

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 590/Training/Fund/2012

Dated 12th September, 2012

To,

- 1 The Chief Electoral Officers (All States / Union Territories).
- 2 The District Election Officers (All India) (through CEOs).

Subject: Time-Bound Preparatory Training for SR 2013 - of EROs, AEROs and ACMTs at district level, and of BLOs within ACs.

Madam / Sir,

I am directed to state that the Commission has decided that one-day preparatory trainings shall be carried out between 12th and 30th September, 2012 at all district headquarters and in all ACs in advance of the Summary Revision of Electoral Rolls, 2013 using the latest training material prepared at the Commission. Accordingly, ~6 officials from each AC [including necessarily all the EROs and AEROs, with the remaining persons for each AC being ACMTs (or AC-level Master Trainers for BLOs)] shall be trained for one day at district level by DEOs with support of atleast two more local officers who would study the E-Roll training material (being provided as henceforth mentioned) and function as trainers. (The Commission is planning to provide direct support for district level training of officers as well, about which information would be given separately). Following this, all BLOs shall be trained for another one day within their ACs by these 6 officials in batches of 30-40 BLOs each. CEOs shall extend support for this training as needed. The first level of training at district level should be completed by 23rd September, 2012 and the second level of training (of BLOs) within ACs should necessarily be completed immediately on completion of the first training at the district level. All these trainings are expected to be completed before draft publication of Electoral Rolls under the Summary Revision 2013 exercise starting around 1st October, 2012. The latest time by when all BLO trainings should have been conducted in all ACs under these instructions should not, in any case, go beyond 6th October, 2012. CEOs should fix their AC-wise BLO trainings and inform the same in the format at Annexure-1:Part-A over the e-mails mentioned over there latest by 19th Sep, 2012.

2 These trainings shall be given with the help of the E-Roll Training Modules developed at ECI which can be downloaded by going to the 'citizen services' tab on the top-right corner of the ECI website <http://eci.nic.in> > Login as 'Officer' (with the User ID and Password already

provided under the PGR application to all CEOs, DEOs, EROs and AEROs) > Downloading the E-Roll Training Modules. Trainers for district level trainings must include atleast two more officers besides DEOs. Trainers for BLOs would be the EROs, AEROs and ACMTs trained at district level in the first step.

3 Whereas the training material has been prepared in English at the Commission, it shall be the responsibility of CEOs to translate the same into vernacular languages and provide it to the DEOs, EROs, AEROs, ACMTs and BLOs at the earliest for trainings in districts and ACs. Soft and hard copies of such translated material should also be sent to the Commission by CEOs. (Hindi translation of the material is also underway at the ECI; however, CEOs of Hindi speaking states may like to make its Hindi translation within their states for addressing local requirements adequately and expeditiously).

4 Chief Electoral Officers shall monitor the quality and content in imparting of these trainings. They shall ensure that data-entry regarding progress of these trainings is done within districts by DEOs (or by DEOs/ EROs for BLOs trainings) by 3 PM on the days of each of these 1-day trainings by going to the 'citizen's services' tab on ECI website > Logging in as 'Officer' (with user ID and password given under PGR application) > making data entries in the Training Progress Monitoring Form by clicking 'Add' for a new record or by clicking on 'Edit' for editing an existing record. [1 record would be for 1 AC; an officer can make data entries for the ACs which relate to him]. (The fields in this form are the same as those shown in Annexure-1: Part B). [CEOs and DEOs should ensure that records of details of all trainings including dates and venues of trainings, names of trainees and trainers, and details of actual expenditure in accordance with ECI guidelines, and the General Financial Rules of the central government are carefully maintained in their offices].

5 The Commission has decided to extend financial assistance this year for the above trainings. As such, the cost-ceiling/ reimbursement norms from ECI for the two tiers of training have been fixed as: (1) @ Rs.221/- per trainee-day for trainings of EROs/ AEROs/ ACMTs at district-level, and (2) @ Rs.95/- per trainee-day for trainings of BLOs within ACs. This fund can be used by DEOs (District Election Officers) for providing lunch/ tea/ snacks and training material/ handouts/ instructions to trainers/ trainees and for necessary hiring and logistics in relation to these trainings. Further, out of these funds, Rs. 500 can be given as honorarium to each of upto 2 of those trainers who impart one-day training to EROs/ AEROs/ ACMTs at district level, and to each trainer who imparts training to a minimum of 2 batches of BLOs

within ACs (with each batch containing a minimum of 33 BLOs). Out of the total grant earmarked for these trainings, fifty percent is being released in the first installment as advance as shown in Annexure 2. Chief Electoral Officers (CEOs) would be required to further devolve this fund to DEOs on the basis of the aforementioned per trainee-day cost ceiling norms and the district-wise numbers of ACs and BLOs. [For devolving the fund to DEOs, CEOs can work out district wise fund requirements @ Rs. 221/- per district level trainee, (i.e. EROs, AEROs and ACMTs) for 6 district-level trainees per AC as explained above multiplied by the number of ACs in each district; and for BLOs @ Rs. 95 per BLO multiplied by the number of BLOs in the district; all trainees receiving one-day training. They would distribute 50% of the estimated district-wise requirements using the funds being provided by ECI as the first installment under this scheme.]

