To,

All District Election Officers (Collectors)
Rajasthan

Respected Sir/Madam.

Greetings,

On 27th September 2013, a workshop of all District level Nodal Officers of SVEEP was conducted in Conference Hall, Secretariat, Jaipur. In this workshop, it is come to the notice that some districts, at their level, have made very good/innovative practices in the area of SVEEP. It was felt that these good/innovative practices should be made available to other districts for their motivation & adopting in their district.

Therefore, it was decided that a portal for SVEEP may be develop by the Department, so that, all districts can upload their best /innovative practices of SVEEP in this portal and other districts can also online share its. Actually, SVEEP Portal will provide a platform to all DEOs to share the effectors and best practices made by them in the area of SVEEP to other districts.

As decided, the Department has developed a SVEEP Portal. Technical details of its are as under:

Process of uploading best/innovative practices:

1. A sveep.doc file is attached with this email. You are requested to download it first.
2. Create a new folder "**SVEEP**" in the website server of your district.
3. Write the name of your District in subheading of attached "sveep.doc" page.
4. Insert the details of best/innovative practices along with its hyperlink in the sveep.doc file and save it with '.html' format.
5. In the column of category, you are required to mention **Advertisement/Short Films/Press Note/Nukkad Natak/Poster etc** as category of event.
6. In the column of description, you are required to give brief description of the best/innovative practices uploaded by you.
7. Upload sveep.html page and concerned file of best/innovative practices in the **sveep** folder of your server.
8. After uploading of concerned files, it will be available to all.

Process to view the best/innovative practices of other districts:

1. Open the website of Chief Electoral Officer, Rajasthan (http://ceorajasthan.nic.in)
2. Select the "**SVEEP Portal**" from "**DEOs/EROs section**" of Home Page of website.
3. Enter your password. Same password presently you are using to upload claim & objections or information of S1 to S4 will be applicable also in this portal.
4. After successfully login, list of all 33 districts will be available to you.
5. Please select any one district.
6. After selecting the district concerned, a list of all best/innovative practices of the district concerned will be available to you.
7. Full details of selected best/innovative practices are available to you on just one click on it.

Please ensure that only selective best/innovative SVEEP practices of your district should be uploaded on this portal with prior approval of District Election Officer concerned.

You are requested to bring it to the notice of Nodal Officer of SVEEP of your district and all EROs, AEROs & PRO of your district. You are also requested to ensure timely compliance of these directions.

Note : It is come to the notice that at present only 12 district have been created SVEEP folder and uploaded sveep.html folder on website. Remaining districts are further requested to create SVEEP folder and upload the sveep.html pages on their server without further delay.

With regards

M M Tiwari
Dy CEO (IT)
Election Department,
Rajasthan

Copy to Chief Electoral Officer, Rajasthan & Add. Chief Electoral Officer (OIC-SVEEP), for kind information.