

Electronically Transmitted Postal Ballot System GE to LS 2019 – Steps URL : ETPBS.IN

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Role of ERO:

1. ERO has to login on servicevoter.nic.in and download service voter data in Excel Format.(Use NGS Credentials for Login)
2. ERO has to login on etpbs.in, then click on ECI Officials, and then select Upload in the Radio button and enter ERO code and login and upload service voter data and finalize it.(User Id will be sent through SMS to their registered mobile number e.g. EROS16001AC). ERO need not make any changes in the excel file. Upload as it is.

Role of Returning Officer (RO):

1. Generate postal ballot for service voter using offline desktop application:
 1. It must not exceed more than 2MB size:
 2. It must be as per Form 7A and contain:
 1. Name of Candidate in serial as per Form 7A
 2. Party Name
 3. Photograph of the Candidate (Keep 10 to 12 Kb)
 4. At last add - NONE OF THE ABOVE
 5. **Ensure Serial Number is correct, spelling is correct, photo is correct and NOTA is added in the ballot paper in all of the above mentioned steps.**
 6. **Don't keep multiple ballots in the system, as while uploading the ballot you might upload the wrong ballot paper. So, keep only one correct ballot in the system.**
2. RO will login on etpbs.in using User Id sent on their registered mobile number and enter **Election Details and Returning Officer's Address.**
 1. In Election Details - **Date and Time will be as per the Annexure – I** and have to enter the same as per their election schedule.
 2. RO has to enter **full postal address with District, State and Pin Code** – address where they want the marked postal ballot to be received back
3. **RO will upload the postal ballot. (Ensure you are uploading the correct postal ballot)**
4. RO will View and Approve e-Postal Ballot
5. **RO will check and ensure all ERO has uploaded service voter data**, only then RO will generate e-PB Pin. If you generate pin and if ERO has not uploaded service voter data then you will not able to generate the pin any more.
6. In all the above steps ensure that correct contents are being mentioned and shown in the view.

Note: Please process each step carefully and verify since no step can be reverted back. Therefore, mistakes are not permitted at all.

Stick to the above mentioned steps. Take time but do not make mistakes. In case of any doubt contact

ANNEXURE – I

Schedule of Ballot Paper Transmission Phase Wise for GE 2019 – For Returning Officer

Election Schedule and Date & Time to be Entered in ETPBS Phase Wise by RO of PC and RO of AC for GE 2019

ELECTION SCHEDULE TO BE ENTERED IN ETPBS.IN BY THE RETURNING OFFICER						
Phase Number	Date of sending e-PB through ETPBS after 3:00 PM (within 24 Hours)	Limit for transmission of e-PB through ETPBS by 03:00PM	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
1st Phase	28-Mar-19	29-03-2019 (3 PM)	29-Mar-19	05-Apr-19	11-Apr-19	23-May-19
2nd Phase	29-Mar-19	30-03-2019 (3 PM)	30-Mar-19	06-Apr-19	18-Apr-19	23-May-19
3rd Phase	08-Apr-19	09-04-2019 (3 PM)	09-Apr-19	16-Apr-19	23-Apr-19	23-May-19
4th Phase	12-Apr-19	13-04-2019 (3 PM)	13-Apr-19	20-Apr-19	29-Apr-19	23-May-19
5th Phase	22-Apr-19	23-04-2019 (3 PM)	23-Apr-19	30-Apr-19	06-May-19	23-May-19
6th Phase	26-Apr-19	27-04-2019 (3 PM)	27-Apr-19	04-May-19	12-May-19	23-May-19
7th Phase	02-May-19	03-05-2019 (3 PM)	03-May-19	10-May-19	19-May-19	23-May-19

ELECTION PHASES-2019			
	Phase	No Of PCs	Poll Date
□	1 ST PHASE	91	11 Apr 2019
■	2 ND PHASE	97	18 Apr 2019
■	3 RD PHASE	115	23 Apr 2019
■	4 TH PHASE	71	29 Apr 2019
■	5 TH PHASE	51	06 May 2019
■	6 TH PHASE	59	12 May 2019
■	7 TH PHASE	59	19 May 2019



