Voter Awareness Forum

No Voter to be Left Behind

ELECTION COMMISSION OF INDIA
INTRODUCTION

ACTIVITIES WITH INSTRUCTIONS
- Inauguration of VAF
- Registration and Name-check
- Pledge taking on National Voters’ Day (NVD)
- Build the Ballot
- Elections Quiz
- Rajbhasha Diwas

RESOURCES FOR ACTIVITIES
Developing the practice of informed and ethical electoral participation is vital to investment in future of democracy. Under its flagship programme ‘Systematic Voters’ Education & Electoral Participation’ (SVEEP), the Election Commission of India carries out various interventions for strengthening and enhancing quality electoral participation.

Election Commission of India is now rolling out its ambitious project ‘Electoral Literacy Club’ (ELC) for mainstreaming of electoral literacy in Schools, Colleges and Communities to promote electoral literacy in all age groups of the Indian citizens.

In organizations, such as Government and Non-Government Organizations as well as in Corporates, the ELC has assumed the name of Voter Awareness Forum (VAF) and serve the purpose of imparting voter education to all employees within an organization.

What is a Voter Awareness Forum (VAF)?
Voter Awareness Forum (VAF) is an informal forum for generating discussions and awareness around the electoral process, on the how, what and where of registration & voting, through the medium of real-time activities.

What shall we do in VAF?
In VAF, members will be a part of engaging activities, designed keeping specific learnings in mind, to help them become an ‘Empowered Voter’.

What is the structure of VAF?
1. The Head of each organization/office shall be the chair of the VAF.
2. Chair shall appoint one senior officer as the Nodal Officer. Preference shall be given to an officer who has experience of the election duty.

What is the role of Nodal Officer?
The Nodal Officer will act as the convener of the VAF and will coordinate with the Office of Election Commission of India/Chief Electoral Officer/District Election Officer for the provision of VAF Resource Guide which shall carry instructions on the conduct of activities within the VAF.

Who shall conduct various activities of VAF?
The activities of VAF shall be coordinated by Executive Committee. The Committee shall be elected by the members of the VAF. Existing Clubs like Recreation Club, Sports Club etc. or similar bodies in an organization can also act as the Executive Committee of the VAF.

Who shall be the members of VAF?
All employees, including contractual employees, shall be members of the VAF.
There are seven activities to be conducted in a year by the VAF as follows:
(These are explained in detail in the VAF Resource Guide designed for VAF Nodal Officer)

I. **Inauguration of the VAF – 1st year only**
The inaugural activity shall be marked by a briefing session of all the employees in the organization where they are informed about the concept of VAF along with the basics of the electoral process. The inauguration can be followed by the 'Registration & Name-check' activity.

II. **Registration & Name-check**
Employees are encouraged to get enrolled as voters in case they aren’t already enrolled. Moreover, the enrolled members of VAF will be explained the way to check their name in the electoral roll through NVSP portal.

III. **Pledge taking on National Voters’ Day (NVD)**
NVD is celebrated every year on the 25th of January and dedicated to the Voters of India. NVD is a unique exercise for promoting electoral participation. All employees within an organization will assemble together and take the Voters’ Pledge (available on ECI’s website & VAF Resource Guide) on National Voters’ Day.

IV. **Build the Ballot**
For every election, the employees can come together to build their own ballot which is an activity aimed at familiarizing the members with the process by which the order of names of the candidates to appear on the ballot paper is decided. Through this activity members will build their own ballot paper with dummy (or real) candidates and all symbols including NOTA.

V. **Quiz**
The VAF can organize a quiz of 20-25 questions with all the members of the office. A set of question and answer for the same can be found in the VAF Resource Guide for the Nodal Officer. Quiz can be made more interesting by giving freebies to the winning team/ each member who answer the question.

VI. **Rajbhasha Diwas**
On the occasion of *Rajbhasha Diwas*, celebrated by holding various literary and oratory competitions in Hindi, one of the themes given to the participants can be around importance of elections or value of vote. A list of suggested themes can be found in the VAF Resource Guide.

VII. **Floor Games (optional)**
Five stand alone floor games imparting messages for voter awareness have been developed by ECI complete with instructions. These 5 games include *Stapoo* describing the stages of voting, *Snakes and Ladders* describing the electoral process, *Maze* game giving information on the various forms used in the electoral process, *Ludo* on accessibility in elections and *Gol Chakkar* game on EVM-VVPAT.
Inauguration of VAF

A formal inauguration will be held to mark the beginning of the VAF in the organization/department/corporate. The inauguration shall invite all the employees within the office. The Chair of the VAF shall start the event with a briefing session where everyone is informed about the concept of VAF and introduced to the Nodal Officer and members of the Executive Committee.

The Nodal Officer may then take over and talk to employees about club membership along with the basics of the electoral process. The inauguration can be followed by the ‘Registration & Name-check’ activity which has been described in subsequent pages of this resource guide.

Registration and Name-check

Overview
This activity is to be conducted around the time when elections are announced. Through this activity, members shall understand how to check their name on electoral roll and if not already enrolled, they will learn how to register as voter. They will be familiarized with various forms for enrolment and the online registration facility www.nvsp.in.

Learning Outcomes
Post the completion of the activity, the member must know –

i. Learn to check their names in the Voter List

ii. Know how to rectify details in the Voter List or remove name from the same

iii. Know how to fill Form 6 for registration

iv. What is EPIC

v. What is NVSP

Material Required

i. 5-6 laptops with internet connection

ii. Projector, screen

Note: The convener must keep a check on the dates of the summary revision of the state. S/he log on to www.eci.gov.in to obtain this information

Duration: 45-60 minutes
**Preparation**

1. Before the session begins, one laptop with internet connection can be connected to the projector. This will be used for the purpose of giving members a live demo.
2. Internet connection shall be ensured on other laptops which shall be arranged on 2-3 tables along a wall of the room as convenient.
3. All members must be informed to carry their EPICs (Elector Photo Identity Cards) also known as Voter ID.

**Method**

1. Convener will start the session by asking the members ‘What is a Voter List’. With this question s/he will start a brief discussion on the Voter List and its importance. The convener must –
   - Let the members know that the voters’ list consists the name of all citizens that are registered as voters. It is also known as the electoral roll.
   - Tell the members that it is important to have their names in the voter list or else they cannot cast their vote.
   - Convey to the members that if they have filled Form 6 to register themselves as voters, it is essential to check their name and details in the voter list before elections.
2. The Convener then tells the members that they can check their names in the voter list online by visiting www.nvsp.in.
3. The Convener will give a demo on how to do so through the laptop connected to the projector. The convener shall click on the ‘Search your name in Electoral Roll’ option present on the left hand side of NVSP’s home page.
4. An alternate method of checking name in the electoral roll is by visiting the website of the Chief Electoral Officer (CEO) of the State where a digital copy of the roll exists.
5. Post the demo, the convener will instruct other members to use the laptops and search their names in the electoral roll one by one using the laptops present. S/he shall give the members about 10 minutes for this.
6. The Convener will now ask the members to answer by a show of hands if they are not registered as a voter.
7. Convener shall motivate the members who are not registered to fill form 6 and get them registered as a voter. S/he shall proceed to once again open www.nvsp.in and give a demo on how one can fill form 6 online and get enrolled.
8. The Convener shall give a special focus to the following two things –
   i. The documents required for filling Form 6.
   ii. The Declaration of the form. Convener must emphasize that Form 6 can either be filled to enroll as a new voter or in the case a voter has shifted their address to a new constituency.
9. The convener must convey that NVSP offers various other services to the voters like deleting name from electoral roll, rectifying details in the roll etc. and must encourage members to explore the portal on their own.

10. The convener shall also tell the members that an alternative method of enrolling is downloading form 6 from the internet, filling it, attaching copies of required documents and submitting the same at the office of their Electoral registration Officer (ERO).

