

The District Election Officer,
(Deputy Commissioner)
Kupwara/Bandipora/Baramulla/Srinagar/Ganderbal/Budgam/
Pulwama/Shopian/Kulgam/Anantnag/Leh/Kargil/Kishtwar/Doda
/Ramban/Udhampur/Reasi/Kathua/Samba/Jammu/Rajouri/Poonch

No: - JKseries/CEO/PLB/2013/944-971

Dated:- 14-3-2013

Subject:- Guidelines regarding Electors Photo Identity Card Programme.

Sir,

With regard to the above cited subject. I am directed to request you to take necessary action for the issuance of EPIC as per the below mentioned guidelines.

STANDARD OPERATING PROCEDURE FOR ISSUANCE OF EPIC

Case	Description	Present Status	Elector's Preference	Procedure
I.	New Elector had been issued a new series(FUSN)EPIC	There are incorrect entries in the EPIC.	New Elector is not satisfied as some particulars are wrongly mentioned as per the form submitted by him/her.	Elector would have to deposit the card at the office of concerned ERO or through concerned BLO. No fees would be charged in this case for issuance of EPIC if the details as printed on the Form signed and submitted by the elector had correct particulars inscribed by him/her. In that case, vendor would also be penalized as per the Terms and Conditions of the Tender.
II	New series(FUSN) has been generated in the electoral roll	Elector Claims that he/she has not received EPIC	Elector wants EPIC	Elector would have to approach the office of ERO concerned or through BLO concerned with a declaration (copy enclosed). ERO will verify from the record & if it is confirmed that the EPIC has not been issued to the elector, EPIC will be issued free of cost.

III.	Elector had been issued a new series (FUSN)EPIC	Elector has reported loss of EPIC	Elector wants a EPIC	Elector would have to deposit at the office of the concerned ERO or through concerned BLO an application in Form-EPIC-I and fee of Rs.25 (GR head- 0070 OAS) against issuance of Replacement EPIC. A copy of the FIR if lodged may be provided by elector . No new EPIC no. would be generated. After the order of the ERO, EPIC card with same EPIC no. would be issued to the elector.
IV	Elector had been issued a new series (FUSN)EPIC	Elector seeks card on ground of mutilation of the old card	Elector wants EPIC	Elector would have to deposit the mutilated card at the office of the concerned ERO or through concerned BLO along with application in Form-EPIC-I (copy enclosed) and fee of Rs.25 (GR head- 0070 OAS) against issuance of Replacement EPIC. No new EPIC no. would be generated. After the order of the ERO, EPIC card with same EPIC no. would be issued to the elector.
V	Elector has been issued EPIC	Elector has been enrolled as voter at new place of residence within the same constituency or another constituency.	Elector wants Replacement EPIC.	Elector would have to deposit at the office of the concerned ERO or through concerned BLO an application along with Form-EPIC-I. ERO of new AC will intimate to ERO of Previous AC that the name of the Elector has been added in new AC & therefore his name be deleted there. No new EPIC no. would be generated. After the order of the ERO, EPIC card with same EPIC no. would be issued to the elector.
VI.	Residual Elector	Elector has submitted Form-001B		A new FUSN series EPIC card would be issued to the elector without charging any fees.

14/5/2017

VII.	New Elector	Elector has submitted Form-6 with photograph	A new FUSN number would be generated for the electors. A new FUSN series EPIC card would be issued to the elector without charging any fees.
VIII	Elector had been issued a new series (FUSN)EPIC	Elector seeks a new card on the ground that modification in his/her particulars are required to be done.	Elector wants New EPIC. Elector would have to fill up Form-8 for making necessary corrections in his/her particulars etc and after the order of the ERO the applicant would deposit the old EPIC at the office of the concerned ERO or through concerned BLO and the Elector would be issued new EPIC free of cost.

