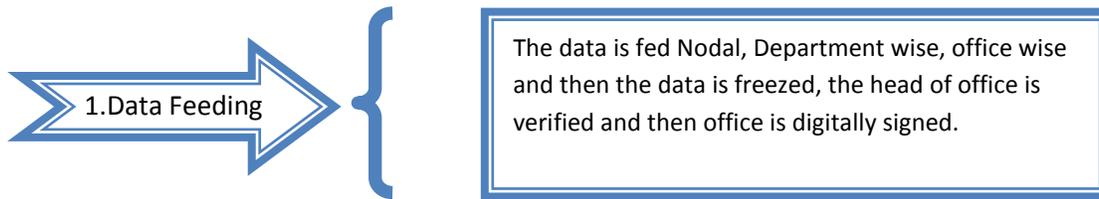


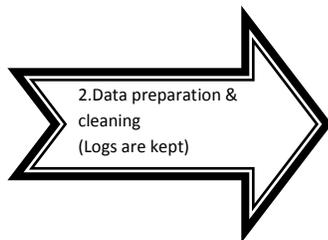
These guidelines are for every District.

## While data entry is going on



1. Re-Check the Nodal Officers activity – ( this is through the report No 1 in DIO Login)
  - a. PI check the data is fed for the purpose the Nodal was made.
  - b. Re-Check the Double office feeding.
  - c. Re-Check the English names are not there
  - d. Re-Check the Names in the Designation should be short. (report 3 )
  - e. Names of the Offices should be short( This NIC is doing for past so many elections)
  - f. PI regularly update the District Magistrate/Incharge Polling Personnel about the current status
2. Exempted Offices
  - a. The data is cleaned via checking by DIO/ADEO for exempted offices. Here exempted offices are checked. Update facility is available.
3. Exempted Employees
  - a. The data is cleaned via checking by DIO/ADEO for exempted employees. Here exempted employees are checked. Update facility is available.
4. Probable exempted employees
  - a. IN text field the data is filled but the employee is not marked exempted. DIO/ADEO can update the exemption. Update facility is available.
5. Forced exemption of employees
  - a. DEO takes a decision that set of employees will not be allocated for the election duties.DIO/ADEO can update the exemption. Update facility is available. (PI keep written proof)
6. Sector Magistrate/RO/ARO Data
  - a. The senior most in the office & PB-4 Officers will be picked (via employee serial). List will be verified by DIO by ticking. This data will not be used in the duties of PR/PO1/PO2/PO3.
  - b. Data goes to other table. By putting the Serial no from 1 to n, one can make them Sector Magistrate/RO/ARO for the district.
  - c. Duty order for Sector Magistrate/ RO/ARO can be taken for the same from the DIO/ADEO Login.

# After data entry is Complete & Offices are freezed & digitally signed.



## 1.Exempted Offices

The data is cleaned via checking via DIO/ADEO for exempted offices. Here exempted offices are checked. Update facility is available.

## 2.Exempted Employees

The data is cleaned via checking via DIO/ADEO for exempted employees. Here exempted employees are checked. Update facility is available.

## 3.Probable exempted employees

IN text field the data is filled but the employee is not marked exempted. DIO/ADEO can update the exemption.

## 4.Forced exemption of employees

DEO takes a decision that set of employees will not be allocated the election duties.DIO/ADEO can update the exemption.

## After data is cleaned & data preparation is done.

### 3.Pre- Randomization (Logs are kept)

#### 1. Process Data

Every employee will be assigned by the PPPMS to PR/PO1/PO2/PO3. DIO will get rough idea the summary of data fed.

DIO can see reports of filter data.

#### 2.Validate PR/PO1/PO2/PO3

Duty of two Senior collectorate clerks to be assigned who manually checks the assignment of PR/PO1/ PO2/PO3. They can update if discrepancy is found. They cannot delete.

DIO can see reports of data.

### 4.- Randomization (Logs are kept)

#### 0.Creation of Deployment Master

Details of Phase, Chakra, Date of Election, Sign of DM, training details Details of the Polling stations etc will be

#### 1. 1<sup>st</sup> Randomisation

Training order will be generated. Training Order will be given to all Employees designated as PR/PO1/PO2/PO3 .

1<sup>st</sup> randomization will take place. Training orders will be generated. Later, before 1<sup>st</sup> training DIO can run 2 times more & can generate the training orders.

#### 2. 2<sup>nd</sup> Randomisation

A party of four is formed having one PR, one PO1,one PO2, one PO3., Block is assigned. Polling duty order will be given to each employee in the party formed.

To be run Once only. Polling duty order will be generated.

#### 3. 3<sup>rd</sup> Randomisation

Polling booth will be assigned to each polling party. This info will be dispersed after third randomization only. These order will be given to each person in the party. PDF will be available to the ADEO/BDO/DIO logins at PPPMS.

To be run Once only. Booth assignment to the polling parties.