



# Computerization of Electoral Rolls

## OUTLINE OF ERMS

*Disclaimer:*

*This training material is for use in training of election officials. It should not be referred as guidelines of ECI. In case of any variance in this training material and ECI guidelines/ rules/ laws, the ECI guidelines/ rules/ laws shall prevail.*



## ❖ NOTE:

- This session should be explained in around 20 minutes.
- Run through it & explain the contents of this PPT to the trainee EROs/AEROS.
- Both hard & soft copies of the said PPT should be provided to the trainee EROs/AEROS in advance.

# Electoral Roll Management System (ERMS)

- It's a window based application developed for using web services as a database retrieval technique.
- It covers the entire process of Electoral Roll preparation in the states from electoral roll revision, data management process, electors' registration, correction and data modification to final publication of Electoral Roll and preparation of Electors Photo Identity Card (EPIC).
- It also has some additional tools for providing citizen services i.e. search facility, voter slip and tracking current status of your application.

## Key Features :-

- A secure and robust **RDBMS SQL Server 2008** is used as a back end.
- All the modules of ERMS are **audited by NICSI** empanelled agency.
- Using **centralized database** for secured and better management for various purposes.
- **Date and time stamping** is used for each record while updating database.
- **Auto toggle** option is available to switch between various vernacular and English language.

## Key Features :-

- **Each and every application** (Form 6/7/8/8A and 6A) received **is digitized**.
- **Separate database** is used to keep the data of Form 6, 7, 8, 8A and 6A.
- Only ERO/AEROs have write permission on the main electoral roll database and i.e. secured by '**Digital Signatures**'.
- Provision to print **check lists** for EROs/AEROs and BLOs at various levels.
- **Facility to crop** uploaded images if needed for better alignment.