It may further be requested that

- The EPICs Surrendered by the electors may be destroyed as per the guidelines of the Election Commission of India (copy enclosed).
- The word 'Duplicate will not be subscribed on the card (copy of instructions of ECI enclosed)
- No corrections in electoral roll entries are to be done at the time of making of EPIC.** If any correction in electoral roll entry is required, it should be done by taking a Form-8 for modification of entries in electoral rolls and after following the statutory process. However, minor corrections i.e. transliteration errors or spelling errors may be corrected without insisting for Form-8.
- The ERO's shall forward the detailed account of the new & replacement EPIC to be prepared to the office of ACEO Jammu/Kashmir every fifteen days. The ACEO Jammu/Kashmir shall ensure the preparation of the EPIC's from the vendors concerned and the new EPIC's shall be provided to the ERO's by ACEO Jammu/Kashmir after preparation of EPIC's by the vendors.

Encls:- ECI Guideline
Form

Yours faithfully,

(Charandeep Singh) KAS,
Deputy Chief Electoral Officer,
Jammu & Kashmir,
Jammu.

Copy to

- Sh. Saleem Khan Technical Director, NIC Jammu for information & necessary action.
- Assistant Chief Electoral officer Jammu/Kashmir for information & necessary action.
- M/S Computer Data Systems, 8, Civil Lines, Opp. Telephone Exchange, Ambala City-134003.
- M/S T.J.Enterprises, 1525-Pataudi House, Darya Ganj, New Delhi.
- M/S Comtech Info Solution Pvt Ltd, Opp. Police Station, Baramulla/Bund Regal Lane, Srinagar.

Election Commission of India		(ANNEXURE-I)	FORM ID
Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		ECI-EPIC-001	
A	State/ UT : AC (No. & Name): District:		
B	Elector's Particulars (To be filled by Elector)		
To, The Electoral Registration Officer, Assembly/ Parliamentary* Constituency		Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:	
1. Name of Elector:		2. EPIC No of Original card (if known) ::	
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):	5. Date of Birth (DOB) If not known then Age in Years) as on 1st Jan, 200.....
6. Address			
(i) House / Door number :			
(ii) Street/ Mohalla / Road/ Gali :			
(iii) Area / Locality :			
(iv) Town/Village :			
(vi) Police Station :		(v) PIN CODE	
		(vii) District:	
(viii) Reasons for applying for a Duplicate card			
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO			
		Signature of the applicant	
☐ Tick (✓) the appropriate box: I hereby return my mutilated /old card. I undertake to return the earlier card issued to me if the same is recovered at a later date.		Date:	
		Place:	
For official Use			
Authentication for Issue of EPIC (To be filled by ERO's Representative)			
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE) :	#Token No. or Receipt No.
Register No.	Serial No. in Register		
Verified by:	Signature		
Date: __/__/200__			
D Acknowledgement of R- EPIC by the Elector			
Received Duplicate EPIC on (Date):		Elector's Signature	
- - - - - 200__		or Thumb Impression	

तार : निर्वाचन
नई दिल्ली
GRAM: ELECCOM
NEW DELHI

भारत निर्वाचन आयोग सचिवालय
SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA
ASHOKA ROAD, NEW DELHI-110001

फैक्स : 23716617
FAX: 23716617
Phone- 2377338
23717391/280

संख्या
NO -23/EPIC/2012(Guidelines)
तारीख
Dated: 20th December, 2012

निर्वाचन सदन
NIRVACHAN SADAN
अशोक रोड, नई दिल्ली-110001

To,

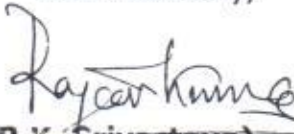
The Chief Electoral Officers,
of all States and UTs.

Subject: Revision of Guidelines for Electors Photo Identity Cards (EPICs)

Sir/ Madam,

I am directed to state that the scheme for Electors Photo Identity Cards was started in the year 1993 under the provisions of Rule 28 of the Registration of Electors Rules, 1960. Comprehensive guidelines for EPIC were issued in May 2000. Since then there have been major advances in technology. EPICs have been made and issued to majority of electors. Several States have already achieved 100% coverage of EPIC. Photograph of electors have been merged in electoral rolls and entire country now has Photo Electoral Rolls. It has therefore become necessary to have relook at the old guidelines and revise them to suit the manner in which electoral rolls are maintained at present. Accordingly, draft comprehensive guidelines for Electors Photo Identity Cards have been prepared by the Commission and are being sent to you for your comments. The Commission has desired that your comments on draft guidelines should be forwarded to us so as to be received in the Commission latest by 31st December, 2012 so that new comprehensive guidelines can be issued at the earliest. If your comments are not received by 31st December, 2012 it shall be presumed that you have no comments in the matter.

