

# **User Guide**

for

## **Control Table Management Web Application**

**National Electoral Roll Management System  
(ERMS)  
Phase-I**

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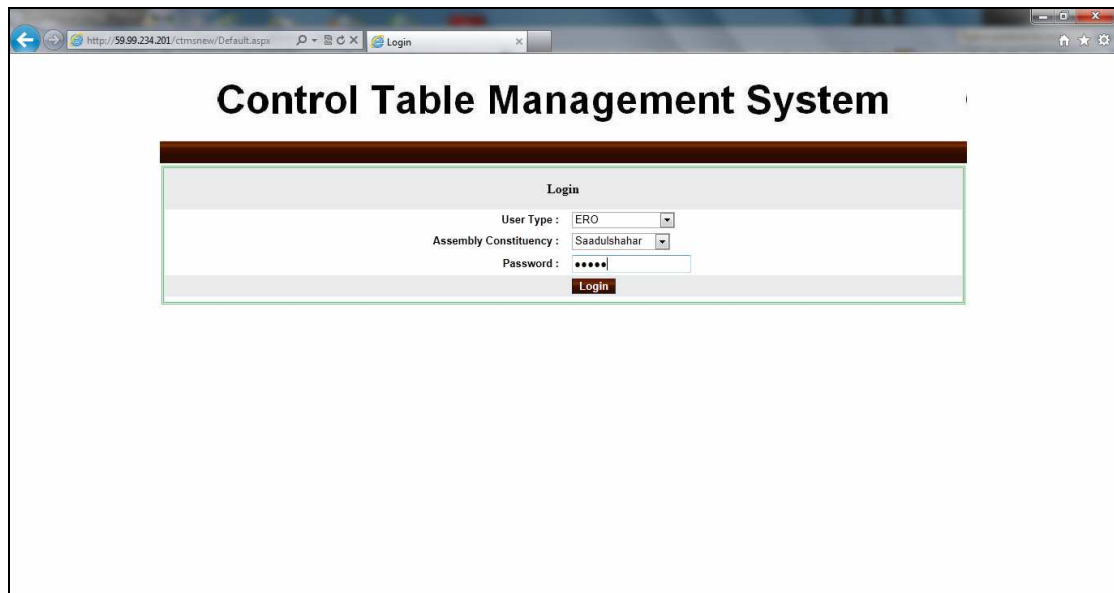
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### 1. How to Login

The user who has privilege to access Control table management system can login through Microsoft Internet Explorer 6.0 or higher with user login, password. The steps for accessing the Control Table Management System are as:

- Open Microsoft Internet explorer 6.0 or higher.
- Type the URL <http://ceorajasthan.nic.in>
- Please click on ERO Login on this page.
- Select user type to ERO.
- Select the assembly constituency.
- Enter the password.
- Click on Login button.

The login screen appeared is shown below:



The screenshot displays a web browser window with the address bar showing <http://59.99.234.201/ctmsnew/Default.aspx>. The page title is "Control Table Management System". The main content area features a login form with the following fields:

- User Type:** A dropdown menu with "ERO" selected.
- Assembly Constituency:** A dropdown menu with "Saadulshahar" selected.
- Password:** A text input field with masked characters (dots).
- Login:** A button located below the password field.

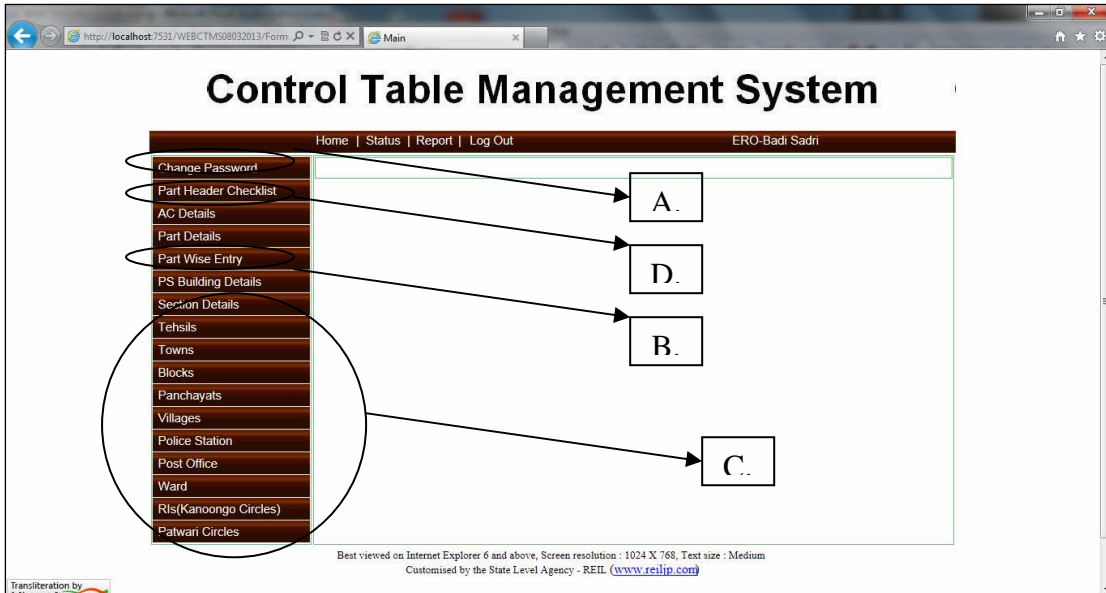
Operation on first time login: -

- After log in the first time, you are advised to change your password
- Use the changed password while log in again.
- It is recommended to memorize the password and not to share the same.