6 CEOs shall monitor and collect details of actual expenditure from DEOs for both levels of these trainings and shall ensure that Commission's instructions and the General Financial Rules of the central government are followed while incurring the expenditure. Further, CEOs shall provide to ECI Utilization Certificates (UCs) [in the formats prescribed at Annexure 3] as soon as 80% expenditure occurs in their states/ UTs out of the first installment. CEOs should provide to ECI the UCs against the first installment of the funds released by ECI latest by 31st October, 2012. It shall be the responsibility of CEOs to collect UCs from DEOs in similar formats (Annexure 4) and keep them in their records for purposes of future reference, accounting, audit etc..The Commission would consider releasing the next installment of funds for these trainings on receipt of UCs in Annexure 3 from CEOs.

7 For convenience, the tasks and time-lines are summarized at Annexure-5. The timelines prescribed by the Commission in this letter with regard to conduct of training, data-entry of progress of training, devolution of funds, and obtaining and providing of UCs may kindly be strictly adhered to. While carrying out these trainings within the prescribed time-limits, it would be as important for CEOs and DEOs to ensure high quality as well as proper delivery of content and other inputs in them for which the Commission may issue further instructions also. DEOs may please be informed of Commission's directions by the CEOs and the funds given by the Commission distributed to them by the CEOs immediately.

Yours faithfully,

Sd/-
(S.K. Rudola)
Secretary

PART-ABLO Training Schedule

Name of the State/ UT

Name of the District

No. & Name of AC	Date(s) of BLO Training	Location(s) of BLO Training	No. of BLOs to be trained in the AC

(To be emailed on skrudola@eci.gov.in and sbjoshi@eci.gov.in latest by 19th Sep, 2012)PART-BTraining Progress Monitoring Format

Name of the State/ UT

Name of the District

No. & Name of the AC

S.No.	Details	Figures
1	Total Number of EROs in the AC	
2	Total number of EROs in the AC who have been given 1-day training using ECI's training material at district level in compliance of this ECI.	
3	Total Number of AEROs in the AC	
4	Total number of AEROs in the AC who have been given 1-day training using ECI's training material at district level in compliance of this ECI Circular.	
5	Total Number of ACMTs (AC level Master Trainers of BLOs) in the AC	
6	Total number of ACMTs in the AC who have been given 1-day training using ECI's training material at district level in compliance of this ECI Circular.	
7	Total Number of BLOs in the AC	
8	Total number of BLOs in the AC who have been given 1-day training using ECI's training material within the AC in compliance of this ECI Circular.	

(To be uploaded by 3 PM on each day of these 1-day trainings by going to the 'citizen's services' tab on ECI website > Logging in as 'Officer' (with user ID and password given under PGR application) > making data entries in the Training Progress Monitoring Form)

Fund Devolution to States/ UTs
For E-ROLL TRAINING in FY 2012-2013
for training EROs, AEROs and ACMTs at DISTRICT LEVEL (total 6 trainees per AC)
& for training BLOs WITHIN ACs

States / UTs	No. of Trainees at district level (@6/AC), (Minimum 6 per state/ UT)	No. of BLOs (estimated)	Training Costs (based on avg. cost per trainee-day) (Rs)		Total Fund [(4) + (5)] (Rs)	1st / 2nd Installment [50% of (6)] (Rs)
			(@ Rs.221/- per trainee-day for EROs/ AEROs/ ACMTs at District Level)	(@ Rs.95/- per trainee-day for BLOs trained within ACs)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Andhra Pradesh	1764	66760	389844	6342200	6732044	3366022
Arunachal Pradesh	360	2057	79560	195415	274975	137487.5
Assam	756	18828	167076	1788660	1955736	977868
Bihar	1458	57020	322218	5416900	5739118	2869559
Goa	240	1339	53040	127205	180245	90122.5
Gujarat	1092	42568	241332	4043960	4285292	2142646
Haryana	540	12894	119340	1224930	1344270	672135
Himachal Pradesh	408	7253	90168	689035	779203	389601.5
Jammu & Kashmir	522	9129	115362	867255	982617	491308.5
Karnataka	1344	43642	297024	4145990	4443014	2221507