Yours faithfully,


(R.K. Srivastava)
Principal Secretary





ELECTION COMMISSION OF INDIA

Revised Guidelines for Electors Photo Identity Card Programme

1. **Preamble** - The scheme of Electors Photo Identity Cards (EPIC) was started in 1993. Comprehensive guidelines for EPIC were issued in May 2000. There have been major advances in technology in the last 12 years. EPICs have already been made and distributed to majority of electors. Several States have already achieved 100% coverage of EPIC and several are on the threshold of it. Photographs of electors have been merged in the electoral rolls and the entire country now has Photo Electoral Rolls (PER). It has therefore become necessary to have a relook at the guidelines and issue fresh guidelines to suit the manner in which electoral rolls are maintained and EPICs issued at present. Accordingly these fresh guidelines are being issued in supersession of the existing guidelines. To this end the Election Commission of India has reviewed the scheme in detail and has decided to issue these comprehensive guidelines.

2. **Legal Provisions**

2.1. Rule 28 of the Registration of Electors Rules, 1960 provides for Identity cards for electors. The rule is reproduced below: -

28. Identity cards for electors in notified constituencies –

- (1) The Election Commission, may, with a view to preventing impersonation of electors and facilitating their identification at the time of poll, by notification in the Official Gazette of the State, direct that the provisions of this rule shall apply to any such constituency or part thereof as may be specified in the notification.
- (2) The registration officer for such notified constituency shall as soon as may be after the issue of the notification under sub-rule (1), arrange for the issue to every elector of an identity card prepared in accordance with the provisions of this rule.
- (3) The identity card shall –
 - (a) be prepared in duplicate;
 - (b) contain the name, age, residence, and such other particulars of the elector as may be specified by the Election Commission;

- (c) have affixed to it a photograph of the elector which shall be taken at the expense of the Government; and
 - (d) bear the facsimile signature of the registration officer;
- Provided that if the elector refuses or evades to have his photograph taken, or cannot be found at his residence by the official photographer in spite of repeated attempts, no such identity card shall be prepared for the elector and a note of such refusal or evasion or that the elector could not be found at his residence in spite of repeated attempts shall be made in the copy of the roll maintained by the registration officer.
- (4) One copy of the identity card prepared under sub-rule (3) shall be retained by the registration officer and the other copy shall be delivered to the elector to be kept by him for production at the time of poll.

3. Standards of Computerization of Electoral Rolls

- 3.1. Detailed instructions have been issued by the Commission about the standards to be followed for Computerization of Electoral Rolls and Electoral Roll Management System (ERMS) , vide Commission's letter No 485/Comp/ERMS/2009 dated 22nd January, 2010, A copy of these instructions is enclosed for ready reference and will be treated as part of these guidelines.
- 3.2. It may be noted that Commission has given instructions that Separate Database shall not be prepared for EPIC. EPIC will be prepared from the Elector Database, and the EPIC data will be kept in the EPIC table in the Elector database itself.
- 3.3. For reasons of security of data, and to maintain integrity of database the following instructions shall be followed at all times while giving access to data, whether to vendors or officers engaged in making of EPIC –
 - 3.3.1. Data shall be kept in a central database with full access control. This database can either be kept on a single server or on multiple servers, or even on the cloud. However, no backend access will be given to any person except to the database administrator (DBA) authorized by the CEO. Data will be kept in a database using RDBMS. Front end access will also be password protected. For operations which require updating of

elector database, digital signature security shall be required in addition to password protection. Care should be taken to maintain the data centre under fully secure conditions following the norms of data centre security and physical access control. Care must also be taken to maintain a disaster recovery site for the database.

3.3.2. A Unique EPIC Number is allotted to every elector whenever EPIC is issued to an elector for the first time. If replacement EPIC is issued to any elector for any reason, the replacement card will continue to bear the unique number assigned to the elector in the original EPIC i.e which was made for the elector for the first time. Even when the elector ceases to be enrolled in the Electoral Roll, the aforesaid unique EPIC number will not be allotted to any other elector. The number scheme has been described in detail in the relevant section of these guidelines.