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**Pledge taking on National Voters’ Day (NVD)**

**Overview**

National Voters’ Day is celebrated every year on the 25th of January and is dedicated to the voters of India. NVD is a unique exercise for promoting electoral participation. In this activity, the employees within an organization will assemble together and take the Voters’ Pledge on National Voters’ Day.

**Learning Outcomes**

Post the completion of the activity, the members must –

i. Realize the value of their vote  
ii. Be enthused for participating in elections  
iii. Know about the NVD pledge

**Resources**

i. Copy of NVD Pledge

**Material Required**

i. Screen, projector, microphone, speakers

**Duration:** 15 minutes

**Timeline:** 25th January

**Method**

1. Before the activity, the convener shall send out a circular to all members of the VAF conveying the proposed time and venue for the activity.

2. For the activity, as everyone assembles in the VAF, the convener will welcome all and give a short introduction to the activity and its purpose.

3. The Convener will engage the members in a short, informal discussion on elections and participation, and importance of voting, with the aim to gauge the existing perceptions and opinions of the people.

4. The convener can ask the following questions if required –
   - What are your thoughts on elections?
   - Do you think they are important?
   - Is voting important? Why or why not?
   - Is it important to know our candidate before voting?

5. The Convener may end the conversation referring to
Universal Adult Franchise that has been granted to one and all by the Indian Constitution and how our vote is our voice in the democratic process. S/he must also take a moment to talk about making an informed choice and vote ethically without being influenced by money or muscle.

6. Convener then displays the NVD Pledge on the projector screen for all to view. In case a projector is not available, physical copies of the pledge can be distributed amongst all present.

7. The Convener shall speak out one line out loud on a microphone and the gathering employees can repeat after him/her.

8. Post the pledge, the Convener shall once again encourage members to exercise their right to franchise in every election in an informed and ethical manner.

Build the Ballot

Overview
Through this activity members will build their own ballot paper with dummy candidates and symbols including NOTA.

Learning Outcomes
Post the completion of the activity, the members must –

i. Be aware of how names appear on the Ballot Paper and the EVM
ii. Be able to appreciate the integrity of the process
iii. Be aware that NOTA is the last option on the ballot

Resources
i. Extracts from ECI instructions regarding ballot paper (provided in the resources)
ii. Guidelines for listing out candidates on the ballot paper (provided in the resources)
iii. List of 15 symbols (provided in the resources)

Material Required
i. Pen/Pencil
ii. Glue
iii. 15 Blank stick-on paper slips
iv. 15 Stick-on paper slips with symbols
v. 1 NOTA stick-on paper slip

Duration: 30 minutes

Preparation
Convener to go through the extracts of the ECI instruction given in the resources

Method
1. The Convener will tell the members that they will build a ballot paper themselves and will encourage the members to imagine that they are citizens of an election going state.
2. The Convener then invites 15 volunteers to act as candidates for the Assembly Constituency where the VAF is set up.

3. Present the list of party symbols to the class, where 5 symbols will represent the National parties, 4 symbols will represent the recognized State parties, another 3 symbols will represent registered but unrecognized state parties and 3 symbols will be independent candidates (the symbols are given in resources).

4. Randomly allot one symbol each to the 15 volunteers.

5. Explain to the entire VAF that on the ballot paper the names of candidates from the National parties and recognized State parties appear first (category I), followed by candidates from registered but unrecognized parties (category II) with the independent candidates (category III) names appearing at last.

6. The arrangement of names within these three categories shall be in alphabetical order according to Devanagri script in the case of elections to Parliament and in the script of the official language of the state in the case of elections to State Legislature.

7. Announce to the members and the volunteers that they will now build a ballot (which is then stuck on an EVM). Mention that one EVM holds 16 options at a time and the last option is always NOTA.

8. Distribute a blank paper slip to each of the 15 volunteers and ask them to write their name on it in Hindi and English.

9. Meanwhile ask the remaining members to design the ballot paper with rows and column as per the sample given in the resource, keeping the space for the symbol and candidate name blank. NOTA may be drawn in the last row/column as depicted.

10. Invite the volunteers holding symbols of the dummy recognized national and state parties to step forward. Explain to them that their names will go on the ballot first but in an alphabetical order. Convener to help members go through the guidelines for listing out candidates on the ballot paper and assist the volunteers.

11. The volunteers will write their names on the dummy ballot paper and simultaneously affix the paper slip with their party symbol in front of their names.

12. The same suit must be followed with the dummy unrecognized party candidates, and finally independent candidates.

13. The ballot paper is thus ready.

14. Convener to inform the members that the names of the contesting candidates are represented in the same manner on the EVM.

15. Convener to emphasize that EVM displays name and photograph of the candidate and voters should know their candidates and their antecedents. Voters should go through party manifestoes to take an informed decision for deciding their ballot.
Note to the Convener –

- Post the conclusion of activity the Convener must ask the entire class to applaud for themselves for building the ballot. S/he must then bring to the notice of the people, that the listing of candidates on the ballot is done in an unbiased way and that the order of the list is no indicator of the capability of the candidate. Thus, everyone must know their candidates and vote for the candidate they like irrespective of their position on the EVM.

- The Convener must also highlight that the last option on the EVM is NOTA. Of the 16 options on the Balloting Unit of the EVM, the last option will always be NOTA. In case there are more than 16 candidates, another Balloting Unit is added to the EVM and the NOTA option will be added there.

- At max, 24 Ballot Units (BU) can be attached together. Thus the EVM can accommodate a list of 384 (24 x 16) options which includes 383 candidates + NOTA. NOTA is always the last button on the EVM. The convener may convey this information.

Elections Quiz

Overview
This is a simple activity to engage the members of VAF, test their knowledge on the basics of registration and voting as well as impart information on the same.

Learning Outcomes
Post the completion of the activity, the members must know about –

i. The basics of election process
ii. The registration process
iii. The do’s and don’ts of voting

Resources
Dummy set of questions for quiz (provided in the resources)

Duration: 30 minutes

Method
1. The Convener shall divide members into 2-4 teams depending on the strength of the VAF.

2. The Convener has the liberty to decide the format of the quiz. S/he can introduce buzzer rounds, rapid fire, simple team wise questions or a mix of two or more formats.

3. Each team that gets a correct answer shall be awarded 10 points. A tally of the same shall be maintained on a board for all to view.
4. If no team is able to correctly answer a question, the convener shall answer the same for the benefit of all.

5. A tie breaker round shall be introduced in case the quiz ends at an even score between two or more teams.

6. At the end of the quiz, the winning team shall be awarded with some certificate or prize by the VAF Executive Committee.

**Rajbhasha Diwas**

On the occasion of *Rajbhasha Diwas*, celebrated on the 14th of September every year by holding various literary and oratory competitions in Hindi, one of the topics given to the participants can be around elections or value of voting. A list of suggested themes is as follows –

- *(Har Mat Zaroori Hai)* Every Vote Counts
- *(Koi Matdata Na Chhoote)* No Voter to be Left Behind
- *(Mera Vote, Meri Awaaz)* My Vote, My Voice
RESOURCES FOR ACTIVITIES

Pledge taking on National Voters’ Day (NVD)

'Ve, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and the dignity of free, fair and peaceful elections, and to vote in every election fearlessly and without being influenced by considerations of religion, race, caste, community, language or any inducement.'

