



Service Voter Registration and **Electronically Transmitted Postal Ballot Management System** (ETPBMS)

Election Commission of India FORM 13A [See rule 23(1)(a)] DECLARATION BY ELECTOR Election to the Legislative Assembly from 30 Anakapalli AC Constituency (This side is to be used only when the elector signs the declaration himself) I hereby declare that I am the elector to whom the postal ballot bearing e-PBID CCC8F 3E55B CBAD4 705A3 EFFD1 FB0DC 715A6 6CD16 has been issued at the above election. Date: 18-Feb-2023 of Elector CBAD4 TOSA3 EPFOT FBODC 715A6 6CD1

The service voter registration

"The purpose of the online system is to create convenient and easyto-use online system for Defense Personnel to become Service Voters. The system is based on a relational database with registration and acceptance of forms for Service Voter. DEO will assign the Assembly Constituency to Service Voter, then the form will be displayed to ERO of that AC and ERO will take appropriate action on the forms."



The Service Voter Registration Functionalities

- Processing of electoral forms
- Maintain electoral rolls
- □ Communication between EROs across ACs and States
- □ Simultaneous addition and deletion process
- Connected with single source of online forms acceptance (through svp.eci.gov.in), it provides real time monitoring of progress of the form processing (Status of the forms submitted)
- In case of deletion, proper records of deletion, notices are generated and issued.
- Easy to use Dashboard for DEOs, CEOs, ECI officials and EROs themselves for single window view

Important Timelines for ERO

- □ It is a continuous process
- During election period this process is restricted till last date of nomination
- ERO has to dispose all the forms in the Service Voter portal (svp.eci.gov.in)
- □ Finalize the list of service voter in Service Voter Portal after the last date of nomination(after 03:00 PM).
- **The role of ERO ends here.**

1. ECI Admin

Creates Nodal Officer Login for each Forces

2. Nodal Officer

Nodal officer is a single authorized officer of a Force in its Head Quarter who is in direct contact with the ECI who will be providing all required details of its Force.

Actions

□ Update Nodal Office Profile (To be filled by nodal officer and then approved by Signing authority through ECI Admin and then freeze the details- To be updated before 1st Jan and 1st July every year else block access. Will be unblock only after receiving the Letter from the signing authority)

Creates Record Offices

Role and Responsibilities of other users

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Role and Responsibilities of other users

3. Record Office:

Record Office maintains the data of all the Unit Offices and the service personnel of the Unit Office. Record officer will upload the service voter of each Unit. In case Unit officer uploads data of service voter, it needs to get approved by Record Officer. (All the action performed by Unit Officer must be approved by Record Officer)

Actions

- a) Update Record Office Profile
- b) Creates Unit Office (To be approved by Nodal Officer and then creates Login Id after approval from Nodal Officer). In case the number of unit officers exceeds the number of unit officer specified by Nodal Officer, then record officer must intimate to increase the count of the Unit Offices through his login.
- c) Upload XML
- d) Download Acknowledgement: After uploading the data through XML acknowledgement can be downloaded on a single click.
- e) Confirm Accepted records by ERO: The forms accepted by ERO must be accepted by Record Officer in order to include forms in the final E-Roll.
- f) Update and Submit the form marked incomplete by DEO/ERO
- g) Request for Deletion
- h) Update the Record/Unit Office in case the service personnel are transferred from one record/unit office to another.

Role and Responsibilities of other users

4. Unit Office:

Each service personnel reports to a Unit Office. All changes made by Unit Office must be verified by the Record Officer

Action

Update Unit Officer Profile (To be verified by Record Officer)

5. Returning Officer:

Returning officer is not having any role in service voter portal.



Role and Responsibilities of All Users

1. ERO: Electoral Registration Office

- a) Accept the form (2, 2A & 3)
- b) Transfer back Incomplete Forms or Incorrect Signed Form
- c) Transfer to other AC of same District
- d) Transfer back to his DEO, if Form pertains to other District

2. DEO: District Election Officer

- a) Assign Assembly Constituency & transfer Forms (2, 2A & 3) to ERO
- b) Transfer back Incomplete Forms to Record Officer
- c) Transfer to other DEO/s

3. CEO: Chief Electoral Officer

- a) Entry of Details of RO/ERO in Service Voter Portal i.e. Name. Mobile No & Govt. Email Id
- b) RO/ERO Credentials created by ECI will be shared by CEO office.
- c) View/Download the Forms Received/Accepted/Incomplete
- d) View/Download details of Record Office
- e) View the overall status of the forms received



REGISTRATION OF SERVICE VOTERS





Electronically Transmitted Postal Ballot Management System

"The Electronically Transmitted Postal Ballot Management System (ETPBMS) is the one-way electronic transmission of Postal ballots to the Service Voters. The Service Voter then cast their vote and sends it to the respective returning officer via Post. The complete process is secured by way of multiple checks and transmission protocols to ensure safe transmission."





