

Electronically Transmitted Postal Ballot System GE to LS 2019 – Steps [URL : ETPBS.IN](http://ETPBS.IN)

Role of ERO: *Get ERO CHECK LIST, fill, Sign and Submit to Returning Officer, DEO and CEO - Mandatory*

1. ERO has to login on servicevoter.nic.in and download service voter data in Excel Format.(Use NGS Credentials for Login)
2. ERO has to login on etpbs.in, then click on ECI Officials, and then select Upload in the Radio button and enter ERO code and login and **upload service voter data** and **finalize it**.(User Id will be sent through SMS to their registered mobile number e.g. EROS16001AC). ERO need not make any changes in the excel file. Upload as it is.

Role of Returning Officer (RO): *Get ERO CHECK LIST from all ERO and then GET RO CHECK LIST fill, Sign and Submit to DEO and CEO - Mandatory*

1. Generate postal ballot for service voter using offline desktop application:
Link for Live Software: <https://drive.google.com/open?id=1fbMXiofIJ96hljbOTbP90BzGblchnqxx>
 1. It must not exceed more than 2MB size:
 2. **All RO must have PDF Editor**, so that the ballot generated can be edited if the font does not appear as desired.
 3. It must be as per Form 7A and contain:
 1. Name of Candidate in serial as per Form 7A
 2. Party Name
 3. Photograph of the Candidate (Keep 10 to 12 Kb)
 4. At last add - NONE OF THE ABOVE
 5. **Ensure *Serial Number is correct, spelling is correct, photo is correct and NOTA is added in the ballot paper in all of the above mentioned steps.***
 6. **Don't keep multiple ballots in the system, as while uploading the ballot you might upload the wrong ballot paper. So, keep only one correct ballot in the system.**
2. RO will login on etpbs.in using User Id sent on their registered mobile number and enter **Election Details and Returning Officer's Address**.
 1. In Election Details - **Date and Time will be as per the Annexure – I** and have to enter the same as per their election schedule.
 2. RO has to enter **full postal address with District, State and Pin Code** – address where they want the marked postal ballot to be received back
3. RO **will upload the postal ballot. (Ensure you are uploading the correct postal ballot)**
4. RO will View and Approve e-Postal Ballot
5. **RO will check and ensure all ERO has uploaded service voter data – check the count of service voter before generating pin**, only then RO will generate e-PB Pin. If you generate pin and if ERO has not uploaded service voter data then you will not able to generate the pin any more.
6. In all the above steps ensure that correct contents are being mentioned and shown in the view.

Note: Please process each step carefully and verify since no step can be reverted back. Therefore, mistakes are not permitted at all. Stick to the above mentioned steps. Take time but do not make mistakes. In case of any doubt contact your CEO Office Immediately.

ANNEXURE – I

Schedule of Ballot Paper Transmission Phase Wise for GE 2019 – For Returning Officer

| ELECTION SCHEDULE TO BE ENTERED IN ETPBS.IN BY THE RETURNING OFFICER | | | | |
|---|---|---|------------------|---|
| Phase Number | Start date and time for downloading e-Postal Ballot Time: 03:00 PM | End date and time for downloading e-Postal Ballot Time: 11:59 PM | Date of the Poll | Cut-off date and time for the receipt of the marked e-Postal Ballot at the office of Returning Officer (RO) Time: 07:59 AM |
| 1st Phase | 29-Mar-19 | 05-Apr-19 | 11-Apr-19 | 23-May-19 |
| 2nd Phase | 30-Mar-19 | 06-Apr-19 | 18-Apr-19 | 23-May-19 |
| 3rd Phase | 09-Apr-19 | 16-Apr-19 | 23-Apr-19 | 23-May-19 |
| 4th Phase | 13-Apr-19 | 20-Apr-19 | 29-Apr-19 | 23-May-19 |
| 5th Phase | 23-Apr-19 | 30-Apr-19 | 06-May-19 | 23-May-19 |
| 6th Phase | 27-Apr-19 | 04-May-19 | 12-May-19 | 23-May-19 |
| 7th Phase | 03-May-19 | 10-May-19 | 19-May-19 | 23-May-19 |