

Te-Poll

Electoral Rolls Module for Urban Local Bodies

User Manual (For Municipal Commissioner)

I N D E X

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Telangana State Election Commission–Urban – User manual

1. LOGIN TE-POLL SOFTWARE

Open Mozilla Firefox browser(preferable). In address bar type tsec.gov.in

Fig.1 will be displayed

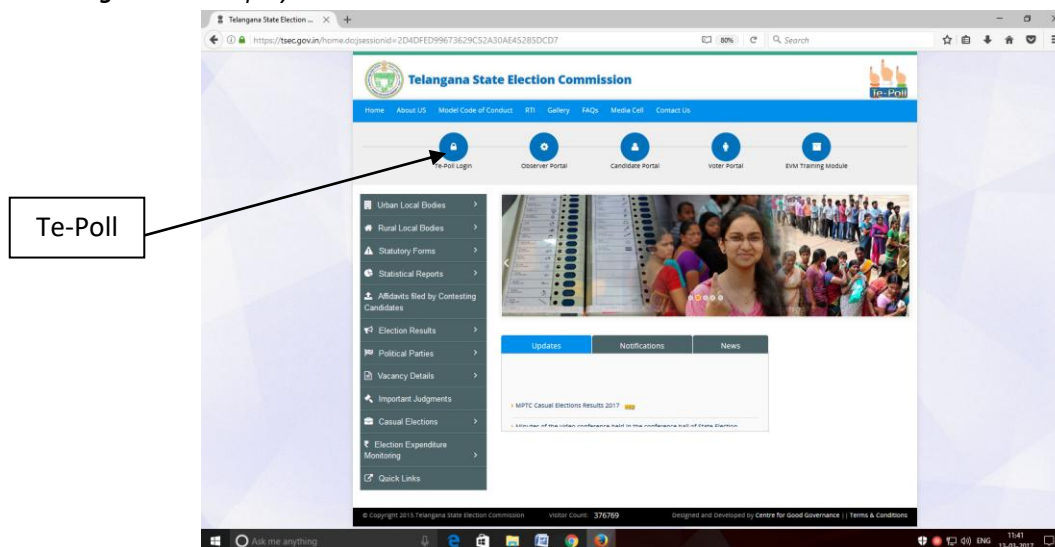


Fig.1

Click on **Te-Poll Login** to open **Fig.2** that displays Te-Poll Software Modules such as Electoral Rolls Management System Module, Polling personnel Randomisation System Module, Election Process Management System Module and EVM management System Module.

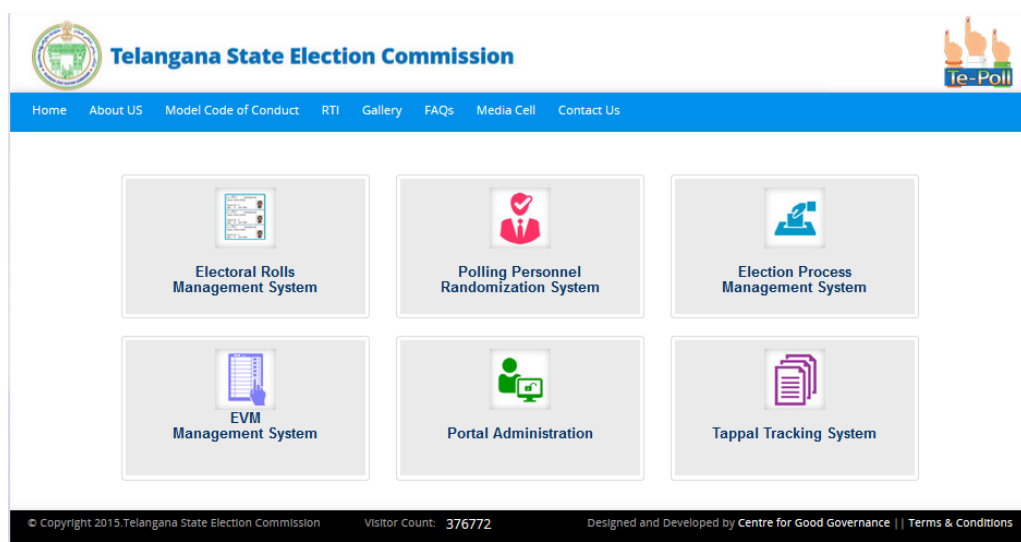


Fig.2

Click on **Electoral Rolls Management system** to open **Fig.3**. This module is used to enter the urban Local Bodies Masters data, Creation of Polling Station Master, generation of Municipality / Municipal Corporation Ward wise photo electoral rolls, generation of photo electoral rolls on polling station-wise and generation of Photo voter-slips for distribution to general public during elections.



