



कार्यालय, मुख्यनिर्वाचनअधिकारी, दिल्ली

**OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI**

पुरानासेंटस्टीफनकॉलेजभवन,  
कश्मीरीगेट, दिल्ली -110006,  
फोननं.- 011-23918951

ईमेल- [ceodelhisveep@gmail.com](mailto:ceodelhisveep@gmail.com)

F.No. 37/CEO/SVEEP/Bye-Election (AC-39)/MISC/2022/

Date.....08/7/22

To

Old St. Stephen's College Building,  
Kashmere Gate, Delhi-10006.

Phone no- 011-23918951

Email: [ceodelhisveep@gmail.com](mailto:ceodelhisveep@gmail.com)

19250-296

The Vice Chancellor, University of Delhi, Delhi-110007	The Vice Chancellor, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067
The Vice Chancellor, Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi-110025	The Vice Chancellor, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068
The Vice Chancellor, Indira Gandhi Institute of Technology, Opp. St. St. James Church, New Delhi-110006	The Vice Chancellor, All India Institute of Medical Sciences, Ansari nagar, New Delhi-110020
The Vice Chancellor, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016	The Vice Chancellor, Guru Govind Singh Indraprastha Vishwavidyalaya, Delhi College of Engineering Building, Kashmere Gare, Delhi-110006
The Vice Chancellor, Jamia Hmadard, Hamdard Nagar, New Delhi-110062	The Vice Chancellor, National Museum Institute of History of Art, Conservation and Museology, Janpath, New Delhi-110012
The Vice Chancellor, National School of Drama, 1, Bhawalpur House, Bhagwandass Road, New Delhi-110001	The Vice Chancellor, Indian Law Institute, Bhagwandass Road, New Delhi
The Vice Chancellor, Indian Institute of Foreign Trade, IIFT Bhawan, B-21, Qutab Institutional Area, New Delhi-110016	The Vice Chancellor, Indian Agricultural Research Institute, New Delhi-110012
The Vice Chancellor, TERI School of Advance studies, Darbari Seth Block, Habitate Place, Lodi Road, New Delhi-110003	The Vice Chancellor, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth, Qutub Institutional Area Katwaria Sarai, New Mehrauli Road, New Delhi-110016
The Vice Chancellor, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002	The Vice Chancellor, Rashtriya Sanskrit Sandthana, 56-57, Institutional Area janakuri, New Delhi-110058
The Vice Chancellor, Ambedkar University Delhi, Lothain Road, Near Old Delhi Railway Station, Kashmere Gate, Delhi-110006	The Additional Director General, NCC Department, Sutan Singh Building, Chabi Ganj, Kashmere Gate, Delhi-110006 Email: <a href="mailto:delhi@yahoo.co.in">delhi@yahoo.co.in</a>
Coordinator, NSS, North Campus, Delhi University, Delhi-110007	

Sub.: Awareness programme under Systematic Voter Education and Electoral Participation (SVEEP)- ELCs- reg.

Madam/Sir,

The Election Commission of India, under their program "Systematic Voter Education and Electoral Participation (SVEEP)" has issued directions to all the States to establish Electoral Literacy Club in Colleges to provide information on the electoral process to college students, which includes raising awareness amongst the students community about registering themselves as voters, importance of performing the basic right of voting & importance of election in democratic country. Accordingly, it has been directed that Electoral Literacy Clubs should be established in all the Universities/Colleges in the Delhi.

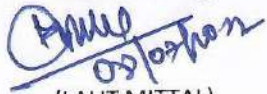
In this regard, you may contact with concerned SDM (Election) for enquiry in the matter (copy attached of SDM -Election)

The procedure for setting up of Electoral Literacy Club in College/Universities is enclosed herewith.

It is requested to kindly take necessary action to setup ELCs in every College/ University by 15.07.2022 and send a report in attached format by 20.07.2022 to this office for kind perusal of CEO, Delhi.

This issues with the prior approval of Chief Electoral Officer, Delhi

Encls. :- List of SDMs (Election) with concerned details.

Yours faithfully,  
  
(LALIT MITTAL)  
ASSTT. CEO (SVEEP)

- i. P.S. to CEO, Delhi, PPS to Dy. CEO, Delhi O/o CEO, Delhi.
- ii. All DEOs, Govt. of NCT of Delhi for compliance.
- iii. Nodal Officer (Social Media/ELCs), O/o CEO, Delhi for necessary action. (Email:- [osdelectiondelhi@gmail.com](mailto:osdelectiondelhi@gmail.com))
- iv. All SDM (Election) with the request to Coordinate with colleges and compliance strictly.
- v. Guard file.



1/2  
6/11

**Form for ELC / VAF**

**Name of Institutions** :

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**Complete Address** :

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**Name of Assembly Constituency :**

**Name of District** :

**Name of Nodal Officer** :

**Designation of Nodal Officer :**

**Contact Number of nodal officer:**

**E mail id of nodal officer:**

**Address of Nodal Officer:**

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.....

**Pincode :**

**Signature of Competent Authority**

**( Name & Designation)**

To be mailed at : [elcceodelhi@gmail.com](mailto:elcceodelhi@gmail.com)

## Reporting format in r/o Electoral Literacy Clubs

Dated.....

