

Help manual

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SUVIDHA

In reference to the General elections to the House of People 2019. A Single integrated SUVIDHA application will be used for processing all the operations related to Candidate Nominations, Permissions, Counting and result declaration.

- **Candidate:** All the operations related to candidate nominations, Affidavits, assigning symbol and finalizing the list of contesting candidates will be handled in this module. This module will be activated from the date of notification.

Critical Tasks	By User
All Nominations data entry	RO PC
Finalization of PC data and correctness certificate to CEO	RO PC
De-finalization (if required)	CEO
Finalization of all PC data by CEO and Data correctness certificate to ECI	CEO
Monitoring/ Dashboard/ Reports	CEO/DEO/RO

(Time duration: Date of Notification to Finalization of Form 7A)

(b) **Permission:** All Candidates and Political Parties permissions applied online or offline will be managed in this module. This module will be made live for the candidates and Political parties from the date of announcement of elections

Critical Tasks	By User
Apply permission Online/ Offline	Candidate/ Political party
Master data update of Permissions	CEO
Update Nodal officers details	ARO (AC segment)
Processing of Permissions	ARO (AC segment)
Digitization of Offline Permissions	ARO (AC segment)
Monitoring/ Dashboard/ Reports	CEO/DEO/RO/ARO

(Time duration: Date of announcement of Elections to End date for campaigning)

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(c) **Counting:** All the operations related to Counting of Votes and Result declaration will be handled in this module. This module will be activated during counting day.

Critical Tasks	By User
Finalization of Candidate details after nominations	RO PC
Enter EVM votes round wise and Finalize	ARO (AC segment)
Enter Postal ballot votes and Finalize	RO PC

Result declaration	RO PC
Monitoring/ Dashboard/ Reports	CEO/DEO/RO/ARO

(Time duration: During counting day)

All the Prerequisites and Mandatory steps are marked in the process flow.

- User should ensure that all the master data should be updated well before the announcement of elections.
- All the steps marked mandatory should be done as per the timelines.
- Verify the data before clicking the finalization button.
- Follow the steps as mentioned in the User manual.
- CEO level user should ensure the proper functioning at the DEO, RO PC and ARO AC segment level.
- Any discrepancy in the data should be immediately reported to ECI

Common mistakes by users:

- Candidate nomination details like name, party etc entered wrong.
- New serial no. to the final list of contesting candidates is not given as per Form 7A
- Uploading of wrong affidavits.
- Finalizing the data without verifying it.

States are required to follow the steps as per the Role:

- **Chief Electoral Officer (CEO) user**

Step 1. Login as CEO

Step 2. Update the logins for DEOs, ROPC and ARO for AC segments.

Step 3. Candidate module:

- Verify the List of candidates and their details for all PCs
- Definalize the RO PC users if required. (To allow RO PC to make any corrections in candidate nomination details if any mistakes are highlighted)
- Verify the data and Finalize it for whole state, after finalizing the data can not be edited further by RO PC or CEO user. (**Mandatory**).

Step 4. Permission module: Update all master data before giving the access to ROs, AROs and making it live for candidates and Political parties.

Update Master data

- Add Authority type: like Fire department, Police department (from where the NOCs are required for different types of permissions applied by the candidates/ Political parties during elections) (**Prerequisite**)
- Update Permissions master data: Update the list of documents required for the different types of Permissions, Upload documents format and mark the documents mandatory (Yes/ No). (**Prerequisite**)

Step 5. Counting module: Monitor the progress of counting of votes on the counting day for all the AC segments in that PC.

Step 6. Dashboard & Reports: All the progress can be monitored through dashboard and different types of reports will be available to view, print and export to PDF or excel.

- **Returning Officer (RO) PC User**

Step 1. Login as RO PC

Step 2. Candidate module: All the operations related to Candidate nominations till the finalization of list of contesting candidates as per Form 7A will be handled in this module. **(Mandatory)**

- Enter nomination details as and when filed by the candidates.
- Upload Candidate affidavits and Counter affidavits
- Edit and View the list of all candidates
- During Scrutiny mark candidate status as Accepted or Rejected.
- Mark status as withdrawn if candidate has withdrawn the candidature.
- Assign Symbol to the candidates
- Give new serial no. to the accepted candidates as per the Form 7A
- Verify and finalize the data. Also provide certificate for data correctness

Step 3. Permission module: RO PC user will be able to monitor all the permissions applied by the candidates/ Political parties during elections.

- Monitor and ensure that all the nodal officers' details for different Authorities/ Departments/ has been updated by all AROs of AC segments for that PC.
- Monitor and pass order where Permissions are required at the level of RO PC.
- Ensure that the AROs and nodal officers of each AC segments are following the timelines prescribed by Election Commission/ CEO.

Step 4. Counting module: Monitor the progress of counting of votes on the counting day for all the AC segments in that PC.

- Verify the candidate details once again as the same will be used for the counting and results dissemination. **(Prerequisite)**
- Verify and declare the round wise results entered by ARO of AC segments. **(Mandatory)**
- Enter the Postal ballot votes and finalize **(Mandatory)**
- Verify the votes of all rounds of all AC segments and declare the Result. **(Mandatory)**
- Trends and Results can be viewed on ECI website.

Step 5. Dashboard & Reports: All the progress can be monitored through dashboard and different types of reports will be available to view, print and export to PDF or excel.

- **Steps for Returning Officer (ARO) AC segment**

Step 1. Login as ARO AC segment

Step 2. Permission module: ARO of AC segments will be able to process all the permissions applied by the Candidates/ Political parties online/ Offline.

- Update the master data: Before making the application live i.e. before the announcement of elections, update all the mater data: **(Mandatory)**
- Update the details of Nodal officers of different Authorities/ Departments from where the NOCs are required by the candidates/ Political parties for applying permissions.
- Update list of Police stations in AC segment.
- Update list of Locations in AC segment for which the permissions will be applied.
- Create Agents to do the data entry of Permissions applied offline.

- **Offline Permission module:** In each ARO AC segment office, a help desk should be set up to digitize the offline permissions applied. The data entry can be done by the ARO login or the agents created by AROs. Receipt for each permission entered in the system can be generated and handed over to the candidate.
- **Process permissions:** All the permissions applied online or offline by the candidates/ Political parties can be handled. The permissions details, Documents uploaded, Reply of Nodal officers will be visible and on the basis of that the order can be passed for Acceptation or Rejection. **(Mandatory)**
- Permission that required to be process at higher level can be downloaded and forwarded manually also and after processing the decision can be uploaded from the same portal.

Step 4. Counting module: Monitor the progress of counting of votes on the counting day for all the AC segments in that PC. **(Mandatory)**

- Verify the candidate details once again as the same will be used for the counting and results dissemination.
- Enter counting center details.
- Verify and enter the round wise results of AC segment.
- Verify the votes of all rounds of all AC segment and finalize the Result.
- Trends and Results can be viewed on ECI website.

Step 5. Dashboard & Reports: All the progress can be monitored through dashboard and different types of reports will be available to view, print and export to PDF or excel.