# User Guide for Control Table Management System of ERMS for ERO

## 2. MAIN MENU

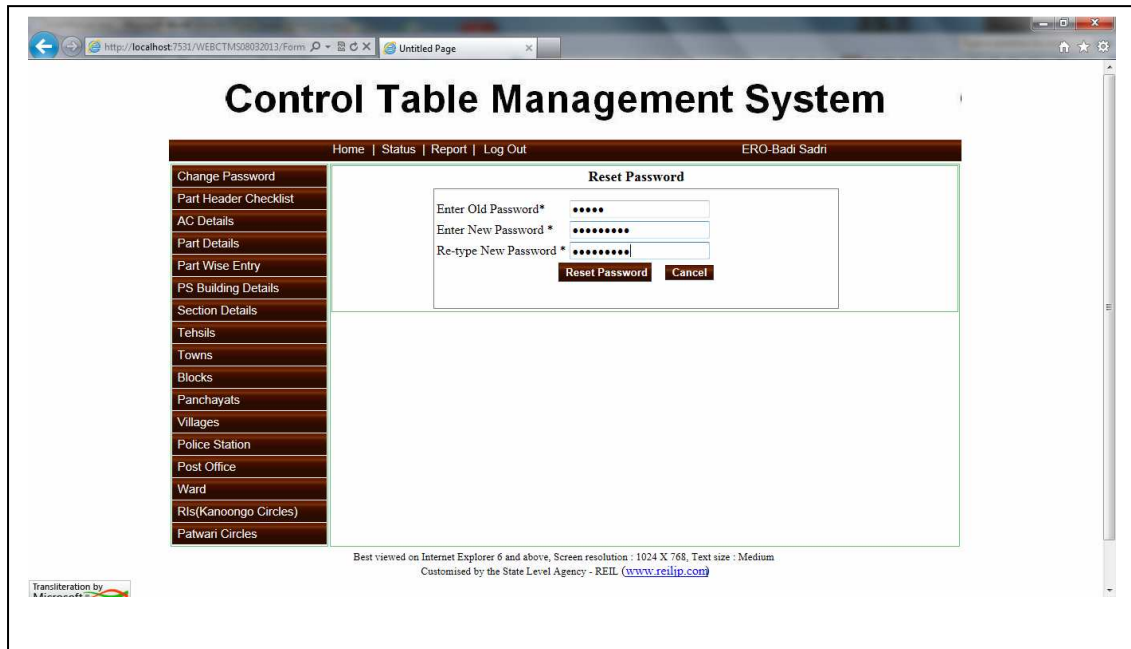
After login the Main Menu screen would be as shown below:



A.	Change Password	To change the user password.
B.	Part Wise Data Entry	To enter data of Part wise.
C.	Master Data Entry	To enter master data.
D.	Print report	To generate report of the data entry.

## 3. Change Password

Click on the menu “Change password” on the main menu.  
The screen shot for change password is shown below:



The screenshot shows a web browser window displaying the 'Control Table Management System' interface. The browser's address bar shows 'http://localhost:7531/WEBCTMS08032013/Form'. The page title is 'Control Table Management System'. The user is logged in as 'ERO-Badi Sadri'. A navigation menu on the left includes 'Change Password', 'Part Header Checklist', 'AC Details', 'Part Details', 'Part Wise Entry', 'PS Building Details', 'Section Details', 'Tehsils', 'Towns', 'Blocks', 'Panchayats', 'Villages', 'Police Station', 'Post Office', 'Ward', 'RIs(Kanoongo Circles)', and 'Patwari Circles'. The main content area is titled 'Reset Password' and contains three input fields: 'Enter Old Password\*', 'Enter New Password\*', and 'Re-type New Password\*'. Each field is masked with dots. Below the fields are two buttons: 'Reset Password' and 'Cancel'. At the bottom of the page, there is a footer with the text: 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium Customised by the State Level Agency - REIL ([www.reilip.com](http://www.reilip.com))'. A small logo for 'Transliteration by' is visible in the bottom left corner.

**User operation:** This form is used to change the password for the logged in user.

- Enter the old password.
- After that enter new password and re type new password.
- Click on the “Reset Password” button in order to save new password.
- Once the new password is saved, the user has to re-login with new password.

## **4. Steps to be followed by User**

This module is designed to create master data table for E-Roll Management System (ERMS). With the help of this module the user need to perform the following operations:

### **Step – 1 Part Wise Data Entry/Updation Operation**

1. Part wise Tehsil, Block, Panchayat, RIS (Kanoogo), Patwar Circle, Village, Police Station, Post office data updation is required to accomplish.
2. The procedure of data updation is explained in Section 5. During updation if some desired master data not display in dropdown list, then follow step-2.

### **Step – 2 Master Data Entry Operations (If Required)**

1. If the Master data is not found in Drop Down List like Tehsil, Block, Panchayat, RIS (Kanoongo), Patwar Circle, Village, Police Station, Post office then the user require to enter new entry or can update the existing entry.
2. The detailed procedure for entry/updation is explained in Section 6.

### **Step - 3 Bilingual (Hindi –Unicode/ English) Checking of Master Data**

1. The data for which Hindi Unicode data is not found; user is requested to update the record with Unicode Hindi data.
2. The data for Gram Panchayat, Villages, Post Offices, RIS (Kanoongo), Patwar Circle are available in English Version Only, It is required to update this master in Hindi Unicode also.
3. The detailed procedure for updation is explained in Section 7.

### **Step – 4 Verification of part wise details**

1. After doing the part wise data updation and master data (Hindi Unicode) updation; User has to print the verification list and check it for correct ness of data he updated.
2. The detailed procedure is explained in section 8.