Fig.3

Authorised Municipal commissioner can login into the module by entering their username, password.

Enter username and password for login into the portal.

Username: <username>

Password: <password>

Security Code :<xxxx>

After successful login the following home screen (**Fig.4**) will be displayed



Fig.4

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NOTE : Immediately on first login, update the user details using ERMS main menu “**User Profile**” and change the password for your security. Don’t reveal the user credentials to third party as the election data is vital and leads to serious consequences if same is compromised.
(Fig.24)

2. GENERATION OF ELECTORAL ROLLS:

Click on “Electoral Rolls” Icon, Drilldown menu shown in (Fig.5) with following menus will be displayed.

- Urban Voters List Generation
- Supplementary Urban Voter List Generation

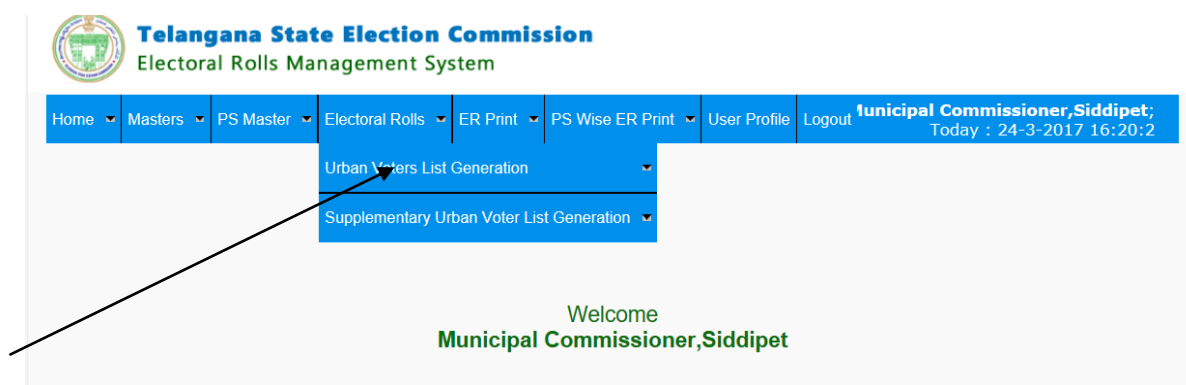


Fig.5

2.1 Urban Voters List Generation:

- When we click on the “**Urban voters List generation**” menu, then the below screen (Fig.6) with following sub-menus will be displayed.
 - a. ULB Ward wise Voters list mapping
 - b. ULB Ward wise Voters list confirmation
 - c. Part/PS mapping of ULB ward Voters list
 - d. Part/PS wise voters list confirmation
 - e. Updated urban voters list
 - f. AC wise urban voters mapping status

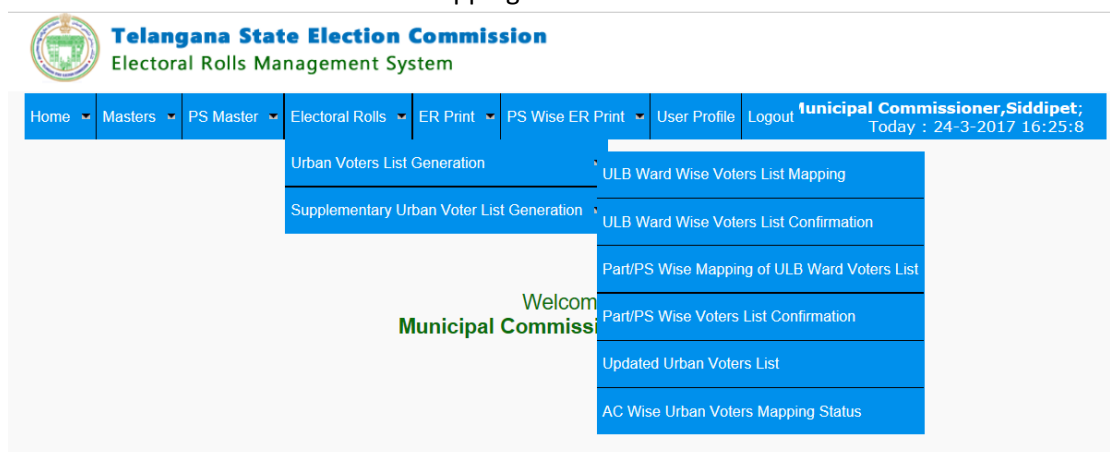


Fig. 6

a. ULB Ward Voters list mapping:

Click on 'ULB ward voters list mapping' menu item, following screen (Fig.7) will be displayed. Fill the form by selecting the Municipality / Municipal corporation and Ward number for which Assembly Voter List have to be mapped and enter appropriate selection of voters which may be selected S.No wise or whole part as it is so as to assign the selected part assembly voters to the selected Municipal Ward. Click on the **save** button to save the mapping transactions and so as to assign assembly voters to the selected ward for generation ward wise Voter List. Repeat the process for all part no. which falls within the same municipal ward.

