

Theme 8C - ETPBS

Guidance Plan:

Service Voter Portal



The purpose of “Service Voter Portal” is to create convenient and easy-to-use online system for Defence Personnel to become Service Voters. The system is based on a relational database with registration and acceptance of forms for Service Voter.

1. **Registration & Enrollment of Service Voters**
2. **Transfer the SV list from service voter portal to ETPBS portal by ERO**
3. **RO creates PB template using desktop application.**
4. **RO Uploads Ballot pdf, verifies e-PB & Generates PIN in ETPBS portal**
5. **On Counting day, RO scans [Form 13 C-A-B](#) using ETPBS portal**

Abbreviations used in this document

1. **ETPBS : Electronically Transmitted Postal Ballot System**
2. **SV : Service Voter**
3. **e-PB : Electronic Postal Ballot**
4. **e-PBID : Electronic Postal Ballot Identification Number**

Stake Holders

1. **SERVICE VOTER**
2. **RECORD OFFICE / UNIT OFFICE OF THE SERVICE VOTER**
3. **CEO**
4. **DEO**
5. **ERO**
6. **RO**

The service voter registration functionalities

- ❑ Processing of electoral forms
- ❑ Maintain electoral rolls
- ❑ Communication between EROs across ACs and States
- ❑ Simultaneous addition and deletion process
- ❑ Connected with single source of online forms acceptance (through servicevoter.nic.in), it provides real time monitoring of progress of the form processing (Status of the forms submitted)
- ❑ In case of deletion, proper records of deletion, notices are generated and issued.
- ❑ Easy to use Dashboard for DEOs, CEOs, ECI officials and EROs themselves for single window view

Important Timelines for ERO

- Enrolment of service voter is a continuous process.
- ERO has to dispose all the forms in the Service Voter portal (servicevoter.nic.in) received till the last date of filing nomination.
- Download final service voter list in excel
- Upload updated service voter list in ETPBS (etpbs.in) after last date of nomination.
- Fill the prescribed checklist.
- The signed copy of the checklist is to be submitted to RO, DEO and CEO.
- The role of ERO ends here.

Checklist of ERO

ERO CHECK LIST FOR ETPBS

Step

1 Service voter data downloaded from servicevoter.nic.in? Yes No

2 Total Number of Service Voters in Excel File **A.** _____

3 Total number of service voters uploaded in etpb.in **B.** _____

4 Service Voter Data uploaded and finalized on etpbs.in ? Yes No

5 Is **A - B = 0** ? Yes No

If **No** then make it **0** by uploading the total service voters on etpbs.in

State -

AC No -

AC Name -

Date & Signature of ERO

To be submitted to the CEO, DEO and the Returning Officer

Role and Responsibilities of other users

1. ECI Admin

- Creates Nodal Officer Login for each Forces

2. Nodal Officer

Nodal officer is the only authorized officer of the Force in its Head Quarter who is in direct contact with the ECI. He will be providing all required details of his Force to the concerned.

Actions

- Update Nodal Office Profile before 1st Jan and 1st July of every year or access will be blocked. It will be unblocked only after receiving the request letter from the signing authority.
- Creates Record Offices

Role and Responsibilities of other users

3. Record Office:

Record Office maintains the data of all the Unit Offices and the service personnel of the concerned Unit Office. Record officer will upload the data of service voter of each Unit. In case Unit officer uploads the data of service voter, it needs to be approved by Record Officer. All the actions performed by the Unit Officer must be approved by the Record Officer.

Actions

- a) Update Record Office Profile
- b) Creates Unit Office (To be approved by Nodal Officer and then creates Login Id after approval from Nodal Officer). In case the number of unit officers exceeds the number of unit officer specified by Nodal Officer, then record officer must intimate to increase the count of the Unit Offices through his login.
- c) Upload XML
- d) Download Acknowledgement: After uploading the data through XML acknowledgement can be downloaded on a single click.
- e) Confirm Accepted records by ERO: The forms accepted by ERO must be accepted by Record Officer in order to include forms in the final E-Roll.
- f) Update and Submit the form marked incomplete by DEO/ERO
- g) Request for Deletion
- h) Update the Record/Unit Office in case the service personnel are transferred from one record/unit office to another.

Role and Responsibilities of other users

4. Unit Office:

Each service personnel reports to a Unit Office. All changes made by Unit Office must be verified by the Record Officer

Action

- Update Unit Officer Profile (To be verified by Record Officer)

5. Returning Officer:

Returning officer is not having any role in service voter portal.

Role and Responsibilities of All Users

1. ERO: Electoral Registration Officer

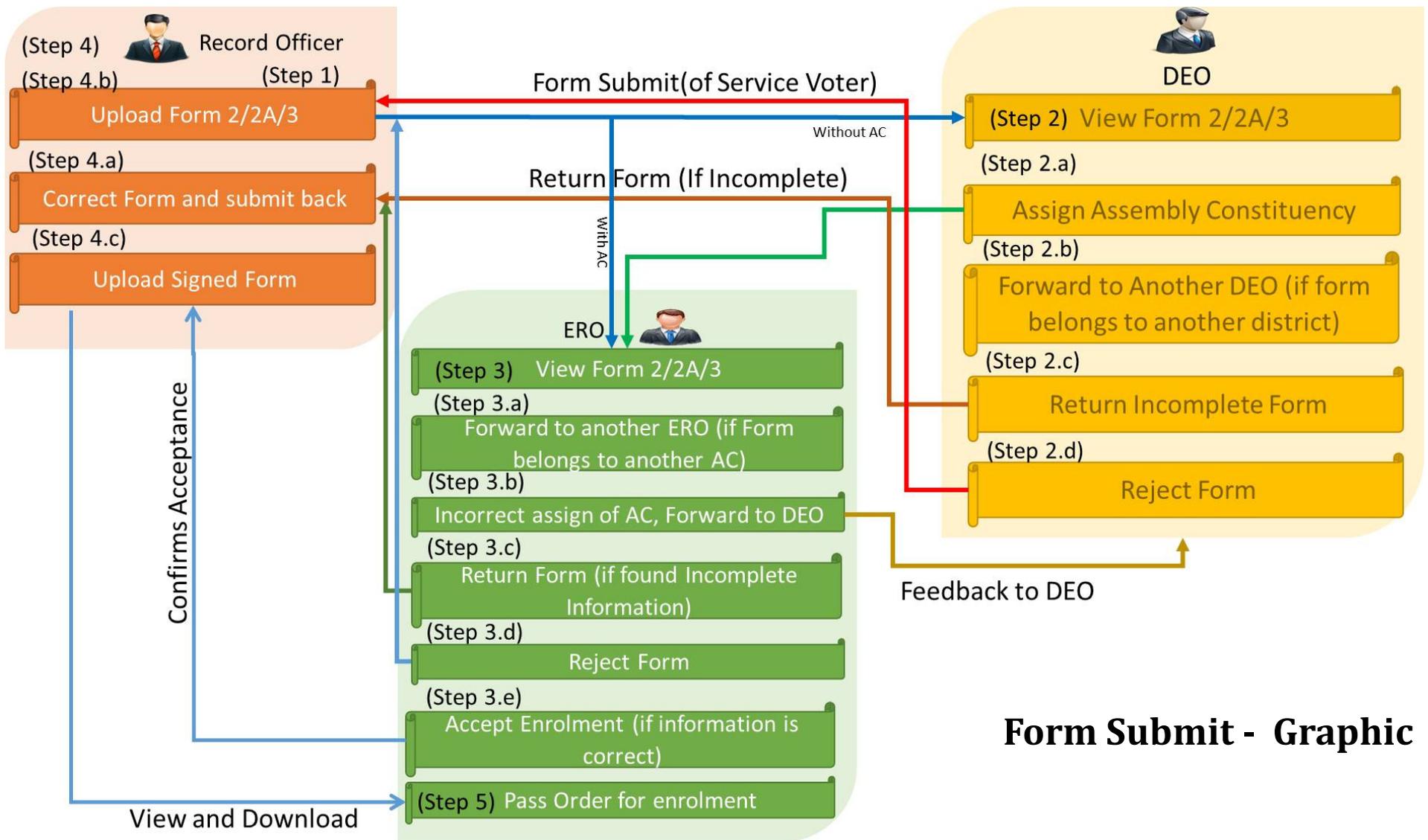
- a) Accept the [form \(2, 2A & 3\)](#)
- b) Transfer back Incomplete Forms or Incorrect Signed Form
- c) Transfer to other AC of same District, if Form pertains to other AC of the same District
- d) Transfer back to his DEO, if Form pertains to other District

2. DEO: District Election Officer

- a) Assign Assembly Constituency & transfer [Forms \(2, 2A & 3\)](#) to ERO
- b) Transfer back Incomplete Forms to Record Officer
- c) Transfer to other DEO, if Form pertains to other District

3. CEO: Chief Electoral Officer

- a) Entry of Details (Name, Mobile No & Govt. Email Id) of RO/ERO/Counting Supervisor in Service Voter Portal
- b) RO/ERO Credentials created by ECI will be shared by CEO office.
- c) View/Download the Forms Received/Accepted/Incomplete
- d) View/Download details of Record Office
- e) View the overall status of the forms received



Form Submit - Graphic

Force Wise Quick View

Service Voter Registration

- Dashboard
- User Manual
- Admin
- Nodal Officer
- Record Officer
- Unit Office



Details of Nodal Officers Force Wise

[Back](#)

1
Indian Army

[More info](#)

0
Indian Air Force

[More info](#)

0
Indian Navy

[More info](#)

0
Indian Coast Guard

[More info](#)

0
Central Reserve Police Force

[More info](#)

0
Central Industrial Security Force

[More info](#)

0
Indo Tibetan Border Police

[More info](#)

0
Sashastra Seema Bal

[More info](#)

0
Border Security Force

[More info](#)

1
Ministry of External Affairs

[More info](#)

1
Assam Rifles

[More info](#)

0
Special Protection Group

[More info](#)

0
National Investigation Agency

[More info](#)