3.3.3. All states in the country already have Photo-Electoral Rolls (PER). Photographs of electors are kept in .jpg format in the elector table itself as binary data. Whenever the EPIC is to be printed, the photograph and other demographic data should be read from the elector tables i.e. master /control tables and used to print the EPIC.

4. **Agency to prepare EPIC** – Depending on the conditions of the individual state and the amount of residual work, the Chief Electoral Officer may decide whether to outsource the work of preparation and distribution of EPIC to vendors or to get it done in-house by his own officers. VRCs, Common Service Centres etc. will also be allowed to make EPIC. But, we need to gradually shift to in-house preparation and distribution of EPIC. In either case, the software for making of the EPIC shall be part of the overall Electoral Roll Management System (ERMS) being followed in the State. The ERMS developed by ECI already has a module for making of EPIC. Those states which are using ECI ERMS can use this module for making EPIC. Those states which have developed their own ERMS must have an EPIC module in their ERMS. **Under no circumstances vendors will be allowed to use any software other than the EPIC module in ERMS to make EPIC.** The agency used to prepare EPIC, whether vendors or officers should be properly trained in the use of the software.

5. Number System for EPIC –

5.1. The old system of EPIC numbers is described in detail in Commissions' Order No. 23/ID/93/584 dated 28.08.93 as modified by Order No. 23/ID/94 dated 09.02.94. This system of EPIC number is found only in EPIC made before May 2000. For ready reference the system of numbering is shown graphically below: -

5.1.1. AA / 99 / 999 / 999999

5.1.2. Six digit number starting from 000000 to 999999

5.1.3. Three digit Assembly Constituency number

5.1.4. Two digit Parliamentary Constituency number

5.1.5. Two upper case alpha character abbreviation for State

5.2. The system of number the EPICs was changed in May 2000. This system which is being followed since May 2000 is shown graphically below: -

5.2.1. AAA / 999999 C

5.2.2. One digit check-sum

5.2.3. Six digit running serial number from 000000 to 999999. Since the database is centrally maintained the numbers which have already been used for making EPIC for that constituency can be read from the database and the next available number is used. This ensures that a number once used in an EPIC is never reused.

5.2.4. Three upper case alpha character prefix of the EPIC number as an identifier assigned to the Assembly Constituency (Parliamentary Constituency in UTs where there is no Assembly). These are called the FUSN (Form Unique Serial Number) codes. For ready reference the FUSN codes for each constituency are enclosed with these guidelines. If all the numbers from 0 to 999999 have been exhausted for a constituency, the CEO should request the Commission to assign a new FUSN code for that constituency. After a new FUSN code has been assigned the numbering can restart from 000000.

5.2.5. Check Sum Digit Calculation - The single digit check sum will be generated by the standard software used to prepare the EPIC and will be appended to the six digit running serial assigned in continuation so that it appears to form part of the number itself. The calculation of the

check sum digit will be done using the LUHN Formula (Mod 10). The steps required to calculate the check digit are given below.

- 5.2.5.1. Step 1: Add the first, third, and fifth digit.
- 5.2.5.2. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products.
- 5.2.5.3. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10.
- 5.2.5.4. These steps are illustrated through a few examples. To calculate the check digit for the six digit serial number 102679, the steps are:
 - 5.2.5.5. Step 1: Add the first, third, and fifth digit. In the above case $1+2+7=10$.
 - 5.2.5.6. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case $0*2=0$, $6*2=12$, and $9*2=18$. Adding the digits in the products $0 + (1+2) + (1+8) = 12$.
 - 5.2.5.7. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the difference between the total obtained in this step and the next higher multiple of 10. In this case it is $10+12=22$. Thus subtracting from the next higher multiple of 10 gives $30-22=8$. The check digit is 8.
- 5.2.6. Again, for the serial number 102683, the check sum digit would be calculated similarly:
 - 5.2.6.1. Step 1: Add the first, third, and fifth digit. In the above case $1+2+8=11$.
 - 5.2.6.2. Step 2: Double the second, fourth and sixth digits and add the individual digits comprising the products. In this case $0*2=0$, $6*2=12$, and $3*2=6$. Adding the digits in the products $0 + (1+2) + 6 = 9$.
 - 5.2.6.3. Step 3: Add the results of Steps 1 & 2. If the number is divisible by 10 then the check sum digit is zero. Else the check sum digit is the

difference between the total obtained in this step and the next higher multiple of 10. In this case the $11+9=20$ which is divisible by 10. Hence the check sum digit is 0.

