# IT Applications for Election Management



भारत निर्वाचन आयोग Election Commission of India An Intiative by ICT Division

# "No Voter to be left behind"

IT Division Election Commission of India

# ECI Apps Eco System

All time	PRE-ELECTION	In-ELECTION	POST-ELECTION
Voter's Registration, VHA, Grievance, ECI Main website, etc.	Election Planning & Conference Portal	Nomination, Permission, Poll Day and Counting	Index card & Statistical reports Generation, Expenditure Monitoring
Round the year	6 Months before the Election	Announcement of election to result	Report Generation after result

The apps work used Round the year, pre-election, in-election and post-election phases to create a perfect ecosystem providing seamless interfaces for all stakeholders

### **Conduct of election**

### **CITIZEN**

- Voter Portal/VHA/ Saksham
- C-Vigil/NGRS
- KYC/Affidavit
- Voter Turn out App
- Result
- ECI/CEO's website

### **OFFICIALS**

- C-Vigil/ESMS/NGRS
- ENCORE (Nomination, Permission, Voter Turn Out, Counting)
- Nodal App
- ETPBMS/Service Voter
- ECI / CEO's website
- Observer's Portal/App

### POLITICAL PARTIES/ CANDIDATES

- Suvidha
- Candidate App

# **Voter Helpline App**

Mobile App for all Voter related services.

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Voter Registration
 Voter Services
 Track Application Status
 Electoral Search

Information about EVMs
 Candidates Information
 Elections & Results
 Grievance/ Suggestions





as on 31/08/2024

### Saksham App Features

- Easy Access to Services for People with disability.
- It utilises the Accessibility features of mobile phones for voters with Visual and hearing disabilities.



- **Marking as PwD**
- Request for Wheel Chair
- **facilities at PS**
- New Registration /Transfer/

Correction / Deletion

- Electoral Search
- Know Your Polling Station
- Search Polling Officials
- Track status
- Know your candidate
- Grievance/Suggestions



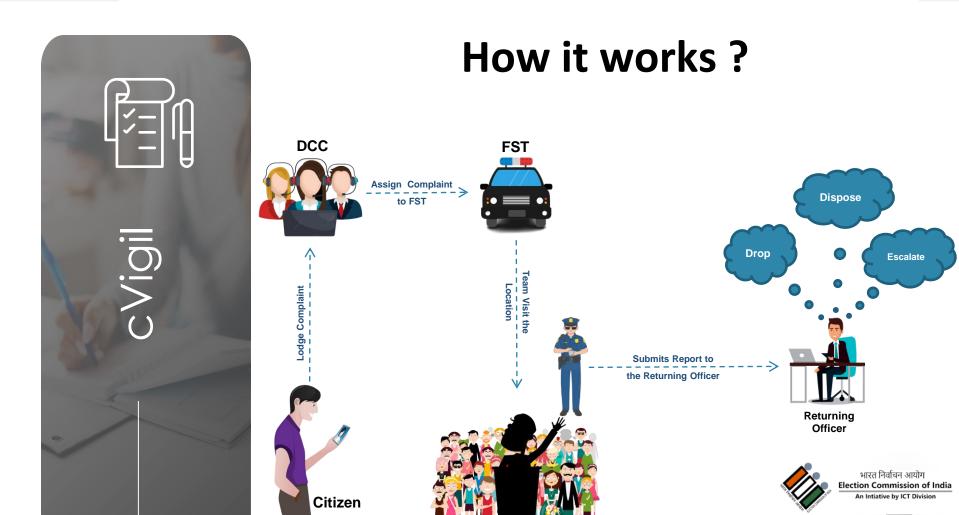


as on 31/08/2024

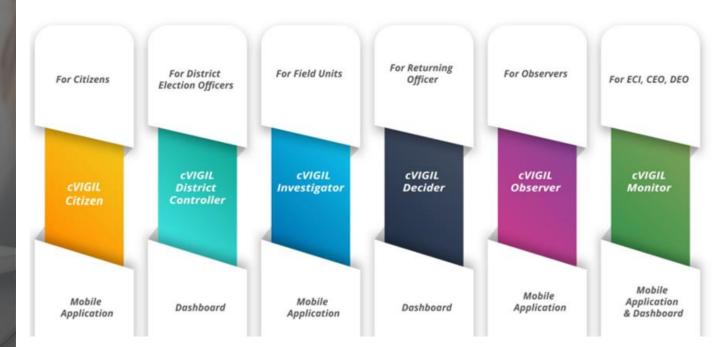
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## **Guidelines for cVigil**

	CEO	DEO	RO
Pre Election Activity	<ul> <li>✓ Creation of Accounts of DEO</li> <li>✓ Creation of additional CEO account</li> </ul>	<ul> <li>✓ Creation of Accounts of RO</li> <li>✓ Creation of FST</li> <li>✓ Creation of additional DEO accounts</li> <li>✓ Setup of DCC for 24*7 availability</li> </ul>	<ul> <li>Login and verification of account</li> <li>Verification of AC – District mapping</li> </ul>
In Election Activity	<ul> <li>Monitoring of disposal complaints</li> <li>Monitoring of SLA of 100 min disposal of complaints</li> </ul>	<ul> <li>Assignment of complaint to FST</li> <li>Drop the false complaint</li> <li>Monitoring of SLA of 100 min disposal of complaints</li> </ul>	<ul> <li>✓ Disposal of complaint</li> <li>✓ Escalation of complaint</li> </ul>
Post Election Activity	<ul> <li>Monitoring of disposal of escalated cases asap.</li> </ul>	<ul> <li>Monitoring of disposal of escalated cases asap.</li> </ul>	✓ Disposal of escalated cases asap.







