Electoral Roll Management System

ERMS

मतदाता सूची प्रबंधन प्रणाली

USER MANUAL
(Data Upload and Summary Revision Software)

(Version 1.0)

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1 Introduction

Election Commission of India has introduced computerization at every level of its working. This had facilitated an effective and error free Election process in the entire country. The electoral roll is a list of all people in the constituency who are registered to vote in Indian Elections. Only those people with their names on the electoral roll are allowed to vote. Upgrading and cleaning of Electoral Rolls is a continuous process.

The Electoral Roll Management System (ERMS) enables the CEO to maintain the complete electoral roll of state. The intensive & summary revisions i.e. updations, additions and deletions required in the electoral roll can be easily managed and also the time and expense on the information storing, sharing and publishing will be reduced. The application software will reduce the manual work, streamline the operation and hence increase efficiency, transparency and the productivity. It will also facilitate in publishing of accurate and timely electoral roll.

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2　Abbreviations & Acronyms

Abbreviation	Description
ECI	Election Commission of India
CEO	Chief Electoral Officer
DEO	District Election Officer
RO	Returning Officer
ARO	Assistant Returning Officer
BLO	Booth Level Officer
ERO	Electoral Registration Officer
EPIC	Electors' Photo Identity Card
AC	Assembly Constituency
PC	Parliamentary Constituency

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3   Overall Description

The **ERMS (Electoral Roll Management System)** will cover the entire process of Electoral Roll preparation for the state from Electoral Roll Revision data management to final Electoral Roll publishing.

Component Description

Intensive / Summary Revision Data Upload Application:

An application used to Add, Delete and Update the Electoral Roll. This application is supported by 4 prescribed formats, namely.

Form 6 - Application for inclusion of name in electoral roll

The form designed for data entry at the BLO level would be as prescribed by ECI. The citizen willing to list as an elector need to fill the form 6 and submit to the nearest ERO or the BLO. The BLOs carry door to door survey and eligible resident's data is collected for inclusion in the electoral roll. After proper scrutiny of the given details, it will be entered into the client software by the ERO office. The ERO also has the option to enter the electoral details suo-moto. After the completion of the data entry the data will be transmitted to the server.

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Basic captured details of the Form 6:

SI. No.	Data	Detail
01.	Applicants Details	Name, Surname, Sex
02.	Age as on date	Years, Month
03.	Date of Birth	Day, Month and Year
04.	Place of birth	Town, District and State
05.	Father's/ Mother's or Husband's details	Name and Surname
06.	Particulars of place of ordinary residence (Full address)	House/ Door number, Street/Area/Locality/Mohalla/Road, Town / Village, Post Office, Tehsil/Taluka/Mandal/Thana, District, Pin Code
07.	Details of member(s) of applicant's family already included in the current electoral roll of the Constituency	Name, Relationship with applicant, Part number of the roll of the Constituency, Serial number in that Part, Elector's Photo Identity and Card Number.
08.	Electors photo identity card details (if issued)	Number and date of issue

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Form 7 - Application for objection to inclusion of name in electoral roll

The form designed for data entry at the BLO level would be as prescribed by ECI. Certain times objections are received by the citizens or political parties over the inclusion of names of electors who may not be eligible for inclusion. This objection can be raised through form 7 and submitted to the nearest ERO or the BLO. The verification officer appointed carries the verification and submits the report to the ERO. After proper scrutiny of the given details, the updation will be carried out on the client software by the ERO office. The ERO also has the option to delete a electoral suo-moto. After the completion of the data entry the data will be transmitted to the server.

Basic captured details of the Form 7:

Sl. No.	Data	Detail
01.	Details of person whose entry is to be deleted	Name and Surname
02.	Elector roll details of person whose entry is to be deleted	Part number of electoral roll in which his/her name is included, His/her serial number in that part, Elector's Photo Identity Card (if issued) Number.
03.	Details of objector	Name, Surname, Sex, Part number of electoral roll in which objector's name is included, His/her serial number in that part, Father's or Mother's or Husband's Name and Surname (if any)
04.	Particulars of place of ordinary residence of objector/person seeking deletion. (Full address).	House/ Door number, Street/Area/Locality/Mohalla/Road, Town / Village, Post Office, Tehsil/Taluka/Mandal/Thana, District, Pin Code
05.	Reason(s) for objection / deletion	

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Form 8 - Application for objection to particulars entered in electoral roll

The form designed for data entry at the BLO level would be as prescribed by ECI. The citizen willing to update the personal details can fill the form 8 and submit to the nearest ERO or the BLO. After proper scrutiny of the given details, it will be entered into the client software by the ERO office. The ERO also has the option to update the electoral details suo-moto. After the completion of the data entry the data will be transmitted to the server.

Basic captured details of the Form 8:

Sl. No.	Data	Detail
01.	Applicant's details	Name, Surname (if any) and Sex
02.	Elector roll details of applicant	Part number of electoral roll, Serial number in that part
03.	Age as on 1st January	Years and Month
04.	Date of birth	Day, Month and Year
05.	Father's, Mother's, Husband's Details	Name and Surname (if any)
06.	Particulars of place of ordinary residence (Full address):	House/ Door number, Street/Area/Locality/Mohalla/Road, Town / Village, Post Office, Tehsil/Taluka/Mandal/Thana, District, Pin Code
07.	Details of Electors' Photo Identity Card (if issued, in this or some other Constituency)	Electors' Photo Identity Card number and Name of the Constituency
08.	Details of entries to be corrected	

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Form 8A - Application for transposition of entry in electoral roll.

The form designed for data entry at the BLO level would be as prescribed by ECI. The citizen willing to transposition his/her name to a different polling booth need to fill the form 8A and submit to the nearest ERO or the BLO.After proper scrutiny of the given details, it will be entered into the client software by the ERO office. The ERO also has the option to transposition the electoral details suo-moto. After the completion of the data entry the data will be transmitted to the server.

Basic captured details of the Form 8A:

Sl. No.	Data	Details
01.	Details of person whose entry is to be transposed	Name, Surname (if any) and Sex
02.	Elector roll details of person whose entry is to be transposed	Part number of electoral roll in which his/her name is included, His/her serial number in that part, Elector's Photo Identity Card (if issued) Number
03.	Father's, Mother's, Husband's Details	Name and Surname (if any)
04.	Particulars of place of ordinary residence (Full address):	House/ Door number, Street/Area/Locality/Mohalla/Road, Town / Village, Post Office, Tehsil/Taluka/Mandal/Thana, District, Pin Code
05.	Period of continuous residence at the above address on the date of application	Years and months
06.	Part number to which the entry has to be transposed (if known)	Details of Applicant (name, surname), Part number of electoral roll in which his/her name is included, His/her serial number in that part, Elector's Photo Identity Card (if issued) Number

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Understanding work flow of

Summary Revision and

Data Upload (With Screen Shots)

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Summary Revision Data Upload

The main objectives of this software are as follows : -

a) Digitization of Form 6 for submission of new forms, Form 7 for objection on inclusions and deletions, Form 8 for corrections / alterations / modifications and Form 8A for transposition within AC.

