



ELECTION COMMISSION OF INDIA

Page-1 USER MANUAL FOR RETURNING OFFICERS (ROs)

Document Title	User Manual to upload e-Postal Ballot and Generate e-Postal Ballot PIN
Intended Users	Returning Officers
Intended Level	Assembly Constituency Wise and Parliamentary Constituency Wise
Document Creation Date	
Document Version	1.0

GLOSSARY

AC	Assembly Constituency
PC	Parliamentary Constituency
PB	Postal Ballot
e-PB	Electronic Postal Ballot
e-PBID	Electronic Postal Ballot Identification
ETPB	Electronically Transmitted Postal Ballot
ETPBS	Electronically Transmitted Postal Ballot System
SV	Service Voter
RO	Returning Officer
ROAC	Returning Officer Assembly Constituency
ROPC	Returning Officer Parliamentary Constituency

Pre-requisites for the Activity

Computer System
Ballot Paper Generation Software : https://drive.google.com/open?id=1fbMXiofIJ96hljbOTbP90BzGblchnqX
Internet Connectivity
<u>Get ERO CHECK LIST from all ERO of your Constituency- Mandatory before proceeding with ETPBS</u>
<u>GET RO CHECK LIST fill, Sign and Submit to DEO and CEO - Mandatory</u>



ROLE OF Returning Officer:

The Returning Officer (RO) as appointed in all PCs and ACs are required to generate and upload the e-Postal Ballot Paper for SVs. Further, the ROs enters Election Details and Address and then upload and View and approve the e-Postal Ballot Paper followed by generating e-Postal Ballot PIN.

The RO PC uploads the e-Postal Ballot Paper and generates the e-PB PIN in respect of Lok Sabha Elections for his/her Constituency.

The RO AC uploads the e-Postal Ballot Paper and generates the e-PB PIN in respect of Vidhan Sabha Elections for his/her Constituency.

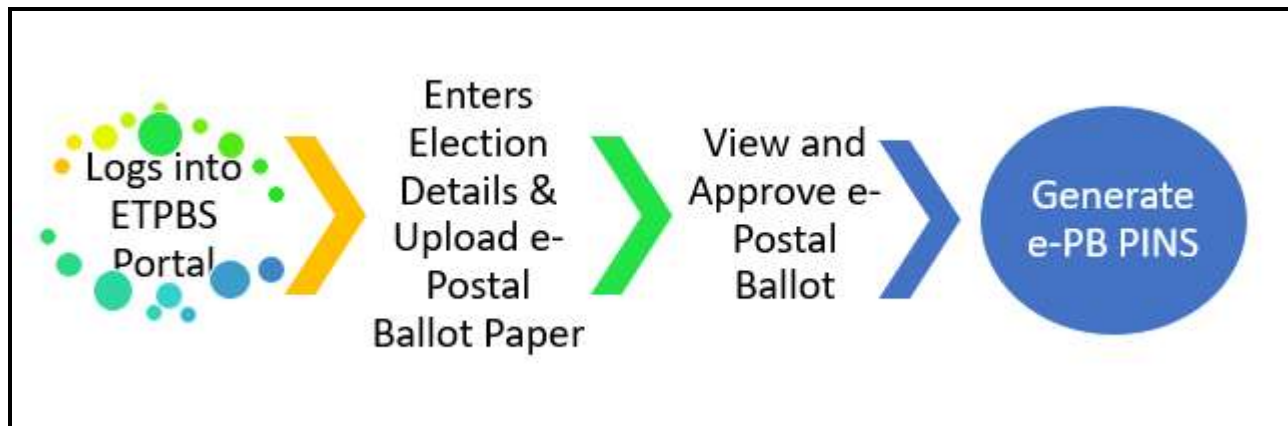


Fig: Steps to be executed by ROs

FIRST TASK: Get ERO CHECK LIST from all ERO and then GET RO CHECK LIST fill, Sign and Submit to DEO and CEO – Mandatory

Ensure following things are correctly entered in etpbs.in:

- 1. Election Details and RO Address**
- 2. Postal Ballot as per Form 7A**
- 3. e-PB Pin is generated for all Service Voters, ensure all ERO of your constituency have uploaded the service voter data, only then generate e-PB Pin.**

Note: Please read this User Manual till last instruction meticulously before starting the steps in ETPBS as RO as No step in ETPBS can be reverted back. Please do not mix-up the Test Data/ Instructions with Live Data/ Instructions.