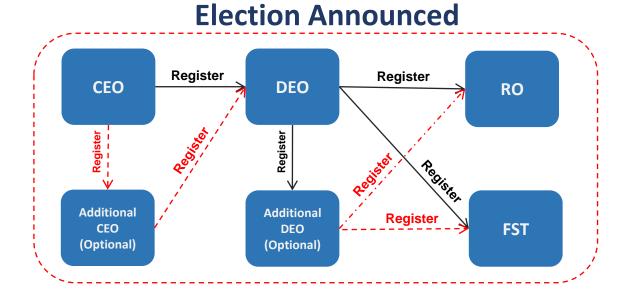


cVigil

as on 31/08/2024



# How to implement ?



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# ESMS

### (Election Seizure Management System)

Capture details of intercepted/Seized items (Cash/Liquor/Drugs/ Precious Metal/Freebies/Other Items) direct from field through Mobile App

Auto generation of report in prescribed format

QR code generation for cash transfer by Banks

Single source of information for All Agencies

Analysis on received data at CEO Level



as on 31/08/2024

## **Guidelines for ESMS**

	ECI	СЕО	DEO
Pre Election Activity	✓ Create CEOs Account	<ul> <li>✓ Create DEO Account</li> <li>✓ Create State nodal account of various department</li> </ul>	<ul> <li>✓ Create FST/SST Account</li> <li>✓ Create DLBC</li> </ul>
In Election Activity	<ul> <li>✓ Monitoring of seizure reports</li> </ul>	<ul> <li>✓ Monitoring of seizure reports</li> <li>✓ Enable edit of seizure</li> </ul>	✓ Monitoring of seizure reports
Post Election Activity			

### **Guidelines for ESMS**

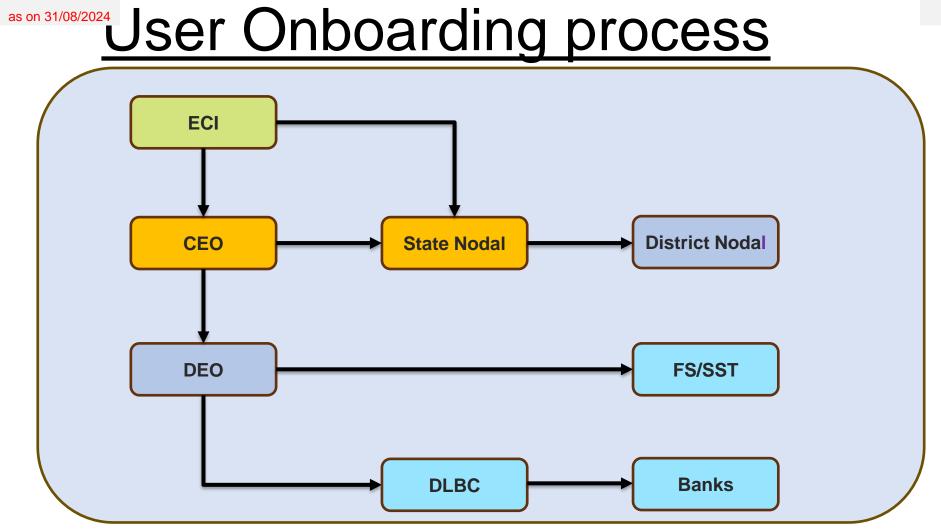
	State Nodal Officer	District Nodal Officer	FST/SST	DLBC
Pre Election Activity	✓ Create District Nodal Officer			✓ Add Banks to generate QR Code
In Election Activity	<ul> <li>Make Seizure against Intercept</li> <li>Suo-Moto Seizure</li> <li>Scan Bank QR code under movement</li> </ul>	<ul> <li>✓ Make Seizure against Intercept</li> <li>✓ Suo-Moto Seizure</li> <li>✓ Scan Bank QR code under movement</li> </ul>	<ul> <li>✓ Intercept the Cash, drugs and other items.</li> <li>✓ Scan Bank QR code under movement</li> </ul>	✓ Add Banks to generate QR Code
Post Election Activity				

# **Components**

- Web Application
  - For User onboarding (State Nodal/District Nodal/FST/DLBC/Banks)
  - View/Download reports with drill down option up to AC level
  - Issue Cash transfer letter (QR Code)
- Mobile App (Android & iOS will be available on Play Store/App Store)
  - Data entry for Intercept/Agency Seizure and claim for Intercepted Seizure
  - Show Analytics with limited scope

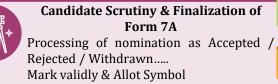
# Agency user onboarding process?

- 1. ECI will onboard State level Nodal officer for each Agency
- 2. State level Nodal Officer may further create District nodal users for their respective Agency in cascade manner with multiple districts mapping
- 3. DEO will onboard FSTs at AC Level
- 4. DEO will onboard DLBC (District Level Bank Coordinator)
- 5. DLBC will onboard Banks



#### 

#### **ENCORE** (Enabling Communication in Realtime Environment) Digital Platform to support conduct of Elections from Nomination to Index Card





#### **Permissions Management**

Permission module allows the candidates, political parties to apply for the permission related to campaigning & their processing by Election Officials



#### **Election Counting**

Application is being used to capture round wise EVM Votes & Postal Ballot votes during counting for dissemination of Trends & Results



### Index Card

This enables RO's to fill the Index card online after counting . Index card contains each detail of elections since election declaration to results. **Candidate Nomination** Online Nomination, Offline Nominations, Verification of Nomination form to build central database of candidates to be used in election process.

