

Last Updated: 02 Mar, 2022 **URL** 

# Introduction

This user guide describes two important functions of the Kerala State Election Commission, Kerala web portal namely Public User and Agency. This is continuously updated document and readers of this user guide are advised to refer to the latest version always.

# Module I: Public User

The 'Public User' module deals with the section of the system that caters to the general public's access to the SEC portal. To access the system, to the Sign-in section of the portal and sign us as a public user.

🖕 +91 471 2325048 🛛 cru.sec@kerala.gov.in		Announcements	
SEC Kerala	About SEC Resources	Online Services Cases Information Corner Knowledge Center RTI Sign In	¥
Login Username ' 1010101010		Registration Citizen registration for availining voter services. REGISTRATION	
Please fill the text field as shown in the image Please fill the text field as shown in the image Tyyyzt Text from image	c	Agency Registration Akshaya, CSC or any other agencies authorized for Voters Services may register AGENCY REGISTRATION	
Login	ot Password?		
About Us     Information Corner	, ;	Address State Election Commission, Kerala Investrition	

Login as a public user/citizen portal using the URL:

Enter your user name and password to login. To obtain a user name and password, user can sign up with the details by visiting the Registration link :

A successful login will take the user to the Dashboard

		SEC Keral				Menu 🗢 Help 🎴 Nri Treesa NRI TREESA Signed in	
USER	APPLICATIONS						SERVICES
show	10 v entries					Search	Ref Name Inclusion
sl no	Application Type	Application ID and Name	Application Date	Application Status	Action		Correction
1	Corrections	27003 - testname	25-02-2022	800000	Hearing Notice		0
2	Name Deletion	6 - Rabiya	26-02-2022	800000	Hearing Notice		Ward Shifting
3	Name Inclusion	6007583 - testname	25-02-2022	800000	Hearing Notice	Print Form(4)	Name Deletion
	Name Inclusion - Pravasi	6868 - TestPravasi	24-02-2022	@00000	Hearing Notice		X Pravasi Voter
5	Name Inclusion - Pravasi	6871 - bnhjnj	26-02-2022	80000	Hearing Notice		
5	Objection to Correction	23 - ghdf	26-02-2022	e00000	Hearing Notice		Objection to Inclusion
,	Objection to Inclusion	22 - kkkkkkkkkk	26-02-2022	e00000	Hearing Notice		Objection to Correction
8	Objection to Shifting	24 - Amina	26-02-2022	800000	Hearing Notice		Objection to Shifting
,	Ward Shifting	207068 - Raveendran C	25-02-2022	e00000	Hearing Notice		
	Previous 1	Next					
			Pages	Contact	Us		

### DASHBOARD

The Dashboard provides various links for the user to access important functions. They are explained below.

### **User Application**

User Application lists all requests raised by the citizen.(maximum 10 latest requests). It gives information such as Type of Application, Application details, Status of the request etc. If the request is incomplete, action button '*Complete'* will be displayed against each of the incomplete request and user can complete them here. Completed actions can be printed using the '*Print Hearing Notice'* button.

### Services

- The Services section allows the user to access the following functions in the portal
  - 1. Name Inclusion
  - 2. Corrections
  - 3. Ward Shifting
  - 4. Pravasi Name Inclusion
  - 5. Name Deletion
  - 6. Objection to Inclusion
  - 7. Objection to Correction
  - 8. Objection to Ward Shifting

Each of the above services are briefly described below

#### **1.** Name Inclusion

Citizen can raise voter list inclusion request using this link. If the user already got an id card/included in voter list.

SEC Ke	erala		Hom	ie Dashboard I	Menu 🗢 Help	Nri Treesa	ľ
Step 1 ID Card Details	Step 2 Polling Station	n Vot	Step 3 ter Information	Step 4 Upload Photo		Step 5 Preview	
CURRENT STATUS	⊛ Yes ' ⊖ No '						
						Submit	
		Pages   About Us  Circulars & Orders  Vision  Mission	Contact Us Address: Phone: Email:			by <b>NIC</b> Kerala Maintained by	
The Official Web Fortal of GOVT. OF KERALA		NIC Prail 0 Price Partice		GO GR	EEN D230 Version: Progres	sing 28-02-2022 11:57:04 pm	

First select polling station and serial number.