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Kerala	840	20510	185640	1948450	2134090	1067045
Madhya Pradesh	1380	47812	304980	4542140	4847120	2423560
Maharashtra	1728	82598	381888	7846810	8228698	4114349
Manipur	360	2193	79560	208335	287895	143947.5
Meghalaya	360	2117	79560	201115	280675	140337.5
Mizoram	240	1028	53040	97660	150700	75350
Nagaland	360	1790	79560	170050	249610	124805
Orissa	882	31617	194922	3003615	3198537	1599268.5
Punjab	702	18846	155142	1790370	1945512	972756
Rajasthan	1200	42699	265200	4056405	4321605	2160802.5
Sikkim	192	493	42432	46835	89267	44633.5
Tamil Nadu	1404	52158	310284	4955010	5265294	2632647
Tripura	360	3008	79560	285760	365320	182660
Uttar Pradesh	2418	129446	534378	12297370	12831748	6415874
West Bengal	1764	66109	389844	6280355	6670199	3335099.5
Chattisgarh	540	20985	119340	1993575	2112915	1056457.5
Jharkhand	486	23696	107406	2251120	2358526	1179263
Uttarakhand	420	9003	92820	855285	948105	474052.5
A & N Islands	6	347	1326	32965	34291	17145.5
Chandigarh	6	422	1326	40090	41416	20708
Dadra & Nagar Haveli	6	161	1326	15295	16621	8310.5
Daman & Diu	6	94	1326	8930	10256	5128
NCT OF Delhi	420	11348	92820	1078060	1170880	585440
Lakshadweep	6	40	1326	3800	5126	2563
Puducherry	180	856	39780	81320	121100	60550
Total	24750	830866	5469750	78932270	84402020	42201010

UTILIZATION CERTIFICATE
(from CEOs to ECI)
(Format)

O/o the Chief Electoral Officer,(name of the state/ UT)

It is certified that out of the amount of Rs.....(*in figures and in words*) sanctioned by the Election Commission of India for the purpose of District level training of EROs, AEROs and ACMTs and AC-level training of Booth Level Officers in the financial year 201..-201.. [as detailed at (I) below], the amount of Rs.....(*in figures and in words*) has been utilized upto(*date*) in the financial year 201..-201.. for the said purpose [as detailed from (II) to (V) below]. The expenditure has been incurred in accordance with the instructions contained in this ECI circular and in compliance of General Financial Rules of the central government.

The details of the above mentioned trainings are as under:-

(I) Fund Sanctioned from ECI for the purpose of One-Day District level training of EROs, AEROs and ACMTs, and One-Day AC-level training of Booth Level Officers

Financial Year: 201...-201...			
S.No.	ECI Order No. and Date	Details of Mode of Fund Transfer (eg. Cheque No. and Date)	Amount of Fund Transferred (Rs).
(1)	(2)	(3)	(4)
Total Fund Transferred = Rs.			

(II) One Day Training of EROs/ AEROs/ ACMTs at district level

	Total No. of Districts in the State/ UT
(1)	
(2)	Total No. of ACs in the State/ UT (No. of PC where there is no AC)
(3)	Total No. of EROs trained
(4)	Total No. of AEROs trained
(5)	Total No. of ACMTs (other than ERO/ AERO) trained
(6)	Total No. of Trainee-Days = Total no. of trainees who received one-day training = [(3)+(4)+(5)]
(7)	Reimbursement Ceiling from ECI [(6) X Rs.221 per trainee-day]
(8)	Actual expenditure incurred [as against (7)]
(9)	Actual Reimbursement Claimed from ECI [(7) or (8) whichever is lesser]

(III) One Day training of Booth Level Officers within ACs

Total No. of Polling Stations in the State/ UT	Total No. of BLOs appointed in the State/ UT	Total No. of BLOs trained [=The total No. of Trainee-Days]	Reimbursement Ceiling from ECI [(3) X Rs.95 per trainee-day]	Actual expenditure incurred [as against (4)]	Actual Reimbursement Claimed from ECI [(4) or (5) whichever is lesser]
(1)	(2)	(3)	(4)	(5)	(6)

(IV) Total Expenditure for which reimbursement is claimed

{(II)(9) + (III)(6)} = Rs.....

(V) Total Reimbursement Claimed as a Percentage of the Fund Sanctioned from ECI {(IV/ (I) %) =%

(VI) Estimated expenditure/ demand for the second/ next installment under these two-tier trainings = Rs.

Date:.....

Place:.....