### **Step – 5 finalize the Part wise data entry:**

1. After checking the correctness of updated data, the user has to freeze the data that has been created or edited with the help of this module.
2. Data freezing is done on assembly constituency basis.
3. Once the data freezing has been done the user will not be allowed to edit that data again without permission of Election Department Rajasthan.
4. The detailed procedure of freezing the data is explained in section 9

## 4. उपयोगकर्ता द्वारा किये जाने वाले कार्य

इस मॉड्यूल को ई-रोल प्रबंधन प्रणाली (ERMS) के लिए मास्टर डाटा तालिका बनाने के लिए बनाया गया है। इस मॉड्यूल की मदद से उपयोगकर्ता को निम्न कार्य करने की जरूरत है:

### 1. पार्ट वार डाटा एंट्री/सुधार

1. भाग वार तहसील, ब्लॉक, पंचायत, आरआईएस (कानूनो), पटवार सर्किल, गांव, पुलिस स्टेशन, डाकघर संबंधित डाटा को पूरा करने के लिए सुधार आवश्यक है।
2. डेटा अपडेशन की प्रक्रिया की धारा 5 के बारे में विस्तार से बताया है। ड्रॉपडाउन सूची में अद्यतन करने के दौरान अगर कुछ वांछित मास्टर डेटा प्रदर्शित नहीं है, तो कदम-2 का पालन करें।

### 2. मास्टर डाटा एंट्री कार्य (यदि आवश्यक हो)

1. यदि मास्टर डाटा ड्रॉप डाउन में नहीं पाया जाता है जैसे तहसील, ब्लॉक, पंचायत, आरआईएस (कानूनगो), पटवार सर्किल, गांव, पुलिस स्टेशन, डाकघर, तब उपयोगकर्ता को नई प्रविष्टि दर्ज करनी होगी या मौजूदा प्रविष्टि में सुधार कर सकते हैं।
2. प्रविष्टि/सुधार करने के लिए विस्तृत प्रक्रिया के बारे में सेक्शन 6 में विस्तार से बताया है।

### 3. मास्टर डाटा की जांच: दिवभाषी (हिन्दी यूनिकोड/अंग्रेजी)

1. जो यूनिकोड डाटा हिन्दी के नहीं मिला है, उपयोगकर्ता को रिकॉर्ड को अपडेट करने के लिए यूनिकोड हिन्दी डेटा के लिए अनुरोध किया जाता है।
2. ग्राम पंचायत, गांव, डाकघर, कानूनगो सर्किल, पटवार सर्किल संबंधित डाटा केवल अंग्रेजी संस्करण में उपलब्ध हैं, इस मास्टर को यूनिकोड हिन्दी में भी अपडेट करने के लिए आवश्यक है।
3. अपडेट करने के लिए विस्तृत प्रक्रिया के बारे में सेक्शन 7 में विस्तार से बताया गया है।

### 4. पार्ट वार विवरण का सत्यापन

1. पार्ट वार डाटा अपडेशन और मास्टर डाटा (हिन्दी यूनिकोड) अपडेशन करने के बाद, उपयोगकर्ता सत्यापन सूची प्रिंट एवं इसकी सही स्थिति के लिए चेक करें।
2. विस्तृत प्रक्रिया को सेक्शन 8 में समझाया गया है।

### 5. पार्ट वार डाटा एंट्री - अंतिम रूप देने के लिए:

1. डाटा की शुद्धता की जाँच के बाद उपयोगकर्ता को बनाये/सुधारे डाटा को संपादित करें।
2. डाटा संपादन को विधानसभा निर्वाचन क्षेत्र के आधार पर किया जाता है।
3. एक बार डाटा संपादित होने के बाद उपयोगकर्ता, निर्वाचन विभाग, राजस्थान की अनुमति के बिना डाटा में दोबारा सुधार नहीं कर पायेगा।
4. डाटा संपादित की विस्तृत प्रक्रिया को सेक्शन धारा 9 में समझाया गया है।

## 5. STEP-1 Part Wise Data Entry Operation

Click on the menu “Part Wise Data Entry” on the main menu.  
The screen shot for data entry is shown below:

Control Table Management System

Home | Status | Report | Log Out ERO-Aadarshnagar

Part Wise Entry

\* Assembly Constituency: 53 - आदर्श नगर

\* Part No: 1 - वन विहार

\* Polling Station: राजकीय बालिक उच्च प्राथमिक विद्यालय, वन

\* Tehsil: Select

\* Urban / Rural:  Urban  Rural

\* Town: Select

\* Ward: No Records

\* RI: No Records

\* Patwari Circle: No Records

\* Post Office: Select

\* Police Station: Select

Edit

Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium  
Customised by the State Level Agency - REIL ([www.reilj.com](http://www.reilj.com))

**User operation:** This form is used to update the master data entry corresponding to the part selected by the user.

- First of all select the part for which data entry is to be updated.
- After selecting the part, if the data entry has been done already then the corresponding data will be shown in the controls.
- To update the data entry click on “Edit” button.
- If the data has not been entered, then user has to select appropriate data.
- After clicking on “Edit” button following page will appear.

Control Table Management System

Home | Status | Report | Log Out ERO-Badi Sadri

Part Wise Entry

\* Assembly Constituency: 171 - बड़ी सादड़ी

\* Part No: 41 - चिकारड़ा

\* Polling Station: राजकीय उच्च प्राथमिक विद्यालय सातलियावास

\* Tehsil: DOONGLA

\* Urban / Rural: BARI SADRI

\* Village: DOONGLA

\* Block: GANGRAR

\* Panchayat: कपासन

\* RI: बिलसिंगढ़

\* Patwari Circle: बेग

\* Post Office: भदसर

\* Police Station: रावतभाटा

Update Cancel

\*Click to freeze Assembly Constituency data Freeze Data

Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium  
Customised by the State Level Agency - REIL ([www.reilj.com](http://www.reilj.com))



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- On this page the user has to select the required parameter from the corresponding controls of the selected part.
- The parameter includes Tehsil, Part Type, Village, Block, Panchayat, RIS (Kanoongo), Patwar Circle, Post office, and Police station.
- The data populated in the controls is coming from the entries done through master data forms for each individual entry.
- If the user finds his/her corresponding entry drop down list; then he/she can select the entry from the drop down list.
- After selecting, click on the “Update” button in order to save the data.