Life cycle of ETPBMS Once last day of nomination is over

The implementation of ETPBMS is a time bound activity where each officer has to complete the assigned responsibility in the given time.

Last Date of withdrawal

Once the the last date of

withdrawal 3:00 PM, the RO

has to prepare the **Ballot**

paper w.r.t. final **Form 7A.** He should also ensure to transmit the e-PB and PIN before 3:00

PM of next day of last day of withdrawal.

Date of Election Announcement

On the day of election announcement the <u>ECI-ADMIN</u> has a responsibility to announce the election in ETPBMS system.

Last Date of Nomination

On the last date of nomination after 3:00 PM, this will be the responsibility of <u>ERO</u> to finalize the list of service voter in <u>SVP</u>



7 Days to download e-PB <u>& PIN</u>

After transmission of e-PB and PIN, the **Record officer** and **Unit Officer** has a responsibility to download the e-PB PIN and e-PB respectively and hand over to the service voter. The Service voter will take the print of follow the instruction to cast the vote and post. The RO will receive the postal ballot through post till 7:59 AM on the day of counting. The RO will start the **pre-counting** process i.e. validating the received e-postal ballot of the service voter.



How to finalize the service voters list in ETPBMS Once last day of nomination is over

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Finalize Service Voter list Service Voter Portal

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Finalize S	ervice Voter		State: GOA		
Total No. of	Service Voters	146			
III Column	🛃 Export				Search
S.No IT	1 State Name 11	I AC No. IT	Serial No. In part 11	Full Name LT	Address
1	GOA	1	1159	Gopal Pathak	,Bibipur,Bipipur,Bipipur,Paliganj,Sars
2	GOA	1	525	Sumit Kumar Singh	,Mejorganj,Ratanpur,Mejorganj,Mej
з	GOA	1	209	Dhiraj Kumar	,Madhuban,Madhuban,Madhuban,M
4	GOA	1	432	Prakash Kumar	,New Chandmari,New Chandmari n
5	GOA	1	605	Shubham Kumar	,Paharpur,Sareya Mishrain Tola,Paha
6	GOA	1	2358	SAROJ KUMAR SAH	"KHADRAHIYA, DAUDPUR, MANJHI, M
7	GOA	1.	158	DHARMAWATI DEVI	CHAKIYA,CHAKIYA,CHAKIYA,CHAKI
8	GOA	1	157	JEPI KUMAR	JAGARNATHPUR, JAGARNATHPUR, J
	GOA	1	364	PRAVIND RAKESH BANDHU	SK-65, MALAHI PAKDI CHOWK PATN
9					

ERO Logs into svp.eci.gov.in and finalize the Service Voter list for ETPBMS

> **NOTE:** ERO Net 2.0 Credentials will be used by ERO for svp.eci.gov.in

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What are the activities for transmission of e-PB immediate after 3:00 PM of last date of withdrawal By Returning Officer



List of activities:

- 1. Download the desktop application from ETPBMS and install in windows operating system to generate ballot (Windows 7 and above).
- 2. Prepare ballot paper from the desktop application.
- 3. Add complete postal address and finalize to receive the e-PB from the service voter.
- 4. Upload the approved ballot paper in the ETPBMS and finalize.
- 5. Preview and finalize the uploaded ballot paper.
- 6. Transmit the e-PB and PIN with multiple confirmation and OTP.





How to download & Generate the e-Postal Ballot Template Once Form 7A is Finalised

Alert :- Transmission of e-PB is to be carried out by 3.00 p.m. on next day of last day of withdrawal of Candidature



Desktop Application used to Generate e-PB template

- 1. The Returning officer can download the desktop application setup from side menu of etpbms.eci.gov.in after login.
- 2. Install the desktop application (In the final installation window select "Create a desktop shortcut")
- 3. Restart the computer before opening the application



Scan Candidate Photograph Once contesting candidates are finalized, Scan photograph of the candidate one by one and save in JPG format with file size less than 12 KB.