All operations are to be performed on etpbs.in only.



Step - 1. CREATE e-POSTAL BALLOT TEMPLATE ONCE FORM 7A IS FINALISED

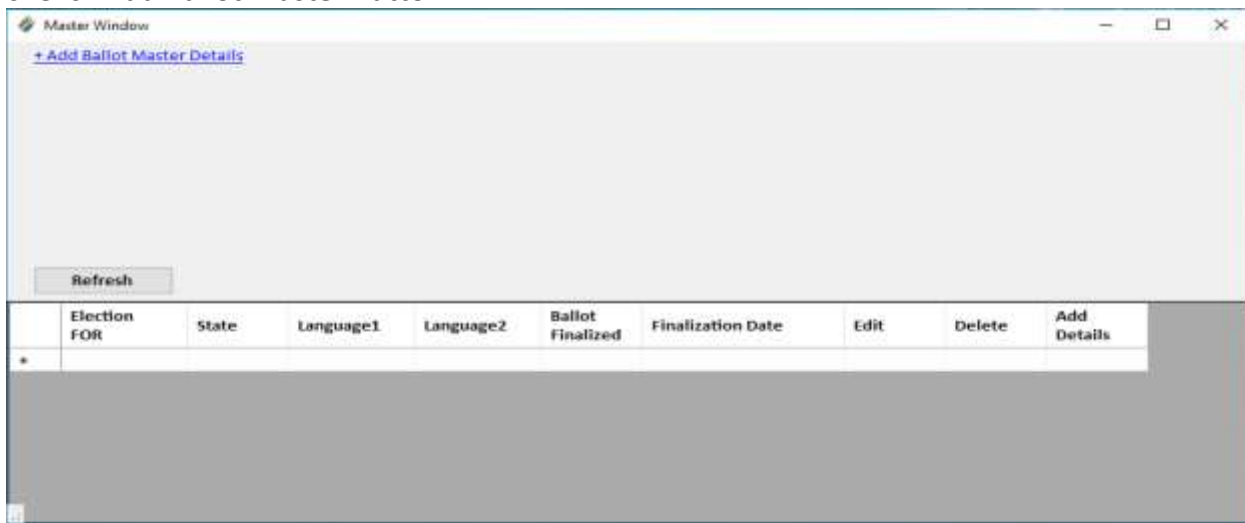
Download the desktop application setup from:

<https://drive.google.com/open?id=1fbMXiofIJ96hIjbOTbP90BzGblchnqX>

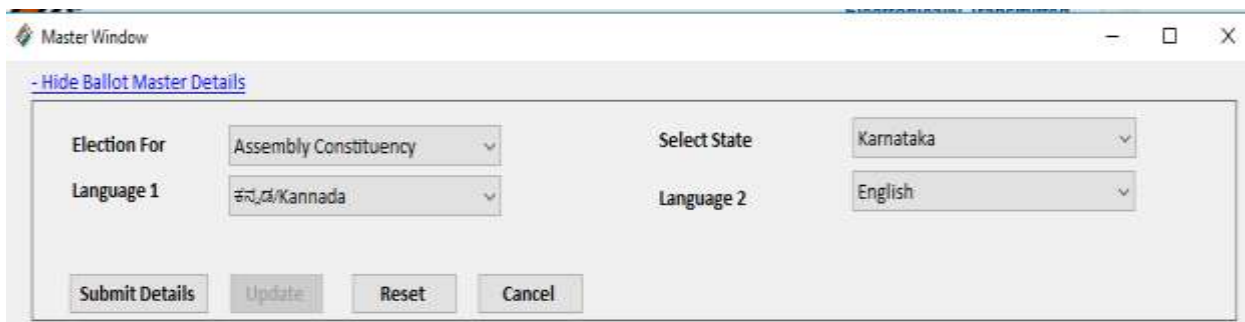
- a. Install the desktop application (In the final installation window select “Create a desktop shortcut”)
- b. Double click the Ballot Generation software icon



c. Click Add Ballot Master Button



- d. Enter Ballot Master details and click SUBMIT DETAILS, RO PC should select Parliamentary Constituency and RO AC should select Assembly Constituency in Election For