The screenshot displays the 'Control Table Management System' interface. The main heading is 'Control Table Management System'. Below it, there is a navigation bar with 'Home | Status | Report | Log Out' and 'ERO.Badi Sadri'. A sidebar on the left contains a menu with options: Change Password, Part Header Checklist, AC Details, Part Details, Part Wise Entry (highlighted), PS Building Details, Section Details, Tehsils, Towns, Blocks, Panchayats, Villages, Police Station, Post Office, Ward, ILR (Kanoongo Circles), and Patwari Circles. The main content area is titled 'Part Wise Entry' and contains several dropdown menus for data entry: Assembly Constituency (171 - बड़ी सादरी), Part No. (1 - चिकारडा), Polling Station (राजकीय उच्च प्राथमिक विद्यालय सातलियावास), Tehsil (DONGLA), Urban / Rural (Rural), Village (DONGLA), Block (GANGRAR RASHMI), Panchayat (कपारस), Ri (निकासत), Patwari Circle (बेग), Post Office (भदिसर रावतभाटा), and Police Station (16 - Mangalwad). At the bottom of the form are 'Update' and 'Cancel' buttons. A note at the bottom of the form reads: '\*Click to freeze Assembly Constituency data Freeze Data'. The footer of the page states: 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium Customised by the State Level Agency - REIL ([www.reilip.com](http://www.reilip.com))'.

**Note: It has been seen that Part no. type i.e. Rural/Urban is entered incorrectly. Please ensure that Part Type is entered correctly while updating data.**

## 5. 1. पार्ट वार डाटा एंट्री

मेन मीनू में “Part Wise Data Entry” पर क्लिक करें  
क्लिक करने पर निम्न स्क्रीन आयेगी:

The screenshot shows the 'Control Table Management System' interface for ERO-Aadarshnagar. The 'Part Wise Entry' form is displayed with the following fields and values:

- Assembly Constituency: 53 - आदर्श नगर
- Part No: 1 - वन विहार
- Polling Station: राजकीय बालिका उच्च प्राथमिक विद्यालय, वन
- Tehsil: Select
- Urban / Rural: Urban
- Town: Select
- Ward: No Records
- RI: No Records
- Patwari Circle: No Records
- Post Office: Select
- Police Station: Select

An 'Edit' button is located at the bottom of the form. The interface also includes a navigation menu on the left and a footer with the text: 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium. Customised by the State Level Agency - REIL (www.reilj.com)'.

उपयोगकर्ता के कार्य: इस फार्म से मास्टर डाटा एंट्री (उपयोगकर्ता द्वारा चुने हुए पार्ट) में सुधार किया जा सकता है।

- सबसे पहले उस पार्ट को चुनें जिसमें डाटा एंट्री में सुधार किया जाना है।
- पार्ट के चुनने के बाद, अगर डाटा एंट्री पहले की हुई है तो संबंधित डाटा दिखाई देगा।
- अगर डाटा नहीं डाला गया है तो उपयोगकर्ता को डाटा डालना होगा।
- डाटा एंट्री को अपडेट करने के लिए “Edit” बटन क्लिक करें।
- “Edit” बटन क्लिक करने पर निम्न स्क्रीन आयेगी

The screenshot shows the 'Control Table Management System' interface for ERO-Badi Sadri. The 'Part Wise Entry' form is displayed with the following fields and values:

- Assembly Constituency: 171 - बड़ी सादरी
- Part No: 41 - चिकारड़ा
- Polling Station: राजकीय उच्च प्राथमिक विद्यालय सातलियावास
- Tehsil: DOONGLA
- Urban / Rural: Select
- Village: DOONGLA (dropdown menu is open showing options: DOONGLA, GANGRAR, RASMI)
- Block: KUPASAN
- Panchayat: चित्तौड़गढ़
- RI: निम्बाहड़ा
- Patwari Circle: बेगु
- Post Office: भदसर
- Police Station: रावतभारा

The 'Update' and 'Cancel' buttons are located at the bottom of the form. The interface also includes a navigation menu on the left and a footer with the text: 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium. Customised by the State Level Agency - REIL (www.reilj.com)'.

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- इस पेज पर उपयोगकर्ता को चुने हुए पार्ट से संबंधित पैरामीटर को चुनना होगा।
- पैरामीटर जैसे पार्ट प्रकार, गांव, ब्लॉक, पंचायत, कानूनगो सर्किलस पटवार सर्किलस डाक घर, पुलिस स्टेशन।
- प्रत्येक एंट्री का डाटा, मास्टर डाटा फार्म से आयेगा।
- अगर उपयोगकर्ता उसकी संबंधित एंट्री ड्रॉप डाउन लिस्ट से पाता है तो उसकी एंट्री ड्रॉप डाउन लिस्ट से चुन सकता है।
- चुनने के बाद, डाटा सेव के लिए “Update” बटन पर क्लिक करें।

