

BLO-EVP APP

v1.1



Hands on training to
SLMTs on August 27,
2019.

PRELUDE

Under EVP Program of ECI, it is expected that citizen will visit NVSP or use voters' helpline app or visit nearby facilitation center for: -

1. Checking their personal details such as name, father's name, DOB, Photo and address etc.
2. Verify the correctness and certify by uploading one document out of passport, Aadhar card etc.
3. If they find some error such as mistake in name or other details, they are requested to provide necessary documents to correct it

Subsequently, the collected data from electors would be verified by respective BLOs using Mobile app. The use of mobile app is recommended to avoid "data entry" by Data entry operators, which often causes mistakes, and also to avoid the huge amount of paper work saving the cost and time both. The mobile app when used would directly update the verified information on the data base connecting BLO directly to the ER data base. This will help purification correctly with clear responsibility of BLOs.

The main objective of the EVP program is to verify each elector's entry, correct the errors, if any, in the entry of each elector, enable deletion of verified registered death cases and collection of enrolment forms for "unenrolled electors with qualifying date as Jan 1st, 2019. In addition, collection of information of prospective elector would streamline the process during summary revision of SSR 2020.

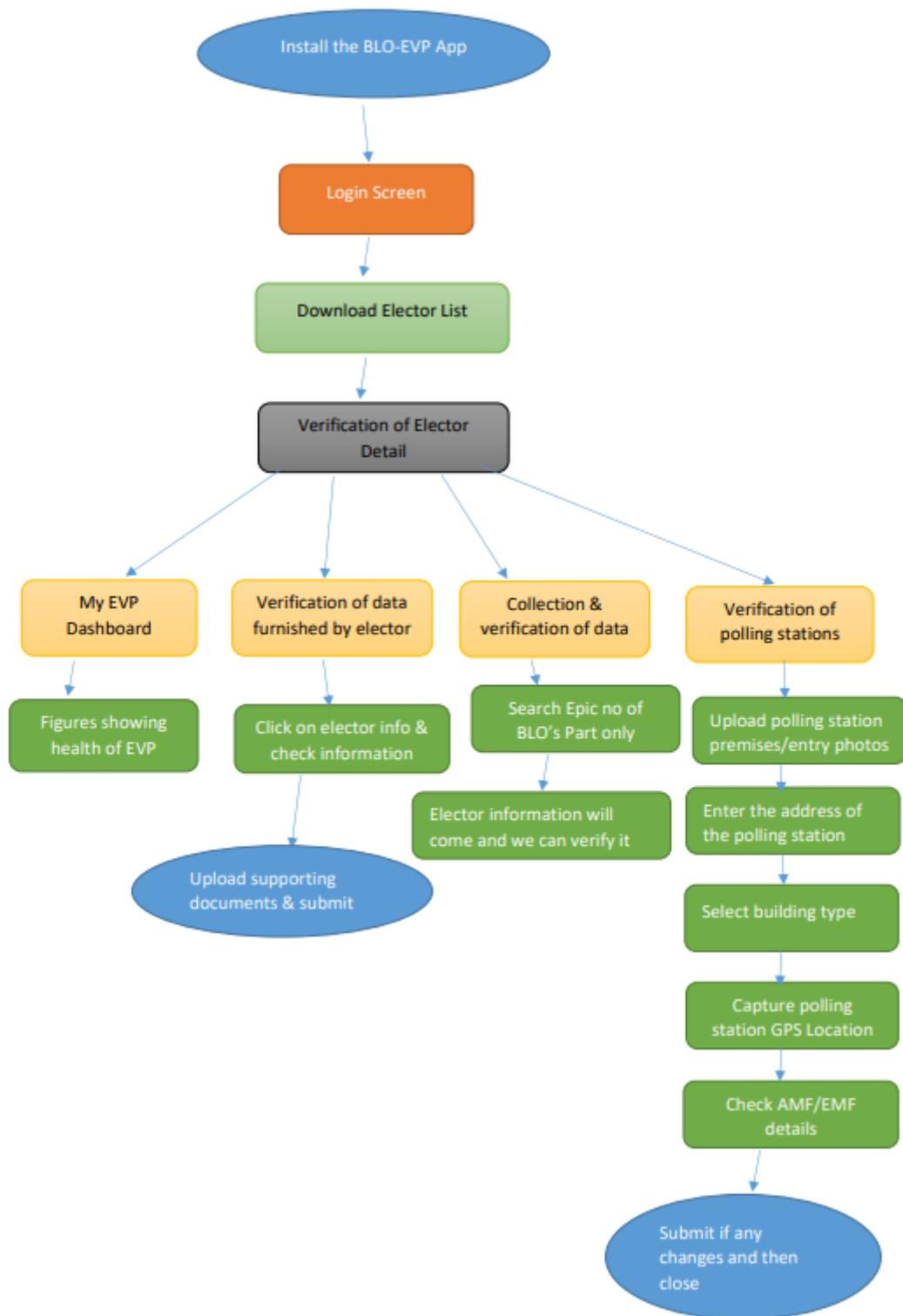
The other objective includes collection of photographs of AMF at polling station, Lat Long of the polling station and improved Nazari Naksha maps of Polling Stations. The drawing of part boundaries, creating GIS snapshot of Sections and point value of probable polling station would be very useful for publication of draft roll for SSR 2020.

