

Electronically Transmitted Postal Ballot System (ETPBS) (TNLA – 2021)

Quick Reference

Web-Address:

Purpose	Involving Personnel	Site Address	User Name
Registration & Enrollment	Service Voters through Record Officers / Unit Officers	http://servicevoter.nic.in/ (Through Officers Login)	
Verification, Downloading the Service Voters List(Excel Format)	ERO (DEO also has credential, Dashboard available, only for monitoring)	http://servicevoter.nic.in/ (Through ECI Officials Login)	ERO<ACNo.> Ex: ERO135 Login through Password
Uploading the Service Voters List (Excel Format) to Live ETPBS Portal	ERO (Electoral Registration Officer)	https://etpbs.in/ (Through ECI Officials and Select “Upload” option) (AFTER CENTRAL ADMINISTRATION OFFICER (C-Admin) activates ERO operation)	EROS22<ACNo.>AC Ex: EROS22135AC Login through OTP
1) Uploading e-PB(Postal Ballot) and Generating e-PIN 2) Scanning the e-PB on Counting Day	RO (Returning Officer)	https://etpbs.in/ (Through ECI Officials and Select “ECI Official” option) (AFTER CENTRAL ADMINISTRATION OFFICER (C-Admin) activates RO operation)	ROS22<ACNo.>AC Ex: ROS22135AC Login through OTP

For Testing:

URL for ERO/RO Login: <http://117.239.180.198:86> (Login pattern is same like live portal)

URL for Record /Unit Login : <http://117.239.180.198:85>

- Login through “Service Voter” and Select “Record Officer” option to download e-PB PIN). User Name: RECROS22<ACNo.>AC Ex: RECROS22135AC. Login can be done through OTP which will be sent to RO’s Mobile and email.
- Login through “Service Voter” and Select “Unit Officer” option to download e-Postal Ballot). User Name: UNITROS22<ACNo.>AC Ex: UNITROS22135AC. Login can be done through OTP which will be sent to RO’s Mobile and email.

Link for e-Postal Ballot desktop application:

<https://drive.google.com/file/d/1N2Hj1os1Yf29CcyIXqzDgl6M4HhyLnNK/view?usp=sharing>

Flow of the ETPBS

1. Service Voters Register and Enrollment through Record Officer/Unit Officer in Service Voter portal
2. ERO verifies the service voter's enrollment and Service Voter list and finally download the list from Service Voter portal
3. ERO Upload the Service Voter List (Excel Format) and finalize in the live ETPBS portal.
4. RO prepare the e-Postal Ballot using the Desktop application (Offline Software)
5. RO upload the e-Postal Ballot and generate e-PIN in the live ETPBS portal
6. Service Voter downloads their Postal Ballot through Record Officer/Unit Officer in live ETPBS portal, Mark the vote and send the same to RO by post.
7. On counting day, RO scans Forms 13-C-A-B.

Important: In ETPBS, please ensure that 100% correctness in each step before making any finalizations. ONCE IT IS FINALIZED, THEN THERE IS NO WAY TO REVERSE BACK. CONCERN RO HAS TO ACCEPT FULL RESPONSIBILITY.

Here we are going to see only the key points which we have to keep in mind while performing the every step.

1. Service Voters Registration & Enrollment:

As an ECI Officials ERO/RO don't have any Role in this step.

2. Downloading Service Voters List (ERO Role)

- ✓ The Electoral Registration Officer (ERO) as appointed in all ACs is required to download the SV List from the Service Voter Portal **after ONE DAY of Last date of Nomination.**
- ✓ Web-address: <http://servicevoter.nic.in/> . Login through "ECI Officials Login".
- ✓ No need of any correction in the downloaded Excel format file.

3. Uploading Service Voters List (ERO Role)

- ✓ The downloaded SV List is further uploaded by ERO at ETPBS Portal.

- ✓ Web-address: <https://etpbs.in/> . Click on “**ECI Official**” and select “**Upload**” option. Login with the user credentials and OTP.
- ✓ Once logged-in, ERO would be able to see their name, State Name, Constituency Type and Constituency Name along with its No.
- ✓ **The Excel file extension must be .xlsx**
- ✓ Observe and View the uploaded SV List. In case of any wrong file uploaded, click on ‘Upload Again’ to upload the file again.
- ✓ If data is found correct click on “Finalize” button to finalize the data.
- ✓ Once the SV List is finalized, the SV List data is reflected in the RO Login at ETPBS portal

4. e-Postal Ballot Preparation through Desktop Application (RO Role)

- ✓ After Form 7A is finalized, this process has to be started
- ✓ Download the Ballot Generation Software using the given link and install the same in local system
- ✓ **Enter the candidate details in the same order as in the FORM 7A**
- ✓ Name need to be entered in local language (Tamil) also. If the auto translation to official language is not correct, type the name in Unicode elsewhere and paste the text in the Official language Textbox of the software.
- ✓ Upload the scanned photo of candidate (**Size 10 to 12 KB and .jpg format**). If the candidate doesn’t have a photo check the option “Check if candidate doesn’t have photo”
- ✓ Finally Enter “**NONE OF THE ABOVE**” in candidate field, Select “**CHECK IF NOT A RECORD**”
- ✓ Check the following before clicking FINALISE button
 - (a) The serial of candidates in the list
 - (b) Details of the candidate – Name, Party Name and Photo, and then NONE OF THE ABOVE. After verification if it’s correct click “**FINALISE BALLOT**”
- ✓ Candidate details can be edited and modified. If anything found wrong in the ballot, **immediately delete the ballot PDF and again generate a fresh ballot after correction. Please don’t keep the wrong ballot PDF file and ensure that always only one latest ballot PDF is available in the system.**
- ✓ RO has to upload the soft copy of the ballot that RO has generated from this desktop application and not the signed copy. Signed copy is for record purpose only.
- ✓ All RO must have PDF Editor, so that the ballot generated can be edited if the font does not appear as desired.
- ✓ **The generated Ballot PDF size must be < 2 MB**
- ✓ **BEFORE PROCEEDING TO NEXT STEP, SIGN THE BALLOT TEMPLATE, SEND IT TO DEO OFFICE AND CEO & WAIT FOR THE APPROVAL**