The screenshot displays the 'Control Table Management System' interface. The main heading is 'Control Table Management System'. Below it, there is a navigation bar with 'Home | Status | Report | Log Out' and 'ERO-Badi Sadri'. The left sidebar contains a menu with options: Change Password, Part Header Checklist, AC Details, Part Details, Part Wise Entry (highlighted), PS Building Details, Section Details, Tehsils, Towns, Blocks, Panchayats, Villages, Police Station, Post Office, Ward, ILR (Kanoongo Circles), and Patwari Circles. The main content area is titled 'Part Wise Entry' and contains the following form fields:

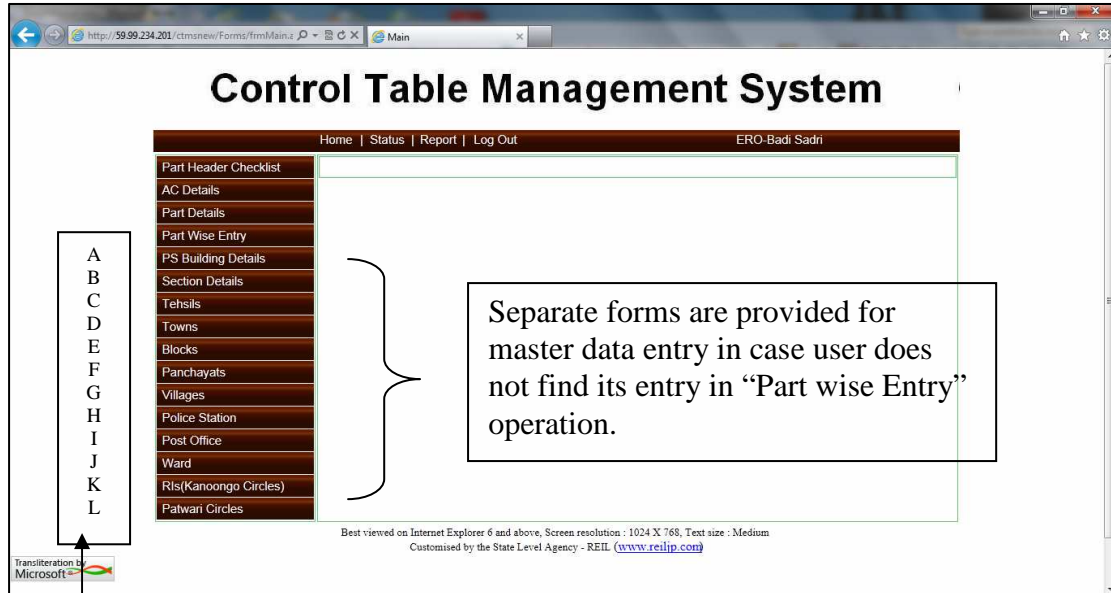
- \* Assembly Constituency: 171 - बड़ी सादड़ी
- \* Part No: 1 - चिकारडा
- \* Polling Station: राजकीय उच्च प्राथमिक विद्यालय सातलियावास
- \* Tehsil: DOANGLA
- \* Urban / Rural: Select
- \* Village: DOANGLA
- \* Block: GANGRAR RASHMI
- \* Panchayat: कपारस
- \* RI: चित्तौड़ निम्नहारा
- \* Patwari Circle: बेग
- \* Post Office: भदसर रावतभाटा
- \* Police Station: 16 - Mangalwad

At the bottom of the form, there are two buttons: 'Update' and 'Cancel'. Below the form, there is a note: '\*Click to freeze Assembly Constituency data' and a 'Freeze Data' button. The footer of the page reads: 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium Customised by the State Level Agency - REIL ([www.reilip.com](http://www.reilip.com))'.

**नोट:** यह देखा गया है कि भाग संख्या का प्रकार यानी ग्रामीण / शहरी गलत तरीके से दर्ज किया गया है। सूचना बदलते समय उक्त सूचना को ध्यानपूर्वक सही कर लेवे।

## 6. STEP-2 Master Data Entry Operation

If the user does not find his/her corresponding entry in the dropdown list; the user has to first of all enter the master data for that particular case through master data forms for Tehsil, Part Type, Village, Block, Panchayat, RIS (Kanoongo), Patwar Circle, Post office, and Police station.



A.	PS Building details	To enter data for PS buildings.
B.	Section details	To enter data for section detail.
C.	Tehsils	To enter data from tehsil.
D.	Towns	To enter data for towns.
E.	Blocks	To enter data for blocks.
F.	Panchayats	To enter data for panchayat.
G.	Villages	To enter data for villages.
H.	Police station	To enter data for police station.
I.	Post office	To enter data for post office.
J.	Ward	To enter data for ward.
K.	RIs(Kanoongo Circle)	To enter data for RIS (Kanoongo).
L.	Patwar circle	To enter data for patwar circle.

## User Guide for Control Table Management System of ERMS for ERO

The data entry/updation procedure for above-mentioned masters is in same manner. For an example we take a case of police station master data entry/updation.

