PROCEEDINGS OF THE SECRETARY,
STATE ELECTION COMMISSION, KERALA, THIRUVANANTHAPURAM
(PRESENT: A. SANTHOSH)

Sub:- State Election Commission, Kerala– General Election, 2020 to Local Self Government Institutions- Utilisation of e-DROP software for the deployment of Polling Officials- Guidelines- Orders issued.

Order No: B5-30034-2019-SEC Dated : 10-11-2020

O R D E R

e-DROP (electronically Deploying Randomly Officers for Polling) is a web based software developed by National Informatics Centre (NIC) for the deployment of Polling Officials on a random basis from a pool of data collected through a decentralised online mechanism. Placing reliance on the successful performance of this web-based software during the General Election 2015 to Local Self Government Institutions & General Election 2017 to Mattannur Municipality, the Commission hereby orders that the same shall be instituted for deployment of Polling Officials for the General Election 2020 to Local Self Government Institutions. This online mechanism shall be utilised by the Commission with technical support from NIC.

2) The following orders/guidelines/activity sequence/exemption criteria etc are also issued for the optimal utilisation of e-DROP in connection with General Election 2020 to Local Self Government Institutions.

I. Government Offices/ Organizations/ Institutions from where data for randomisation is to be captured

Details of employees working in Government Offices/ Organisations/ Departments situated across the State are to be captured in e-DROP for creating the data pool of Polling Officials.

II. Category of Offices/ Organisations/ Departments from where data for randomisation is to be captured.

(a) State Government Offices and Educational institutions.

(b) State Corporations, Boards, PSUs

(c) Universities, PSC

(d) Aided Colleges/ Schools.

(e) Government controlled self financing Institutions.

III. Organogram of a Polling Station

Designation	-	Number of Posts.
Presiding Officer	-	(One)
First Polling Officer	-	(One)
Polling Officers	-	(Two)
Polling Assistant	-	(One)

IV. Total number of Polling Officials required

Total number of Polling Stations - 34744

20% of the actual requirement is fixed as reserve.

Designation	Actual requirement	Reserve
Presiding Officer	34744	6949
First Polling Officer	34744	6949
Polling Officer	69488	13,898
Polling Assistant	34744	6949

V. Various stages of the Activity Sequence

A broad-outline of the step by step procedure right from training till serving of posting orders is as follows.

a. Training for acquainting with e-DROP software

Initially a training is to be imparted by NIC to the officials of District administration and Secretaries of Local Self Government Institutions from where data is to be captured.

b. Collection/Modification of Institution details – by Local Self Government Institutions

- The Secretaries of LSGIs concerned are responsible for Institution entry.

* Capturing of Institution details to be done by Secretaries of Local Self Government Institutions based on profession tax/ institution register.
* Apart from the above, Institution/office can also directly register in edrop.gov.in through OTP. Nodal officer of concerned local body (Secretary of Local Body) will receive the temporary registration under his/her login and Approve/Reject the temporary registration after verifying the genuineness of the request.
* Data can be entered through KSWAN/ Internet/ Akshaya Centres/ Collectorate facility.
* Institution name, Address, Staff, Category, Department and strength alone are mandatory at the time of Institution entry.
* After completion of Institution entry/ modification of existing details, covering letter to the Institution to be generated for conveying User Id and Password of Institution.
* Covering letter to Institutions to be served by Secretaries of Local Self Government Institutions under proper acknowledgement.
* Apart from the above, an SMS will be sent with login credentials to institution/office heads with a request to start staff data entry. Since the contact details of nodal officer of each local body is published head of office/Institutions can contact and request to re send SMS if not received.

- District Election Officer concerned shall be responsible to guide the Local Self Government Institutions to handle the software and to reset LSGI's password, if necessary.

c. *Entry of Staff details by Institutions*

- Institution head to enter/ modify the parameters of organisation on e-DROP.
- Staff details to be entered by the Institution itself for avoiding duplication, mistakes, omission etc.
- In case of non-availability of internet, they can enter data from any internet centre or Akshaya Centre or with the help of local body concerned.
- Any change in the existing Institution details including Mobile number/Phone number of Head of Institution are to be updated on e-DROP.
- Institution can directly reset the password using OTP, if necessary.
- Local Self Government Institution should closely monitor the progress of data entry at every stage and remind those who are lagging/ not completed entry.
- Head of Institutions can mark/highlight those seeking exemptions, but should submit proof / medical certificate along with the Hard copy of the staff list and acknowledgement of completion generated from the system to the Secretary of Local Self Government Institution concerned.

