

Data Entry Operator

Data Entry Operator

- ✓ **Data Entry of offline forms Received**
- ✓ **Upload scanned documents**
- ✓ **Enter BLO field verification report**
 - ✓ **For forms**
 - ✓ **For *Suo moto* Cases**
- ✓ **Marking of VIP, PWD & ASD Electors**
- ✓ **Format 8 Data Entry**

Operator - Dashboard

Form Progress Status



Form	Form6	Form6A	Form7	Form8	Form8A
Total Forms ⓘ	104	0	2	124	15
Assigned for verification ⓘ	NA	NA	NA	NA	NA
Report Submitted ⓘ	NA	NA	NA	NA	NA



Export to csv



Forms Data Entry



Upload Scanned Forms and Proofs



BLO Report



Marking Of VIP , PWD & ASD Elector



Format8 Data Entry



Data entry of Forms



Operator will click on 'Forms Data Entry' tile after logging in.

Select Form Type: Form 6 Enable Auto Transliteration
 English to Regional Regional to English

Select State: Select EPIC No. Fetch
Reset Form

Note: Fields marked with asterisk (*) are mandatory

Form 6
[See rules 13(1) and 26]

Application for Inclusion of Name in Electoral Roll for First time Voter OR on Shifting from One Constituency to Another Constituency.

To,
The Electoral Registration Officer

State * NCT OF Delhi Assembly/Parliamentary Constituency * NERELA

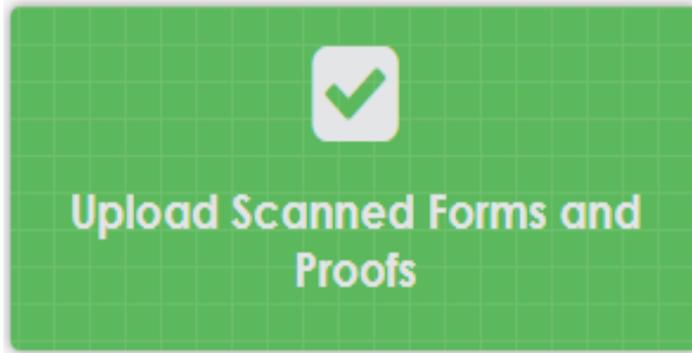
I request that my name be included in the electoral roll for the above Constituency.

As a first time voter
Or
 due to shifting from another constituency

One of the most important tasks of Data Entry Operator is to digitize forms which are received in hard copy. These forms are received directly from the electors which are submitted in the ERO office. Data Entry Operator fills the form as it is received in hard copy.

In this screen, form type can be selected from the drop down menu. Forms like 6, 6A, 7, 8 and 8A can be selected and filled.

Upload Scanned Forms and Proofs



For uploading scanned documents, operator needs to go to this tile. After clicking this tile, a window opens where operator can upload scanned documents either by selecting form type and selecting the electors or by Reference Id.

Upload Attachments

Search By:

Form Type: Form Status:

From Date: To Date:

Total Forms : 135

Sr. No.	Form Reference	Applicant Name	Applicant Name_v	Form Submission Date	Upload Attachments
1	OFQ467626042	Sanyam Handa	संयम हांडा	01/07/2021	Upload
2	ORL225119196	ASHMEET KAUR	आशमीत कौर	01/07/2021	Upload
3	OFT899253862	kusha devi	कुशा देवी	01/07/2021	Upload
4	OYY214903668	SAHIL	साहिल	02/07/2021	Upload
5	OMG196363474	GAURAV SHARMA	गौरव शर्मा	03/07/2021	Upload
6	OAG693207991	RAJESH KUMAR	राजेश कुमार	06/07/2021	Upload

After listing the electors, operator will click on the Upload button as shown in Fig 2. Operator will get the option of uploading proofs like Age proof, Address proof, Photo etc.

BLO Field Verification Report



Operator will click on 'BLO Report' tile after logging in.

Show Forms Search Forms

Form Type: Form6 Form Status: BLO_APPOINTED Part No: -- Select Part --

From Date: To Date: View Forms

Total BLO appointed Forms : 37

Sr. No.	Form Reference	Part No	Name	Gender	Rln Name	Submission Date	Status	Process
1	OVB801863098	15	MANISH	M	MAHESH CHANDER	23/04/2017	BLO_APPOINTED	Process
2	OAM024691807	13	HARSHIT KHATRI	M	Ram Kumar Khatri	23/04/2017	BLO_APPOINTED	Process

In this screen, operator will select the form type and part and click of View Forms button. A list will appear where operator needs to click the process button to go the checklist of field verification report and fill it. This data entry will be based on the field verification done by BLO.

When field verification is done for forms, a checklist is generated which BLO needs to fill. Some examples of forms like 6, 7, 8 is shown here:-

Form 6 checklist

Print Checklist	
Form Number: OVB801863098 Form 6 - Fresh Inclusion Form Type: Online	State: U05 - NCT OF Delhi District: 8 - NORTH AC: 1-NERELA Part: 15 - VILL BANKNER Section No.: 1 - MAIN STAND PARK KE PASS,,VILLAGE BANKNER
Name : MANISH / मनीष Rln Name : MAHESH CHANDER / महेश चंदर DOB : 02/07/1995 Mobile No. : +919560906997 Street / Area : House Number 472 Pana Udyan Post Office : Narela Post Office	Gender : Male RLN Type : Father Age : 23 Email Id : manishbhardwaj789@gmail.com Village/ Town : Narela Pin Code : 110040 Photo Not Available
Demographically similar entries	
No Similar Records Found	
Checklist for BLO Designated Officer	
Field Verification	Address <input type="checkbox"/> DOB/AGE <input type="checkbox"/> Photo as per Specification [Y/N]
If age is greater than 22, has applicant given declaration [Y/N]	
On field visit Applicant is found	<input type="radio"/> Absent <input type="radio"/> Shifted <input type="radio"/> Dead <input type="radio"/> No Such Person
No of Application already applied	<input type="text"/>
BLO Comments	Applicant Details are Verified & Correct <input type="checkbox"/> Data entry errors, if any <input type="checkbox"/>
Corrections, if any	Name: _____ DOB/AGE: _____ Gender: _____ Rln Name: _____ RLN Type: _____ House No.: _____ Street / Area: _____ Village/ Town: _____ Post Office: _____ District: _____ Pin Code: _____
Remarks:	_____

BLO fills this checklist in case of form 6. After field verification, data entry operator fills this checklist in ERO-Net.

Form 7 checklist:-

Print Checklist				
Form Number: OKD021618274 Form 7 Form Type: Offline	State: U05 - NCT OF Delhi Part: 52 - DESU COLONY NARELA	District: 8 - NORTH	AC: 1 - NERELA	
Details of person whose entry to be deleted				
Details provided in the form				
Name : hey mata			Photo Not Available	
Part : 52	Sr. No. : 22			
EPIC Number : NA				
Details fetched from ERoll No Details Found				
Reason for objection/deletion : i have no reasons				
Applicant's details				
Details provided in the form				
Name : hey mata		EPIC Number : NA	Photo Not Available	
Part No. : 52		Sr. No. : 22		
Mobile No. : +919633333333		Email Id : b@gmail.com		
Details fetched from ERoll No Details Found				
Checklist for BLO Designated Officer				
On field visit Applicant is found	<input type="radio"/> Absent	<input type="radio"/> Shifted	<input type="radio"/> Dead	<input type="radio"/> No Such Person
BLO Comments	Applicant Details are Verified & Correct <input type="checkbox"/>	Objections <input type="checkbox"/>		
<hr/> <hr/>				

If applicant is found absent, dead or shifted then checklist is filled according to that status. Operator also enters the remarks of BLO in the Remarks field.

Form 8 checklist:-

Print Checklist

Form Number: OAK743081763

Form 8

Form Type: Online

State: U05 - NCT OF Delhi

District: 8 - NORTH

AC: 1 - 1 - NERELA

Part: 41 - INDRA COLONY

Section No.: NA

Details provided in the form

Name : SEETA Negi / सीता नेगी

Part No : 41 SInoInPart : 84 EPIC NO : XVX0246306

Mobile No. : +918800220485

Email Id : shikha.negi1306@gmail.com

Photo Not Available

Details fetched from ERoll

No Details Found

CorrectedDetails

Name : -- / --

Gender : --

RIn Name : Sandeep Kumar / संदीप कुमार

RLN Type : H

DOB : 25/12/1980

Age : --

House No. : X/3613

Street / Area : Gali no-5,shanti mohalla

Photo Not Available

Village/ Town : Gandhi nagar Post Office : Gandhi nagar Pin Code : 110031

Checklist for BLO Designated Officer

Field Verification

Address

DOB/AGE

Photo as per Specification [Y/N]

On field visit Applicant is found

Absent

Shifted

Dead

No Such Person

No of Application already applied

BLO Comments

Applicant Details are Verified & Correct

Data entry errors, if any

Corrections if any,

Name: _____ DOB/AGE: _____ Gender: _____

RIn Name: _____ RLN Type: _____

House No.: _____ Street / Area: _____ Village/ Town: _____

Post Office: _____

District: _____ Pin Code: _____

Remarks :

If applicant is found absent, dead or shifted then checklist is filled according to that status. BLO also checks whether there were any data entry errors and checks the list according to that. Then BLO enters the remarks.

Field Verification Report for SUO-MOTO



Operator will click on 'SUOMOTO Report' tile after logging in.

The screenshot shows a web application window titled "DSE Processing". At the top right of the window are standard window control icons (maximize, minimize, close). Below the title bar, there are two dropdown menus: "Processing State :" with "BloReported" selected, and "Part No. :" with "184-DHIRPUR" selected. To the right of these dropdowns is a green "Search" button with a magnifying glass icon. Below the search area, a light blue banner displays the text "No Details Found".

Here, BLO can select the SUO MOTO Action for which the field verification report needs to be entered. Here, operator can select the Source like Multiple Entries, DSE etc. which are categorized as SUO-MOTO Actions. After that, status can be selected. After clicking on View button highlighted in red, a checklist will open for the operator to fill.

Field Verification Report for SUO-MOTO

When field verification is done for SUO MOTO cases, a checklist is generated and then handed over to BLO for field verification. Some examples are shown here:-

BLO Checklist for DSEs

Print Checklist

State: U05 - NCT OF Delhi District: 0 - NA AC: 1 - NERELA
Part: 1 - VILL LAMPUR
Section No.: 1 - NA

Original Record Details

Name	: HEMA / हेम	Gender	:: F	RLN Type	: H	
Rin Name	: SURAJ / सुरज कुमार	DOB	: 01/01/1900	Age	: 27	
Mobile No.	: NA	Email Id	: NA	Street / Area	: 6F NA	
Village/ Town	: NA	Post Office	: NA	Pin Code	: NA	

Similar Record Details

EPIC Number	Name	Rin Name	RLN Type	Address	Photo	Applicant's Remarks
XVX2005031	HEMA / हेम	SURAJ / सुरज	H	1060 , NERELA, NA, NCT OF Delhi		Is My Photo [Yes/No] Has Lived Here [Yes/No]

Date: _____
Place: _____

Applicant's Signature _____ BLO Signature _____

All the records identified as DSE will be listed part wise in ERO login for matching of photographs. By clicking 'Process' button, individual DSE records can be processed for matching of photographs. If ERO marks the photo as matching/ doubtful then in both cases, a checklist will be generated and printed by ERO for field verification by BLO

Marking of VIP, PWD and ASD Elector



Operator will click on 'Marking of VIP, PWD and ASD Elector' tile after logging in.

Marking Of VIP & PWD Elector Marking Of ASD Elector

Search By Epic Search By Sino Inpart and Part Number

EPIC NO:

Search

In ERO-Net, provision is available for marking the elector as VIP voter, Person with Disability (PWD) voter and Absent Shift Dead (ASD). In case of Marking of VIP and PWD Elector, operator can select Part, Marked Status and click on GO button. A list will open where operator can select the person and mark the status. Marking of ASD elector is shown in the next screen.

Marking of VIP, PWD and ASD Elector

Marking Of VIP & PWD Elector Marking Of ASD Elector

Search By Epic Search By Slno Inpart and Part Number

Reason :

EPIC NO:



In this screen, operator can mark ASD electors either by searching from EPIC number or by serial number and part number. After getting the list, operator can mark the status.

Format 8 Data Entry

Format-8 Form	
Total Number of Electors *	<input type="text" value="select"/>
Total Number of Electors *	<input type="text" value="0"/>
Electors found shifted during BLO survey since last publication *	<input type="text" value="0"/>
Shifted With Entire Family *	<input type="text" value="0"/>
Shifted Without Entire Family *	<input type="text" value="0"/>
Suo moto notice issued against people shifted with family *	<input type="text" value="0"/>
Suo moto notice issued against people shifted without family *	<input type="text" value="0"/>
Suo-Moto deleted under section 22 against shifted with family *	<input type="text" value="0"/>
Suo-Moto deleted under section 22(Continuous Updation) against shifted without family *	<input type="text" value="0"/>
Notice Issued on Form-7 against people shifted with family *	<input type="text" value="0"/>
Notice Issued on Form-7 against people shifted without family *	<input type="text" value="0"/>
Deleted Through Form-7 under section 22 against shifted with family *	<input type="text" value="0"/>
Deleted Through Form-7 under section 22 against shifted without family *	<input type="text" value="0"/>
<input type="button" value="Submit"/>	