This document provides the step by step details of the process that needs to be followed for the verification of information of the electors.

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EVP High Level Workflow



1 PRE-REQUISITES TO INSTALL THE APPLICATION

1. Smart Phone
2. Android V 4.0 (KitKat) or above
3. RAM: 1 GB Minimum
4. Connectivity: 4G/3G
5. Display Size: 5.0 inch minimum
6. Display Type: TFT
7. Display Resolution: 540X960
8. Processor: Quad 2.1 GHz
9. Internal Storage: 8GB expandable up to 16GB
10. Front Camera resolution: 5.5 M pixel
11. Battery: 4000 MAH
12. WiFi/Bluetooth: Available

Things to remember after installing App:

Please allow all permission asked by the App. If you don't allow the permissions, the app will not work functionally.

Kindly download the Elector List at the very first time before clicking on any other tab. It is a mandatory step.

2 BLO RESPONSIBILITIES

The BLO is the heart and soul of the EVP program. The BLO has 2 major responsibilities. He/she has to verify the details of the electors received via NVSP as well of those who have not applied via NVSP. The second major task is the verification and updation of Polling Station related information.

2.1 ROLE OF BLO TOWARDS ELECTORS

BLO will do the following:

- Verify elector information
- Verify family member information
- Verify family tagging information

- Capture of lat-long of elector's household
- Capture the information of unenrolled/prospective electors

2.2 ROLE OF BLO TOWARDS POLLING STATION

BLO will do the following:

- Verification of suggestions on PS
- Verification of suggestion on alternate PS
- Capture the lat-long of PS
- Capture the AMF/EMF facilities of PS along with photographs
- Capturing photographs of Improved Nazri-Naksha

3 WORKFLOWS

BLO LOGIN

This is the first page after installing the App. BLO will enter his/her registered mobile no. as User Id and Password (By Default). State code, AC no. and part no. also need to be entered. After logging in, the 'Change Password' button is available.

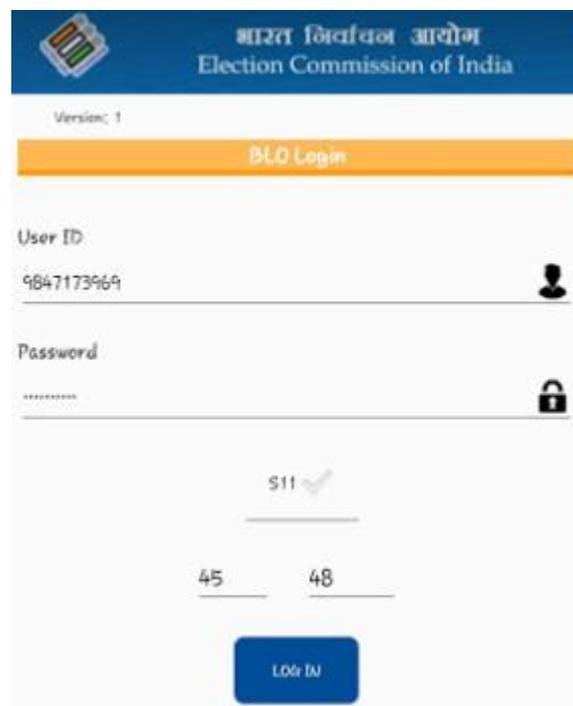


Fig 1.1 – App Login Screen

CHANGE PASSWORD (OPTIONAL)

This link can be used for changing your password. This step is not mandatory. New password should be of length min 6 characters.



The screenshot shows the 'Change Password' panel of the Election Commission of India app. At the top, there is a blue header with the logo and text 'भारत निर्वाचन आयोग' and 'Election Commission of India'. Below the header is an orange bar with the text 'Change Password'. The panel contains three input fields: 'Old Password' with the placeholder 'enter your old password here', 'New Password' with the placeholder 'enter new password', and 'Confirm Password' with the placeholder 're-enter your new password'. Each input field has a lock icon on the right. At the bottom, there is a blue 'SUBMIT' button.

