

## **EPIC HAND BOOK**

This handbook is a reference guide to activities of EPIC campaign conducted by MACRO INFOTECH on behalf of the Election commission. It consists of quick reference table that lists various scenarios in which voter may arrive at the DPL center for EPIC Card. Various procedures and functions of the DPL members in issuing electoral photo identity to voters are enumerated with explanatory notes and duties of voters for quick reference as FAQ.

### **What is ELECTOR'S PHOTO IDENTITY CARD (EPIC)? Are they compulsory?**

Elector's photo identity card is an official document issued by the election commission, which establishes your identity as an eligible voter. This card will soon be made mandatory for voting in elections. Election commission has the power and responsibility to make sure that all eligible voters of an area are included in the voters' list. Commission has initiated the distribution of EPIC to the eligible voters. Citizens whose names appear in the residual voters list (TRE) are eligible to get the photo ID on designated days in each area.

Task of issuing Photo ID has been entrusted to the private agencies with state of the art technology, where in a voter can obtain his or her card with in 15 minutes at specific centers called 'Designated Photography Locations' (DPL) located at the selected pooling booths in every Assembly constituency. (Annexure/watch out announcements)

**NEED for EPIC:** Making ID Cards mandatory to vote in an election would prevent impersonation of electors and facilitate one's identification. It is also useful for obtaining passports, government schemes such as PDS, school admissions, account opening in banks etc.

**HOW it is issued?** An assembly constituency is divided into several parts and each part has a number. ERO offices of each area give persons, whose names are on the voters list, information notices. Which contains useful informations. These need to be brought to the DPL Center by the voter.

### **About this EPIC (2007) Campaign.**

In 1998 the Commission took a historic decision to computerize the entire electoral rolls of 620 million voters. This work has been completed and now well-printed electoral rolls are available. The photo identity card number of the voter has also been printed in the electoral rolls, for cross-linking. The printed electoral rolls as well as CDs containing these rolls are available for sale to general public. Entire country's rolls are also available on this website. In an attempt to improve the accuracy of the electoral roll and prevent electoral fraud, the Election Commission ordered the making of photo identity cards for all voters in the country in Aug 1993. To take advantage of latest technological innovations, the Commission issued revised guidelines for EPIC Program in May 2000. More than 450 million Identity cards have been distributed till now.

Election commission prepares the electoral rolls through a process of intensive revision where house-to-house enumeration is done and electors residing in each house are registered by official enumerators during their visit. This process is normally done once in five years. Between two intensive revisions summary revisions are done every year during a specified period. Then persons who are left out are given the opportunity to register them selves. Also it is expected that one delete their names in the place of earlier residence in case of shifts to include here.

Accordingly intensive Electoral rolls revision commenced for the year 2007 and draft rolls were published for claims and objection at the respective polling stations in each area during AUGUST/SEPTEMBER.

After the objections and claims filling and verification final Draft of revised electoral rolls were published. From this roll Total Residual voters who are to be issued with EPIC are prepared and notices informing them to visit the DPL on designated day are announced through all the medias such as NEWS Papers, TV Stations, Radio broadcasts and Home Delivery of slips/notices informing the designated DPL days for each area.

EPIC activity for 2007 Was Suspended by the commission and Revision 2008 activity was taken up during OCT 2007 maintaining the qualifying age for attaining 18 to be 1<sup>St</sup> Jan 2008.

Upon completing the revision 2008 activity Commission is publishing Draft Roll on 7<sup>th</sup> FEB 2008, which becomes the basis for issue of EPIC (Photo voter ID).

