

Check List for First Visit of ER Observers
 (The Report of first visit should answer all the questions given below in detail, mention corrective action taken if any)

Report in respect of		
I.	Whether there are any vacancies of EROs and AEROs.	
II	Whether BLOs have been appointed according to the instructions of the Commission –	
	1. Is there one BLO per Polling Station?	
	2. Are all BLOs registered as voter in the concerned Polling Station?	
	3. How many BLOs are teachers?	
	4. Have BLOs been given Identity cards as prescribed by the Commission?	
	5 Do BLO residences have Name Boards as prescribed by the Commission?	
	6. Whether BLOs are properly trained?	
	7 Whether BLAs have been appointed for each Polling booth by every recognized political party? Whether DEO and EROs have held meeting of political parties to request them to appoint BLAs.	
	8. Have designated officers been appointed for each polling station and have they been properly trained?	
9. Have a hard copy and a soft copy of the Electoral Roll Published as draft been given to all recognized political parties?		
III	Has the Electoral Roll been published on the website of the CEO? Has electoral roll of the entire Assembly Constituency been published at the notice board of the ERO, and electoral roll of the concerned part been published on the notice board of the polling station.	
IV	Are forms 6, 6A, 7, 8 and 8A available in adequate number at every polling station?	

V	Has adequate publicity been given to the process of summary revision?	
VI	Has the district put in place an effective Public Grievance Management System? This should include –	
	a) A call center with a toll free number.	
	b) A SMS based complaint registration system.	
	c) A web based complaint registration system	
	d) A separate counter and a separate register for complaints in the office of DEO and EROs.	
	e) A mechanism for timely inquiry and action on all complaints.	
VII	f) A mechanism to inform the complainant about the result of inquiry and action taken.	
	The ER Observer should make an analysis of the E roll published as a draft using format 1 to 8 prescribed by the Commission. Based on the analysis the observer will be able to find major areas which require corrective action. The observer should then in consultation with the EROs and AEROs help the DEO in making a strategy to take corrective action during the revision period to ensure a 100% correct roll. Major points in the analysis are: -	
	1. Elector Population Ratio (EP Ratio). This is on an average 61% for the country as a whole. For every district it should be equal to the percentage of population in the above 18 age group. In other words every person 18 years or more of age should be enrolled as a voter.	
	2. Age Cohort wise EP Ratio. The percentage of population in every age cohort is available from the data of Census of India. This percentage should match with the percentage of electors in every age cohort. If the percentage of electors is less it may be because of low enrollment and if it is more it may be because of non deletion of dead or shifted voters.	
	3. Gender Ratio. Gender ratio of the population should match with the elector gender ratio. If it	