- e. Master details are saved and appear in the below grid. Click “ADD CANDIDATES”

Election FOR	State	Language1	Language2	Ballot Finalized	Finalization Date	Edit	Delete	Add Details
▶ Assembly	KA	Kannada	English	No		Edit	Delete	Add Candidate



f. ENTER CANDIDATE DETAILS IN THE SAME ORDER AS IT APPEARS IN FORM 7A

i. Enter Name & Party Name in English of 1st candidate as in Form 7A. Pressing tab after entering English Name the corresponding Official language will appear in the adjacent text box. Verify the name in local language. Correct in case of any mistake. Note: If the auto translation to official language is not correct, type the name in Unicode elsewhere and paste the text in the Official language Textbox of the software.

ii. Click “Browse” and upload the scanned photo of candidate (Size 10 to 12 KB). If the candidate doesn’t have a photo check the option “Check if candidate doesn’t have photo”

iii. Click “Submit Details” button to save the candidate

Candidate Name(In English)	Candidate Name(Official Language)	Party Affiliation(In English)	Party Affiliation(Official Language)	Candidate Photo	Edit	Delete
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iv. ENTER NEXT CANDIDATE DETAILS IN THE SAME ORDER AS IT APPEARS IN FORM 7A. Repeat steps from (i) to (iii) till all candidates are entered

v. Finally Enter “NONE OF THE ABOVE” in candidate field, Select “CHECK IF NOTA RECORD”

vi. Check the following before clicking FINALISE button

(a) The serial of candidates in the list

(b) Details of the candidate – Name, Party Name and Photo, and then NONE OF THE ABOVE. After verification if it’s correct click “FINALISE BALLOT”

vii. You can also EDIT once the ballot is created. Open the desktop application and click “EDIT” button shown against the candidate and modify the details and click “UPDATE” to save the changes.

viii. BEFORE PROCEEDING TO NEXT STEP, SIGN THE BALLOT PAPER and SEND IT TO DEO OFFICE AND CEO WAIT FOR THE APPROVAL.

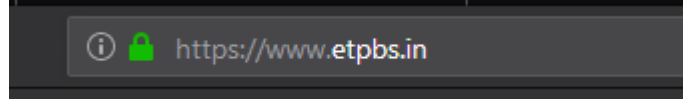
Note: RO have to upload the soft copy of the ballot that RO have generated and not the signed copy. Signed copy is for record purpose only.

IMP: All RO must have PDF Editor, so that the ballot generated can be edited if the font does not appear as desired.



STEP-2: How RO logs into etpbs portal (etpbs.in):

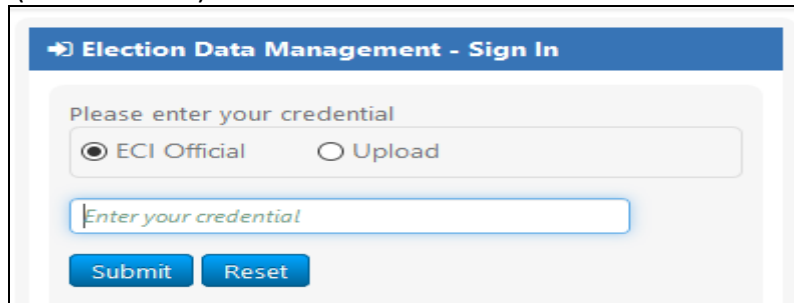
- 1. Open the URL (Web-Address) www.etpbs.in



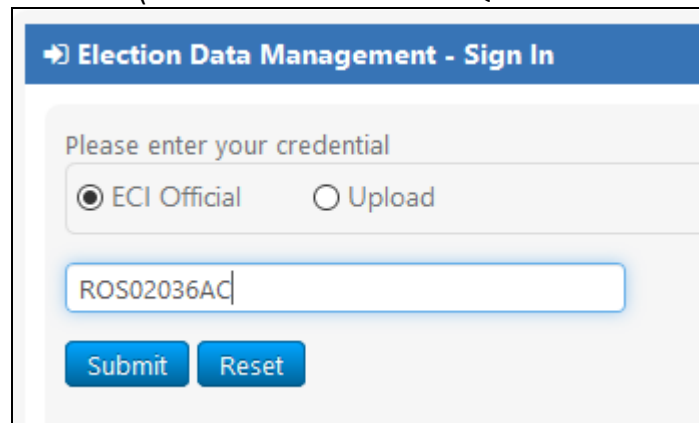
- 2. Click on ECI Official Label at Right Side



