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**ELECTION COMMISSION OF INDIA**

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273/L

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No. 491/ECI/LET/FUNC/SVEEP-II/PwD/2018

Dated: 14<sup>th</sup> November, 2018

To

The Chief Electoral Officer  
of All States & UTs

**Sub: Accessible and Inclusive Election for Persons with Disabilities - Constitution of State Level, District Level and Assembly Constituency Level Committees.**

Sir/Madam,

A 'National Advisory Committee on Accessible Elections (NACAE)' has been constituted at the national level to review & evaluate the work of State, District & Assembly Constituency level committees constituted in all States/UTs in pursuance of Commission's directions given vide letter No. 464/PwD/2018-EPS dated 28th August, 2018. The letter also detailed out the ToRs for State Steering Committee on Accessible Elections (SSCAE) besides the District and AC level Committees.

2. The first meeting of the NACAE is scheduled on **5th December 2018 at 11.00 AM** at Delhi and shall have representatives from Govt. Depts., CSOs, special educational institutions, Doordarshan, AIR, besides representation from among Chief Electoral Officers.

3. CEOs are requested to give the inputs of SSCAE on points no 8, 10, 11 and 12 under the 'Scope of Work' specified in the aforesaid letter. The same may be sent to the undersigned latest by **26<sup>th</sup> November, 2018**.

This may be treated as most urgent.

Yours faithfully,

(SUJEET KUMAR MISHRA)  
UNDER SECRETARY

Copy to:

- Sr PPS to CEC/EC(A)/EC(L)
- Sr PPS to Sr DEC(US)/DEC(CBK)
- Pr Secy(SM)
- EPS Division/All Zonal Divisions

What are these points? Pl put up

Spl. CEO

2071/PwD(COR)  
16/11/2018

3072/CEO  
16-11-18

2349/SP. COO  
16/11/18

EO(CEO)

16/11  
Vinod Kumar  
16/11/18

SH RABINDER

## State Steering Committee on Accessible Election (SSCAE) {incl in UT}

### Terms of Reference

A State Steering Committee on Accessible Election shall be formed in the State/UT to make the entire electoral process accessible and inclusive for all persons with disabilities.

#### **Scope of Work**

1. To ensure that Polling Station wise mapping of PwD electors is carried out in the State, and data is maintained and updated regularly.
2. To ensure that PwDs who are not enrolled are identified and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment for efficient and effective electoral participation of Persons with Disabilities(PwDs) in the State/UT.
4. To ensure that action is taken on the various directions issued by the Commission regarding inclusion of PwDs in the electoral process.
5. To ensure that trainings for election functionaries include a component on sensitizing them on special needs of PwDs, and prepare a module on the same and share with the districts
6. Plan special camps for enrolment and sensitization of PwDs in the state.
7. Develop modules for capacity development of CSOs in consultation with Districts and share with the districts.
8. Assess recommendations of DMCAE on further steps to be taken to enhance the electoral participation of PwDs and appointment of State Icons from among PwDs.
9. Facilitate exchange of good practices among districts.
10. Recommend steps that can be further taken to enhance the electoral participation of PwDs to the Commission.
11. Give periodic reports to Commission.
12. Any other recommendation that the Committee may like to make.

## **Structure of SSCAE**

The Committee at State Level shall be constituted to represent key stakeholders:

- Chief Electoral Officer - Chairperson
- Members –
  - Nodal Officer of the State from Department of the Welfare of Persons with Disabilities.
  - Senior Official from Social Welfare Department.
  - Senior Official from Education Department
  - Representative from CPWD.
  - 2-3 representatives from the civil society organization/ disabled peoples organizations / persons with disabilities
- Other Committee members may be included at the discretion of the Commission.

### **Meetings**

Meetings will be convened once in two months, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of the period, SSCAE shall meet once in six months.

### **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

### **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

### **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee, based on inputs from Steering Committee.

## District Monitoring Committee on Accessible Election (DMCAE)

### Terms of Reference

A District Monitoring Committee on Accessible Election shall be formed to monitor and evaluate the measures being taken in the district for accessible and inclusive election process for all persons with disabilities.

