

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT DELHI-110054**

No. DE.23(502)/Sch.Br./Vol-IV/pt 93

Dated:- 17/01/18


CIRCULAR

Subject:- Mainstreaming of Electoral Literacy : Establishment of Electoral Literacy Clubs in Schools.

Please find enclosed herewith the letter No. F.50/CEO/SVEEP/2017/41149-62 dated 11.12.2017 on the above cited subject above. All Head of Govt./Govt.Aided/Recognised Unaided Schools are directed to take necessary action as mentioned in the letter.

This issues with the prior approval of competent authority.

Encl: As above.


DDE (School)

All Head of Govt./Govt. Aided/Recognized Unaided Schools through DEL-E

No. DE.23(502)/Sch.Br./Vol-IV/pt 93

Dated:- 17/1/18

Copy to:-

- 1.PS to Secretary (Education)
- 2.PS to Director (Education)
- 3.All DDEs (District/Zone)
- 4.OS(IT) to please paste it on the website
- 5.Guard File


DEO (School)



कार्यालय, मुख्य निर्वाचन अधिकारी, दिल्ली
OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI

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No F. 50/CEO/SVEEP/2017/41149-62

dt 11/12/2017

ORDER

Subject:- Constitution of State Committee on Electoral Literacy (SCEL) on Main Streaming of Electoral Literacy: Establishment of Electoral Literacy Clubs in School/Colleges and Communities – reg.

In pursuance of Election Commission of India's Letter No. 491/ECI/LET/SVEEP-I/ELC/2017 dated 3rd November, 2017, the State Committee on Electoral Literacy is hereby constituted under the Chairmanship of Chief Electoral Officer, Delhi to supervise the planning, implementation, monitoring and evaluation of the programme within the state as under:-

1.	Chief Electoral Officer, Delhi	Chairman
2.	Secretary, Deptt. of Information Technology, GNCTD	Member
3.	Vice Chancellor, University of Delhi, Delhi-110007	Member
4.	Vice Chancellor, Guru Gobind Singh Indraprastha University, Delhi	Member
5.	Director (Education), GNCTD	Member
6.	Director, DUSIB, GNCTD	Member
7.	Commissioner, NDMC/SDMC/EDMC	Member
8.	Director, Higher Education	Member
9.	Director, SCERT, GNCTD	Member
10.	State Chief Commissioner & National Council Member, Bharat Scouts & Guides	Member
11.	Dy. Proctor (NSS/NCC), Delhi University	Member
12.	Addl. Chief Electoral Officer, Delhi	Member
13.	Deputy Chief Electoral Officer, Delhi	Member Secretary / Convenor
14.	Any other member to be co-opted by CEO, Delhi (Chairman)	

Contd.

DD E/O S chy
Mr. Sharma
2809/DD E (sch)
15/12/17
14-12-17
3173/Addl Delsan
15/12/17
13/12/17

The objectives for the ELC are as under:-

- i. To educate the targeted populations about voter registration, entire electoral process and related matters by engaging them through well designed attractive resources in hands on experience;
- ii. EVM and VVPAT familiarisation and education about robustness and non-tamperability of EVM and integrity of the electoral process using EVMs.
- iii. Capacity building for generating/locating information on what, when, where and how of the elections and electoral process right from a young age of around 14 years.
- iv. To help target audience to understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner.
- v. To facilitate the target audience to understand the constitutional, legislative and legal provisions besides the technological innovation and integration in elections and nature and role of the Election Commission, Courts, Media and other stakeholders.
- vi. To harness the potential of ELC members for carrying the electoral literacy in communities.
- vii. ELCs will facilitate voter registration for its members as they achieve the age of 18.

The ELC shall be established as per the following pattern:-

- i. **ELC Future Voters-** for Classes IX to Class XII (Secondary and Senior Secondary Level)
- ii. **ELC New Voters-** College, University, all other educational institutions including professional and technical education institutions.
- iii. **Chunav Paathshala-** ELC in communities for the youth who are not a part of the formal education system.
- iv. **Voter Awareness forums-** In Government Departments, Organizations, Autonomous Bodies, Semi Government and non government and the private sector.

