

646 (IT)
20/5/14

To,

1. All 09 District Election Officers,
2. All 70 EROs,
3. All 70 AEROs
4. All 70 Additional AEROs

Subject: Standard Procedure for usage of Digital Signatures for DEOs/EROs/AEROs/Addl. AEROs for the data security in the maintenance of Electoral Roll

Madam/Sir,

The Election Commission of India is emphasizing on the data security and accountability in the maintenance of electoral rolls. In this regard, CEO Delhi in the meeting held with the District Election Officers on 16.01.2014 has directed to take the necessary measures for the security of the electoral database.

The following Standard Procedures have been finalized and to be followed by DEOs/EROs/AEROs/Addl. AEROs in reference to the digital signatures regarding the ERMS and electoral roll of the NCT of Delhi:-

(A) Standard Procedure for use of digital signature for District Electoral Officers

- 1) On joining of District Election Officer, he/she should apply for the issuance of digital signature directly to NIC and shall receive it in-person.
- 2) After obtaining digital signature, User-id and Password of the concerned DEO shall be activated by the Nodal Officer (Digital Signature-ERMS) at CEO Office after obtaining the approval from Chief Electoral Officer and his digital signature shall be registered in the ERMS of CEO Delhi by the Nodal Officer (DS-ERMS) at CEO (HQ).
- 3) DEO shall not give his/her digital signature to any other person (Data Entry Operators/LDCs/UDCs/other).
- 4) CEO Office shall maintain a register of all DEOs of National Capital Territory of Delhi.
- 5) On transfer/retirement of District Election Officer, User-id of concerned DEO will be blocked by CEO-HQ before obtaining relieving from Revenue Department. He/She shall inform in writing to CEO Office for blocking of Digital Signature and

Nodal Officer (Digital Signature-ERMS) of CEO, Office shall immediately block and report to CEO-HQ.

- 6) DEOs shall carry digital signature with them and shall be responsible for its usage in future.

(B) Standard Procedure for use of digital signature for EROs/AEROs/Addl. AEROs:-

1) On the joining of EROs/AEROs/ Addl. AEROs

- i. On joining of the EROs/AEROs/Addl. AEROs in the Election District, the new incumbent should make written application along with duly filled NIC Digital Signature Form to the concerned District Election Officer (DEO) for the issuance of digital signature by NIC. The application for the issuance of the digital signature should be forwarded by DEO only to NIC at Delhi Secretariat.
- ii. EROs/AEROs/Addl. AEROs should receive the digital signature from the NIC/NICCA personally.
- iii. After obtaining digital signature, User-id and Password of the concerned AERO/ERO/Addl. AEROs should be activated by DEO and his digital signature shall be registered on ERMS by DEO.
- iv. Thereafter, concerned ERO/AERO/Addl. AERO can use his/her digital signature on the ERMS of CEO-Delhi and shall also change their password on weekly basis to avoid any unauthorized access to the electoral database.
- v. ERO/AERO/Addl. AERO shall not give his/her Digital Signature to any other person (Data Entry Operators/LDCs/UDCs). In case it is found that any ERO/AERO/Addl. AERO has given his/her digital signature card to any other person, strict disciplinary action should be taken against such EROs/AEROs//Addl. AERO by concerned DEO.

2) On transfer/retirement/suspension of the EROs/AEROs/Addl. AEROs:-

- i. In case of transfer, it will be compulsory for every ERO/AERO/Addl. AERO to obtain physical relieving order from concerned District Election Officer under whom he/she is working regarding election work.

If an outgoing ERO/AERO/Addl. AERO joins other department without taking physical relieving order from concerned District Election Officer, strict disciplinary action under election law and other rules shall be taken by the concerned District Election Officer (DEO).