#### Affidavit Portal

Provides Access to the complete list of Candidate Nominations (Accepted, Rejected, withdrawn & contesting) along with respective affidavits

### Voter Turnout

Poll day activity performed by RO's to provide 2 hourly report of estimated voter turnout in different slots.



**Election Expenditure** The application to the data entry of the expenses of Candidate as part of DEO Scrutiny Report





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### as on 31/08/2024 Guiaelines for ENCORE

		СЕО	DEO	RO
1 1 11	Nomination	<ul> <li>✓ Monitoring of total nomination received w.r.t. digitized in the porta</li> <li>✓ Verify the final contesting candidate list w.r.t. Affidavit portal</li> </ul>		<ul> <li>Digitization of received nomination</li> <li>Upload of affidavit</li> <li>Marking of CA details</li> <li>Marking of Scrutiny</li> <li>Marking of withdrawal</li> <li>Preparation of contesting candidate</li> </ul>
	Permission	<ul> <li>✓ Preparation of Master data (Add departments, list of permissions, required documents and approving authority)</li> <li>✓ Add Nodal Officers</li> <li>✓ Dispose the permission request received at CEO level.</li> <li>✓ Digitize the physically received permission request.</li> </ul>	<ul> <li>✓ Add Nodal Officers</li> <li>✓ Dispose the permission request received at DEO level.</li> <li>✓ Digitize the physically received permission request.</li> </ul>	<ul> <li>Add Nodal Officers</li> <li>Add Police Station</li> <li>Add Locations</li> <li>Dispose the permission request received at RO level.</li> <li>Digitize the physically received permission request.</li> </ul>
	Voter Turnout	<ul> <li>Monitoring of final Elector data of all AC</li> <li>Monitoring of 2 hr estimated Voter turnout</li> <li>Finalization of End of Poll</li> <li>Publish of End of Poll</li> </ul>	<ul> <li>✓ Monitoring of final Elector data of all AC</li> <li>✓ Monitoring of 2 hr estimated Voter turnout</li> <li>✓ Finalization of End of Poll</li> </ul>	<ul> <li>Verify AC Elector data</li> <li>Enter 2 hr estimated poll percentage</li> <li>Enter PS wise Voter Turnout</li> <li>Finalization of End of Poll</li> </ul>

### **Guidelines for ENCORE**

	СЕО	DEO	RO
Counting	<ul> <li>Counting center preparation</li> <li>Monitoring of Pre-counting activity</li> <li>Monitoring of EVM &amp; Postal ballot votes entry</li> </ul>	<ul> <li>Counting center preparation</li> <li>Monitoring of Pre-counting activity</li> <li>Monitoring of EVM &amp; Postal ballot votes entry</li> </ul>	<ul> <li>Completion of Pre-counting activity</li> <li>EVM &amp; Postal Votes Entry</li> <li>Result declaration</li> <li>Download form 21E, 21C &amp; 20</li> </ul>
Index Card	<ul> <li>Verification of Index Card data</li> <li>Finalization of Index Card</li> </ul>		<ul> <li>✓ Filling of Index card</li> <li>✓ Forwarding to CEO</li> </ul>
Expenditure (DEO Scrutiny Report)	<ul> <li>Receiving and finalization of Scrutiny report</li> <li>De-finalization of candidate (if required)</li> </ul>	<ul> <li>✓ Filling of DEO Scrutiny Report</li> <li>✓ Finalization of report</li> <li>✓ Send to CEO</li> </ul>	

# **ENCORE Login process**

Officer Registration: Valid mobile number and email id of officers are required.

- ECI will register CEOs
- CEO then register all DEOs /RO-PCs
- RO-PCs then register all AROs

Officers will get the Registration link on email and OTP on mobile number to set the password

### encore.eci.gov.in

**Election Commission of India** 

## Nomination Module

A facility that has been provided to the Returning Officer to digitize the nomination form received physically. Here RO can perform all the nomination management process followed during nomination and post nomination activities.

- □ Apply multiple nomination.
- Digitization of physically received forms.
- **U** Upload Affidavit and counter affidavit.

igitization of physically received 10minations

> Scrutiny and Finalization of form 7A

The returning officer has to complete the various steps of finalization of form 7A in the system with reference to the timeline of the notification. This involves the marking of scrutiny of status, marking of withdrawal, marking validly, symbol allotment and many more.

- □ Marking of Scrutiny and withdrawal
- Marking Validly to a nomination and allotment of Symbol to RUPP and independent candidates.
- □ Sequencing of Candidate and Finalization of final contesting candidate list.



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A facility that has been provided to the candidates for making online data entry of their personal details in nomination forms and affidavit (Form-26) through ECI Suvidha portal i.e. from "suvidha.eci.gov.in".

- Online scheduling of meeting for document submission.
- Online security deposit facility and generation of eaffidavit.
- Data validation & alert to avoid mistakes.

Online Iominations

# Process of Scrutiny & Finalization of Candidate List

As per the schedule the returning officer will perform various activity in ENCORE step by step to finalize the list of candidates and generate the form 7A

3

**Symbol Allotment** 

Once withdrawal date over than the returning officer needs to allot the symbol to al the unrecognized

party and independent candidate

Scrutiny

RO will mark all the nomination as Accepted / Rejected in this process.

Marking Validly

After last date of withdrawal RO will mark one nomination of each candidate as valid to prepare a final list of candidate. Sequencing of Candidate list

4

RO needs rearrange the list of candidate as per 7A Finalization of Candidate list

5

With an OTP verification returning officer will finalize the candidate list and generate the 7A

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### **Permission Module**

**Request Submitted** 

Status of Application Sent on App

SUVIDHA Portal is designed for the political party and candidate to apply the permission and nomination. The app is designed with purpose to show the status of all the applied nomination and permission requests.