6. Digital Data of Photograph of Electors -

EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. *The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel. The photograph shall show a close-up of the applicant's head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector's face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plane, light coloured background and there must be no other people or object visible with the elector.* Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements: Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.

The illustrations on portrait quality have been given at **Annexure-II** for taking of photograph.

6.1.1. The print on the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10 % will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.

6.1.2. It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.

7. Strategy to Achieve 100% EPIC and PER coverage –

7.1. All States and Union Territories of the country already have EPIC and PER for a majority of electors. Several States and Union territories have already achieved 100% coverage of EPIC and PER. Commission desires that 100% EPIC and PER should be achieved as soon as possible by all States and Union Territories. For this purpose following strategies should be adopted: -

7.1.1. Whenever a new Form-6 is filled up for inclusion of names in electoral rolls, a photograph should be asked for. For this purpose space has already been provided in form-6. If, for any reason, photo is not given then the ERO concerned should make arrangements for taking his/her photograph through BLO or other field officials using digital camera and thereafter issue EPIC to that elector. No application should be refused to be received on the ground that the applicant has not provided his/her photograph.

7.1.2. Those States and Union Territories which do not have 100% coverage of PER should get photographs of residual electors in a campaign mode. For this following action should be taken: -

7.1.2.1. A list of residual electors, polling station wise should be printed out from the electoral roll database.

7.1.2.2. Special photography camps should be organized for those polling stations which have large number of residual electors.

7.1.2.3. BLOs should be asked to go door to door to collect photographs of residual electors, which should then be scanned and merged into the ER database.

7.1.2.4. If the BLO finds that some elector is out of station, his relatives or friends can be asked to get the photographs of such voters by post.

7.1.2.5. An effort can be made to get photographs of residual electors from the photo databases of other Govt agencies, like the MNREGA database etc.

8. **Procedure of making and distributing EPIC –**

8.1. **EPIC to be made only from Electoral Roll Database** - EPIC shall be prepared only from the elector database. Thus EPIC will only be made after the name of the elector is already included in the concerned part of the electoral roll. Similarly EPIC will only be made after the photograph of the elector has been merged in the electoral roll database. **No correction in electoral roll entries is to be done at the time of making of EPIC.** If any correction in electoral roll entry is required, it should be done by taking a form-8 for modification of entries in electoral rolls and after following the statutory process. However, minor corrections i.e. transliteration errors or spelling errors may be corrected without insisting for Form-8.

8.2. **EPIC to be made only on-line** - EPIC can be prepared at any location authorized by the ERO provided that ERO has authorized password protected access to the person making the EPIC and there is adequate Internet connectivity at that location. EPIC must be made on-line by connecting to the electoral roll database. **Under no circumstances EPIC will be made off-line.**

8.2.1. **New EPIC** - A new EPIC shall be made without any application from the elector and delivered to the elector free of cost, whenever a name is included in the electoral roll for the first time. When a new EPIC is made a new EPIC number will be generated and assigned to that elector by following the numbering scheme described above.