If it is valid, all details of the user will show in the pop up window. Then confirm the details and proceed.

		Local body *				
ALAPPUZHA	×	<ul> <li>Chettikulangara</li> </ul>	~			
Ward '		Polling station *				
PHC WARD	N	KRISHI BHAVAN,CHETTIKULANGARA				
Submit	CURR	ENT DETAILS				
4 Name of Applicant (in Earlish)	Datharmai	6. Guardian's Name (in Malayalam)	നുധാകരൻ			
Name of Applicant (in English)     Name of Applicant (in Malavalam)	ememi	7. Guardian's Name (in Local Language)				
3. Name of Applicant (in Local Language)		8. House Name (in English)	Tharayil			
4. Gender	F	9. House Name (in Malayalam)	തറയിൽ			
5. House Number	332	9. House Name (in Local Language)				
		10. Age	54			
5. Sub House Number (in English)		44 14-1-1-				

Next user can enter new details like polling station, voter details, and photo and then confirm the application. System will show a preview of the submitted information hearing date will allotted for the user and user can print the hearing notice. This is mainly for those users who want to change their local body, districts details etc.

	SEC Kerala		Home Dashboard	Menu 🛛 Help 🚔 Nri Treesa INRI TREESA Signed in	
	Step 1 ID Card Details	Step 2 Ste Polling Station Voter Inf	iormation Step 4 Upload Pho	to Step 5 Preview	
	POLLING STATION DETAIL				
	Id card district '	Select		~	
	Local body ·	Select		~	
	Ward *	Select ······		~	
	Polling station *	Select		~	
	Taluk *				
		Submit	Reset		
		Pages	Contact Us		
			Address: Phone:	Developed & hosted by NIC Kerala Context Owned and Maintained by	
			Email:		
				60 GREEN D1 Marilan Researcing 02.03.2022.0210.54 pp	
	and a south a state govern				
uger_name_inclusion_poling_index 100 ms 2.0 km 🖻 1 🚯 144 📚	826 in 5.74 ms 🗣 8 👤 1010101010	🎍 10 ms 🗮 16 in 30.91 ms			

If the user is not having id and not included in the voter list, the new voter registration can be used. Select polling station details directly, then voter details, upload photo and the confirm the application. Preview page will be displayed. Then hearing date will be allotted and can print hearing notice.

Step 1 Step 2 St ID Card Details Polling Station Voter In	ep 3 Step 4 Step 5 formation Upload Photo Preview	
VOTER INF	ORMATION	
Nearby Voter Serial No.	Nearby Voter Type	
45	Neighbour V	
Voter Name English *	Voter Name Malayalam '	
Test	lest	
Voter Name In Local Lang	Date of Birth *	
IESE	01/03/2000	
Gender*		
Male		
ADDRESS IN	IFORMATION	
House No. Endish Number	House No. English Character	
33	3	
House No. Malayalam	House Name English *	
Tes	Test	
House Name Malayalam '	House Name Local Lang.	
Test	Test	
Place In English '	Place In Malayalam *	
Test	Test	
Place In Local Language	Post Office In English *	
Test	Test	
Post Office In Malayalam *	pincode '	
Test	665634	
GUARDIAN I	NFORMATION	
 Guardian Name Eng. 1	Guardian Name Mal.*	
Test	Test	
Guardian Name Local lang.	Guardian Relation	
Test	Father V	
Submit	Reset	