b) Uploading of Form 6 data from vendor's machine to UPLOADED database kept at State / UT level

c) To view uploaded data brief and detailed reports

d) To delete uploaded data from State / UT level database if required

e) To check for duplicates records in the database

f) To make copy of vendor's database from local machine, later the same copy can be used to upload data at the State / UT level

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Summary Revision Data Upload Software

Login   Select Part Number   Application Form   Data Work   Check Duplicate Records   Select Address Source   Copy Database   Help   Close

Get Electors Address

○ Elector's Address from Control Tables

● Elector's Address Enter Manually

OK

Selected AC No _   Part No   _
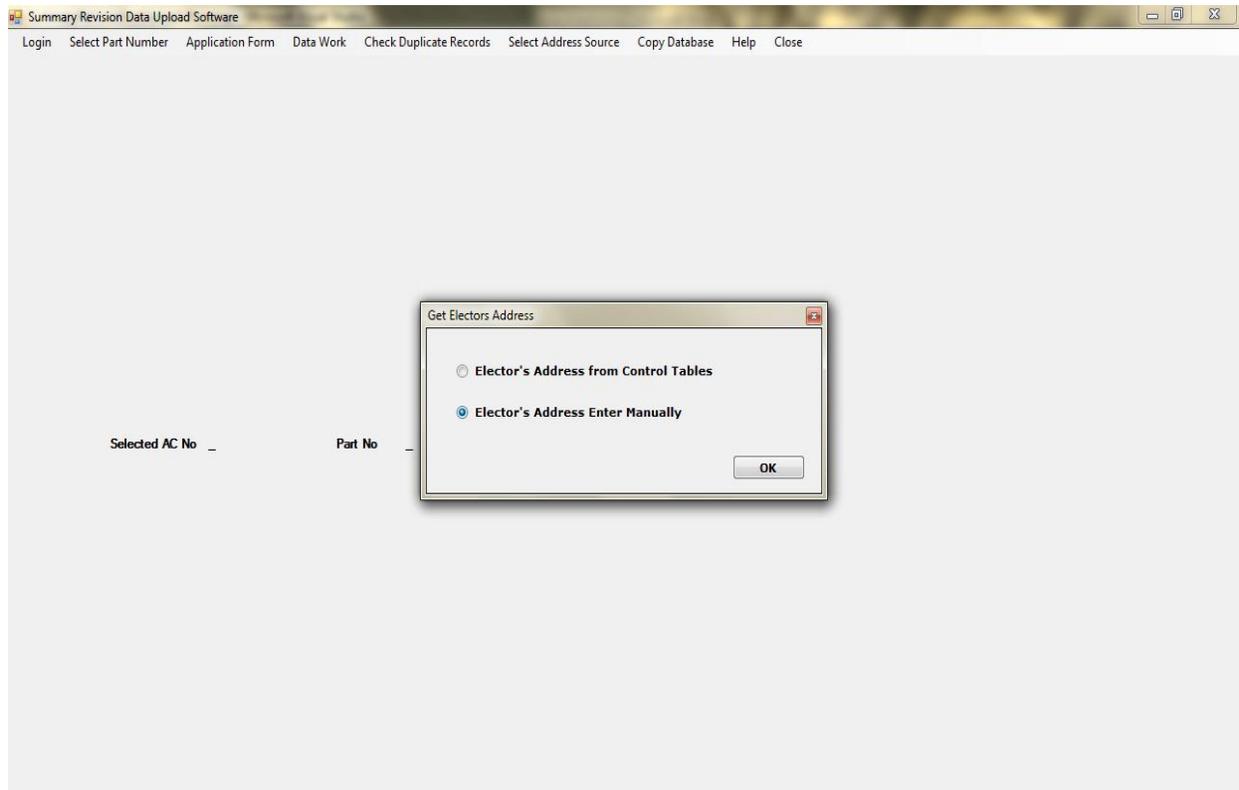
Process   : Get Electors Address
Description   : In this screen, user can select to enter elector's address either from database or manually

Summary Revision Data Upload Software

Login   Select Part Number   Application Form   Data Work   Check Duplicate Records   Select Address Source   Copy Database   Help   Close

Sign In on Server

User Id   001
Password   ***

Sign in on Server

Selected AC No _   Part No   _
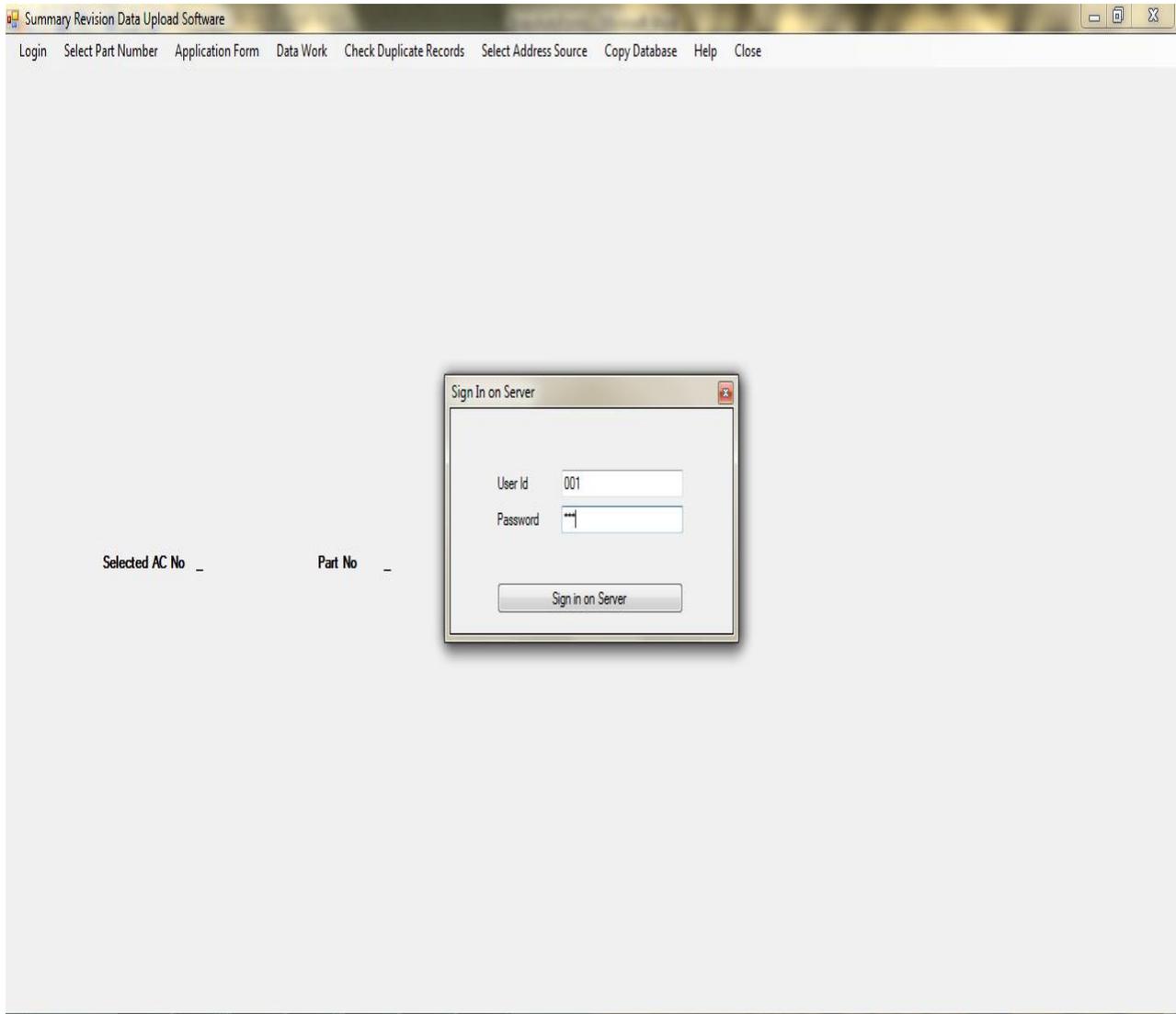
Process   : Authentication
Description   : In this login screen, enter User Id and Password.