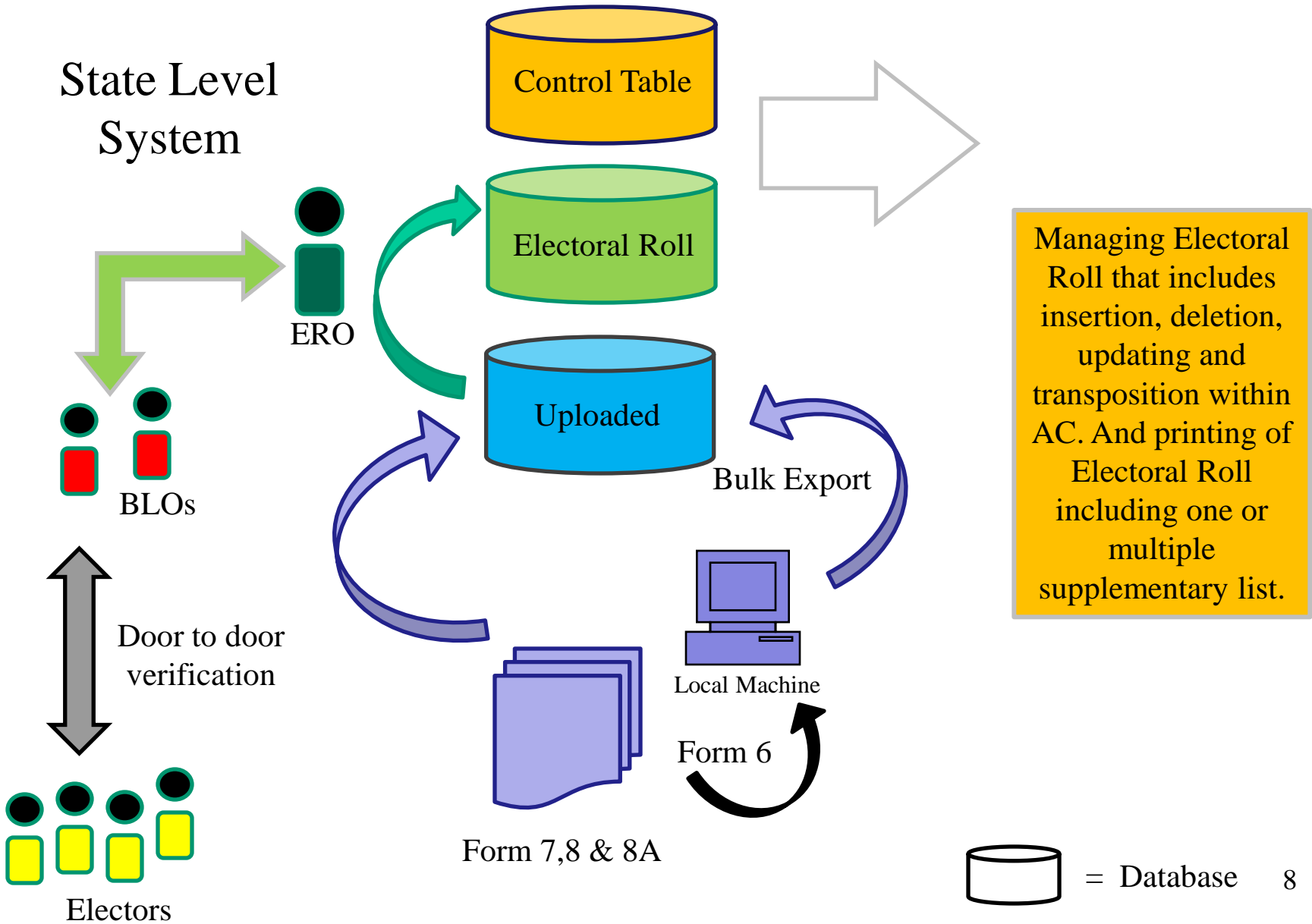
## Key Features :-

- EPIC printing is done as specified by the Commission that includes EPIC dimensions as well.
- **Various MIS reports** are incorporated as specified by the Commission.
- **Photographs** used in the software as a binary data.
- Date format used in the various modules is **dd/mm/yy** complaint.
- A facility to **sort voter list using House No** that may be customized State wise.
- EPIC is printed using data of main electoral roll.

## Key Features :-

- **Facility to track** each and every application using unique key number.
- **Online search facility** is available to search on the basis of name and EPIC No i.e. provided District and AC wise in English and vernacular.
- EPIC based search facility to generate **voter slip on mobile**.
- **A tool to rationalization of polling stations** is provided.
- **Managing auxiliary polling station** is incorporated.
- Facility to fill up online Form 6, 7, 8 and 8A using Public Grievance Redressal (PGR) website (Citizen Services).

# Architecture of ERMS





# Component Description (Modules)

- **Admin Module ( For managing users )**
- **Intensive / Summary Revision Data Upload Application**
- **ERO / AERO Application**
- **Integration and Roll Printing Application**
- **Electors' Photo Identity Card Preparation and Printing Application**
- **Searching Module (Web/Mobile based)**
- **Control Table Management Module**

# Summary Revision Data Upload

- An application used to Add, Delete and Update the Electoral Roll. This application is supported by 4 prescribed formats : -
- **Form 6** - For inclusion of name in Electoral Roll
- **Form 7** - For objection to inclusion of name in Electoral Roll
- **Form 8** - Application for objection to particulars entered in Electoral Roll
- **Form 8A** - Application for transposition of entry in Electoral Roll. (Within AC)
- **Form 6A** – NRI Applications

# ERO / AERO Application

- This application is for the Elector Registration Officer to approve revisions made through ‘Summary Revision Data Upload Application’.

## Roles of ERO

- Assign Enquiry Officer for each parts of the AC for each type of forms received i.e., Form6, Form7, Form8, Form8A.
- After BLO verification, this application is used for either approving / rejecting cases.
- Updating records in the main database of electoral roll.

# Integration and Roll Printing

- This software is used for integration of electoral roll that means for merging Mother Roll and one or more supplementaries\*.
  - For the printing Electoral Roll ( Part wise ) with or without photos.
  - Printing of Part Header Page with Control Table Units
- \* Note : Supplementary List means new additions, modifications and updations in the roll.