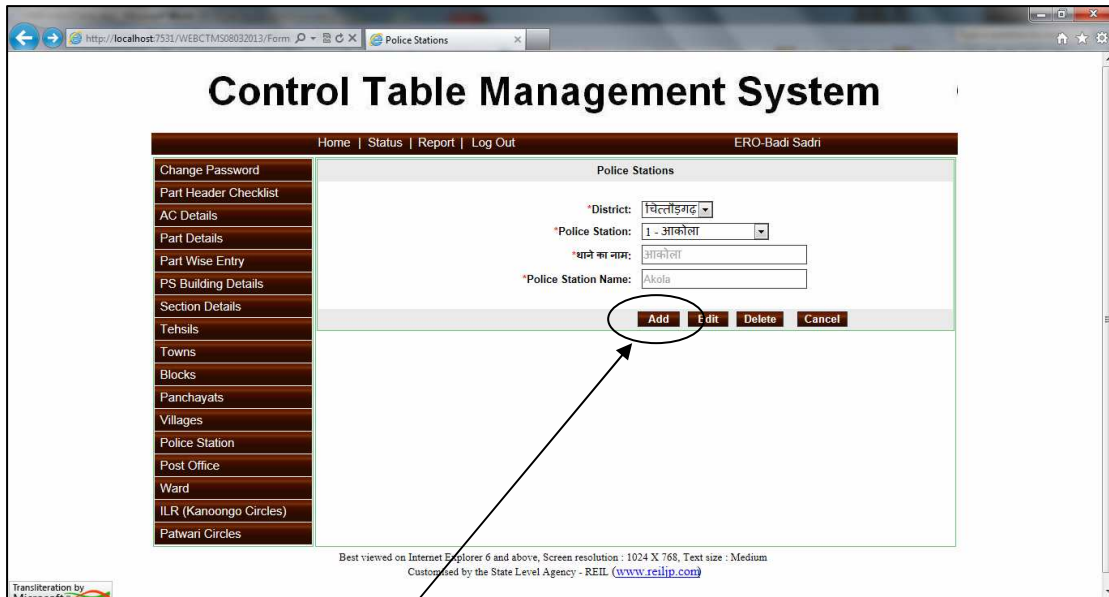
1. Click on “Police station “from main menu. Following screen will appear.
2. On selection of district from drop down list, the police station will be populated in the corresponding drop down list.
3. Select a particular station and click on “edit” button to edit the English and Hindi name.

The screenshot shows the 'Control Table Management System' interface. The main menu on the left includes options like 'Change Password', 'Part Header Checklist', 'AC Details', 'Part Details', 'Part Wise Entry', 'PS Building Details', 'Section Details', 'Tehsils', 'Towns', 'Blocks', 'Panchayats', 'Villages', 'Police Station', 'Post Office', 'Ward', 'ILR (Kanoongo Circles)', and 'Patwari Circles'. The 'Police Station' option is selected. The main content area displays the 'Police Stations' form with the following fields: '\*District:' (dropdown menu showing 'चित्तौड़गढ़'), '\*Police Station:' (dropdown menu showing '1 - आकोला'), '\*थाने का नाम:' (text input field containing 'आकोला'), and '\*Police Station Name:' (text input field containing 'Akola'). Below the form are four buttons: 'Add', 'Edit', 'Delete', and 'Cancel'. The 'Edit' button is circled in red, and an arrow points to it from the text above.

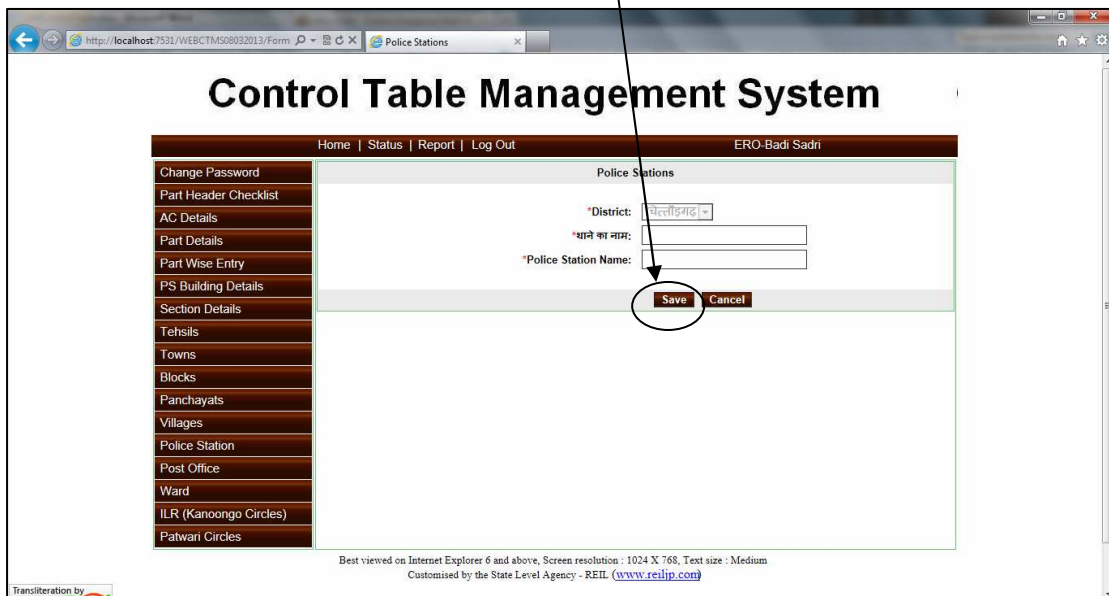
4. The following screen is popped up and user can update the record. To update record click on “Update” button.

The screenshot shows the 'Control Table Management System' interface, similar to the previous one. The 'Police Station' option is selected in the main menu. The main content area displays the 'Police Stations' form with the following fields: '\*District:' (dropdown menu showing 'चित्तौड़गढ़'), '\*Police Station:' (dropdown menu showing '1 - आकोला'), '\*थाने का नाम:' (text input field containing 'आकोला'), and '\*Police Station Name:' (text input field containing 'Akola'). Below the form are two buttons: 'Update' and 'Cancel'. The 'Update' button is circled in red, and an arrow points to it from the text above.

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5. If user clicks on “Add” button then this screen is popped up. In this form user can add new police station with bilingual entry.
6. The entry can be saved by clicking “Save” button.