.....
{Signature of CEO}

.....
(NAME OF CEO)
Chief Electoral Officer of

.....
(Name of State/ UT)

UTILIZATION CERTIFICATE
(from DEOs to CEO)

(TO BE RETAINED BY CEOs)
(Format)

O/o the District Election Officer,(names of district and state/ UT)

It is certified that out of the amount of Rs.....(*in figures and in words*) provided by the Chief Electoral Officer,(*name of the state/ UT*) for the purpose of District level training of EROs, AEROs and ACMTs and AC-level training of Booth Level Officers in the financial year 201..-201.. [as detailed at (I) below], the amount of Rs.....(*in figures and in words*) has been utilized upto(*date*) in the financial year 201..-201.. for the said purpose [as detailed from (II) to (V) below]. The expenditure has been incurred in accordance with the instructions contained in this ECI circular and in compliance of General Financial Rules of the central government.

The details of the above mentioned trainings are as under:-

**(I) Fund provided by the Chief Electoral Officer,(name of the state/ UT)
for the purpose of One-Day District level training of EROs, AEROs and
ACMTs, and One-Day AC-level training of Booth Level Officers**

Financial Year: 201...-201...			
S.No.	o/o CEO's Order No. and Date	Details of Mode of Fund Transfer (eg. Cheque No. and Date)	Amount of Fund Transferred (Rs).
(1)	(2)	(3)	(4)
Total Fund Transferred = Rs.			

(II) One Day Training of EROs/ AEROs/ ACMTs at district level

(1)	Name of the District
(2)	Total No. of ACs in the District (Write 'Only PC' if it is a UT with no ACs)
(3)	Total No. of EROs trained
(4)	Total No. of AEROs trained
(5)	Total No. of ACMTs (other than ERO/ AERO) trained
(6)	Total No. of Trainee-Days = Total no. of trainees who received one-day training = [(3)+(4)+(5)]
(7)	Reimbursement Ceiling from ECI [(6) X Rs.221 per trainee-day]
(8)	Actual expenditure incurred [as against (7)]
(9)	Actual Reimbursement Claimed [(7) or (8) whichever is lesser]

(III) One Day training of Booth Level Officers within ACs

Total No. of Polling Stations in the District	Total No. of BLOs appointed in the District	Total No. of BLOs trained [=The total No. of Trainee-Days]	Reimbursement Ceiling from ECI [(3) X Rs.95 per trainee-day]	Actual expenditure incurred [as against (4)]	Actual Reimbursement Claimed [(4) or (5) whichever is lesser]
(1)	(2)	(3)	(4)	(5)	(6)

(IV) Total Expenditure for which reimbursement is claimed

{(II)(9) + (III)(6)} = Rs.....

(V) Total Reimbursement Claimed as a Percentage of the Fund Provided by the CEO {(IV/ (I) %) =%

(VI) Estimated expenditure/ demand for the second/ next installment under these two-tier trainings = Rs.

Date:.....

Place:.....

.....
{Signature of DEO}

.....
(NAME OF DEO)
District Election Officer of

.....
(Name of the District)

SUMMARY OF TASKS AND TIME-LINES

- (1) To carry out **one-day trainings of ~6 persons from each AC (including all EROs and AEROs; the remaining being ACMTs) at district headquarters using ECI's ERO Training Module** available at the 'citizen services' tab (officers login) on ECI website. To be completed by **23rd September, 2012**.
- (2) To carry out **one-day trainings of all BLOs within ACs using ECI's BLO Training Module** available on ECI website. All BLOs to be trained like this by **30th September, 2012** by the officials trained in (1) above. Details of the planned BLO trainings to be emailed to ECI in the format at Annexure-1: Part A by 19th Sep, 2012.
- (3) Training material to be downloaded and translations of the training material into vernacular languages to be ensured as detailed earlier in this circular.
- (4) **Data-entry** regarding progress of these trainings undertaken under these instructions shall be done within districts by DEOs (or by DEOs/ EROs for BLOs trainings) by **3 PM on the days of each of these 1-day trainings** by going to the 'citizen's services' tab (officers login) on ECI website and taking action as detailed earlier in this circular. [CEOs and DEOs should ensure that records of details of all trainings including dates and venues of trainings, names of trainees and trainers, and details of actual expenditure in accordance with the ECI instructions contained in this circular and the General Financial Rules of the central government, are carefully maintained in their offices].
- (5) **CEOs to receive funds for these trainings from ECI and transfer the same to DEOs**. This fund can be used as detailed earlier in this circular. **CEOs to furnish UCs** (showing minimum 80% expenditure from released funds) to ECI in prescribed format (see Annexure 3) for obtaining the next installment of funds from ECI by **31st October, 2012**. (CEOs should collect UCs in similar formats (see Annexure 4) from DEOs while doing this. They should keep them in their records for purposes of future reference, accounting, audit etc.)