Telangana State Election Commission
Electoral Rolls Management System

Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout Welcome to **Municipal Commissioner, Siddipet**
Today : 24-3-2017 17:3:2

ULB WARD WISE VOTERS LIST MAPPING

BASIC DETAILS

Assembly Constituency* 33-Siddipet

AC Part No.* --select--

SELECT MUNICIPALITY/WARD TO UPDATE VOTER LIST

Municipality* Siddipet Ward* ward-4

VOTERS LIST IN SELECTED WARD

Total Voters Updated in selected Ward : 0

PLEASE SEE UPDATED TRANSACTIONS IN SELECTED WARD

ASSIGN ALL REMAINING VOTERS IN SELECTED PART TO SELECTED WARD

SL NO IN PART

Sl No.	From Sl No	To Sl No	Total Voters
1			
2			
3			

Enter S.No sequence which falls within the selected Municipal Ward

Click to view mapping transactions

Click to assign whole part of Assembly voters to selected Municipal Ward

Fig.7

b. ULB Ward wise Voters list confirmation:

After completions of mapping, click on the sub-menu item 'ULB Ward wise Voters list confirmation' to confirm the mapping transactions as shown in Fig.8, so as to generate ward wise photo voter list.

NOTE : Once the confirmation of Municipal Commissioner is completed, the electoral Rolls mapping operation will be freezed and Municipal Ward Photo Electoral Rolls are ready for printing. Hence, before making confirmation, cross check the mapping transactions and then confirm.

The screenshot shows the 'ULB WARD WISE VOTERS LIST CONFIRMATION' screen. At the top, there is a navigation bar with links: Home, Masters, PS Master, Electoral Rolls, ER Print, PS Wise ER Print, User Profile, and Logout. A welcome message for 'Municipal Commissioner, Siddipet' is displayed on the right. Below the navigation bar, there is a section titled 'ULB WARD WISE VOTERS LIST CONFIRMATION' with a button 'VIEW ULB WARD WISE COFIRMATION STATUS'. The main form contains three dropdown menus: 'District*' (selected: MEDAK), 'Municipality*' (selected: Siddipet), and 'Ward*' (selected: --ALL--). At the bottom right of the form are two buttons: 'GET VOTERS LIS' and 'RESET'.

Fig. 8

C. Part/PS mapping of ULB ward Voters list:

After publication of Polling Stations, the Polling Station details have to be fed into Te-Poll software as explained at item 3 using the ERMS main menu '**PS Master**', then ward wise confirmed voters have to be mapped with the corresponding Ward PS for generation of polling station wise photo voter list and also for generation of photo voter slips..

- For this, click on the '**Part/PS wise Mapping of ULB Ward Voters list**' menu item, the following screen shown in the (Fig. 9) will be displayed. Fill the form and click on the save button to save PS mapping transactions.

The screenshot shows the 'PART/PS WISE MAPPING OF ULB WARD VOTERS LIST' screen. At the top, there is a navigation bar with links: Home, Masters, PS Master, Electoral Rolls, ER Print, PS Wise ER Print, User Profile, and Logout. A welcome message for 'Municipal Commissioner, Siddipet' is displayed on the right. Below the navigation bar, there is a section titled 'PART/PS WISE MAPPING OF ULB WARD VOTERS LIST' with a button 'GET PS DATA'. The main form contains four dropdown menus: 'Election*' (selected: 2016,MUNICIPALITIES,Ordinary Election), 'District*' (selected: MEDAK), 'Municipality*' (selected: Siddipet), and 'Ward*' (selected: Ward - 4). At the bottom right of the form are two buttons: 'GET PS DATA' and 'RESET'.

Fig.9

d. Part/PS wise voters list confirmation:

After completion of Mapping of Polling Stations, click on the '**Part/PS wise ward Voters list Confirmation**' menu item, following screen shown in the (Fig.10) will be displayed. This menu is used for confirming the previous mapping transactions already done by the commissioner so as to take printout of Polling Station wise Electoral Rolls and also Photo Voter Slips for distribution to voters by official machinery.