- 3. Click on ECI Official (Radio-button)

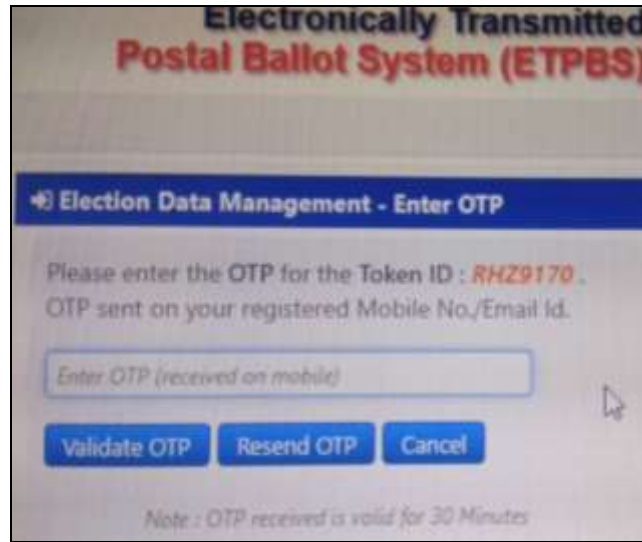


- 4. Enter RO ID and Click on Submit (For RO ID refer to the FAQ Section of this file)

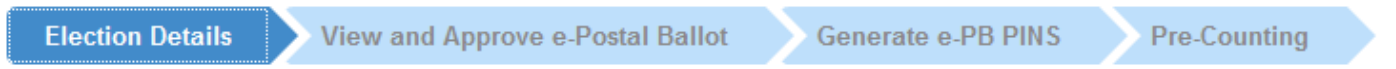




5. Enter OTP received in Mobile No. of RO. and Click on Validate OTP.



FOUR TABS TO OBSERVE AFTER LOGIN:



1. Entering Election Details.
2. View and Approve e-Postal Ballot.
3. Generate e-PB Pins
4. Pre-Counting

Note: This Manual Covers instructions till the step of Generating e-PB PINS

**STEP 3: Entering Election Details and Uploading Postal Ballot pdf.**

1. Enter Election Details with following details:-

Election Schedule and Date & Time to be Entered in ETPBS Phase Wise by RO of PC and RO of AC
for GE 2019

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	Cutoff 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



2. Edit and Update the address of RO Office with complete address.

Very Important Note:

- 1) Please enter the Dates and Time very attentively as per the Phase-Wise designated and fixed dates. The RO Office Address and Election Details once finalized, cannot be back-tracked or edited.
- 2) Please refer the FAQ Section in this file for easy reference to the Dates.

3. Click on 'Finalize' Button to Finalize the Election Details and RO Office Address.

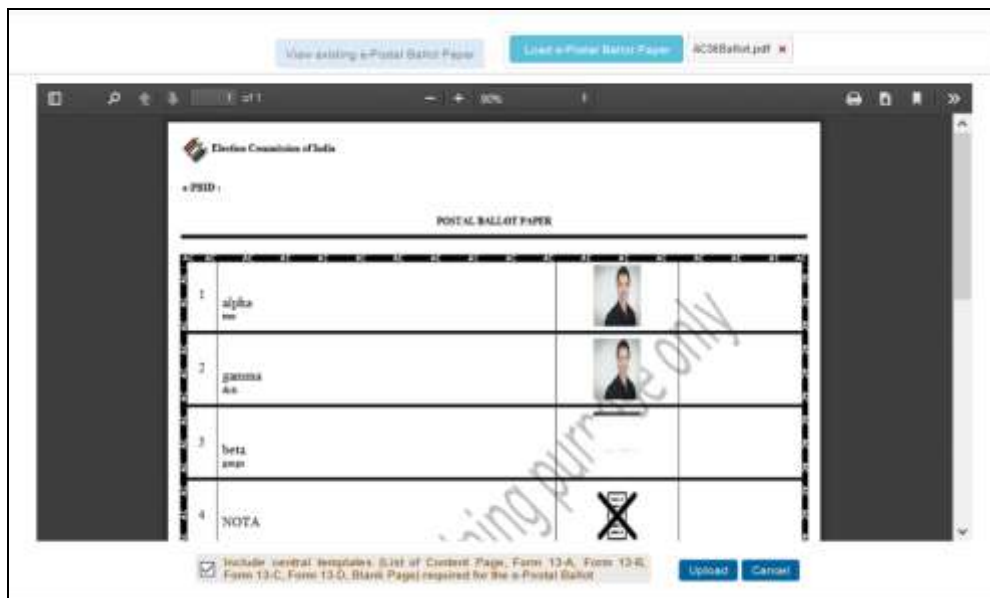
4. Click on 'Load e-Postal Ballot Paper' Button and Upload the Ballot Paper pdf file generated from the offline software. (Refer FAQ for Offline Software)