□ File Type : .jpg

□ File size : < 12 KB approximately

Alert :-

- Photographs of the Candidate should be the same in all three Ballots i.e. EVM, Postal Ballot, e-Postal Ballot
- □ File Naming convention of photograph of Candidates to be given as <Serial number as per form 7a> <Name of Candidate> example : 1-Ramprasad Gupta

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1. Double click the Ballot Generation software icon



2. Click Add Ballot Master Button

Add Ballot Mas	ter Details								
Election	State			Ballot	Finalization Date	Edit	Delete	Add	1
FOR	otate	Lunguager	Lunguagez	Finalized		Luit	beiete	Details	





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3. Click Add Ballot Master Button

stalBallot Master Details Language 1 चर्त्रद्ध/Kannada ✓ Language 2		🛷 Master Window					×
stalBallot Election For Assembly Constituency ~ Select State Karnataka ~ Language 1 ಕನ್ನಡ/Kannada ~ Language 2 English ~		- Hide Ballot Master Det	tails				
Stal Ballot Language 1 ಕನ್ನಡ/Kannada ~ Language 2 English ~		Election For	Assembly Constituency $$	Select State	Karnataka	~	
	stal Ballot	Language 1	ಕನ್ನಡ/Kannada V	Language 2	English	~	
Master Submit Details Update Reset Cancel	Master	Submit Details	Update Reset Canc	el			

4. Master details are saved and appear in the below grid. Click "ADD CANDIDATES"

Election FOR	State	Language1	Language2	Ballot Finalized	Finalization Date	Edit	Delete	Add Details	1
Assembly	КА	Kannada	English	No		<u>Edit</u>	<u>Delete</u>	Add Candidate	

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Add Candidate Form

	Name (In English)	Name (In Official Language)			Select	Candidate P	hoto
andidate		÷	<u></u>	•	+ Install Keyboard	Browse	2	
Party		*	~	•	keyboard	Check if Check if	Nota Record Candidate d	l Ion't have Photo
Su	bmit Details	Finalize Ballot	Update			[Note : Fields Marke	d with * are	mandatory]
Can In E	didate Name(nglish)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Officia	Affiliation(al Language)	Candidate Photo	Edit	Delete

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Enter Candidate Details In The Same Order As It Appears In Form 7A

6) Click "Browse" and upload the scanned photo of candidate. If the candidate doesn't have a photo check the option "Check if candidate doesn't have photo"





as on 31/08/2024

One Candidate Details Is Saved Successfully





Note:

If the auto translation to Kannada is not correct, type the name in Unicode Kannada elsewhere and paste the text in the Official language Textbox of the software. as on 31/08/2024

Repeat step 5 and 6 till all the candidates are added

Enter Next Candidate Details In The Same Order As It Appears In Form 7A

🧳 E	Ballot Details						-		×
	Name (In Englis	h) N	ame (In Official Language)		Select	Candid	ate Photo		
Cand	idate	÷		+ Install Keyboard	Brows	e			
Part	у	0		keyboard	☐ Check i ☐ Check i	f Nota R f C <mark>andid</mark>	ecord ate don't	have Pl	noto
	Submit Details	Finalize Ballot	Update		[Note : Fields Marke	d with *	are mano	latory]	
	Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete		
٠	CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬ್ಮ	PARTYABC	ಪಾರ್ಟ್ಯಾಬ್ನ		Edit	<u>Delete</u>		
	CANDIDATE XYZ	ಕಾಂಡಿಡಾತೇ ವೈಋಯ್	PARTY XYZ	ಪಾರ್ಟೀ ವೈಋಯ್		Edit	<u>Delete</u>		
				L _{et}	No.				