मतदाताओं द्वारा ली जाने वाली शपथ

हम, भारत के नागरिक, लोकतंत्र में अपनी पूर्ण आत्मा रखते हुए यह शपथ लेते हैं कि हम अपने वेश की लोकतांत्रिक परम्पराओं की मर्यादा को बनाए रखेंगे तथा स्वतंत्र, निष्पक्ष एवं शांतिपूर्ण निर्वाचन की गरिमा की अक्षुण्ण रखते हुए, निर्भर होकर, धर्म, वर्ग, जाति, समूह, भाषा अथवा अन्य किसी भी प्रलोभन से प्रभावित हुए बिना सभी निर्वाचनों में अपने मताधिकार का प्रयोग करेंगे.
### Build a Ballot

#### SAMPLE BALLOT PAPER

![Sample Ballot Paper](image-url)

#### DUMMY SYMBOLS

<table>
<thead>
<tr>
<th>Party/Independent</th>
<th>Symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Parties (recognized)</td>
<td>क, ख, ग, घ, च</td>
</tr>
<tr>
<td>State Parties (recognized)</td>
<td>छ, ज, झ, ट</td>
</tr>
<tr>
<td>Parties (registered)</td>
<td>ठ, ड, ढ</td>
</tr>
<tr>
<td>Independent</td>
<td>त, थ, द</td>
</tr>
</tbody>
</table>
Important Instructions regarding Ballot paper and NOTA

Arrangement of names in the list of validly nominated candidates etc.

1. As per Section 38 of the Representation of the People Act, 1951 and Form 4 (list of validly nominated candidates) and Form 7A (List of contesting candidates), names of candidates in the said list have to be arranged under three categories, i.e.
   i. Candidates of recognized National parties and State political parties in the States concerned,
   ii. Candidates of registered unrecognized political parties and
   iii. Other (independent) candidates.

Therefore, names of candidates have to be arranged in the said lists and also on the ballot papers in the same order under these categories. It may be noted that names have to be arranged alphabetically in each of the above mentioned three categories separately.

However, the headings of the above mentioned three categories as given in Forms 4 and 7A should not appear on the ballot papers.

2. You will determine the arrangement of the names of candidates in alphabetical order in each of the three categories in the list of validly nominated candidates, the list of contesting candidates and also in ballot papers on the basis of the first letter of his name irrespective of whether the name given is the proper name or surname. The initials, if any, prefixed to the name of a candidate should be ignored for the aforesaid purpose. Thus in the case of candidate giving his name as T.K. Reddy, the place of that candidate, according to alphabetical order in the relevant category should be determined with reference to the letter ‘R and not T.

3. However, if two candidates in the same category have the same name but different initials, for example P.S. Reddy and T.K. Reddy, then the two names should be arranged inter se with reference to the first letter of the initials. Further, if two or more such candidates have the same name but different surnames, then their names should be arranged inter se in alphabetical order with reference to the surnames.

4. The arrangement of names of candidates shall be in alphabetical order according to Devanagri script in the case of elections to Parliament and in the script of the official language of the state concerned in the
5. Rules 22(3) and 30(3) of the Conduct of Elections Rules 1961 provide that if two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner. In such cases, the arrangement of names of those candidates, if falling under the same category in the list of validly nominated candidates and contesting candidates and in the ballot paper will be with reference to the distinguishing names of the candidates.

6. There will also be no objection to the addition of any honorific, academic, hereditary, professional or any other title to the name of a candidate, but such title should on no account be taken into consideration, in the arrangement of names in alphabetical order in the lists of validly nominated candidates or of contesting candidates or in the ballot papers.

**Ballot papers of ballot units of voting machines**

1. If the number of contesting candidates exceeds sixteen (now fifteen after advent of NOTA) the ballot paper shall be printed on two sheets of the prescribed dimension if the number of candidates is between seventeen and thirty two (now 31), on three sheets if the number of contesting candidates is between thirty three and forty eight (48), on four sheets if their number is between forty nine and sixty three(63).

2. In such cases where the ballot paper is printed on more than one sheet, the names of contesting candidates from S.No.17 to 32 shall be printed on the second sheet, from S.No.33 to 48 on the third sheet and from 49 onwards on the fourth sheet. If the number of candidates is less than thirty two the space below the panel for the last contesting candidate in the second sheet shall be kept blank.

Similarly, for the third and fourth sheets of the ballot papers.

3. On each such sheet, in the space provided for indicating the particulars of the election, its number shall be indicated in bold words and letters e.g. ‘Sheet No.1,’ ‘Sheet No.2’ etc.

4. The names of the contesting candidates shall be printed in the same language or languages in which the list of contesting candidates has been prepared. The serial number of the candidate shall be indicated in the international form of Indian numerals.

5. Serial number and the name of the candidate shall be printed on the left hand side and his symbol on the right hand side in the panel meant for him.
**NOTA**

In compliance of the judgment and order of the Hon’ble Supreme Court, the Commission hereby gives the following directions to implement the NOTA option on EVMs/Ballot Papers:-

After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words ‘None of the Above’ written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. The symbol of NOTA shall be displayed against the option on the ballot paper.

These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel shall be the same as in the case of the candidates.

If there are sixteen candidates in the fray, an additional balloting unit shall be attached to the first balloting unit for the ‘None of the Above’ panel.

Thus, in case more than one balloting unit is used, ‘None of the Above’ panel shall be only in the last balloting unit below the panel for the last candidate.

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**Quiz**

Sample question set for the quiz along with answers -

**Q.1 How can I get registered as a voter in India?**
**Ans.** You can get registered as a voter in India if you are:
- An Indian citizen
- 18 years of age on 1st January of current year
- Resident of polling area

**Q.2 How can we register as a voter?**
**Ans.** Voter registration can be done by 2 methods:
1. Offline - Submit documents to local Booth Level Officer (BLO) or Electoral Registration Officer (ERO)
2. Online - Submit at www.nvsp.in

**Q3. What are the documents required for filling form 6 for getting enrolled in the voters’ list?**
**Ans.** Passport size photo, copy of age proof and copy of address proof.

**Q4. Which is the relevant date for determining the qualifying age of 18 years?**
**Ans.** First day of January of the year in which the electoral roll is finally published.

**Q.5 How many categories of voters are there in India?**
**Ans.** There are 3 categories of voters in India:
1. General Voters - Regular residents
2. Overseas Electors - NRIs with Indian passport
3. Service Voters - Armed forces personnel

Q6. What is the full form of EPIC?
Ans. Elector Photo Identity Card

Q.7 What is AMF?
Ans. Certain Assured Minimum Facilities (AMF) are made available at each polling station. These include accessibility through Ramp, drinking water, shade for protection from sun and rain, toilet, signages and Help Desk etc.

Q.8 What is the maximum distance to a polling station?
Ans. Polling stations are set up in such a manner that ordinarily, no voter is required to travel more than 2 kilometres for casting their vote. In sparsely populated areas, mobile polling station visits surrounding villages on vehicle according to a pre-notified timetable.

Q.9 How many officers are there in a polling station?
Ans. At a polling station, there is one Presiding Officer, who is assisted by three Polling Officers.

Q.10 What is the responsibility of each polling officer?
Ans. 1st Polling Officer verifies the identity of voters and marks them on the Electoral Roll. 2nd Polling Officer inspects the elector’s left hand forefinger for any traces of ink and then puts a mark of indelible ink on the forefinger. He also gives a paper slip to the elector after taking their signature/thumb impression on a register. 3rd Polling Officer is in-charge of the Control Unit of the EVM. They check the indelible ink mark, collect the paper slip and activate EVM’s Ballot Unit by pressing Ballot button the Control Unit.

Q.11 What is the Voting Compartment?
Ans. Inside the Polling Station there is a Voting Compartment inside which EVM & VVPAT is kept. Elector goes to the voting compartment after 3rd polling officer has activated the Ballot Unit to cast their vote by pressing a button on EVM. Voter can also verify their vote through the printed slip visible on the VVPAT for 7 seconds.

Q 12. To make correction in name or other details, which form needs to be filled?
Ans. Form 8

Q 13. What is NVSP and what is its use?
Ans. National Voters’ Service Portal. NVSP is an Online portal providing service to voters such as filling forms, checking name in electoral roll and obtaining contact information of BLO and ERO.