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| Summary Revision Data Upload Software | □ 回 ☒ |
| Login   Select Part Number   Application Form   Data Work   Check Duplicate Records   Select Address Source   Copy Database   Help   Close |

Select Part No

Logged In

AC No 266 ▼

Part No 001 ▼

Select Part No

Selected AC No _   Part No   _
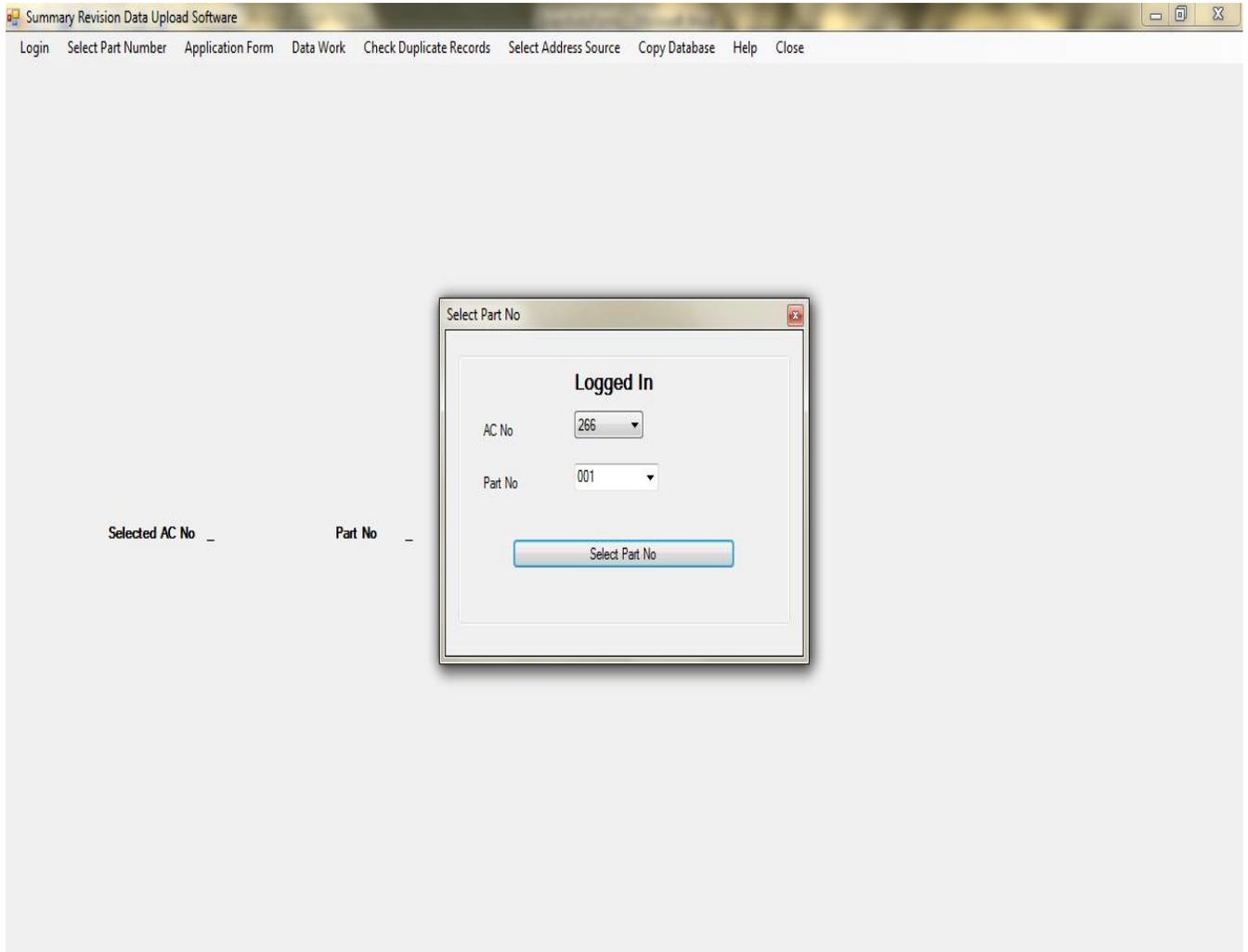
Process   : Selection of Part
Description   : In this screen, Select AC No and Part No and click button Select Part No.

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Summary Revision Data Upload Software                                              _ □ X

Login   Select Part Number   Application Form   Data Work   Check Duplicate Records   Select Address Source   Copy Database   Help   Close
                                             Upload Form 6 Data
                                             View Uploaded Data      ▶
                                             Delete Uploded Data
                                             Upload Tables




