Electoral Roll Data Entry & Computerization of Electoral Rolls
• Electoral Rolls are computerized i.e. maintained in a relational database organized into tables prescribed by ECI

• Database is stored in two set of tables:

  1. **Control Table** - Defines relationship between Electoral units such as Parliamentary constituencies, Assembly Constituencies, Parts, Sections and administrative units

  2. **Elector Details’ Table** – Provides details of the electors

• Database is updated during every revision process
Control Tables

- Details in Control tables are required:
  - For printing details on the Part header
  - For data integration of database of all electors in the State
  - Prepare the Draft Rolls in PDF format

- Accepted claims and objections are entered in the system and then Final Roll is prepared by incorporating all deletions and modifications

- It is very important to prepare control tables with extreme care and diligence so that the Electoral Rolls are properly generated

- The Control tables are entered once and used multiple times for roll preparation. An error in control table can magnify multiple times, so utmost care has to be taken while preparing control tables.

- **If the control tables are not filled timely and correctly then all the pains taken by EROs to ensure the enrollment of eligible persons would be wasted**

- DEOs are responsible for collection of this data from the field.

- EROs supervises the data entry by data entry operators (Vendors)

- State Level Agency (SLA) provides the technical support
Control Tables

- To ensure the correct updation of database it is vital to have close coordination between SLAs (technical guide), DEOs (collects data) and the Vendors (enter data).
- ECI identifies and lay down the structure of the control tables.
- Some major tables are shown in the next few slides.
Control Tables

- Five tables which defines the relationship between districts, Assembly Constituencies and Parliamentary Constituencies.
Control Tables

- Three tables which define the relationship between Districts, Assembly Constituencies and Parliamentary Constituencies which are:
  - PC DIST: Districts included in PC
  - AC.DIST: Districts included in AC
  - AC PC: PC with Parts lying in AC

3 Tables
Control Tables

- Four tables to provide details of Polling Stations, Parts and Sections.

- **Parts in ACs**
- **Polling Station Locations**
- **List & Details of Auxiliary Polling Stations**
- **Sections within the area corresponding to Part**
Control Tables

- Ten tables which lists administrative units and their relationship with each other
Control Tables

- Two tables which lists Talati/Patwari and Kanungo Circles
Elector Details’ Tables

- Contains information about individual electors i.e. 8 column information on electors shown in the Electoral Roll

- List of electors is contained in 3 types of e-detail table:
  1. List of general voters i.e. data of every voter in column 8 format
  2. Information of Service Voters
  3. Information on amendments as a result of continuous updation or revision
Data Entry and Data Security

- List of amendments are entered into a database using a software provided by SLAs in CEO’s office during every revision.

- Data is entered with utmost care ensuring error free entries as it will be published as Roll later.

- EROs ensures that manuscripts of additions, deletions and corrections are entered timely and correctly.

- BLO goes through checklists and certifies that correct data is entered in the database after the corrections made by ERO in the Roll.

- Data entry work is undertaken in secured environment where safe and exclusive space can be provided.

- Data and Equipments for data entry remains in the custody of DEO/ERO. ERO must adhere to the elaborative guidelines for data safety and security given in Annexure 11.1, if data is taken out of custody of DEO/ERO for data entry or EPIC preparation.
Data Safety and Security (Annexure 11.1)

- Proper police verification of all temporary and casual data entry operators proposed to be engaged by vendors.

- Proper security arrangement at Designated Photography Location (DPL) centers.

- Identity card to staff of DPL centers to be displayed permanently by staff member.

- Designated officer for all aspects of DPL functioning. He should open and lock the DPL and keep keys with him. He is accountable for DPL’s functioning.

- Logbooks to be maintained for opening and closing of DPLs countersigned by designated officer

- Separate logbook for movement of equipments. Every movement should be accompanied by designated officer.

- Database kept only at State level in the custody of CEO

- Surprise visits to DPL

- Daily verifications of EPICs prepared during the day.
Data Safety and Security (Annexure 11.1)

- Proper account of holograms for EPIC. Responsibility of DLO.
- The records of Holograms must tally with EPICs issued, balance with officer for safe custody.
- Proper record of damaged and wasted holograms.
- Criminal action under law if accounts of holograms do not tally – against vendor/officer responsible.
- Agreement should mention clause that vendor has to return the database after work is over. Otherwise there can be penal provisions.
- Database should be properly sealed in cover while taking out of DEO’s office. Record of person taking out should be maintained.
- The DPL, room must be sealed after day’s work and keys should be with designated officer.
Data Entry and Data Security

- All forms received on paper must be computerized immediately and data uploaded on CEOs server.
- Data entry can be done in off-line mode with batch upload.
- Processing of data should start only after it is uploaded on the Server.
- Full database security at server level is essential.
- Data is uploaded on a database separate from electoral data base. It may be called uploaded data base.
- Data is shifted from uploaded to electoral database only after full enquiry and approval by ERO with digital signature authentication by ERO.
Reports

• Report on Statistical Analysis in format 1 to 8 analysing EP ratio, Sex Ratio, Age Cohorts etc
• Report on number of claims and objections received in form 6, 6A, 7, 8 and 8A and percentage of claims and objections accepted
• Report on deletions giving deletions based on Form 7 and suo-moto deletions separately
• Report on number of inclusions, deletions and net increase in number of Electors