

Sashastra Seema Bal  
Office of the Directorate General,  
East, Block-V, R. K. Puram, New Delhi-66.

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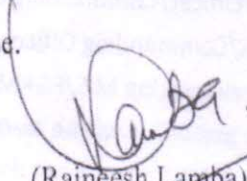
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No.20/SV/D-IV/SSB/Admn/2015(2)-443-16 Dated: /7 January, 2017.

**CIRCULAR**

Subject: - **Summary revision of last part of electoral rolls with reference to 01.01.2017 as the qualifying date-Process of online registration in the last part for service personnel-regarding**

Enclosed please find here with a copy of letter No. 24/LET/ECI/FUNC/ERD/ER/2016-VOL-II dated 03.01.2017, received from Election Commission of India, Nirvachan Sadan, Ashoka Road New Delhi regarding summary revision of last part of electoral rolls with reference to 01.01.2017 as the qualifying date-Process of online registration in the last part for service personnel-regarding, further elucidate the process of submission and disposal of Forms 2,2A and 3 received on line by the DEOs/EROs concerned.

For information and compliance, please.

  
(Rajneesh Lamba)  
Assistant Director (Admn)  
FHQ, SSB R. K. Puram, New Delhi

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## ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 24/LET/ECI/FUNC/ERD/ER/2016-Vol.II

Dated: 3<sup>rd</sup> January, 2017123 Dec 17  
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To,

The Chief Electoral Officers of  
All States and UTs.Subject: Summary Revision of last part of Electoral Rolls with reference to 1<sup>st</sup> January 2017 as the qualifying date- Process of online registration in the last part for service personnel- regarding.

Sir/Madam,

In continuation of the Commission's letter of even number dated 20<sup>th</sup> December, 2016 on the above subject, I am directed to further elucidate the process of submission and disposal of Forms 2, 2A and 3 received online by the DEOs/EROs concerned.

2. 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 online transactions between the Record Officer/Commanding Officer and DEOs/EROs will be done on this portal only. While the Record Officers/Commanding Officers have been provided login credentials, DEOs/EROs can access the portal with their existing MIS/PGRMS login credentials. The status of the disposal of Forms in respect of the service personnel will be always visible to the Record Officer/Commanding Officer concerned.

3. The Record Officers/Commanding Officers is responsible for online submission of Forms 2, 2A and 3 on service voter portal on behalf of the service personnel under their charge. The Nodal Officer of the concerned Services/Forces shall keep details of all Record Officers/Commanding Officers up-to-date so that the process of online submission is not adversely affected due to transfers/postings of Record Officers/Commanding Officers. The Record Officer/Commanding Officer will invariably change the first time password provided by the admin of the portal. OTP authentication is necessary for each subsequent transactions.

Initial process at level of Record Officer/Commanding Officer

4.1 A service personnel for registration as service voter has two options for filing Form 2, 2A and 3 - online and offline. For online submission, Forms 2, 2A and 3 are available with server of respective Record Officer/Commanding Officer for use by the applicants. 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. Each Form shall be accompanied with a declaration in the prescribed format to the effect that the applicant has not already got himself enrolled as general elector in any constituency. The service personnel can submit the Form accompanied with the declaration online. These filled up Forms will be received on database of the said server. A service personnel has option to submit his Form

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offline also, if he has no access to net connectivity and handover the same to the officer-in-charge of the concerned Record Office/Commanding Office/Nodal Authority.

4.2 The Record Officer/Commanding Officer shall check the Form and the declaration received online/offline to ensure that the particulars given by the applicant are correct and the full address including home town/village and district is filled in, so that the district and constituency in which the applicants' native place is located, can be determined. The Record Officer/Commanding Officer shall digitize the Forms received offline. Thereafter, the Record Officer/Commanding Officer will create an XML file of all Forms, received by them online/offline and upload it on service voter portal through their login credentials.

4.3 The Record Officers/Commanding Officers shall maintain hard copies of Forms received online/offline. In case of a Form submitted online, the Record Officers/Commanding Officers shall download the Form from their server and get the same signed by the applicant. After making their verification remarks on the hard copies of all such Forms filed online/offline, the Record Officers/Commanding Officers shall bunch together all such hard copies along with declarations attached, pertaining to State and collectively send the same, by post, within a period of 45 days from the date of uploading the XML file on service voter portal, to the CEO of the State, with a covering letter and a list of Forms being forwarded. The CEO shall acknowledge receipt of letter of Record Officers/Commanding Officers and send the Forms to concerned DEOs. The DEOs will sort out the Forms constituency-wise and cause to forward the same to the concerned EROs for their record.

#### Process at level of DEO

5.1 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 Commission has directed that the DEOs shall login the above-mentioned portal through the credentials provided to them and allocate/assign the Constituency on the basis of address of native place of the service personnel.

5.2 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.

5.3 In case of the incomplete Forms, 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 portal.

Process and disposal at level of ERO

6.1 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 (online) related to his constituency, by logging in on the above-mentioned portal with his login credentials.

6.2 For an ERO, there may be following 3 types of lists 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.

6.3 As the hard copy of the Forms with due verification will be sent by Record Officer/Commanding Officer by post within the period of 45 days, the concerned EROs shall start the processing of the Forms received in XML file from Record Officer/Commanding Officer online, without waiting for hard copy of the Forms, as per due procedure.

6.4 In the XML file, the Forms will not be visible in the exact format of Forms-2, 2A and 3. However, the ERO will be able to see all the fields of the Form with buttons of 'Accept' and 'Reject'. For indicating the reasons for rejection 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 Form during the checking of the extracts. The accepted Forms will go in the draft roll while the rejected Forms will be listed in a separate file.

6.5 Disposal of online Forms will be done by the ERO concerned in the same manner as being followed in the disposal of Forms hitherto received offline by the EROs. The ERO has to satisfy himself that all the criteria fixed for registration have been duly fulfilled by the applicant and complete details are available in the Form so as to accept the same.

6.6 The disposal of Forms will be done by the EROs on the 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 list of accepted/rejected Forms in respect of service personnel under their charge.

6.7 On the last date of disposal of Forms, given in the program of revision of last parts, the ERO 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 as per the program. The Record

