



PROCEEDINGS OF THE SECRETARY, STATE ELECTION COMMISSION
KERALA, THIRUVANANTHAPURAM

State Election Commission, Kerala, Thiruvananthapuram – General Election to Local Self Government Institutions – Roles and Responsibilities of District Election Officers, Local Self Government Secretaries and Nodal Officers in connection with e-DROP activities – Further Orders issued.

No. 704/2015/SEC. Dated, Thiruvananthapuram, 17.10.2015

Read:- Proceedings No. 641/2015/SEC date 06.10.2015 of the Secretary, State Election Commission, Kerala, Thiruvananthapuram.

ORDER

The State Election Commission, Kerala has initiated steps to appoint officials for the ensuing General Election to Local Self Government Institutions with the assistance of NIC under e-DROP activities. The Roles and Responsibilities of District Election Officers, Local Self Government Secretaries and Nodal Officers of e-DROP activities in Connection with General Elections are fixed and approved as annexure.

P. Geetha
Secretary

To

All District Election Officers & District Collector.
All Secretaries of Local Self Government Institutions.
(Through the District Collector Concerned.)
All the Nodal Officers of e-DROP.
(Through the District Collector Concerned.)
The District Informatics Officer, NIC, Thrissur.
Public Relations Officer, SEC, Kerala, Thiruvananthapuram.
Computer Programmer, SEC, Kerala, Thiruvananthapuram.
Stock File / Office Copy.

Copy to:-

PS to Commissioner.
CA to Secretary.

Forwarded / By Order

Sd/-

Section Officer

STEPS AFTER RANDOMIZATION

- i. After randomization Form 14 (posting orders) and reserved posting orders will be automatically available under LSG login with covering letter and acknowledgement. After verification District election officer should send a start message to local bodies on down load.
- ii. District nodal officers and secretaries of local bodies ensure the correctness of the form 14 and reports before serving.
- iii. District officers can down load the copies of posted officials (LSG wise)
- iv. All Panchayat/Municipality/Corporation has to down load institution wise posting order, covering letter and acknowledgement from edrop.gov.in and print multiple copies (3/5 copies) and serve it with in the stipulated time.
- v. Secretaries of LSG should ensure all posting orders are down loaded and served and collected the acknowledgment from the institutions
- vi. District election officers should ensure all posting orders reached the polling staff and acknowledgment is collected. A declaration regarding the same should be collected from the Panchayat/Municipality/Corporation secretaries.
- vii. District Nodal officer should down load the acquittance, attendance report (Panchayat/Municipality/Corporation wise) wise for previous day of rehearsal class and previous day of polling date and hand over the same to concerned RO/ERO/ARO
- viii. Procedure for Cancelation – Cancelation may be allowed only on medical ground/Mother of mentally ill health child/key holder/ Exempted institutions/LB election related duty. A medical examination with the assistance of District medical officer can be planned/or production of relevant certificate. District elections officers also issue press release may be on the same.
- ix. Training Classes should be arranged for the newly appointed officers after cancellation (2/3 classes at some common places). A slip showing the class details should be attached along with the posting orders severed against cancellation.