8.3. **Replacement EPIC** – Replacement EPIC(R-EPIC) will continue to have the EPIC number originally assigned to the elector, when EPIC for the elector was made for the first time. EPIC number assigned once continues for life. Whenever a replacement EPIC is made, the original EPIC number should be read from the database and used to make the Replacement EPIC. Earlier, there were instructions to print the word "Duplicate" on the R- EPIC. Several requests have been made to the Commission that the

word "Duplicate" should not be printed because electors find that EPIC with the words "DUPLICATE" superscripted on it is not accepted as an identity proof in many situations. The Commission has considered this issue and has decided that the word "Duplicate" shall not be printed on replacement EPIC. The replacement EPIC will continue to have the EPIC number originally assigned to the elector when EPIC was made for the first time for that elector. Replacement EPICs will be made under the following conditions: -

- 8.3.1. A replacement EPIC will be made without any application and delivered to the elector free of cost in all of the following cases: -
 - 8.3.1.1. Whenever any modification is made in any entry pertaining to that elector ~~is made~~ in the electoral roll.
 - 8.3.1.2. Whenever the name of an elector is transposed from one part of any constituency to another part of the same constituency or from one constituency to another constituency. Though in such cases, the ERO of new AC will intimate to ERO of previous AC that the name of the elector has been added in new AC so the previous AC ERO should delete the name from his roll. The previous AC ERO should take appropriate action and intimate to new AC ERO so within 21 days time.
- 8.3.2. A replacement EPIC can be made at any time if an elector makes an application for a replacement EPIC for the reason that the EPIC has been lost, on payment of a fee of Rupees 25. However no fee will be charged if the EPIC has been lost for reason beyond the control of the elector like floods, fire, other natural disaster etc. The fee can also be waived off by a special or general order of the Chief Electoral Officer of the state/UT for reasons to be recorded. No police report is needed in case EPIC is lost
- 8.4. **Hassel free making and delivery of EPIC** – EPIC must be made and delivered to all electors in a hassle free manner.
 - 8.4.1. An R-EPIC has to be made and delivered to the elector without any application from the elector in all cases except where original EPIC has been lost. Whenever EPIC is made consequent to inclusion, transposition or modification, EPIC should be issued and delivered to the elector within – 15 days of the inclusion, transposition or

modification order being made by the concerned Electoral Registration Officer.

- 8.4.2. In cases where a replacement EPIC is made on application from an elector for loss of original EPIC, it should be made and delivered to the elector within 7 days of the application being made. Efforts should however be made to reduce this period as much as is possible. For example facility for instantly making replacement EPIC and delivering it on the spot can be provided in Voter Service Centres, Common Service Centres etc.
- 8.4.3. Application for issue of a replacement EPIC for loss of original EPIC will be made to the registration officer in Form-EPIC-1, (format given as **ANNEXURE-I** to this Guideline). Facilities for collection of applications in Form-EPIC-1 should be provided in offices of EROs, Voter Registration Centres, Common Service Centres, etc. These forms should also be available with BLOs, who can be asked to collect filled up forms from electors whenever required and deliver them to the concerned Electoral Registration Officer. Form-EPIC-1 should also be available on-line.
- 8.4.4. The application form in Form-EPIC-1 will have the option for the elector to indicate whether the elector wants to collect the EPIC himself from the Voter Registration Centre, Common Service Centre etc., or would like the EPIC to be delivered by post. In case the elector wants the replacement EPIC to be delivered by post, the elector will be required to include a self-addressed, stamped envelope with the application form in Form-EPIC-1. A proper record of issue/dispatch of the EPIC shall be kept in every case, without fail. Fee for issuing Replacement EPIC shall be deposited in district Treasury in the govt. account regularly.
- 8.4.5. Form 6 for inclusion of names, Form 8 for modification of entries and Form 8-A for transposition of names will also have similar option for the elector to indicate whether the elector wants to collect the EPIC himself from the Voter Registration Centre, Common Service Centre etc., or would like the EPIC to be delivered by post or by the BLO. In case the elector wants the EPIC to be delivered by post, the elector will be required to include a self-addressed, stamped envelope with the application form.

8.4.6. Delivery of EPIC will be made to the elector only in one of the following ways: -

8.4.6.1. To the elector personally at the Voter Registration Centre, Common Service Centre etc. The elector should be asked to check that all entries in his EPIC are correct. If not, then it should be given after necessary corrections are done

8.4.6.2. By post if a self-addressed stamped envelope has been furnished by the elector with the application form.

8.4.6.3. BY the concerned BLO.

8.4.6.4. By some other Government employee authorized by the Electoral Registration Officer.

8.4.6.5. Undistributed Cards - In many States, EPICs prepared in earlier campaigns have not been distributed in entirety. A separate drive will have to be taken up for distributing them. In case the EPIC already made cannot be delivered because the concerned elector cannot be found or is returned undelivered when sent by post, the same should be destroyed by the Electoral Registration officer under secure conditions. However a record of this shall be maintained. Undistributed EPICs should be destroyed after 2 years, but only after 3 attempts to get it delivered and the list of undistributed EPICs shall be given to local unit of recognized political parties as well as RWAs and similar bodies.

