

By E-mail/SPEED POST

# ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110001

No. 3/ER/2020/SDR /Vol.III

Dated: 1<sup>st</sup> October, 2020

To,

The Chief Electoral Officers  
of all States and UTs

Subject: - Optional facility of online data entry of personal details by candidates in Nomination Form and Affidavit (in Form 26 appended to the CE Rules, 1961) – Guidelines-reg.

Madam/Sir,

I am directed to state that under sub-section (1) of section 33 of the R.P.Act 1951, nomination paper completed in the prescribed form and signed by the candidate and by an elector of the constituency as proposer has to be delivered to the Returning officer at the place specified in the notice issued under Section 31 of the R.P.Act 1951.

2. In order to move forward in the way of digital India and to minimize scope of mistakes in nomination form and the affidavit(Form-26), the Commission has decided to provide an optional facility to candidates for online data entry of personal details in nomination form. This facility will be available for the candidates through the Election Commission's Suvidha portal <https://suvidha.eci.gov.in> The candidate will have to do the registration and login with the mobile number and OTP. The guidelines for availing this facility are enclosed herewith (Annexure-A).

3. At present, the facility is available in two languages namely, English and Hindi.

6. For any technical support an email may be sent at [support@ecitech.in](mailto:support@ecitech.in) and technical person available at phone No 011-23052052 can be contacted.

7. The guidelines on may be brought to the notice of all DEOs/Returning Officers of your State and all the concerned election authorities for information and necessary action

8. Kindly acknowledge receipt.

Yours faithfully

  
(N.T. Bhutia)  
Secretary

**Guidelines for optional facility for candidates for online data entry of personal details in Nomination Form**

A facility has been provided for the Candidates to make online data entry of their personal details in the nomination form and the affidavit (Form-26) through ECI suvidha portal i.e. suvidha.eci.gov.in. Validation checks at each step of the process will help the candidates to fill the form in proper format and without errors. The facility for online payment of security deposit by the candidates is also available through the same suvidha portal.

**1. Online data entry in Nomination Form**

**1.1.** The facility of Online data entry in nominations form will be available for the Candidates through ECI Suvidha Portal <https://suvidha.eci.gov.in>

**Step 1- registration-** The Candidate will have to do the registration and login with the mobile number and OTP.

After a successful login, the candidate needs to enter the EPIC number and the relevant details will be auto-fetched from the electoral roll

**Step 2- Data entry of personal details in the form and affidavit-** Candidate then needs to make data entry of his personal details in the nomination form and affidavit online. In case of error or mistake entries, filled in the form, can be edited/corrected, till the finalization by the candidate.

**Step 3-Selection of preferable dates-** After complete details verification, Candidate has to finalize the form and proceed further for selection of 3 preferable dates from the candidate given, by ticking at the same, for physical submission of the form before the Returning Officer.

**Step 4-Security deposit-**Further, the candidate can submit the security deposit online by choosing the available options from net banking. Optionally, the candidate can choose to enter the details of challan or indicate the option to deposit it by cash

**Step 5-Physical submission of print out of the form filled online-**It is to be noted that the form in which the online data entry was made by candidate, will only be treated duly submitted if a printout with QR Code is taken from the system, signed in ink, notarized and delivered by hand, either by the candidate himself or by his proposer between the hours of 11’0 clock in the forenoon and 3’0 clock in the afternoon to the Returning Officer, on the appointed date and place, specified by him. The online Nomination Facility will be closed one day prior to the last date of nomination.

## **Function of Returning Officer**

### **1. Provision of IT infrastructure and manpower-**

- (i)** Returning officers should set-up a workstation for physical verification of online data entry of personal details made by candidate in nomination from the date of notification till the last day of nomination.
- (ii)** Returning Officer should ensure the availability of one or more computers alongwith printer, scanner, webcam, stationary and other essentials as per requirement at the workstation. The computer/laptop should be with webcam and minimum i3 processor, 2 GB RAM, and at least 50 GB of free space available. If the webcam is inbuilt in the laptop/desktop then it should be at least 2 megapixels while in case of a separate webcam, the same should be of at least 5 megapixel.
- (iii)** Operating system and Browser should be updated with updated antivirus JavaScript support.
- (iv)** The system and hardware shall be checked by Returning Officer, well in advance, by scanning a sample QR code and also the quality of scanning and printing.
- (v)** Returning Officer should identify the staff and arrange training of them, well in time, scanning of QR Code, verification of physical and electronic copy filled up by the candidate, generating and taking print out of the receipt from the system.

### **2. Processing and verifying Nomination Forms in which data entry made by candidate online-**

- (i)** The Returning Officer will login and complete the process of nominationform, in which online data entry was made and received through the ENCORE portal <https://encore.eci.gov.in>.
- (ii)** The Returning Officer can view all the Preferences indicated by candidates for dates for delivering print out of nomination form in which online data entry was made and give appointments accordingly.
- (iii)** As per the common directions, the nomination forms, which have been filled using the suvidha portal are required to be downloaded, printed and completed in all respects and then hard copy delivered physically by the candidate or his proposer, to the Returning Officer. Before verifying each such nomination form, the Returning Officer shall check the QR Code at the top of the first page. The scanning of QR Code shall be done at the first instance by the Returning Officer, which will mark the time of receipt of the application. (if in any case, the QR Code is not readable through the webcam, the Returning Officer has the option to enter the system generated nomination id printed on the form and proceed for verification.)
- (iv)** After scanning, the details of the physically handed over form shall be checked and verified from the online submitted form.
- (v)** In case of a difference between a form in which online data entry made and physically submitted form, the nomination form should be treated as submitted offline form and procedure for processing of physically submitted form be followed. In such a case, the online nomination form should be discarded.

- (vi)** Returning Officers shall verify the details of online payment of security deposit. In case the amount has not been credited to the treasury/ bank account of the designated institution/bank, the same will be recorded in the nomination form and this be informed to the candidate. In such case, the manual method of security deposit, as prescribed by the Election Commission of India, shall be followed.
  - (vii)** After the verification of nomination form as per the above procedure, the Returning Officer shall fill Part(IV) in the system and proceed for receipt generation
  - (viii)** Returning Officer should verify the details in the receipt generated and signed copy be handed over to the candidate as per the rules.
  - (ix)** Returning Officer shall prepare the checklist as provided in the Commission's instructions and the same will be handed over to the candidate against a proper receipt.
-