Fig 1.2 – Change Password Panel

PERMISSIONS

Before starting any kind of work, application will ask for some permission to access media on your phone. One should click on 'Allow'. This screen will appear only after first login.

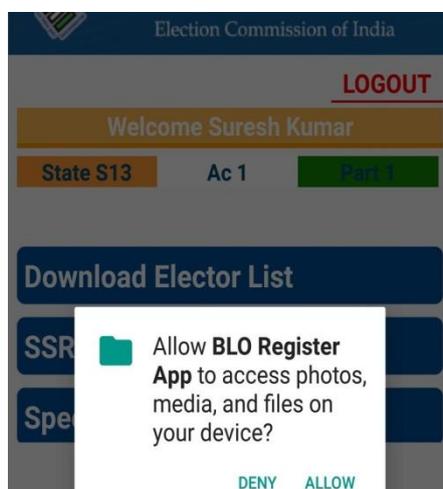


Fig 1.3 – Media Access Permissions

HOME SCREEN

This will be the homepage of the application. It consists of various information of the BLO, also 5 menu items.

DOWNLOAD ELECTOR LIST

For downloading the list of all electors of his/her part. The data will then be saved in the app. **After logging into the app, this should be the first button pressed by the BLO.**

VERIFICATION OF ELECTOR DETAIL

All features and functionalities related to EVP can be accessed from here

SPECIAL SUMMARY REVISION

This feature is currently disabled.



Fig 1.4 – App Home Screen

3.1 DOWNLOAD ELECTOR LIST

BLO can download the part's Elector List from this tab. This will be downloaded in the phone memory. A message will appear in the bottom of the screen after the database is successfully created from this list. The tab will be disabled thereafter.



Fig 1.5 – Download Elector List Options

3.2 VERIFICATION OF ELECTOR DETAIL

On clicking this link, a sub-menu with 4 new options will be displayed with the following options:

1. My EVP Dashboard – Shows the work done by the BLO in form of a dashboard of figures up to the current duration of the EVP.
2. Verification of Data furnished by Elector – Verification of the details of those Electors who have furnished their details via NVSP and family tagging.
3. Collection and Verification of Data - Verification of the details of those Electors who have not furnished their details via NVSP and family tagging.
4. Verification of Polling Station – Verification of Polling Station details.

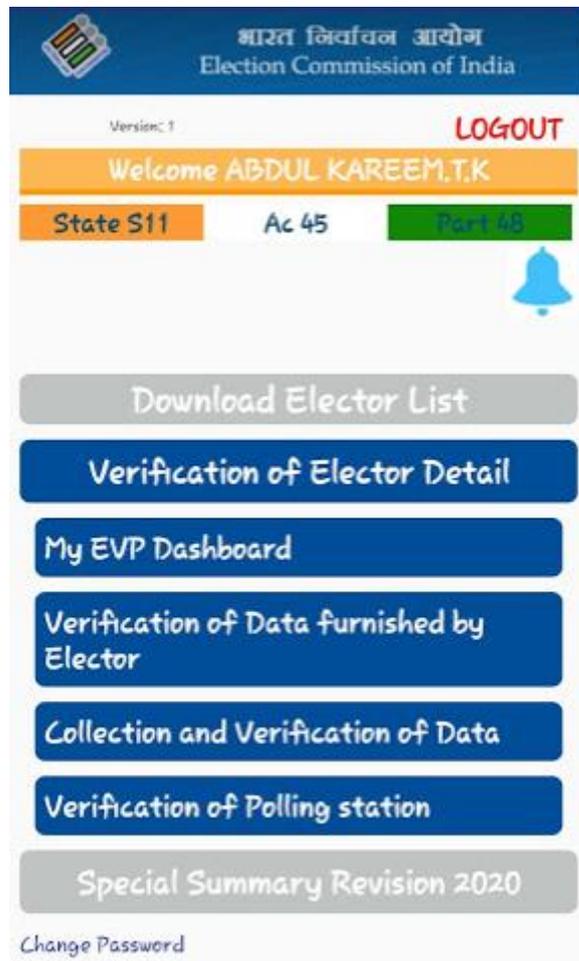


Fig 1.6 – Verification of Elector Detail

3.2.1 MY EVP DASHBOARD

This link shows the work done by the BLO up to that point in the EVP in form of a snapshot of figures.