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Telangana State Election Commission Electoral Rolls Management System

Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout Welcome to Municipal Commissioner, Siddipet; Today : 25-3-2017 12:57:39

PART/PS WISE VOTERS LIST CONFIRMATION

[VIEW PART/PS WISE COFIRMATION STATUS](#)

Election* 2016,MUNCIPALITIES,Ordinary Election
District* MEDAK
Municipality* Siddipet
Ward* ward 4

[GET VOTERS LIS](#) [RESET](#)

Fig.10

Click to get Polling Station wise mapped voter list for making confirmation

Click to view confirmed Polling Station wise voter list status as shown in the (Fig.11)

Telangana State Election Commission
Electoral Rolls Management System

Home Electoral Rolls Polling Station Master ChangePassword Logout Welcome to Municipal Commissioner, Siddipet; Today : 23-6-2016 15:13:11

[Back](#)

Voters List(PS Wise Confirmed/Not Confirmed Voters Status)

Municipality : Siddipet Report on : Jun 23 2016 3:13PM

S.No	Ward Name	PS.No	Aloted Voters				Status
			Total Voters	Male	Female	Other	
	▲ 1 ▼	▲ 2 ▼	▲ 3 ▼	▲ 4 ▼	▲ 5 ▼	▲ 6 ▼	▲ 7 ▼
1	ward : 1	1	28	10	10	0	Confirm
2	ward : 1	2	30	17	13	0	Confirm
3	ward : 1	1212	28	8	12	0	Confirm
Grand Total			70	35	35	0	

Excel Print Showing All Record(s)

Fig.11

ASSEMBLY CONSTITUENCY WISE VOTERS MAPPING STATUS:

This section enables to the Senior Officers / District Officials to check if all the assembly Voters are mapped with Municipal Wards or not, and district abstract mapping status of Municipal wards with Assembly Constituency and if any of the Assembly Voters are left unmapped to the Municipal Wards.

e. Updated Urban Voter List:

Click on menu '**Updated Urban Voters List**' to open screen shown in (Fig.12) and choose the desired Municipal constituency and Municipal Ward.

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UPDATED RURAL VOTERS LIST

District* ADILABAD

Mandal* ADILABAD

Gram Panchayat* Anukunta

VIEW ASSEMBLY POLLING STATION WISE GET VOTERS ABSTRACT

Fig. 12

Click on to Show Fig. 13

Click on to Show Fig. 14

Telangana State Election Commission
Electoral Rolls Management System

UPDATED RURAL VOTERS LIST

District* ADILABAD

Mandal* ADILABAD

Gram Panchayat* Anukunta

VIEW ASSEMBLY POLLING STATION WISE GET VOTERS ABSTRACT

Updated Rural Voters List - Assembly Constituency Wise

S.No.	ASSEMBLY CONSTITUENCY	POLLING STATION NO.	NO. OF VOTERS
1	Sirpurad	02	10
2	Sirpurad	03	10
Grand Total			20

Fig.13

Telangana State Election Commission
Electoral Rolls Management System

Home PS Master Electoral Rolls ER Print PS Wise ER Print Tally User Profile Logout

Welcome to MPDO Adilabad;
Today : 22-3-2017 14:15:0

UPDATED RURAL VOTERS LIST

District* ADILABAD

Mandal* ADILABAD

Gram Panchayat* Anukunta

VIEW ASSEMBLY POLLING STATION WISE GET VOTERS ABSTRACT

Abstract Report on GP Wise Updated Rural Voters List

Report on : Mar 22 2017 2:14PM

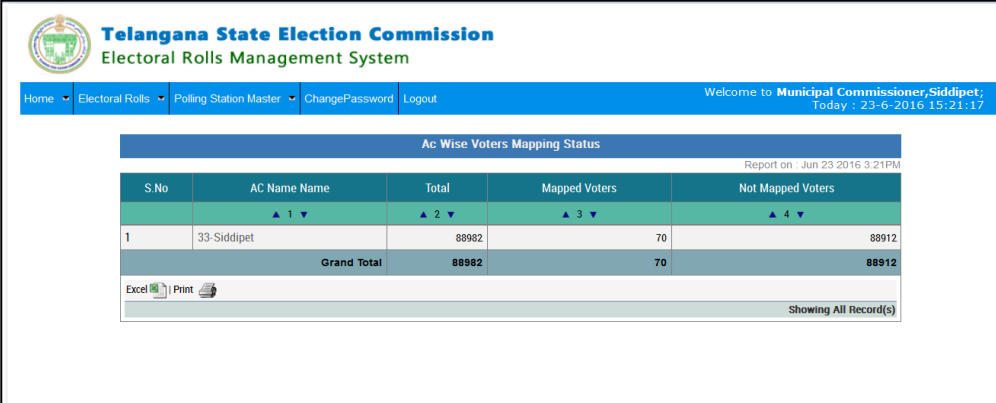
S.No	ASSEMBLY CONSTITUENCY	PART NO	SL NO IN PART	NAME	GENDER	AGE	ID CARD NO	MOBILE	ADDRESS	PHOTO
1	Sirpurad	12	1	RAMDENI SRINIVAS	M	23	SAG0892786	--	1-84	
2	Sirpurad	12	2	KOLPULA RENUKA	F	31	SAG0892984	--	---	
3	Sirpurad	12	3	GORREY SUMANGALI	F	26	SAG0893016	--	3-49	