Functions of the State Level Committee

- i. The SCEL will be overall in charge of planning, implementation, monitoring and evaluation of the Programme within the state.
- ii. Draw up a calendar and plan of action for setting up of:
 - a. The ELCs (Future Voters) in all the Secondary, Senior Secondary Schools.

- b. The ELCs (New Voters) in colleges, universities and other education institutions.
 - c. The ELCs (Communities) for those young people who have dropped out of school or college
 - d. Voter Awareness Forums in the State.
- iii. Prepare lists of State Master Trainers. These trainers will undergo training as per schedule prepared by the Commission.
 - iv. Organize and develop calendar of training for the state with specific timelines.
 - v. Prepare a district wise codified list of ELCs in the state with a view to monitor the establishment of the ELCs in each of the institutions across the respective states.
 - vi. Prepare a list of non partisan/neutral NGOs/CSOs who can be associated with establishing the ELCs especially the ELC (Communities)/Chunav Pathshala.
 - vii. Translate and adapt the ECI provided Student-Teachers resources for use at ground level. Disseminate to the Districts.
 - viii. Collect or arrange to collect information on innovation, develop documentation and forward the same to the SVEEP, ECI for consideration.



(Charanjit Singh)

Election Officer (SVEEP/Media)

Copy to :-

- 1. All concerned officers.

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi – 110 001

No.491/ECI/LET /SVEEP-I/EL/ELC/2017

Dated: 3rd November, 2017

To,

The Chief Electoral Officers of
All States and UTs.

Subject: Mainstreaming of Electoral Literacy: Establishment of Electoral Literacy Clubs in Schools, Colleges and Communities - reg

Madam/Sir,

In pursuance of the recommendations given in the Commission's report on 'Mainstreaming of Electoral Literacy through Educational Institutions, Organizations' which has already been sent to you, the Commission has directed for setting up of Electoral Literacy Clubs (ELCs) in educational institutions and communities not covered under the formal education system to engage future and new voters through extracurricular interventions.

2. 'Project Document on Electoral Literacy Clubs in India' in this regard is attached (Annex I) for guidance and follow up. Additional copies for DEOs are also being sent and may be sent onwards with a covering letter on similar lines. The first batch of ELCs shall be rolled out on the 8th NVD i.e. 25th January 2018, and accordingly steps may be taken up for the same.

3. ELCs shall be the seat of learning through hands on experience and shall serve as a vibrant hub of Electoral Literacy for developing and strengthening the culture of electoral participation among young and future voters.

3.1. Objectives

- (i) To educate the targeted populations about voter registration, entire electoral process and related matters by engaging them through well designed attractive resources in hands on experience;
- (ii) EVM and VVPAT familiarisation and education about robustness and non-tamperability of EVM and integrity of the electoral process using EVMs.
- (iii) Capacity building for generating/locating information on what, when, where and how of the elections and electoral process right from a young age of around 14 years.

- (iv) To help target audience to understand the value of their vote and exercise their suffrage right in a confident, comfortable and ethical manner.
- (v) To facilitate the target audience to understand the constitutional, legislative and legal provisions besides the technological innovation and integration in elections and nature and role of the Election Commission, Courts, Media and other stakeholders.
- (vi) To harness the potential of ELC members for carrying the electoral literacy in communities.
- (vii) ELCs will facilitate voter registration for its members as they achieve the age of 18.

3.2. The ELCs shall be established as per the following pattern:

- (i) **ELC Future Voters** - for Classes IX to Class XII (Secondary and Senior Secondary Level)
- (ii) **ELC New Voters** - College, University, all other educational institutions including professional and technical educational institutions
- (iii) **Chunav Paathshala** - ELC in communities for the youth who are not a part of the formal education system
- (iv) **Voter Awareness Forums** - In Government Departments, Organizations, Autonomous Bodies, Semi Government and non government and the private sector

3.2.1. ELC Future Voters

Electoral Literacy Clubs will be set up in Secondary and Senior Secondary Schools. The club will have students of Class IX-XII as its members. Students may be encouraged to run the ELC through an elected body of Executive Committee with elected representatives from each of the Sections. Alternatively School may conduct the activities through teachers involving the students.

