

PROCEEDINGS OF THE STATE ELECTION COMMISSION, KERALA

State Election Commission, Kerala- General Election 2017 to Mattannur Municipality- Utilisation of e-DROP software for the deployment of Polling Officials- Guidelines- Orders issued.

No.401 /2017/SEC

Dated, Thiruvananthapuram 13/07/2017

ORDER

e-DROP (electronically Deploying Randomly Officers for Polling) is a web based software developed by National Informatics Centre (NIC) for the deployment of Polling Officials on a random basis from a pool of data collected through a decentralised online mechanism. Placing reliance on the successful performance of this web-based software during the General Election 2015, the Commission hereby orders that the same shall be instituted for deployment of Polling Officials for the General Election 2017 to Mattannur Municipality. This online mechanism shall be utilised by the Commission with technical support from NIC.

2. The following orders/guidelines/activity sequence/exemption criteria etc are also issued for the optimal utilisation of e-DROP in connection with Mattannur Election 2017.

I. Government Offices/ Organizations/ Institutions from where data for randomisation is to be captured

Details of employees working in Government Offices/ Organisations/ Departments situated in Thalasserry Municipality, Thalasserry Block Panchayat and Iritty Block Panchayat to be captured in e-DROP for creating the data pool of Polling Officials.

II. Category of Offices/ Organisations/ Departments from where data for randomisation is to be captured.

- (a) State Government Offices and Educational institutions.
- (b) State Corporations, Boards, PSUs
- (c) Universities, PSC
- (d) Aided Colleges/ Schools.
- (e) Government controlled self financing Institutions.

III. Organogram of a Polling Station

Designation	-	Number of Posts.
Presiding Officer	-	(One)
First Polling Officer	-	(One)
Polling Officers	-	(Two)

IV. Total number of Polling Officials required

Total number of Polling Stations - 35

20% of the actual requirement is fixed as reserve.

Designation	Actual requirement	Reserve
Presiding Officer	35	7
First Polling Officer	35	7
Polling Officer	70	14

V. Various stages of the Activity Sequence

A broad-outline of the step by step procedure right from training till serving of posting orders is as follows.

a. Training for acquainting with e-DROP software

Initially a training is to be imparted by NIC to the officials of District administration and Secretaries of Local Self Government Institutions from where data is to be captured.

b. Collection/Modification of Institution details – by Local Self Government

Institutions

- * The Secretaries of LSGIs, (Thalasserry Municipality and Grama Panchayaths concerned) are responsible for Institution entry.

- * Capturing of Institution details to be done by Secretaries of Local Self Government Institutions based on profession tax/ institution register.
- * Data can be entered through KSWAN/ Internet/ Akshaya Centres/ Collectorate facility.
- * Institution name, Address, Staff, Category, Department and strength alone are mandatory at the time of Institution entry.
- * After completion of Institution entry/ modification of existing details, covering letter to the Institution to be generated for conveying User Id and Password of Institution.
- * Covering letter to institutions to be served by Secretaries of Local Self Government Institutions under proper acknowledgement.
- * District Election Officer shall be responsible to guide the Local Self Government Institutions to handle the software and to reset LSGI's password, if necessary.

c. Entry of Staff details by Institutions

- * Institution head to enter/ modify other parameters of organisation on e-DROP.
- * Staff details to be entered by the institution itself for avoiding duplication, mistakes, omission etc.

- * In case of non-availability of internet, they can enter data from any internet centre or Akshaya Centre or with the help of local body concerned.
- * Any change in the existing Institution details including Mobile number/Phone number of Head of Institution are to be updated on e-DROP.
- * Local Self Government Institution should closely monitor the progress of data entry at every stage and remind those who are lagging/ not completed entry.
- * Head of institutions can mark/highlight those seeking exemptions, but should submit proof / medical certificate along with the Hard copy of the staff list and acknowledgement of completion generated from the system to the Secretary of Local Self Government Institution concerned.
- * After completion of data entry, they should generate acknowledgement certifying the same. In case an institution wants to correct the data after final submission, they should contact the Local Self Government Institution concerned.
- * LSGI concerned shall be responsible to guide Institutions for capturing data and to reset Institution's password, if necessary.

d. Verification of Data submitted by Institutions

- * The details of staff entered and forwarded by Institutions should be thoroughly verified by Secretaries of Local Self Government Institutions. The correctness of proposed exemptions to be verified by them vis-a-vis the criteria fixed by State Election Commission. The genuineness of certificates/ Medical Certificates produced for exemption should be got verified in detail in case of doubt.
- * After verification, data to be frozen and forwarded to District Election Officer.

e. Verification of data by District Election Officer.

- * The District Election Officer shall verify the data received from the Local Self Government Institutions concerned. He shall also consider exemptions of genuine cases omitted/ rejected at lower level or based on further directions from State Election Commission.
- * Details of rehearsal classes, distribution and collection centres, fascimile etc to be reflected in the posting order should also be entered at the District Election Officer level.

f. Randomisation of data

The District Election Officer shall randomise the frozen data on the date fixed by the Commission.

g. Serving of Posting Order

Once randomisation is completed, the posting orders will be available in the Local Self Government login for downloading. The Secretaries of Local Self Government Institutions should print and serve the posting order to the institutions and collect the acknowledgment back from the Institution Heads.