*NOTE: This camp is expected to last for a period of 50 days between 8<sup>th</sup> FEB & 31st March 2008.*

*Should any residents' name be not reflected in the list for EPIC Disbursement on the designated day such people could register names at concerned ERO office.*

***Watch out and do not miss this last opportunity ensure your name in the electoral rolls. It is the responsibility of every concerned citizen to ensure his name in the rolls and to exercise his/her franchise at the time of poll.***

## Possible transactions during EPIC campaign At DPL Center During EPIC 2008

<b>Action</b>	<b>Come to DPL For EPIC</b>
<b>STEP 1</b>	Discover the Name in the Rolls Present (Published as on 7 <sup>th</sup> Feb 2008)
<b>STEP 2</b>	Data In the voter List displayed is Correct / Acceptable To Voter
<b>STEP 3</b>	Generate/issue with AC No Name Part No, Serial No& voter Name in Form 001 for filling relevant details & Obtain Consent of BLO/ ERO present for photo capture.
<b>STEP 4</b>	Generate EPIC for the voter
<b>STEP 5</b>	Print the Card & separate Individual cards
<b>STEP 6</b>	Affix Hologram at appropriate space
<b>STEP 7</b>	Affix ERO Facsimile at appropriate space
<b>STEP 8</b>	Laminate
<b>STEP 9</b>	<b>Ensure you have obtained Acknowledgement for EPIC Delivery Then Deliver</b>
<b>STEP 10</b>	If the persons Name can't be Discovered, Data Not Satisfactory in identified voter List being Displayed at DPL voter has to ensure Appearance of his / her Name in the List Approaching the Concerned ERO office for Action.

1. Issue EPIC to voter as per Draft Roll Published on 7<sup>th</sup> FEB 2008, Generate Form 001 & get the confirmation of in formations from the voter before issuing.
2. AS there is no provision for addition or modification of data existing in the data made available people desirous of such actions should submit their application only to the ERO at their ward office for their redressal.
3. At the end of the day Generate report on No of forms 001 generated and cards produced..

### FAQ's

**Q 1. For every constituency, there is a list of voters, which is called electoral roll. What is the minimum age for enrollment in an electoral roll?**

**Ans.** Eighteen

For every constituency, there is a voters list Article 326 of the Constitution, and Sec. 19 of R. P. Act, 1950 stipulate that the minimum age for registration of a voter is 18 years.

**Q 3. Which is the relevant date for determining the age qualification of 18 years? Suppose, you have completed 18 years of age today. Can you get yourself registered as voter?**

**Ans.** According to Section 14 (b) of the R. P. Act, 1950, the qualifying date means the first day of January of the year in which the electoral roll is prepared or revised.

**Q 8. How can I get registered/enrolled in the Electoral Roll?**

**Ans.** You have to submit a filled in Form - 6 to the ERO of the Assembly Constituency.

**Q. 9. What is the procedure to make corrections in such names / other details that have been misspelt in the Electoral Roll?**

**Ans.** For incorporation of corrections in the Electoral Rolls, You have to submit Form - 8 to the ERO of the Assembly Constituency.

Following are the various forms useful for registration as voter, corrections, change in address etc.

For inclusion of names                      Form 6

For any objection on inclusion of names                      Form 7

For correction of entries in the Electoral Rolls                      Form 8

For transposition of entry in electoral roll                      Form 8A

**Q.10. I have shifted my residence recently. How do I ensure that I am enrolled in my new place of residence and my name is deleted from the old place?**

**Ans.** In case the new residence is in the same constituency please fill Form 8A otherwise form 6 and submit to the ERO (SDM) or the AERO of the area of your new residence.

**Q.11. I have shifted my residence recently. I have Photo EPIC Card with the old address. Can I get new EPIC Card for the present address?**

**Ans.** First of all please ensure that you have enrolled yourself in the Electoral Roll of the concerned AC, where you are now residing following the procedure given in Ans. No.10. Subsequently, a new card at the present address will be issued to you.

**Q.12. My old EPIC Card is defective. I would like to have a new EPIC Card with correct particulars. What is the procedure?**

**Ans.** You can get your I Card rectified by depositing it in the Office of the ERO concerned or at Photography Center when the work of preparation of Photo ID card begins.

**Q.13. I do not have a ration card. Can I get enrolled without a ration card? What are the other documents, which I can show as proof of my residence?**

**Ans.** Ration Card is not necessary, however, you can show any other proof of residence like Passport, Bank Pass Book, Driving license etc. or any Govt. document to facilitate the work of registration.

