2018

BLO Supervisor & BLO USER Manual

ERO-NET

V 2.0

Election Commission of India

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1 OFFICER 5: BLO Supervisor

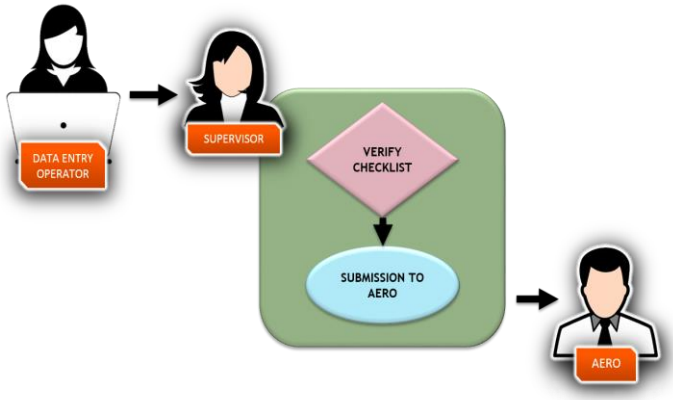


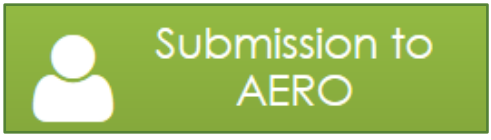
Fig 1.1 – BLO Supervisor Operations

1.1 ROLES

Supervisor views the verification report, checklist and provides recommendations to AERO with remarks. After login, operator gets the following screen, which contain two tabs: -

Functionality of these tabs is given as under:

1.2 SUBMISSION TO AERO



After clicking on this tab, supervisor gets a list of submitted forms under progress at various states like BLO appointed, field verified etc. Supervisor can filter list on the basis of date/ part number. Forms can be searched on the basis of either form number or EPIC number.

We can show a form on the basis of form type, form status, part number, from date and to date with two more options. 'AERO Remarks Submitted' and '*SPVR remarks submitted*'.

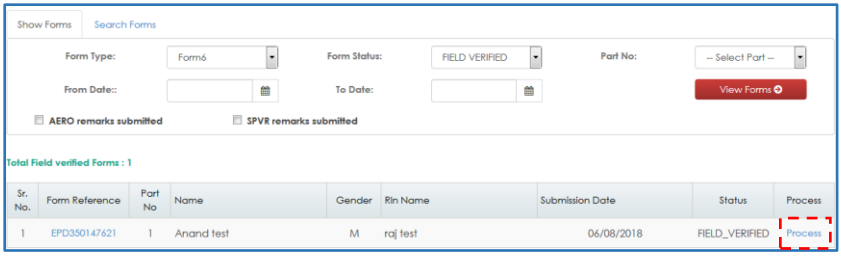


Fig 1.2 – List of Forms for AERO Action

After clicking on 'Process' link as shown in the *Fig.1.2*, applicant's information like personal details, family details, field verification report can be viewed. Supervisor can add remarks and submit the form to AERO as shown in the Fig. 1.2.1.

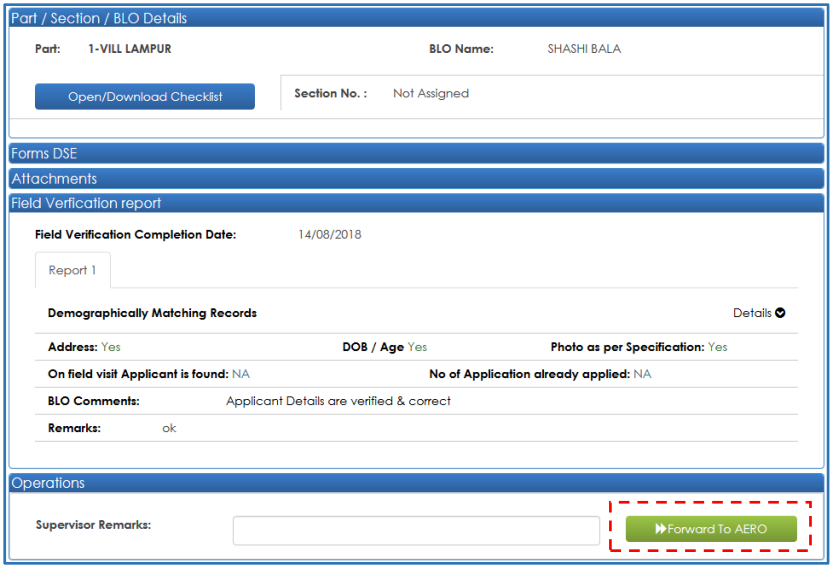


Fig 1.2.1 – Forward to AERO

Clicking on '*Forward to AERO*' tab in the *Fig.1.2.1*, we get this screen where we see that the recommendation is sent to AERO as shown in the Fig. 1.2.2.

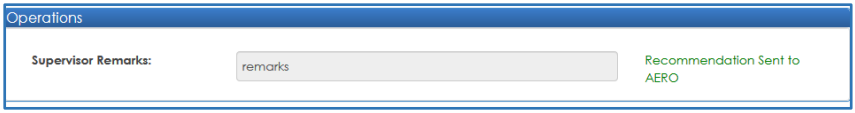


Fig 1.2.2 – Recommendation sent to AERO

Now in second option 'Search Form By', it searches form by Form Number, EPIC Number, and by Name.

For example, if we search a form by FORM NUMBER, it shows a screen like shown in the Fig: -

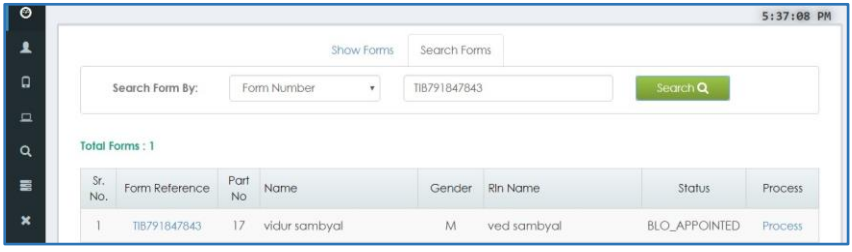
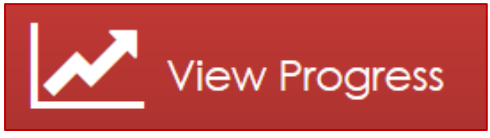


Fig 1.3 – Search Forms

Similarly, we can search by EPIC Number and by Name.

1.3 VIEW PROGRESS

This screen displays the progress of forms.



2 BOOTH LEVEL OFFICER (BLO)

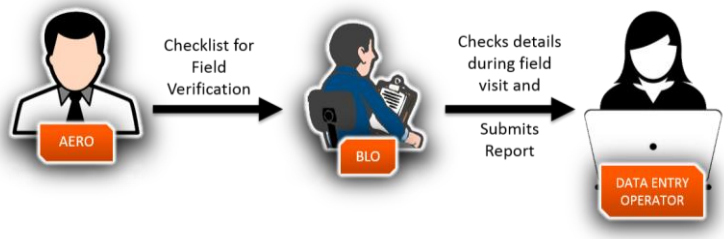


Fig 2.1 – BLO Operations

2.1 ROLES

The BLO will make a thorough study of the roll of the part assigned to him. He will make frequent field visits to the villages in the said part and interact with local people particularly village elders and grass root level elected representatives and identify the names of the dead/shifted/duplicate voters in the roll, which need to be removed by the ERO under relevant provisions of law.

The main functions of BLO are as follows:

- Receiving claims and objections.
- House to house visit and checking of overlapping, migration, transfer/ shifting.
- Identification of shifted/ dead/ non-existing electors.
- Checking inclusion and exclusion errors.
- Checking details of spellings, entries of duplicate names, part header page, photos etc. of electors in the roll.
- Collecting photos of electors.
- Collecting mobile numbers of electors (optional).
- Submitting reports to ERO so that notice can be issued to the persons whose names have to be deleted.
- Display of draft roll/ prescribed notices at designated locations.
- Reading of rolls in gram/ ward sabhas – liasoning with RWAs in urban areas for registration.
- EPIC distribution (after preparation) to the right person and not to any other intermediary.

Maximization of EPIC coverage and enrolment:

- SVEEP e.g. Street plays, Dramas, Wall writings, etc.
- NVD activities – Administering NVD pledge and exhorting voters at NVD time.
- Correct Serialization of the houses and correct arrangement of sections falling within the part.
- Coordination with Booth Level Agents (BLAs).
- Detailing of Forms received.
- Impart simple voter education at registration time.
- Distribution of voters slip before election.
- Preparation of Nazri Naksha with an ordinary geographical demarcation to avoid overlapping specially in respect of newly developed colonies:

2.2 ACTIVITIES COVERED UNDER BLO MOBILE APP

Main activities covered under BLO Mobile App are.

- Download Electoral Roll
- Revision
  - ✓ Checklist Revision
  - ✓ Demographical Similar Entry,
  - ✓ Registered Death and
  - ✓ Migration Verification.
  - ✓ Logical Errors
- Field Verification
- Collecting details of:
  - ✓ Overseas Voters
  - ✓ New Voter
  - ✓ Left Over Voter
  - ✓ Future Voter
- Collecting GPS location for:
  - ✓ Existing Polling Station
  - ✓ Probable Polling Station
  - ✓ Auxiliary Polling Station
  - ✓ Post Office
  - ✓ Police Station

- ✓ Nearest Health Center
- Capture Adjacent Part Number
- Online Form Filling
- BLO Register

2.3 ADVANTAGES OF BLO MOBILE APP

For a free and fair election, an accurate and error –free electoral roll is the most important pre-requisite. Some of the electoral malpractices like bogus voting and impersonation, in a large part, result from defective electoral rolls. For enhanced participation of electors in the electoral process and reducing the electoral malpractices, it is essential to improve the quality of electoral registration process and of the electoral rolls. Therefore, adequate stress has to be laid on the preparation and revision of the electoral roll. For the above mentioned purpose a local representative of Election commission of India has been appointed at the grass root level that plays a pivotal role in the process of roll revision and collecting actual field information with regard to the polling area assigned.

Before this App, BLO has to go on field visit with their BLO Register and Electoral Roll as a bunch of papers, in which all the information has to be done. They had to visit ERO office regularly for collecting their assigned work as Summary Revision Checklist and then after completing their field work/Verification process, they had to submit the hard copy of the collected forms to Data Entry Operator, who further digitize all the form and finally submit to the Server.

All these hitches are now removed. BLO App offered a time saving, simple and convenient solution for all the Booth Level Officers. By using the App they will get their assigned work in their phone regularly. There will be no need to visit ERO office regularly at all. BLOs can directly submit the field work data to the server which saves their time and allow them to finish the field visit within the designated time duration. All the Notification and Alerts related to their work will be received in App. Keeping record of there is also a part of the App. They can keep track of their Statements with the information they have submitted to server.

In all, this App provide a one stop solution to BLO for all their Duties and responsibilities.

2.4 IN APP WORK CORRESPOND TO MANUAL WORK

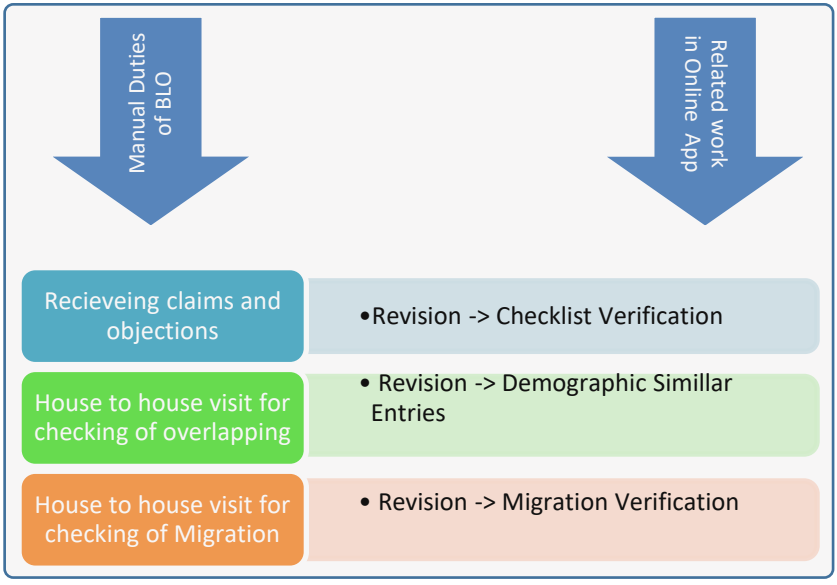


Fig 2.2 – Duties of BLO

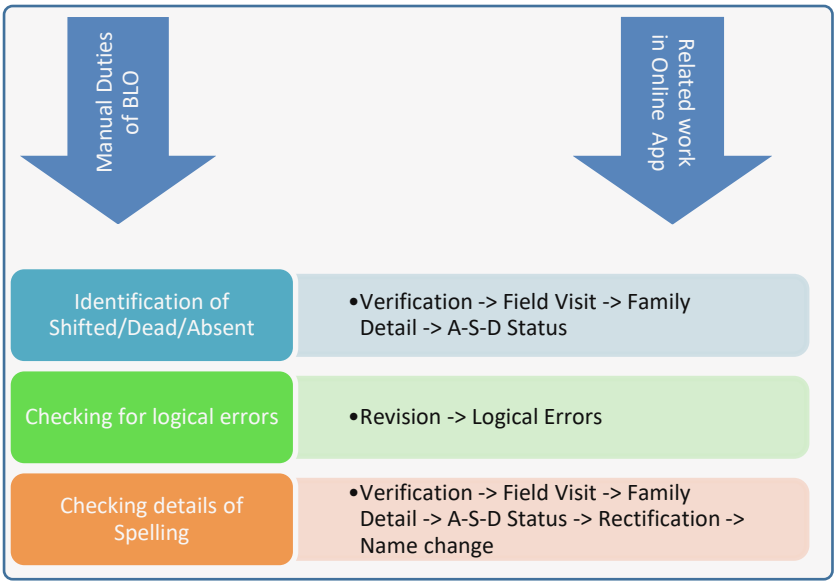


Fig 2.3 – Duties of BLO

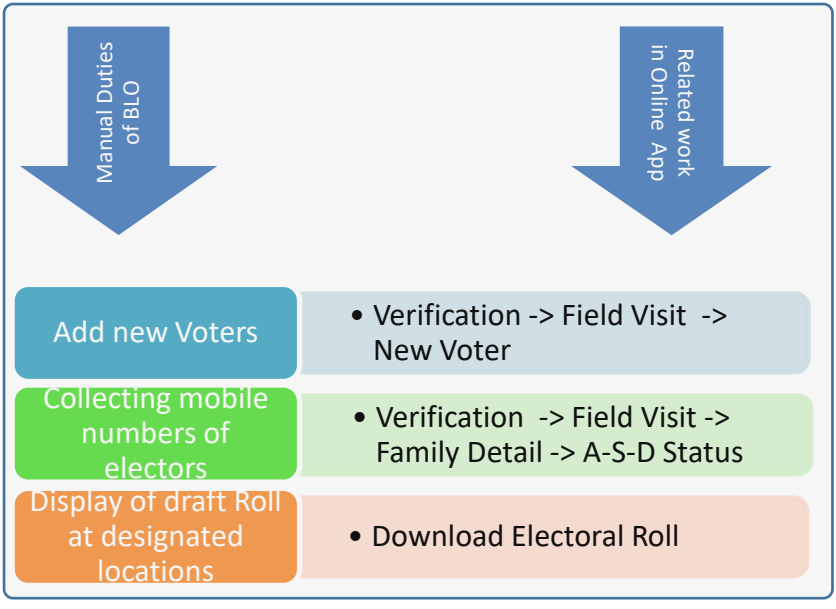


Fig 2.4 – Duties of BLO

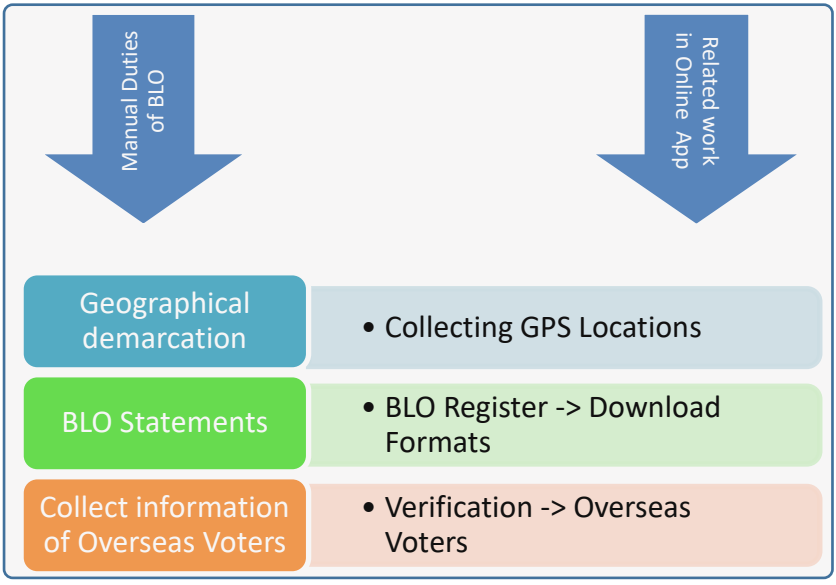


Fig 2.5 – Duties of BLO

2.5 PROCESS FLOW OF BLO APP

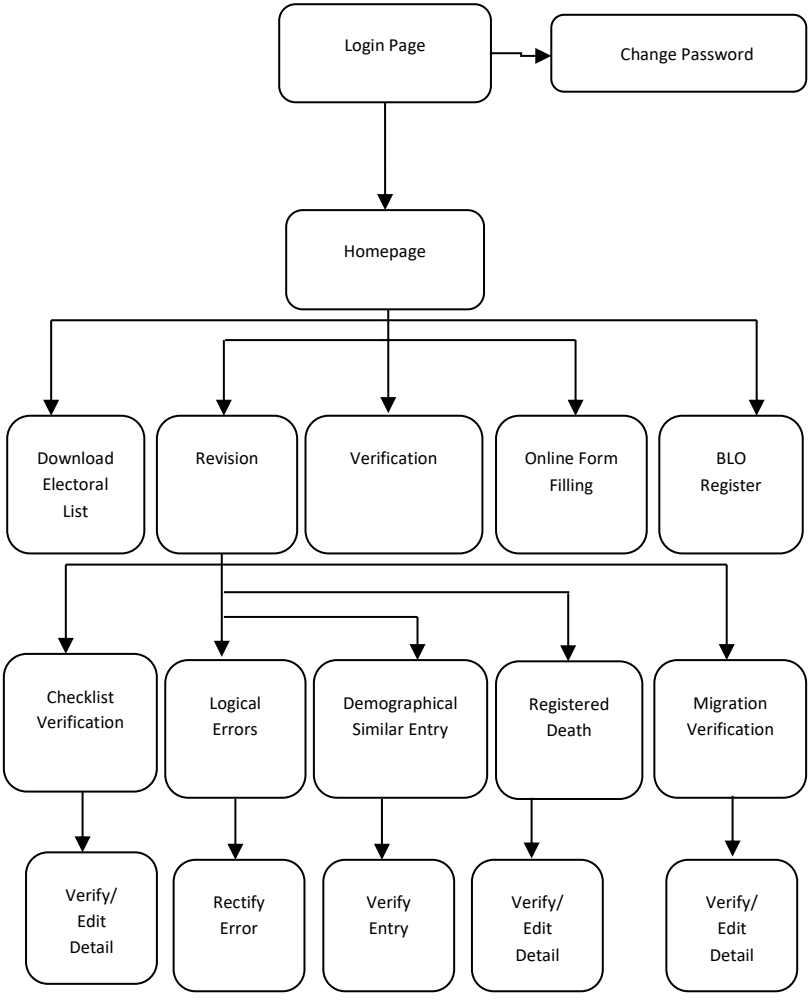


Fig 2.6 – BLO App Process Flow

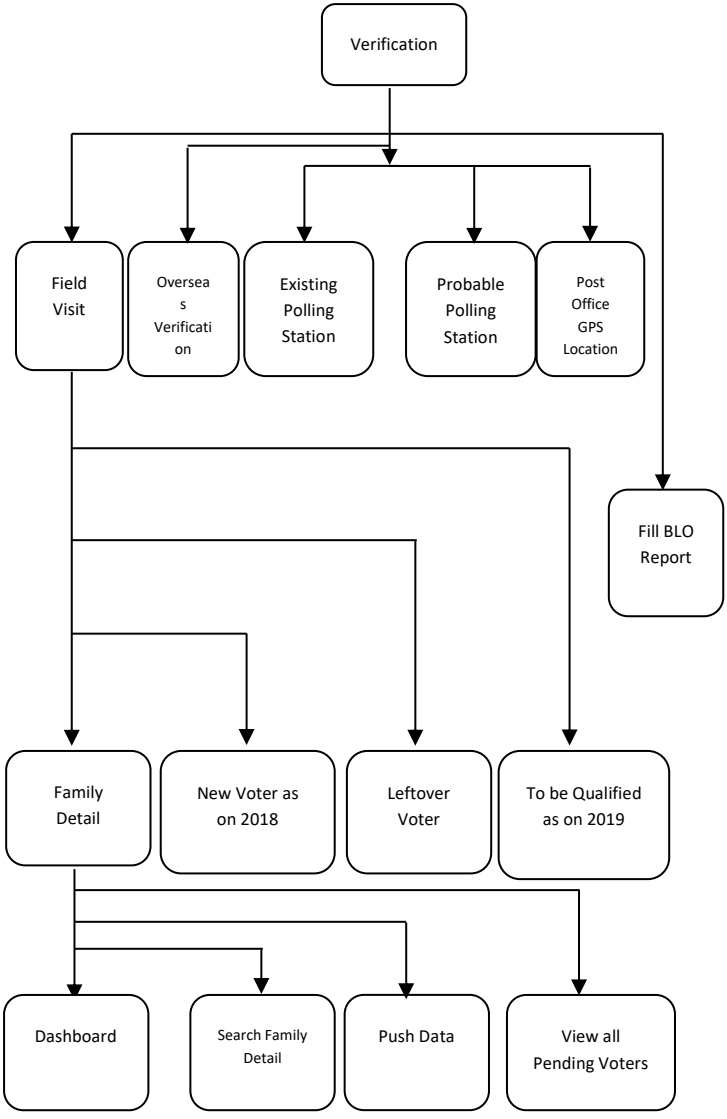


Fig 2.7 – BLO App Process Flow

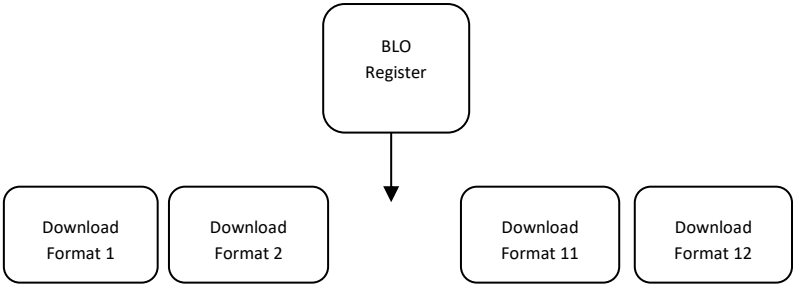


Fig 2.8 – BLO App Process Flow

2.6 PRE REQUISITES TO INSTALL THE APP

1. Smartphone
2. Android version 4.0 (Kit Kat) and above
3. RAM 1GB
4. Storage space minimum 2GB
5. PDF Reader
6. Internet connectivity (at some places in the app)

Things to remember after installing App:

- Please allow all permission asked by the App. If you don't allow the permissions, App will not work functionally.
- Kindly download the Elector List at first place before clicking on any other tab. It is a mandatory step.

2.7 DESCRIPTION OF SCREENS

BLO LOGIN

This is the first page after installing the App. BLO will enter his/her registered mobile no. as User Id and Password (By Default).State code also need to be entered. At the bottom of the page 'Change Password' Link is available. Note: Internet connectivity should be there while login for the first time after downloading the app. After that no need for internet as the password will be saved in the app.

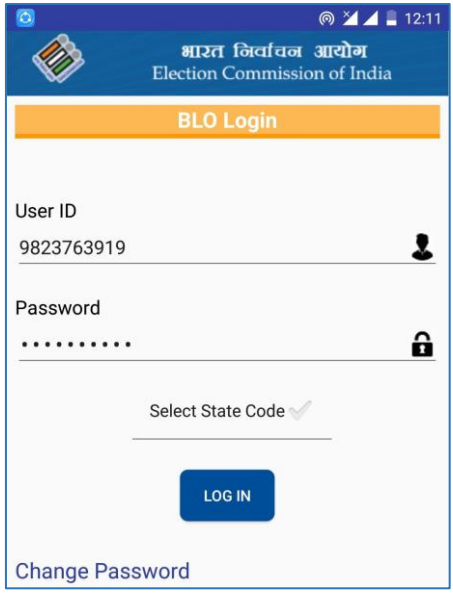


Fig 2.9 – App Login Screen

CHANGE PASSWORD (OPTIONAL)

This link can be used for changing your password. This step is not mandatory. New password should be of length min 6 characters. Note: Changing password will need Internet connectivity.

Fig 2.10 – Change Password Panel

PERMISSIONS

Before starting any kind of work, application will ask for some permission to access media on your phone. One should click on 'Allow'. This screen will appear only after first login.

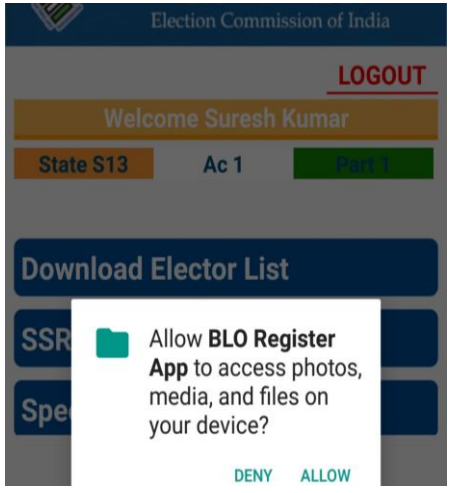


Fig 2.11 – Media Access Permissions

HOME SCREEN

This will be the homepage of the application. It consist various information of the BLO, also 5 menu items.

DOWNLOAD ELECTOR LIST

For downloading the list of all elector of his AC. This will need Internet connectivity only once. The data will then be saved in the app.

REVISION

Checklist Verification, Logical Error, Demographical Similar Entry, Registered Death and migration verification can be done here.

VERIFICATION

It consist Field Visit Functionality.

CAPTURE ADJACENT PART NO

Part numbers of all the adjacent part can be captured here as comma separated value.

ONLINE FORM FILLING

It will land on another App to fill forms 6, 6A, 7, 8, 8A.

BLO REGISTER

BLO can download all statements here.

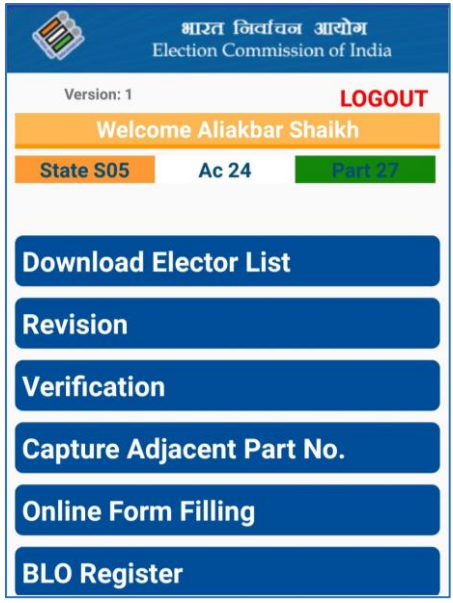


Fig 2.12 – App Home Screen

2.8 DOWNLOAD ELECTOR LIST

BLO can download his part's Elector List form this tab. This will be downloaded in the phone memory. A message will appear in the bottom of the screen after the database is successfully created from this list. The tab will be disabled thereafter.

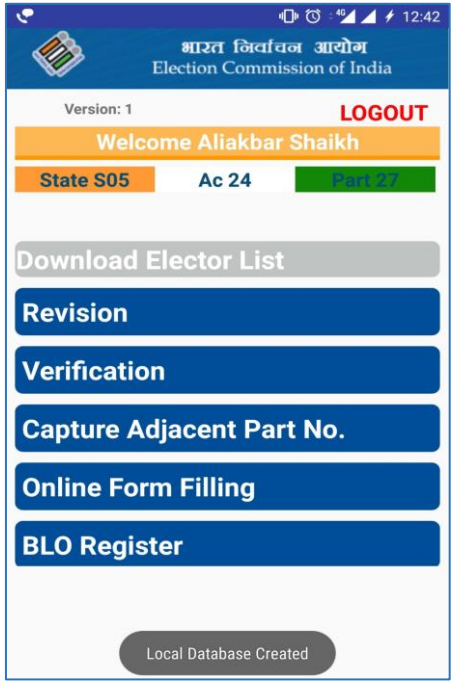


Fig 2.13 – Download Elector List Options

2.9 REVISION

- By clicking on 'Revision' option on home page, further a menu page will appear with next 5 options. These options are
- Checklist Verification: The work which will be assigned by AERO to BLO will be shown here in the form of list.
- Logical Error: All the Logical Error available in BLOs part Electoral Roll, will list here.
- Demographical Similar Entry : All the DSE of the Voter will list here

- Registered Death: All the registered deaths in the part of the BLO will be list here. BLO has to verify them.
- Migration Verification: All the reported migration cases will list here. BLO has to verify them.

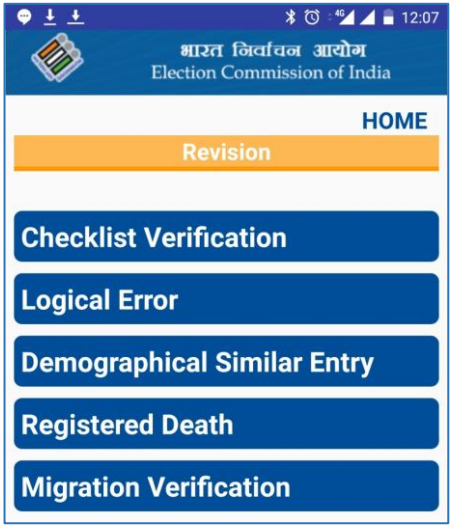


Fig 2.14 – Revision

These menu options are basically for summary revision work which is assigned to BLOs.

2.10 CHECKLIST VERIFICATION

This tab consists of work assigned to BLO by ERO, to verify elector details.

Fig 2.15 – Checklist Verification

By clicking on any of the panel, a new page will appear which will consist of designated form (6, 6 A, 7, 8, 8A) which needs to be verified.

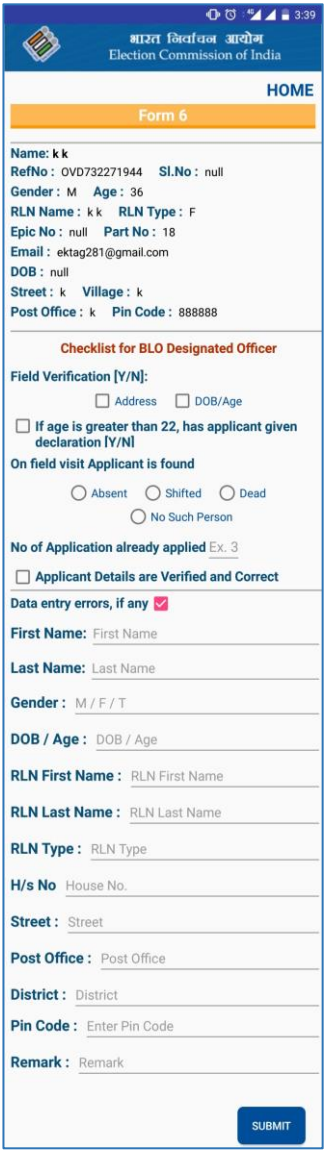


Fig 2.16 – Form 6

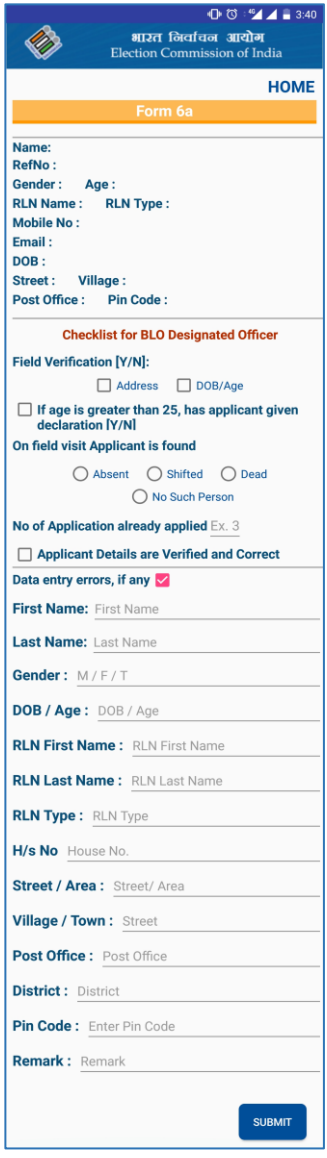


Fig 2.17 – Form 6A

Fig 2.18 – Form 7

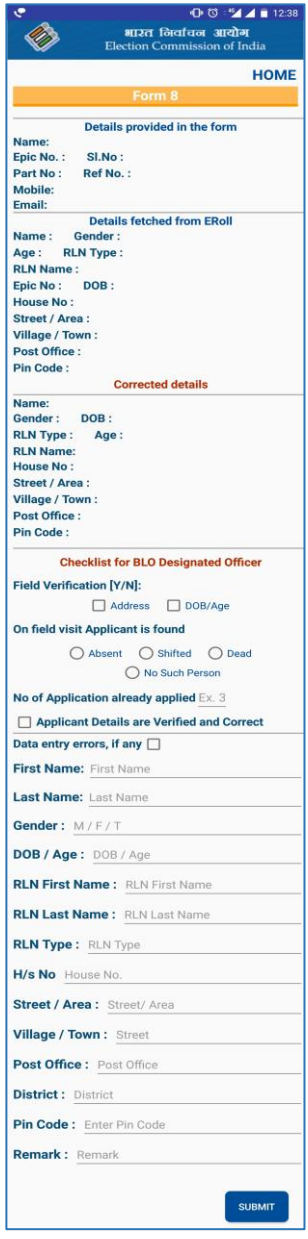


Fig 2.19 – Form 8

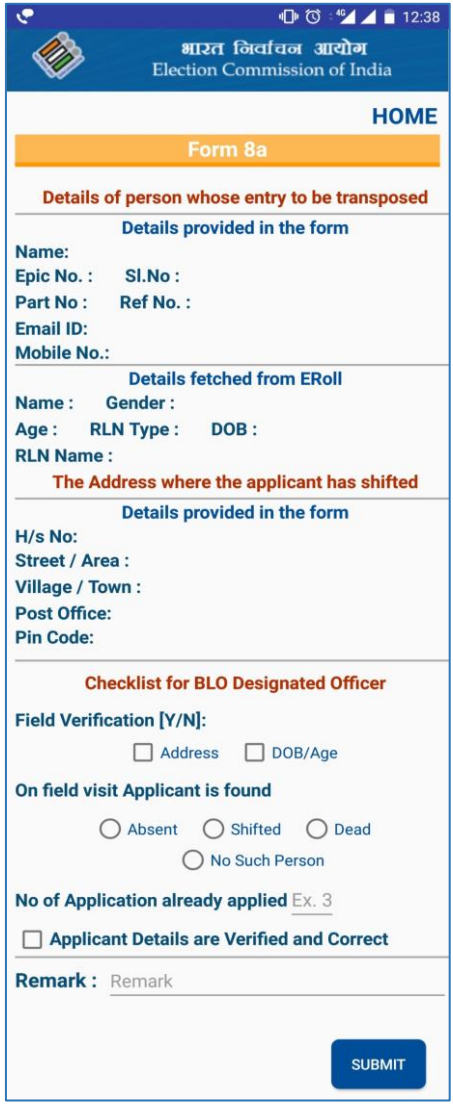


Fig 2.20 – Form 8A

DEMOGRAPHIC SIMILAR ENTRY

This page will consist of all the Demographical similar entries available in

- Within Part
- Within AC
- After AC
- Within State

Fig 2.21 – DSE

2.11 LOGICAL ERROR

This page will consist of all 17 type of logical error with their available case count in the BLO's part. By clicking on the count details of the electors for corresponding error will appear. BLO can now fill the form 8 for the correction. Form 8 can be filled either online or offline.

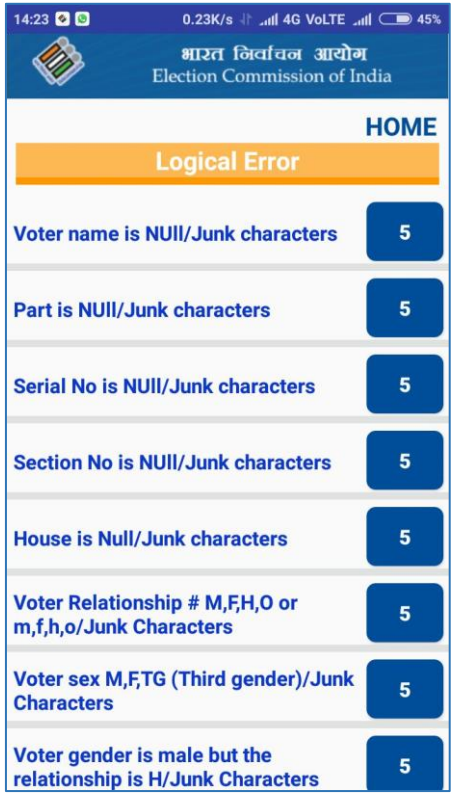


Fig 2.22 – Logical Errors

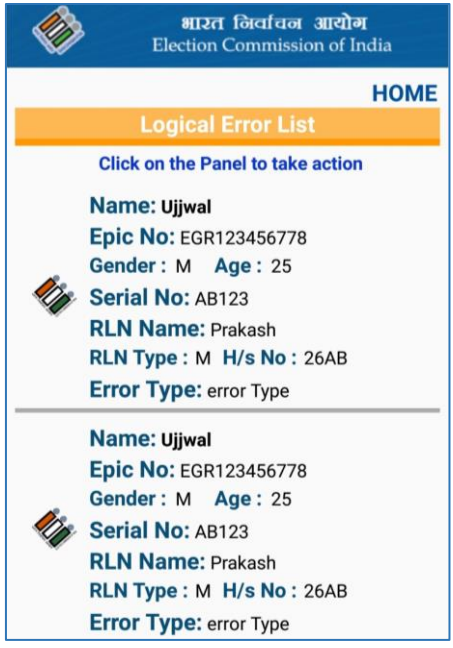


Fig 2.23 – Logical Error List

BLO can now fill the form 8 for the correction. Form 8 can be filled either online or offline.

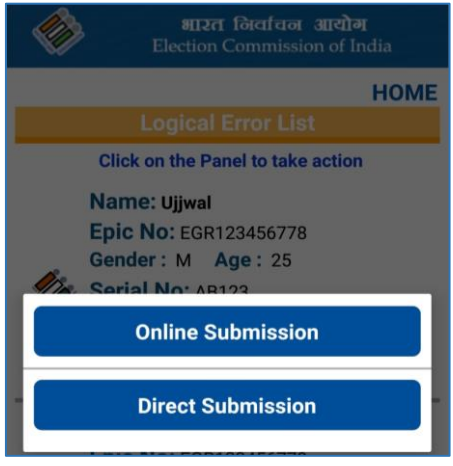


Fig 2.24 – Form 8 Offline/ Online

2.12 REGISTERED DEATH:

Details of all Registered Deaths will be listed here to be verified.

Fig 2.25 – Registered Death

By clicking any of the panel, a popup appears asking action to be taken.

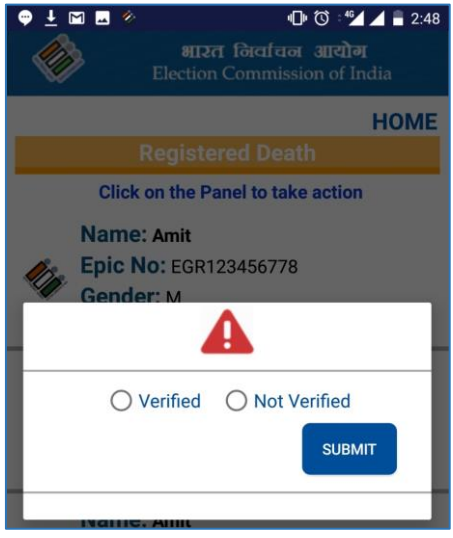


Fig 2.26 –Verification of Registered Death

2.13 MIGRATION VERIFICATION

List of all migrants will show here which is to be verified.

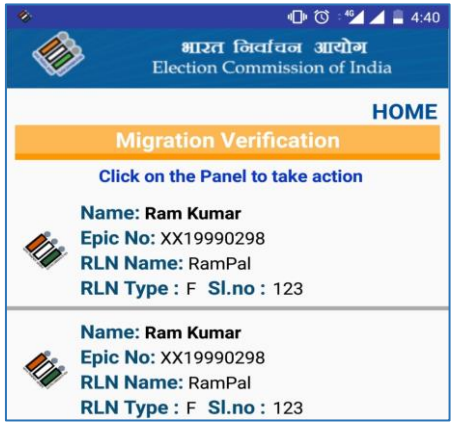


Fig 2.27 – List of Migrants

By clicking any of the panel, a popup appears which will ask action to be taken.

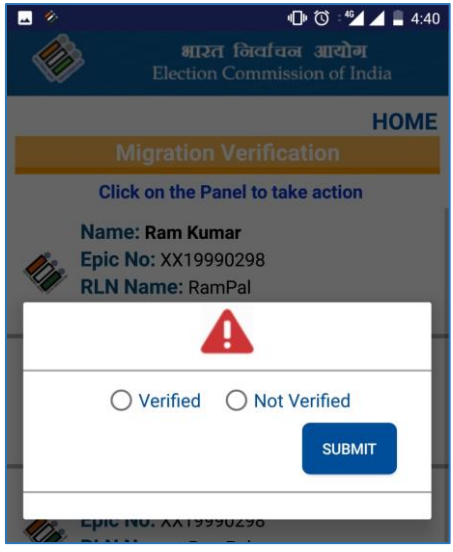


Fig 2.28 – Migration Verification

2.14 VERIFICATION

By clicking on ‘Verification’ option on home page, a menu will appear with next 6 options.

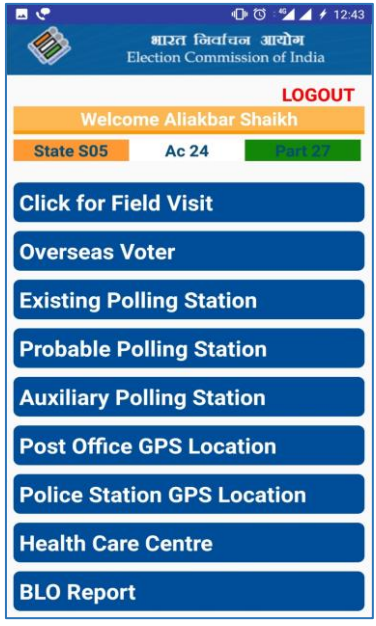


Fig 2.29 - Verification

2.15 FIELD VISIT

Clicking on ‘Field Visit’, a pop up screen will appear having 4 options.

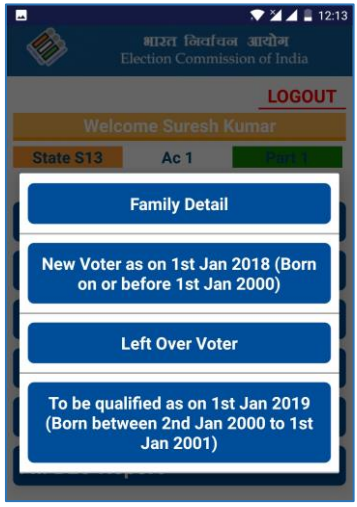


Fig 2.30 - Field Visit Options

2.16 FAMILY DETAILS

By Clicking on 'Family Details', a dashboard will appear, which will consist total number of voters ,work done till date, pending word, number of finally submitted record and date of last submission till date . The same page will give the option to go for voter family detail search and to push data to server.

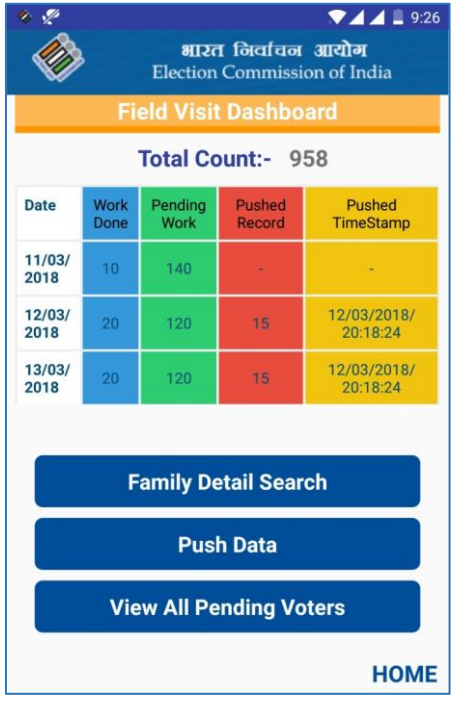


Fig 2.31 – Family Details

2.17 FAMILY DETAIL SEARCH

This screen does searching of voters by serial number and by name. Click on View to see E-ROLL.

Fig 2.32 – Voter Search By Serial No.

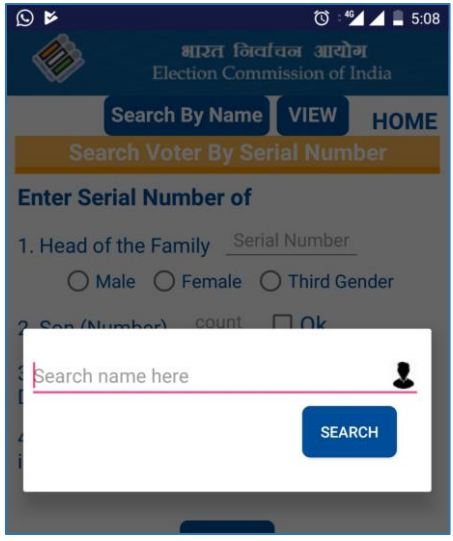


Fig 2.33 - Voter Search By Name

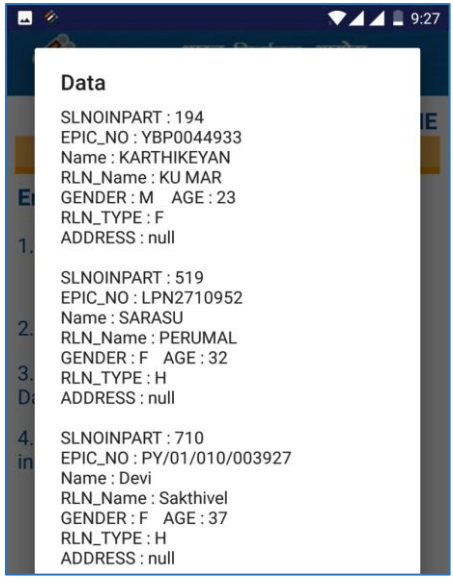


Fig 2.34 – Search Results

NOTE:

After entering serial number of the head of the family, mark of the Male/ Female has to be marked. If head of the family is Male, then serial number of the wife has to be entered. If head of the family is Female, then serial number of the husband has to be entered. If the spouse is dead, check the box of 'LATE'.

Count of son/unmarried daughter/married daughter has to be entered first. Then for their serial number, separate boxes will be open (in the same number as entered).

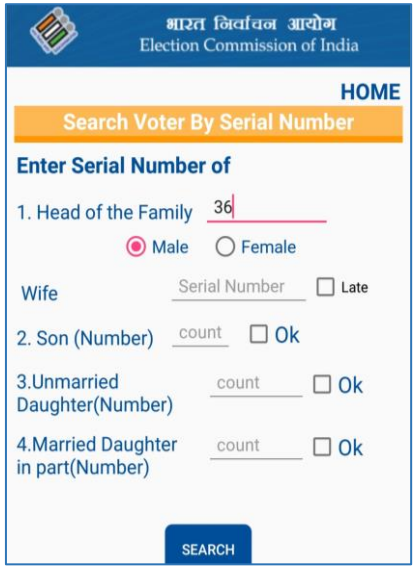


Fig 2.35 – Details for Search

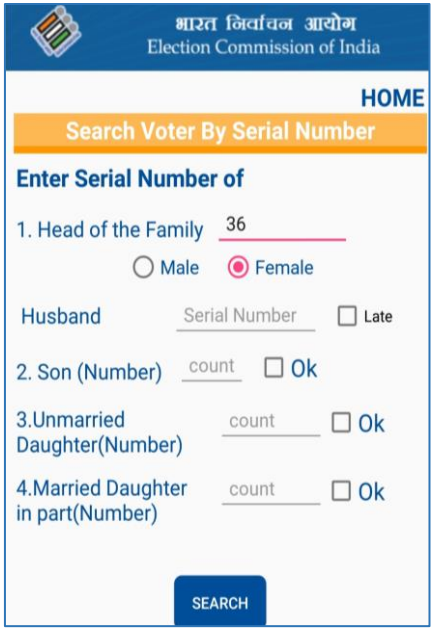


Fig 2.36 – Details for Search

Click on 'Search' to get the list of family members.

2.18 FAMILY LIST AND GPS LOCATION

Before getting the list of the family form the server, app will ask your permission to access device location for correctly fetching the GPS location of the family. One needs to click on 'Allow' always.

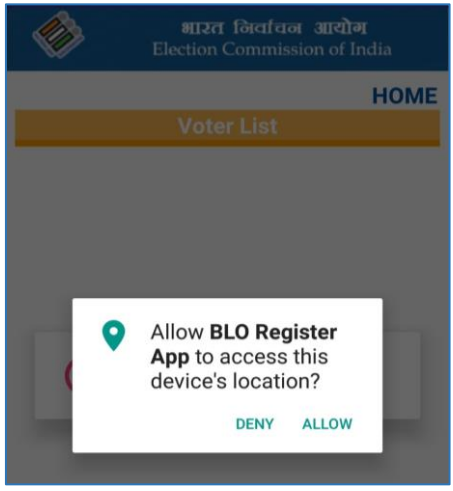


Fig 2.37 – GPS Location Search

After clicking on 'Allow', list of family members will be listed on the screen. Please ensure all visible members on the screen belong to a family. If not, then go back and search for correct serial numbers. If correct, then click on the 'Capture Family GPS Location'. Please make sure, when you are capturing the GPS Location, you are at family's registered address. If you are unable to capture GPS location by your phone, you can enter it manually if you have it elsewhere otherwise it can be skipped.

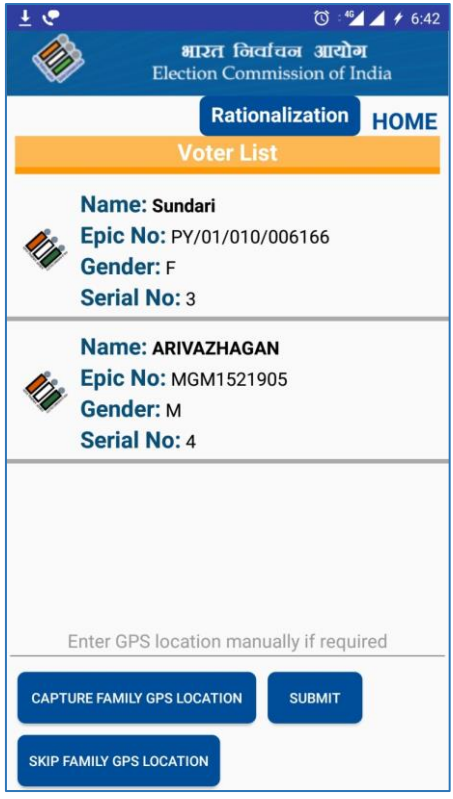


Fig 2.38 – GPS Location Results

In Rationalization, BLO Need to submit GPS location of Street, Building, House and Door.

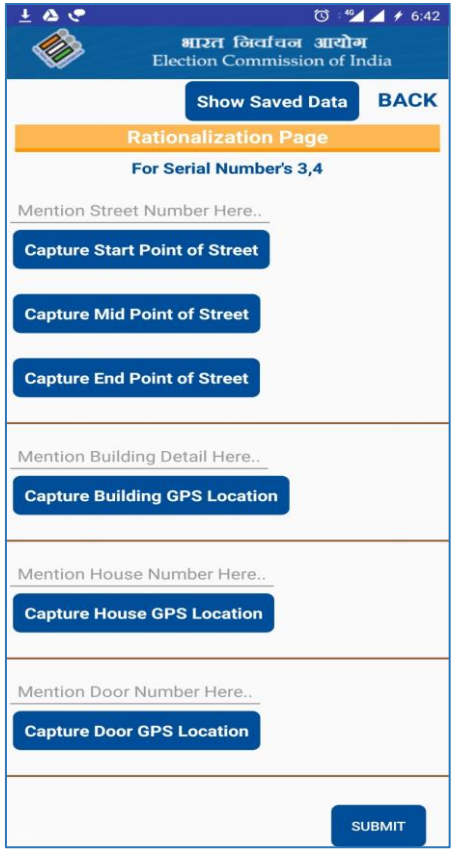


Fig 2.39 - Rationalization

After getting the GPS location coordinates on the screen, click on 'Submit'. This will local save the data in the app. This will not need internet connectivity. Click on 'OK' button to go back to family member list.

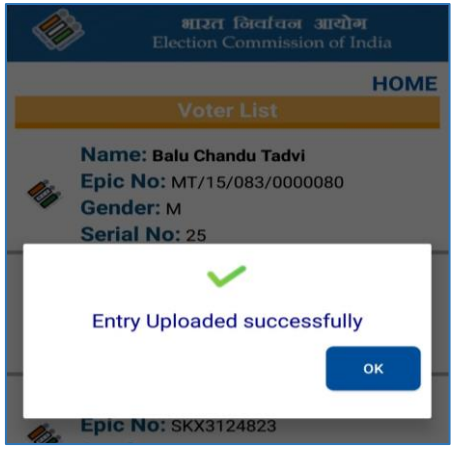


Fig 2.40 – Entry Upload

By clicking on any member panel, a detail page will open. Then proceed to check for individual detail.

A-S-D Status (Except Assam and J & K) | A-S-D Status (PR/NPR for J&K) | A-S-D Status (D-Voter for Assam)

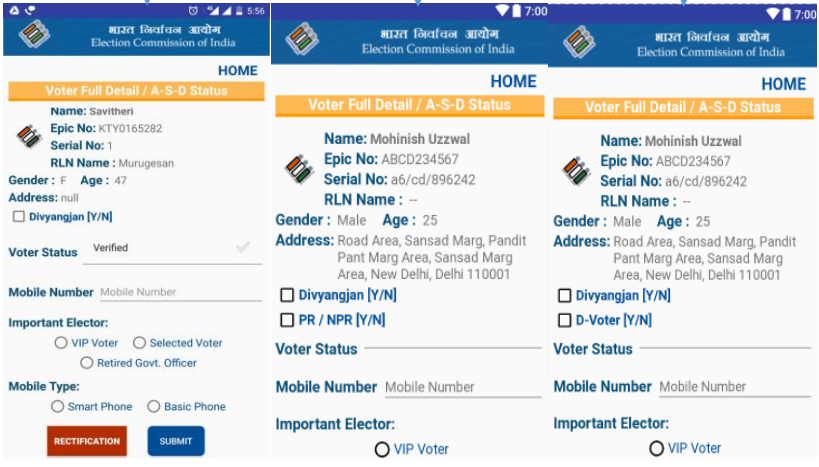


Fig 2.41 – Voter Full Details

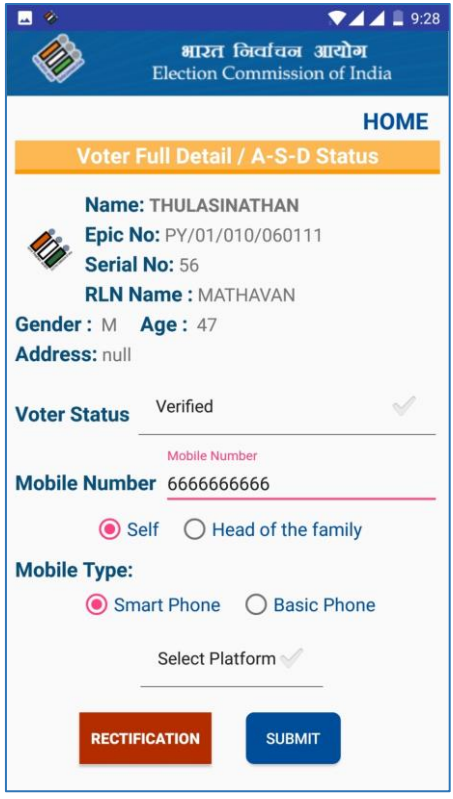


Fig 2.42 – Voter Rectification Details

Rectification can be of three types.

- Name Change
- RLN Name Change
- Address Change

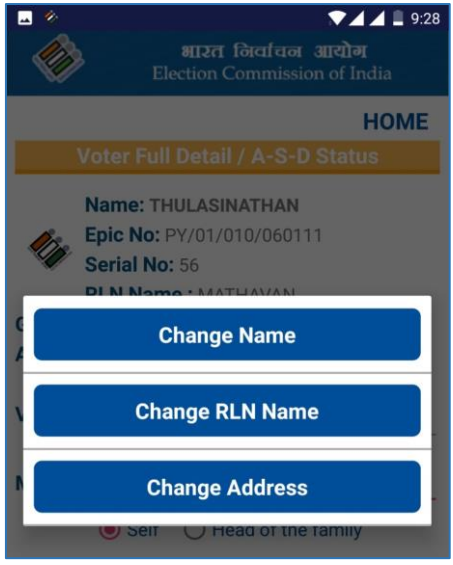


Fig 2.43 – Rectification Screen

By clicking any of them, 2 further options will appear, asking to submit the form Online/ Direct.

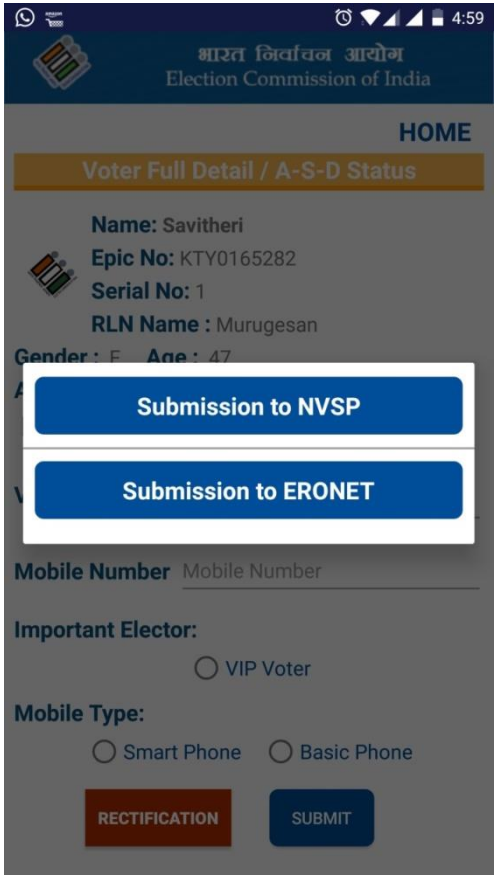


Fig 2.44 – Online/ Offline Submission

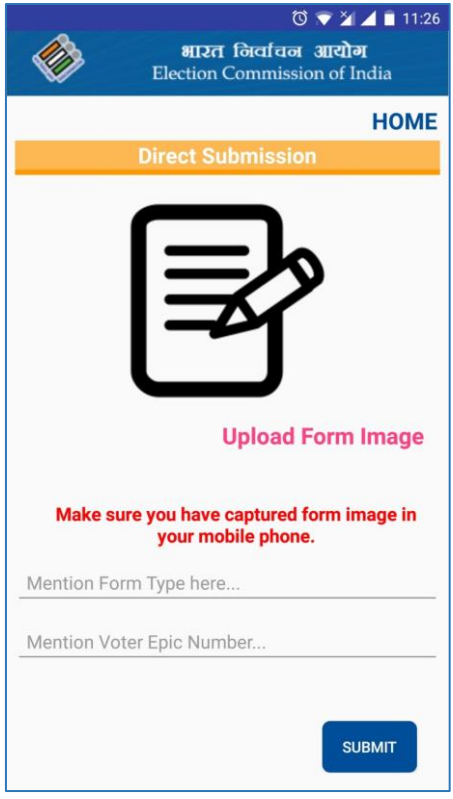


Fig 2.45 – Direct Submission

Direct Form Submission can be done here.

The A-S-D Status page will have 4 options as Voter Status. They are

- Permanently Shifted
- Verified
- Dead
- Multiple Entries

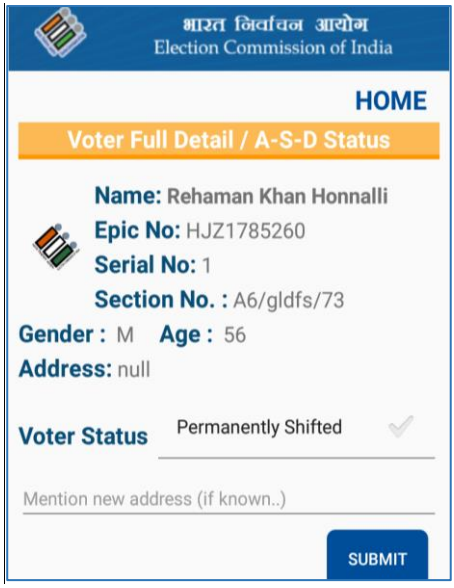


Fig 2.46 – Permanently Shifted Status

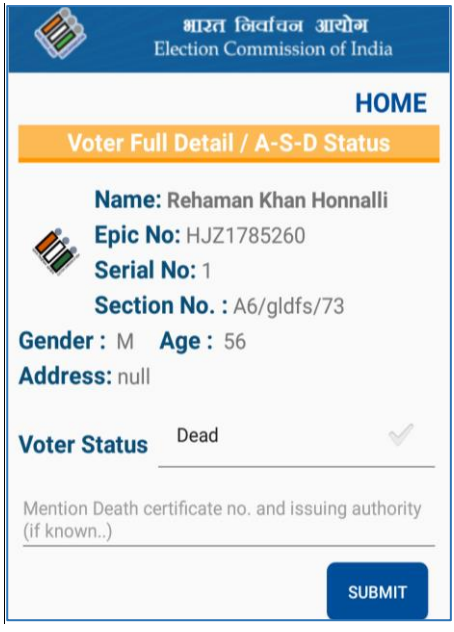


Fig 2.47 – Dead Status

Check the voter status if it is verified/Permanently shifted/Dead/Multiple Entry. Fill the mobile number. Then check if it is used by the same person or any other member. Tick 'Self' or 'On behalf of Family' based on input.

Check for mobile type.

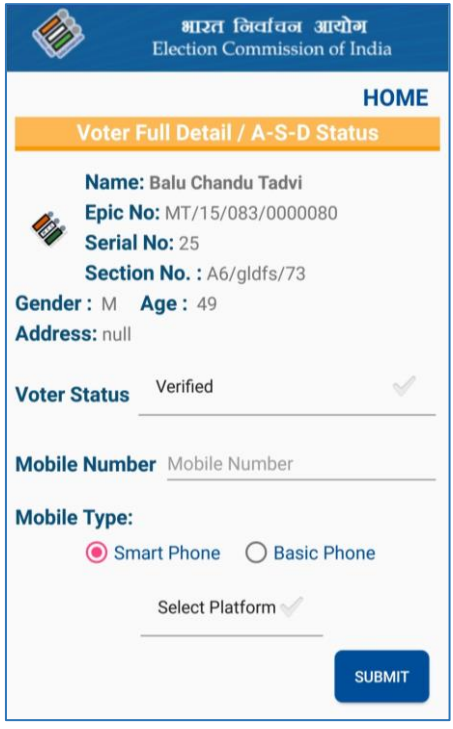


Fig 2.48 – Verified Voter Status

If it is a smart phone, then select its platform. Click on 'Submit' to final submit the details of the member. This process has to be repeated for every family member.

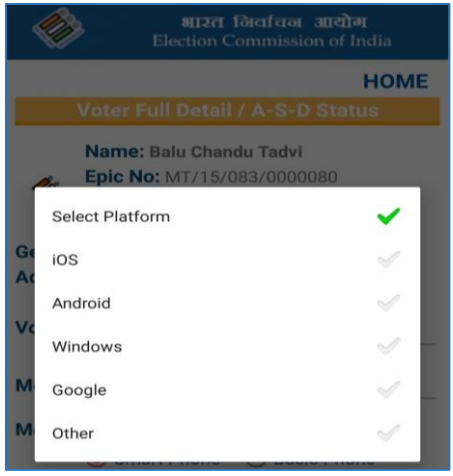


Fig 2.49 – Submission of Details

2.19 PUSH DATA

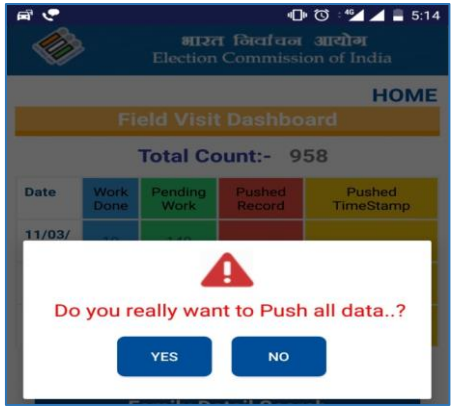


Fig 2.50 – Push Data

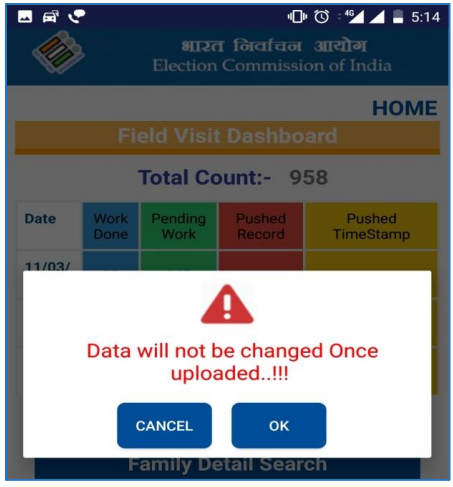


Fig 2.51 – Fiels Visit Dashboard

2.20 View All Pending Voters

BLO can check there pending wok here in two different ways. They are:

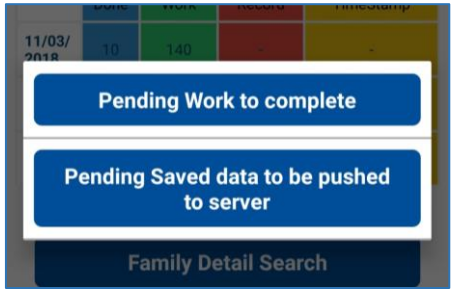


Fig 2.52 – Pending Data

New Voter as on 1st JAN 2018 (Born on or before 1st JAN)/ Leftover voter: This option will lead to another application for online form filling.

Fig 2.53 – Voter Services

2.21 FUTURE VOTER

Submit all the details asked on the screen for submitting future voter details.

Fig 2.54 – Future Voter

2.22 LEFT OVER VOTERS

This option will lead to another application for online form filling.

Fig 2.55 –Voter Services

2.23 OVERSEAS VOTER

This is an option on the second menu screen. Here, the details of the overseas voters can be submitted. Click on 'Enrolled /Unrolled Overseas Elector' based on the kind of voter. Take full information from the voter and click on submit. Button "Show saved Data" will lend to a page where all the previously data will be saved. BLO can check the data any time.

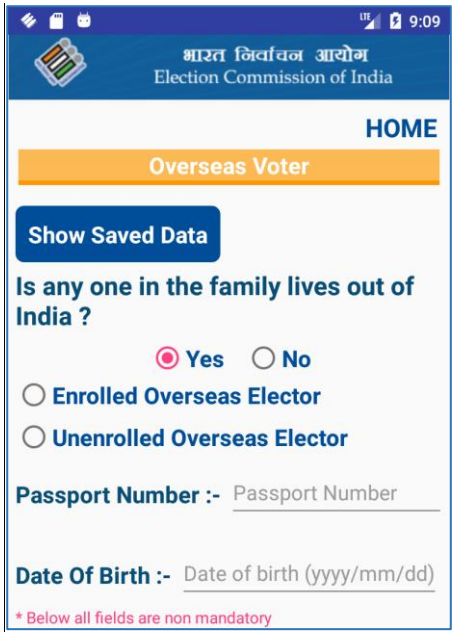


Fig 2.56 –Overseas Voter

2.24 EXISTING POLLING STATION

Details of the existing polling station can be submitted here. Please note that 'Submit AMF Survey' is not mandatory for existing polling station. Addresses, Building type, Priority Choice, Capture GPS location are mandatory information to be submitted. Click on the 'Capture GPS Location' button to get the location coordinates. Button "Show saved Data" will lend to a page where all the previously data will be saved. BLO can check the data any time.

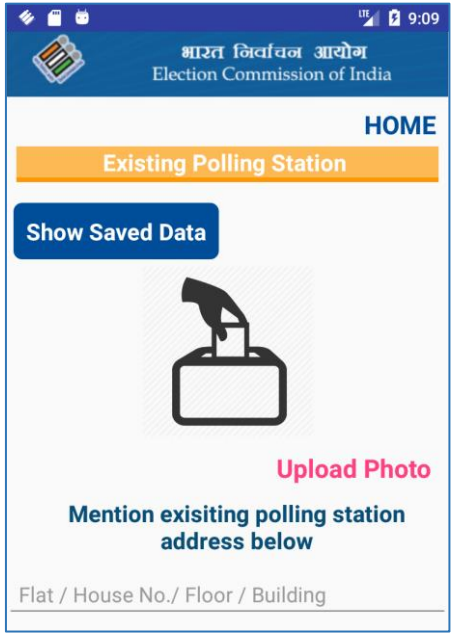


Fig 2.57 –Submission of Polling Station Details

2.25 PROBABLE POLLING STATION

Details of probable polling station can be submitted here. All the information asked on the screen is mandatory to submit. Click on the 'Capture GPS Location' button to get the location coordinates. Button "Show saved Data" will lend to a page where all the previously data will be saved. BLO can check the data any time.

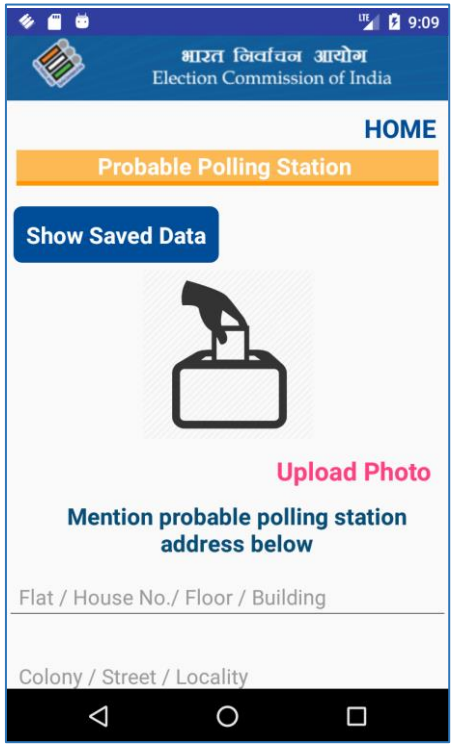


Fig 2.58 – Probable Polling Stations

2.26 POST OFFICE GPS LOCATION

Details of the post office can be submitted here. All the information asked on the screen is mandatory to submit. Click on the 'Capture GPS Location' button to get the location coordinates. Button "Show saved Data" will lend to a page where all the previously data will be saved. BLO can check the data any time.

Fig 2.59 – Post Office Location

2.27 AUXILIARY POLLING STATION

Details of the Auxiliary polling station with GPS location can be submitted here.

Fig 2.60 – Auxiliary Polling Station

2.28 POLICE STATION GPS LOCATION

Details of the nearby police station can be submitted here.

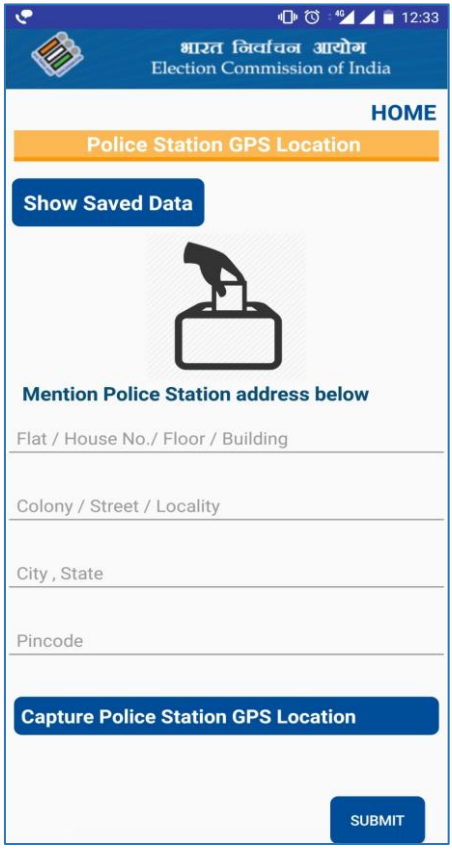


Fig 2.61 – Police Station GPS Location

2.29 HEALTH CARE CENTER

Details of the nearest Health care center can be submitted here.

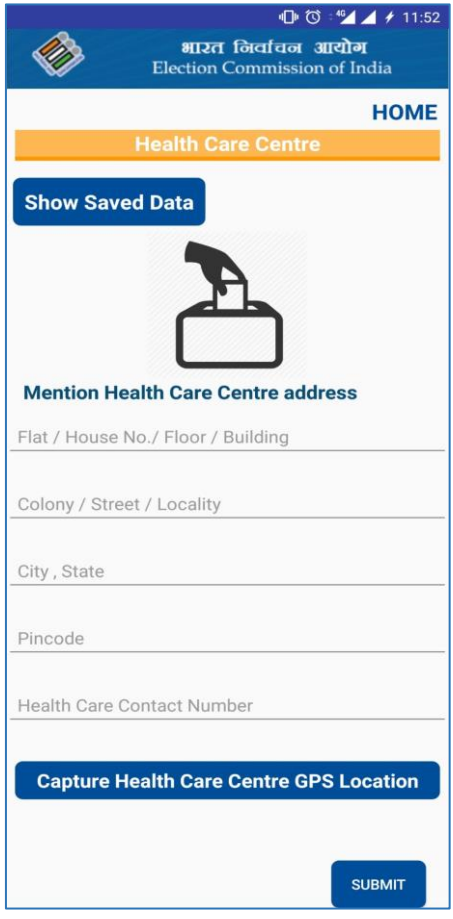


Fig 2.62 – Health Care Centres GPS Location

2.30 BLO REPORT

BLO can fill this Report after completion of his verification/ Field work.

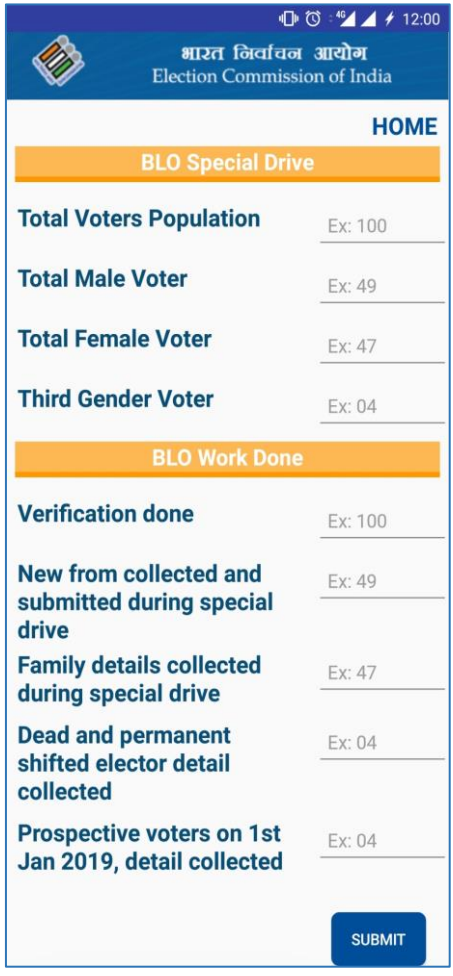


Fig 2.63 – BLO Special Drive

2.31 CAPTURE ADJACENT PART NO

BLO can capture his adjacent part number here.

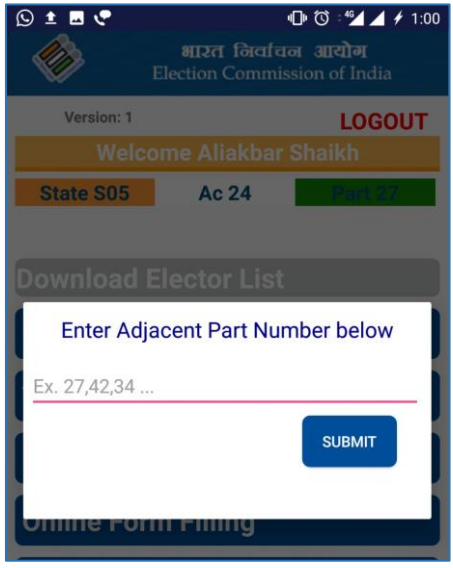


Fig 2.64 – Capture Adjacent Part Number

2.32 Online Form Filling

This tab will let land on a new application which will allow you to fill any form online.

Fig 2.65 – Online Form Filling

2.33 BLO REGISTER

BLO can download all 12 statements here.

Fig 2.66 – BLO Register

2.34 NOTIFICATION ON HOMEPAGE

The Bell icon show the notification here.

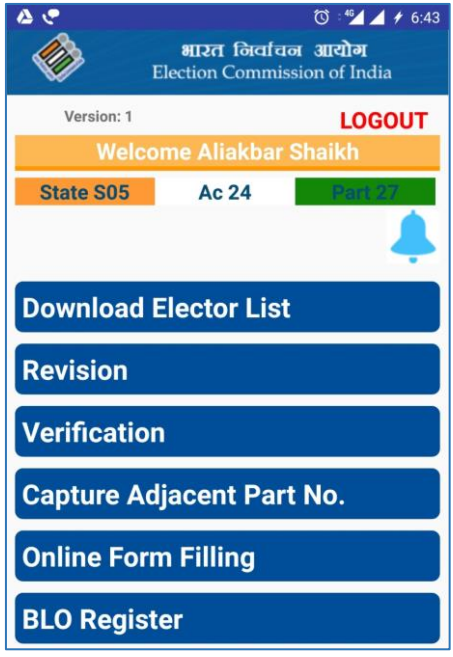


Fig 2.67 – Homepage

By Clicking on Bell Icon Message Inbox will be visible.

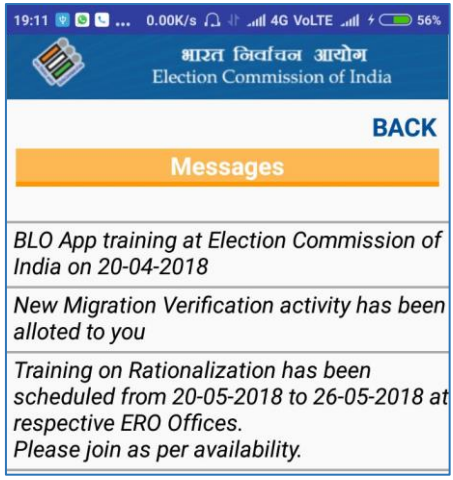


Fig 2.68 – Homepage Notification