Document Title	User Manual to transfer Service Voter Data from 'servicevoter.nic.in' to 'www.etpbs.in'
Intended Users	Electoral Registration Officer
Intended Level	Assembly Constituency Wise
Document Creation Date	
Document Version	1.0

GLOSSARY

ECI	Election Commission of India
CEO	Chief Electoral Office
DEO	District Election Office
AC	Assembly Constituency
PC	Parliamentary Constituency
ERO	Electoral Registration Officer
PB	Postal Ballot
e-PB	Electronic Postal Ballot
e-PBID	Electronic Postal Ballot Identification
ETPB	Electronically Transmitted Postal Ballot
ETPBS	Electronically Transmitted Postal Ballot System
SV	Service Voter
NGS	National Grievance Service
RO	Returning Officer

Pre-requisites for the Activity

Computer System	
MS Office	
Internet Connectivity	

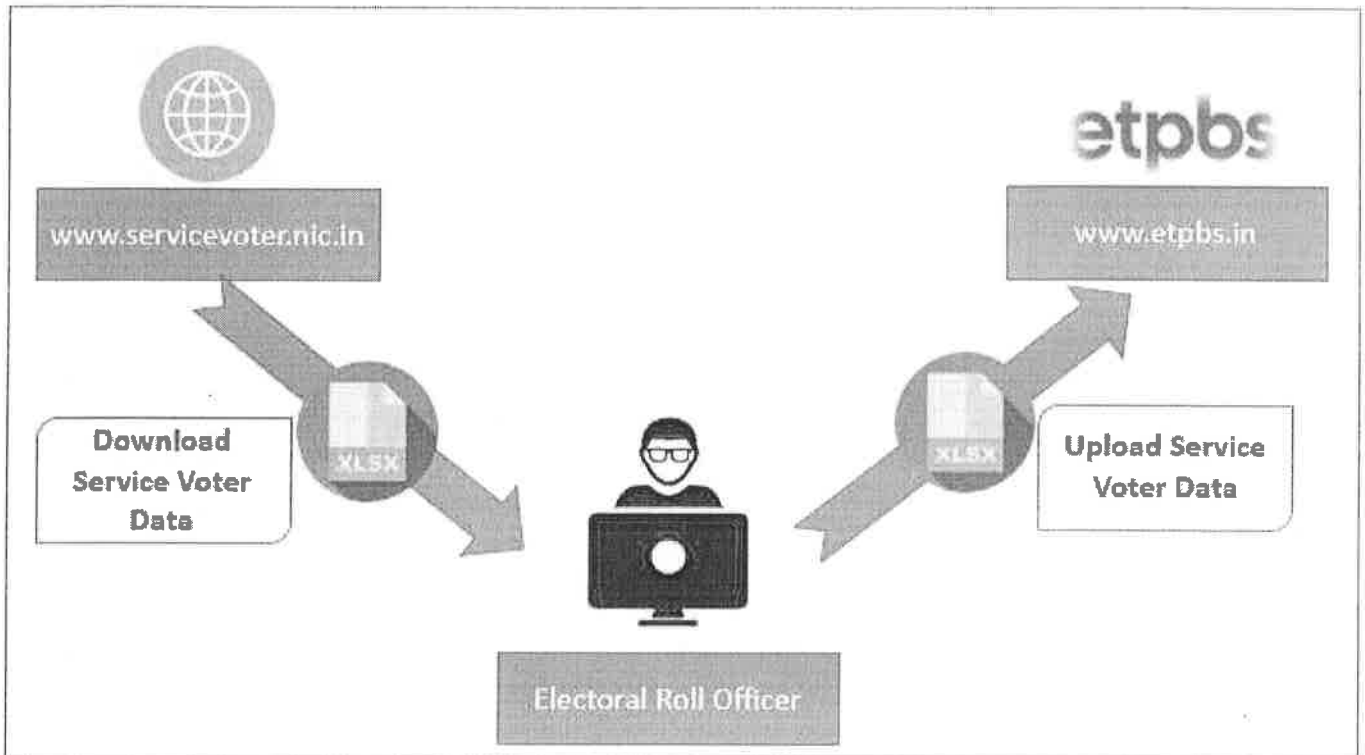


Fig-1: A Picturesque View- Role of ERO

ROLE OF ERO:

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**. The downloaded SV List is further uploaded by ERO at etpbs Portal, so that

- i) All the ROs of ACs (ROAC) are able to prepare the e-Postal Paper of AC elections and generate the e-PB PIN for all service Voters of his/her Assembly Constituency.
- ii) All the ROs of PCS (ROPC) are able to prepare the e-Postal Paper of PC elections and generate the e-PB PIN for all service Voters of his/her Parliamentary Constituency.

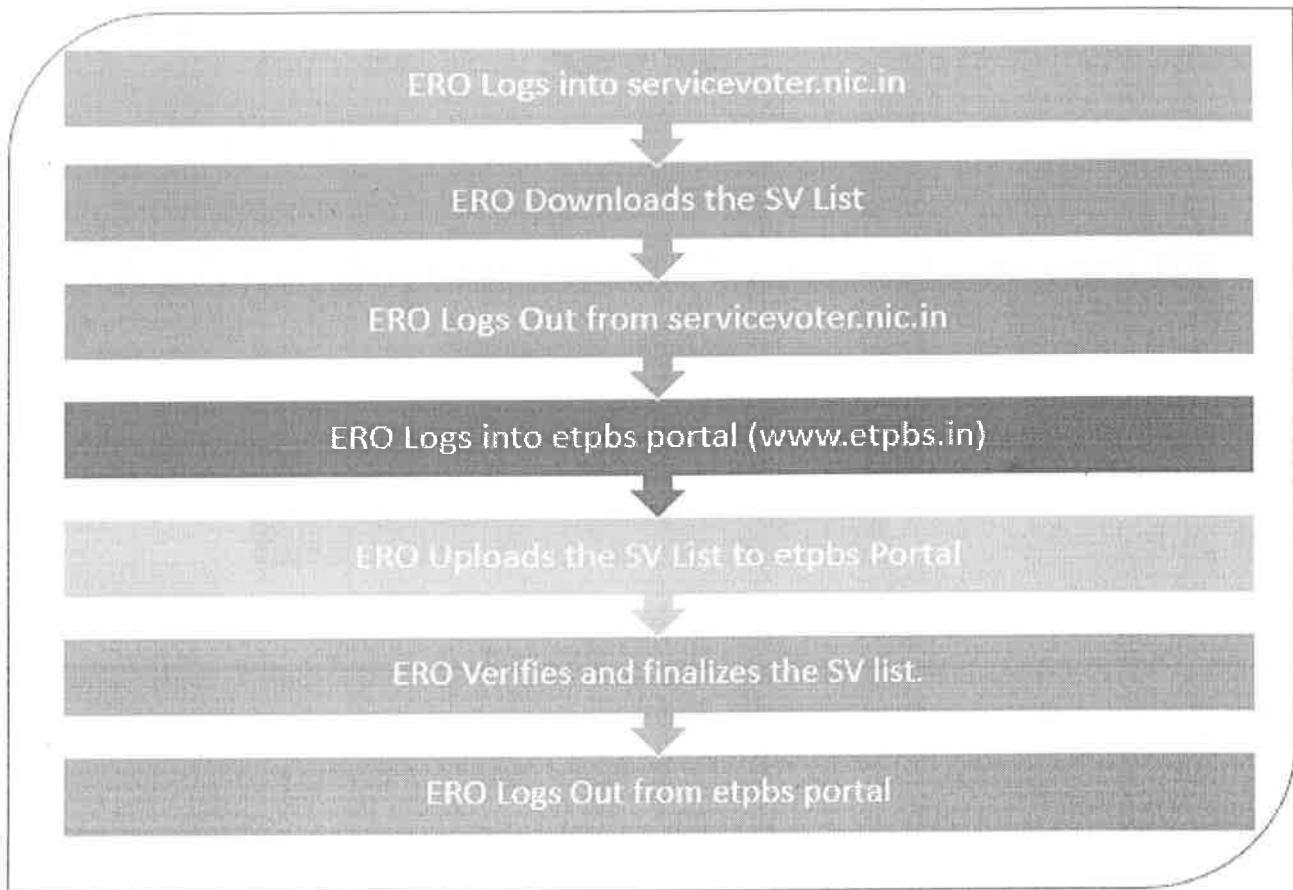
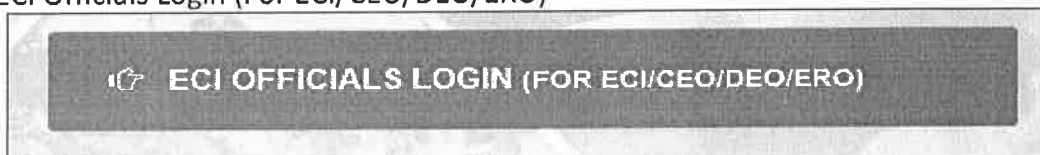