# EPIC Preparation and Printing

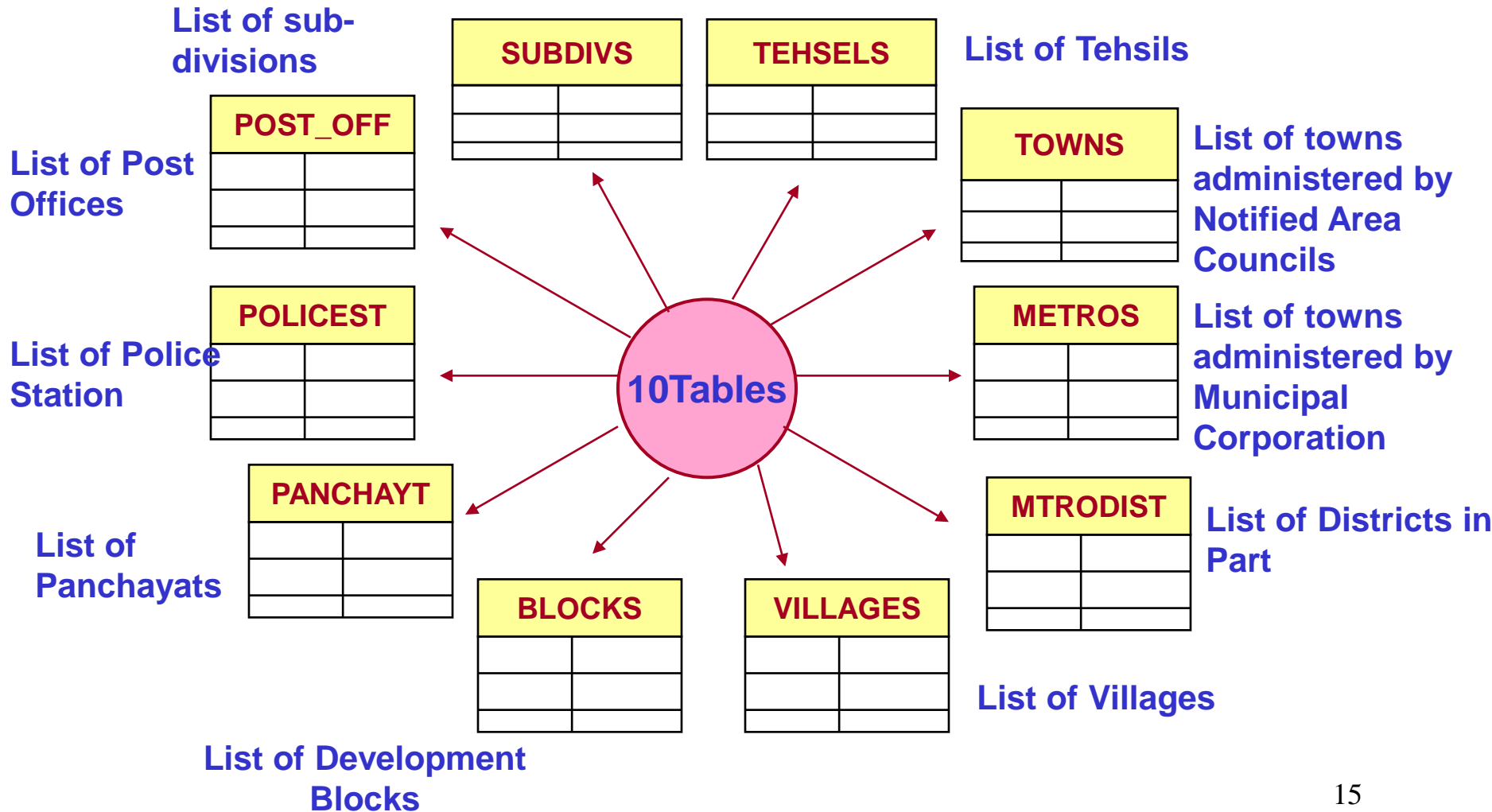
- ERO can create **EPIC** for Electors using this application. The main functionalities of this application are : -
- To cross check and verify the data available at the server for EPIC generation
- After verification of data the EPIC can be generated for each elector in a pdf format.
- Provision to make duplicate EPIC.
- To generate MIS report on distribution.

# Reports

- Report on Statistical Analysis in **Format 1 to 8** analyzing EP Ratio, Sex Ratio, Age Cohorts etc
- Report on number of claims and objections received in **Form 6, 6A, 7, 8 and 8A** and percentage of claims and objections accepted
- Report on deletions giving deletions based on Form 7 and suo-moto deletions separately
- Report on number of inclusions, deletions and net increase in number of Electors