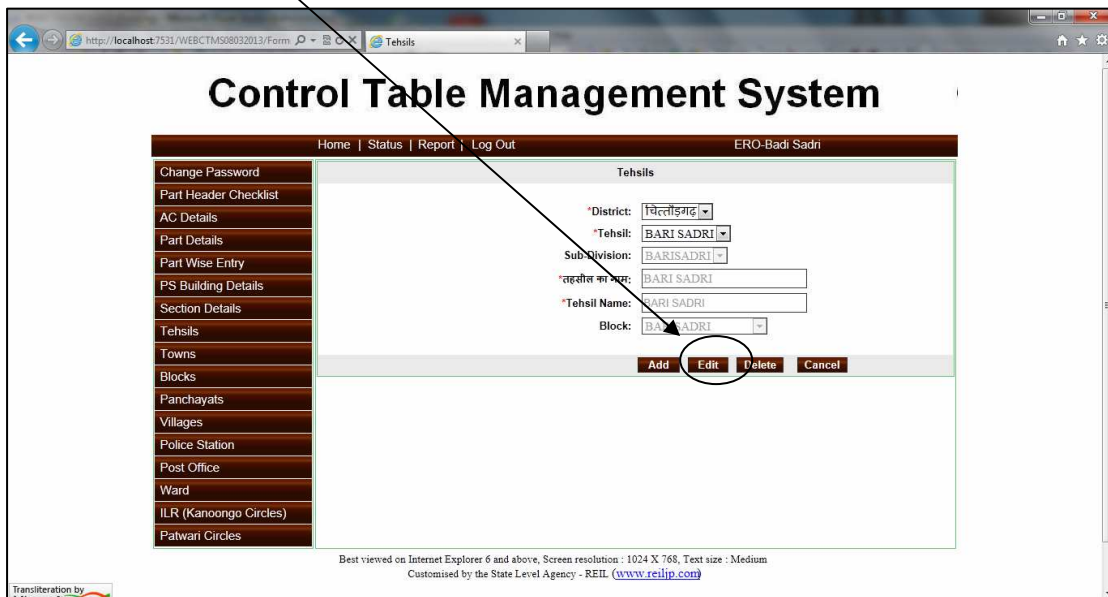


## 7. STEP-3 Bilingual (Hindi –Unicode/ English) Checking of Master Data

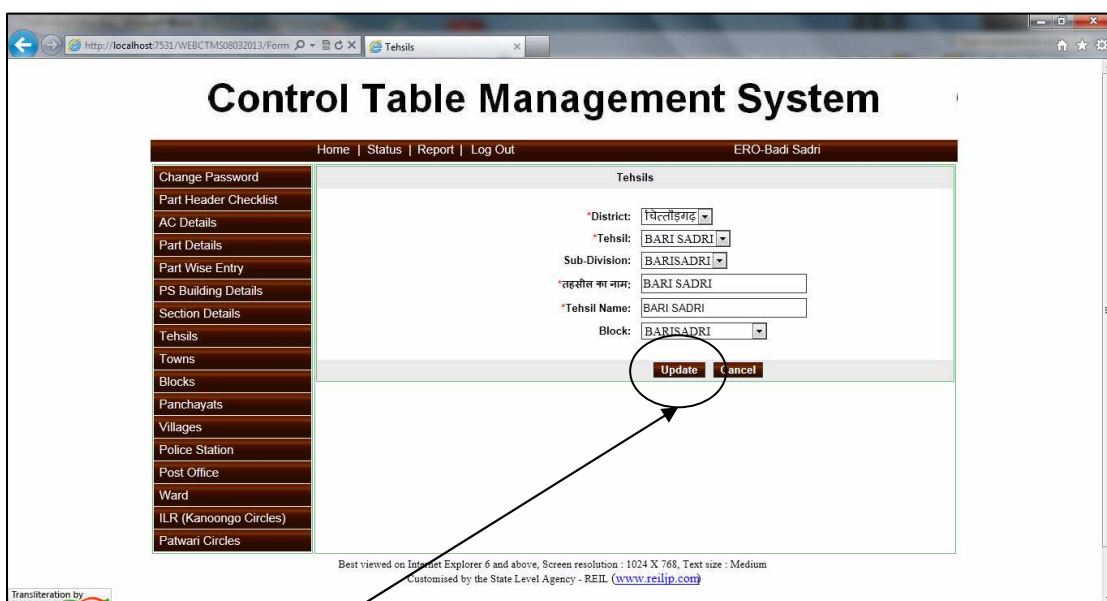
The data for which Hindi Unicode data is not found; user is requested to update the record with Unicode Hindi data. The data for Gram Panchayat, Villages, Post Offices, RIS (Kanoongo), Patwar Circle are available in English Version Only, It is required to update this master in Hindi Unicode also.

Take case of Tehsil data updation in Hindi Unicode:

1. Click on any menu from main menu for eg. Tehsil.
2. Select district and tehsil from the drop down list.
3. Click on “Edit” button, the required field would be made enabled.