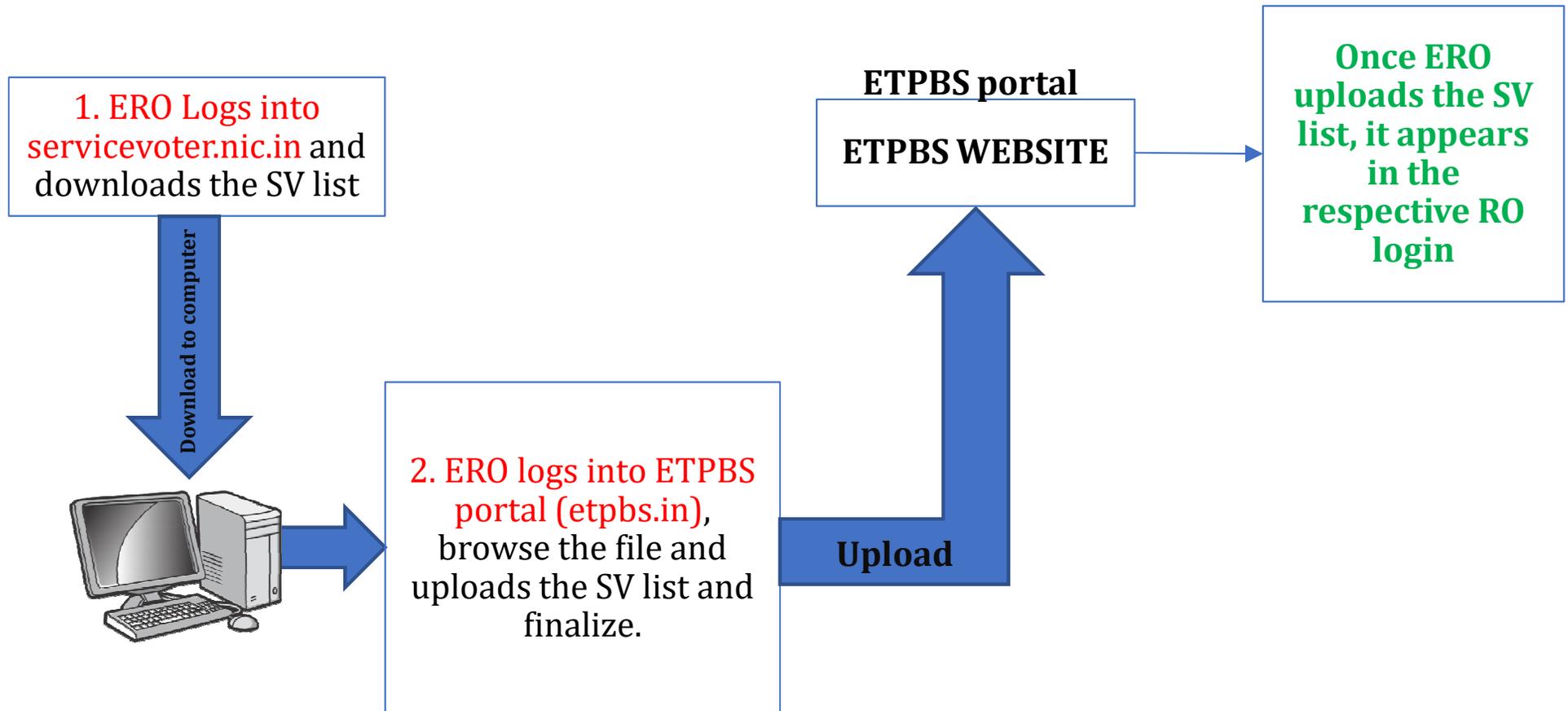


Electronically Transmitted Postal Ballot System

Election Commission of India

Transfer of Service Voter list ETPBS

NOTE: Same Credentials will be used by ERO for servicevoter.nic.in & etpbs.in





How to Generate the e-Postal Ballot Template Once **Form 7A** is Finalised

**NB: Transmission of e-PB is to be carried out by 3.00 p.m.
on next day of last day of withdrawal of Candidature**

Desktop application is used to Generate e-PB template

1. Download the desktop application setup from this Link :
<https://drive.google.com/open?id=1fbMXioflJ96hljbOTbP90BzGblchngxX>
2. Install the desktop application (In the final installation window select “Create a desktop shortcut”)
3. Restart the computer before opening the application

Scan Candidate Photograph

Once contesting candidates are finalized, Scan photograph of the candidate one by one and save in JPG format with file size less than 12 KB.

- File Type : .jpg
- File size : < 12 KB approximately

Alert :-

- Photographs of the Candidate should be the same in all three Ballots i.e. EVM, Postal Ballot, e-Postal Ballot**
- File Naming convention of photograph of Candidates to be given as <Serial number as per form 7a> <Name of Candidate> example : 1-Ramprasad Gupta**

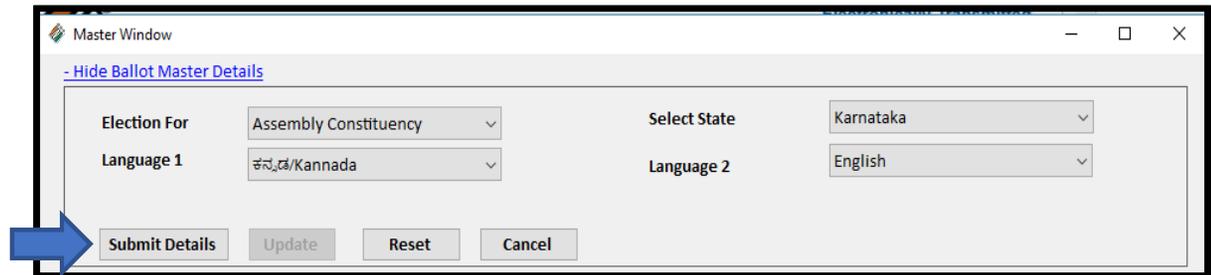
Ballot Template preparation Desktop application



1. Double click the Ballot Generation software icon

Postal Ballot Master

3. Click Add Ballot Master Button

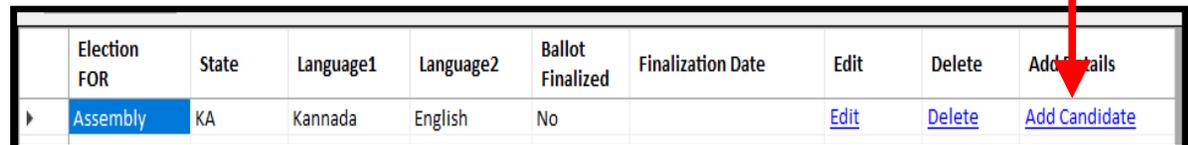


The screenshot shows a web application window titled "Master Window". It contains a form with the following fields and controls:

- Election For:** Assembly Constituency (dropdown)
- Language 1:** ಕನ್ನಡ/Kannada (dropdown)
- Select State:** Karnataka (dropdown)
- Language 2:** English (dropdown)
- Buttons:** Submit Details, Update, Reset, Cancel

A blue arrow points to the "Submit Details" button.

4. Master details are saved and appear in the below grid. Click "ADD CANDIDATES"

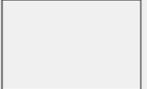


	Election FOR	State	Language1	Language2	Ballot Finalized	Finalization Date	Edit	Delete	Add Details
▶	Assembly	KA	Kannada	English	No		Edit	Delete	Add Candidate

A red arrow points to the "Add Candidate" link in the "Add Details" column of the first row.

Add Candidate Form

Ballot Details

Name (In English)	Name (In Official Language)	Select Candidate Photo				
Candidate <input type="text"/> *	<input type="text"/> *	+ Install Keyboard keyboard <input type="button" value="Browse"/> 				
Party <input type="text"/> *	<input type="text"/> *	keyboard <input type="checkbox"/> Check if Nota Record <input type="checkbox"/> Check if Candidate don't have Photo				
<input type="button" value="Submit Details"/>	<input type="button" value="Finalize Ballot"/>	<input type="button" value="Update"/> [Note : Fields Marked with * are mandatory]				
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
<input type="button" value="Save Ballot"/>						

Enter Candidate
Details In The
Same Order As It
Appears In Form
7A

- 5) Enter Name & Party Name(it should be as per the registration notification of the political party) in English of 1st candidate as in [Form 7A](#). Pressing tab after entering English Name the corresponding Kannada will appear in the adjacent text box. Verify the name in local language. Correct in case of any mistake.
- 6) Click “Browse” and upload the scanned photo of candidate. If the candidate doesn't have a photo check the option “Check if candidate doesn't have photo”

The screenshot shows a web application window titled "Ballot Details". It contains a form with the following fields and controls:

- Name (In English):** A dropdown menu with "CANDIDATEABC" selected. A red arrow points to this field.
- Name (In Official Language):** A dropdown menu with "ಕಾಂಡಿಡಾತಿ" selected.
- Party:** A dropdown menu with "PARTYABC" selected. A red arrow points to this field.
- Party Affiliation (In Official Language):** A dropdown menu with "ಪಾರ್ಟಿಯಬ್ಬಿ" selected.
- Select Candidate Photo:** A "Browse" button with a red arrow pointing to it, and a small photo thumbnail.
- Check if Nota Record:** An unchecked checkbox.
- Check if Candidate don't have Photo:** An unchecked checkbox.
- Buttons:** "Submit Details", "Finalize Ballot", and "Update".
- Note:** "[Note : Fields Marked with * are mandatory]"

At the bottom, there is a table with the following columns:

Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
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One Candidate
Details Is Saved
Successfully

Ballot Details

Name (In English)	Name (In Official Language)	Select Candidate Photo				
Candidate <input type="text"/>	<input type="text"/>	<input type="button" value="Browse"/>				
Party <input type="text"/>	<input type="text"/>	<input type="checkbox"/> Check if Nota Record <input type="checkbox"/> Check if Candidate don't have Photo				
<input type="button" value="Submit Details"/>	<input type="button" value="Finalize Ballot"/>	<input type="button" value="Update"/>				
[Note : Fields Marked with * are mandatory]						
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
CANDIDATEABC	ಕಾಂಡಿಡೇಟ್	PARTYABC	ಪಾರ್ಟಿಆರ್ಬಿ		Edit	Delete

Note: If the auto translation to Kannada is not correct, type the name in Unicode Kannada elsewhere and paste the text in the Official language Textbox of the software.

Enter Next
Candidate Details
In The Same
Order As It
Appears In Form
7A

Repeat step 5 and 6 till all the candidates are added

Ballot Details
— □ ×

	Name (In English)	Name (In Official Language)	Select Candidate Photo
Candidate	<input type="text" value=""/> *	<input type="text" value=""/> *	+ Install Keyboard <input type="button" value="Browse"/>
Party	<input type="text" value=""/> *	<input type="text" value=""/> *	<input type="button" value="keyboard"/> <input type="checkbox"/> Check if Nota Record <input type="checkbox"/> Check if Candidate don't have Photo

[Note : Fields Marked with * are mandatory]

	Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
▶	CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬ್ಬ	PARTYABC	ಪಾರ್ಟಿಆರ್ಬ್ಬ		Edit	Delete
	CANDIDATE XYZ	ಕಾಂಡಿಡಾತೀ ವೈಚುಯ್	PARTY XYZ	ಪಾರ್ಟೀ ವೈಚುಯ್		Edit	Delete

Enter NOTA

8. After addition of all Candidates as per [Form 7a](#)

- Enter “NONE OF THE ABOVE” in candidate field also in Official Language of the State/UT
- Select “CHECK IF NOTA RECORD”

Name (In English)	Name (In Official Language)	Select Candidate Photo
Candidate		
<input type="text" value="NONE OF THE ABOVE"/> *	<input type="text" value="ನೋನೇ ಒಳ ಧೀ ಅಬೋವ"/> *	+ Install Keyboard <input type="button" value="Browse"/> 
<input type="text"/>	<input type="text"/>	<input type="button" value="keyboard"/> <input checked="" type="checkbox"/> Check if Nota Record <input type="checkbox"/> Check if Candidate don't have Photo
<input type="button" value="Submit Details"/>	<input type="button" value="Finalize Ballot"/>	<input type="button" value="Update"/> [Note : Fields Marked with * are mandatory]

Once All The
Candidates
Entry Are
Over

Submit Details Finalize Ballot Update [Note : Fields Marked with * are mandatory]							
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete	
CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬ್ಬ	PARTYABC	ಪಾರ್ಟಿಎಫ್ಬಿ		Edit	Delete	
CANDIDATE XYZ	ಕಾಂಡಿಡಾತೇ ವೈಖಯ್	PARTY XYZ	ಪಾರ್ಟಿಎಫ್ ವೈಖಯ್		Edit	Delete	
NONE OF THE ABOVE	ನೋನ್ ಆಫ್ ಥೀ ಅಬೋವ್				Edit	Delete	

Finalise Ballot Template

8 (i). Check the following before clicking FINALISE button

(a) The serial of candidates in the list

(b) Details of the candidates. After verification if its correct click “FINALISE

BALLOT”

Submit Details **Finalize Ballot** Update [Note : Fields Marked with * are mandatory]

Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬಿ	PARTYABC			Edit	Delete
CANDIDATE XYZ	ಕಾಂಡಿಡಾತೀ ವೈಖುಯಾ	PARTY XYZ	ಪಾರ್ಟಿ ವೈಖುಯಾ		Edit	Delete
NONE OF THE ABOVE	ನೋನೇ ಒಫ್ ಥೀ ಅಬೋವೆ				Edit	Delete

Ballot is Finalized

OK



How To Edit After Finalising and Before Uploading Ballot on ETPBS Portal

Finalise Ballot Template

Open the desktop application and click “EDIT” button shown against the candidate and modify the details and click “UPDATE” to save the changes.