Total Electors: 1245	
<i>Elector furnished data for verification</i>	00
<i>No. of electors detail furnished</i>	00
<i>Total families formed</i>	00
<i>Verification done on data furnished by elector</i>	00
<i>Collection of Left over Electors (data not furnished by elector)</i>	00
<i>No. of electors detail furnished</i>	00
<i>Total families formed</i>	00
<i>Verification done on data not furnished by elector</i>	00
<i>Logical Error</i>	00
<i>Demographical Similar Entry</i>	00
<i>Polling Station Lat-Long Collected</i>	<i>Done / Not Done</i>
<i>Polling Station Image Collected</i>	<i>Done / Not Done</i>
<i>Polling Station AMF Collected</i>	<i>Done / Not Done</i>
CLOSE	

Fig 1.7 – EVP dashboard

3.2.2 VERIFICATION OF DATA FURNISHED BY ELECTOR

This page will be used by the BLOs to verify the details of the electors who have furnished their details via NVSP.

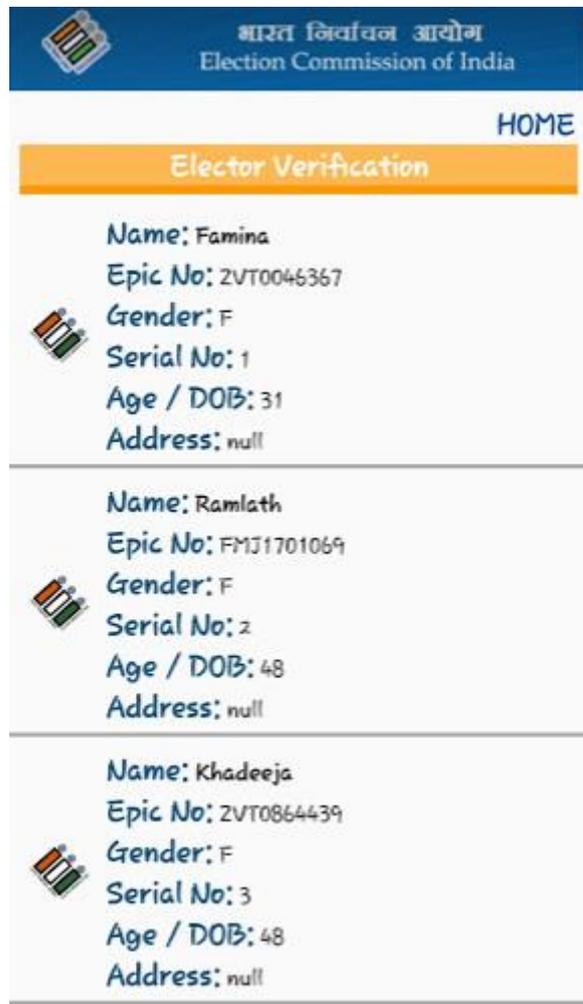


Fig 1.8 – Elector Verification

On clicking any panel, a new screen appears which allows the BLO to verify the elector details as follows:

HOME

Electoral Verification Program

Document submitted for authentication verified ?

Verified Not Verified


Upload document

Name: Famina

Verified Not Verified

Famina


Upload document
Get checklist

Epic No: ZVT0046367

PwD Status

Gender: F

Age 31

DOB: 17-09-1971

RLN Name

RLN Type

Address: 578 - A, Road Number 7, Banjara Hills,
Huderabad. Telanaana 500034

Fig 1.9 – Verification of Elector Details

The BLO will share the details shown on this screen with the elector. As per the elector’s input, the following options will be available to the BLO:

- Document Verification – If the document uploaded by the elector is found genuine by the BLO, then he/she should select “Verified”, otherwise, “Not Verified”, in which case the original verification document needs to be uploaded.
- Name – If the name of the elector is correct, select “Verified”, otherwise select “Not Verified”. In case the latter is selected, the BLO needs to enter the correct name of the elector and upload the relevant document.
- Checklist – If at least one mismatch is found with the elector details, then a “Get checklist” option will be available for the filling-up of suo motu Form 8.

Form 8

Details provided in the form

Name: REJIN M K
Epic No: -- SLNo 1139
Part No: 48 RefNo: OPN615818224
Mobile No : +919895208430
Email : NA

Details fetched from ERoll

Name: --
Gender: --
Age: -- RLN Type: --
RLN Name: --
Epic No: -- DOB : --
House No. --
Street/Area --
Village / Town : --
Post Office : --
Pin Code : --

Corrected details

Name: --
Gender: -- DOB : 1991-05-24
RLN Type: --
RLN Name: --
House No.
Street/Area --
Village / Town : --
District --
Post Office : --
Pin Code : --

Fig 1.10 – Checklist for Form 8 (Top-half)

HOME

Form 8

Checklist for BLO Designated Officer

Field Verification [Y/N]:

Address DOB/Age

On field visit Applicant is found

Absent Shifted Dead
 No Such Person

No of Application already applied Ex. 3

Applicant Details are Verified and Correct

Data entry errors, if any

First Name: --

Last Name: Last Name:

Gender: --

DOB : 24/05/1991

RLN First Name : --

RLN Last Name : RLN Last Name

RLN Type: --

H/s No House No.