                  Selected AC No  266              Part No    001
```
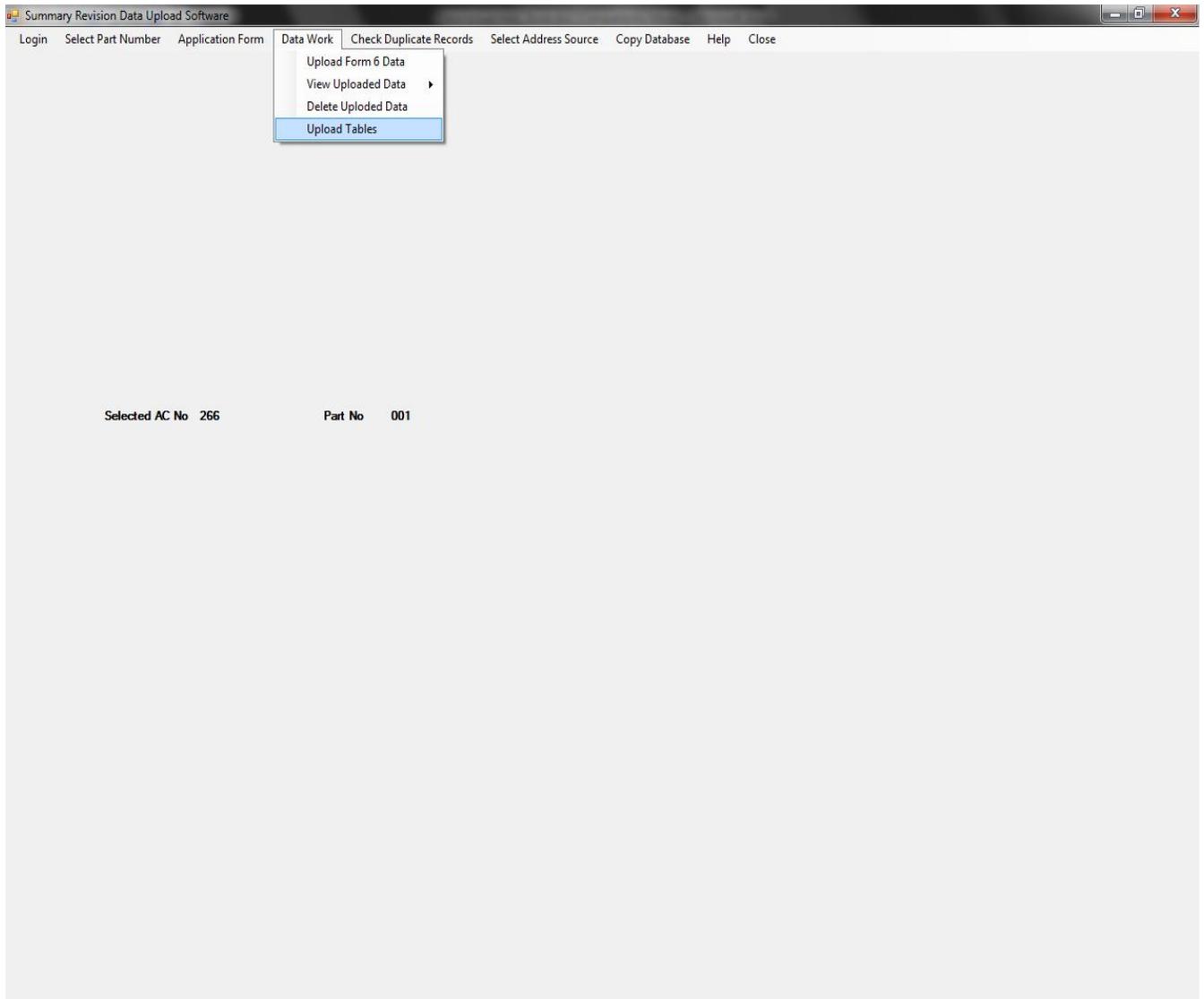
Process   : Upload Tables(Sec_detail,Newpartlist)
Description   : To upload sec_detail and newpartlist tables into the user clientdatabase
from the server.

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Login   Select Part Number   Application Form   Data Work   Check Duplicate Records   Select Address Source   Copy Database   Help   Close

Selected AC No   266   Part No   001

clientdb

Select Database

Database Path   E:\backup\Summary Revision\SummaryRevisionDataUpload\SummaryRevisionDataUpload\

Select Table Name   Sec_detail ▼   Import Data Into table
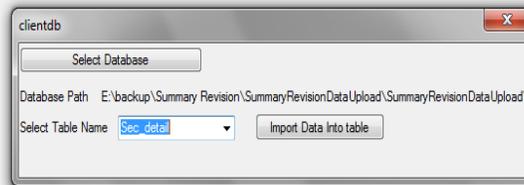
Process   : Upload Tables(Sec_detail,Newpartlist)
Description   : Select Section detail/Newpartlist and click on 'import data into table'
button.

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| Process | : Form 6 submission and navigation |
| Description | : Data Entry Form for Form 6, you can also navigate between available records |

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| Form 7 | EN English (United States) ? |

प्रारूप 7
[नियम 13(2) और 26 देखे]
निर्वाचक नामावली में नाम सम्मिलित किये जाने या हटाये जाने की वांछा पर आक्षेप के लिए आवेदन

भाषा चुनें
V1-Hindi

निर्वाचक क्रम संख्या [5] [डाटा बेस से रिकॉर्ड दिखाएँ] फॉर्म संख्या [   ] ○ Suo-Moto ○ By Application

◉ निर्वाचक नामावली में नाम सम्मिलित करने पर आक्षेप के लिए आवेदन   (निर्वाचक नामावली की तैयारी /पुनरीक्षण के समय में प्रासंगिक)
○ निर्वाचक नामावली में नाम के हटाये जाने पर आक्षेप के लिए आवेदन   (निर्वाचक नामावली के निरन्तर पुनरीक्षण के अंतिम प्रकाशन के समय प्रासंगिक)