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8. After addition of all Candidates as per Form 7a

- Enter "NONE OF THE ABOVE" in candidate field also in Official Language of the State/UT
- □ Select "CHECK IF NOTA RECORD"

	Name (In English)	Name (In Official Language)		Select Candidate Photo			
Candidate	NONE OF THE ABOVE	ನೋನೇ ಓಫ ಧೀ ಅಬೋವ 🖕 *	<u>+ Install Keyboard</u>	Browse			
Party	*	*	keyboard	✓ Check if Nota RecordCheck if Candidate don't have Photo			
Sul	bmit Details Finalize Ballo	vt Update		[Note : Fields Marked with * are mandatory]			
			A (1912) - 1				

Add NOTA



Once All The Candidates Entry Are Over

Submit Details	Finalize Ballot	Update		[Note : Fields Marked	with *	are man
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
CANDIDATEABC	್ಷಚುಕಿಣಾವಂಗ್	PARTYABC	ಪಾರ್ಟ್ಯಾಬ್ಕ		<u>Edit</u>	<u>Delete</u>
CANDIDATE XYZ	ಕಾಂಡಿಡಾತೇ ವೈಋಯ್	PARTY XYZ	ಪಾರ್ಟೀ ವೈಯಯ್		<u>Edit</u>	<u>Delete</u>
NONE OF THE ABOVE	ನೋನೇ ಓಫ ಧೀ ಅಬೋವ			X	Edit	<u>Delete</u>

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8 (i). Check the following before clicking FINALISE button

(a) The serial of candidates in the list

(b) Details of the candidates. After verification if its correct click "FINALISE BALLOT"

Finalize Ballot After Update

					cunulu	ate don thave i
Submit Details	Finalize Ballot	Upd	late	[Note : Fields Marked	d with *	are mandatory]
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliati In English)	ion/ Party Affiliation(× rguage)	Candidate Photo	Edit	Delete
CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬ್ನ	PARTYABC	Ballot is Finalized		<u>Edit</u>	<u>Delete</u>
CANDIDATE XYZ	ಕಾಂಡಿಡಾತೇ ವೈಋಯ್	PARTY XYZ	ಪಾರ್ಟೀ ವೈಯಯ್		Edit	<u>Delete</u>
NONE OF THE ABOVE	ನೋನೇ ಓಫ ಧೀ ಅಬೋವ			X	<u>Edit</u>	<u>Delete</u>

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How To Edit After Finalize But Before Upload To ETPBMS Portal

Finalize Ballot After Update Open the desktop application and click "EDIT" button shown against the candidate and modify the details and click "UPDATE" to save the changes.



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After making any change the ballot has to be finalized by clicking "FINALISE BALLOT"

Submit Details **Finalize Ballot** [Note : Fields Marked with * are mandatory] Candidate Name(Candidate Name(Party Affiliation/ Party Affiliation(Candidate Edit Delete In English) Official Language) In English) X nguage) Photo **Ballot** is Finalized Edit Delete CANDIDATEABC ಕಾಂಡಿಡಾತೀಬ್ನ PARTYABC OK ಕಾಂಡಿಡಾತೇ ವೈಋಯ್ ಪಾರ್ಟೀ ವೈಋಯ್ Edit Delete CANDIDATE XYZ PARTY XYZ Edit Delete NONE OF THE ABOVE ನೋನೇ ಓಫ ಧೀ ಅಬೋವ

Finalize Ballot After Update Circon in culturate ao

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Save Ballot Template In PDF File

Once the Ballot is finalized, click "SAVE BALLOT". Wait for the "Save Ballot" window to appear and click "Save" to save the Postal Ballot pdf file in a NEWLY CREATED Folder.

Candio	late		↑		\sim	keyboard	Br	owse		
Party				> This PC >	Desktop > Pos	tal Ballot 🗸 🗸	Search Postal	Ballot	× م	have
			Organize 🔻 🛛 N	ew folder					?	
	Submit Details Candidate Name(In English)	Cand Offici	This PC	^ Nam	e	No items match y	Date modified	Туре		datory
٠	CANDIDATE ABC	ಾನಂಕ	 Decktop Documents Downloads Music Pictures 	1						
	CANDIDATE XYZ	ತಾಂಡಿ	Videos Local Disk (C	:)					>	
	NONE OF THE ABOVE	ನೋನೇ	File name Save as type	Ballot.pdf Pdf File (*.pdf))				~	
	Save Ballot		∧ Hide Folders				Save	Cancel		
Click to	add notes									

भारत निर्वाचन आयोग Election Commission of India An Intiative by ICT Division as on 31/08/2024

