

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110001

No. 23/BLO/2022-ERS

Dated: 4th October, 2022

To,

The Chief Electoral Officers
Of All States/UTs.

Subject: Comprehensive instruction regarding Booth Level Officers—reg.

References:

- i. Commission's letter No. 23/BLO/2006-ERS dated 15.11.2007,
- ii. Commission's letter No. 23/BLO/2010/ERS dated 03.11.2010,
- iii. Commission's letter No. 23/BLO/2010-ERS dated 29.10.2010,
- iv. Commission's letter No. 23/BLO/2010-ERS dated 09.06.2011,
- v. Commission's letter No. 23/BLO/2010-ERS dated 12.07.2011,
- vi. Commission's letter No. 23/BLO/2013-ERS dated 16.04.2013,
- vii. Commission's letter No. 23/Inst/2015-ERS dated 08.07.2015, and
- viii. Commission's letter F.No. 23/BLO/LET/ECI/FUNC/ERD/ER/2016 dated 05.09.2016

Madam/Sir,

I am directed to say that since inception the institution of Booth Level Officers (BLOs) has been playing pivotal roles in the preparation and revision of electoral roll. Election Commission of India has always found BLO as an important link of electoral system and therefore decided to further strengthen institution of BLOs. With this objective, the Commission vide its Order no 193/6/2022 dated 10.06.2022 constituted a Committee of several CEOs with CEO Rajasthan as coordinator, to suggest/recommend ways for streamlining and strengthening of institution of BLOs. The Committee examined, in detail, all the relevant aspects in the context of prevailing conditions and submitted its report on 04.08.2022.

2. The Commission has deliberated upon each of the recommendations made by the Committee and on the basis of the decisions taken by the Commission in the matter, the following revised comprehensive guidelines on BLO are being issued for future compliance: -

1. Appointment of Booth Level Officers

1.1 Booth Level Officers are to be appointed by the Electoral Registration Officer under Section 13B (2) of the Representation of the People Act, 1950 after obtaining approval of the District Election Officer. They shall deem to be on deputation of the Election Commission of India under section 13CC of the RP. Act, 1950.

1.2 Booth Level Officer can be appointed from the following suggested list of categories

Government/Semi Government employees: -

- (i) Teachers
- (ii) Anganwadi workers,
- (iii) Patwari/Amin/Lekhpal,
- (iv) Panchayat Secretary,
- (v) Village Level Workers,
- (vi) Electricity Bill Readers,
- (vii) Postman,
- (viii) Auxiliary Nurses & Mid-wives,
- (ix) Health workers,
- (x) Mid-day Meal workers,
- (xi) Contract teachers,
- (xii) Corporation Tax Collectors, and
- (xiii) Clerical Staff in Urban area (UDC/LDC etc.)

1.3 Besides the above list, the following official/individuals can also be appointed/drafted as BLO: -

- a. Central Government employees can be drafted only when prescribed/suggested 13 prescribed options have been exhausted.
- b. Group 'B' officers can be drafted if prescribed/suggested 13 prescribed options have been exhausted.
- c. Willing Retired government servant only where serving government servants are not available within the polling area. However, in rural area, the District Election Officer shall give a non-availability certificate (**Annexure-I**) in such cases.
- d. Any specific category as and when required on case to case basis by CEO of concerned State, after prior approval of the Commission.

1.4 To the extent possible, a Booth Level Officer should be an elector in the polling station where she/he is deputed as Booth Level Officer. However, for the urban area ACs, if it is found more feasible by the CEO, work area may be aligned with their work place of original department/organization.

1.5 Following points should also be ensured before deployment of BLOs: -

- a. Efforts should be made to ensure that one BLO is made responsible for one part of the electoral roll. However, in case of inadequacy of manpower, one BLO can be made in charge of at the most two parts of electoral roll.
- b. Female Booth Level Officers should be deployed in the polling stations, where the imbalanced gender ratio in electoral populace is observed, to motivate the unregistered women to come forward and get themselves enrolled in electoral rolls.
- c. For cantonment areas, as far as practicable, staff of the concerned cantonment authorities should be appointed as Booth Level Officers.
- d. Teachers shall be drafted minimally as Booth Level Officers. However, where necessary, they should be drafted for Booth Level Officer work during holidays and during non-teaching hours and non-teaching days so as to avoid any loss of academic work. It must be ensured that no teacher of a single teacher school is deployed for this purpose.
- e. No employee associated with security services, essential services, and public utilities or involved in commercial/revenue-generating activities should be drafted as Booth Level Officer.
- f. Physically challenged persons (including visually, handicapped and hearing and speech impaired persons), may not be drafted for BLO duty unless they express their willingness to take the work. While giving exemption in case of deployed PwD employees, ERO has to satisfy himself that the person concerned is actually having disability as claimed.
- g. Utmost care must be taken while deploying semi-government employees as BLO and credentials of such workers should be verified thoroughly to ensure that they do not have any political allegiance.
- h. Where polling stations are set up separately for males and females of a particular polling area, then only one BLO will be appointed for these two polling stations lying within the same polling area. Similarly, only one BLO be appointed for main polling station and its auxiliary polling station.
- i. For difficult geographical areas, BLOs can be appointed for group of sections and such appointment shall be made in such manner so as to cover the entire area allotted to them and no section of polling station should remain uncovered. However, there should be clear demarcation of jurisdiction among the BLOs to avoid any over-lapping/duplication.
- j. The activities for BLOs should be planned in such a way it doesn't affect the working of their parent department.