Q 14. What is the official term for the voters’ list?
Ans. Electoral Roll

Q 15. Who is responsible for the preparation of electoral rolls for a Parliamentary or Assembly Constituency?
Ans. Electoral Registration Officer (ERO)

Q 16. What does VVPAT stand for?
Ans. Voter Verifiable paper Audit Trail

Q 17. Who is responsible for counting of votes and declaration of results?
Ans. Returning Officer (RO)
Q 18. For how long is the slip on the VVPAT visible before it falls in the drop box?
Ans. 7 seconds

Q 19. How is the functioning of EVM VVPAT verified at the polling station?
Ans. Presiding Officer conducts a mock poll before the commencement of actual elections in presence of polling agents of contesting candidates to verify the functioning of EVM-VVPAT.

Q 20. Name the chemical used to prepare the indelible ink used on poll day to mark the finger.
Ans. Silver Nitrate

Q 21. Which national event is celebrated one day before the Republic Day?
Ans. National Voters’ Day – 25th January

Q 22. Who manufactures EVMs?
Ans. Bharat Electronics Ltd., Bangalore and Electronic Corporation of India Ltd., Hyderabad

Q 23. What is ECI’s helpline number for electors?
a. 1800-11-1947
b. 1800-11-1950
c. 1800-11-1965
d. 1800-11-1980

Q 24. Which is the Parliamentary Constituency with the smallest area (of 10.59 sq km)?
a. Paharganj
b. Chandni Chowk
c. Karol Bagh
d. Daryaganj

Q 25. The constituency reserved for monks of Buddhist Monasteries of Sikkim, which has no territorial jurisdiction and monks cast their vote on separate EVMs for Assembly Elections is named _____.
a. Sangha
b. Bhikkhu
c. Vihara
d. Avasa

Q 26. Which of the following wouldn’t apply as an address proof for enrolling as a voter?
a. Bank Passbook
b. Passport
c. College I.D
d. Driving License

Q 27. What two special methods are extended to the members of Armed forces to facilitate them to vote from their station of posting?
Ans. Postal Ballot and Proxy Voting

Q 28. Can a Non-Resident Indian (NRI) citizen who is living abroad participate in Indian elections?
Ans. Citizens of India who are abroad for work or study can register as overseas Indian electors at the constituency mentioned in their passport as permanent residence. However, they have to come to the Polling station to vote.

Q 29. In the most recent models of EVM, how many balloting units can be attached together?
Ans. 24

Q 30. What is the last option on an EVM?
Ans. NOTA – None of the Above.
Q 31. What is the main basis of allocation of seats to various states in the Lok Sabha?
Ans. Population of the State

Q 32. In which state was Photo Electoral Rolls used for elections for the first time on a pilot basis?
Ans. Haryana

Q 33. In which year was the voting age reduced from 21 to 18?
Ans. 1989

Q 34. Sita has shifted her residence under the same constituency. What should she do?
Ans. Fill form 8A to change residence details

Q 35 What is Form 7 used for?
Ans. Form 7 is used for deleting of a name from the electoral roll. This may be filled if a person has shifted residence or is dead. It can also be used for objecting the inclusion of any person on electoral roll when s/he isn’t eligible.

Resource: Floor Games (links)

The floor games (English/Hindi) are available at the following link:

http://ecisveep.nic.in/files/category/14-games/
How & Why to enroll on Electoral Roll (Voter List)

- Eligibility for becoming a voter – 18 years of age as on 1st of January; Indian citizen and ordinary resident of that polling area.
- **Form 6** – To register as an elector, fill **Form 6 online at www.nvsp.in**. Form 6 can also be collected from the Electoral Registration Officer (ERO) or the Booth Level Officer (BLO).
- Documents required to be submitted with Form 6 - a passport size photograph, photocopies of documentary proof of age and residence.
- BLO shall visit the address given by you for verification. Electors Photo Identity Card (EPIC) or Voter ID is thereafter issued.
- **Form 7** to be used for deleting of a name from the electoral roll. This may be filled if a person has shifted residence or is dead. It can also be used for objecting the inclusion of any person on electoral roll when s/he isn’t eligible.
- **Form 8** is to make modifications or corrections in entries in the electoral roll.
- **Form 8A** is filled if a person has shifted address within the same constituency. However, if the address change is to a different constituency, the person should fill form 6.
- A person should not be enrolled at more than one electoral roll.
- ECI Helpline: 1950

Voting in an Election

- You must check your name in the electoral roll (voters’ list) which is available on the website of the Chief Electoral Officer of the State and the office of the ERO. This must be done much ahead of poll day to ensure that if your name is missing, you apply on time for inclusion of your name.
- You must carry either EPIC or any other alternative documents approved by Election Commission of India to the polling station.
- No gadgets are allowed inside the polling booth.
- At the polling booth, press the button in front of the name of the candidate of your choice on the Electronic Voting Machine (EVM) post which you will hear a beep sound.
- You must then check the Voter Verifiable Paper Audit Trail (VVPAT) to verify that your vote has gone to the right candidate. VVPAT will display information for 7 seconds.
- If you do not wish to support any candidate then you can press the NOTA option.
- Vote ethically and make an informed choice while deciding your vote.
मतदाता जागरूकता फोरम

कोई मतदाता न छूटे

भारत निर्वाचन आयोग
वीएएफ क्या है?
मतदाता जागरूकता फ़ोरम (वीएएफ) मतदाता सूची में पंजीकरण एवं मतदान की वास्तविक गतिविधियों द्वारा निर्वाचन प्रक्रिया से संबंधित सभी मूलभूत प्रक्रियाओं, विचारों एवं जागरूक चर्चाओं को साझा करने का एक अनौपचारिक मंच है। ECI का लक्ष्य वीएएफ के माध्यम से सभी कार्यपोरेट, सरकारी एवं गैर-सरकारी संगठनों में मतदाता जागरूकता/शिक्षा को बढ़ावा देना है।

वीएएफ के सदस्य कौन बन सकते हैं?
वीएएफ के सदस्य स्वैस्झिक तौर पर संबंधित कार्यालय के सभी कर्मी बन सकते हैं।

वीएएफ के सदस्य क्या करेंगे?
वीएएफ में सदस्य को ऐसी निर्वाचन प्रक्रिया से संबंधित गतिविधियों में समग्र किया जाएगा जो सभी सदस्यों को निर्वाचन प्रणाली के विशिष्ट ज्ञान से जोड़ते हुए एक सशक्त मतदाता के तौर पर विकसित करने में सहायक हो।

वीएएफ की संरचना क्या है?
1. प्रत्येक संगठन अथवा कार्यालय का प्रमुख वीएएफ की अध्यक्षता करेगा।
2. अध्यक्ष : एक किसी भी वरिष्ठ अधिकारी को नोडल अधिकारी के रूप में नियुक्त करेगा। इसमें उस अधिकारी को प्राथमिकता दी जाएगी जिन्हें निर्वाचन कार्यों का पूर्व अनुभव हो।

नोडल अधिकारी की भूमिका क्या है?
नोडल अधिकारी वीएएफ के संयोजक के रूप में कार्य करेगा और मुख्य निर्वाचन अधिकारी अथवा जिला निर्वाचन अधिकारी के साथ वीएएफ के संसाधनों के लिए समन्वय स्थापित करेगा। भारत सरकार के विभिन्न मंत्रालयों के नोडल अधिकारी भारत निर्वाचन आयोग के कार्यालय के साथ समन्वय करेंगे एवं उन्हें वीएएफ संबंधित संसाधनों को ऑनलाइन उपलब्ध कराया जाएगा।

वीएएफ की गतिविधियों को कौन आयोजित करेगा?
वीएएफ की गतिविधियों को कार्यकारी समिति द्वारा समन्वित किया जाएगा। कार्यकारी समिति का चयन वीएएफ के सदस्यों द्वारा किया जायेगा। किसी संगठन में मनोरंजन क्लब, स्पोर्ट्स क्लब इत्यादि जैसे मौजूदा क्लब और इसी तरह के अन्य निकाय भी वीएएफ की कार्यकारी समिति के रूप में कार्य कर सकते हैं।
वीएएफ गतिविधियों का कैलेंडर