नाम [संजय]   मोबाइल नंबर [   ]
उपनाम (यदि कोई है) [   ]   ईमेल आईडी [   ]

निर्वाचक नामावली के उस भाग की संख्या जिसमें उसका/उसकी नाम सम्मिलित किया गया है   आक्षेपकर्ता विवरण

भाग संख्या [1]   उस भाग में उसका /उसकी क्रम संख्या [5]   नाम [   ]
निर्वाचक फोटो पहचान पत्र संख्या (यदि जारी) [DTF3285574]   उपनाम (यदि कोई है) [   ]
                                                                  लिंग [   ]
(संबंध) पिता / माँ / पति [Father]   निर्वाचक नामावली के उस भाग की संख्या जिसमें आक्षेपकर्ता का नाम सम्मिलित किया गया है:
पिता का नाम / माँ / पति [लालजी]   [   ]   मोबाइल नंबर [   ]
उपनाम (यदि कोई है) [   ]   उस भाग में उसका /उसकी क्रम संख्या: [   ] ईमेल आईडी [   ]

आक्षेपकर्ता /नाम हटाये जाने का अनुरोध करने वाले व्यक्ति के मामूली तौर पर निवास स्थान का विवरण(पूरा पता)
अनुभाग संख्या [1]
अनुभाग का नाम [पतौंजा]
अपार्टमेंट /गृह संख्या : [1]

आक्षेप /हटाने के लिए कारण (ओं) [   ]   [सर्वर पर अपलोड करें]
दिनांक: [9/22/2011]

Process	: Submission of Form 7
Description	: Data Enter Form for Form 7.
	To view records, enter serial no. of the voter and this will display the specific record.

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Process      : Submission of Form 8
Description  : Data Entry Form for Form 8. To view records, enter serial no. of
               the voter and this will display the specific record
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Form 8A

भाषा चुनें
V1-Hindi

प्रारूप 8A
नियम 13(4) और 26 देखें
निर्वाचक नामावली में प्रविष्टि को अन्यत्र रखने के लिए आवेदन

निर्वाचक क्रम संख्या 6   डाटा बेस से रिकॉर्ड दिखायें