Street/Area --

Fig 1.11 – Checklist for Form 8 (Bottom-half)

- Form 8 – The Form 8 generated has 4 sections, namely “Details provided in the form”, “Details fetched from Eroll”, “Corrected Details” and “Checklist for BLO Designated Officer”. The first section displays the details as submitted by the elector via NVSP. The second section displayed the details fetched from the ER database. The third screen displays if any previous corrections have been made to the elector’s details after the first-time inclusion. The fourth section allows the BLO to fill-in the details about field verification, status of elector and multiple applications, if any. If the elector has been physically verified, then the BLO should check the “Applicant Details are Verified and Correct” option. In case of data entry errors in the elector’s particulars, he should fill out the form shown after clicking the checkbox and submit the form once done.
- Photo – If the photo of the elector is as per the specification, select “As per specification”, otherwise select “Not as per specification”. In case the latter is selected, an option to upload a new photo will be shown.

Address: 578 – A, Road Number 7, Banjara Hills,
Huderabad. Telanaana 500034

Photo:

As per specification

Not as per specification

Upload photo

 Upload photo

Mention Mobile Number here _____

Mention your Email here(IF any) _____

Mark PwD

Check for Logical error in that EPIC no.

Fig 1.12 – Photo Correction

- Mobile and Email – The mobile no. and email id fetched from the user profile on NVSP will be shown here and may be updated, if found incorrect by the elector.
- Mark PwD – If the elector is a PwD elector, then this option should be selected and the appropriate disability should be specified.

Mark PwD

Visual impairment

Speech and hearing disability

Locomotor disability

Other _____

Check for Logical error in that EPIC no.

Check for DSE in that EPIC no.

Elector Feedback on Polling Station

Fig 1.13 – PwD Marking, DSE & LE

- DSE & LE - If the elector’s details contain any Logical Error or DSE, then the appropriate option needs to be selected.
- Polling Station Feedback – The BLO must take the feedback of the elector of the part’s polling station and choose the option accordingly.

Elector Feedback on Polling Station
Approach to Polling Station is not in Good Condition
Polling Station don't have ramp facilities

Agreed Not Agreed

Capture GPS Location



Capture Selfie with Elector

SUBMIT

Fig 1.14 – Polling Station Feedback

- GPS Location – Here, the BLO needs to click on the “Capture GPS Location” button to tag the Lat-Long of the elector’s house.
- Selfie – The BLO must take a selfie with the elector as a proof that the verification was indeed done at the elector’s house.

3.2.2.1 FAMILY MEMBER VERIFICATION

- Once the BLO clicks on Submit, he/she will be directed to a new screen titled Family Member Verification.