वीएएफ द्वारा एक वर्ष में सात गतिविधियों को आयोजित किया जाना है।
(वीएएफ नोडल अधिकारी के लिए तैयार वीएएफ संसाधन पुस्तिका में इस बारे में विस्तार से बताया गया है)

I. वीएएफ का उद्दाहरण : केवल प्रथम वर्ष के लिए

उद्दाहरण : गतिविधि में संगठन के सभी कर्मचारियों के लिए ब्रीफिंग सत्र का आयोजन किया जाएगा जहां उन्हें निर्वाचन प्रक्रिया की मूलभूत बातों को बताने के साथ वीएएफ के बारे में आवश्यक जानकारी दी जाएगी। इसके उद्दाहरण के बाद (पंजीकरण) और नाम जांच करने की गतिविधि को प्रारंभ किया जा सकता है।

II. पंजीकरण और नाम जांच

कर्मचारियों को मतदाता के रूप में पंजीकरण कराने के लिए प्रोत्साहित किया जाता है यदि वे पहले पंजीकृत नहीं हुए हों। इसके अलावा वीएएफ के पंजीकृत सदस्यों को एनवीएसपी पोर्टल (www.nvsp.in) के जरिये मतदाता सूची में अपने नाम की जांच करने के तरीकों के बारे में बताया जाएगा।

III. राष्ट्रीय मतदाता दिवस (एनवीडी) के अवसर पर शपथ लेना

प्रत्येक वर्ष 25 जनवरी को राष्ट्रीय मतदाता दिवस मनाया जाता है जो भारत के मतदाताओं को समर्पित है। निर्वाचन प्रक्रिया में भागीदारों को बढ़ावा देने के लिए एनवीडी एक अनोखा अभ्यास है। एक संगठन के भीतर सभी कर्मचारी एक साथ एकत्रित होकर राष्ट्रीय मतदाता दिवस के अवसर पर मतदाता शपथ लेंगे। यह शपथ भारत निर्वाचन आयोग की वेबसाइट पर उपलब्ध है। तथा वीएएफ संसाधन पुस्तिका में उपलब्ध है।

IV. मत पत्र तैयार करना

हर चुनाव के लिए कर्मचारी खुद से मत पत्र तैयार करने के लिए एकजुट हो सकते हैं। इस गतिविधि का मकसद सदस्यों को उस प्रक्रिया से अवगत कराना है, जिसके द्वारा मत पत्र में उम्मीदवारों का क्रम तय किया जाता है। इस गतिविधि के जरिये सदस्य डमी (या वास्तविक) उम्मीदवारों के साथ अपना मत पत्र तैयार करेंगे और नोटा समेत सभी उम्मीदवारों के मत पत्र चिन्ह भी तैयार करेंगे।

मतदान!
V. प्रश्नोत्तरि
वीएएफ के जरिये कार्यालय के सभी सदस्यों के साथ 20-25 सवालों की प्रश्नोत्तरी प्रतियोगिता का आयोजन किया जा सकता है। नोडल अधिकारी के पास वीएएफ प्रश्नोत्तरी संबंधित सवाल और जवाब वीएएफ रिसर्स पुस्तिका में नमूने के तौर पर उपलब्ध है। विजेता टीम जवाब देने वाले हर सदस्य को टोकन गिफ्ट देकर प्रश्नोत्तरी को ज्यादा रोचक बनाया जा सकता है।

VI. राजभाषा दिवस
राजभाषा दिवस के अवसर पर हिंदी में कई तरह की साहित्यिक और भाषण प्रतियोगिता का आयोजन कर इसे मनाया जाता है। इसके तहत प्रतिभागियों को चुनावों के महत्व या मत से संबंधित विषय दिए जा सकते हैं। वीएएफ पुस्तिका में ऐसे विषयों की सूची मौजूद है।

VII. फ्लोर गेम (वैकल्पिक)
भारत निर्वाचन आयोग की तरफ से मतदाता जागरूकता के लिए संदेश फैलाने की खातिर तमाम निर्देशों के साथ पांच फ्लोर गेम विकसित किए गए हैं। इन पांच गेम में टापू (Stapoo) और सांप-सीढ़ी का खेल शामिल हैं। टापू में मतदाता के विभिन्न चरणों के बारे में बताया गया है, जबकि सांप-सीढ़ी में निर्वाचन प्रक्रिया का जिक्र है। इसी तरह maze में निर्वाचन प्रक्रिया में इस्तेमाल किए जाने वाले विभिन्न फॉर्म के बारे में जानकारी दी गई है। इसके अलावा चुनाव में सुगमता पर आधारित लूटिया और ईवीएम-वीवीपीएट की जानकारी के लिए गोल चक्कर जैसे खेल उपलब्ध है।

वीएएफ का विकास एवं महत्व
लोकतंत्र को सुदृढ़ बनाने हेतु निर्वाचन प्रक्रिया में मतदाताओं की जागरूकता एवं नैतिक सहभागिता को विकसित करना महत्वपूर्ण पहलू है। भारत निर्वाचन आयोग निर्वाचन प्रक्रिया में मतदाताओं की गुणवत्तापूर्ण सहभागिता को सुनिश्चित करने के लिए अपने प्रलेखित कार्यक्रम " सुव्यवस्थित मतदाता शिक्षा एवं निर्वाचक सहभागिता (स्वीप) " के तहत विभिन्न गतिविधियों को संचालित करता है।

भारत निर्वाचन आयोग मतदाता शिक्षा को विद्यालयों/ महाविद्यालयों और समुदायों में मुख्य धारा में लाने के लिए निर्वाचक साक्षरता क्लब जैसी अपनी महत्वाकांक्षी योजनाओं पर कार्य कर रहा है। इसका लक्ष्य सभी आयु वर्ग के भारतीय नागरिकों में मतदाता शिक्षा को प्रसारित करना है। ईएलसी ने ही संगठनों के भीतर वोटर जागरूकता फ़ोरम (वीएएफ) का नाम ग्रहण किया है और इसका उद्देश्य एक संगठन के भीतर सभी कर्मचारियों को मतदाता शिक्षा प्रदान करना है।
मतदाता सूची में नाम क्यों और कैसे दर्ज कराएं?

• मतदाता बनने के लिए योग्यता- 1 जनवरी को 18 साल पूरा होना चाहिए, साथ ही चुनावी क्षेत्र का आम निवासी होना चाहिए।
• फॉर्म 6- मतदाता के रूप में पंजीकृत होने के लिए www.nvsp.in पर जाकर फॉर्म 6 भरें। फॉर्म 6 को निर्वाचक रजिस्ट्रीकरण अधिकारी (ईआरओ) या बूथ लेवल अफसर (बीएलओ) के पास से भी लिया जा सकता है।
• फॉर्म 6 के साथ जरूरी दस्तावेजों : जैसे एक पासपोर्ट साइज फोटो, उम्र और निवास प्रमाण पत्र दस्तावेज संलग्न चाहिए।
• बीएलओ जांच के लिए आपके द्वारा दिए निवास पर भी पहुँचें। इस जांच के बाद मतदाता फोटो पहचान पत्र या वोटर पहचान पत्र जारी किया जाता है।
• मतदाता सूची से नाम हटाने के लिए फॉर्म 7 का उपयोग किया जाएगा। यदि कोई निर्वाचक कहीं दूसरी जगह चला गया है या उसकी मौत हो चुकी है, तो इस फॉर्म को भरा जा सकता है। इसका प्रयोग किसी व्यक्ति के योग्य नहीं होने की स्थिति में भी उसका नाम मतदाता सूची में सम्मिलित करने को लेकर आपत्ति दर्ज करने में भी किया जा सकता है।
• फॉर्म 8 मतदाता सूची में संशोधन या बदलाव के लिए है।
• अगर किसी निर्वाचक ने एक ही निर्वाचन क्षेत्र के अंदर पता बदला हो तो फॉर्म 8 ‘क’ को भरा जाता है। हालांकि, अगर पते में बदलाव अलग निर्वाचन क्षेत्र का है, तो उस निर्वाचक को फिर से फॉर्म 6 भरना होगा।
• किसी भी व्यक्ति को एक से ज्यादा जगह पर मतदाता सूची में पंजीकृत नहीं होना चाहिए।
• भारत निर्वाचन आयोग का हेल्पलाइन नंबर 1950 है।
चुनाव में मतदान