- Easy for quick access
- □ Candidate can view the status of all the applied nomination and permissions.
- **C**an view and download the attached document of permission.

Suvidha Portal and Candidate App for Candidate

> Permission Management (ENCORE)

Permission module allows the candidates, political parties or any representatives of the candidate to apply online for the permission for meetings, rallies, temporary offices, and others through SUVIDHA Portal.

- □ Assignment of Nodal in Master Data for similar type of permission.
- **Q**uick response in case of multiple approving authority.
- **G** Easily digitization of physical form.

This app is designed for the Nodal officer of the different department assigned for the permission during the MCC to approve the permission. This app help the nodal officer by making data accessible and efficient to take decision.

- □ Easy for quick response of the assigned nodal officer.
- □ Nodal can accept / reject with comment and add the NOC if required.
- □ Nodal can view the RO decision and attached document.

Nodal App for Nodal Officer

**Request Sent for NOC** 

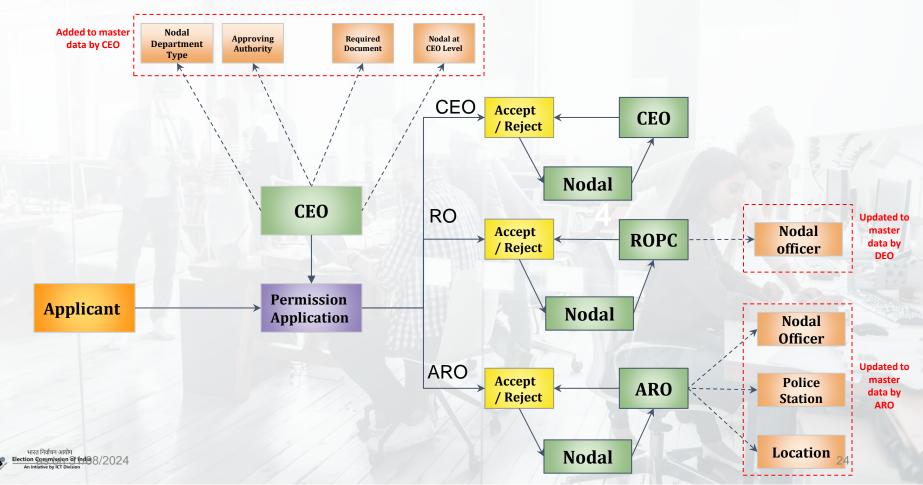
**Status Sent from** 

mobile App



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# **Permission Module in AC Election**



## Affidavit Portal & KYC App



**Returning Officer** 

Nomination Module (ENCORE)

Here citizen can view details of all accepted, rejected, withdrawn and contesting candidates. The affidavit provided by the candidate is also available in attachment in the public domain.

- Displays complete candidate profile
- □ Contesting candidates list as per FORM 7A
- □ Scrutiny status with affidavit and counter affidavit.

Affidavit Portal affidavit.eci.gov.in Know Your Candidate App (KYC App)



dedicated mobile application to share information about candidates with explicit marking of criminal antecedents,

- □ *KYC App is designed in android & iOS both to share the criminal antecedent information of the candidate.*
- This information is gathered from the ENCORE portal where the returning officer uploads the Part
   5 and Part – 6 details of the candidate available in the affidavit.



### Note- Affidavit shall not include Aadhaar

**Data Entry for** 

Nomination

# **Voter Turnout Intervals**

Poll

Start

End of Poll

Returning officer needs to fill all the detailed data (form 17 C) of voter turnout by the end of P + 1 Day. After that update are not be allowed.

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### **Close of Poll**

RO can fill the close of poll data from 07:00 PM to 12:00 AM on poll day. Updation for close of poll will end in mid night on poll day.

> 05:00 PM - 05:30 PM All the process remain same as 03:00 PM to 03:30 PM slot.

This simple and time-bound mechanism provides real-time dissemination of Voter Turnout trends to Election officers and Citizens directly through ECI Voter Turnout App. The turnout is auto-compiled as and when the Returning Officers enter the data.

#### 09:00 AM - 09:30 AM

Returning officer can start updation of estimated turnout from 09:00 AM. RO can update data as many time as he wish till 09:30 AM. Slot get closed and data gets published automatically at 09:30 AM as the final data.

### 11:00 AM - 11:30 AM

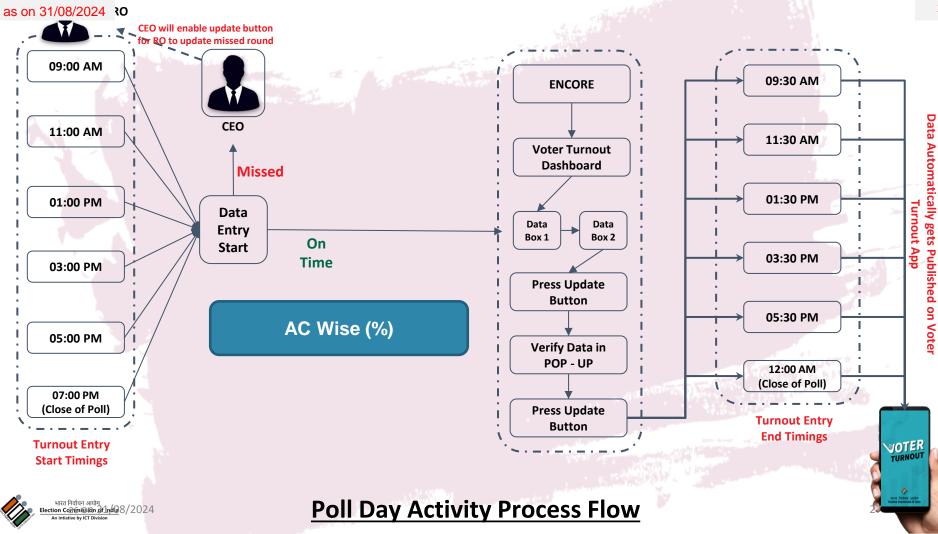
All the process remain same as 09:00 AM to 09:30 AM slot.