One or two teachers, preferably from the Humanities Department will act as the Nodal Officers and Mentors for the ELC. The teachers with election duty experience should be given preference for this work. Their duties and responsibilities shall be as detailed at 4.1. in the Project Document.

3.2.2. ELC New Voters

Electoral Literacy Clubs will be set up in colleges and university campuses for engaging students in hands on experience in electoral literacy. Guidance and involvement of teachers especially those who have experience of election duties will be an important component. The club will have students as its members and would be run by an Executive Committee from amongst the students with elected representatives from each of the Classes. **Campus Ambassador will act as the Convenor of the ELC and will assist the Nodal Officer in discharge of their functions.**

One or two teachers, preferably from the Political Science Department etc will act as the Nodal Officers and Mentors for the ELC. The duties and responsibilities of the Nodal Officers and the Executive Committee shall be as detailed at 4.2. in the Project Document.

3.2.3. Chunav Pathshala

Electoral Literacy Clubs will be set up at the Polling Station level catering to those outside the formal education structures and may be named as per the name of the polling station or a group of polling stations. These shall be called Chunav Pathshala.

The BLO will act as Nodal Officer for the Chunav Pathshala and the BAGs shall support and guide the ELC and shall assist the BLO in making the Chunav Pathshalas functional and for enrolling members. Voluntary help by teachers, non-partisan CSOs, NLM functionaries, Panchayat officials or the Municipal officials (Non elected) of that Polling Station area may be taken for enrollment.

The Venue of the 'Chunav Paathshala' shall be Polling Station in the last Lok Sabha or the Assembly Election or any other venue identified by the BLO. The details on the activities of Chunav Pathshala may be seen at 4.3. in the Project Document.

3.2.4. Voter Awareness Forums (VAFs)

Voter Awareness Forums will operate in Government Departments, Non government Organizations, Corporate and other Institutions. The membership will be open to all employees. Head of the Organization shall appoint one person as the Nodal Officer. Preference shall be given to an officer who has experience of the election duty. Nodal officer will liaise with the District Election Officer or the CEO of the State for VAF Resources. The details on the activities of VAFs may be seen at 4.3. in the Project Document.

3.3. General Features of the ELC Programme

- i) All ELCs will be given code numbers by the CEO's office and the information will reflect the membership strength.
- ii) ECI shall provide the resources for ELC to the CEO and DEO Office for onward distribution. The same shall be available on a dedicated ECI portal specifically developed for the purpose. The Resources will be developed by the ECI in Hindi and English. The CEOs office shall get them translated in local languages as may be necessary.
- iii) Capacity building of Nodal persons of ELC shall be carried out. Master Trainers shall be trained by ECI. CEOs shall be responsible for planning training at state level and DEOs at district level.
- iv) **Non Partisan nature of the ELCs/VAF must be maintained and the Nodal Officer shall ensure compliance of this norm.**

- v) Incentives shall be devised to reward and recognize well performing ELCs and the incentives may be state or region specific to encourage the ELC members and nodal persons.

4. Student Teacher Resources & Capacity Building

4.1. Student Teacher Resources for ELCs are being developed. The Resources shall be made available to the CEO's office in soft copies. CEO will process the same for adaptation and translation in the local language. Only the EL resources prescribed by the ECI shall be used as resources. Activity and resource development outside ECI must be approved by the ECI through respective CEO.

4.2. Training of Teachers/Nodal Officers on the ELC resources and tools shall be an integral part of the ELC project. Master trainers for States/UTs will be trained through the IIIDEM framework. Training shall be organized at the State level and cascade down to District level in coordination with State Education Departments and other institutions. District Master Trainers shall be trained at State level/RIDEM. CEOs will devise a training calendar for the same.

5. Institutional Support

The National Electoral Literacy Committee shall be supervising the roll out of the programme at national level. Budgetary support to the tune of Rs 20 crore has been sought in the next FY for the first phase of establishment of 2 lakh ELCs across the country. CEOs may assess their fund requirements during the roll out of the project and communicate to ECI so that additional budgetary requirements can be reflected in the RE.