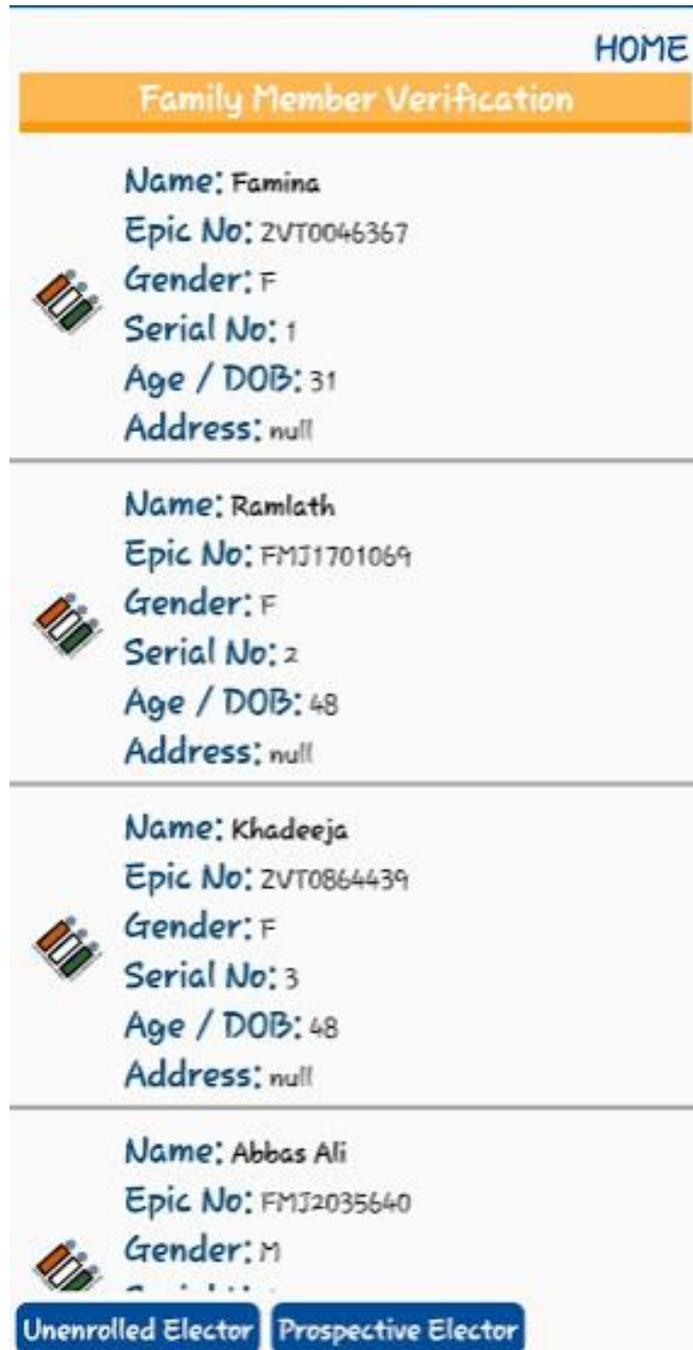


Fig 1.15 – Family Member Verification

On clicking any pane, the details of that family will be opened for tagging additional family members.

Family Member Verification

Elector Detail :-

Name: Famina

Epic No: ZVT0046367

Gender: F Age 31

DOB: 17-09-1971

Mobile No : 9867539856

Email : khadeeja1971@gmail.com

Address: 578 - A, Road Number 7, Banjara Hills,
Huderabad, Telanaana 500034 Is Head of the Family ? Is PwD ?Search Family EPIC no.

Name: Rukhiya

Epic No: KL/06/038/039489

Gender: F Age 43

DOB: 14-11-1976

Mobile No : 9745309674

Email : kaushuk76@gmail.com

Address: 577 - B, Road Number 12, Nirman Hills,
Huderabad, Telanaana 500034 Is PwD ?

Mention Mobile Number here

Mention your Email here(IF any)

Fig 1.16 – Family Tagging (Top-half)

The BLO needs to specify whether the member is the “Head of the Family” or not and whether he/she is a PwD or not. To tag another member to the family, the BLO needs to search for a family EPIC no. which will then be displayed at the bottom. For this elector, it needs to be specified whether he/she is a PwD or not and the mobile no. and email id of the elector also needs to be checked and updated, if required.

HOME

Family Member Verification

Search Family EPIC no. **Search**

Name: Rukhiya
Epic No: KL/06/038/039489
Gender: F **Age** 43
DOB: 14-11-1976
Mobile No : 9745309674
Email : kaushuk76@gmail.com
Address: 577 - B, Road Number 12, Nirman Hills,
Hderabad. Telanaana 500034

Is PwD ?

Mention Mobile Number here

Mention your Email here(If any)

Relationship with head of the family: Wife

Relation Verified Relation Not Verified

Above Mentioned Family Member is shifted



Collect Filled hard copy of form 7

SUBMIT

Fig 1.17 – Family Tagging (Bottom-half)

Before submitting the details, the BLO needs to check whether the relationship fetched from NVSP is correct or not or mark accordingly. If the family member has shifted, then a hard copy of filled Form-7 needs to be collected.

3.2.2.1.1 PROSPECTIVE ELECTOR

On the Family Member Verification homepage, an option is given to add a Prospective Elector (if the family contains an age 16+ elector). On adding a Prospective Elector, the following screen gets displayed:

HOME

Prospective Elector

Name :-

Gender :- Male Female

Date Of Birth :-

Age :-

PwD

Epic No. of Rel :-

Rel Type :-

Whether above mentioned Prospective elector is living with you ?

Yes No

Mobile Number

Mobile Type:

Smart Phone Basic Phone

Fig 1.18 – Prospective Elector (Top-half)

Email Id :-

Fig 1.19 – Prospective Elector (Bottom-half)

- To add a new Prospective Elector to the family, fill all the details shown on the page, upload the birth proof and photo and click on Submit.