#### **Scope of Work**

1. To ensure Polling Station wise mapping of PwD electors, including type of disability and maintenance of updated data on PwD electors.
2. To ensure that PwDs who are not enrolled are identified and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment that includes accessible polling station and accessible voter awareness campaign.
4. To implement various directions issued by the Commission/CEO regarding efficient and effective participation of PwDs in the electoral process.
5. To include a component on sensitization on special needs of PwDs in all trainings in the District for election functionaries
6. Organise special camps for enrolment and sensitization of PwDs.
7. To create an enabling barrier-free environment that includes accessible registration, accessible polling station and accessible voter awareness campaign.
8. Ensure that updated data is available and shared with the CEO's office.
9. Plan workshops for capacity development of CSOs based on inputs given by the ACCAE.
10. Assess recommendations of ACCAE on further steps to be taken to enhance the electoral participation of PwDs and appointment of District Icons from among PwDs.
11. Recommend steps that can be further taken to enhance the electoral participation of PwDs to the SSCAE.
12. Give periodic reports of the Committee to the CEO.
13. Any other recommendation that the Committee may like to make.

## **Structure of DMCAE**

The Committee at District Level shall be constituted to represent key stakeholders:

- District Election Officer- Chair
- Members
  - District Disability Welfare Officer
  - District Welfare Officer.
  - District Education Officer.
  - One member from district advisory committee under Right of persons with Disabilities Act, 2016.
  - 2-3 representative from civil society/ disabled people organizations / persons with disabilities representatives
  - One representative from CPWD/Municipal Corporation / Public Works Deptt.
- Other Committee members may be included at the discretion of the Commission / CEO.

### **Meetings**

Meetings will be convened once a month, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of period, DMCAE shall meet once every quarter.

### **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

### **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

### **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee.

2-7-12

## AC Committee on Accessible Election (ACCAE)

### Terms of Reference

A Committee on Accessible Election shall be formed at the Assembly Constituency level to ensure that prescribed measures are taken up for ensuring accessible and inclusive election process for all persons with disabilities and give its report to the District Committee.

### **Scope of Work**

1. Polling Station wise mapping of PwD electors, including type of disability and maintain and update data on PwD electors.
2. Identification of PwDs who are not enrolled and enabling and facilitating their enrolment in the electoral roll.
3. To create an enabling barrier-free environment that includes accessible registration, accessible polling station and accessible voter awareness campaign.
4. To implement various directions issued by the Commission/CEO/DEO regarding facilitation measures for PwDs in the AC.
5. To include a component on sensitization on special needs of PwDs in all trainings held at the level of AC for BLOs and other election functionaries
6. Hold special camps organized for enrolment and sensitization of PwDs in the AC.
7. Suggest on the capacity development needs for CSOs who are actively involved in AC on the welfare of PwDs.
8. Recommend steps that can be further taken to enhance the electoral participation of PwDs.
9. Recommend names for appointment of District Icons from among PwDs in the AC.
10. Give periodic reports of the Committee to the DEO.
11. Any other recommendation that the Committee may like to make.

## **Structure of ACCAE**

The Committee at AC Level shall be constituted to represent key stakeholders:

- Electoral Registration Officer (ERO) – Chair
- Members
  - Disability Welfare Officer in the area.
  - Welfare Officer in the area.
  - Education Officer in the area.
  - One representative each from civil society/ disabled people organizations / persons with disabilities representatives (to be co-opted)
  - One representative from CPWD/Municipal Corporation/ Public Works Deptt.
- Other Committee members may be included at the discretion of the ERO.

## **Meetings**

Meetings will be convened once a month, six months ahead of the completion of the term of Legislative Assembly/Lok Sabha. During rest of period, ACCAE shall meet once every quarter.

## **Non-Government Members**

Travelling and boarding/lodging facility may be provided to non-govt members or reimbursement of their expenses may be done as per existing norms.

## **Duration**

The Committee will remain in place for a period of two years or until such time as the Commission authorizes an alternative structure.

## **Amending the Terms of Reference**

The Terms of Reference may be revised by the Commission upon the recommendation of the National Advisory Committee.