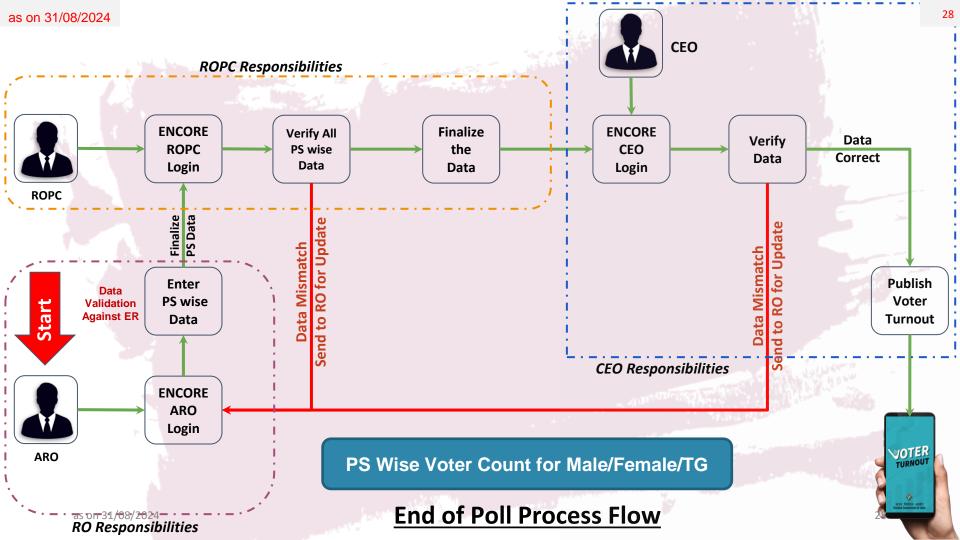
### 01:00 PM - 01:30 PM All the process remain same as 11:00 AM

to 11:30 AM slot.

03:00 PM - 03:30 PM All the process remain same as 01:00 PM to 01:30 PM slot.

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## **Counting & Results**



Entry for EVM & Postal Votes

& Publish

**Returning Officer** 

The ENCORE counting application is an end-to-end application for returning officers to digitize the votes polled, tabulate the data each round-wise and then take out various statutory reports of counting.

- **Table wise entry of EVM Votes**
- **D** Round wise result dissemination to public portals
- □ Multiple user to make table wise entry with seperate postal ballot entry.

Counting Module (ENCORE)

Result Website

**Entry for EVM Votes** 



RO Computer Assistant

A facility that has been provided to the for all the citizens to view the disseminated result of the counting day. The timely publication of the round-wise information is vital for establishing a single source of authentic data.

- □ Detailed data of votes like EVM votes, postal votes, total votes and percentage of votes
- □ Single Source of authenticated data
- □ Graphical representation of the trends with filters of party wise & constituency wise data.



### **Requirements of Hardware items at Counting Centre for counting Day**

- 1) Wired Internet Connectivity of minimum 10 MBPS for each system (make arrangement of two internet lines of different operators)
- 2) One Desktop/ Laptop with windows 10 or above for each table
- 3) Updated Antivirus
- 4) No pirated and unnecessary application should not be installed.
- 5) Ensure Power Backup and One UPS for each desktop
- 6) One QR Code Scanner with Manual Trigger Mode for ETPBMS
- 7) Printer & Stationery Items
- 8) Preferred internet browser : Google Chrome

# **Pre-Counting Process**



Enter the number of Rounds Scheduled for AC **Enter number of Polling** stations and Counting tables in AC.

**Enter details of ARO- Computer** Assistant. Activate account and set password and PIN.

**Returning officer need to** assign tables to all the ARO-**Computer** assistants and himself.



# **Counting Day Process**



- Enter the Table wise EVM Votes.
- Print 'Table wise Recording of Votes' (TRV).
- Validate TRV and Submit.
- Repeat Step 1 to 3 till completion of Round.

### **Round Declaration**

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- Validate RDF (Round Declaration Form) after completion of each round.
- Publish Round Result after data verification.
- Round wise Trends will be available on Results portal.

### **Postal Ballot Votes entry**

- Enter Postal ballot votes including ETPBS
  - Postal Ballots votes can be edited any time during counting before finalisation
- Enter Rejected Votes.