Note: Only the Approved Copy of Ballot Paper from DEO Office and CEO has to be uploaded.

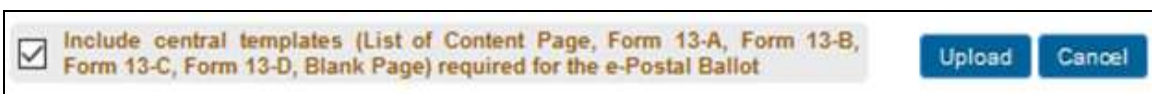
5. Click on view to preview the uploaded Ballot Paper.



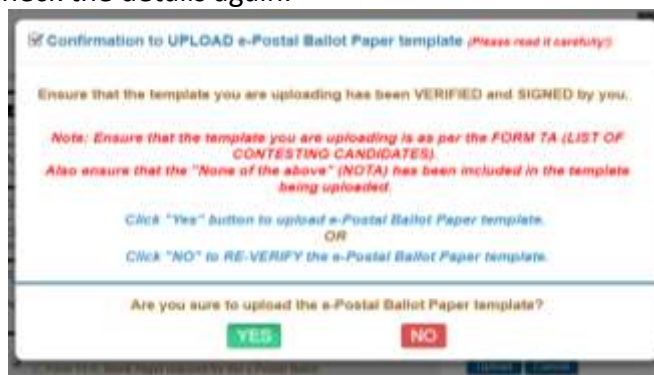
6. After uploading the ballot paper pdf, you can view it with the 'View' Button adjacent to uploaded file.



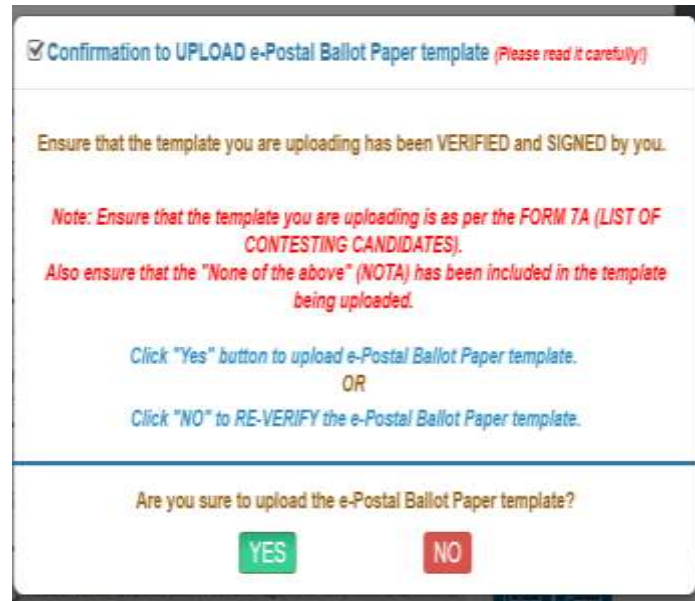
7. Verify the ePB carefully before proceeding.
8. You can re-upload the ballot paper pdf file. This Option is to be exercised in case you want to re-upload the file due to any mistake in the uploaded ballot paper.