3.2.2.1.2 UNENROLLED ELECTOR

On the Family Member Verification homepage, an option is given to add an Unenrolled Elector. On adding an Unenrolled Elector, the following screen gets displayed:

HOME

Unenrolled Elector

Name :-

Gender :- Male Female

Date Of Birth :-

Age :-

PwD

Epic No. of Rel :-

Rel Type :-

Whether above mentioned Unenrolled elector is living with you ?

Yes No

Mobile Number

Mobile Type:

Smart Phone Basic Phone

Fig 1.21 – Unenrolled Elector (Top-half)

Email Id :-


Upload Birth Proof


Upload photo

I hereby declare that the details furnished above are true and correct to the best of my knowledge. I have applied for registration in the electoral roll as my name does not figure in electoral roll anywhere in India. I have not been issued any EPIC at any time in the past in any constituency

*(Making false declaration in matters related to preparation/revision of electoral roll is an offence punishable under section 3i of the Representation of the People Act, 1951, and also under the provisions of the Indian Penat Code)

Fig 1.22 – Unenrolled Elector (Bottom-half)

- To add a new Unenrolled Elector to the family, fill all the details shown on the page, upload the birth proof and photo and click on Submit.

3.2.3 COLLECTION AND VERIFICATION OF DATA

This feature has been given to the BLO for the door-to-door survey and verification of those electors who have not furnished their details via NVSP. On clicking this link, the “Search by EPIC” window is presented, wherein the BLO must enter the EPIC no. of the elector to be verified.

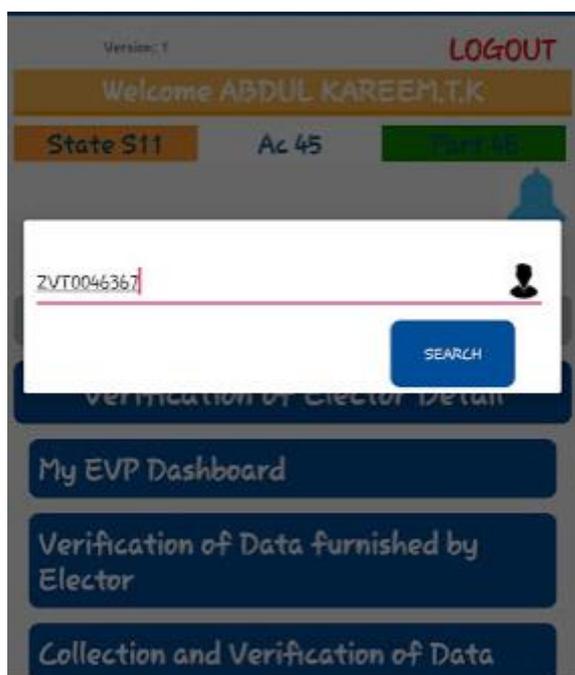


Fig 1.23 – Search by EPIC

After submitting the no., elector’s details will be presented which need to be verified as stated before. If any detail is found to be incorrect, then the correct information needs to be entered by the BLO.

HOME

Electoral Verification Program

Name: Famina
 Correct Incorrect
Mention Correct Name

Epic No: ZVT0046367
Gender: F
 Correct Incorrect
Mention Correct Gender

Age 31
 Correct Incorrect
Mention Correct Age

DOB: 17-09-1971
 Correct Incorrect
Mention Correct DOB

**Address: 578 - A, Road Number 7, Banjara Hills,
Huderabad. Telanaana 500034**
 Correct Incorrect
Mention Correct Address

Photo: Standard Non Standard
 Would you like to upload standard photo ?

 Upload photo

Fig 1.22 – Verification of details (Top-half)

Is PwD ?
 Is Logical error exist in that EPIC no. ?
 Is DSE exist in that EPIC no. ?
 Polling Station Suggestions ?

Does the approach to Polling Station is in Good Condition? Yes No
 Whether there is any Natural barrier you have to cross to reach Polling Station? Yes No
 Whether distance to Polling Station is within 2 KMs? Yes No
 Whether the Polling Station has ramp facilities? Yes No
 Whether the Polling Station Building is in Good Condition? Yes No
 Do you have a Government Building in your Polling Station Area which may be considered for making Polling Station? Yes No

Polling station suggestion by elector

Fig 1.23 – Verification of details (Bottom-half)

A Polling Station questionnaire has been provided which must be filled-in by the BLO as per the responses received from the elector and any special remarks must be documented.