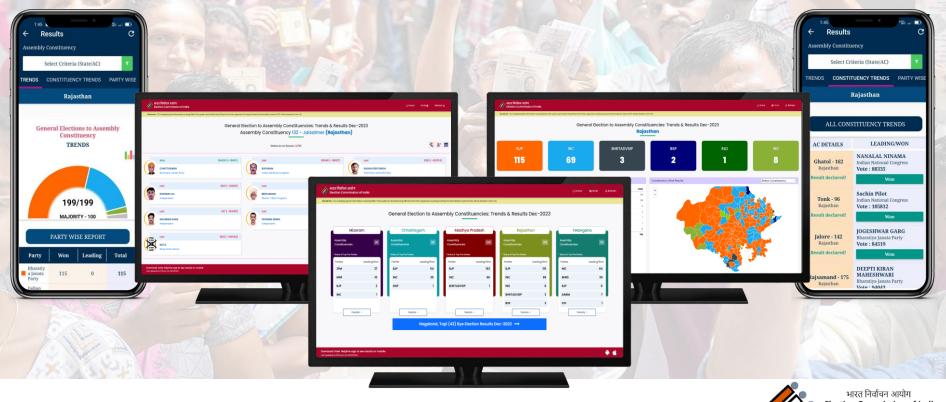
### **Results Declaration**

- Verify Data from physical records, and Finalise.
- Enter the Winner Name and declare the Result.
- Download 21E & 21C and upload signed copy in encore (New suvidha).

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# **Election Trends & Results**

https://results.eci.gov.in



Election Commission of India An Intiative by ICT Division

# **Election Trends TV**

Auto scroll, no manual intervention required.

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Display result automatically in public places using large TV Panels.

Display round wise results.

44 10 1 Heliude good photos from Latest elections

Graphically-rich micro-details of trends & results are published in real-time.

Customized and configured as per requirement.

Election A

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## **Post Election Activity**

### **Post Result Declaration**

A facility that has been provided to the Returning Officer to fill the Index card online after counting. It contains each and every detail of elections from the schedule of elections to the declaration of results.

- Detailed report of voter turnout in each assembly.
- Data available in multiple report format.
- □ Correction facility available similar to physical index card.

Index Card Module Expenditure Monitoring Module The Online application of expenditure provides for capturing of expense by candidate over public meetings, posters, banners, vehicle, and ceiling for candidate expenditure.

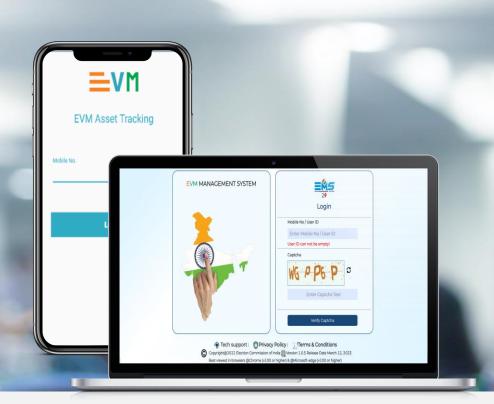
- □ Detailed Data entry of the expenses of Candidate for DEO Scrutiny Report
- Verification and finalization at multiple level.

After 25 Days of Result Declaration

□ Access to Zonal Division to monitor and evaluate the reports.



# **EVM Management System**



### Facilities available in EMS 2.0

- 1. Order Generation (New / Defective)
- 2. User Management
- 3. Warehouse Management
- 4. Movement (New / Repair / Intra / Inter state)
- 5. FLC Marking
- 6. First Randomization
- 7. First Supplementary randomization
- 8. Second Randomization
- 9. Second Supplementary Randomization
- 10. Replacement of EVMs
- 11. EP Marking
- 12. Physical Verification



# Observer Portal & Mobile App

Online portal for data management of all types of observers i.e. general observer, police observer and expenditure observes. The deployment schedule of the observer, report submission and many other activities are completed with the help of this portal.

Observer App allows observers to file their statutory report like their arrival, departure etc





## Time Voucher ( A Step toward "Go Green")

In an effort to reduce paper usage and promote eco-friendly practices, the Election Commission has transitioned from physical Time Vouchers to electronic vouchers for political parties participating in the elections.

This change not only benefits the environment but also streamlines the process for political parties, making it more efficient and convenient.

With this facilitation, the political parties will not be required to send their representatives to ECI/CEO Offices for collection of the time vouchers physically during elections.

### PP Rep will Login with Mobile and OTP



# Present to DD/AIR



भारत निर्वाचन आयोग Election **कुलाmission of Indi** An Intiative by ICT Division as on 31/08/2024