200	Name : Test DOB : 01-0 Gender : M	3-2000				
VOTER INFORMATION			ADDRESS INFORMATIO	N		
Name of Applicant (in English)	Test	House Numb	r	33		
Name of Applicant (in Malayalam)	Test	Sub House N	umber (in English)	3		
Name of Applicant (in Local Language)	Test	Sub House N	umber (in Malayalam)	Tes		
Gender	м	House Name	(in English)	Test		
Date Of Birth (DD/MM/YYYY)	01-03-2000	House Name	(in Malayalam)	Test		
Age On 01-03-2022		Locality (in En	clish)	Test		
Mobile		Locality (in M	alayalam)	Test		
Land Phone		Locality (in Lo	cal Language)	Test		
ID-Card number		PostOffice		Test		
Serial No of the Relative or Neighbour included in this part of	45	PostOffice in	malayalam	Test		
Nearby Voter Type	Neighbour	Pincode		665634		
CHARDIAN INFORMATIONS			POLLING STATION INFORM	TION		
GUARDIAN INFORMATIONS	Test	District	TUDISS ID	TION		
Guardian's Name (in English)	Test	Local banks	Theirage			
Relationship with the Anelicant	F	Ward	PULLATHI			
House Name (in Local Language)	Test	Polling	LITTLE ELOWER GIRLS HIGH SCHOO	PULLAZHI (10B		
Guardian's Name in Local Lanzuare)	Test	station	CLASS)		10	
content a rente (in coch chigage)		Taluk	Test			

#### 2. Corrections

Corrections in the voter list can be achieved here. Users are permitted to edit personnel details only. Select user polling station and serial number. All details of the user will be shown in the pop up. Then click Edit and submit to save the changes. If the user wants to change photo, it can also be done here. Hearing date will allotted and can print hearing notice.

		Corr	rections					×
USER A	PPLICATIONS	Distr	ict ' PUZHA		~	Local body * Chettikulangara		~
Show 10	<ul> <li>entries</li> </ul>	Ward	rrections			Poling station * KRISHI BHAVANCHETTIKULANGARA V		
si no 1	Application Type Corrections	Serial 45	l No *					
2	Name Deletion	Subm	it Reset					
4	Name Inclusion - Prava		CURRENT DETAILS			EDIT DETAILS		
5	Name Inclusion - Prava	1.	Name of Applicant (in English)	Soumya		Name of Applicant (in English) *	Test	
6	Objection to Correction	2.	Name of Applicant (in Malayalam)	സൌമ്യ		Name of Applicant (in Malayalam) *	Test	
7	Objection to Inclusion	з.	Name of Applicant (in Local Language)			Name of Applicant (in Local Language)	Test	
8	Objection to Shifting	4.	Gender	F		Gender '	Male	~
-		5.	House Number	336		House Number*	55	
Y	ward shirting	5.	Sub House Number (in English)			House No sub	56	
	Previous	5.	Guardian's Name (in English)	Sivadasan		Guardian's Name (in English) *	199	
		6.	Guardian's Name (in Malayalam)	ശിവരാസൽ		Guardian's Name (in Malayalam) *		
		7.	Guardian's Name (in Local Language)			Guardian's Name (in Local Language)		
		8.	House Name (in English)	Padmanabha Nivas		House Name (in English) *		
		9.	House Name (in Malayalam)	പത്തനാട നിവാസ്		House Name (in Malayalam) *		
		9.	House Name (in Local Language)			House Name (in Local Language)		
		10.	Age	32		Age '		
		11.	Mobile			Mobile *		
								Update

## 3. Ward Shifting

Ward Shifting can be achieved through the process explained in section #2 above. (Corrections) with the only the difference that here user can shift the ward or polling station instead of the other details.