Fig-2: Steps for ERO

Step-1: How ERO Logs into servicevoter.nic.in:

1. Open the URL (Web-address) www.servicevoter.nic.in
2. Click on "ECI Officials Login (For ECI/CEO/DEO/ERO)"



3. Enter the User ID, Password and Verification Code in Login Screen



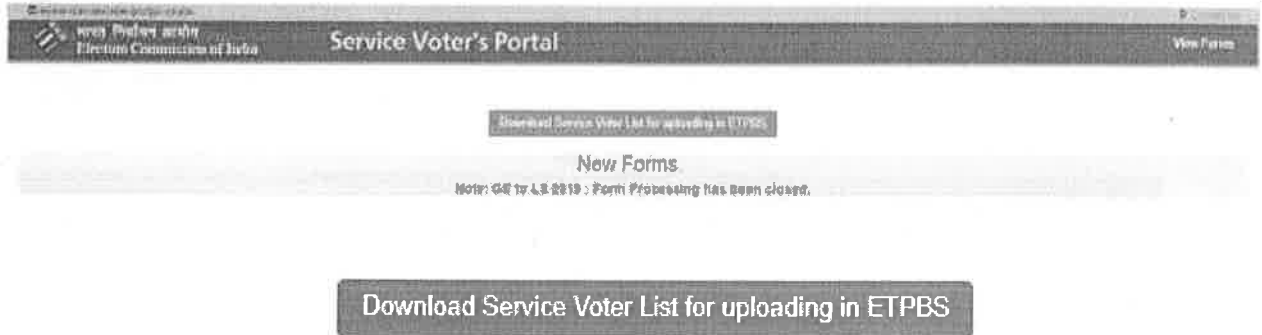
Note: The Credentials are same as NGS Portal.



Step-2: How ERO Downloads the SV Data:

Once User (ERO) logs-in, the user will be able to see **Download Service Voter List for uploading in ETPBS**

1. Click on **“Download Service Voter List for uploading in ETPBS”** and download service voter data.



Step-3: How ERO Logs-out from servicevoter.nic.in:

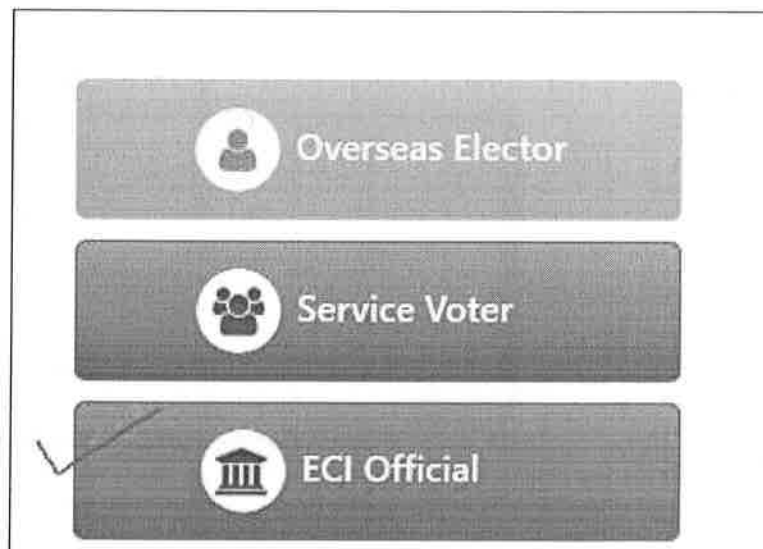
1. Click on Log-Out Button at the Right-Top.
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Step-4: How ERO Logs-into etpbs.in:

1. Open the URL (Web-address) www.etpbs.in



2. Click on ECI Official





3. Click on Upload Radio Button.

→ Election Data Management - Sign In

Please enter your credential

ECI Official Upload

Enter your credential

Submit Reset

4. Type-in the ERO ID and Submit (For ERO ID, refer to FAQ Section of this file)

→ Election Data Management - Sign In

Please enter your credential

ECI Official Upload

EROS02036AC

Submit Reset

5. Enter OTP received in Registered Mobile No. of ERO and click on validate OTP.

OTP sent on your registered Mobile No./Email Id.

Enter OTP (received on mobile)

Validate OTP Resend OTP Cancel

Note: OTP received is valid for 30 Minutes



6. Once logged-in, ERO would be able to see his/her name, State Name, Constituency Type and Constituency Name along with its No.

The screenshot shows the user interface of the Electronically Transmitted Postal Ballot System (ETPBS). At the top left is the logo of the Election Commission of India. The header includes the text 'भारत निर्वाचन आयोग' and 'Election Commission of India'. On the right, it says 'Electronically Transmitted Postal Ballot System (ETPBS)'. Below the header, there is a 'Welcome Bar' with a 'Service Voter' button and a 'Log out' link. The main area is titled 'Upload Data' and contains three dropdown menus: 'State' (set to Arunachal Pradesh (502)), 'Constituency Type' (set to Assembly Constituency), and 'Constituency Name' (set to NARI-KOYU (36)).

Step-5: How ERO Uploads the SV List (excel file) at etpbs.in

1. Click on 'Select Type' Dropdown and select the file type as Excel, note the file extension must be .xlsx

This screenshot shows the 'Upload Data' section of the interface. It features the same dropdown menus as the previous screenshot. Below them, there is a text prompt: 'Select file to activate the "Upload File" button.' To the right of this prompt is a note: '[Note: File should be in Excel format of size less than 5MB]'. There are three main elements: a 'Select Type' dropdown menu, a 'Select file:' label followed by a 'Browse' button, and an 'Upload File' button.

2. Click on Browse and Open the SV List file as saved in Step No.-02
3. Click on Upload File. In case the system prompt for any special character, only remove the special character from the file.

This screenshot is similar to the previous one, showing the 'Upload Data' section. The 'Upload File' button is circled in red, indicating the next step in the process. The rest of the interface, including the dropdown menus and the file selection prompt, remains the same.

Step-6: How ERO finalizes the SV List at etpbs.in?

1. Observe and View the uploaded SV List. Use Pagination at Right-Bottom to view the data.

The screenshot shows a pagination control at the bottom right of the page. It consists of four buttons: 'Previous', '1', '2', and 'Next'. The '2' button is highlighted with a dark background, indicating the current page number.