2. Duties and Responsibilities of Booth Level Officer

2.1. The Booth Level Officers play vital role in preparation and revision of electoral rolls, for which they shall make a thorough study of the roll of the part assigned to them and shall make frequent field visits to the areas in the said part and interact with local people, particularly, elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the Electoral Registration Officer.

2.2. Under overall control and superintendence of ERO, basic duties of Booth Level Officer will be as follows: -

- (a) Collection of claims and objections from the applicants on behalf of ERO/AERO.
- (b) House to house visit during annual summary revision and checking of overlapping, migration, transfer/shifting.
- (c) House to house visit to collect data/forms/information during any special drive of ECI.
- (d) Identification of shifted/dead/non-existing electors.
- (e) Physical verification of Polling Station location of assigned part at the time of rationalization of polling station and uploading of photos and locations including the longitude and latitude of the center on GARUDA App.
- (f) Digitization of all forms received in physical mode, through GARUDA App.
- (g) Analysis of polling station data to identify gaps in electoral roll with special focus on enrolment of youths in 18-19 age group and women and to take necessary corrective measures.
- (h) Checking spellings, multiple/duplicate entries, part header page, photos etc. of electors in the roll.
- (i) Collecting photos of the residual voters.
- (j) Collecting mobile numbers/e-mail ID of electors.
- (k) Submitting reports/forms to Electoral Registration Officer so that notice can be issued to the persons whose names have to be deleted.
- (l) Display of draft roll/prescribed notices at designated locations.
- (m) Reading of rolls in gram/ward sabhas – Liasoning with RWAs in urban areas for registration.
- (n) Distribution of EPIC, returned undelivered from India Post.
- (o) Correct Serialization of the houses and correct arrangement of sections falling within the part
- (p) Coordination with Booth Level Agents (BLAs)
- (q) Detailing of Forms received
- (r) Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping, specially in respect of newly developed colonies.

- (s) Identification of dead and shifted voters during period of continuous updation.
- (t) Work related to Chunav Pathshala.
- (u) Distribution of Photo voters slip at the time of elections as per the schedule prepared by Returning Officer and maintenance of record thereof.
- (v) Ensure timely survey of Absentee Voters, and distribution/collection of Form 12D by them.
- (w) Ensure pick-up and drop facilities to senior citizens and PwD electors on poll day.
- (x) Manning Help Desk at polling station and maintenance of alphabetical electoral roll on the day of poll.
- (y) Any other work related to the electoral roll of the concerned polling station as assigned by ERO and related to poll as assigned by the RO of the constituency.

3. Booth Level Officer's Kit and BLO Register

3.1 Every Booth Level Officers shall be provided with a kit bag inscribed with Election Commission of India logo. The BLO Kit may contain the following items: -

- a) Kit Bag, preferably made of Eco friendly material.
- b) Cap with ECI Logo and "BLO" inscribed on it.
- c) BLO's Register
- d) BLO's identity card
- e) a copy of Hand book for Booth Level Officer
- f) A brochure having links of CEO/DEO websites, link of PPTs of all training module and BLO magazine.
- g) Writing pad with sufficient papers
- h) Blank Register
- i) Pen, Pencil, eraser, ruler etc.
- j) Sufficient number of blank Forms 6, 6B, 7 and 8.
- k) Before every annual revision of electoral rolls, a Booth Level officer shall be provided baseline electoral roll data of the concerned polling station and analysis of Formats 1-8.

3.2 Booth Level Officer's Register:

The Booth Level Officer shall keep record of door to door survey done by him in Booth Level Officer's Register, which has now been standardized and simplified in 9 Statements, which is enclosed herewith at **Annexure-'II'**. BLO's Register is being digitized and put on Garuda App by

ECI-IT Division. BLO's Register on Gadura App will also have baseline electoral roll data of the concerned polling stations and pre-filled Formats 1-8 using ERMs database.

4. **Training**

A comprehensive and meaningful orientation training should be imparted to all Booth Level Officers from time to time. Every newly appointed Booth Level Officer should invariably undergo induction training. Before every summary revision, a refresher training programme on need basis should be arranged to ensure that every Booth Level Officer is updated of his role and responsibilities. Updated Handbook for BLOs, as and when it is ready, shall be circulated to the CEOs of States/UTs for getting the same printed and distributed among the BLOs.