		Ward	a Shifting					×	
USER AF	PLICATIONS	District	t.		Loc	al body *			
Show 10	- entries	ALAPP	UZHA	~	Che	ttikulangara	$\sim$		
		Ward*			Pol	Polling station *			sion
si no	Application Type	PHC W	IARD	~	KRI	SHI BHAVAN,CHETTIKULANGARA	$\sim$		
1	Corrections	Enter V	/oter Serial No *						
2	Name Deletion	45							
-		Search	Reset						
3	Name Inclusion								aon
4	Name Inclusion - Prava	CURRENT DETAILS				EDIT DETAILS			
5	Name Inclusion - Prava	1.	Ward	G04056007 - PHC WARD	1.	Ward	Select Ward	$\sim$	heatural and
6	Objection to Correction	2.	Polling Station	002 - KRISHI BHAVAN,CHETTIKULANGARA	2.	Polling Station	Select an Option	$\sim$	inclusion
7	Objection to Inclusion	з.	House Number	336	3.	House Number *			Correction
s	Objection to Shifting	4.	Sub House Number (in English)	336	4.	House No sub			Children .
	Word Shifting	5.	Name of Applicant (in Local Language)		5.	Name of Applicant (in Local Language)			annong
	Trate stitling	6.	House Name (in English)	Padmanabha Nivas	6.	House Name (in English) '			
	Previous	7.	House Name (in Malayalam)	പഞ്ഞാട തിവാസ്	7.	House Name (in Malayalam) *			
		8.	House Name (in Local Language)		8.	House Name (in Local Language)			
		9.	Guardian's Name (in English)	Sivadasan	9.	Guardian's Name (in English) *			
		10.	Guardian's Name (in Malayalam)	velusorwat	10.	Guardian's Name (in Malayalam)			
		11.	Guardian's Name (in Local Language)		11.	Guardian's Name (in Local Language)			
		12	Relationship with the Applicant	F	12.	Relationship with the Applicant *	Select	$\sim$	
		13	Locality (in Endish)		13.	Locality (in English) '			
		14	I manifest for Made and and		14.	Locality (in Malayalam) *			
		14.	Locality (III Planayanam)		15.	Locality (in Local Language)			
		15.	Locality (in Local Language)		16.	Mobile			
		16.	Mobile					Save	

#### 4. Name Deletion

Select polling station details and serial number and submit and related user details will be shown. Then confirm deletion.

		Name Deletion				
USER A		District - ALAPPUZHA Microf	v ]	Local body * Chettikulangara	× ]	
sl no 1 2 3	Application Type Corrections Name Deletion Name Inclusion	PinC WARD           Serial Na *           22           Submit	v)	Pong Dalam Keishi Brawan.chettikulangaba	×	
4	Name Inclusion - Prava	1	CURREN	T DETAILS		
5	Name Inclusion - Prava	1. Name of Applicant (in English)	Divya Vijayan	6. Guardian's Name (in Malayalam)	disant	dusion
0 7	Objection to Inclusion	Name of Applicant (in Malayalam)	ನಲ್ಲು ಯಹವಾಗ	8. House Name (in English)	Tharayil	metion
8	Objection to Shifting	4. Gender	F	9. House Name (in Malayalam) 9. House Name (in Local Language)	enalist	offing
9	Ward Shifting Previous	5. House Number 5. Sub House Number (in English)	333	10. Age	33	
		5. Guardian's Name (in English)	Vijayan	11. Mobile		
			About Us     Condens & Ordens     Vision     Monitor	CUITACLOS Services Addess: All references Phone: Content Grand And Mar Email: Content Grand and Mar	NC (crub standed by	

#### 5. Pravasi - Name Inclusion

Enter *Pravasi* related details and submit. Pravasi name inclusion is similar to the normal name inclusion discussed in section #1 above. Please refer section #1 above for more details.