फॉर्म संख्या **2011S24266001D0789** ○ Suo-Moto ⊙ By Application वह प्रविष्टि चुने जिसका अन्यत्र किया जाना है   Applicant Self

1. विवरण

नाम दानू   उपनाम(यदि कोई है)   मोबाइल नंबर

उस नामावली का, जिसमें उसका नाम सम्मिलित है,भाग संख्या: 1   ई-मेल आईडी

उस भाग में उसका/उसकी क्रम संख्या: 6   निर्वाचक फोटो पहचान-पत्र संख्या (यदि जारी किया गया हो तो): DTF3285566

आवेदक के साथ सम्बंध Father   पिता/माता/पति का नाम रामहर्ष   उपनाम (यदि कोई है)

2.वह भाग संख्या, प्रविष्टि जहाँ स्थानांतरित की जानी है (यदि ज्ञात हो तो)
2

3. पता का विवरण
मकान संख्या:
अनुभाग संख्या 1 - Jaithar Kishunipur

5. आवेदक का विवरण:

नाम: उपनाम(यदि कोई है):

उस नामावली का, जिसमें उसका नाम सम्मिलित है भाग संख्या:

उस भाग में उसका/उसकी क्रम संख्या:

निर्वाचक फोटो पहचान-पत्र संख्या (यदि जारी किया गया हो तो):

मोबाइल नंबर: ई-मेल आईडी:

दिनांक: 9/22/2011

4. आवेदन की तारीख को उपर्युक्त पते पर लगातार निवास करने की अवधि:

वर्ष: 1   महीना: 2

Note-You can choose only existing section in control table if you want to change section then can again try after update the control table Section Data.

सर्वर पर अपलोड करें

Process	: Submission of Form 8A for transposition within AC
Description	: Data Enter Form for Form 8A .To view records, enter serial no. of the voter and this will display the specific record

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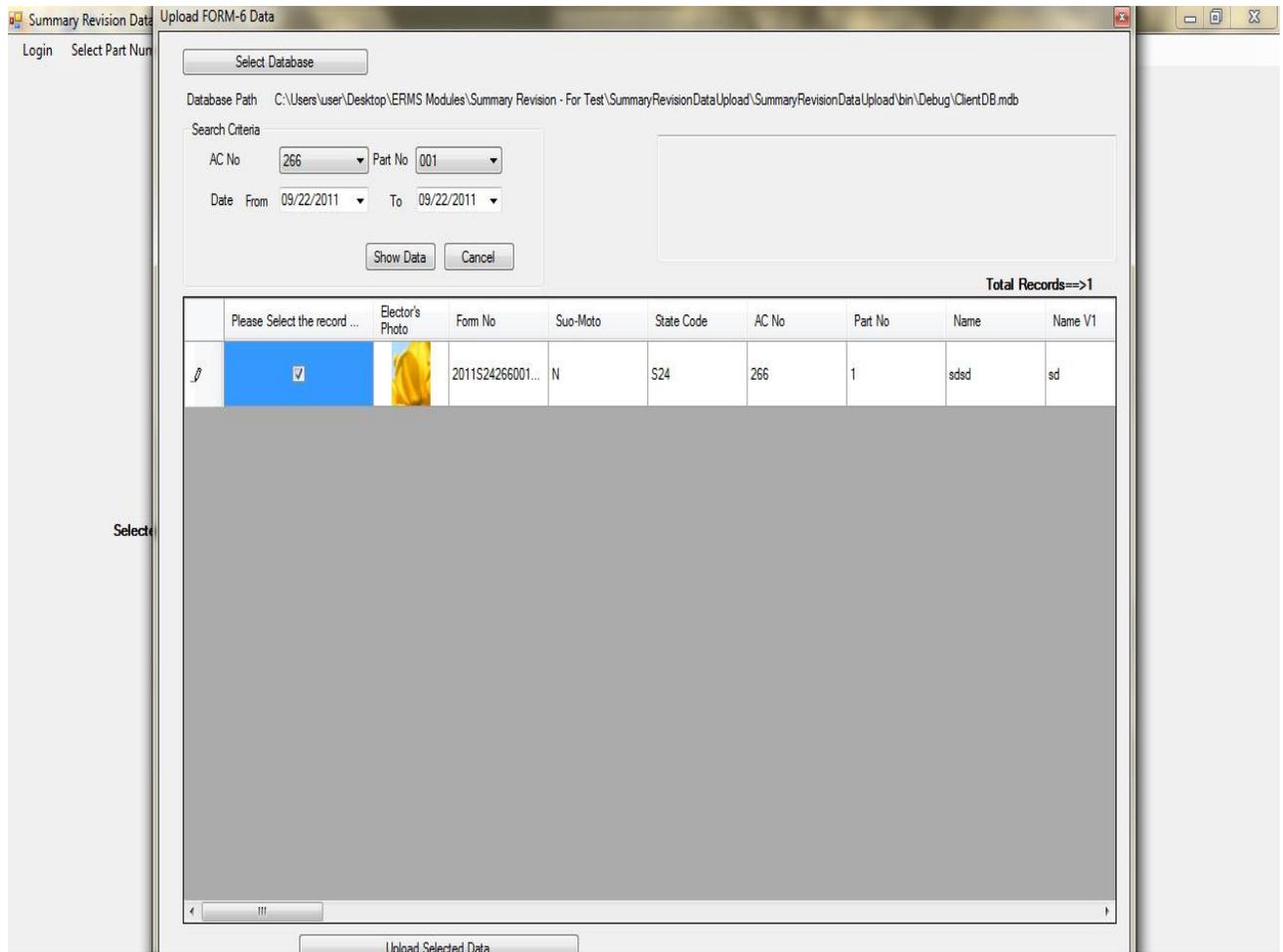
Process　　　： Uploading of data to the database
Description　： You can upload the Form 6 data from your local machine to database kept at the state level.

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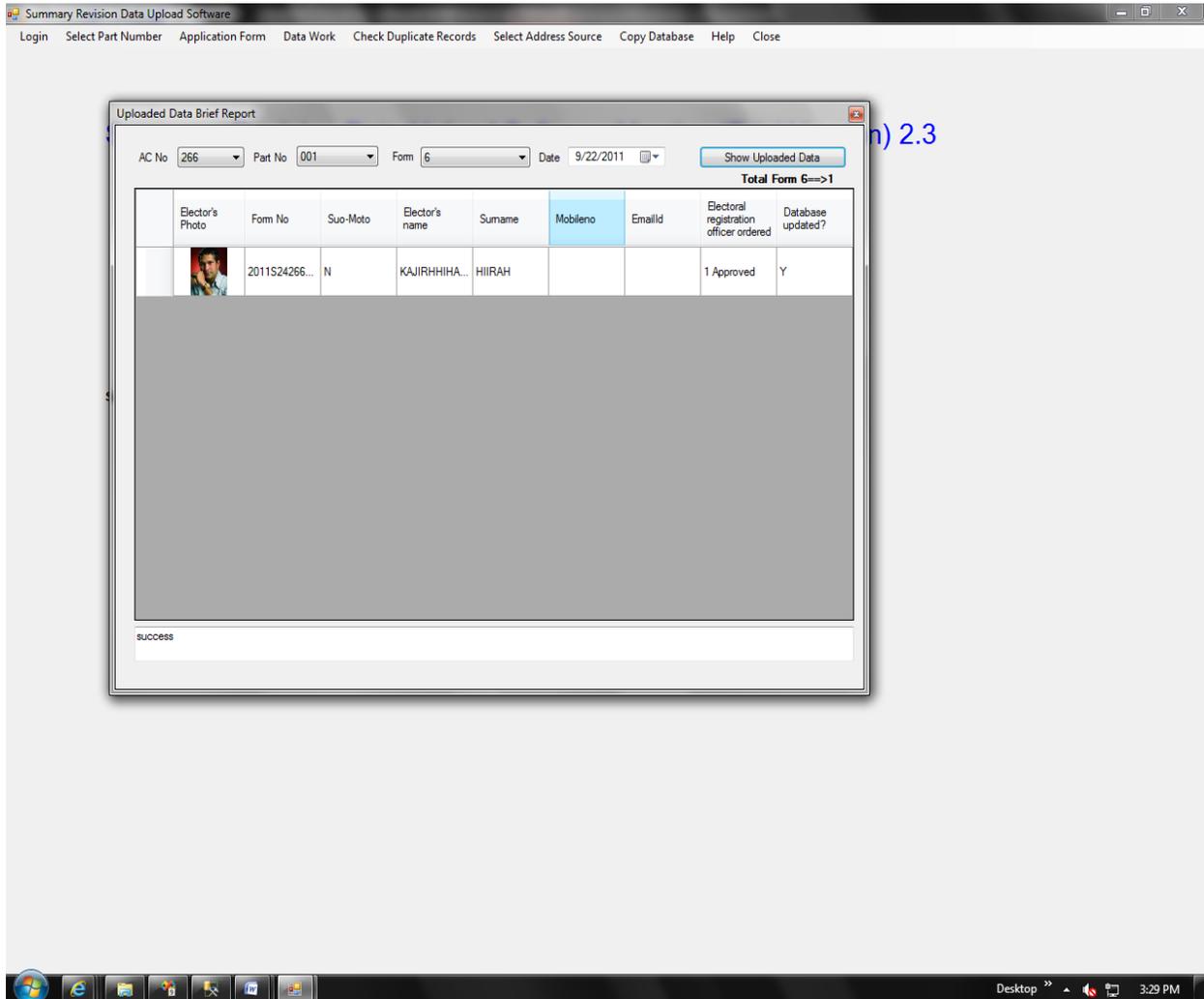