Check the Ballot PDF File Saved in the Folder

is PC →	s PC > Desktop > Postal Ballot											
^		Name	^	Date modified	Туре	Size						
*		🔁 Ballot.pdf		16/04/2018 1:28 PM	Adobe Acrobat D	364 KB						

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=> Size of the pdf must be < 2 MB

Alert:

Always Maintain a single file and delete any previous e-PB template to avoid any mistake



e-POSTAL BALLOT PDF looks like this:

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as on 31/08/2024

Print The epostal Ballot Template & Verify The Details

Ball	ot.pd	f - Ado	be Reade	er								-	0	K.
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										•				




Edit Postal
Ballot AfterDelete the already created Ballot pdf file from the
Hard diskGenerating
PDFRepeat the steps 9(i) to 9(iii) and generate the new
Ballot pdf





Before Proceeding To Next Step

Sign The E-ballot Template Send It To

DEO Office and CEO & wait for the approval.



ONCE APPROVED BY DEO AND CEO Proceed for Upload and Transmission of e-PB

Generation of e-PB & PIN by Returning Officer http://etpbms.in/ RO Logs into etpmbs.in and Generate ePB & PIN ePB & PIN will be generated Dispatch e-PB PIN **Record Officer** m Open e-PB using PIN Print Postal Ballot -> Post the ballot to the concerned Mark Vote **Service Voter Returning Officer** Dispatch e-PB भारत निर्वाचन आयोग ection Commission of India tive by ICT Divisio **Unit Officer**



Steps to Upload & Transmit e-Postal Ballot and PIN By Returning Officer

Login to Electronically Transmitted Postal Ballot Management System (etpbms.eci.gov.in)

ईसीआई वेब पोर्टल Login ECI Web Portal ECI Official Service Voter The ecosystem of ECI portal which provide better personalization, user friendly, Geographic Navigation User Type * System, ease of sending notifications and digitization of -----Select----Home About Us Contact Us Usemame Unmid Captcha Verify Version: 1.0

Electronically Transmitted

ostal Ballot Management System (ETPBMS)





1. Click on Vote Menu





1. Fill complete address of RO office to receive the postal ballots.

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2. Verify the address and finalize.

Upload Ballot	Finalize ePB	Transmit e-PB PN
	Upload Ballot	
Enter RO Address	State: BIHAR Constituency : 2-Ramnagar (SC) - AC	
Address Line 1 *		
Address Line 2.*	hinden beregete 100 charcedone	
Address Life a	final length 102 characters	
State *	In some	
Select District *	Разони снаябили	
Enter Pincode *		
	SAVE	



Step 4

- Upload the approved e-PB generated by the desktop application. (Ensure to upload the fresh PDF of the approved e-PB not the signed copy)
- "Preview" the uploaded e-PB than only the "Save" button will appear.
- 3. "Finalize" the e-PB to transmit.

		Upload Ballot			1
Enter RO Address	State: BIHAR Constitue	ency : Z-Ramnagar (SC) - AC			
Address Line 1 *	Test Address	e universite in the second			
Address Une 2 *	Test Methons	tenden.			
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- 1. Click on the "Transmit e-PB PIN" button.
- 2. Confirm with OTP received on the registered mobile number of RO.
- 3. After multiple confirmation the e-PB will be transmitted to Unit officer and e-PB PIN to the Record officer of the service voter.

tipleed flatter			Finalize + PU	Transmit = PB PIN
(PARTICIPAL PROPERTY AND		To	anamit e-PB PIN	
Data uptoa	ded by ERD	State: BIHAR Constitue	ncy i 2 -Ramnagar - AC	
8. No.	AC No. I	& Narroe	Total SV Date Uplaaded	
+1:	2 Barro	age:	100	
Total No. of Se	elvice Vetera 100			
List of Service	Voters (Yet to be Thank	mittad)		
5.46	AC No.	Secul No. in Part	Name of Service Elector	
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		100	Dents Electric 100	
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Vigetariet er fr	U.P.M.		· 1 2 3	4 9 _ 10 -



ETPBMS

Pre-counting Process

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What a Postal Ballot Contains?



An Intiative by ICT Division

How to start

The pre-counting

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Process



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01.

Go to the dashboard of the etpbms.eci.gov.in





02.

