

Government of Rajasthan Election Department

To,
All District Election Officers,
(Collectors) Rajasthan

Respected Sir/Madam,

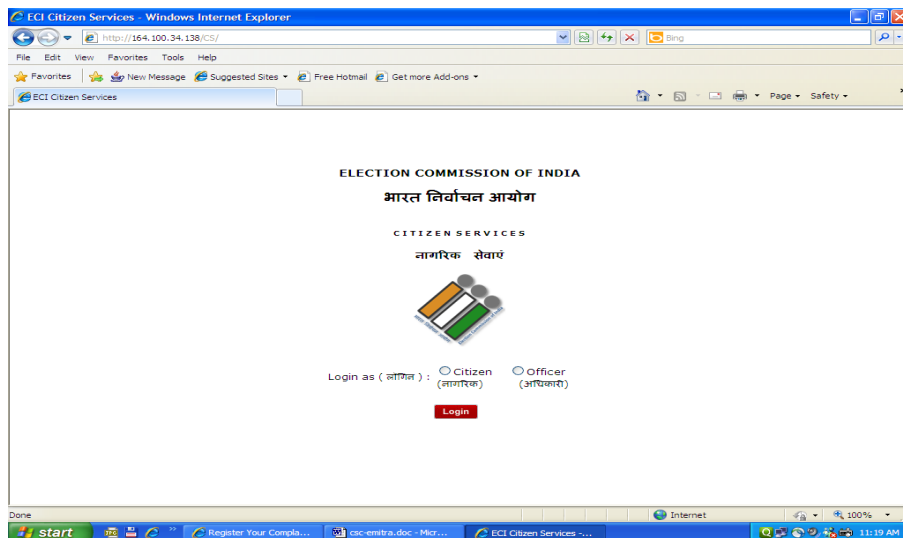
This is regarding clarifications/guideline for submitting the online applications for E-Rolls through CSC/E-Mitra centers of State.

In this regards, it is submitted that in the website of Chief Electoral Officer, Rajasthan, there is a provision to submit on-line applications for inclusions/deletions/modifications in Electoral Rolls. This can be also made through all CSC/E-Mitra centers of State of Rajasthan. However, these services are available on nominal charges basis as prescribed by the DoIT&C in consultation with the Election Department, Rajasthan.

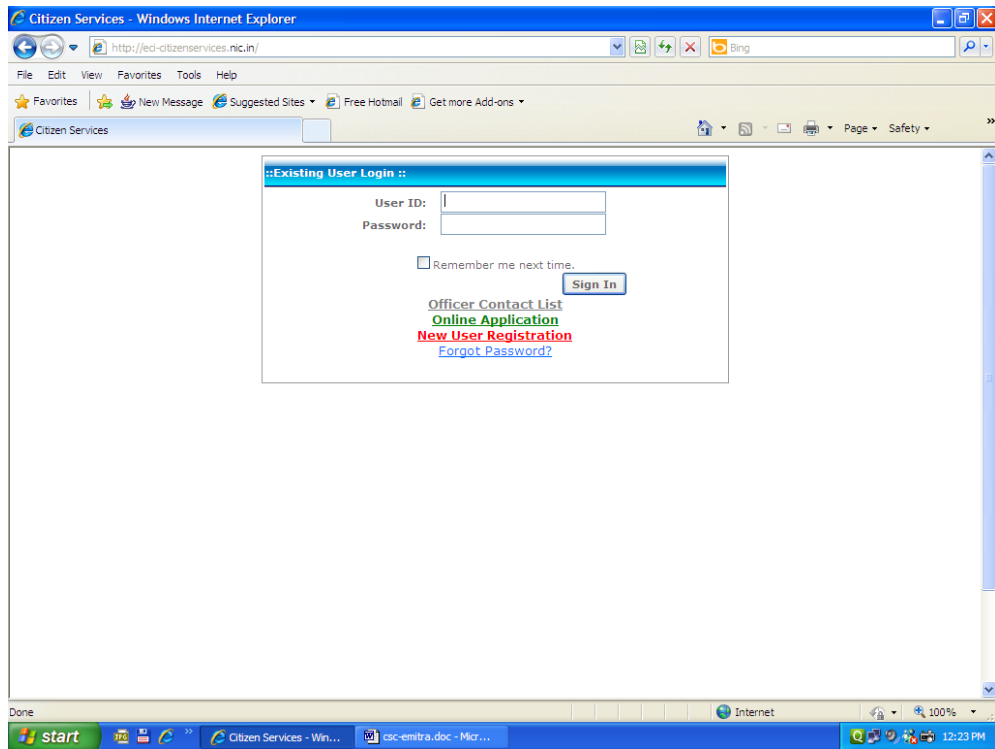
It is come to the notice that some kiosk holders facing problems in submitting multiple applications at their end. To resolve the issue procedures for submitting online applications are further re-explain here:

First of all, new users either he/she is citizen of state or CSC/e-Mitra holder should first register him in new registrations module. Procedure for new registration is as under:

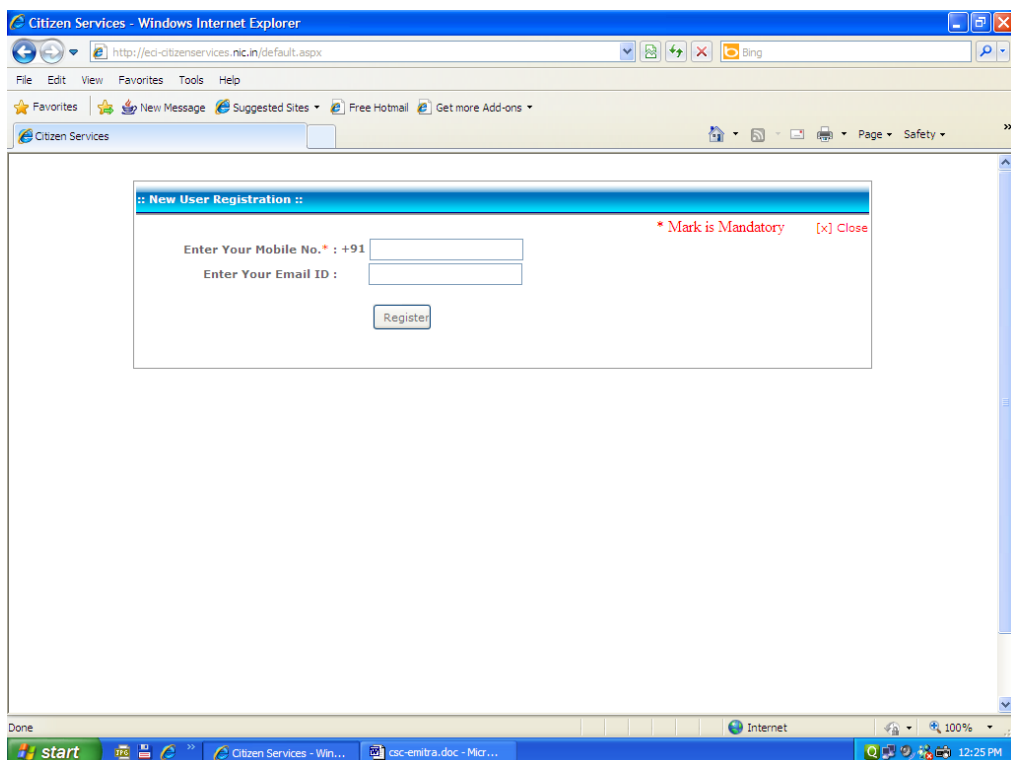
1. Open the website of CEO, Rajasthan (<http://ceorajasthan.nic.in>)
2. Select "**Apply Online**" option from "**Citizen Center/Elector's Forms**" sections of website.
3. Following screen will be appear:



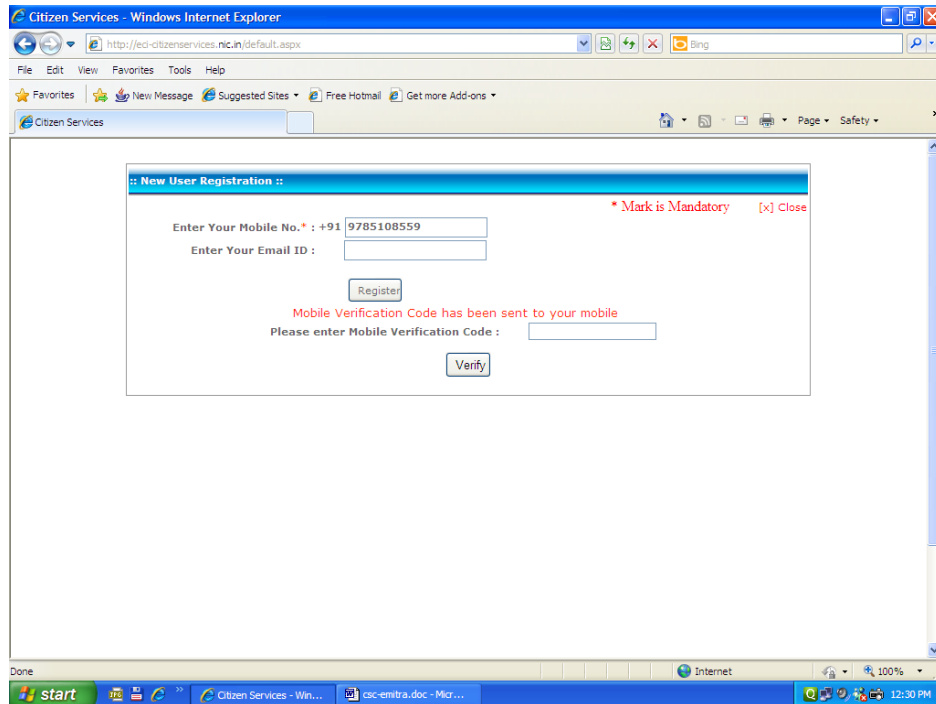
4. Select "**Citizen**" option from this page. Following screen will be appeared:



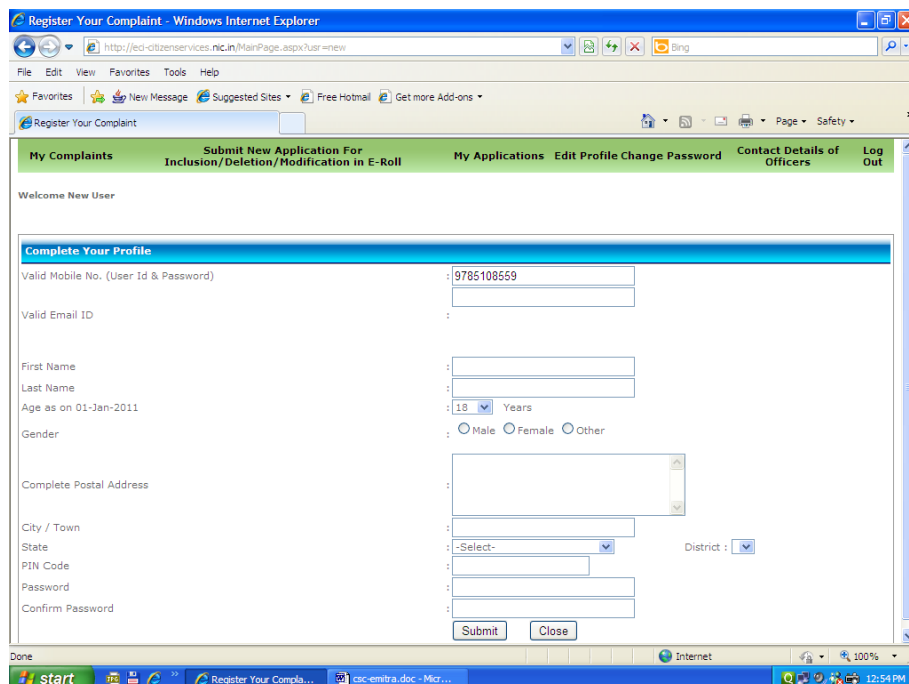
5. Select the "**New Registration Option**" from this screen, if you new user. For existing user, please enter registered mobile no in both the column i.e. user_name & password (see point no 11 onward). Following screen will be appear in case of new reg.:



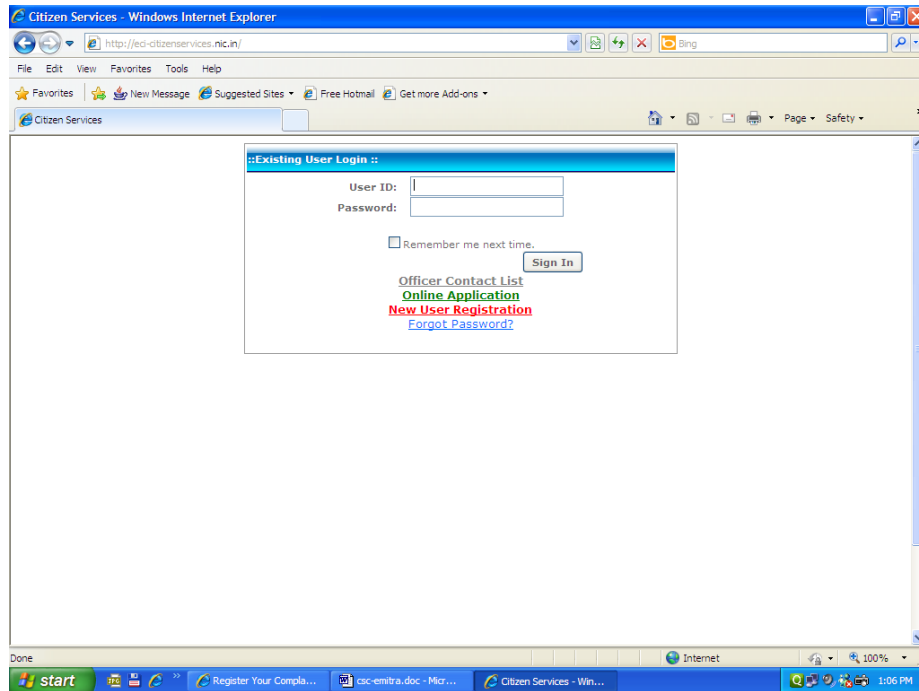
6. System will ask your mobile number. Please enter your mobile number.
7. After entering mobile number, within a few seconds, you have received a verification code through SMS in your mobile and following screen will be appear:



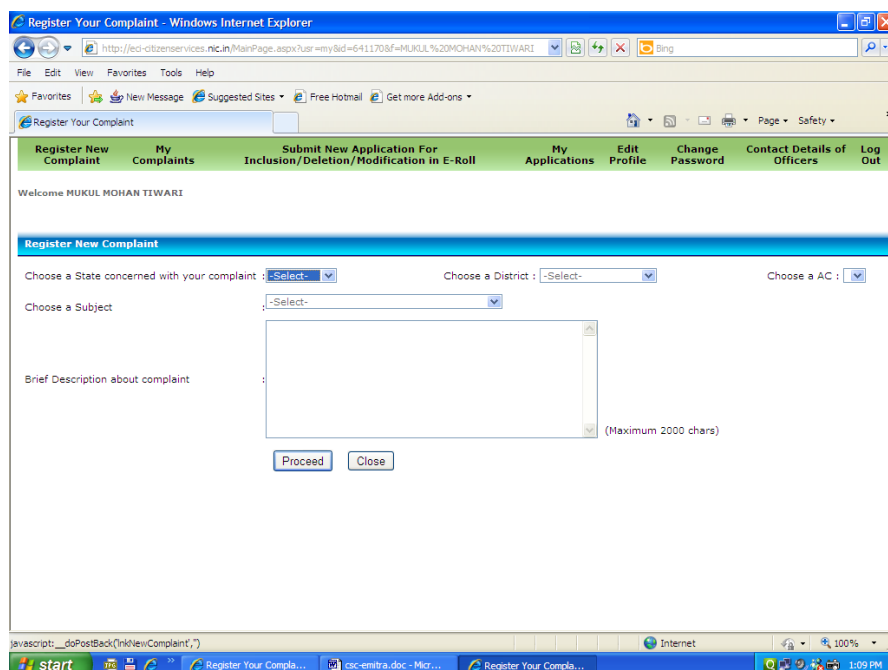
8. Please enter the verification code in respective column and click the "**Verify**" button. Following screen will be appeared:



9. First of all you are required to fill-up & submit your profile i.e. personal details.
10. Now you are register user of this portal. Next time either at the time of submitting new complaints or new applications in E-Roll you are not required to register yourself as new electors.
11. Your registered mobile number is your user name and as well as your password.
12. You are required to enter your registered mobile number in both the column i.e. user ID and password column in the following screen:



13. Following screen will be appeared:



14. In top of the screen, there are seven options displayed on the screen:

- (i) **Registered New Complaints:** From this option you can enter your new complaints.
- (ii) **My complaints:** This option provides you to view the status of old complaints.
- (iii) **Submit New Applications for Inclusion/Deletion/Modification in E-Roll:** This will provide facility to you to submit the new applications for Inclusion/Deletion/Modification in E-Roll.
- (iv) **My Applications:** This option provides you to view the status of all applications you have submitted till date.
- (v) **Edit profile:** From this option you can update/edit your profile i.e. registered details.
- (vi) **Change Password:** Using this option, you can change your password.
- (vii) **Contact Details of Officers:** This option provides you facility to viewing details of concerned DEO, ERO and BLO.
- (viii) **Log Out:** This option exits you from the current session.

You are requested to bring it to the notice of all EROs and CSC/E-Mitra kiosk and E-Mitra society your district, so that, they can easily submit multiple online applications/complaints of Electoral Rolls through website of Election Department, Rajasthan.

Even then if you are facing some problem, please email your query to undersigned (dyceo-rj@nic.in).

(M. M. Tiwari)
Dy Chief Electoral Officer (IT)
Election Department
Rajasthan

CC : Shri R. K. Sharma, Joint Director (System), State OIC - CSC & e-Mitra, DoIT & C, Rajasthan with this request that please bring it to the notice of all CSC and E-Mitra kiosk also at your level.