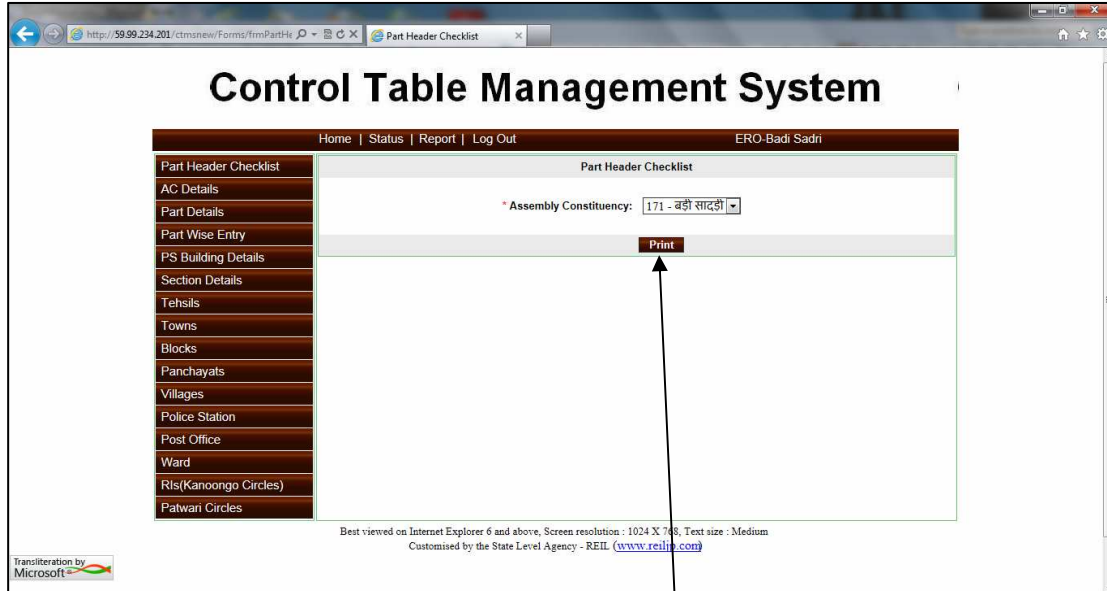
4. Now the user can fill the details in the both Hindi and English



5. Click on “update” button in order to save the data.

## 8. STEP-4 Part Wise Data Entry Checklist

Click on the menu “Part Header Checklist” on the main menu.  
The screen shot for print report is shown below:



**User operation:** With the help of this form the user can check and verify the entered /updated data. This reports has the complete details part wise like part no, part name, polling station, Tehsil name, rural/urban, police station, post office, village, RIS (Kanoongo), patwar, town etc in Hindi and English both.  
To generate the reports the user has to click on the “Print” button.

The screen shot of report is shown below:

AC No : 171 - बड़ी सादरी ( Badi Sadri ) ( सामान्य )		Part Wise Entry Checklist				25/03/2013	
		District : चित्तौड़गढ़ ( ChittoorGarh )				PC No : 21 - चित्तौड़गढ़ ( CHITTAIDAGADH ) ( सामान्य )	
Part No	Part Name	Tehsil Name	Part Type	Police Station	Post Office	PIN Code	Booth
1	सतलियावास SATALIYAVAS		Block 0		Kanungo 0		राजकीय उच्च प्राथमिक विद्यालय RAJAKIY UCHCH PRATHAMIK VIDYALAY
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	
2	कुम्हार खेडा KUMHAR KHEDA		Block 0		Kanungo 0		राजकीय प्राथमिक विद्यालय RAJAKIY PRATHAMIK VIDYALAY
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	
3	संगेसरा SANGESARA		Block 0		Kanungo 0		राजकीय माध्यमिक विद्यालय (बन्या भगा) RAJAKIY MADHYAMIK VIDYALAY (DANYA BHAGA)
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	
4	संगेसरा SANGESARA		Block 0		Kanungo 0		राजकीय माध्यमिक विद्यालय बन्या भगा भेग RAJAKIY MADHYAMIK VIDYALAY BANYA BHAG SANGESARA
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	
5	हरीयाखेडी HARIYAKHEDI		Block 0		Kanungo 0		राजकीय उच्च प्राथमिक विद्यालय RAJAKIY UCHACH PRATHAMIK VIDYALAY
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	
6	सेमलिया माहादेव SEMALIYA MAHADEV		Block 0		Kanungo 0		राजकीय उच्च प्राथमिक विद्यालय RAJAKIY UCHCH PRATHAMIK VIDYALAY
	Village / Town 0	Block	0		Kanungo	0	
	Ward	Panchayat	0		Patwar	0	



## 9. STEP-5 Freeze Data

Once the verification of data has been done by printing the verification report; the finalization of data has to be performed by user in order to freeze the final data. For this purpose a button “Freeze Data” has been provided in the “Part Wise Entry form”.

The screenshot shows the 'Part Wise Entry' form in the 'Control Table Management System'. The form includes a sidebar with navigation options like 'Change Password', 'Part Header Checklist', 'AC Details', 'Part Details', 'Part Wise Entry', 'PS Building Details', 'Section Details', 'Tehsils', 'Towns', 'Blocks', 'Panchayats', 'Villages', 'Police Station', 'Post Office', 'Ward', 'ILR (Kanoongo Circles)', and 'Patwari Circles'. The main form area contains the following fields:

- \* Assembly Constituency: 171 - बड़ी सादड़ी
- \* Part No: 41 - चिकारडा
- \* Polling Station: राजकीय उच्च प्राथमिक विद्यालय सातलियावासी
- \* Tehsil: DOONGLA
- \* Urban / Rural:  Urban  Rural
- \* Village: Chikarda
- \* Block: DUNGLA
- \* Panchayat: CHIKARDA
- \* Ri: CHIKARDA
- \* Patwar Circle: CHIKARDA
- \* Post Office: 97 - चिकारडा
- \* Police Station: 16 - Mangalwad

At the bottom of the form, there are 'Update' and 'Cancel' buttons, and a 'Freeze Data' button which is circled in red. A red arrow points from the text above to this button. Below the form, there is a note: '\*Click to freeze Assembly Constituency data'. At the very bottom, it says 'Best viewed on Internet Explorer 6 and above, Screen resolution : 1024 X 768, Text size : Medium Customized by the State Level Agency - REIL ([www.reilip.com](http://www.reilip.com))'.

Once the data has been frozen then user cannot edit the data again without permission/unlocking of Administrator (Election Department Rajasthan).

-----The End -----