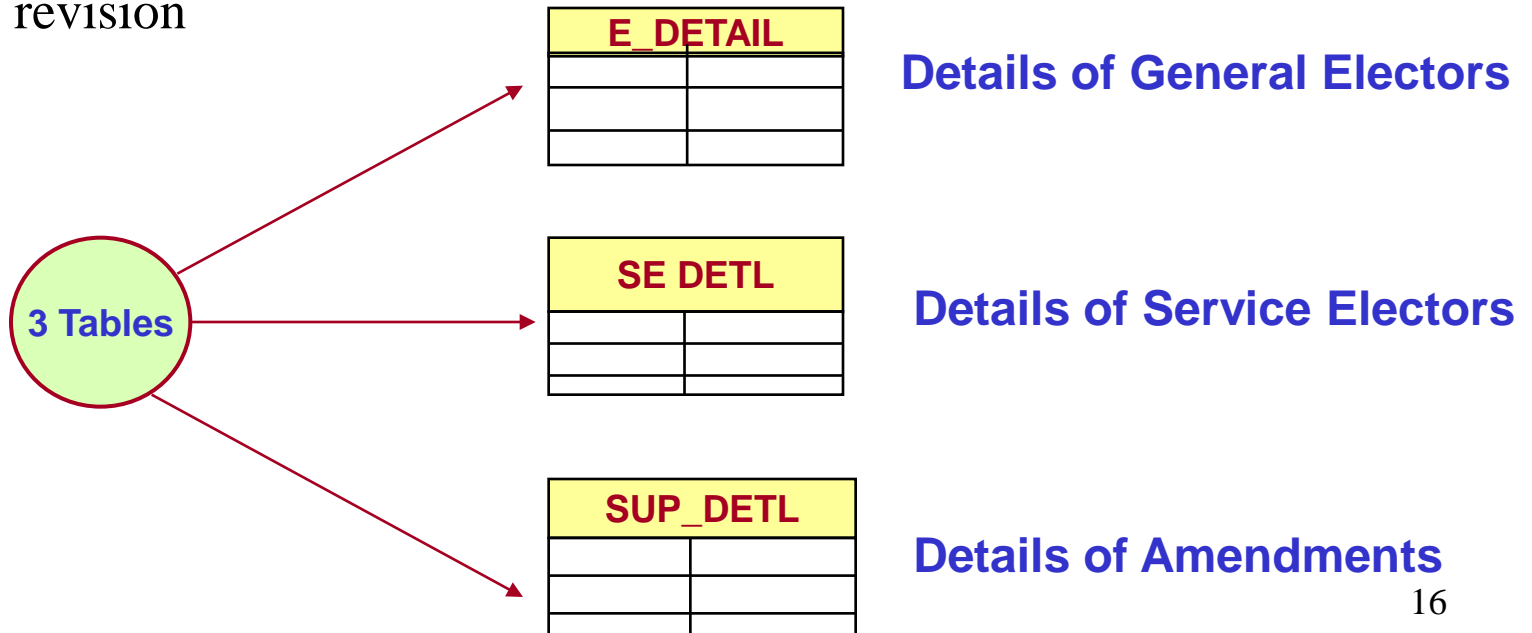
# Control Tables

- Ten tables which lists administrative units and their relationship with each other



# Elector Details' Tables

- Contains information about individual electors i.e. 8 column information on electors shown in the Electoral Roll
- List of electors is contained in 3 types of e-detail table:
  1. List of general voters i.e. data of every voter in column 8 format
  2. Information of Service Voters
  3. Information on amendments as a result of continuous updation or revision





# Data Entry and Data Security



- List of amendments are entered into a database using a software provided by SLAs in CEO's office during every revision
- Data is entered with utmost care ensuring error free entries as it will be published as Roll later
- EROs ensures that manuscripts of additions, deletions and corrections are entered timely and correctly
- BLO goes through checklists and certifies that correct data is entered in the database after the corrections made by ERO in the Roll
- Data entry work is undertaken in secured environment where safe and exclusive space can be provided
- Data and Equipments for data entry remains in the custody of DEO/ERO. ERO must adhere to the elaborative guidelines for data safety and security.

# Data Safety and Security

- Proper police verification of all temporary and casual data entry operators proposed to be engaged by vendors.
- Proper security arrangement at Designated Photography Location (DPL) centers.
- Identity card to staff of DPL centers to be displayed permanently by staff member.
- Designated officer for all aspects of DPL functioning. He should open and lock the DPL and keep keys with him. He is accountable for DPL's functioning.
- Logbooks to be maintained for opening and closing of DPLs countersigned by designated officer.
- Separate logbook for movement of equipments. Every movement should be accompanied by designated officer.
- Database kept only at State level in the custody of CEO
- Surprise visits to DPL
- Daily verifications of EPICs prepared during the day.

# Data Safety and Security

- Proper account of holograms for EPIC. Responsibility of DLO.
- The records of Holograms must tally with EPICs issued, balance with officer for safe custody.
- Proper record of damaged and wasted holograms.
- Criminal action under law if accounts of holograms do not tally – against vendor/officer responsible.
- Agreement should mention clause that vendor has to return the database after work is over. Otherwise there can be penal provisions.
- Database should be properly sealed in cover while taking out of DEO's office. Record of person taking out should be maintained.
- The DPL, room must be sealed after day's work and keys should be with designated officer.

# Data Entry and Data Security



- All forms received on paper must be computerized immediately and data uploaded on CEOs server
- Data entry can be done in off-line mode with batch upload
- Processing of data should start only after it is uploaded on the Server
- Full data base security at server level is essential
- Data is uploaded on a database separate from electoral data base. It may be called uploaded data base
- Data is shifted from uploaded to electoral database only after full enquiry and approval by ERO with digital signature authentication by ERO

# Thanks

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