Total No. of Universities	No. of Universities in which ELCs for young voters established

Signature  
Competent Authority

389/c

By E-Mail only

# ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110 001

No.491/ECI/LET/FUNC/SVEEP-II/EL/ELC/2017

Dated: 26<sup>th</sup> November, 2018

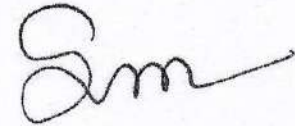
## CORRIGENDUM / ADDENDUM

In continuation to Commission's Letter No. 491/ECI/LET/FUNC/SVEEP-II/EL/ ELC/2017 dated 25th October, 2018 wherein instructions regarding generation of ELC Club IDs were forwarded and it was directed that State SVEEP Nodal Officers (SNOs) would register and generate Club IDs for all established ELCs in state/UT on SVEEP portal.

2. In this regard, I am directed to convey that now the rights for registration and ELC code generation has been given to respective District Nodal Officers. Accordingly, districts shall generate ELC codes and register ELCs as per enclosed guidelines.

3. The State SVEEP Nodal Officers are requested to ensure that all the ELCs established in the State/UT are properly registered and unique ELC club ID is generated for all the established ELCs in state/UT.

4. Requests directly coming to ECI from independent institutions shall be forwarded to CEOs who shall send to concerned DEOs for examining of requests & further necessary action.



(SUJEET KUMAR MISHRA)  
UNDER SECRETARY

Encls : (As above)



## Generation of ELC Club ID

Every ELC has a unique club ID code which may be generated by following the steps given below:-

1. Go to SVEEP Portal of ECI by following the link: <http://ecisveep.nic.in/>
2. Go to 'Clubs' Tab and click on 'Generate Club ID' as shown in picture given below :-



3. A new window 'Generate Club ID' will open as given in picture shown below, where details related to the ELC are to be filled. The fields with red \* mark are mandatory and the same would be part of the unique ID, hence, special attention may be given to fill these fields as the same are not editable once submitted. The fields without this red \* mark are not mandatory but may be filled with available information, as this may be changed later on. Following details are needed while filling the form :-

- (a) State
- (b) Select District
- (c) Select AC of ELC
- (d) Select PS of ELC
- (e) **Select type of ELC e.g.-**
  - (i) ELC future voters – for ELCs in Schools
  - (ii) ELC New voters – for ELCs in Colleges
  - (iii) Chunav Pathshala – for ELC in communities
  - (iv) VAF – for ELCs in Govt /Pvt offices/Org etc.



(f) **Name of Institute.** Full name of the institute is to be entered here. Starting four alphabets of name would be included in the ELC unique code e.g. for Kendriya Vidhayala Sangathan, 'KEND' will be included in the Code. Please see example of code given at S.No-5 below. However, if the institute is known for some acronym name, the same may be entered in starting of full name e.g. the above name may be entered as KVS Kendriya Vidhayala Sangathan. For "Chunav Pathshala" simply write CP as name.

The screenshot shows the 'Generate Club ID' form with various input fields: State, District, AC of ELC, PS of ELC, Select Type, Name of Institute, Name of Nodal Person, Postcode, Address, Pincode, and Captcha. There are 'Generate' and 'Print' buttons at the bottom.

(g) **Name of Nodal person.** Name of nodal person is to be filled here and the details may be corrected on change of nodal person of the ELC.



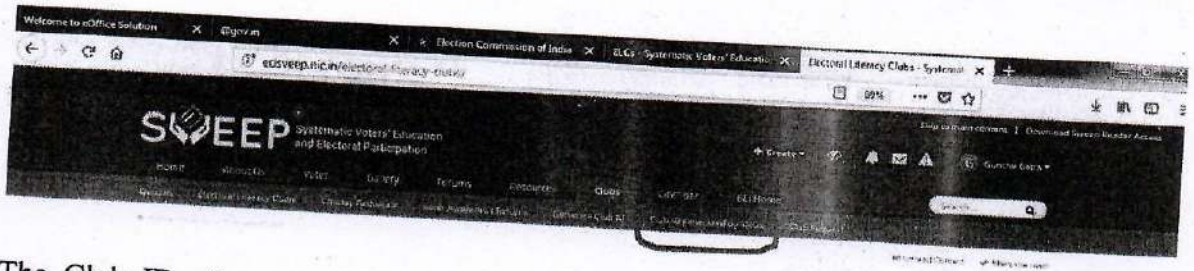
(h) Designation of Nodal person. -do- 3571c

(i) Address of the Institute. Full Address of the Institute (not the Nodal person) is to be filled here.

(j) Pincode. Pin code of address of the institute is to be filled.

(g) Captcha. The captcha code given in the red box below this field is to be filled in this field.

4. Once all the fields in generate club ID tab are filled and submitted, the Club ID will be generated, which may be seen by clicking on Clubs / "Club ID generated" as given in picture shown below :-



5. The Club ID of every club would be unique. The may be seen from the following example:-

**S35D728AC4107PS773-07-KEND-01**

(a) **S35D728AC4107PS773** - Code showing specific number of State/District/AC/PS

(b) Serial Number of ELC registered in that specific PS i.e. 7<sup>th</sup> ELC of the PS as per example.

(c) First four digit of the institute i.e. KEND for Kendriya Vidhyalaya or CP for Chunav Pathshala

(d) Code for type of ELC as under. Hence the example code id is of a ELC Future voters.

ELC Future Voters	-	01
ELC new Voters	-	02
Chunav Pathshala	-	03
VAF	-	04