

Government of West Bengal
Personnel & Administrative Reforms Department, IAS Cell,
Nabanna, 325, Sarat Chatterjee Road, Howrah- 711102.

No.1656 (3) -PAR(IAS)/8P-38/2020

Dated: Howrah, the 29th September, 2023

From: The Officer on Special Duty & EX-officio Senior Special Secretary
To the Government of West Bengal

To: 1) Additional Chief Secretary/ Principal Secretary/ Secretary
_____ Department
2) Divisional Commissioner, _____ Division
3) District Magistrate, _____

Sub: Special Summary Revision of Photo Electoral Roll w.r.t. 1st January,
2024 as the qualifying date - Posting of Adequate Staff to fill up vacancies and
ban on transfers/postings- regarding.

The undersigned is directed to forward herewith letter no. 23/2023-ERS(Vol.-III)
dated 13th September, 2023, as received from Secretary, Election Commission of India, on
the subject mentioned above for information and taking necessary action accordingly.

Enclos: As stated above

Sd/-

OSD & Ex-officio Senior Special Secretary
to the Government of West Bengal

No.1656/1(4)- PAR(IAS)/8P-38/2020

Dated, Howrah, the 29th September, 2023

Copy forwarded for information to :

1. Additional Chief Electoral Officer, West Bengal
2. OSD & E.O Special Secretary, Establishment Branch, P & AR Department
3. Joint Secretary, WBCS Cell, P & AR Department
- ✓ 4. IT Cell of this Department for uploading the same in the website of this Department.



OSD & Ex-officio Senior Special Secretary
to the Government of West Bengal

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 23/2023-ERS (Vol.-III)

Dated: 13th September, 2023

To,

The Chief Secretaries/Administrator
of all States/UTs (except for the State of Assam, Chhattisgarh, Madhya Pradesh, Mizoram,
Rajasthan and Telangana)

Subject: Special Summary Revision of Photo Electoral Rolls w.r.t. 1st January, 2024 as the qualifying
date – Posting of adequate staff to fill up vacancies and ban on transfers/postings – regarding.

Sir/Madam,

I am directed to state that the schedule for Special Summary Revision of Photo Electoral Rolls with
reference to 1st January, 2024 as the qualifying date has already been announced by the Election Commission in
all the States (except for the State of Assam, Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and
Telangana) with a view to prepare accurate rolls, inclusive of all eligible persons as electors. Defect free and
updated electoral rolls are the bed rock of the electoral process.

2. A copy of the Commission's letter No. 23/2023-ERS (Vol.-III), dated 29th May, 2023, inter-alia
containing approved schedule for the Summary Revision of Photo Electoral Rolls with reference to 01.01.2024
as the qualifying date is enclosed for your reference. The CEO shall bring to your notice immediately; in case
any change is made in the schedule of Special Summary Revision.

3. It is requested that the following may be ensured for smooth and meaningful conduct of Special
Summary Revision of electoral roll in your State/UT: -

(a) Provision of adequate staff

- (i) All existing vacancies of posts relating to electoral rolls work, like DEOs, EROs and AEROs, if any,
should be filled up immediately. The CEO of the State/UT is being directed to bring to your notice the
list of vacancies.
- (ii) The Commission has already issued several instructions for strengthening of infrastructure and
deployment of manpower in office of DEOs/EROs and CEO. In view of forthcoming revision in the
State/UT, provision of additional staff and infrastructure wherever required, may be made in office of
the above officers.

(b) Posting of substitute officers

If it becomes absolutely essential to transfer any officer like DEOs/EROs etc., a reference, giving full
justification, should be made by State Government in consultation with and through the State CEO for
consideration of the Commission. The transfer of AEROs and below level officers/officials including BLOs
can be decided by the CEO at his level. This applies to filling up the vacant posts of these categories also. The
CEO shall also invariably be consulted while posting substitute officer. The CEO should consult the
Commission, where felt necessary.

(c) **Restriction on deployment of certain officials.**

No officer/official (i) against whom the Commission has recommended any disciplinary action and the same is pending, or (ii) to whom major penalty has been given as a result of said disciplinary proceeding, or (iii) against whom a serious criminal case is pending in any court of law, or (iv) who was transferred out during any previous revision of rolls or conduct of election for inefficiency or willfully violating the Commission directions shall be associated with work relating to revision of rolls. In case of doubt, the CEO should decide the matter, in consultation with the Commission, wherever felt necessary.

(d) **Provision of adequate fund.**

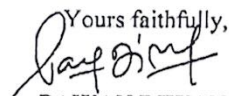
Adequate fund for carrying out the revision work should be made available to the CEO.

4. **Ban on transfers of officers and staff engaged with revision of roll during revision period (i.e. from date of draft publication to final publication):-**

Under the provision of the section 13CC of the Representation of the People Act, 1950, any officer or staff employed in connection with the preparation, revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission. Transfer of officials engaged in roll-revision work during the period of revision adversely affects the work and the quality of revision process. Hence, the Commission has directed that no officials connected with the exercise of revision of electoral rolls like the District Election Officers, Deputy District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers etc. should be transferred from their places of posting without the prior concurrence of the Election Commission during the period of Special Summary Revision in the State/UT. It is to clarify that during the current round of revision of electoral rolls such ban on transfer and posting would be effective from the date of draft publication of electoral roll to the date of final publication of electoral roll in your state/UT.

5. Full co-operation of the State Government, as has been extended in the past, is solicited for the present round of Special Summary Revision of Electoral Roll in your State/UT.

6. It is requested that copies of the instructions issued by you to the concerned authorities in the State in this regard may kindly be sent to the Commission, for its information and record.

Yours faithfully,

PAWAN DIWAN
(SECRETARY)

Copy to: Chief Electoral Officers of all States/UTs (except for the State of Assam, Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana)