Government of Rajasthan
Election Department

Letter No: F. 8(2)(2)/Elec./2013/3568   Dated : 4th August 2013

From : **Chief Electoral Officer**
        Rajasthan

To: **All District Election Officers (Collectors)**
        Rajasthan

Subject :   Regarding formation of polling parties - updation of election related information in the Employee Database Portal for Election. (http://ems-emp.raj.nic.in).

In view of the General Elections to the State Assembly-2013, due shortly, Election Commission of India has already directed to collect the information of following categories of government employees at the district level for formation of database of polling parties, counting staff & Micro-observers etc:

1. State Government Employees
2. Central Government Employees
3. State Government PSUs
4. Central Government PSUs
5. Employees of Insurance sector
6. Employees of Banking sector
7. Employees of Local Bodies etc

The department has examined the issue in detail and has decided that data of State Government employees should be captured from pay manager because data of approximately 5.50 lacs employees is already maintained in Pay Manager module and online salary is also being transferred directly in the accounts of concerned employees through this system. However some additional information like residence assembly constituency, assembly constituency of office area and registration details in electoral rolls of concerned employees, is also required for formation of polling parties.

Therefore, after detailed discussions and deliberations with all stake-holders, Department has decided the following strategy to prepare the district level database of all employees for formation of polling parties to conduct the General Election to State Assembly-2013:

1. Basic data of State Government Employees is already available in Employee Database Portal for Election (http://ems-emp.raj.nic.in).

2. Additional election related information of State Government Employees is to be updated by the concerned DDOs directly at their end on the new Employee Database Portal for Election, which has been developed by Election Department, Rajasthan with technical support of State Unit of NIC. The URL of this application is " http://ems-emp.raj.nic.in "

3. Data of the rest of the categories of employees (those which are not covered by pay manager) would be collected by the District Election Officers concerned directly at their end. For this, a standard format has been already developed and sent to all DEOs vide this office letter no F.8(2) (2)elec/13/2318 dated 13-06-2013.

The user manual for operating the of new web-base application is attached with this letter for your ready reference. This is also available on-line in the website of this application, as given above. This application has a provision for online monitoring of the progress of work by various officers at various levels.

Now, you are requested to:

1. Appoint one senior RAS officer as District Level Nodal Officer for timely completion of the work in the desired manner.

2. All Treasury Officers/ Sub-Treasury Officers of your district should also be appointed as Asstt. Nodal Officers for this work within their jurisdiction. They should be held responsible to ensure timely completion of the work of online updation of election related information of all state govt employees under their jurisdiction. As mentioned above, there is already a provision to check the progress of the work online. Therefore all TOs are expected to monitor the progress of work on regular basis.

3. Formation of polling parties is carried out in most districts by the District Informatics Officer of the NIC. Therefore, he/she should be also appointed as District Level Nodal Officer (IT) for successful completion of this task, and providing technical help to the Nodal/ Asstt Nodal officers.

4. All DDOs (Drawing & Disbursing Officers) of the district should be directed by DEO, to update the election related information

of all employees on new web-base application of Election Department latest by 31st August 2013 positively.

5. This information to be updated in respect of all the employees (i.e. all officers and officials) without considering whether anyone is under the exempted category from election duty or not. The Departments and employees concerned, who are exempted from election duty, will be filtered by the DEOs concerned at the time of formation of polling parties. Therefore, please ensure updation of information of cent-percent employees without taking into account any exemption from election duty.

6. Information of column number 23, 24, 25 and 26 of employee details with respect to electoral roll registration, in the software will be required for issuing the postal ballot paper to the concerned employees. Please note that non-availability of this information would be no ground for exemption from election duty. Therefore, all employees are requested to submit above information in their own interest.

7. Information of electoral roll registration details of employees can be taken through SMS, search facility on website or through BLO. Procedure to get the electoral rolls details of concerned employee can be found from the website of Chief Electoral Officer, Rajasthan (http://ceorajasthan.nic.in). Effort should be made to enter accurate electoral roll related data, as this will form the basis of issue of form -12 for postal ballot.

8. User-Name & Passwords of the DDOs are the same as assigned in pay manger system. However, DDOs can change their password after first time login.

9. For proper monitoring of the work, the Department has created the user accounts for District Election Officers and Superintendent of Police (SP). The user name of DEOs is "dm-<first four characters of district name>" and default password is Nic@123. For example user name of DEO, Jaipur is dm-jaip.

10. Accordingly, the user names of SPs are "sp-<first four characters of district name>" and default password is Nic@123. For example, user name of SP, Jaipur is sp-jaip.

11. DEOs are supposed to share the user account & password with Treasury Officers and other district level officers to monitor the progress of work at their level time-to-time. There is no provision to update the information at the level of DEOs and SPs. These accounts (DEOs and SPs) have been created only

for the purpose of monitoring. Therefore, there is no objection to share details of these accounts with other officers of the district for the purpose of monitoring.

12. To secure the electoral rights of all citizens, the Election Commission of India has directed that postal ballot paper should also be issued to all police personnel (except those who are on leave). Therefore, DDOs of Police Department are also requested to update election related information of all employees under their jurisdiction, so that, postal ballot paper can be issued to them, in case, they are assigned election duty.

13. At the time of polling party formation pre-filled form 12 would be generated for all employees, who have been assigned election duty .Form-12 is an application from the employee to RO for issuing postal ballot to him. This pre-filled Form-12 would be generated on the basis of the information of column number of 23, 24, 25 and 26 of concerned employee. Therefore, it is again repeated that please update this information in the interest of employees.

14. The overall supervision of updating election related information of all employees of the concerned district in new web-base election application will be made by District Election Officer concerned. But SP of the concerned district should also monitor progress of the work of the DDOs of Police Department separately at their level using the user name and password assigned to him.

15. After completing entry of election related information of all employees, it will be responsibility of Nodal Officer (IT) to merge it with the database of other employees(not covered by pay manger), collected by the DEO separately, under department's letter no F.8(2) (2)elec/13/2318 dated 13-06-2013.

16. After that, you would have a complete database of employees of all categories of your district, which will be used in the standard software developed by the Election Department for formation of polling parties to conduct the General Election of State Assembly -2013. This software will also be provided to you separately at appropriate time.

17. All DEOs, Nodal Officers, Nodal Officers (IT), Asstt, Nodal Officers (TOs) and DDOs are requested to send their query/suggestion/problem only through email in email accounts 1-ceojpr-rj@nic.in and 2-dyceo-rj@nic.in.

Problems/suggestions/query received through above email addresses will be disposed off at the earliest and Department will also reply through email to the concerned person.

18. The user manual has been made available online in this web-based application. Keeping in view of urgency & importance of work and constraint of time available with the Department, it is not possible to send printed copy of the directions to all 19000 DDOs of State through post. Therefore, it is expected from all DDOs to download copy of the user manual form the '**Help**' option of the application. If any DDO has any difficulty, it will be the duty of the DEO concerned to get it sorted out immediately through the nodal officer (IT).

19. You are also requested to call a meeting of District Level Officers of all Departments of the district and bring these directions to their notice. They should be directed to pass-on these directions at their level to all DDOs of their Department and also ensure timely compliance of these directions at their end.

You are requested to bring these directions to the notice of SP, all EROs, AEROs, all TO(s), all sub treasury officers, and all DDOs of your district and ensure timely compliance of these directions. It should be ensured that no DDO is left out.

As you are aware that General Election to State Assembly is due shortly, above actions be taken on Top-Priority.

(Ashok Jain)
Chief Electoral Officer
Rajasthan

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Copy of User Manual of Employee Database Portal for Election.

Copy to :

1. All Heads of the Departments
2. SIO, NIC, Rajasthan
3. All Superintendents of Police, Rajasthan

Joint Chief Electoral Officer
Rajasthan