8.4.6.6. **Miniature Sheets** - Rule 28 of the Registration of Electors' Rules, 1960 provides that the Identity Card shall be prepared in duplicate. One copy of the Identity Card shall be retained by the concerned Electoral Registration Officer and the other copy shall be delivered to the elector for being produced at the time of poll. The Commission had prescribed that the aforesaid requirement of duplicate cards should be maintained by the EROs in miniature form of EPIC in Miniature Sheet. A number of such cards (80 to 100) should be should printed on A4 size paper (both sides) and laminated with durable plastic sheets. These miniature sheets should be kept polling station wise. Miniature sheets of each polling station should be kept in one folder for that polling station, and all the folders of the polling stations

of a constituency should be kept in the folder for the constituency. The CEO and EROs should make a periodical review of the present status regarding storage of these miniature sheets and prepare a detailed report on the existing position in ERO's Office in order to ensure that the complete set of miniature sheets for Identity cards issued till now are available in the Office of the ERO. As prescribed by the Commission, these miniature sheets should be kept in proper custody of the ERO and necessary safety precautions should be taken by the EROs to prevent any damage to these.

- 8.4.6.7. The Commission has in the past given instructions that authenticated office copies of these miniature kept in pouches should be supplied to respective Presiding Officers. **This is no longer necessary as the entire country has Photo Electoral Rolls** and all particulars mentioned in the EPIC including the photograph of the electors are printed in the Photo Electoral Roll and which is available on the poll day at the polling station.
- 8.5. All miniature sheets shall be prepared in duplicate with one master copy to be kept in ERO's custody. The second copy will be archived at the District Election Officer level. The miniature sheets will be serially numbered. The number scheme should have a prefix of two character State Code followed by a three digit Assembly Constituency Number. The prefix should be followed by a hyphen (dash) and a five digit number. The number should be boldly super scribed on the right top corner of the laminated miniature sheet. A reference to the miniature sheet number will be maintained in the database against each of the EPICs whose miniatures are on the sheet. Thus for AP001 the numbering of miniatures will be AP001-00001, AP001-00002, AP001-00003, and so on. The miniature sheets should be stored serially in standard sized folders on which the sheet numbers contained therein are boldly marked with permanent markers. An Index Register should be maintained for the ready reference.
- 8.5.1. Whenever a replacement EPIC is issued, a copy of it should be made and stored as part of the miniature sheet. Thus the duplicate card would be treated at par with a fresh card issued for storage in a miniature form.

9. Specifications for EPIC –

✓ 9.1. Card –

(a) Card Type: All new cards will be printed on PVC sheet with colour photograph.

(b) Card Size – 8.6 cm vertical and 5.4 cm. horizontal with variation. permissible of plus or minus 5 per cent.

(c) Thickness: 0.6 mm to 0.8 mm.

(d) Lamination: 60 microns overlay.

9.2. Hologram: The security hologram with dimension of 2.0 cm diameter on the EPIC half on the photograph and half in the vacant space on the left of the photograph. This will be in the nature of pre-printed customized hologram on laminated film. The matter to be printed on the hologram will be communicated separately after the approval of the Commission.

