the cluster should be undertaken as it will not be accurate.

Any such additional temporary constructions or clusters as come up after the process of enumeration should be dealt with during the process of disposal of claims and objections.

(Picture of clustered locality)
Method of Filling of Various Forms by Enumerators

Preliminary List:
Division-A (Header page)

- This page is a pre-printed page and the Enumerators are not required to fill any column in this Division. They should however verify its contents and suggest changes if any.
Division-B

Details of the electors in the integrated electoral roll
SAMPLE – DIVISION ‘B’

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>House Number</th>
<th>Elector’s Name</th>
<th>Relation</th>
<th>Type</th>
<th>Relation’s Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>EPIC No.</th>
<th>Photograph</th>
<th>Remarks</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>15-9-32</td>
<td>T ABRAHAM</td>
<td>H</td>
<td>Mahabob</td>
<td>F</td>
<td>25 J CW1251297</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>T RAJENDR</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>6</td>
<td>15-9-32</td>
<td>T KAVITHA</td>
<td>H</td>
<td>Mahabob</td>
<td>F</td>
<td>27 J CW1251444</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>T VEDRA CHANDER</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>15-9-32</td>
<td>T SANTOSHI</td>
<td>H</td>
<td>Mahabob</td>
<td>F</td>
<td>25 J CW1251289</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>T VEDRA</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>15-9-44</td>
<td>KETHUMAR JAIN</td>
<td>H</td>
<td>Mahabob</td>
<td>F</td>
<td>25 J CW1251349</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>SAIKRAJ JAIN</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

1. EPIC Shown/Photo and Number Tallied
2. EPIC Shown/Photo Not Tallied
3. EPIC Not Shown/Photo Identified - Correct
4. EPIC Not Shown/Photo Incorrect
5. No EPIC
6. EPIC Not Issued/Photo Identified - Correct
7. EPIC Not Issued/Photo Incorrect
Verification of Existing Names

- When you visit a house, you should request to see the head of the family or if the head of the family is not available, then request to see any other available senior adult member of that family.

- You should explain to the head of the family or senior adult member that you are deputed by the ERO to verify the entries in the electoral roll relating to that family including the correctness of the photo in the roll and Electors Photo Identity Card, if issued.
While verifying the entries during house enumeration, you should put a tick against the **printed entry in List**, if the printed entry is correct.

If the printed entry is **NOT correct**, write the correct text/numerals in the corresponding blank box below the dotted line.

Where fields are blank above the dotted line, the values should be boldly written below the dotted line so that all data entry elements, i.e., missing and additional information as well as corrections, appear below the dotted line. **Please note that you must fill in the appropriate boxes in all cases where details are not available in the existing rolls.**
You then verify the names and particulars of the electors printed in Division B. This Division contains a number of columns, each of which has to be verified.

Check the house number as given in the Preliminary List (column 2) against the members of that family.

If the house number is correctly printed in the List, then you should put tick against that entry in the List (column 2).

Then you should ask for the details of each adult member of the family who are ordinarily resident in that house and are of or more than 18 years of age as on 1-1-2008.
The next column to be filled is column (4) “Relationship”. In many cases you may find this column left blank. The entry to be made in this column is the relationship between the person mentioned in column (5) with the elector in column (3).

Find out the relationship. Write “F” – if the relation is Father; “M” – if the relation is Mother; “H” – if the relation is Husband and if it is any other relation write “O”.

Verify each name mentioned by the head of the family with the names printed in the Preliminary List against that address. If the name is correct, put a tick against the printed entry.

If the name is wrongly printed, ascertain the correct spelling of the name and write the correct name in the blank box below the column relating to name.

After checking the name, ask for the name of Relation (column 5). Under this Column (5) “Name of Relation”, the name of the Father / Mother / Husband / Other is required to be written.

Normally this column (5) is already filled and printed by the ERO. You should ascertain whether the name of relation printed in column (5) is correct or not. If the name of relation is correct put a tick against the entry. If not, enter the correct name in the blank box below.
- Then verify column (6) relating to sex of the elector and correct this column if necessary.

- In the case “eunuchs” in the column relating to sex of the elector, “Male” or “Female” should be recorded as claimed by the person concerned.

- The next column (7) relates to Age.
While generating this List, the ERO should have got the age increased to reflect the position as on 1-1-2008. *Ascertain from the family the age of the person as on 01-01-2008*

The Commission has decided to mention **date of birth** in place of age on the new format of EPIC. Therefore, the date of birth should be mentioned.

Where the elector does not know/remember the date of birth, the year can be mentioned.
Verification of Photos & EPIC (Electoral Photo Identity Card)

- The last column (8) relates to Photo & EPIC Number. EPIC (Electors Photo Identity Card) have been issued by the ERO to the registered electors.

- **Ask the Head of the family** to show you the EPICs issued to all the electors of the family. You should carefully check the EPICs shown to you and take action as specified.

(Page 23 / 24 of the Manual)
- Take each card and compare the photo and serial number of the card with the photo and number (if printed) entered in column (8) of the List. If the photo & number tally, put a tick mark and write the words “Shown-Photo & Number tallied” in the blank box.

- If the photo is not tallied write “shown - photo not tallied”. In such a case, a fresh photograph of the person should be taken and the Digital Camera Photo number should be entered in the remarks column.
- If there is a mistake in the EPIC number printed in the List, write down the correct number as shown in the Card in the blank box below that column.

- If the image of the person does not tally with the photograph in the list, there is clearly a mismatch and a fresh photograph of the voter needs to be obtained as per the procedure explained.

- If he is willing to submit two passport size photographs then you can take them. Please ensure that full particulars of the voter are written at the back of the photograph.

- Stick one copy at the appropriate place in Division B or C and staple the other to the form with the full particulars of the elector written on its reverse.
If the EPIC is not available for whatever reason the entry should not be ticked. Enter the remark ‘NOT SHOWN’ in the blank box under the dotted line.

If the photo is identified by the head of the family or senior adult member of the family then write “Not shown - photo identified-correct”.

If the family member says the photo is incorrect, write “Not Shown-Photo incorrect”. In such cases also, obtain passport size photographs wherever available of the concerned persons or take fresh photographs.
- You should remember that EPIC should be seen by you personally. In no case must the EPIC number be recorded from ancillary evidence such as a reference in any other document.

- In the case where no EPIC number is indicated in the Preliminary List and the elector or family member confirms that no EPIC has been issued, in the Photo & EPIC column below the dotted line, the remark ‘NOT ISSUED’ should be recorded.

- However the photo should be verified and remarks made as explained. IF there is no photograph, obtain passport size photographs wherever available.
• Even where no EPIC number is indicated in the Preliminary List, you should ascertain the status of issue.

• In the case where the elector or family member states that an EPIC has in fact been issued and the EPIC is produced, the EPIC number should be noted from the card above the dotted line in the appropriate column and below the dotted line the remark 'Shown' should be recorded. This is subject to the photograph in the preliminary list matching the likeness of the person who is interviewed by the enumerator.
Where an EPIC could not be produced at the time of the enumerator’s / supervisor’s visit but the other details were obtained / verified, it would not be necessary for you to visit the house again.
Each target elector will be requested to provide two copies of his/her recent passport size colour photograph at his own cost, as an option. Please note that in the absence of the elector, these photographs will necessarily have to be identified with reference to any other photo bearing document – student identity card, ration card etc to be shown to you before being accepted.