- Institution head enters staff details with remarks for exemption. Additional fields like Employee mobile number and individual personal bank account details are also entered for contact free service delivery.
- After completion of data entry, they should generate acknowledgement certifying the same. In case an Institution wants to correct the data after final submission, they should contact the Local Self Government Institution concerned.
- LSGI concerned shall be responsible to guide Institutions for capturing data and to reset Institution's password, if necessary.

d. *Verification of Data submitted by Institutions*

- The details of staff entered and forwarded by Institutions should be thoroughly verified by Secretaries of Local Self Government Institutions. The correctness of proposed exemptions to be verified by them vis-a-vis the criteria fixed by State Election Commission. The genuineness of certificates/ Medical Certificates produced for exemption should be got verified in detail in case of doubt.
- After verification, data to be frozen and forwarded to District Election Officer.

e. Verification of data by District Election Officer.

- The District Election Officer shall verify the data received from the Local Self Government Institutions concerned. He shall also consider exemptions of genuine cases omitted/ rejected at lower level or based on further directions from State Election Commission.
- Details of rehearsal classes, distribution and collection centres, fascimile etc to be reflected in the posting order should also be entered at the District Election Officer level.

f. 1st Randomisation of data

The District Election Officer shall randomise the frozen data on the date fixed by the Commission.

g. Serving of Posting Order

- Once randomisation is completed, the posting orders (from 14) & covering letter will be available in the Local Self Government login for downloading.
- Form 14 directly available under Institution/office login as well Institution head has to down load and serve posting orders to their employees from edrop.gov.in
- Institution head has to generate confirmation of serving on edrop.gov.in.
- Local body serves the posting orders to any non-cooperating/missing Institutions and provide confirmation in edrop.gov.in

* Posted Employees can directly download posting orders from edrop.gov.in through OTP.
* Employees can approach the District Election Officer concerned for cancellation with valid medical proof
* District Election Officer cancels posting order and repost new employees through edrop.gov.in
* New posting orders against cancellation on a daily basis can be down loaded by Local Body concerned and serves to Institutions
* In addition the posting orders against cancellation can be available under institution/employee login as well.
* Local body generates attendance and acquittance for rehearsal class from edrop.gov.in in addition employee bank details with eligible amount can also be downloaded from edrop.gov.in for submitting it to bank. Amount can be passed through bank for contactless service delivery.

VI. Activities at District Election Officer level after randomisation.

* Monitoring serving of posting order in Form 14.
* Conducting rehearsal classes on poll process.
* Cancellation of posting and reposting.
* Generation of distribution day kit (Acquittance, attendance, decoding of Polling Station)
* Displaying the polling party/Polling Station mapping at distribution centres.

VII. Criteria for exemption from election duty

Employees falling under the following categories are to be exempted from election duty;

(a) Cancer Patient

(b) Later stage of pregnancy (7months & above)

(c) Mothers having kids upto 2 years of age

(d) Those with infectious diseases excluding Covid-19.

(e) Elected/Ex-elected members

(f) Differentially abled.

(g) Parents of differentially abled children.

(h) Priests and nuns.

(i) Those who are to retire from service on or before March 31st 2021.

* *All employees irrespective of whether they are Covid-19 patients or they are under quarantine should be added to e-DROP without tail. If such employees tested positive for Covid-19 after the issuance of posting order, they may approach the District Election Officer concerned with valid medical proof for exemption.*

VIII. Posting Criteria/ Methodology to be followed in Polling Station

* At least one officer from pure State Government Department for each Polling Station.
* If a female officer is posted in a polling station, minimum two female officers will be posted.

- If Presiding Officer posted happened to be a female officer then first Polling Officer should be male (as far as possible).
- Only male officers for forest stations if any.
- At least one linguistic officer for linguistic minority booths as far as possible.
- Polling Station will not be displayed in the posting order. Only group code will be displayed.
- Polling Station will be decoded only on two days before actual polling.
- Actual Polling Station will be displayed/informed to the group at the distribution centre.
- Presiding Officer(PRO), First Polling Officer (P1) 2 Polling Officers (POs) and Polling Assistant will make a group of 5. No seniority between Polling Officers except Presiding Officer & First Polling Officer.
- In addition the group will get SMS showing the details of polling station where they have to report.