5. **Monitoring and evaluation**

The performance of Booth Level Officers shall be evaluated through well-defined layers of supervision and control through a battery of supervisors. The Chief Electoral Officers shall instruct Electoral Registration Officers to update personal details and mobile numbers of Booth Level Officers, correct demarcation of polling station areas and co-relation of Booth Level Officers with their respective polling areas and updation of polling station numbers in control tables. Accountability factor shall be spelt out in clear terms to Booth Level Officers that their job is crucial for fidelity of electoral rolls and their performance will be closely monitored. The Chief Electoral Officers shall ensure that in order to motivate the Booth Level Officers a well-defined system of incentives and disincentives is also put in place.

6. Withdrawal of BLO work from one official and simultaneously entrusting this to another official shall not be treated as/amount to punishment until and unless reason for withdrawal of work is specifically done and recorded as a punitive measure by the ERO/DEO.

7. This will be standing instruction unless modified and repealed or modified or replaced. All concerned may be informed accordingly.

Yours faithfully



(AJAY KUMAR)
PRINCIPAL SECRETARY

NON-AVAILABILITY CERTIFICATE OF SERVING GOVERNMENT OFFICERS
FOR APPOINTMENT AS BOOTH LEVEL OFFICERS.

This is to certify that have granted permission for appointment of retired Government servants as Booth Level Officers (BLOs) for the polling stations given in the list below. This is further to certify that before granting permission for appointment of retired Government servants as Booth Level Officers all efforts have been made to find serving Government servants residing within the area of the polling station for appointment as Booth Level Officer but no such Government servant has been found.

List of polling stations where permission has been granted for retired Government servants to be appointed as BLOs.

Assembly Constituency No. and Name	Name and No. of polling station

Signature:- _____

Name of the DEO: _____

Name of the District _____

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To be filled by BLO 

New Addition 

STATEMENT-I
SUMMARY OF LAST REVISION OF ELECTORAL ROLLS

- 1. Date of publication of final roll in last revision
- 2. Total No. of Electors in the part
- 3. Total No. of male Electors
- 4. Total No. of female Electors

5. Total No. of TG Electors 

6. Gender ratio = Female Elector X 1000

Total No. of Male Electors in the part

- 7. Age cohort of the part:
 - (a) 18 to 19 age group = No. of Electors in 18-19 age group X 100
Total no. of Electors in the Part
 - (b) 20 to 29 age group = No. of Electors in 20-29 age group X 100
Total no. of Electors in the Part
 - (c) 30 to 39 age group = No. of Electors in 30-39 age group X 100
Total no. of Electors in the Part
 - (d) 40 to 49 age group = No. of Electors in 40-49 age group X 100
Total no. of Electors in the Part
 - (e) 50 to 59 age group = No. of Electors in 50-59 age group X 100
Total no. of Electors in the Part
 - (f) 60 to 69 age group = No. of Electors in 60-69 age group X 100
Total no. of Electors in the Part
 - (g) 70 to 79 age group = No. of Electors in 70-69 age group X 100
Total no. of Electors in the Part
 - (h) 80+ age group = No. of Electors in 80+ age group X 100

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To be filled by BLO 

New Addition 

STATEMENT-4

Age-wise Elector Analysis

Gender ratio of district	Gender ratio of Part									
Elector population ratio of District	Elector population ratio of Part					New Addition				
Age cohort	18 to 19	20 to 29	30 to 39	40 to 49	50 to 59	60 to 69	70 to 79	80+		
Age cohort of district										
Age cohort of Part	New Addition									

STATEMENT-6 (New Elector/ Unenrolled Elector)

List of un-enrolled eligible 18+ citizens - Who are yet to be enrolled

Statement 6

AC No. and Name:

Part Number:

Sl. No.	House Number (actual/ NHN)	Details of Eligible Person					** If PWD write category of disability as VI / SHD / LD / O	Details of Relative already enrolled in E-Roll in the same Part		EPIC no.
		Name of the Person	Sex (M/F/ TG)	Mobile no.	E-mail Id	Name		*Relation with the un-enrolled eligible person		
1	2 (2)	3 (5)	4 (8)	5 (12)	6 (13)	7 (16)	10(7)	11(6)	12(7)	

Signature of BLO	
Name of BLO	

* Relationship- Father (F), Mother (M), Spouse (S), Other (O)
 ** Visual impairment (VI); Speech & hearing disability (SHD); Locomotor disability (LD); Others (O)
 These fields are captured from Statement 2
 Note: Figures in bracket () are column numbers of Statement 2

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To be filled by BLO



New Addition



STATEMENT -9 NEW DEVELOPMENTS IN THE PART

1. Number of newly constructed houses since last revision and the details:-
2. Number of newly constructed buildings that have come up since last revision give details:-
3. Number of newly constructed societies that have come up since last revision and their details:-
4. Increase/ Decrease in Total population of part village = (Total Population at time of Current Revision - Total Population at time of Previous Revision)
5. Elector population ratio at time of Current Revision = $\frac{\text{Total No. of Electors X 100}}{\text{Total Population at time of Current Revision}}$
6. Elector population ratio at time of Previous Revision = $\frac{\text{Total No. of Electors X 100}}{\text{Total Population at time of Previous Revision}}$
7. Increase/ Decrease in Elector population ratio = (SL NO. 5 - SL NO. 6)

New Addition