VI. Activities at District Election Officer level after randomisation.

- * Monitoring serving of posting order in Form 14.
- * Conducting rehearsal classes on poll process.
- * Cancellation of posting and reposting.
- * Generation of distribution day kit (Acquittance, attendance, decoding of Polling Station)
- * Displaying the polling party/Polling Station mapping at distribution centres.

VII. Criteria for exemption from election duty

Employees falling under the following categories are to be exempted from election duty;

- (a) Cancer Patient
- (b) Later stage of pregnancy (7months & above)
- (c) Mothers having kids upto 2 years of age
- (d) Those with infectious diseases
- (e) Elected/Ex-elected members
- (f) Differentially abled.

(g) Parents of differentially abled children.

(h) Priests and nuns.

(i) Those who are to retire from service on or before Jan 31st 2018.

VIII. Posting Criteria/ Methodology to be followed in Polling Station

- * At least one officer from pure State Government Department for each Polling Station.
- * If a female officer is posted in a polling station, minimum two female officers will be posted.
- * If Presiding Officer posted happened to be a female officer then first Polling Officer should be male (as far as possible).
- * Only male officers for forest stations if any.
- * At least one linguistic officer for linguistic minority booths as far as possible.
- * Polling Station will not be displayed in the posting order. Only group code will be displayed.
- * Polling Station will be decoded only on the distribution day.
- * Actual Polling Station will be displayed/informed to the group at the distribution centre.
- * Presiding Officer(PRO), First Polling Officer (P1) and 2 Polling Officers (POs) will make a group of 4. No seniority between Polling Officers.

IX. Marking of Presiding Officer and Polling Officers overriding the automatic mapping.

e-DROP will normally map Presiding Officer, First Polling Officer and Polling Officers automatically based on the pre-defined parameters. In order to avoid anomalies, the Nodal Officer at District level is authorised to manually designate employees based on designation and pay scales overriding the automatic mapping. However, all Gazetted Officers who are selected for posting must be designated as Presiding Officers.

X. Monitoring Mechanism

Constant monitoring of various stages of the activity should be made at different levels through their logins as indicated below to ensure that the prescribed deadlines are strictly adhered to by each level.

- * Secretaries of Local Self Government Institutions should monitor the Heads of Institutions till generation of acknowledgement certifying the completion of the data entry.
- * The District Election Officer should monitor the activities of Local Self Government Institutions as well as Heads of Institutions till frozen data is received from Secretaries of Local Self Government Institutions. He should also monitor the serving of posting orders.
- * The State level user at Commission level should monitor the progress in all the three levels till completion of the deployment process.

XI. Time-frame fixed for various stages of the activity.

Data collection and data entry/modification of details of Institution by Local body and issuance of covering letter with User Id and Password	} 17 th & 18 th July 2017
Data entry of staff list by institutions and acknowledgement generation	} 17 th to 22 nd July 2017
Verification of data by Secretaries of Local Self Government Institutions, freezing and forwarding to District Election Officer	} 24 th & 25 th July 2017
Verification of data by District Election Officer, giving exemptions etc and freezing for randomisation	} 25 th & 26 th July 2017
Randomisation	} Any day after 26 th as specified by State Election Commission.

The timeframe prescribed above shall not be extended under any circumstances.

Doubts if any regarding the procedure may be got clarified from the Commission.

K.V. Muraleedharan
Secretary

To,

The State Informatics Officer, National Informatics Centre,
Kerala State Centre, CDAC building, Keltron Compound,
Vellayambalam, Thiruvananthapuram - 695033
The District Election Officer & District Collector, Kannur
The Secretary, Mattannur Municipality
All Secretaries of Local Self Government Institutions concerned
(Through District Election Officer & District Collector, Kannur)

Copy to:

Sri. Asir Edwin, Technical Director, National Informatics Centre State
Unit, 5th floor, Revenue Complex Public Office Building,
Thiruvananthapuram.
Sri. Shinto Thomas, Technical Director
National Informatics Centre State Unit, 5th floor, Revenue Complex
Public Office Building, Thiruvananthapuram.
Sri. Suresh K., District Informatics Officer, NIC Thrissur Unit,
Collectorate, Ayyanthole, Thrissur.
Sri. Andrews Varghese, District Informatics Officer, e-DROP District
level Technical Nodal Officer, Kannur
Sri. E. Muhammed Yusof ADM and Deputy Collector (General)
Kannur. (e-DROP District level Nodal Officer)
Sri. C. Radhakrishnan, Junior Superintendent, (PG Cell),
Collectorate, Kannur(e-DROP district level assistant nodal officer)
All Nodal Officers and Senior Finance Manager of SEC
All Sections
PS to Commissioner
CA to Secretary
Stock file/ Office copy

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Section Officer (I/c)