

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE NADIA
DISTRICT ELECTION SECTION**

Memo. No. 2043(34)/Elec.

Dated : 18/11/2010.

From : The District Magistrate
&
District Election Officer, Nadia

To : 1-17) The R.O. / E.R.O. :: 77-Karimpur AC & DMDC-I, SDO's Office, Tehatta / 78-Tehatta AC & Sub-Divisional Officer, Tehatta / 79-Palashipara AC & DMDC-II, SDO's Office, Tehatta / 80-Kaliganj AC & District Welfare Officer, Nadia / 81-Nakashipara AC & District Planning Officer, Nadia / 82-Chapra AC & Special Land Acquisition Officer, Nadia / 83-Krishnagar Uttar AC & Sub-Divisional Officer, Sadar, Krishnagar, Nadia / 84-Nabadwip AC & District Panchayat & Rural Development Officer, Nadia / 85-Krishnagar Dakshin AC & District Nodal Officer, N.R.E.G.A., Nadia / 86-Santipur AC & DMDC-I, SDO's office, Ranaghat / 87-Ranaghat Uttar Paschim AC & Sub-Divisional Officer, Ranaghat / 88-Krishnaganj (SC) AC & DMDC-II, SDO's office, Ranaghat / 89-Ranaghat Uttar Purba (SC) AC & DMDC-III, SDO's office, Ranaghat / 90-Ranaghat Dakshin (SC) AC & DMDC-IV, SDO's office, Ranaghat / 91-Chakdaha AC & DMDC-I, SDO's office, Kalyani / 92-Kalyani (SC) AC & Sub-Divisional Officer, Kalyani / 93-Haringhata (SC) AC & DMDC-II, SDO's office, Kalyani, Nadia. All concerned may be informed immediately.

18-34) The Block Dev. Officer, Karimpur - I / Karimpur - II / Tehatta - I / Tehatta - II / Kaliganj / Nakashipara / Chapra / Nabadwip / Krishnagar - I / Krishnagar - II / Santipur / Ranaghat - I / Ranaghat - II / Krishnaganj / Hanskhali / Chakdaha / Haringhata.

Sub. : Report on Monitoring of SRER-2011.

Ref. : No.2304(20)-Home(Elec) dt. 10-11-10 and this office e-mail dt. 12-11-10.

In enclosing herewith the copy of memo. no. 2304(20)-Home(Elec) dt. 10-11-10 of OSD & Spl. Secretary, Govt. of W.B., Home (C & E) Deptt., Election Wing, Kolkata-1 which shall speak for itself.

*You are requested to submit the desired action taken report on 1-5 points by RETURN E-MAIL / FAX immediately with the hard copies also and format report in FORMAT-1 should be sent to this office on every Friday without fail.

Enclo. : As stated above.

[Signature]
For District Magistrate, Nadia

Memo. No. 2043(34)/(14)/Elec.

Dated : 18/11/2010.

Copy forwarded for information and taking immediate action to :-

- 1-4) The Sub-Divisional Officer : Tehatta / Sadar / Ranaghat / Kalyani, Nadia with request to keep close vigil over the entire matter so that all report & returns may reach this office well before schedule date. Sub-Division wise mechanism on "Tracking of Applications of every Form-6/7/8/8A" should immediately be developed and send the same in both soft & hard copies to the undersigned for preparation of district report.
- 5-6) Sri Arnab Ghosh, ASM / Smt. Arunima Mukherjee, DEO is requested to prepare & maintain daily Monitoring reports, based on 1-5 Points instructions, for sending the same to CEO, W.B. within the stipulated date.
- 7-8) The Supervisory H.C. / DA- Complaint, Dt. Election Section, Nadia Collectorate.
- 9-14) CA & PA to the D.M. & D.E.O./PA to the : A.D.M.(Genl.) / A.D.M.(Dev.)/A.D.M. (L & LR) / A.D.M. (ZP), Nadia with the request to please place it before the D.M. & D.E.O. / A.D.M.(Genl.) / A.D.M.(Dev.) / A.D.M. (L & LR) / A.D.M. (ZP), Nadia for kind appraisal.

Enclo. : As stated above.

[Signature]
For District Magistrate, Nadia

Government of West Bengal
Home(C&E) Department
Election Wing
21, N.S. Road, Kolkata-700001

No. 2304(20) Home (Elec)

Dated: 10.11.2010

From: N.K. Sahana, OSD & Special Secretary

To: Kolkata Electoral District Officer
District Election Officer (All)

Sub: Monitoring of Summary Revision of Electoral Rolls. II

Sir/Madam,

I am directed to say that Commission has instructed to put in place a daily monitoring system to effectively monitor the progress of summary revision and also to take timely correction if there is any complaint. The success of National Voters Day to be celebrated on 25th January depends on effective summary revision of electoral rolls. Following should be immediately attended for the aforesaid purpose:


1. **Analysis of Existing Rolls and Corrective action:** The electoral rolls published, as draft should be analysed using Form 1 to 8 given in the Handbook for FRO. As a result of analysis of indicators like - Partition tender cum Age Column wise T-1 into etc. areas where extra roll is required will be identified.
2. **Daily Monitoring of Progress of Revision:** Progress of forms received and disposed of should be monitored using Form H-SP 201. A circulated vide this office letter no. 2186(20)Home(Elec) dated 10.10.2010. DEOs should give special attention to those ACs where the progress is slow. All FROs should focus on those Parts where the progress is not good. A report should be sent to this office on every Friday.
3. **Complaint Monitoring System:** An effective daily complaint monitoring system should be put in place immediately. A separate counter for receiving complaints should be made in the offices of DEO and all FROs. A separate register should be kept for registering all such complaints. Complaints sent by the Commission for enquiry and report should be registered in a separate register and must be inquired into within the limit given by the Commission. The Complainant must be given an acknowledgement immediately and should also be informed of the action taken on his complaint. DEO should also make an analysis of the complaints received to identify systematic problems, if any, and take timely corrective action. A report in the Format -I (enclosed herewith) should be sent to this office on every Friday. Arrangement is being made at C.O.'s end to provide facility of lodging complaint through C.O.'s

website. *DEOs, at their levels, should develop a mechanism to receive complaints through SMS.* Due publicity of the mechanism should be given. *A report giving details of the mechanism should be sent to this office immediately after implementing the system.*

4. **Monitoring EPIC coverage:** EPIC coverage should be monitored daily. Report should be sent in the prescribed format (Form ID Photo Coverage) circulated vide this office letter no. 2136(20)-Home (Elec) dated 27.10.2010 on every Friday.
5. **Tracking of applications:** DFO must develop a mechanism to track the status of every 6/7/8/8A applications.

A report on action taken should be sent to this office by 12.11.2010.

Yours faithfully,



N.K. Sahu

CSO & Special Secretary