• चुनाव में मतदान से पहले आपको मतदाता सूची में अपने नाम की जांच जरूर करनी चाहिए। मतदाता सूची राज्य के मुख्य निर्वाचन अधिकारी के कार्यालय की वेबसाइट और ईआरओं के कार्यालय में उपलब्ध है। मतदाता को यह कार्य मतदान के दिन से काफी पहले ही कर लेना चाहिए, ताकि अगर आपका नाम सूची में नहीं है तो आप इस सूची में अपना नाम पंजीकृत किए जाने के लिए सस्तन आवेदन निर्धारित कर सकें।

• मतदाताओं को मतदान करने के लिए मतदान केन्द्र पर या तो मतदाता पहचान पत्र या अन्य निर्धारित (Prescribed) पहचान प्रमाण लेकर जाना चाहिए।

• मतदान केंद्र के अंदर किसी भी तरह के गैजेट को लेकर जाने की अनुमति नहीं है।

• मतदाता केंद्र पर ईवीएम पर अपनी पसंद के उम्मीदवार के नाम के सामने वाले बटन को दबाएं, जिसके बाद आपको बीप की आवाज सुनाई देगी।

• मतदाता को वीवीपीएरी से यह जरूरी तौर पर सत्यापित करना चाहिए कि उसका मत उस उम्मीदवार के पक्ष में ही गया है, जिसके पक्ष में उसके द्वारा मतदान किया गया है। वीवीपीएरी इस बारे में 7 सेंकंड के लिए जानकारी प्रदर्शित करेगा।

• यदि कोई मतदाता किसी भी उम्मीदवार का समर्थन नहीं करना चाहता है तो वे नोटा विकल्प दबा सकते हैं।

• नैतिक आधार पर मतदान करना चाहिए और मत का फैसला करते वक्त तमाम जानकारी के साथ अपनी पसंद के उम्मीदवार का चुनाव करें।

भारत निर्वाचन आयोग
Election Commission of India
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वेबसाइट: ecisveepnic.in, nvsp.in
हेल्पलाइन: 1950
No Voter to be Left Behind
What is a Voter Awareness Forum (VAF)?

Voter Awareness Forum (VAF) is an informal forum for generating discussions and awareness around the electoral process, on the how, what and where of registration & voting, through the medium of real-time activities.

Through VAFs in Government Departments, Government and Non-Government Organizations as well as in Corporates; the Election Commission of India aims to spread voter awareness and facilitate voter education.

Who shall be the members of VAF?

All employees, including contractual employees, shall be members of the VAF.

What shall we do in VAF?

In VAF, members will be a part of engaging activities, designed keeping specific learnings in mind, to help them become an ‘Empowered Voter’.

What is the structure of VAF?

1. The Head of each organization/office shall be the chair of the VAF.
2. Chair shall appoint one senior officer as the Nodal Officer. Preference shall be given to an officer who has experience of the election duty.

What is the role of Nodal Officer?

The Nodal Officer will act as the convener of the VAF and will coordinate with the Office of Election Commission of India/Chief Electoral Officer/District Election Officer for the provision of VAF Resource Guide which shall carry instructions on the conduct of activities within the VAF.

Who shall conduct various activities of VAF?

The activities of VAF shall be coordinated by Executive Committee. The Committee shall be elected by the members of the VAF. Existing Clubs like Recreation Club, Sports Club etc. or similar bodies in an organization can also act as the Executive Committee of the VAF.
Calendar of Activities in VAF

There are seven activities to be conducted in a year by the VAF as follows:
(These are explained in detail in the VAF Resource Guide designed for VAF Nodal Officer)

I. Inauguration of the VAF
- 1st year only

The inaugural activity shall be marked by a briefing session of all the employees in the organization where they are informed about the concept of VAF along with the basics of the electoral process. The inauguration can be followed by the ‘Registration & Name-check’ activity.

II. Registration & Name-check

Employees are encouraged to get enrolled as voters in case they aren’t already enrolled. Moreover, the enrolled members of VAF will be explained the way to check their name in the electoral roll through NVSP portal.

III. Pledge taking on National Voters’ Day (NVD)

NVD is celebrated every year on the 25th of January and dedicated to the Voters of India. NVD is a unique exercise for promoting electoral participation. All employees within an organization will assemble together and take the Voters’ Pledge (available on ECI’s website & VAF Resource Guide) on National Voters’ Day.

IV. Build the Ballot

For every election, the employees can come together to build their own ballot. It is an activity aimed at familiarizing the members with the process by which the order of names of the candidates to appear on the ballot paper is decided. Through this activity members will build their own ballot paper with dummy (or real) candidates and their symbols including NOTA.
V. Quiz

The VAF can organize a quiz of 20-25 questions with all the members of the office. A set of question and answer for the same can be found in the VAF Resource Guide for the Nodal Officer. Quiz can be made more interesting by giving freebies to the winning team/each member who answers the question.

VI. Rajbhasha Diwas

On the occasion of Rajbhasha Diwas, celebrated by holding various literary and oratory competitions in Hindi, one of the themes given to the participants can be around importance of elections or value of vote. A list of suggested themes can be found in the VAF Resource Guide.

VII. Floor Games (optional)

Five stand alone floor games imparting messages on voter awareness have been developed by ECI. These 5 games include Stapoo describing the stages of voting, Snakes and Ladders describing the electoral process, Maze game giving information on the various forms used in the electoral process, Ludo on accessibility in elections and Gol Chakkar game on EVM-VVPAT.

Evolution

Developing the practice of informed and ethical electoral participation is vital to investment in future of democracy. Under its flagship programme ‘Systematic Voters’ Education & Electoral Participation’ (SVEEP), the Election Commission of India carries out various interventions for strengthening and enhancing quality electoral participation.

Election Commission of India is now rolling out its ambitious project ‘Electoral Literacy Club’ (ELC) for mainstreaming of electoral literacy in Schools, Colleges and Communities to promote electoral literacy in all age groups of the Indian citizens. In organizations, the ELC has assumed the name of Voter Awareness Forum (VAF) and serve the purpose of imparting voter education to all employees within an organization.
How & Why to enroll on Electoral Roll (Voter List)

- Eligibility for becoming a voter – 18 years of age as on 1st of January; Indian citizen and ordinary resident of that polling area.

- Form 6 – To register as an elector, fill Form 6 online at www.nvsp.in. Form 6 can also be collected from the Electoral Registration Officer (ERO) or the Booth Level Officer (BLO).

- Documents required to be submitted with Form 6 - a passport size photograph, photocopies of documentary proof of age and residence.

- BLO shall visit the address given by you for verification. Electors Photo Identity Card (EPIC) or Voter ID is thereafter issued.

- Form 7 to be used for deleting of a name from the electoral roll. This may be filled if a person has shifted residence or is dead. It can also be used for objecting the inclusion of any person on electoral roll when s/he isn’t eligible.

- Form 8 is to make modifications or corrections in entries in the electoral roll.

- Form 8A is filled if a person has shifted address within the same constituency. However, if the address change is to a different constituency, the person should fill form 6.

- A person should not be enrolled at more than one electoral roll.

- ECI Helpline: 1950
Voting in an Election

• You must check your name in the electoral roll (voters’ list) which is available on the website of the Chief Electoral Officer of the State and the office of the ERO. This must be done much ahead of poll day to ensure that if your name is missing, you apply on time for inclusion of your name.

• You must carry either EPIC or any other alternative documents approved by Election Commission of India to the polling station.

• No gadgets are allowed inside the polling booth.