RO needs to login

on ETPBMS.eci.gov.in

Electronically Transmitted Postal Ballot Management System (ETPBMS) 🛔 RO S03 First (RO) 🛛 🔴

02192113 DAYS HOURS MINUTES SECONDS

Left for e-PB Pre-Counting process to start



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03.

The pre-counting process will gets enabled at 8:00 AM on the day of counting.

Scon Form 13-0 Scan Form 13-A. Scan Fo	rm 13-8 Add Elector Manually	r (in case QR Code is not scanned)	+ 4	DD
	S. No.	Elector Name	Scanned	
	No data found			



Sequence to be followed in Scanning Process (C-A-B)

Scan Form 13-C (Outer Envelope)

Pre-Counting

Scan Form 13-B (Inner Envelope)

Scan Form 13-A (Declaration)

ion Commission of India

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condition

Process of Scanning & Valid **Marking of e-Postal Ballot...** (In Ideal Condition)

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Step 1

- Scan the QR code of outer envelope i.e. form 13C.
- Open the envelope and take out Form 13A and 13B (Inner envelope)



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Step 2

Scan first QR code of Form 13A followed by the scanning of the second QR code.

	FORM 13A [See rule 23(1)(o)] DECLARATION BY ELECTOR
Election to the	Legislotive Assembly from 2 Persem (SC) AC Constituency
(This side is to b	e used only when the elector signs the declaration himself)
hereby declare that I am the ele	ector to whom the postal ballot bearing e-PBID
	882A37E66281A3A4
Noida Phase 52	Address:
The other share been strend in sur	Attestation of signature
the above has been signed in m	/ presence by
has been identified to my personally known to me. <strike inappropriate<="" off="" td="" the=""><td>satisfaction by (identifier) who is</td></strike>	satisfaction by (identifier) who is
ignature of identifier, if any	Signature of Attesting Officer
lignature of identifier, if any	Signature of Attesting Officer Designation Address
lignature of identifier, if any	Signature of Attesting Officer Designation Address Date
lignature of identifier, if any	Signature of Attesting Officer Designation Address Date Date

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Step 3

Scan the QR code of inner envelope i.e. Form 13B.





- After successful scanning of all the forms mark system generated serial number with pencil on Form 13A, 13B & 13C (backside) then put form 13B envelope and Form 13A inside the outer envelope.
- Place in the basket of Valid / Rejected e-PB accordingly.







condition

Process of Scanning & Valid Marking of e-**Postal Ballot...**

(If Form-13c is not getting scanned)



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13c is not getting scanned)

Step 1

- Open the envelope and take out Form 13A and 13B (Inner envelope)
- Search the elector by name in the tab of form 13C.

AC A	Form 13C [See Rule 23(1)(c)] [Cover B] [Every officer under whose care or through whom a e-postal ballot is sen delivery to the addressee without delay Rule-23(4) of the Conduct of Elec ELECTION-IMMEDIATE e-POSTAL BALLOT	AC AC AC AC t shall ensure its tions Rules, 1961]
2 2	egislative Assembly from 2 Pernem (SC) AC Constituency (NOT TO BE OPENED BEFORE COUNTING)	
Signature of sender	To, THE RETURNING OFFICER (SDM) 76 Jaganathpuri Mansarover North Goa GOA 302018, INDIA	



Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13c is not getting scanned)

Step 2

- Search the elector by name in the tab of Form 13C.
- Once found the elector click on the add button to proceed.

Pre-Counting	9		State: Assam C	onstituency: 12 - UDHARBOND (AC)	
Scan Form 13-C	Scan Form 13-C Scan Form 13-A Scan Form 13-B	Scan Form 13-8	Add Elector Manually	(in case QR Code is not scanned)		+ AD
			S. No.	Elector Name	Scanned	
			No data found			

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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13c is not getting scanned)

Step 3

Scan first QR code of Form 13A followed by the scanning of the second QR code.

[Se DECLAF	FORM 13A re rule 23(1)(a)] RATION BY ELECTOR
Election to the Legislative Ass	iembly from 2 Pernem (SC) AC Constituency
(This side is to be used only wh hereby declare that I am the elector to whom	en the elector signs the declaration himself) the postal ballot bearing e-PBID
	82A37E66281A3A4
as been issued at the above election.	
Date: 26-10-2023 Noida Phase 52	Signature of Elector Address
Attest	ation of signature
he above has been signed in my presence by	Demo Elector 152
who is personally known to me / has been identified to my satisfaction by personally known to me.	y (identifier) who is
ignature of identifier, if any	Signature of Attesting Officer
	Designation.
ddress	Address
	Date

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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13c is not getting scanned)

Step 4

Scan the QR code of inner envelope i.e. Form 13B.





Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13c is not getting scanned)

- After successful scanning of all the forms mark serial number on Form 13A, 13B & 13C than put Form 13B envelope and Form 13A inside the outer envelope.
- Place in the basket of Valid / Rejected e-PB accordingly.





मतिवन आयोग mmission of India we by ICT Division Rejected e-PB

Valid e-PB

condition

Process of Scanning & Valid Marking of e-**Postal Ballot...**

(If Form-13a is not getting scanned)



तरत निर्वाचन आयोग on Commission of India 65

Process of Scanning & Valid Marking of e-Postal Ballot-(If form-13A is not getting scanned)

Step 1

- Scan the QR code of outer envelope i.e. Form 13C.
- Open the envelope and take out Form 13A and 13B (Inner envelope)



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is not getting scanned)

Step 2

 If any one of the QR code is not getting scanned that copy the 16 alphanumeric
 ePB ID and start manual entry of ePB.



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is not getting scanned)

Step 3

- Start manual entry of ePB ID and add the elector for Form 13A marking.
- Once the ePB ID entered click on the add button to proceed.

(
Pre-C	ounting			State: Assam	Constituen	cy: 12 - UDH	HARBOND (AC)			
Scan Fo	rm 13-C Scan 7	orm 13-A	Scan Form 13-8	Reason for ma invalidation /	nual not	Select Reas	on for Manual Inva	ilidation/Not Scannir 🗸	PROCEED	
			1	scanning						
				(in case QR Code	anually e is not scanned)					
				Enter e-PBID N	Manually					
									+ ADD	RES

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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is not getting scanned)

Step 4

Scan the QR code of inner envelope i.e. Form 13B.





Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is not getting scanned)

- After successful scanning of all the forms mark serial number on Form 13A, 13B & 13C than put Form 13B envelope and Form 13A inside the outer envelope.
- Place in the basket of Valid / Rejected e-PB accordingly.





Rejected e-PB

Valid e-PB

condition

Process of Scanning & Valid Marking of e-Postal Ballot...

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(If Form-13b is not getting scanned)



Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is not getting scanned)

Step 1

- Scan the QR code of outer envelope i.e. Form 13C.
- Open the envelope and take out Form 13A and 13B (Inner envelope)



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is not getting scanned)

Step 2

Scan first QR code of Form 13A followed by the scanning of the second QR code.

	FORM 13A [See rule 23(1)(a)] DECLARATION BY ELECTOR
Election to the	Legislative Assembly from 2 Pernem (SC) AC Constituency
(This side is to b	be used only when the elector signs the declaration himself)
hereby declare that I am the el	lector to whom the postal ballot bearing e-PBID
	882A37E66281A3A4
as been issued at the above ele	ection.
Date: 26-10-2023	Signature of Elector
	Address
Noida Phase 52	
	Attestation of signature
he above has been signed in m	ly presence by Demo Bector 152
who is personally known to me	¢/
has been identified to my personally known to me.	y satisfaction by (identifier) who is
<strike inappropriate<="" off="" td="" the=""><td>alternative></td></strike>	alternative>
	Signature of Attesting Officer
ignature of identifier, if any	Designation.
lignature of identifier, if any	
lignature of identifier, if any	Address
Signature of identifier, if any	Address
Signature of identifier, if any	Address
lignature of identifier, if any	Address

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Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is not getting scanned)

Process of

Step 3

Scan the QR code of inner envelope i.e. Form 13B.



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is not getting scanned)

Step 4

- Start manual entry of ePB ID and add the elector for Form 13B marking.
- Once the ePB ID entered click on the add button to proceed.

Pre-Counting	State: Assam Constit	uency: 12 - UDHARBOND (AC)	
Scan Form 13-C Scan Form 13-A Scan For	n 13-8 Reason for manual invalidation / not scanning Enter e-PBID (Add e-1	Select Reason for Manual Invalidation/Not Scannir *	PROCEED
			+ ADD RESE
	S. No.	Scanned	
	No data found		



Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is not getting scanned)

- After successful scanning of all the forms mark serial number on Form 13A, 13B & 13C than put Form 13B envelope and Form 13A inside the outer envelope.
- Place in the basket of Valid / Rejected e-PB accordingly.