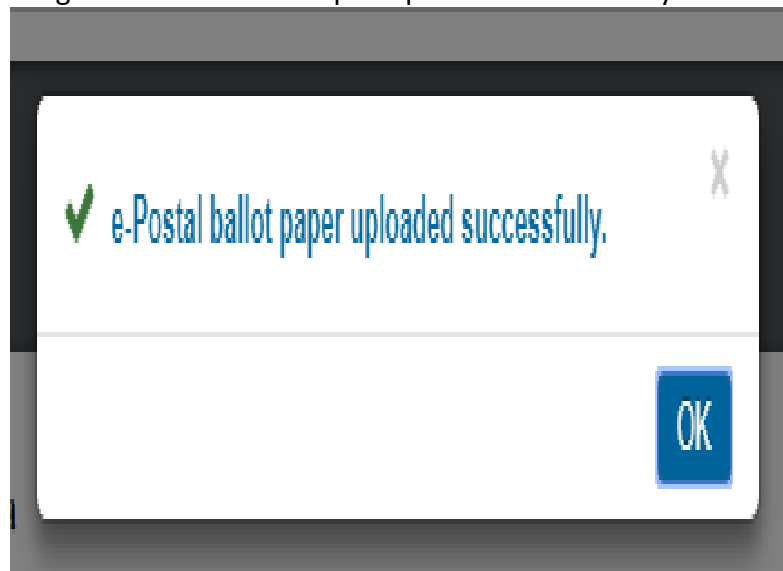
9. Check-Mark the 'Checkbox' to Include Central templates required for the e-Postal Ballot and click on Upload Button.
10. Confirmation Screen-1- Please read all instructions meticulously and Click on 'YES'. If you are not sure, click on 'NO' and check the details again.



11. Confirmation Screen-2- Please read all instructions meticulously and Click on 'YES'. If you are not sure, click on 'NO' and check the details again.

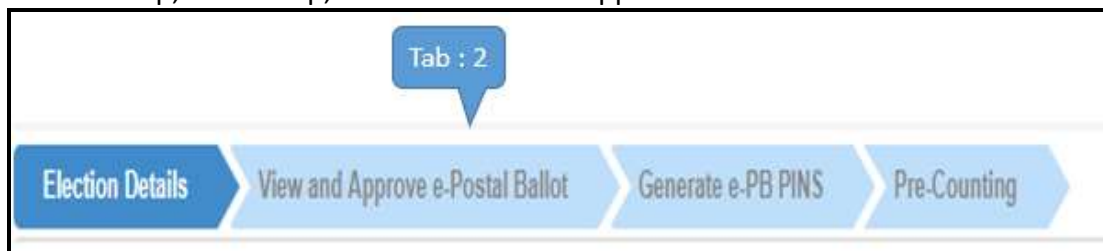


12. Click 'OK' on the message "e-Postal Ballot Paper Uploaded Successfully"



STEP 4: View and Approve e-Postal Ballot.

1. To execute this step, At the Top, click on 'View and Approve Tab'



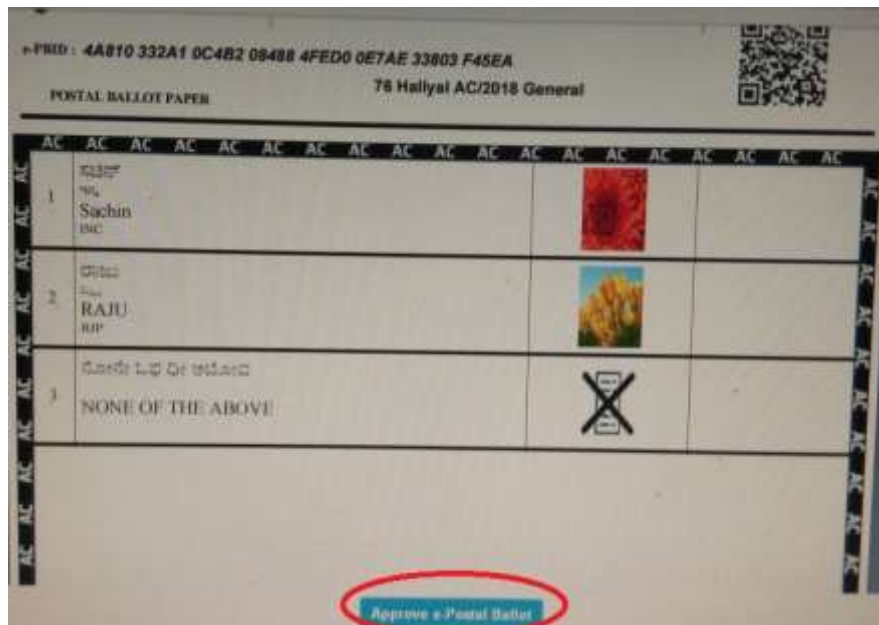
2. The Twelve (12) Page e-Postal Ballot (including Form 13-A, Form 13-B, Form 13-C, Form 13-D) will be available for Perusal and Approval.