**Q.15. I have attained / will be attaining the age of 18. What proof do I need to show to get enrolled?**

**Ans.** You can submit the proof of Date of Birth from the authorized agency (Passport, Matric certificate, Date of Birth certificate etc.)

**Q.18. I have lost my old EPIC Card. How can I get a new EPIC Card?**

**Ans.** You can deposit a copy of the FIR lodged at the Police Station. You will get a new EPIC Card after deposit of Rs. 25. The dates for issuing EPIC Cards are published in leading Newspapers.

Appropriate documentary proofs.

Example: In Date of Birth/Age proof – Birth certificate, TC, SSLC Marks Card, Driving License.

Address Proof: - Property TAX receipt; Water Bill; Electricity Bill; Telephone Bill; LPG Bill; Bank Account Statement; Residential rental/Lease agreement; Ration Card; Pension Cards; Passport; PAN Card; IT Returns.

### PROCESS FOLLOWED AT DPL FOR ISSUE OF EPIC.

Voter Decision Chart for Guidance.

	<b>Name in the Roll Published on 7<sup>th</sup> FEB 2008 Display at DPL Center</b>	<b>Particulars observed in displayed rolls correct</b>	<b>ACTION by BLO/ Agency</b>
<b>1</b>	<b>Identified</b>	<b>YES</b>	<b><i>Capture photo &amp; issue EPIC</i></b>
<b>2</b>	<b>Identified</b>	<b>NO</b>	<b><i>Can not issue EPIC</i></b>
<b>3</b>	<b>Not identified.</b>	<b>----</b>	<b><i>Advise to register at ERO office.</i></b>
<b>4</b>	<b>Not Identified but want to register Now</b>	<b>-----</b>	<b><i>Advise to register at ERO office.</i></b>

All persons desirous of getting EPIC should submit their application in relevant forms to the ERO /AERO/BLO offices. Who upon verification found eligible shall be issued EPIC during next round of campaign as and when conducted.

**DPL WORK FLOW CHART:**

**1. VISITOR TO THE DPL**

**2. MY NAME IS FOUND IN THE LIST**

**MY NAME NOT FOUND IN LIST.**

*a. VISIT YOUR WARD OFFICE TO ENROL YOUR NAME*

**3. A- PARTICULARS ARE CORRECT.**

**B- NEED TO BE CORRECTED**

*a. VISIT YOUR WARD OFFICE TO GET IT CORRECTED.*

**4. CONFIRM YOUR ACTION**

*a. BY SIGNING FORM 001*

**5. OBTAIN ERO AUTHORISATION**

**6. APPEAR TO BE PHOTOGRAPHED.**

**7. COLLECT YOUR EPIC**

**EPIC Contacts & HELP DESK:**

1. *THE JOINT COMMISSIONER (Admin) AND DISTRICT ELECTION OFFICER  
BANGALORE MAHANAGARA PALIKE,  
N R Square  
BANGALORE 560002.  
Ph:22239044 Jt Comm Admin  
22975564eLECTIONS  
FAX- 22211670*
2. *THE DISTRICT ELECTION OFFICER & DEPUTY COMMISSIONER  
BANGALORE URBAN DISTRICT  
BANGALORE.  
Ph:22240614 Election Branch  
22211106 HQA  
22214553 Fax  
22211292 DC*
3. **Office of the chief electoral officer & Ex officio secretary  
To Govt.Of KARNATAKA.  
K.C.I.D. Old Building (Annex)  
Dr.Ambedkar Road,  
BANGALORE 560 001. PH: 22863873/22868768 fax:22865339**
4. **M/s MACROINFOTECH PVT LTD.  
MACRO HOUSE #1432/2 Pipeline Road  
Vijayanagar, BANGALORE -560040  
Website <http://www.bangalorevoterid.org>  
Phone Nos: 23405406/23383208.  
Email: [epic@macroinfotech.com](mailto:epic@macroinfotech.com)**