Process	:	To view brief report on uploaded data
Description	:	You can view brief report of uploaded data of any Form 6 / 7 / 8 and 8A. This form reads AC No, Part No and selects Form to view the records.

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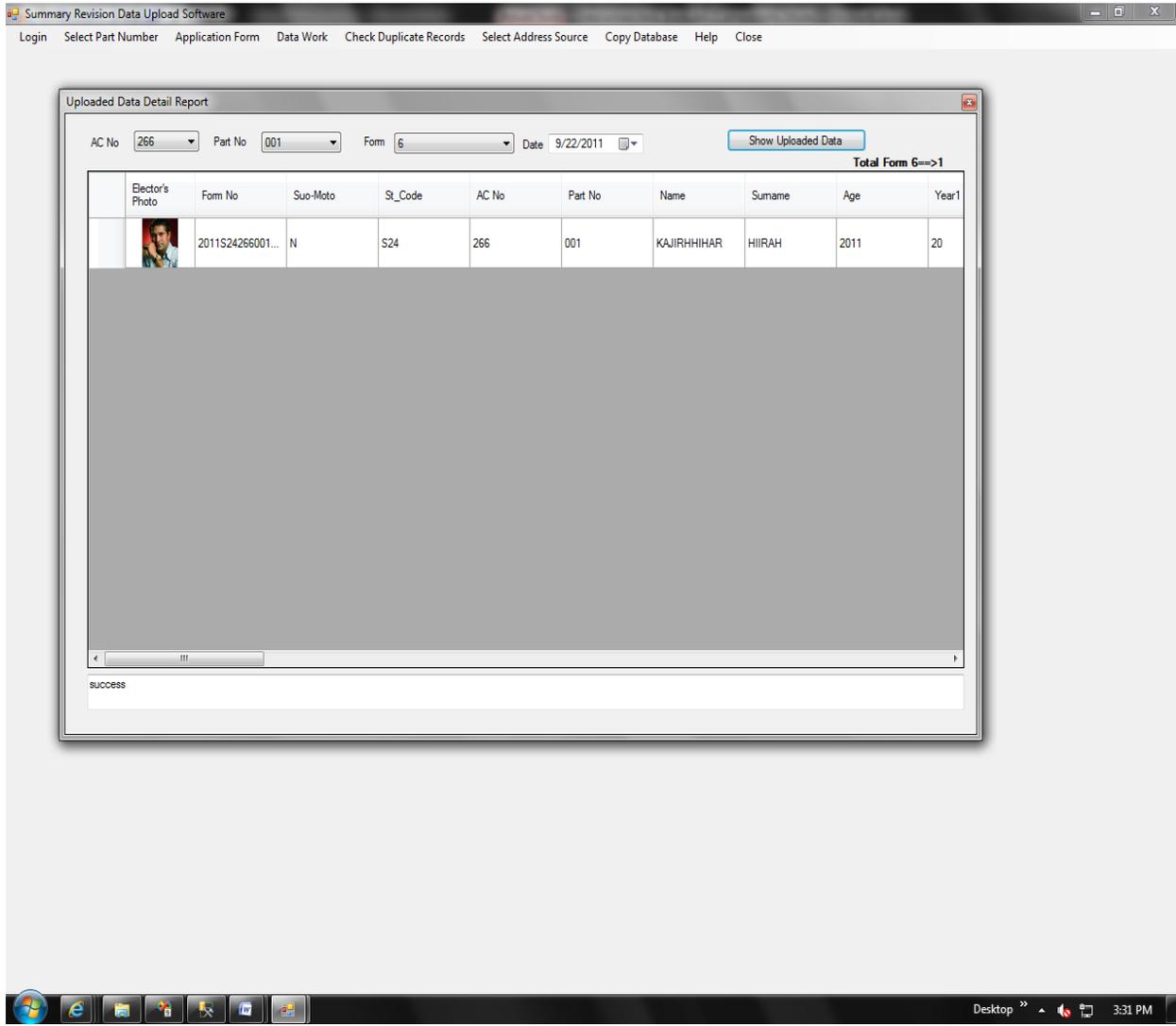
Process   : To view uploaded data detailed report
Description : You can view detailed report of uploaded data for any Form 6
               / 7 / 8 and 8A. This form takes AC No, Part No and Form
               type to display detailed report of 'uploaded' data from State /
               UT level database.

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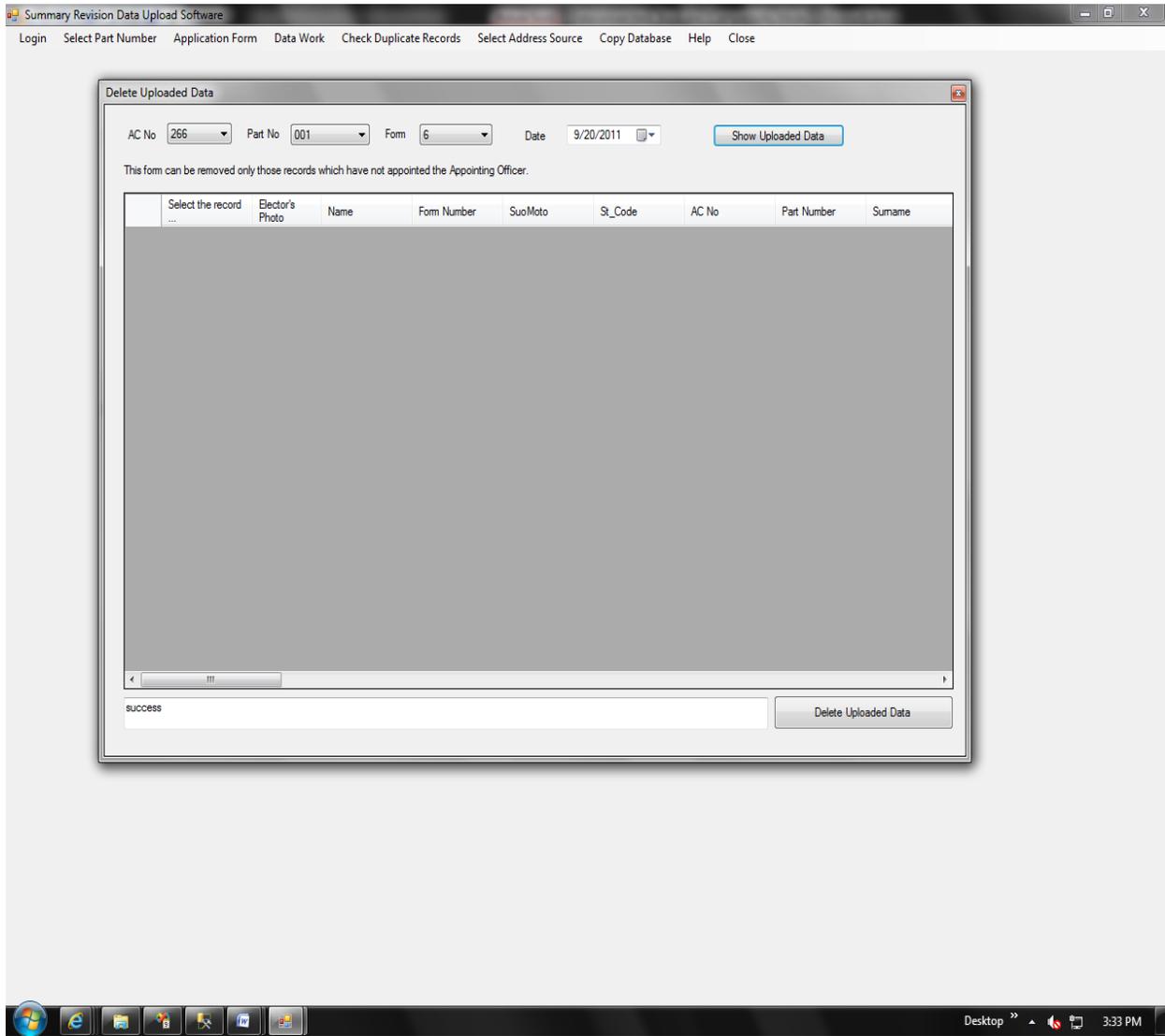
Process	: Deletion of uploaded data
Description	: You can delete any record of uploaded data for any Form 6 / 7 / 8 and 8A if required using this form. Select AC No, Part No and select form type, the select all or specific records, then click on 'delete uploaded data' button to delete the records from State / UT level database.

Check Duplicate Records

Select Language

AC No

Select Language   [Show Duplicate Data]

| Process | : View duplicate records |
| Description | : Choose AC No and desired language then click on 'Show Duplicate Data' button |

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Main Report

अघनलाल	धनुहार	गयादीन	243	702	12	चक्काडांड दक्षिणं	2	
अघनलाल	धनुहार	गयादीन	244	407	13	रौहिना पारा	2	
अनंतसिंह	गोंड	नरवदसिंह	197	685	11	विश्रामपुर - पटे	2	
अनंतसिंह	गोंड	नरवदसिंह	197	791	1	ताराबहरा - मरौ	2	
अन्नपूर्णा	सिंह	शिवभजन	192	127	2	पचानपारा - पटे	2	
अन्नपूर्णा	सिंह	शिवभजन	235	610	10	बेलबहरा कलमड	2	