5. Uploading e-Postal Ballot and Generating e-PIN (RO Role)

- ✓ Web-address: <https://etpbs.in/> . Click on “ECI Official” and select “ECI Official” option. Login with the user credentials and OTP.
- ✓ There are 4 TABS are there after login and the first 3 TABS process to be completed in this step.

TAB-1: Election Details

- ✓ Enter the Election details like start/end date to download e-PB, poll date, cut-off date to receive the e-PB with time and RO office address. **(Please refer the Annexure-A is attached)**
- ✓ Please enter the Dates and Time very attentively as per the Phase-Wise designated and fixed dates. The RO Office Address and Election Details once finalized cannot be back-tracked or edited. Upload the e-Postal ballot PDF which is generated from the desktop application and approved by the DEO/CEO.
- ✓ Please verify the e-PB thoroughly and finalize the same.

TAB 2: View and Approve e-Postal Ballot

- ✓ The Twelve (12) Page e-Postal Ballot (including Form 13-A, Form 13-B, Form 13-C, Form 13-D) will be available for Perusal and Approval.
- ✓ Please read all the pages and verify Form 13-A Declaration, Form 13-B Inner Envelope, Form 13-C Outer Envelope and Form 13-D Instructions to SVs.
- ✓ Approve the e-Postal ballot once it is verified thoroughly. **After that further no changes can be made.**

TAB 3: Generate e-PB PINS

- ✓ Service Voters list uploaded by the ERO will be listed here
- ✓ After verification, generate the e-PB PINs for all the service voters by a single Click on the button “Generate Bulk PB PIN”.
- ✓ After this step, the e-Postal Ballot PIN is electronically sent to Record Officer and the e-Postal Ballot to Unit Officer. The Role of Record and Unit Officer comes into action as per the ‘Start Date’ and ‘Time’ set by RO while entering the Election Details.
- ✓ At any point of time, after Login you can click on Report (Right Top) to view the current status of your steps.

TAB 3: Pre-Counting

- ✓ **This tab will be enabled on the counting day and we will see this process separately later.**

6. Downloading e-PB (Record Officer/Service Voter Role)

- ✓ Record Officer generates the e-Postal Ballot and hand it over to Service Voter.
- ✓ Service Voter casts vote and sends it to RO through post.

(Annexure for ETPBS Election Schedule received from ECI is attached below)

All the best!

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.485/Comp/IT APP/2019

Dated: 00.03.2021

To,

The Chief Electoral Officer, Tamil Nadu, Kerala and Puducherry

Subject: ETPBS election schedule and date to be entered by Returning Officer

In view of ongoing elections following are the actions to be taken by ROs and EROs with regards to Service Voter Portal and ETPBS as mentioned below for each phase:

Sl.No	Task/Action	User	Date
1	Uploading of service voters data in ETPBS	ERO	20 th March 2021 after 3:00 PM and before 22 nd March 2021 3:00 PM
2	Generation of e-Postal Ballot using desktop application	RO	19 th March 2021 after 3:00 PM
3	Finalization of e-Postal Ballot	RO	22 nd March 2021 after 3:00 PM
4	Transmission of e-Postal Ballot	RO	22 nd March 2021 and before 23 rd March 2021 3:00 PM

The CEO has to verify the details of RO and ERO (Mobile No, E-Mail Id – Gov't email) so that there is no issue in receiving OTP by RO and ERO for logging in ETPBS.

RO shall ensure the correctness of all the details of e-Postal Ballot before finalizing and transmitting e-PB PIN. The election schedule and date to be entered by Returning Officer in ETPBS while transmitting e-PB PIN is as per Annexure-A. All ROs should strictly entered the dates and verify all before finalizing.

CEO office should provide the details of Counting Supervisor by entering in the Service Voter Portal through CEO Login.

Yours faithfully,


(Ashok Kumar)
Dir. (IT)

Copy to:

1. Sr.Pr. Secy(NNB), ECI Nirvachan Sadan, New Delhi

ANNEXURE – A

**Schedule of Ballot Paper Transmission Phase Wise for GE to LA of Tamil Nadu,
Kerala and Puducherry, 2021 – For Returning Officer**

ELECTION SCHEDULE TO BE ENTERED IN ETPBS.IN BY THE RETURNING OFFICER				
Phase Number	Start date and time for downloading e-Postal Ballot Time: 03:00 PM	End date and time for downloading e-Postal Ballot Time: 11:59 PM	Date of the Poll	Cut-off date and time for the receipt of the marked e-Postal Ballot at the office of Returning Officer (RO) Time: 07:59 AM
Phase-I	23-03-2021	30-03-2021	06-04-2021	02-05-2021