[+ Install Keyboard](#)

Candidate * * 

Party * * Check if Nota Record
 Check if Candidate don't have Photo

[Note : Fields Marked with * are mandatory]

	Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
▶	CANDIDATEABC	ಕಾಂಡಿಡಾತೆ ಅಬ್ಬು	PARTYABC	ಪಾರ್ಟಿಯು		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Finalise Ballot After Update

After making any change the ballot has to be finalized by clicking “FINALISE BALLOT”

Submit Details Finalize Ballot Update [Note : Fields Marked with * are mandatory]

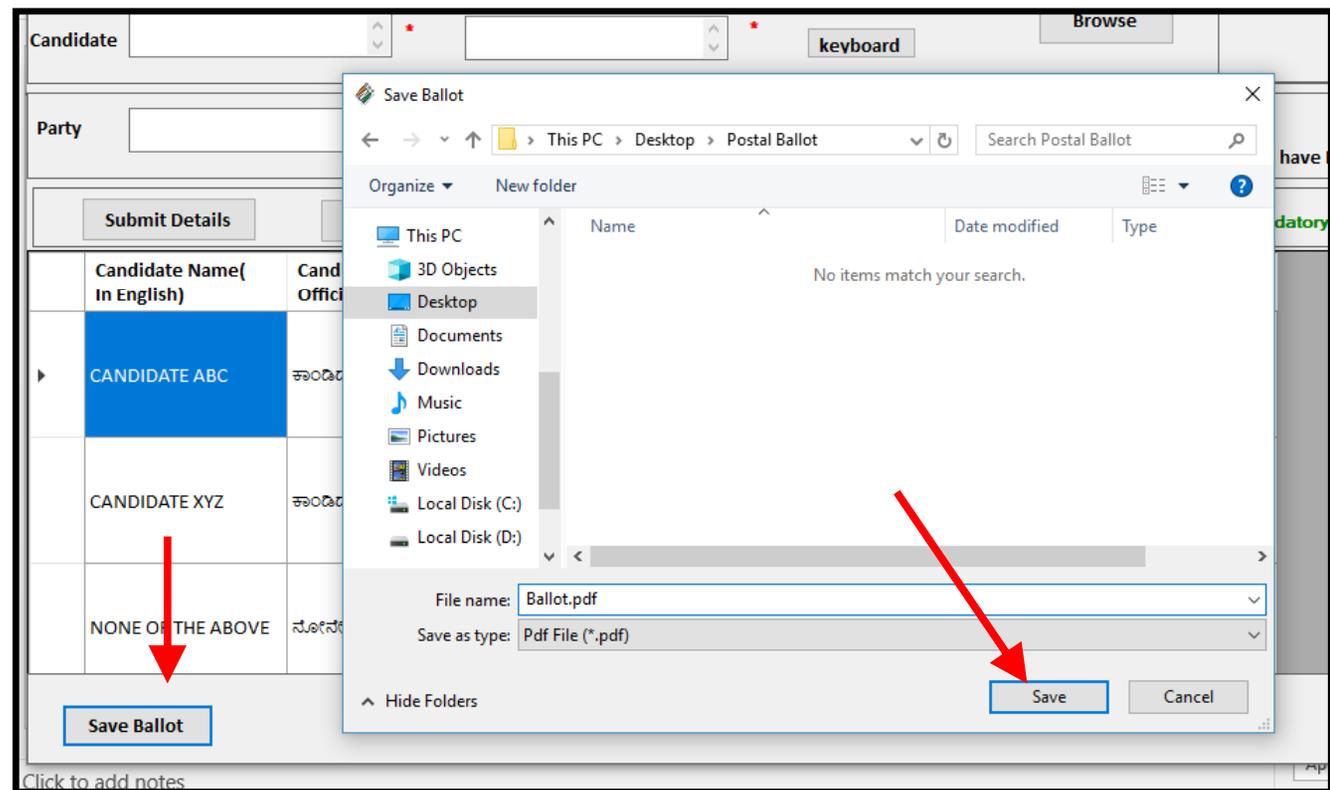
Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
CANDIDATEABC	ಕಾಂಡಿಡಾತೀಬ್ಬ	PARTYABC			Edit	Delete
CANDIDATE XYZ	ಕಾಂಡಿಡಾತೀ ವ್ಯಾಖ್ಯೆಯ್	PARTY XYZ	ಪಾರ್ಟೀ ವ್ಯಾಖ್ಯೆಯ್		Edit	Delete
NONE OF THE ABOVE	ನೋನ್ ಆಫ್ ಥೀ ಅಬೋವ್				Edit	Delete

Ballot is Finalized

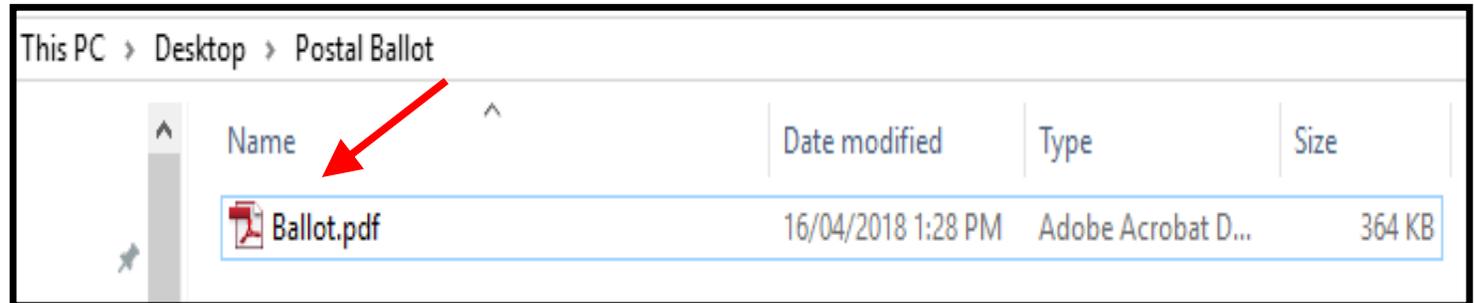
OK

Save Ballot Template In Pdf File

Once the Ballot is finalized, click “SAVE BALLOT”.
Wait for the “Save Ballot” window to appear and click “Save” to save the
Postal Ballot pdf file in a NEWLY CREATED Folder.



Check the
Ballot Pdf
File Saved in
the Folder



-> **Size** of the pdf must be **< 2 MB**

Alert:

Always maintain a single file and delete all previous e-PB template to avoid any mistake

Edit Postal Ballot After Generating Pdf

- Delete the already created Ballot pdf file from the Hard disk
- Repeat the steps explained earlier and generate the new Ballot pdf



Before Proceeding To Next Step

Sign The E-ballot Template Send It To

**DEO Office And CEO & Wait For The
Approval.**



4. ONCE APPROVED BY DEO AND CEO

Upload e-PB

&

Generate PIN

RO Login to ETPBS portal

Electronically Transmitted Postal Ballot System (ETPBS)

1. Select ECI Official

2. Enter Login ID

3. Click SUBMIT

Election Data Management - Sign In

Please enter your credential

ECI Official Upload

ROS10076AC

Submit Reset

RO receives the OTP

4. Enter OTP

5. Click VALIDATE OTP

Election Data Management - Enter OTP

Please enter the OTP for the Token ID : **RHZ9170** .
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

Step-1 Enter Election Details

Tab : 1

The screenshot shows a web interface for entering election details. At the top, there is a navigation bar with tabs: 'Election Details' (active), 'View and Approve e-Postal Ballot', 'Generate e-PB PINS', 'Pre-Counting', and a 'Report' button. Below the navigation bar, the form is titled 'Enter election details >'. The form fields are as follows:

- State: Karnataka (S10)
- Constituency Type: Assembly Constituency
- Constituency Name: Kumta (78)
- Description of the election: General 2018 - Election to the Legislative Assembly of Karnataka (S10)
- Start date and time for downloading e-Postal Ballot: Start Date for Downloading, Start Time for Downloading, Indian Standard Time (IST)
- End date and time for downloading e-Postal Ballot: End Date for Downloading, End Time for Downloading, Indian Standard Time (IST)
- Date of the Poll: Date of the Poll
- Cutoff date and time for the receipt of the marked e-Postal Ballot at the: Cutoff Date, Cutoff Time, Indian Standard Time (IST)

Below the form fields, there is a section for the RO address with an 'Update Address' button. At the bottom, there are 'Save' and 'Reset' buttons, and two buttons: 'View existing e-Postal Ballot Paper' and 'Load e-Postal Ballot Paper'.

1. Fill the details: (Provided by ECI)
 - A. Start date of download
 - B. End date of download
 - C. Cutoff date & time of receipt of Ballot at RO office **RECEIVED FROM CEO**
 - D. RO address

2. Upload PB template pdf file generated using the desktop software

Finalisation of Election details, PB upload and Generate e-PB pins

- ❖ Be doubly sure before finalisation
- ❖ Double confirmation option before finalisation
- ❖ OTP validation



Please enter the election details to upload the e-Postal Ballot Paper.

View existing e-Postal Ballot Paper

Load e-Postal Ballot Paper

Ballot.pdf x



Include central templates (List of Content Page, Form 13-A, Form 13-B, Form 13-C, Form 13-D, Blank Page) required for the e-Postal Ballot

Upload

Cancel

4. Check this option

5. Click to UPLOAD template

Click “YES” in both the windows to UPLOAD THE PB

Confirmation to UPLOAD e-Postal Ballot Paper template *(Please read it carefully!)*

Ensure that the template you are uploading has been VERIFIED and SIGNED by you.

*Note: Ensure that the template you are uploading is as per the FORM 7A (LIST OF CONTESTING CANDIDATES).
Also ensure that the "None of the above" (NOTA) has been included in the template being uploaded.*

*Click "Yes" button to upload e-Postal Ballot Paper template.
OR
Click "NO" to RE-VERIFY the e-Postal Ballot Paper template.*

Are you sure to upload the e-Postal Ballot Paper template?

C, Form 13-D, Blank Page) required for the e-Postal Ballot

6. Confirmation # 1

Confirmation to UPLOAD e-Postal Ballot Paper template *(Please read it carefully!)*

Ensure that the template you are uploading has been VERIFIED and SIGNED by you.

*Note: Ensure that the template you are uploading is as per the FORM 7A (LIST OF CONTESTING CANDIDATES).
Also ensure that the "None of the above" (NOTA) has been included in the template being uploaded.*

*Click "Yes" button to upload e-Postal Ballot Paper template.
OR
Click "NO" to RE-VERIFY the e-Postal Ballot Paper template.*

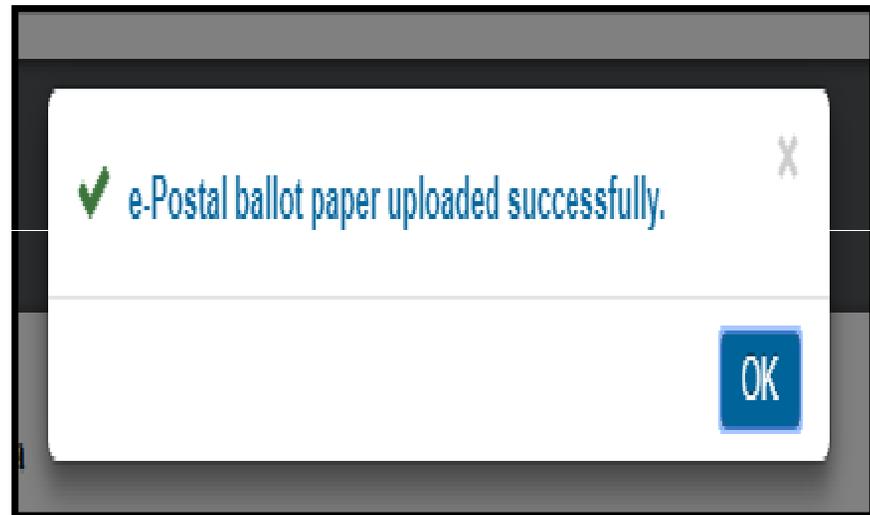
Are you sure to upload the e-Postal Ballot Paper template?

C, Form 13-D, Blank Page) required for the e-Postal Ballot

7. Confirmation # 2

Click “YES” in both the windows to UPLOAD THE PB

8. e-PB upload successfully



STEP 2. View & Approve e-Postal Ballot

Tab : 2

Election Details

View and Approve e-Postal Ballot

Generate e-PB PINS

Pre-Counting

STEP 2. View & Approve e-Postal Ballot

11. VERIFY the following

- A. The Postal Ballot
- B. Form 13-A Declaration
- C. Form 13-B Inner Envelope
- D. Form 13-C Outer Envelope
- E. Form 13-D Instruction to SV

e-PBID : 4A810 332A1 0C4B2 08488 4FED0 0E7AE 33803 F45EA

POSTAL BALLOT PAPER 76 Haliyal AC/2018 General

AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC	AC
1	ಸಚಿನ್ ಇನ್ಕ್	Sachin INC																	
	ರಾಜು ಬಿಪಿ	RAJU BIP																	
3	ನೋವೇ ಒಳ ಧೀ ಅಬೋವ	NONE OF THE ABOVE																	

Approve e-Postal Ballot

12. Click to APPROVE e-PB

Click “YES” to APPROVE THE PB

INTENTIONALLY LEFT BLANK™ IS NOT TO BE SENT BACK.

Confirmation to APPROVE e-Postal Ballot Paper *(Please read it carefully!)*

Ensure that e-Postal Ballot Paper you are APPROVING has been VIEWED and VERIFIED by you.

Note: Once you have APPROVED the e-Postal Ballot Paper, you will not be further allowed to UPLOAD/APPROVE e-Postal Ballot Paper.

Ensure that e-Postal Ballot Paper you are APPROVING consist of all the necessary Forms/templates.

Ensure that e-Postal Ballot Paper you are approving is as per the FORM 7A (LIST OF CONTESTING CANDIDATES) and includes "None of the above" (NOTA).

Click "Yes" button to APPROVE e-Postal Ballot Paper.
OR
Click "NO" to RE-VERIFY e-Postal Ballot Paper.

13. Confirmation # 1

INTENTIONALLY LEFT BLANK™ IS NOT TO BE SENT BACK.

Confirmation to APPROVE e-Postal Ballot Paper *(Please read it carefully!)*

Ensure that e-Postal Ballot Paper you are APPROVING has been VIEWED and VERIFIED by you.

Note: Once you have APPROVED the e-Postal Ballot Paper, you will not be further allowed to UPLOAD/APPROVE e-Postal Ballot Paper.

Ensure that e-Postal Ballot Paper you are APPROVING consist of all the necessary Forms/templates.

Ensure that e-Postal Ballot Paper you are approving is as per the FORM 7A (LIST OF CONTESTING CANDIDATES) and includes "None of the above" (NOTA).

Click "Yes" button to APPROVE e-Postal Ballot Paper.
OR
Click "NO" to RE-VERIFY e-Postal Ballot Paper.

Are you sure to APPROVE e-Postal Ballot Paper?

14. Confirmation # 2

STEP 3. Generate e-PB PIN

Tab : 3



- SV list uploaded by ERO will be visible here
- Verify count of SVs with ERO checklist
- RO will share the RO-checklist with CEO office in prescribed format

Alert : Once the e-PB and PIN is generated then it can not be reversed.

15. Click the “GENERATE e-PB PINS” button

RO-Checklist

- RO will share the RO-checklist with DEO/CEO in prescribed format.

RETURNING OFFICER CHECK LIST FOR ETPBS	
Step	
1 ERO Check List received from all ERO of your Constituency? <i>If No, Get it from all ERO and repeat Step 1</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes</i>	
Is Serial No 5 of ERO Check List is Yes for all ERO? <i>If No, Get it done from ERO and repeat Step 1</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes then total service voter in your Constituency as per ERO Check List</i>	A. _____
Total Number of Service Voter reflected in ETPBS.IN from RO Login	B. _____
Total Number of Service Voter In your Constituency as provided by Your CEO Office	C. _____
Is A = B = C?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If No, Repeat Step 1</i>	
2 Ballot Paper for Service Voter	
Is ballot generated for service voters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Serial Number of Candidate is as per Form 7A?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Candidate Name, Party Name and Candidate Photo is correct in English and State Official Language?	<input type="checkbox"/> Yes <input type="checkbox"/> No
NONE OF THE ABOVE is added?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ballot is Approved from DEO and CEO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 If Step 2 is Yes for all list	
Election Details entered in etpbs.in as per the schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Full Postal Address Entered with State, District and Pincode	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved Ballot from DEO and CEO uploaded on etpbs.in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ballot Paper Approved by RO on etpbs.in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A = B = C ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If A=B=C, Total Number of e-PB Pin generated for service voters	D. _____
4 Is A=B=C=D?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5 If Step 4 is Yes, Good Job	
If Step 4 is No, Check why AND report to CEO Office	_____
State -	
Constituency No -	
Constituency Name -	
Date & Signature of RO	
To be submitted to the CEO and DEO	

Generation of e-PB & PIN by Returning Officer

<http://etpbs.in/>

1. RO Logs into etpbs.in and Generate ePB & PIN

ePB & PIN will be generated



Dispatch e-PB PIN



- Open e-PB using PIN
- Print Postal Ballot
- Mark Vote



Post the ballot to the concerned Returning Officer



Dispatch e-PB

ETPBS

Pre-counting Process

Infra Requirements for the Counting Center

- Dedicated Desktop/Laptop with i7 processor and minimum 8 GB RAM for each RO/Data entry operator with a spare system with same configuration.
- Scanning device should be used from the standard provided list.
- Good quality printer, scanner and required stationery should be available at counting centers.
- Dedicated 20 MBPS leased line internet connectivity for counting center with fixed IP address for each desktop/laptop.
- Backup 20 MBPS leased line internet connectivity from different service provider.
- 8 hours or more generator power backup.
- Online UPS with sufficient backup and surge protection.
- Antivirus with current definition should be installed on Desktop/Laptop.
- Microsoft Office licensed version and patched up.
- Prefer updated “**Mozilla Firefox**” browser for scanning process in the pre-counting.
- Physical security in Computer rooms with restricted entry.
- DIO to be responsible for network architecture and operations.
- System Admin for computer troubleshooting.
- Computer operator with a good knowledge of Excel.

List of standard Scanning Devices

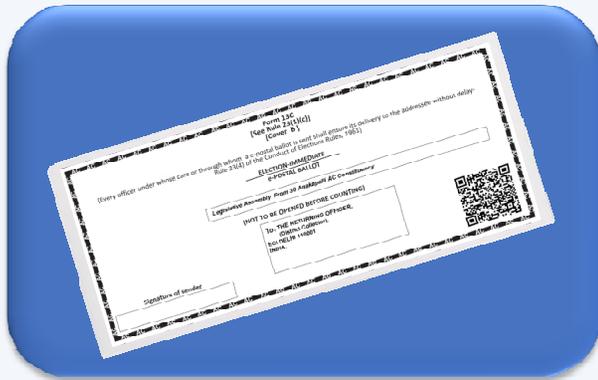
List of QR Code Scanner that can be user for pre-counting of ETPBS:

1. DATALOGIC QuickScan QD2430
2. Honeywell Xenon 1900
3. iBall 2D-S209
4. MINDEO MD 6100AT
5. Unitech MS846
6. Honeywell HH400
7. NPOS N-620
8. Honeywell HH490
9. MINDEO MD 6100
10. IRVINE IR-W1580(2D)
11. IRVINE IR-2D8521

Other Instructions

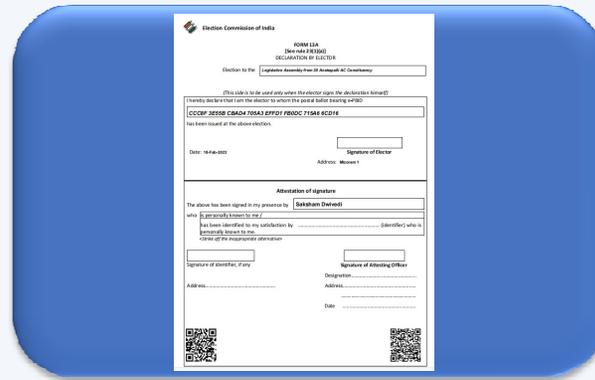
- ❑ When multiple tables and teams are provided for QR Code Reading work, each team will be given a separate login credentials which will enable to trace the envelopes and documents read by that team. Each team should comprise a Supervisor and an Assistant with a QR Code Reader. One ARO should be assigned to supervise a maximum of ten QR Code Reading teams.
- ❑ One Counting Supervisor and one Computer Assistant should be deployed for scanning of 300 e-Postal Ballots. So, accordingly adequate number of Counting Supervisors and Computer Assistants should be deployed for scanning based on e-Postal Ballots received by RO.

What a Postal Ballot Contains ?



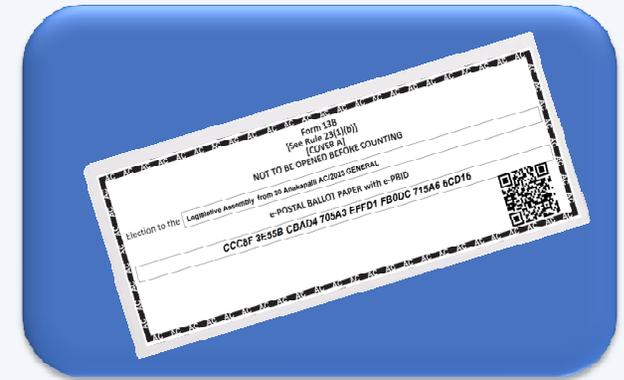
Form 13C

- ❖ The larger envelope on which form 13C is pasted is received by post.
- ❖ This envelope contains **Form 13 A**, **Form 13 B**.



Form 13A

- ❖ This is the declaration by the elector.
- ❖ Present inside the envelope of 13C.
- ❖ If the declaration in **form 13A** is not found in the cover, RO will reject a PB without opening its inner cover in **Form 13B**.



Form 13B

- ❖ This envelope is kept inside the larger envelope(**Form 13C**).
- ❖ Contains the postal ballot paper and will be opened once it is marked as valid in pre-counting process.
- ❖ If missing in the main envelope, the PB will be marked as invalid.

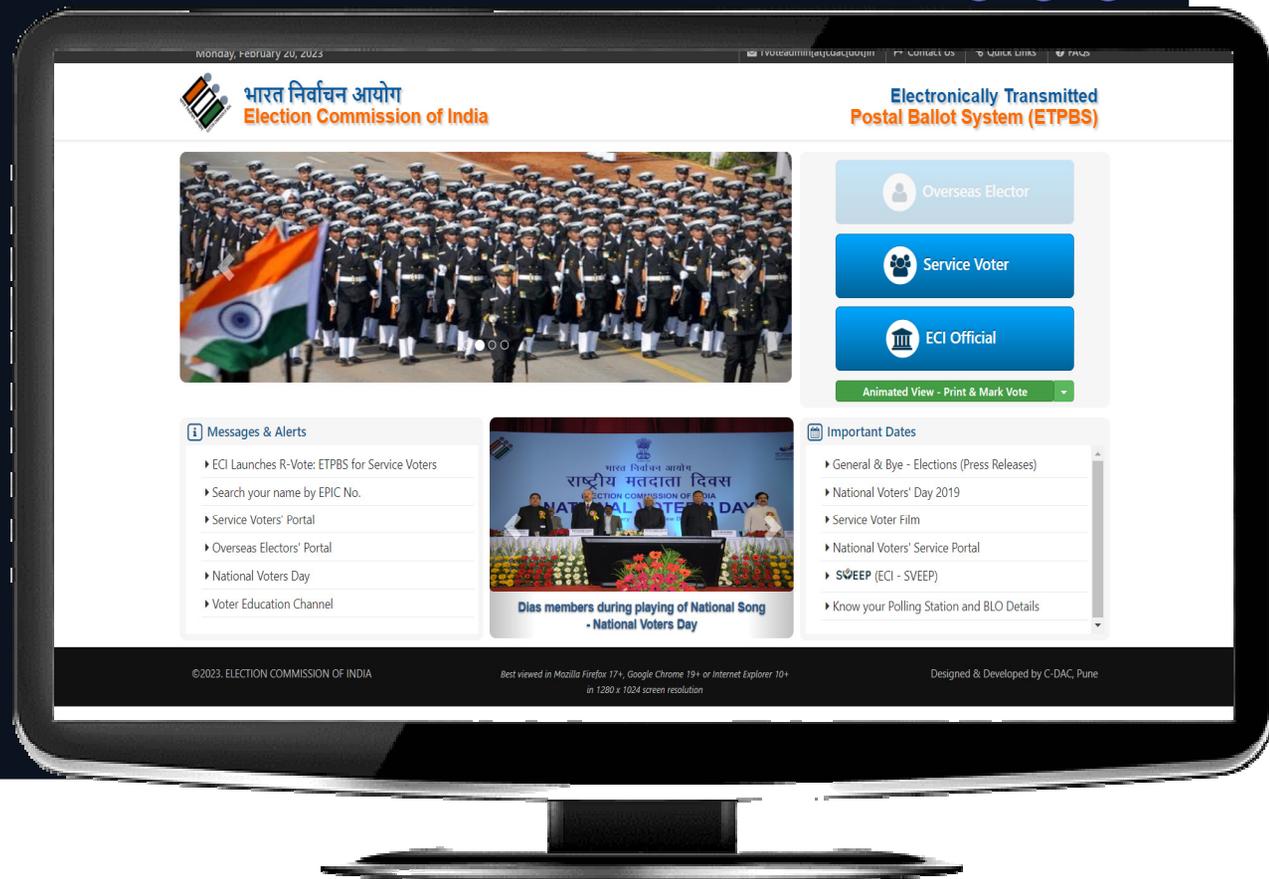
How to start

The pre-counting

Process

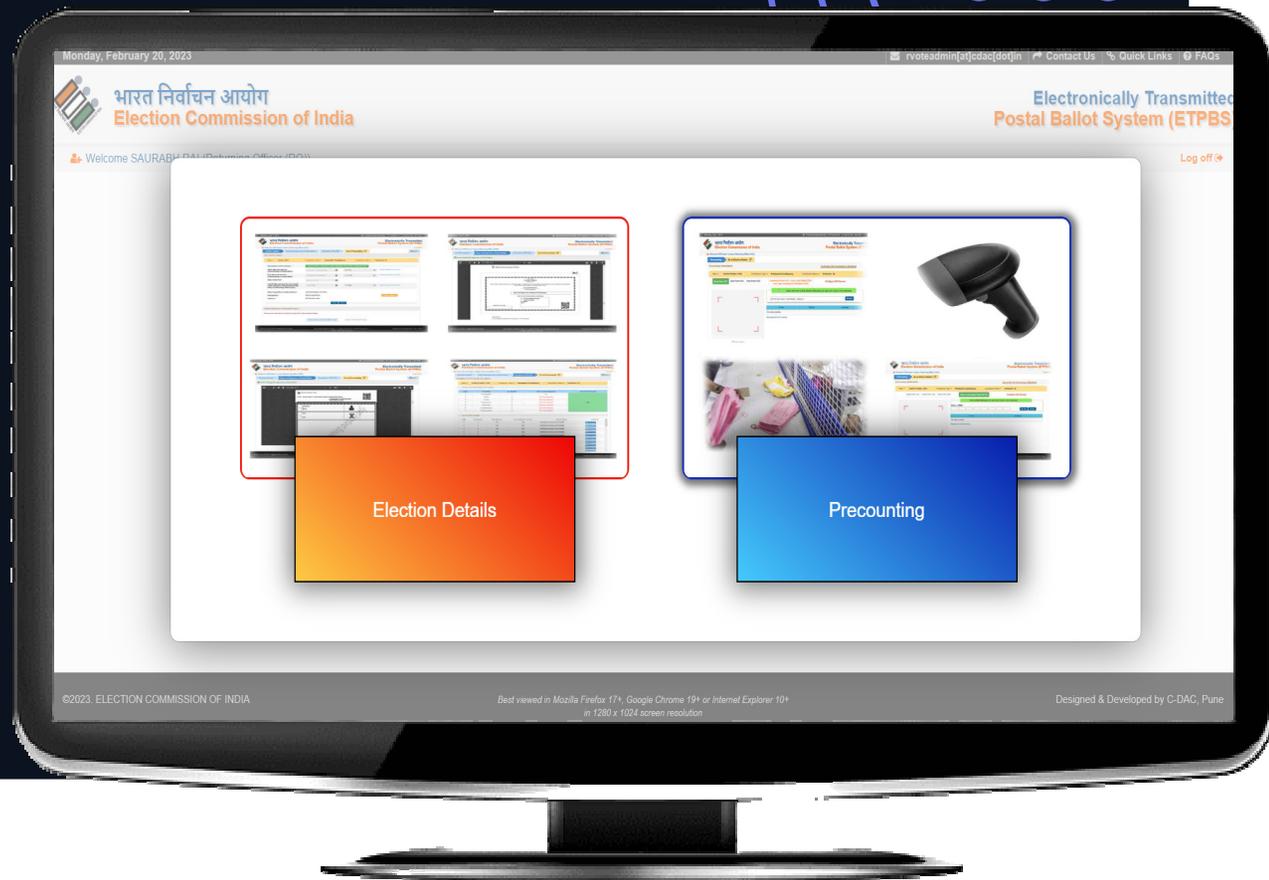
01.

RO needs to login
on etpbs.in



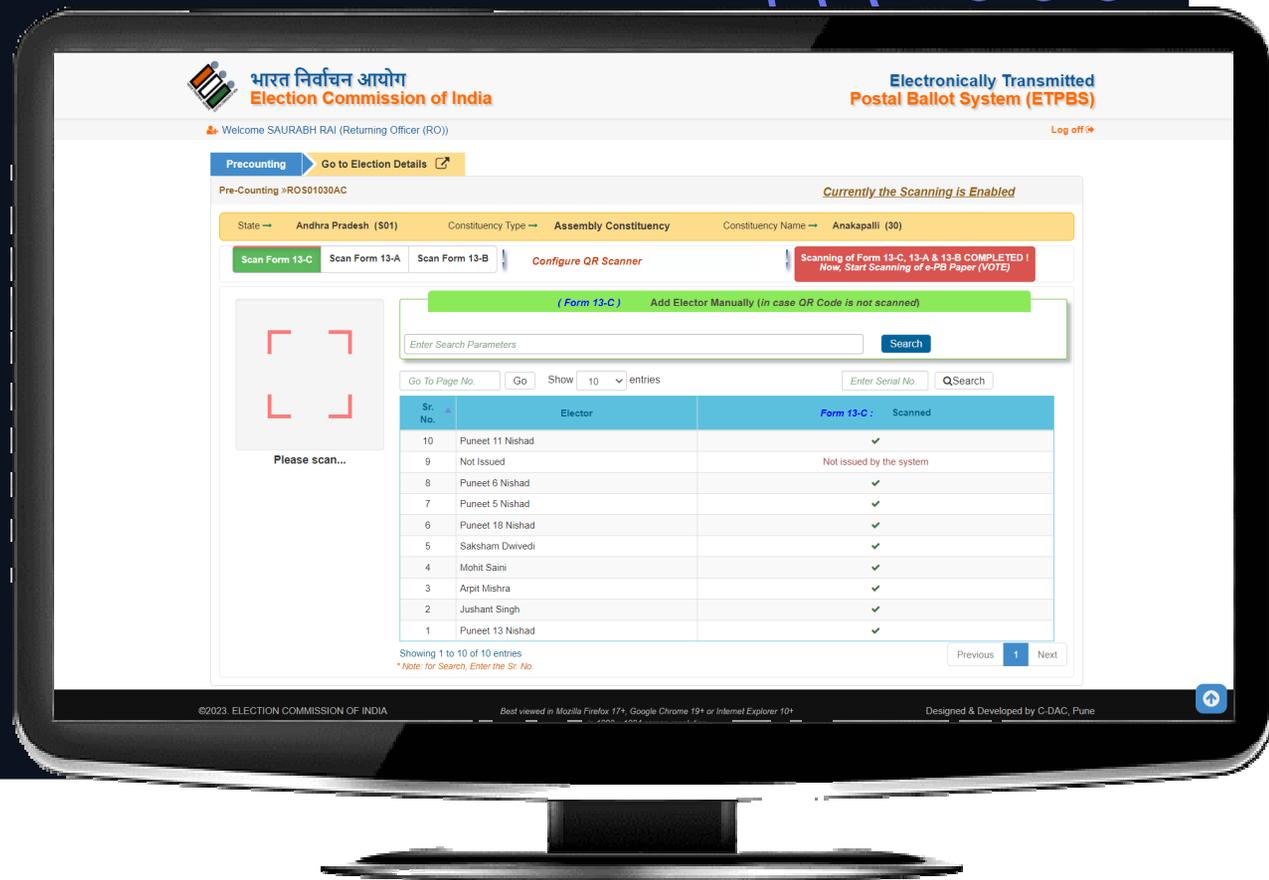
02.

Go to the dashboard of the etpbs.in

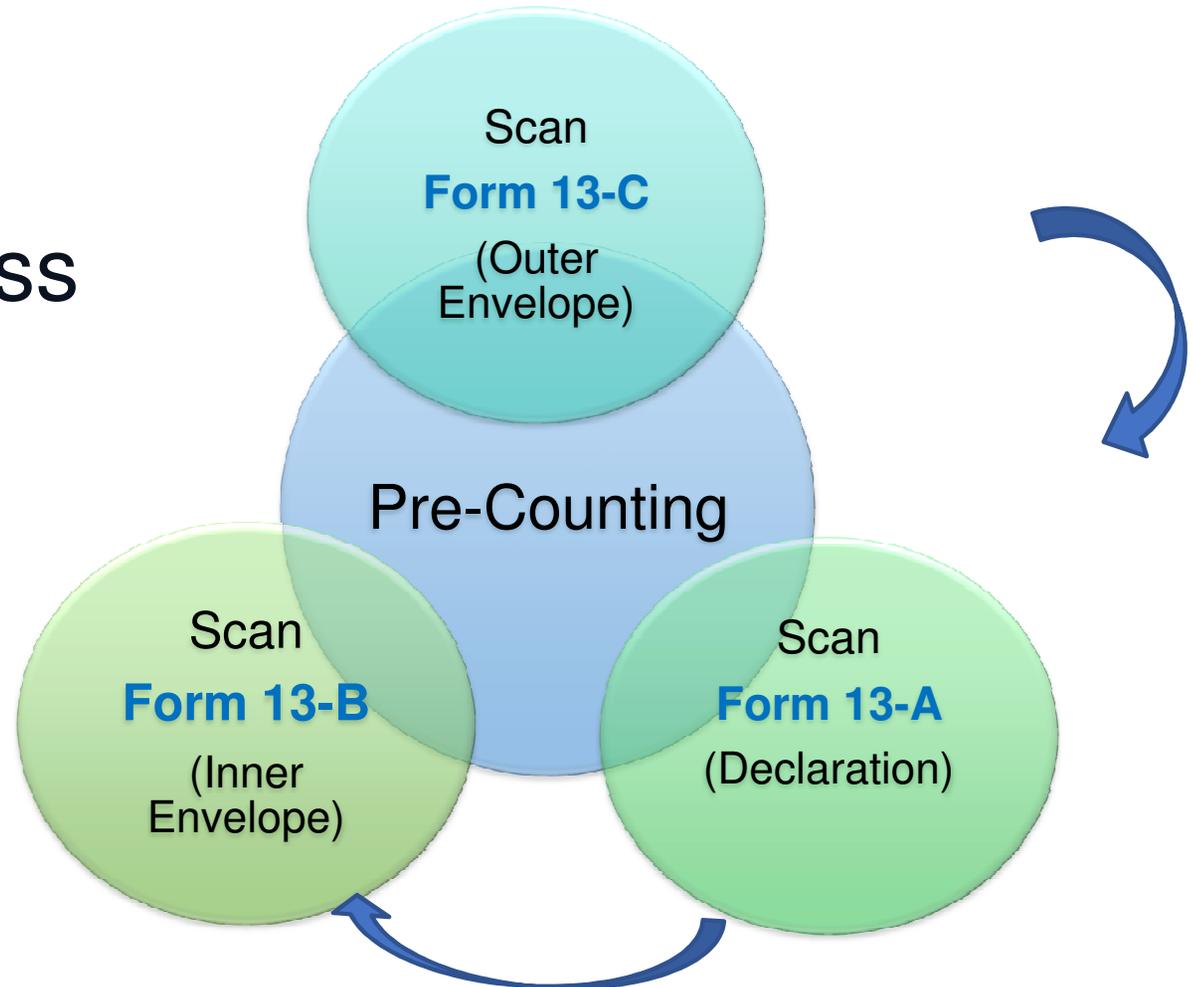


03.

Select Pre-counting menu, setup scanning device and ready for scanning of ePB.

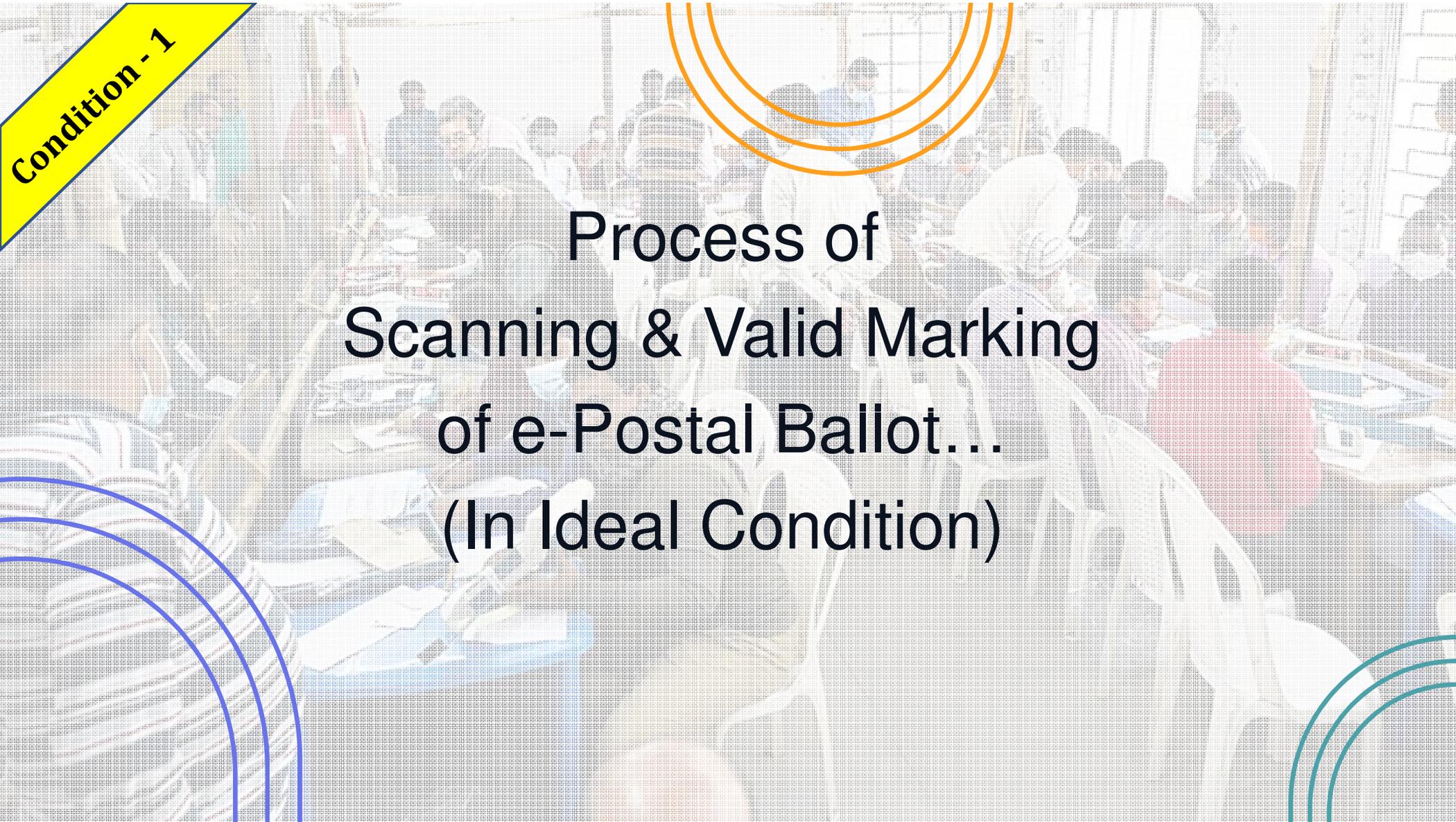


Sequence to be followed in Scanning Process (C-A-B)



Condition - 1

Process of Scanning & Valid Marking of e-Postal Ballot... (In Ideal Condition)



Steps for Scanning & Valid Marking in ideal Condition



Step 1

- ❖ Scan the QR code of outer envelope i.e. **form 13C**.
- ❖ Open the envelope and take out **Form 13A and 13B** (Inner envelope)

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

Steps for Scanning & Valid Marking in ideal Condition

Step 2

- ❖ Scan first QR code of **form 13A** followed by the scanning of the second QR code.

 Election Commission of India

FORM 13A
[See rule 23(1)(a)]
DECLARATION BY ELECTOR

Election to the

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot bearing e-PBID

has been issued at the above election.

Date: 18-Feb-2023
Signature of Elector
Address: Mizoram 1

Attestation of signature

The above has been signed in my presence by
who is personally known to me /

has been identified to my satisfaction by (identifier) who is
personally known to me.
<Strike off the inappropriate alternative>

Signature of Identifier, if any

Signature of Attesting Officer

Address.....
Date

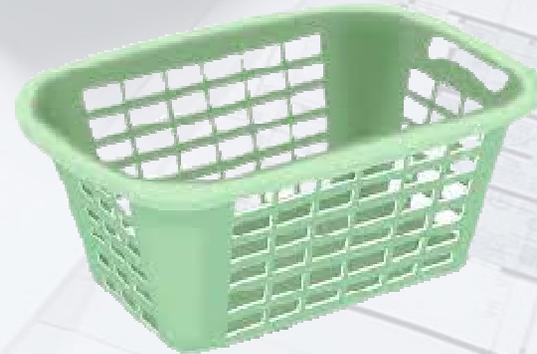
Steps for Scanning & Valid Marking in ideal Condition



- ❖ After successful scanning of all the forms mark system generated serial number with pencil on **form 13A, 13B & 13C** (backside) then put **form 13B** envelope and **form 13A** inside the outer envelope.
- ❖ Place in the basket of Valid / Rejected e-PB accordingly.



Rejected ePB



Valid ePB

Condition - 2

Process of
Scanning & Valid Marking of e-Postal
Ballot...
(If **form-13C** is not getting scanned)

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13C is not getting scanned)



Step 1

- ❖ Open the envelope and take out **Form 13A and 13B** (Inner envelope)
- ❖ Search the elector by name in the tab of **form 13C**.

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

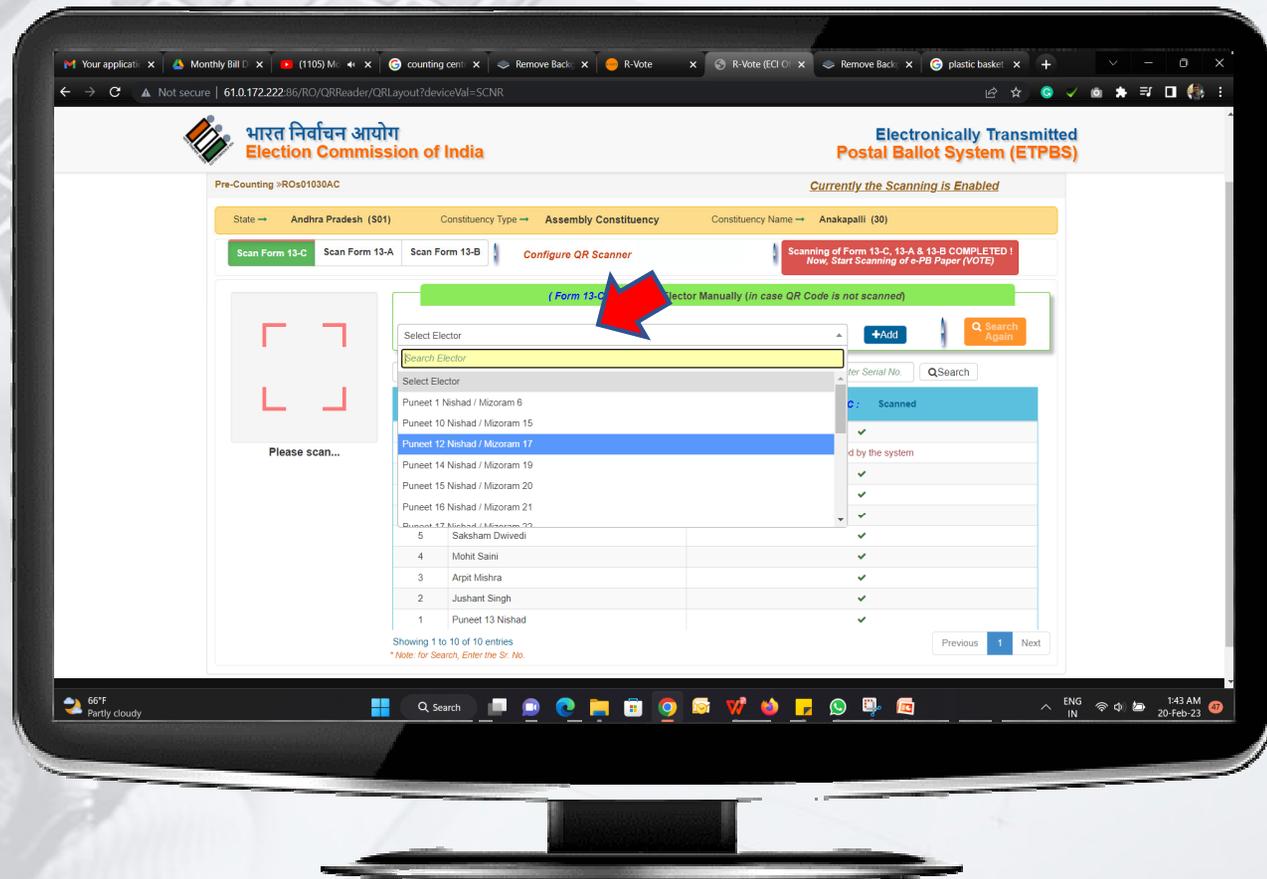
To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13C is not getting scanned)

Step 2

- ❖ Search the elector by name in the tab of **form 13C**.
- ❖ Once found the elector click on the add button to proceed.



Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13C is not getting scanned)

Step 3

- ❖ Scan first QR code of **form 13A** followed by the scanning of the second QR code.

 Election Commission of India

FORM 13A
[See rule 23(1)(a)]
DECLARATION BY ELECTOR

Election to the

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot bearing e-PBID

has been issued at the above election.

Date: 18-Feb-2023
Signature of Elector
Address: Mizoram 1

Attestation of signature

The above has been signed in my presence by
who is personally known to me /
 has been identified to my satisfaction by (identifier) who is
personally known to me.
<Strike off the inappropriate alternative>

Signature of Identifier, if any

Signature of Attesting Officer

Address.....
Date

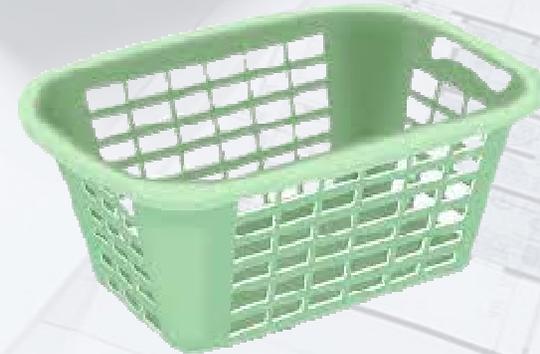
Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13C is not getting scanned)



- ❖ After successful scanning of all the forms mark serial number on **form 13A, 13B & 13C** than put **form 13B** envelope and **form 13A** inside the outer envelope.
- ❖ Place in the basket of Valid / Rejected e-PB accordingly.



Rejected e-PB



Valid e-PB

Condition - 3

Process of Scanning & Valid Marking of e-Postal Ballot...

(If form-13A is not getting scanned)

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13A is not getting scanned)



Step 1

- ❖ Scan the QR code of outer envelope i.e. **form 13C**.
- ❖ Open the envelope and take out **Form 13A and 13B** (Inner envelope)

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

QR code circled in red.

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13A is not getting scanned)

Step 2

- ❖ If any one of the QR code is not getting scanned that copy the 40 alphanumeric ePB ID and start manual entry of ePB.

Election Commission of India

FORM 13A
[See rule 23(1)(a)]
DECLARATION BY ELECTOR

Election to the

(This side is to be used only when the elector signs the declaration himself)
I hereby declare that I am the elector to whom the postal ballot bearing e-PBID

has been issued at the above election.

Date: 18-Feb-2023

Signature of Elector
Address: Mizoram 1

Attestation of signature

The above has been signed in my presence by

who is personally known to me /
has been identified to my satisfaction by (identifier) who is personally known to me.
<Strike off the inappropriate alternative>

Signature of Identifier, if any

Signature of Attesting Officer

Address.....
Designation.....
Date

Address.....
Date



Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13A is not getting scanned)

Step 3

- ❖ Start manual entry of ePB ID and add the elector for **form 13A** marking.
- ❖ Once the ePB ID entered click on the add button to proceed.

The screenshot displays the ETPBS interface with the following details:

- Header:** भारत निर्वाचन आयोग (Election Commission of India), Electronically Transmitted Postal Ballot System (ETPBS)
- User:** Welcome SAURABH RAI (Returning Officer (RO))
- Navigation:** Precounting, Go to Election Details
- Location:** State: Andhra Pradesh (S01), Constituency Type: Assembly Constituency, Constituency Name: Anakapalli (30)
- Buttons:** Scan Form 13-C, Scan Form 13-A, Scan Form 13-B, Configure QR Scanner
- Status:** Currently the Scanning is Enabled
- Message:** Scanning of Form 13-C, 13-A & 13-B COMPLETED! Now, Start Scanning of e-PB Paper (VOTE)
- Form 13-A Section:** (Form 13-A) Add Elector & e-PBID Manually (in case QR Code is not scanned). Includes a dropdown for 'Select / Search Elector', an 'AND' button, and an 'Enter e-PBID:' field with an '+ Add' button. A red arrow points to the '+ Add' button.
- Table:** A table with columns: Sr. No., Elector, Form 13-A : ePBID - Scanned, and Form 13-A : MREI - Scanned.

Sr. No.	Elector	Form 13-A : ePBID - Scanned	Form 13-A : MREI - Scanned
10	Puneet 11 Nishad	Form 13-A is not found / does not exist for this service voter	Form 13-A is not found / does not exist for this service voter
8	Puneet 6 Nishad	Not issued by the system	No need to scan
7	Puneet 5 Nishad	✓	✓
6	Puneet 18 Nishad	Form 13-A is not found / does not exist for this service voter	Form 13-A is not found / does not exist for this service voter
5	Saksham Dwivedi	Not issued by the system	No need to scan
4	Mohit Saini	Not issued by the system	No need to scan

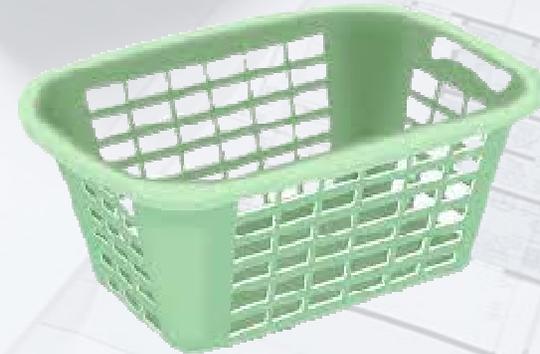
Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13A is not getting scanned)



- ❖ After successful scanning of all the forms mark serial number on **form 13A, 13B & 13C** then put **form 13B and form 13A** inside the outer envelope.
- ❖ Place the valid/rejected ePB in the concerned basket.



Rejected e-PB



Valid e-PB

Condition - 4

Process of
Scanning & Valid Marking of e-Postal
Ballot...

(If form-13B is not getting scanned)

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is not getting scanned)



Step 1

- ❖ Scan the QR code of outer envelope i.e. **form 13C**.
- ❖ Open the envelope and take out **Form 13A and 13B** (Inner envelope)

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay- Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is not getting scanned)

Step 2

- ❖ Scan first QR code of **form 13A** followed by the scanning of the second QR code.

 Election Commission of India

FORM 13A
[See rule 23(1)(a)]
DECLARATION BY ELECTOR

Election to the

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot bearing e-PBID

has been issued at the above election.

Date: 18-Feb-2023
Signature of Elector
Address: Mizoram 1

Attestation of signature

The above has been signed in my presence by
who is personally known to me /
 has been identified to my satisfaction by (identifier) who is
personally known to me.
<Strike off the inappropriate alternative>

Signature of Identifier, if any

Signature of Attesting Officer

Address.....
Designation.....
Date

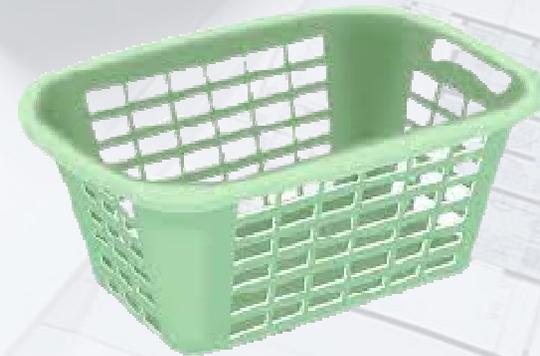
Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is not getting scanned)



- ❖ After successful scanning of all the forms mark serial number on **form 13A, 13B & 13C** then put **form 13B and form 13A** inside the outer envelope.
- ❖ Place the valid/rejected ePB in the concerned basket.



Rejected e-PB



Valid e-PB

Condition - 5

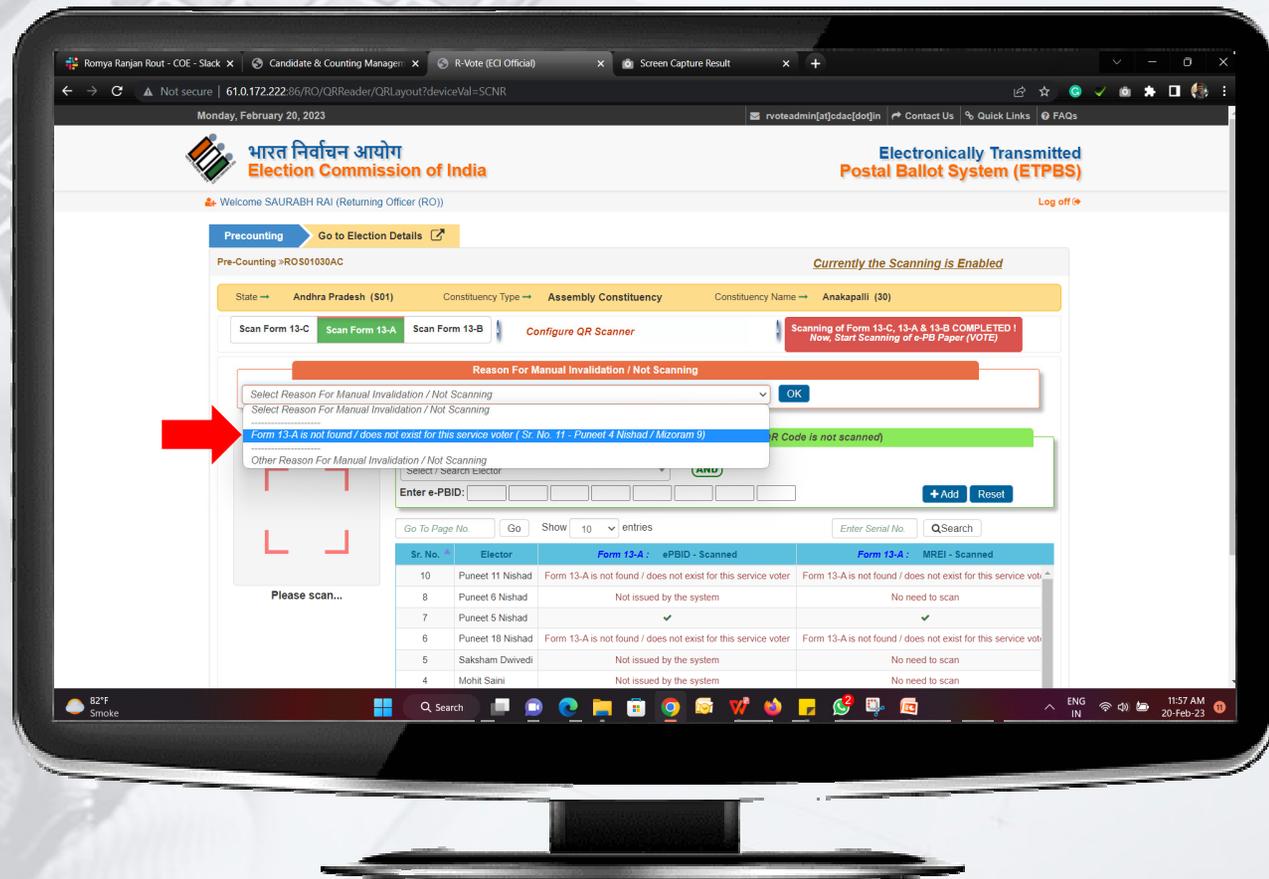
Process of Scanning & Invalid Marking of e-Postal Ballot...

(If form-13A is missing)

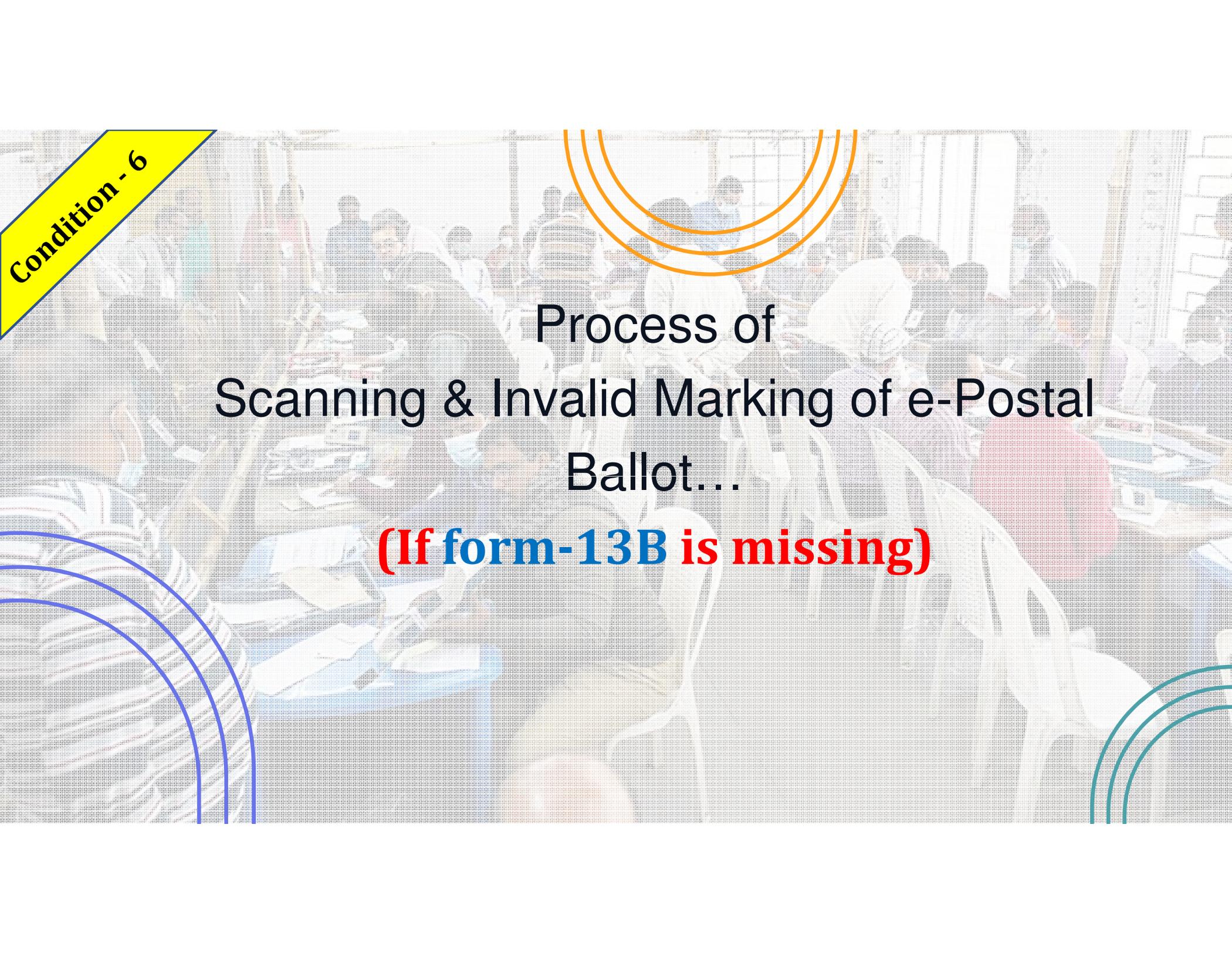
Process of Scanning & Valid Marking of e-Postal Ballot (If form-13A is missing)

Step 2

- ❖ Mark **form 13A** missing from the drop down and **Reject** the e-Postal Ballot.



Condition - 6



Process of Scanning & Invalid Marking of e-Postal Ballot...

(If form-13B is missing)

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is missing)



Step 1

- ❖ Scan the QR code of outer envelope i.e. **form 13C**.
- ❖ Open the envelope and take out **Form 13A and 13B** (Inner envelope)

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

QR code circled in red.

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is missing)

Step 2

- ❖ Scan first QR code of **form 13A** followed by the scanning of the second QR code.

 Election Commission of India

FORM 13A
[See rule 23(1)(a)]
DECLARATION BY ELECTOR

Election to the

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot bearing e-PBID

has been issued at the above election.

Date: 18-Feb-2023
Signature of Elector
Address: Mizoram 1

Attestation of signature

The above has been signed in my presence by
who is personally known to me /
 has been identified to my satisfaction by (identifier) who is
personally known to me.
<Strike off the inappropriate alternative>

Signature of Identifier, if any
Address.....

Signature of Attesting Officer
Designation.....
Address.....
Date

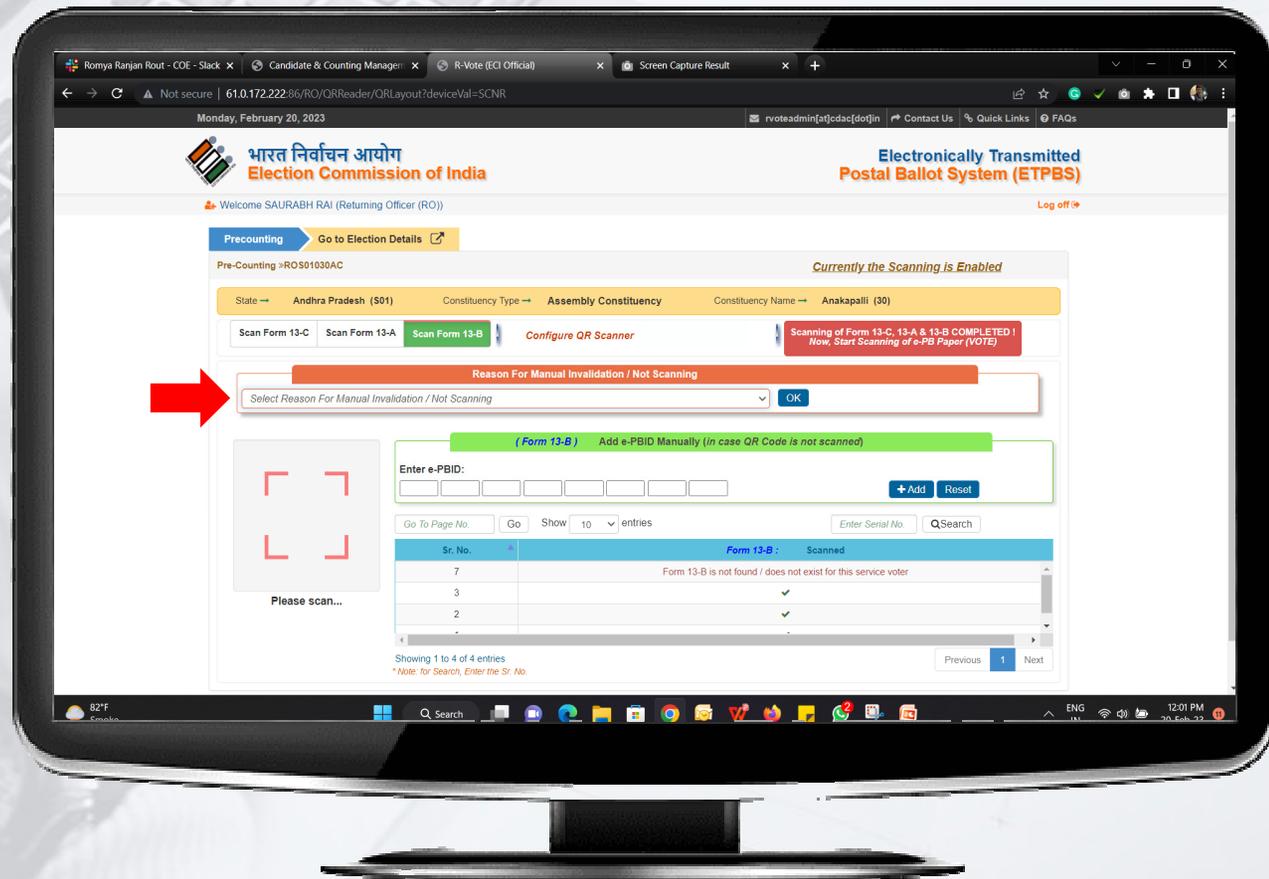
 

Process of
Scanning & Valid Marking of e-Postal Ballot
(If form-13B is missing)



Step 3

- ❖ Mark **form 13B** missing from the drop down and **Reject** the e-Postal Ballot.



Condition - 7

Process of
Scanning & Duplicate Marking of e-
Postal Ballot...

(If form-13C is Duplicate)

Process of
Scanning & Duplicate Marking of e-Postal Ballot
(If form-13C is Duplicate)



Step 1

- ❖ The Outer covers (Form 13-C) which is having QR Code on lower right hand side, has to be scanned by the QR Code Reader and necessary valid checks will be performed for possible duplicates and verification of the service voter.
- ❖ A unique serial number will be provided by the computer. This serial number has to be manually marked by RO on the envelope being verified.

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender

Process of
Scanning & Duplicate Marking of e-Postal Ballot
(If form-13C is Duplicate)



Step 2

- ❖ If no duplicate and correct verification is found, then only outer envelope (Form 13-C) will be open.
- ❖ If the system marks it as duplicate, then it will indicate the serial number with which it is duplicate, in this case all the e-PB marked as duplicate has to be tight together and kept in a Invalid Tray.

Form 13C
[See Rule 23(1)(c)]
[Cover B]

[Every officer under whose care or through whom a e-postal ballot is sent shall ensure its delivery to the addressee without delay-
Rule 23(4) of the Conduct of Elections Rules, 1961]

ELECTION-IMMEDIATE
e-POSTAL BALLOT

Legislative Assembly From 30 Anakapalli AC Constituency

(NOT TO BE OPENED BEFORE COUNTING)

To, THE RETURNING OFFICER,
(District Collector),
ECI DELHI 110001
INDIA.

Signature of sender