Detail verified with original document

Write original document name

Write original document number


Upload Supporting Document


Capture Selfie with Elector

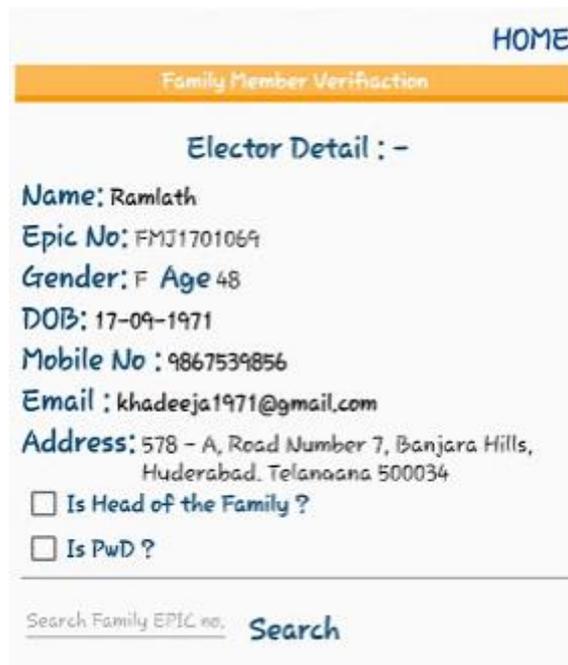
Fig 1.24 – Upload Supporting Document/Selfie

Since the elector has not submitted his/her details online, hence the supporting documents need to be collected from the elector in case of any discrepancy by writing down the

document name and number and the same need to be scanned and uploaded through the app along with a selfie with the elector.

3.2.3.1 FAMILY MEMBER VERIFICATION

- Just as the family member verification was done for the elector details received via NSVP in the earlier section, the same functionality has been provided to BLOs for the verification of family members in an “offline” manner, i.e. for electors who have not applied via NVSP.
- After submitting the form in the previous step, the BLO will be directed to the Family Member Verification screen shown below.
- The details of the elector are displayed and it is possible to mark him/her as the Head of the Family and/or as a PwD elector.



HOME

Family Member Verification

Elector Detail :-

Name: Ramlath
Epic No: FMJ1701069
Gender: F **Age** 48
DOB: 17-09-1971
Mobile No : 9867539856
Email : khadeeja1971@gmail.com
Address: 578 - A, Road Number 7, Banjara Hills,
Huderabad, Telanaana 500034

Is Head of the Family ?
 Is PwD ?

Search Family EPIC no. **Search**

Fig 1.25 – Family Tagging

- To tag more members of the family, search the EPIC no. of the elector of the family after which the details will be shown below for verification.

Name: Famina
Epic No: ZVT0046367
Gender: M/F/T **Age** 31
DOB: 14-11-1983
Mobile No : 9745309674
Email : kaushuk76@gmail.com
Address: null
 Is PwD ?
 Mention Mobile Number here

 Mention your Email here (If any)

 Relation With Head OF The Family ✓

 Above Mentioned Family Member is shifted

 Collect filled hard copy of form ?

Fig 1.26 – Family Tagging

- Here, the elector can be marked as PwD, his/her mobile no. and email id can be updated and the relationship with the Head of the Family needs to be specified.
- If this member has shifted from the location, then a filled hard copy of Form-7 needs to be collected.

3.2.3.1.1 PROSPECTIVE/UNENROLLED ELECTORS

This functionality has been discussed in detail in Section 2.2.2.1 and the same may be referred to.

3.2.4 VERIFICATION OF POLLING STATION

- This functionality has been provided to the BLO to update the Polling Station details of his/her part.

HOME

Polling Station Verification



Upload Polling Station Premises Photo



Upload Polling Station Entry Photo

Mention existing polling station address below

Address Line 1

Address Line 2

City, State

Pincode

Fig 1.27 – PS Details

- Upload the photos of the PS premises and the entrance.
- The address of the PS needs to be filled-in/updated in the space provided for it.
- The building type needs to be specified accordingly.
- The PS co-ordinates need to be captured.
- The AMF survey needs to be submitted with the AMF and EMF details.

Select Building Type

Capture Polling Station GPS Location

Submit AMF survey

Assured Minimum Facilities

Whether ramps have been provided ? Yes No

Whether drinking water facilities exist in the polling station premises ? Yes No

Whether the building has Adequate Furniture ? Yes No

Whether the building has Proper lighting, Fixtures etc ? Yes No

Whether the PS has Proper signage of Building name and address ? Yes No

Whether the building has Toilet(Male/Female) ? Yes No

Whether Separate door for Entry and Exit available ? Yes No

Extended Minimum Facilities

Whether the Polling booth area is more than 20 sq. mts. Yes No

Fig 1.28 – AMF/EMF Details