	Pravasi Registration		×	
USER APPLICATIONS	Name Inclusion			
Show 10 v entries				
	District *	Local body '	sion	
I no Application Type	Select V	Select	~	
L Corrections	Ward -	Polling station *		
	Select V	Select	~	
Name Deletion	Name of Applicant (in English) *	Name of Applicant (in Malayalam) *		
Name Inclusion			tion	
Name Inclusion - Pra	Middle Name	Sur Name		
5 Name Inclusion - Pra	Gender '	Date Of Birth (DD/MM/YYYY) -	Inchusic	
Objection to Correct	••• Select >			
Objection to Inclusio	BIRTH	PLACE	Correct	
Objection to Shifting	Village/Town '	District *	Shifting	e
Ward Shifting				
	State *	Guardian name( in English) *	_	
	Guardian name(in Malayalam) *	Guardian's Relationship with the Applicant '	_	
		Select	~	
	Residential Address i	n Kerala as in passport		
	House Number *	Sub House Number		
	House Name (in English) *	House Name (in Malayalam) *		
	Locality (in English) *	Locality (in Malayalam)		
	PostOffice *	PostOffice in malayalam		
	Discrete 1	Tabul		_

### 6. Objection to Inclusion

User can raise an objection to existing inclusion request, correction request or ward shifting (Transposition) request here. Enter application ID of the request and detail will be shown. User can raise an objection to the specific request here.

		Ob	jection to Inclusion				A date		×	
USER A Show 10 sl no 1	ER APPLICATIONS a 10 v entries a Application Type Correction Nume Detailon Nume Detailon CURRENT				Reason *					
2 3 4 5 6 7 8 9	Name Inclusion Name Inclusion Name Inclusion - Prava Name Inclusion - Prava Objection to Correctio Objection to Inclusion Objection to Shifting Ward Shifting Previous	1. 2. 3. 4. 5. 5. 5.	Name of Applicant (in English) Name of Applicant (in Kulayalam) Name of Applicant (in Local Linguage) Gender House Number Sub House Number (in English) Geardian's Name (in English)	казазаак 3333334 5 7 латт 192002000	6. 7. 8. 9. 9. 10. 11. Raise	KLCS Gaudian's Name (in Malvalane) Caudian's Name (in Local Language) House Name (in Local Language) House Name (in Local Language) Age Mobile ar Cancerton Benet		NANANA NANANA Internetionality Internetionality Internetionality	n clusion itting	
				Pages + About Us - Conders & Orders + Value + Mission	Cont Addre Phone Email:	Lact Us Crawigh & 2022 All right merced. 25 2 Developed & horsta by Context Owerd and Ma	NC Kerala Infained by			

## 7. Objection to Corrections

Objection to correction works similar to objection to inclusion except the fact that objections are raised against correction activities

### 8. Objection to Shifting



Objection to correction works similar to objection to inclusion except the fact that objections are raised against shifting activities

# Module II: Agency

Agency module is for agencies to access various agency related options in SEC portal. Agency module is similar to Public user module explained in Module 1: Public User above, with the only the difference that here agency can raise maximum 50 applications. Please refer section Public User Module above for more details.

						Signed	lin
ER	APPLICATIONS						SERVICES
w	10 v entries					Search:	Rame Inclusion
no	Application Type	Application ID and Name	Application Date	Application Status	Action		Correction
	Corrections	27005 - testagency	25-02-2022	@00000	Hearing Notice		0
	Corrections	27007 - rrrrr	25-02-2022	800000	Hearing Notice		Ward Shifting
	Corrections	27010 - ууууууу	26-02-2022	@00000	Hearing Notice		Name Deletion
	Corrections	27011 - ууууууу	26-02-2022	80000	Hearing Notice		X Pravasi Voter
	Corrections	27012 - aaaaaaaa	26-02-2022	@00000	Hearing Notice		
	Corrections	27013 - ghdf	26-02-2022	80000	Hearing Notice		•• Objection to Inclusion
	Name Deletion	7 - Lalitha	26-02-2022	@00000	Hearing Notice		Objection to Correction
	Name Deletion	8 - riya kurian	26-02-2022	@00000	Hearing Notice		Objection to Shifting
	Name Deletion	9 - Manu M	26-02-2022	@00000	Hearing Notice		
	Name Inclusion	6007591 - hhhhhh	26-02-2022	800000	Hearing Notice	Print Form(4)	
	Previous 1	2 Next					