IX. Marking of Presiding Officer and Polling Officers overriding the automatic mapping.

e-DROP will normally map Presiding Officer, First Polling Officer, Polling Officers and Polling Assistant automatically based on the pre-defined parameters. In order to avoid anomalies, the Nodal Officer at District level is authorised to manually designate employees based on designation and pay scales overriding the automatic mapping. However, all Gazetted Officers who are selected for posting must be designated as Presiding Officers.

X. Monitoring Mechanism

Constant monitoring of various stages of the activity should be made at different levels through their logins as indicated below to ensure that the prescribed deadlines are strictly adhered to by each level.

* Secretaries of Local Self Government Institutions should monitor the Heads of Institutions till generation of acknowledgement certifying the completion of the data entry.
* The District Election Officer should monitor the activities of Local Self Government Institutions as well as Heads of Institutions till frozen data is received from Secretaries of Local Self Government Institutions. He should also monitor the serving of posting orders.
* The State level user at Commission level should monitor the progress in all the three levels till completion of the deployment process.

XI. Time-frame fixed for various stages of the activity.

i)	Training to District Election Officer/District Level Nodal Officer/District Level Assistant Nodal Officers/District election staff and District Level Technical Nodal Officers, NIC (through video conference)	12th November 2020
ii)	Training to Local Body User by District Officials/ DIO, NIC on or before	13th November 2020

iii)	Data collection and data entry/modification of details of Institution by Institutions/ Local body and issuance of covering letter with User Id and Password to the Institution.	from 14th to 16th November 2020
iv)	Data entry of staff list by Institutions and acknowledgement generation	from 16th to 21st November 2020
v)	Date entry (Staff list) on pending Institutions by Local body and final submission through e-DROP	from 22nd to 23rd November 2020
vi)	Verification of data by Secretaries of Local Self Government Institutions, freezing and forwarding to District Election Officer	from 14th to 24th November 2020
vii)	Verification of data by District Election Officer, giving exemptions etc and freezing for randomisation, submission of rehearsal class/ distribution/collection centre details	from 14th to 24th November 2020
viii)	1st Randomisation & processing of posting order by District Election Officer	26th November 2020
ix)	Downloading the posting orders, serving of posting orders/ collection of acknowledgments by local bodies.	from 27th to 28th November 2020

x)	First Rehearsal Class for Presiding officer & First Polling Officer on manning of EVM etc.	30th November 2020
xi)	Cancellation and reposting by district election user but serving by concerned Local bodies	from 01st to 02nd December 2020
xii)	Final rehearsal class for reposted/not attended Presiding Officers & First Polling Officer	04th December 2020
xiii)	District level reports/Monitoring by District Election Officer and State Election Commission	from 11th November 2020 till completion
xiv)	Final randomisation and decoding of polling station as per State Election Commission department.	1st phase of election – 6thDecember 2020 2nd phase of election – 8th December 2020 3rd phase of election – 12th December 2020

The timeframe prescribed above shall be strictly complied with.

A. Santhosh
Secretary

To,

1) The State Informatics Officer, National Informatics Centre, Kerala State Centre, CDAC building, Keltron Compound, Vellayambalam, Thiruvananthapuram - 695033
2) All The District Election Officers & District Collectors
3) All Secretaries of Local Self Government Institutions concerned

(Through District Election Officers & District Collectors)

4) Sri. Suresh K., District Informatics Officer, NIC Thrissur Unit, Collectorate, Ayyanthole, Thrissur.
5) Sri. Shinto Thomas, Technical Director
   National Informatics Centre State Unit, 5th floor, Revenue Complex
   Public Office Building, Thiruvananthapuram.
6) Sri.Andrews Varghese,
   Scientist-E & District Informatics Officer,
   NIC, Collectorate, Kannur
7) All Nodal Officers, SEC
8) PS to Commissioner
9) CA to Secretary
10) Stock file/ Office copy

Forwarded by order

Section Officer