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ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. PPS/DEC-JP/2006

Dated: 15.12.2006

To

**The Chief Secretaries of States and Union Territories
The Chief Electoral Officers of States and Union Territories**

Sub: IT Related Preparations by the CEOs

Sir,

As part of run up to the State assembly elections, CEOs are requested to ensure the following in respect to IT related works: -

- (i) Send list of District Election Officers and a “mapping” of which assembly falls under which DEO, to Computer Division in ECI. This is critical for preparation of maps and authentication CDs.**
- (ii) Set up adequate IT infrastructure with proper configuration (operators, computers, scanners and internet connections) at CEO office and DEO offices. A DEO level technical team comprising of at least one programmer and two Data Entry Operators must be available full time for election activities at each DEO level.**
- (iii) Nominate one Nodal Officer preferably a civil administrator at CEO’s office and at each DEO office to handle IT issues and communicate their contact details to Computer Division in ECI.**
- (iv) Get trained, immediately after the elections are announced, your technical team of Jt. CEO and SLA at ECI on latest version of GENESYS and take back authentication CDs. Please note that all nomination related information, affidavits and election results shall be put on the ECI server using GENESYS software. The Jt. CEO and SLA would in turn train all the DEO level technical teams and nodal officers on GENESYS software.**

- (v) In nomination phase, data in form D03 regarding number of electorate and polling stations, form A01 for summary information of nominations and form A02 for final list of contesting candidates for assembly constituency will have to be generated using GENESYS.
- (vi) Affidavit of candidates on assets and liabilities as well as criminal cases has to be scanned and put on ECI's server.
- (vii) It may be noted that we are now not asking for polling percentage data. Hence forms D05/P05/A05 will not be required in GENESYS. At field level, it means that form PS05 should NOT be given to polling parties, as it is no longer required.
- (viii) The database of final voters lists shall have to be put on to the server at ECI head office and all PDF files should be posted at the CEO website at NIC data center at Delhi.
- (ix) CEOs will have their own website and provide links for nomination information as well as affidavits.
- (x) Randomization of polling personnel and allocation of polling stations will have to be achieved by a computer-based software. CEOs will ensure that such a software (state specific) is ready.

A detailed status report along with your comments/suggestions, if any, should reach the Commission latest by 20th December, 2006.

Yours sincerely,

Sd/-
(Rajesh Aggarwal)