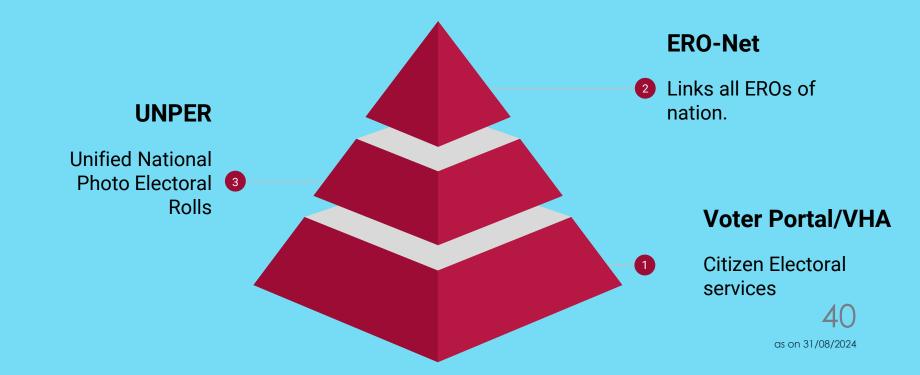
# **ERONET 2.0 SYSTEM**



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## **ERO-Net**

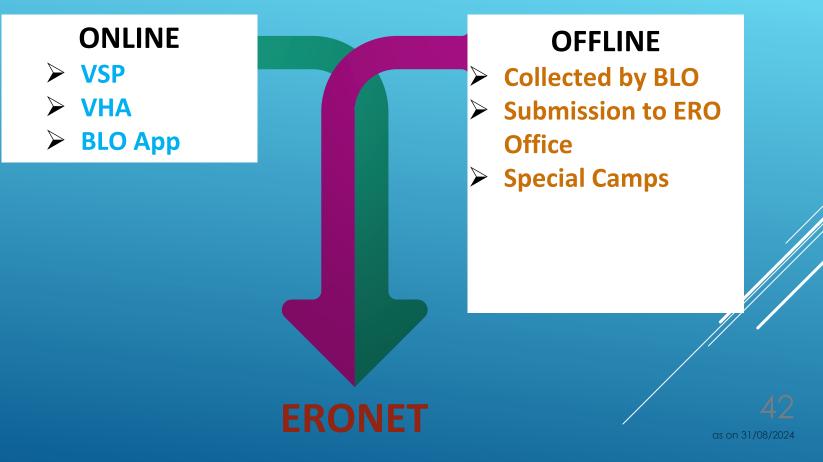
## THREE MAJOR COMPONENTS



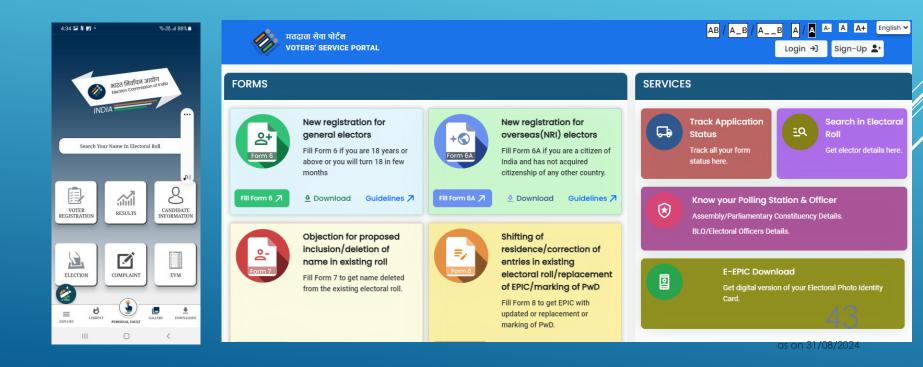
### **Guidelines for ERONET Application**

	СЕО	DEO	ERO	
Pre Election Activity	<ul> <li>✓ Monitoring of disposal of forms</li> </ul>	✓ Monitoring of disposal of forms	✓ Disposal of forms	
In Election Activity	<ul> <li>Monitoring of disposal of forms till last date of Nomination</li> <li>Monitoring of rationalization</li> <li>Monitoring of printing of VIS</li> <li>Monitoring of Publication of eRoll</li> </ul>	<ul> <li>Monitoring of disposal of forms till last date of Nomination</li> <li>Monitoring of rationalization</li> <li>Monitoring of printing of VIS</li> <li>Monitoring of Publication of e-Roll</li> </ul>	<ul> <li>Disposal of forms till last date of Nomination</li> <li>Rationalization of PS</li> <li>Printing of VIS</li> <li>Publication of eRoll</li> </ul>	
Post Election Activity	✓ Restart the disposal process of forms	✓ Monitoring of disposal of forms	✓ Disposal of forms	

# FORM SUBMISSION



# CITIZEN PORTALS & MOBILE APPS





 For enrolment as new elector

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**NEW INCLUSION** 

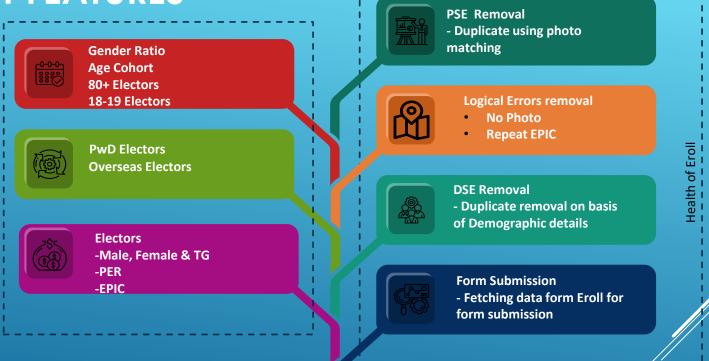
- For enrolment as overseas elector
- Aadhaar number collection for the existing electors
- For Deletion of elector & objection on other electors
- For objection of Inclusion
- Self Deletion

- For correction in the entries of electors
- For Migration/ Transposition
- PwD marking
- Duplicate EPIC

Advance Application of 17+ years (1<sup>st</sup> Jan 24) for new electors are accepted but Forms processed for 18 years wrt qualifying date (1<sup>st</sup> Jan, 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> October)