9.3 Other Parameters- As per the revised sample enclosed at **Annexure-III**

Election Commission of India		(ANNEXURE-I)	FORM ID
Application for Issue of Replacement Elector's Photo Identity Card (EPIC)		ECI-EPIC-001	
A	State/ UT : AC (No. & Name): District:		
B	Elector's Particulars (To be filled by Elector) To, The Electoral Registration Officer, Assembly/ Parliamentary^s Constituency Sir/Madam, I request that a Duplicate Electoral Photo identity Card be issued to me as my original card is lost/destroyed/mutilated .or due to change of address I want to get afresh card with my new address. I am returning my EPIC to you along with fee for issue of duplicate EPIC My name is included in the electoral roll for the above constituency. Particulars in support of my claim for issue of duplicate EPIC are given below:		
1. Name of Elector:		2. EPIC No of Original card (if known) .:	
3. Father's/ Mother's/ Husband's* Name :		4. Sex (M/F):	5. Date of Birth (DOB) If not known then Age in Years) as on 1st Jan, 200.....
6. Address			
(i) House / Door number :			
(ii) Street/ Mohalla / Road/ Gali :			
(iii) Area / Locality :			
(iv) Town/Village :			
(v) Police Station :		(v) PIN CODE	
(vi) District:			
(viii) Reasons for applying for a Duplicate card			
1. I will collect EPIC from VRC/CSC 2. I wish to receive my EPIC by Post(self addressed and stamped envelope enclosed) 3. I will collect EPIC from BLO.			
			() Signature of the applicant
☐ Tick (✓) the appropriate box: I hereby return my mutilated /old card. I undertake to return the earlier card issued to me if the same is recovered at a later date.			
Date:		Place:	
For official Use			
Authentication for Issue of EPIC (To be filled by ERO's Representative)			
Part No. :	Serial No. of Elector in Part :	ID number of Designated Photography Location (DPL) or Common Service centers (CSE):	#Token No. or Receipt No.
Register No.	Serial No. in Register		
Verified by:	Signature		
Date: __/__/200__			
D Acknowledgement of R- EPIC by the Elector			
Received Duplicate EPIC on (Date):		Elector's Signature or Thumb Impression	
200__			

Illustrations on portrait quality

(ANNEXURE-II)



too close



too far away



Blurred



ink marked/creased



looking away



unnatural skin tones



too dark



too light



washed out



colour pixelated





hair across eyes



eyes closed



portrait style



eyes tilted



busy background



not centred



flash reflection on skin



red eye



shadows behind head



shadow across face





dark tinted lenses



flash reflection on lenses



frames too heavy



frames covering



eyes wearing a hat



wearing a cap



face covered



shadows across



5.4 cm

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

मतदाता फोटो पहचान पत्र - ELECTOR PHOTO IDENTITY CARD

6049225185

निर्वाचक का नाम : प्रेम राज ठाकुर
ELECTOR'S NAME : PREM RAJ THAKUR
पिता का नाम : किशन देव ठाकुर
FATHER'S NAME : KISHAN DEV THAKUR
लिंग / Sex : पुरुष / Male
जन्म की तारीख/आयु-DATE OF BIRTH/AGE : 15/02/1985
पता : 19/1, ठाकुर निवास, गाँव शंश, लहाल तहसील,
जिला लाहौल और स्पिति (हि.प्र.) - 175133
Address : 19/1, THAKUR NIWAS, GAOIN SHANSHA, TEHSIL-
LAHAUL, DISTT.-LAHAUL AND SPITI (H.P.) - 175133

निर्वाचक एलिक्टोरल अधिकारी
के हस्ताक्षर की प्रतिलिपि
Date : 20/11/2006
विधान सभा संख्या और नाम : (सहीन) ग्रीन स्पिटि, भाग संख्या : 21
AC No & Name : 55-LAHAUL AND SPITI, Part No : 21

8.6 cm

5.4 cm

मेरा वोट
मेरा अधिकार
मेरा कर्तव्य

सशक्त लोकतंत्र, सबकी भागीदारी
Greater participation for stronger democracy

इं के अर्थ में कोई भी धारा कानून से यह कोई गारंटी नहीं है कि आप वर्तमान निर्वाचक नामावली में निर्वाचक हैं। कृपया अपना नाम वर्तमान नामावली में जांच लें।
Mere possession of the EPIC is no guarantee that you are elector in the current electoral roll. Please check your name in the current electoral roll.

डिस्क्लेमर
इस कार्ड में उल्लिखित जानकारी को किसी भी विधि में प्रमाण के रूप में नहीं माना जाएगा।
Disclaimer
Date of Birth mentioned in this card shall not be treated as a proof of age/D.O.B in any case.

8.6 cm