• At the polling booth, press the button in front of the name of the candidate of your choice on the Electronic Voting Machine (EVM) post which you will hear a beep sound.

• You must then check the Voter Verifiable Paper Audit Trail (VVPAT) to verify that your vote has gone to the right candidate. VVPAT will display information for 7 seconds.

• If you do not wish to support any candidate then you can press the NOTA option.

• Vote ethically and make an informed choice while deciding your vote.

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Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001
Tel: +91-11-23052205-18, Fax: +91-11-23052219
Website: ecisveep.nic.in, nvsp.in
Helpline: 1950
VOTER GUIDE

Assembly Election 20___

Election Date : ______/______

Time : ______/______
You can enroll as a General Voter if you are:

- An Indian citizen
- 18 years of age on 1st January 20__
- Resident of polling area
- Not disqualified

Who is not qualified to be enrolled in the Electoral Roll:

- Not a citizen of India
- Of unsound mind as declared by Competent Authority
- Disqualified from voting due to specified corrupt practices or offenses relating to elections

“No voter to be left behind”
Fill Form 6 online on www.nvsp.in or collect it from BLO and submit with required documents

EPIC – Electors Photo Identity Card also called Voter Card

Booth Level Officer visits given address.

If form is accepted, BLO delivers EPIC or calls you to office.

“No voter to be left behind”
Casting your Valuable Vote

Check your name on the Voter List which is available on the website of Chief Electoral Officer and www.nvsp.in

Voter list is also available in the office of ERO.

Holiday is granted on the day of poll.

Gadgets are not allowed inside a polling booth.

Stand in queue. Keep ID and the voter slip ready.

“No voter to be left behind”
Ist Polling official: Checks name on voter list and ID proof.

Ilnd Polling official: Inks finger, gives chit and takes your signature.

Illrd Polling official: Takes chit and checks your finger.

Press button to vote on the Electronic Voting Machine (EVM): you hear a beep sound. Also check the printed slip in VVPAT.

NOTA (None of above) option is also available

“No voter to be left behind”
How to cast your VOTE using EVM & VVPAT

1. ENTER THE BOOTH
   The Presiding Officer will enable the ballot Unit while you enter the polling compartment.

2. CAST YOUR VOTE
   Press the Blue Button on the Ballot Unit against the name/symbol of candidate of your choice.

3. SEE THE LIGHT
   The red light against the name/symbol of candidate chosen will glow.

4. SEE THE PRINT
   The Printer will print a ballot slip containing Serial Number, Name and Symbol of the chosen Candidate as shown.

“No voter to be left behind”
Important Information For Voters

1. To vote you should have your name in the voter list. Search your name on voter list through:
   - See Website
     www....................nic.in
     www.nvsp.in
   - Send SMS
     EPIC <space> Voter ID Card No. xxxxxxxxxxx
   - Call Helpline
     1800-11-1950
   - Contact your Booth Level Officer

2. Locate your polling station:
   - Go to http://www.nvsp.in/
     Know your booth, AC and PC
   - (Please fill DEO website)

3. Know Your BLO:
   - Name of BLO: -------------------------------
   - Contact No of BLO: -------------------------------

4. If you do not have voter ID card, any of the following can be used as alternative identity document:
   - Passport
   - Driving licence
   - Service ID card with Photo (Issued by Central Government / State Government / PSU)
   - Bank or Post office Passbook with photo
   - PAN Card
   - Smart Card by RGI under NPR
   - MNREGA Job card
   - Health Insurance Card by Ministry of Labour
   - Pension Document with photo
   - Photo voter slip
   - ID card issued to MPs MLAs/MLCs
   - Aadhaar Card

“No voter to be left behind”
Facilitation at the Polling Station

- Facility of Ramp, Wheel Chair & Volunteers available
- Visually challenged voters allowed a companion
- PwDs and Senior Citizens given priority in voting
- Braille facility on EVMs
- Separate queues for male and female electors
- Two female electors allowed entry into Polling Station for every male elector
- All Women Polling Station at identified locations
- Photovoter slips given to all electors
- Voter Assistance Booth at every Polling Station
- Facility of drinking water, First Aid, toilets at the Polling Station
- Signage to guide the voters
- Free transport facility for PwD voters
- Auxiliary Polling Stations in specific schools for PwDs
- Accessible Voter Slip
- Braille EPIC for Blind electors

For any inquiries & assistance, please call the the helpline number 1800-11-1950 or log on to http://eci-citizenservices.nic.in
ELECTORAL LITERACY CLUBS

"I hear and I forget. I see and I remember. I do and I understand."
- Confucius
What are ELCs?

Electoral Literacy Clubs are platform to engage the school students through interesting activities and hands on experience to sensitise them on their electoral rights and familiarise them with the electoral process of registration and voting.

At ELCs, learning meets fun. Activities and Games are designed to stimulate and motivate students provoking them to think and ask questions.

Through ELC, Election Commission of India, aims at strengthening the culture of electoral participation among young and future voters.

Q: Who shall be the members of ELCs?
- Students of Class IX-XII shall be members of the ELC of your School.

Q: How can my School enrol for the ELC?
- The School can approach the following:
  1. District Collector who is also the District Election Officer (DEO)
  2. Electoral Registration Officer (ERO)

Q: What shall we do in ELCs?
- In the ELCs, you will be part of interesting and thought-provoking
activities and games. There are around 25 such activities and 6 games. Through these carefully designed activities, you will gain specific learnings which will help you become an Empowered (Prospective) Voter.

Q: Where shall the ELC activities be held
- Most of the activities shall be conducted in the Class room itself with students of each class conducting different activities.

Q: Who will conduct the activities of the ELC?
- While students are encouraged to conduct the activities of the ELCs themselves, the Class Teacher shall supervise and coordinate the activities. A Resource Guide is prepared for each Class (IX, X, XI & XII) that shall help the Students and Teachers to carry out each activity of the ELC.

These activities and games have been detailed out in 4 different easy to understand resource guides, presented in a step by step format for the benefit of the Students and Teachers:
- Electoral Literacy Club Resource Guide for Class IX
- Electoral Literacy Club Resource Guide for Class X
- Electoral Literacy Club Resource Guide for Class XI
- Electoral Literacy Club Resource Guide for Class XII
- ELCs Common Handbook

Q: How shall the School get the Resources
- The Resources are freely downloadable at www.ecisveep.nic.in. The Schools that formally enroll with the DEO/ERO for the ELC programme shall be provided one set of the ELC Resource Kit in soft and hard copy. The resource guides are available in Hindi & English and shall be soon available in regional languages.
What will I learn

- You will learn how elections are conducted in the world's largest democracy

- You will learn about the what, where, when and how of the entire electoral process, get familiar with EVM and VVPAT

- You will learn how an eligible citizen can enrol himself/herself in the electoral roll. You can use this knowledge for yourself as well as others by helping register people in your locality who may yet not have registered.

- You will get to know the tools that enable voters to vote without making any mistakes, i.e. the electoral voting machine (EVM) and Voter Verified Paper Audit Trail. These ensure your vote reaches your desired candidate.

- ELC will make you understand the value of each vote, and how one must cast one’s vote with confidence and without any fear, greed and intimidation from anyone

- ELCs will also facilitate voter registration for the student members as they achieve the age of 18.
Sneak Peek into some of the ELC Activities

1) Nirvachitra

Nirvachitra introduces the main concepts of electoral process such as eligibility for became an elector, how to register, how to caste your vote etc. through an engaging film, Masti Dosti Matdan, or a story scroll. Nirvachitra is the first activity proposed for all ELCs to set the tone of the club.

2) Model Matdaan

A mock election activity in which students take the role of candidates, polling officials and voters and conduct the entire election process.

3) Build your Ballot

An activity developed specifically for the students of class XI, in Build your Ballot students will make their own ballot paper with dummy candidates and symbols and get familiarised with EVM (Electronic Voting Machine) and VVPAT (Voter Verifiable Paper Audit Trail).