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3. Please read all the pages and verify Form 13-A Declaration, Form 13-B Inner Envelope, Form 13-C Outer Envelope and Form 13-D Instructions to SVs.
4. Approve the e-Postal Ballot Paper using the “Approve e-Postal Ballot” button at the bottom of the page.



5. Confirmation Screen-1- Please read all instructions meticulously and Click on ‘YES’. If you are not sure, please click on ‘NO’ and check the details again.



INTENTIONALLY LEFT BLANK. IS NOT TO BE SENT BACK.

Confirmation to APPROVE e-Postal Ballot Paper *(Please read it carefully!)*

Ensure that e-Postal Ballot Paper you are APPROVING has been VIEWED and VERIFIED by you.

Note: Once you have APPROVED the e-Postal Ballot Paper, you will not be further allowed to UPLOAD/APPROVE e-Postal Ballot Paper.

Ensure that e-Postal Ballot Paper you are APPROVING consist of all the necessary Forms/templates.

Ensure that e-Postal Ballot Paper you are approving is as per the FORM 7A (LIST OF CONTESTING CANDIDATES) and includes "None of the above" (NOTA).

Click "Yes" button to APPROVE e-Postal Ballot Paper.
OR
Click "NO" to RE-VERIFY e-Postal Ballot Paper.

YES NO

- 6. Confirmation Screen-2- Please read all instructions meticulously and Click on 'YES'. If you are not sure, please click on 'NO' and check the details again.

Very Important Note: Once in this step, 'YES' is clicked, the e-Postal Ballot Paper is Approved and further no changes can be made.

INTENTIONALLY LEFT BLANK. IS NOT TO BE SENT BACK.

Confirmation to APPROVE e-Postal Ballot Paper *(Please read it carefully!)*

Ensure that e-Postal Ballot Paper you are APPROVING has been VIEWED and VERIFIED by you.

Note: Once you have APPROVED the e-Postal Ballot Paper, you will not be further allowed to UPLOAD/APPROVE e-Postal Ballot Paper.

Ensure that e-Postal Ballot Paper you are APPROVING consist of all the necessary Forms/templates.

Ensure that e-Postal Ballot Paper you are approving is as per the FORM 7A (LIST OF CONTESTING CANDIDATES) and includes "None of the above" (NOTA).

Click "Yes" button to APPROVE e-Postal Ballot Paper.
OR
Click "NO" to RE-VERIFY e-Postal Ballot Paper.

Are you sure to APPROVE e-Postal Ballot Paper?

YES NO



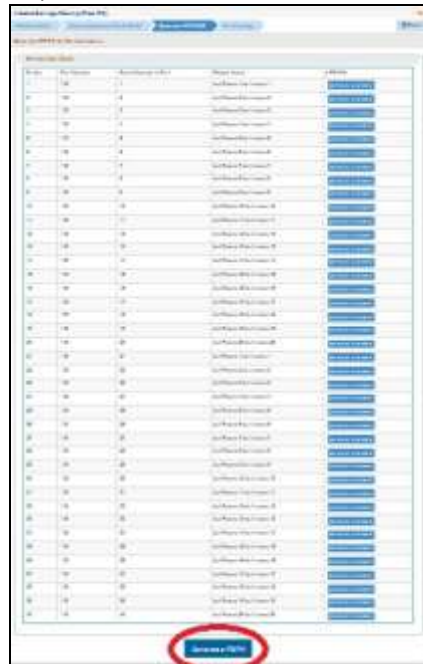
STEP 5: Generate e-PB Pins.

Before this step, ensure all ERO of your Constituency has uploaded the service voter data, only then proceed for this step.