Rejected e-PB

Valid e-PB

condition

Process of Scanning & Invalid Marking of e-Postal Ballot... (If Form-13a is missing)

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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is missing)

Step 1

- Scan the QR code of outer envelope i.e. form 13C.
- Open the envelope and take out Form 13A and 13B (Inner envelope)





Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13a is missing)

Step 2

Mark Form 13A missing from the drop down and **Reject** the e-Postal Ballot.

	Management system	(ETPBMS)					
Pre-Countin	ng		State: Assam	Constituen	y: 12 - UDHARBON	D (AC)	
Scan Form 13-C	Scan Form 13-A	Scan Form 13-8	Reason for ma invalidation / scanning Add Elector M (in case QR Cod	inual not Ianually e is not scanned)	Select Reason for Mar	nual Invalidation/Not Scannir ~	PROCEED
			Enter e-PBID I	Manually			+ ADD RE

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condition

Process of Scanning & Invalid Marking of e-Postal Ballot... (If Form-13b is missing)

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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is missing)

Step 1

- Scan the QR code of outer envelope i.e. Form 13C.
- Open the envelope and take out Form 13A and 13B (Inner envelope)



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Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is missing)

Step 2

Scan first QR code of Form 13A followed by the scanning of the second QR code.

	FORM 13A [See rule 23(1)(a)] DECLARATION BY FLECTOR
Election to the	Legislative Assembly from 2 Pernem (SC) AC Constituency
(This side is to be	e used only when the elector signs the declaration himself)
hereby declare that I am the ele	ector to whom the postal ballot bearing e-PBID
	882A37E66281A3A4
Noida Phase 52	Address:
The above has been stored in mu	Attestation of signature
who is personally known to me	/ presence of
have been belowed the data and	satisfaction by (identifier) who is
personally known to me.	Vitemative>
nas been identified to my personally known to me. <strike inappropriote="" of<="" off="" td="" the=""><td>alternative></td></strike>	alternative>
Signature of identifier, if any	Signature of Attesting Officer
Address	Signature of Attesting Officer Designation. Address
Address	Signature of Attesting Officer Designation Address
Address	Signature of Attesting Officer Designation Address Date
Address	Signature of Attesting Officer Designation Address Date



Process of Scanning & Valid Marking of e-Postal Ballot-(If Form-13b is missing)

Step 3

Mark Form 13B missing from the drop down and **Reject** the e-Postal Ballot.

Pre-Counting		State: Assam Constit	uency: 12 - UDHARBOND (AC)	
Scan Form 13-C Sca	an Form 13-A Scan Form 13	8 Reason for manual invalidation / not scanning	Select Reason for Manual Invalidation/Not Scannir 🛩	PROCEED
		Enter e-PBID (Add e-	PBID Manually in case QR Code is not scanned)	+ ADD RES
		5. No.	Scanned	
		No data found		

भारत निर्वाचन आयोग tion Commission of India

condition

Process of Scanning & Duplicate Marking of e-Postal Ballot... (If Form-13c is Duplicate)



Process of Scanning & Duplicate Marking of e-Postal **Ballot** (If Form-13c is Duplicate)

Step 1

- The Outer covers (Form 13-C) ** which is having QR Code on lower right hand side, has to be scanned by the QR Code Reader and necessary valid checks will be performed for possible duplicates and verification of the service voter.
- A unique serial number will be ** provided by the computer. This serial number has to be manually marked by RO on the envelope being verified.



भारत निर्वाचन आयोग tion Commission of India Process of Scanning & Duplicate Marking of e-Postal Ballot (If Form-13c is Duplicate)

Step 2

- If no duplicate and correct verification is found, then only outer envelope (Form 13-C) will be open.
- If the system marks it as duplicate, then it will indicate the serial number with which it is duplicate, in this case all the e-PB marked as duplicate has to be tight together and kept in a Invalid Tray.

AC A	AC A
L	egislative Assembly from 2 Pernem (SC) AC Constituency (NOT TO BE OPENED BEFORE COUNTING)
Signature of sender	To, THE RETURNING OFFICER (SDM) 76 Jaganathpuri Mansarover North Goa GOA 302018, INDIA

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