2. In case of any wrong file uploaded, Click on 'Upload Again' to upload the file again.

भारत निर्वाचन आयोग
Election Commission of India

Electronically Transmitted
Postal Ballot System (ETPBS)

State Code	Constituency Number	Part Number	Serial Number	First Name	Last Name	EPIC Number	AADHAAR Number	Mobile Number	Email	Passport	Address
S02	35	113	11	test Fname 11	test Lname 11			9999999999			Test address 11
S02	35	113	12	test Fname 12	test Lname 12			9999999999			Test address 12
S02	36	113	13	test Fname 13	test Lname 13			9999999999			Test address 13
S02	36	118	14	test Fname 14	test Lname 14			9999999999			Test address 14
S02	36	115	15	test Fname 15	test Lname 15			9999999999			Test address 15
S02	36	110	16	test Fname 16	test Lname 16			9999999999			Test address 16
S02	36	118	17	test Fname 17	test Lname 17			9999999999			Test address 17
S02	36	118	18	test Fname 18	test Lname 18			9999999999			Test address 18
S02	36	118	19	test Fname 19	test Lname 19			9999999999			Test address 19
S02	36	110	20	test Fname 20	test Lname 20			9999999999			Test address 20

Showing 11 to 20 of 20 entries

Finalize **Upload Again** Next

Note: This option is ONLY to be exercised in case of any unintended file uploaded.

3. Click on Finalize Button at the Bottom to Finalize the Data.

भारत निर्वाचन आयोग
Election Commission of India

Electronically Transmitted
Postal Ballot System (ETPBS)

State Code	Constituency Number	Part Number	Serial Number	First Name	Last Name	EPIC Number	AADHAAR Number	Mobile Number	Email	Passport	Address
S02	36	116	11	test Fname 11	test Lname 11			9999999999			Test address 11
S02	36	110	12	test Fname 12	test Lname 12			9999999999			Test address 12
S02	36	110	13	test Fname 13	test Lname 13			9999999999			Test address 13
S02	36	118	14	test Fname 14	test Lname 14			9999999999			Test address 14
S02	36	118	15	test Fname 15	test Lname 15			9999999999			Test address 15
S02	36	110	16	test Fname 16	test Lname 16			9999999999			Test address 16
S02	36	118	17	test Fname 17	test Lname 17			9999999999			Test address 17
S02	36	110	18	test Fname 18	test Lname 18			9999999999			Test address 18
S02	36	110	19	test Fname 19	test Lname 19			9999999999			Test address 19
S02	36	110	20	test Fname 20	test Lname 20			9999999999			Test address 20

Showing 11 to 20 of 20 entries

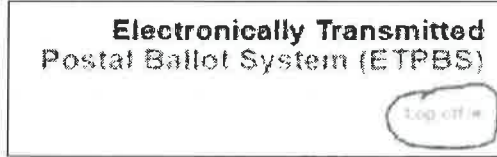
Finalize **Upload Again** Next

Note: One the SV List is finalized, the SV List data is reflected in the RO Login at etpbs portal.



Step-7: How ERO logs-out from etpbs.in?

1. Click on the 'Log-Off' link (Right-Top) to Log-out.



FREQUENTLY ASKED QUESTIONS:

Q: What is my ERO ID for log-in to etpbs.in?

A: ERO<State_Code><AC_No.>AC wherein the State_Code is the State Code and AC_No. is the AC No. in three(03) digits.

For e.g 1) EROS02036AC is for Nari-Koyu Constituency(036) of Arunachal Pradesh (S02)

2) EROS02001AC is for Lumla Constituency(001) of Arunachal Pradesh (S02)

PRECAUTIONARY MEASURES:

1. Please do not upload any excel file as generated during Testing Period.
2. Please upload only the excel as downloaded from servicevoter.nic.in

eof

डा. पां. 1004 नि. 30/3/19

प्रतिपि :- लसी सहायक निर्वाची पदाधिकारी, जिला प्रयोग विभाग पदो
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2019 मुंगेर की प्रयोग से 31/3/19 तक कार्य हे. प्रो.

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