अनारकली	यादव	जगदेव	95	143	10	जमुनिहा दक्षिणप	2	
अनारकली	यादव	जगदेव	96	254	13	मसर्सो	2	
अनीता देवी	चेरवा	रामप्रसाद	199	10	8	वैरागी - स्कूलपा	2	
अनीता देवी	चेरवा	रामप्रसाद	199	205	8	वैरागी - स्कूलपा	2	
अभिजीत	मुख्खर्जी	आशीष	264	796	9	खोंगापानी - वेल	2	
अभिजीत	मुख्खर्जी	आशीष	264	797	9	खोंगापानी - वेल	2	
अमृतलाल	पाव	देवशरण	214	472	6	खालपारा	2	
अमृतलाल	पाव	देवशरण	214	476	6	खालपारा	2	
अमर	झा	महेश्वर	227	458	6	बरबसपुर - स्टे	2	
अमर	झा	महेश्वर	227	855	12	बरबसपुर - प्र	2	
अमरजीत	चेरवा	भागीरथी	128	93	7	नटवाही - स्कूल	2	
अमरजीत	चेरवा	भागीरथी	136	205	2	दसेर उत्तरपारा	2	
अमरसाय	चेरवा	अमीरसाय	179	88	1	ओदारी - बैगापा	2	
अमरसाय	चेरवा	अमीरसाय	179	107	1	ओदारी - बैगापा	2	
अमरसाय	चेरवा	लल्लाराम	197	416	5	ताराबहरा - स्कू	2	
अमरसाय	चेरवा	लल्लाराम	197	914	7	करियाबहरा - प	2	
अमरसाय	बालन्द	प्रेमलाल	101	23	1	कटरेंगी	2	
अमरसाय	बालन्द	प्रेमलाल	102	238	3	कोरमो	2	
अर्जुन	चेरवा	बृजलाल	124	20	5	गिधैर	2	
अर्जुन	चेरवा	बृजलाल	179	7	1	ओदारी - बैगापा	2	
अशोक	किसार		262	330	4	गोंडागाटी राज	2	

Current Page No.: 1   Total Page No.: 27   Zoom Factor: 100%

Start | Documentation of ERMS ... | SummaryRevisionDataUp... | Summary Revision Data ... | Check Duplicate Records | frmDuplicateReport | EN | 8:01 PM

Duplicate Records Report

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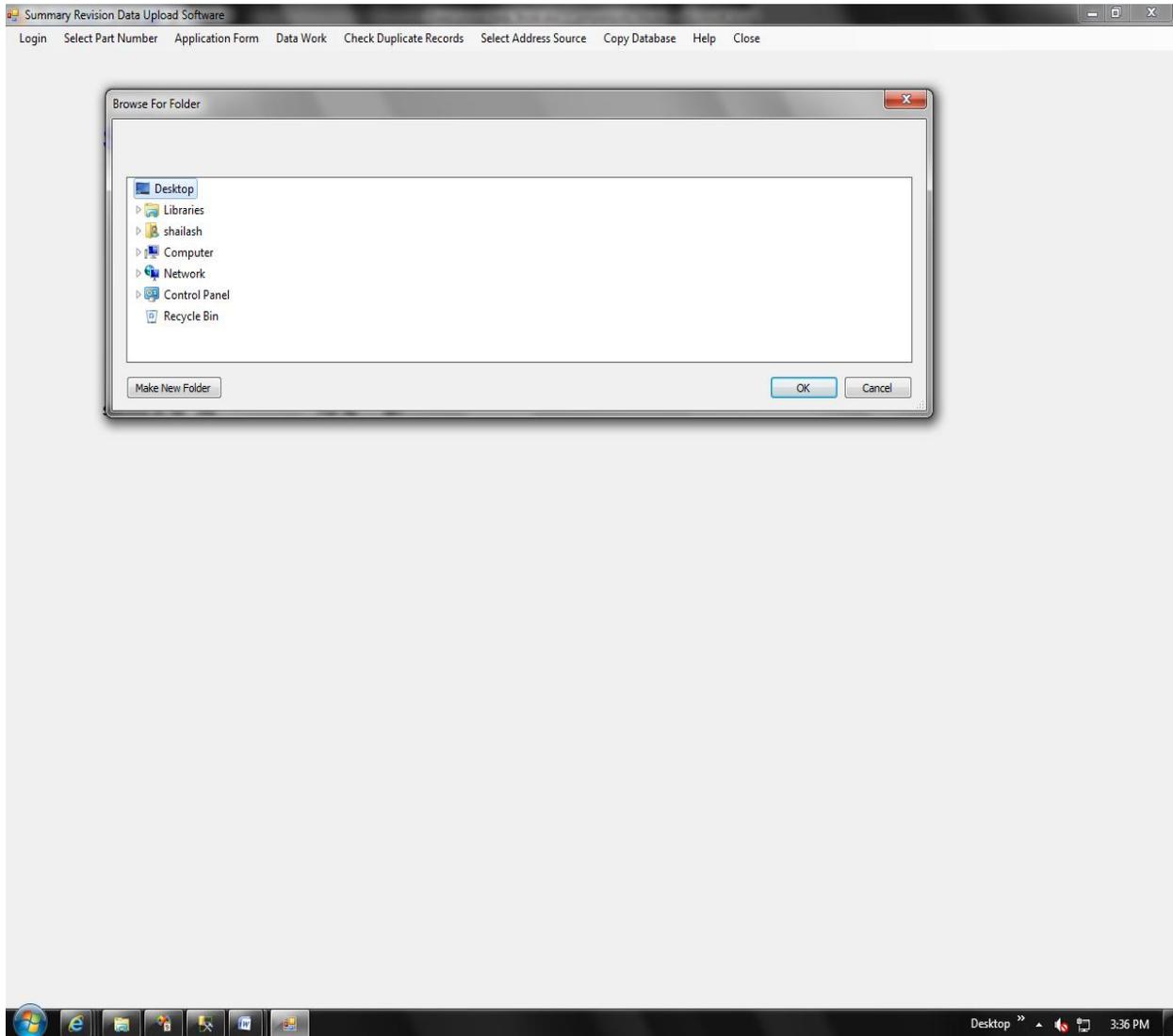
| Process | : Selection of location to copy the database |
| Description | : Select the location, where you want to keep the copy of database |

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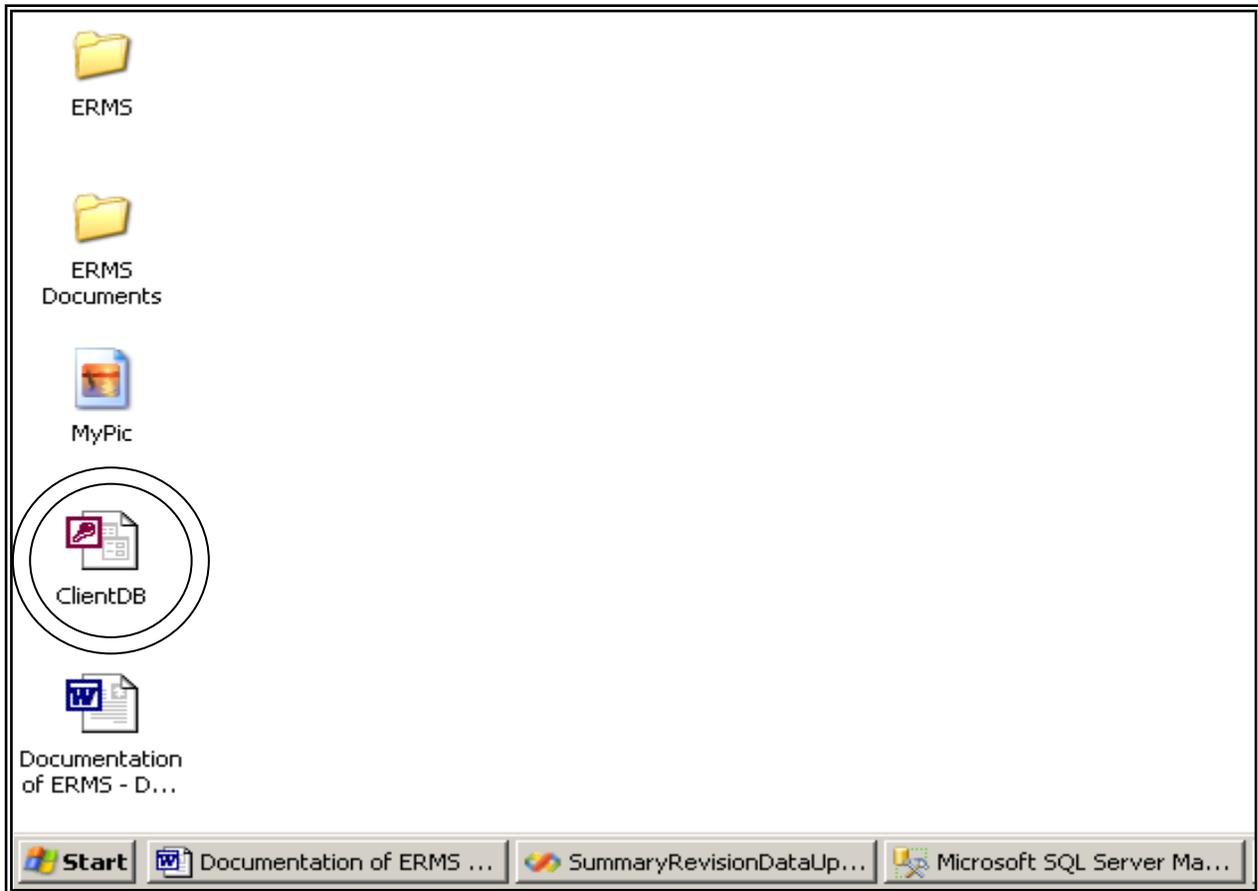
Database copied at specified location

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