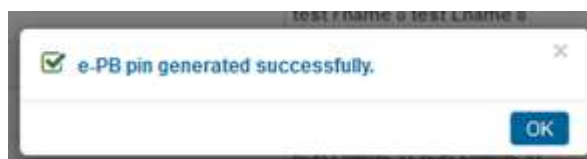
1. To execute this step, At the Top, Click on 'Generate e-PB Pins' Tab **and ensure all ERO of your constituency has uploaded the service voter data, check the count of service voters through your CEO Office.**



2. On Clicking the Tab,
 - a) If you are RO PC then all SVs of all ACs under your PC is visible in a list format with their e-PB PIN status as 'ePB Pin not yet generated'.
 - b) If you are ROAC then all SVs in your AC is visible in a list format with their e-PB PIN status as 'ePB Pin not yet generated'.
3. To Generate the e-PB PIN for all SVs, click on 'Generate e-PB Pin' Button at the Bottom of the Page.



4. You will get a message as 'e-PB pin generated successfully'. Click 'OK' to check status of e-PB PIN for all SVs as generated.





NOTE:

1. After this step, the e-Postal Ballot PIN is electronically sent to Record Officer and the e-Postal Ballot to Unit Officer. The Role of Record and Unit Officer comes into action as per the 'Start Date' and 'Time' Set by RO while entering the Election Details.
2. For States undergoing Lok Sabha Elections, only ROPC has to execute the steps. The Record Officer will be able to download e-Postal Ballot Paper of associated SVs in respect of Lok Sabha Elections.
3. For States undergoing Simultaneous Elections, both ROPC and ROAC has to execute the steps. The Record Officer will be able to download e-Postal Ballot Paper of associated SVs in respect of both Lok Sabha and Vidhan Sabha Elections.
4. At any point of time, after Login you can click on Report (Right Top) to view the current status of your steps.

General 2019 - Election to the Legislative Assembly of Arunachal Pradesh (S02)			
RO Operations activated by CAdmin	Yes	Election Details approved	Yes
e-Postal Ballot Paper Template uploaded	Yes	e-Postal Ballot approved	Yes
e-Postal Ballot PIN generated	No		

FREQUENTLY ASKED QUESTIONS:

Q-1: What will be Your RO ID for ETPBS Portal (www.etpbs.in)?

A: If you are ROPC, then your RO ID is **RO<State_Code><PC_No.>PC** wherein the 'State_Code' is the State Code and 'PC_No.' is the PC No. in three (03) digits.

For e.g: **1) ROS02001PC is for ArunachalWestPC-001 of State Arunachal Pradesh (S02)**

If you are ROAC, then your RO ID is **RO<State_Code><AC_No.>AC** wherein the 'State_Code' is the State Code and 'AC_No.' is the AC No. in three (03) digits.

For e.g **1) ROS02036AC for Nari-Koyu Assembly Constituency-036 of State Arunachal Pradesh (S02)**

3) ROS02001AC for Lumla Assembly Constituency-001 of State Arunachal Pradesh (S02)

Q-2: From where can I get/generate the Postal Ballot pdf to be uploaded at ETPBS Portal (www.etpbs.in) ?

A: Generate the Postal Ballot Paper by using the Desktop Based (Offline) Software. The link to download the software is



<https://drive.google.com/open?id=1fbMXiofIJ96hljbOTbP90BzGblchnqX>

PRECAUTIONARY MEASURES:

1. Please Delete any dummy/ test Ballot Paper saved in system, generated during Test Time.
2. Please be very cautious while uploading the Ballot Paper. Please DO NOT upload any dummy/ test Ballot paper.
3. For States undergoing Simultaneous Elections please be careful while uploading the Ballot Paper. RO PC has to upload the Ballot Paper of PC Elections. ROAC has to upload the Ballot Paper of AC Elections. If the same Official is playing the role of both ROPC and ROAC it is recommended to use two (02) completely different set of computer-systems.
4. Utmost Care (of the highest degree) should be taken by ROs while uploading and approving the e-Postal Ballot Paper. It has to be in accordance with the Finalized Form 7A. (Remember to add NOTA).

NOTE: All the Screenshots used in this manual are just for illustration only. Please do not compare the entry details in this Screenshots with your actual entries.

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