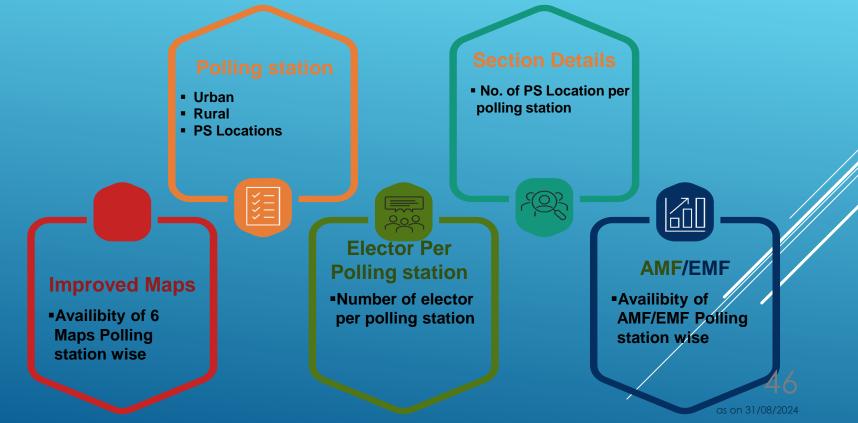
# ERONET FEATURES

**Electors** Data



as on 31/08/2024

# **POLLING STATION**

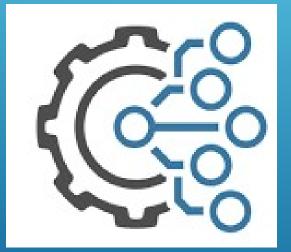




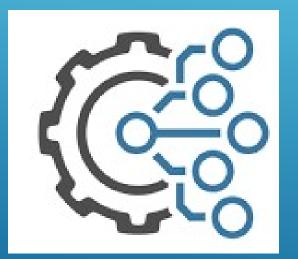


- ✓ DSE/PSE
- Super checking
- ✓ Single sign-on
- Control table management
- EROLL Automation
- ✓ BLONet App

## **NEW MODULES**



- Serialization
- Rationalization
- ERONET mobile app
- ✓ BLO register
- Dashboard



## FORM PROCESSING

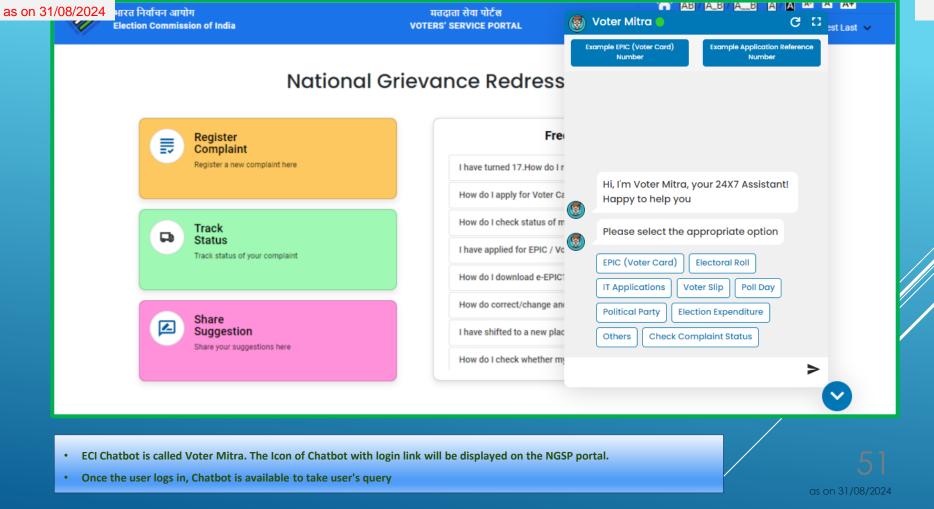
- Form submission from various channels
- Forms submission of various types
- ✓ H2H Survey Summary

as on 31/08/2024

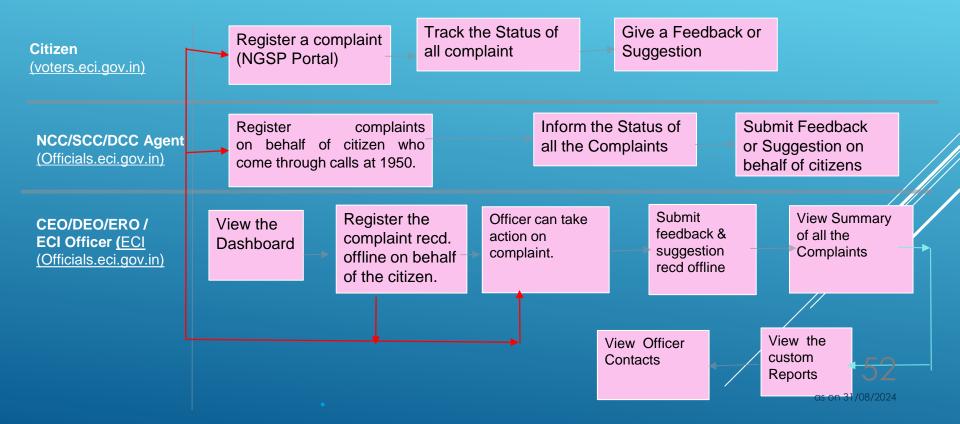


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## NGSP (NATIONAL GRIEVANCE SERVICES PORTAL)



## NGSP (PROCESS FLOW)



### 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."



### **Guidelines for Service Voter Portal**

	СЕО	DEO	ERO
Pre Election	✓ Monitoring of disposal of forms	<ul> <li>✓ Assignment of forms to ERO</li> <li>✓ Sending incomplete form back</li></ul>	<ul> <li>✓ Disposal of forms</li> <li>✓ Sending back incomplete form</li></ul>
Activity		to Record officer	to Record officer <li>✓ Transfer of form to other AC</li>
In Election	✓ Monitoring of disposal of forms till last date of Nomination	<ul> <li>Monitoring of disposal of forms</li></ul>	<ul> <li>Disposal of forms till last date of</li></ul>
Activity		till last date of Nomination	Nomination
Post Election Activity	✓ Restart the disposal process of forms	<ul> <li>✓ Monitoring of disposal of forms</li> </ul>	✓ Disposal of forms

- Processing of electoral forms
- Maintain electoral rolls
- **Communication between EROs across ACs and States**
- The Service Voter Registration Functionalities
- □ 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

भारत निर्वाचन आयोग Election Commission of India An Intiative by ICT Division 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.

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#### 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 other 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

### Role and Responsibilities of All Users

#### 2. DEO: District Election Officer

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

#### 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

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