4) NOTA ko Janey

For students of class X, the activity introduces the concept of NOTA – None of the Above option if a voter does not wish to vote for any political candidate.
Comraderie

Active ELCs are all set to come up in secondary and senior secondary schools, universities and colleges as well as in 1 million polling stations across India and the membership to these ELCs is free, inclusive and voluntary. You can become a part of an ELC depending on the relevant category for you from the ones given below:

- **ELCs in Schools**: Targets students studying in classes IX – XII. The ELCs will require only 3-5 hours annually in each grade. The learning under ELCs for School is spread over 4 years in a systematic manner. About 2 lakh such ELCs will be set up across the country.

- **ELCs in Colleges**: Targets new and young voters in the age group 18 – 25 years. ELCs in colleges will be managed by the students themselves. About 39 thousand such ELCs will be set up across the country.

- **ELCs in Communities**: Termed Chunav Pathshals, it targets those outside the formal education system. Although these ELCs in communities will focus on 14-17 year olds, it will cover community members of all ages. Chunav Pathshals will be set up in 1 million polling station locations.

- **ELCs in Organizations**: In organizations, the ELCs will assume the name of Voter Awareness Forums (VAFs) and shall be set up in all government & non-government organizations as well as in private institutions.
Crux of the Club

Developing the practice of informed and ethical electoral participation is vital to investment in future of democracy. Under its flagship programme ‘Systematic Voters’ Education & Electoral Participation’ (SVEEP), the Election Commission of India carries out various interventions for strengthening and enhancing quality electoral participation.

Election Commission of India is now rolling out its ambitious project ‘Electoral Literacy Clubs’ for mainstreaming of electoral literacy in Schools, Colleges and Communities.
Get READY for
Lok Sabha Election 2019

FOR EXISTING VOTERS

1. Verify your name and details on the Voter List. You can Vote only if your name appears on the voter list.

2. So even if you have a Voter Card (EPIC), CHECK YOUR NAME TODAY
   - Call Voter Helpline No 1950
   - SMS <EPIC><SPACE><EPIC NO> to 1950
   - Log on www.nvsp.in
   - Visit Voter Facilitation Centre

3. If your name is registered at more than one place, please check and delete multiple entries through Form 7

4. For correction of your details in the Voter List, fill Form 8

5. For change of Address within same Assembly Constituency fill Form 8A, for address change to another Assembly Constituency fill Form 6

FOR BECOMING A VOTER

Citizens completing 18 years on 1st January 2019 may ENROL TODAY

1. Apply Online: Fill Form 6 at www.nvsp.in

2. Apply Offline: Download Form 6 from CEO or DEO’s website, fill details and submit to Electoral Registration Officer (ERO) or Booth Level Officer (BLO)

3. Form 6 to be accompanied with:
   - One recent passport size colour photograph
   - Copy of documentary proof of age (for age between 18-21 years) and proof of residence.

You can also lodge complaints on https://eci-citizenservices.eci.nic.in/

XYZ
District Election Officer

www.ecowebsite

No Voter to be Left Behind
आ रहा है लोकसभा चुनाव, 2019

यदि आप मतदाता हैं

1. मतदान के लिए मतदाता सूची में नाम होना अनिवार्य है।
2. अपना नाम मतदाता सूची में देखना न भूलें। नाम/विवरण जांचने के लिए
   I. 1950 पर संपर्क करें
   II. <EPIC><SPACE><EPIC NO> 1950 पर SMS करें
   III. Online सेवा के लिए www.nvsp.in पर जाएं
   IV. मतदाता सुविधा केंद्र जाएं।
3. यदि आप का नाम एक से अधिक स्थान पर मतदाता सूची में है तो कृपया अन्य स्थानों से अपना नाम पॉर्म-7 भरकर अवश्य हटवा।
4. यदि आपके विवरण में कोई जुटी हो तो उसे ठीक करने के लिए पॉर्म-8 भरकर आवेदन करें।
5. यदि आप के निवास स्थान में परिवर्तन हुआ हो, तो पॉर्म-6 (विवाह सम्प्रति में परिवर्तन की दशा में) या पॉर्म-8A; एक ही विवाह सम्प्रति में पोस्टल स्टेशन बदलने की दशा में) भर कर तत्काल आवेदन करें।

मतदाता बनने के लिए

यदि आप 1 जनवरी, 2019 तक 18 वर्ष पूरे कर चुके हैं, तो मतदाता बनने से न चूके।

1. Online: पॉर्म-6 www.nvsp.in पर भरें
2. Offline: पॉर्म-5 भरें और निर्वाचक पंजीकरण अधिकारी (ERO) या बूथ लेवल अधिकारी (BLO) के पास जमा करें।
3. पॉर्म-6 के साथ निम्न दस्तावेज जमा करें
   i. पासपोर्ट साइज रंगीन फोटो
   ii. आयु प्रमाण (आयु 18–21 वर्ष के बीच के लिए) और निवास प्रमाण की प्रतिलिपि

शिकायत के लिए https://eci-citizenservices.eci.nic.in/ पर जाएं
**Voter Awareness Forum**

**FOR EXISTING VOTERS**
- Verify your name and details on the Voter list. You can Vote only if your name appears on the voter list.
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- **Form 6** to be accompanied with:
  i. One recent passport size colour photograph
  ii. Copy of documentary proof of age (for age between 18-21 years) and proof of residence

**KNOW ABOUT VAF**

**WHAT**
An informal forum for generating awareness on Registration & Polling process

**WHERE**
In Government Departments, Non-Government Organizations & Private sector

**WHO**
- Head of Organization to be the Chair
- Organization to appoint a Nodal Officer for VAF
- All members of the Organization will be the members of VAF

**HOW**
- Activities to be conducted as per the VAF Resource Guide
- Three activities in a year are mandatory

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Election Commission of India
**www.ecisveep.nic.in**

You can lodge complaints at www.eci-citizenservices.eci.nic.in

No Voter to be Left Behind
जानियें कैसे दें अपना वोट

ई.वी.एम. और वीवीपेट का उपयोग करते हुए

1. मतदान केंद्र में प्रवेश करें
   जब आप मतदान केंद्र में प्रवेश करेंगे तब पीएचटीएन अधिकारी बैलेट सुनिट को बोट खोलने के लिए तैयार कर दें।

2. अपना वोट दें
   बैलेट सुनिट में अपने पंजीकृत के प्रतिपादक के नाम और पुनर्विन्यास के साथ-साथ नीले बटन को दबाएं।

3. लाइट को देखें
   जिस प्रतिपादक को वोट दिया है उसके नाम/पुनर्निर्माण के साथ वही लाइट जलेगी।

4. प्रिंट को देखें
   प्रिंट एक बैलेट पत्ती प्रिंट करेगा जिसमें पंजीकृत के प्रतिपादक के कार्यक्रम, नाम और पुनर्निर्माण चित्त ऑफिस होगा।

पत्ती 7 सेकेंड के लिए दिखाई देगी।

नोट:
आप अपने बैलेट पत्ती नहीं दिखाएं। जो वोट करी दायरा में नहीं आए तो उसे रिपोर्ट करने के लिए प्रतिपादक अधिकारी से बातें करें।

भारत निर्वाचन आयोग
URL : https://eci.nic.in
HOW TO CAST YOUR VOTE

1. ENTER THE BOOTH
The Presiding Officer will enable the ballot Unit while you enter the polling compartment.

2. CAST YOUR VOTE
Press the Blue Button on the Ballot Unit against the name/symbol of candidate of your choice.

3. SEE THE LIGHT
The red light against the name/symbol of candidate chosen will glow.

4. SEE THE PRINT
The Printer will print a ballot slip containing Serial Number, Name and Symbol of the chosen Candidate as shown.

The slip will be visible for 7 seconds.

NOTE!
If you do not see the ballot slip and hear the loud beep please contact the Presiding officer.

URL: https://eci.nic.in