5.1. State Committee on Electoral Literacy (SCEL) under the CEO shall be constituted in each State/UT to supervise the planning, implementation, monitoring and evaluation of the Programme within the state. Where the Committees have already been set up under the directions of the Commission for mainstreaming of the Electoral Literacy, such committees will automatically function as SCEL and the members may be added in the light of model composition as mentioned in the Project document in para 9.

5.2. Similarly District Committee on Electoral Literacy (DCEL) shall be set up under the DEO to supervise the planning, implementation, monitoring and evaluation of the Programme within the district. The composition and role of the DCEL is detailed out in the Project document in para 10.

6. Budgetary Support

Budgetary support to the tune of Rs 20 Crore has been sought in the next FY for the first phase of setting up of 2 Lakh ELCs across the country. CEOs may seek budgetary support for the same from the State Government. Any additional fund requirements may be further assessed during the roll out of the project and communicated to ECI so that additional budgetary requirements can be reflected in the RE.

7. **Partnerships** shall be developed at different levels for operationalisation of the ELCs. Overall framework for partnerships may be maintained at the standard guidelines and framework laid down by the Commission.

8. **Immediate Tasks & Timelines** The Project Document details out all aspects of the ELC programme. Meanwhile the immediate tasks are as follows:

- i) Constitution of the SCEL and DCEL and its first meeting to chalk out course of action.
- ii) Identification of educational institutions and nodal persons in each institution in the district and coordination for setting up of ELCs.
- iii) Preparation of data base of ELC/VAF, Nodal persons in each ELC/VAF and number of students/members therein respectively by the district as per the **prescribed proforma**. (enclosed)
- iv) Identification of Master Trainers at District and State level. Names of State level Master Trainers may be shared with ECI by 30th November 2017.
- v) Drawing up the Training Calendar of Master Trainers/Nodal Persons and accordingly setting timelines for districts to nominate the District level Master Trainers.

The Timelines for the important tasks are given in annexure. ECI shall meanwhile develop and share the Student-Teachers Resources within a month.

Yours Sincerely,


(Padma Angmo)
Director

Encl:

- i) Project Document
- ii) Tasks with Timelines
- iii) District ELC Data Base Format

Copy to

Sr PPS to CEC/ECs
PPS to Sr DEC/DECs/DGs
Sr Fellow/Legal Advisor/Directors/Pr Secretaries
All Zonal Sections

Tasks with Timelines for CEOs

	TASKS	TIMELINE
1.	Letter to DEOs enclosing Project Document on ELCs alongwith detailed instructions on action points, activities with timelines	November 2017
2.	SCEL set up & First meeting of SCEL	November 2017
3.	Names and details of members of the SCEL to be submitted to ECI	By 20 th Nov 2017
4.	Names and details of members of the DCEL to be submitted to CEO	By 20 th Nov 2017
5.	DEO to appoint one Deputy Election Officer as the Nodal Officer for the ELCs. List of such officers with their email addresses and contact no to be maintained on DEO's website and shared with the CEO's office. CEO to maintain the data on its website.	By 20 th Nov 2017
6.	Identification of state govt educational institutions and coordination for setting up of ELCs	November 2017
7.	DEOs to identify minimum 30% of educational institutions (Schools and Colleges) in the district and coordinate with them for setting up of ELCs in Phase I	November 2017
8.	DEOs to identify minimum 30% of Polling Stations where ELC shall be established in Phase I	November 2017
9.	DEOs to prepare data base of Nodal persons in identified educational institution (Teacher/s) and number of students; BLO for identified Polling Station as per the prescribed proforma	November 2017
10.	DEOs to update list of Campus Ambassadors in Colleges and Universities	November 2017
11.	DEOs to submit list of District Master Trainers to CEO	By 30th November
12.	CEO to submit list of State Master Trainers to ECI	By 30th November
13.	CEO and DEOs to identify non partisan CSOs and other members for ELC (Communities)	November 2017
14.	Translation and adaptation of ECI provided Student -Teacher Resources by CEO	December 2017
15.	Training & Capacity Building	
	a. State Master Trainer's training at IIIDEM	December 2017
	b. Training of District Master Trainers at State HQs/RIDEM	1-7 th Jan 2018
	c. DEOs to train ELC Nodal Persons at district hqs by District MTs	10-20 th Jan 2018
	d. Training of BLO on resources /tools for ELC(Communities)/Chunav Pathshala	10-20 th Jan 2018
16.	CEO to write to State Govt. Depts. and Non Government organizations in the state for establishing the VAFs	January 2018
17.	Launch of 1st batch of ELCs	NVD 2018
18.	Pilot testing to be completed well before the NVD.	
19.	Networking of ELCs	By March 2018
20.	Review of resources and tools and further develop teacher and student tools, kits and resources.	July 2018

Tasks with Timelines for DEOs

	TASKS	TIMELINE
1.	DCEL set up & its First meeting	November 2017
2.	Names and details of members of the DCEL to be made available to CEO/data base available at CEO's website	By 20 th Nov 2017
3.	DEO to appoint one Deputy Election Officer/District SVEEP Nodal Officer as the Nodal Officer for the ELCs. List of such officers with their email addresses and contact no to be maintained on DEO's website and shared with the CEO's office.	By 20 th Nov 2017
4.	Identification of educational institutions (Schools and Colleges) in the district and coordination for setting up of ELCs in Phase I (minimum 30%)	November 2017
5.	Identification of Polling Stations where ELC shall be established in Phase I (minimum 30%)	November 2017
6.	Preparation of data base of Nodal persons in each educational institution (Teacher/s) and number of students in the district, BLO for identified ELC as per the prescribed proforma. Maintain database on DEO's website	November 2017
7.	Update list of Campus Ambassadors in Colleges and Universities	November 2017
8.	Submit list of District Master Trainers to CEO	By 30th November
9.	Identify non partisan CSOs and other members for ELC (Communities)	November 2017
10.	Training & Capacity Building	
	a. Training of District Master Trainers at State HQs/RIDEM	1-7 th Jan 2018
	b. Training of ELC Nodal Persons at district hqs by District MTs	10-20 th Jan 2018
	c. Training of BLO on resources /tools for ELC(Communities) /Chunav Pathshala	10-20 th Jan 2018
11.	Launch of 1st batch of ELCs	NVD 2018
12.	NVD celebrations in the respective ELCs as per the guidelines of the ECI.	
13.	Networking of ELCs	By March 2018
14.	Review of resources and tools and further develop teacher and student tools, kits and resources.	Mid year review in July ahead of ISE Phase II

Data Base to be Maintained by the District

1. Name and Code of the AC:
2. Name and Code of Polling Station under which the ELC falls:
 - a. Code Number to be given to the ELC (01, 02....)
 - b. Name of the Institution/Organisation where ELC is set up (for Chunav Pathshala simply write CP)
 - c. Whether it is
 - i. ELC Future Voter
 - ii. ELC New Voter
 - iii. Chunav Pathshala
 - iv. Voter Awareness Forum
 - d. Name of the Nodal Person
 - e. Designation of the Nodal Person
 - f. Total No of Members in ELC

Example

Name and Code of AC	Code of Polling Station	Code to be given to ELC 01,02 ...	Name of Institution/ Organisation where ELC is set up; Write CP for Chunav Paathshala	Type of ELC (Future Voter/ New Voter/ Chunav Paathshala/ VAF)	Name of Nodal Person	Designation	Total No of Members in ELC
	01	01	XXX	ELC New Voter	syz	Professor	120
		02	YYY	ELC Future Voter	abc	Teacher	36
		03	CP	Chunav Paathshala	def	BLO	28
		04	XYZ	VAF	ghi	Dy Director	35
	02	01	SCD	VAF	Scd	Director	80
		02	ENF	ELC Future Voter	Erc	Teacher	12
		03	SDF	ELC Future Voter	Tyu	Teacher	34
		04	REG	ELC Future Voter	uio	Teacher	52
		05	CP	Chunav Pathshala	ght	BLO	38