Fig.14

(Gives complete mapped ward voter list)

f. AC wise urban voters mapping status:

Click on “AC wise urban voters mapping status” menu item, below (Fig.15) will be displayed.



Telangana State Election Commission
Electoral Rolls Management System

Home | Electoral Rolls | Polling Station Master | ChangePassword | Logout | Welcome to **Municipal Commissioner, Siddipet**; Today : 23-6-2016 15:21:17

Ac Wise Voters Mapping Status

Report on : Jun 23 2016 3:21PM

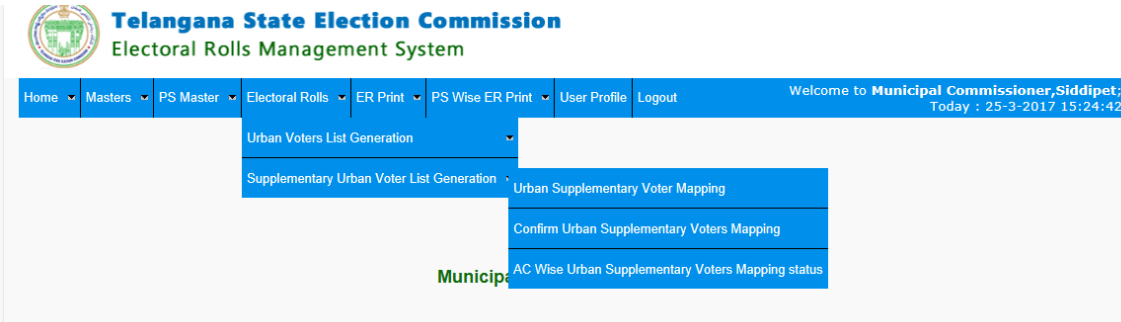
S.No	AC Name Name	Total	Mapped Voters	Not Mapped Voters
1	33-Siddipet	88982	70	88912
Grand Total		88982	70	88912

Excel | Print | Showing All Record(s)

Fig.15

2.2 Supplementary Urban Voter List Generation:

- When we click on the “Urban voter’s list generation” menu list, following screen (Fig.16) will be displayed with below sub-menus.
 - Urban Supplementary Voter Mapping
 - Confirm Urban Supplementary Voter mapping
 - AC Wise Urban Supplementary Voters Mapping status



Telangana State Election Commission
Electoral Rolls Management System

Home | Masters | PS Master | Electoral Rolls | ER Print | PS Wise ER Print | User Profile | Logout | Welcome to **Municipal Commissioner, Siddipet**; Today : 25-3-2017 15:24:42

Urban Voters List Generation

Supplementary Urban Voter List Generation

Urban Supplementary Voter Mapping

Confirm Urban Supplementary Voters Mapping

AC Wise Urban Supplementary Voters Mapping status

Fig.16

a. Urban Supplementary Voter Mapping:

- Click on the ‘Part/PS mapping of ULP ward Voters list’ menu item, following screen (Fig.17) will be displayed. Choose the desired Municipal Ward and polling station so as to map AC supplementary voters and click on the save button to map the AC supplementary voters.

Telangana State Election Commission–Urban – User manual

Telangana State Election Commission
Electoral Rolls Management System

Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout Welcome to **Municipal Commissioner, Siddipet;**
Today : 25-3-2017 16:10:19

URBAN SUPPLEMENTARY VOTERS LIST UPDATE

BASIC DETAILS

Assembly Constituency* 33-Siddipet
Polling Station No.* --select--

SELECT MUNICIPALITY/WARD TO UPDATE VOTER LIST

Municipality* Siddipet Ward* ward-5
Ps No.* 1

VOTERS LIST IN SELECTED WARD

Deleted Count in selected PS : 0 , Modified Count in selected PS : 0
Total Voters Updated in selected Ward : 0
Total Voters Updated in selected Ps No. : 0

PLEASE SEE UPDATED TRANSACTIONS IN SELECTED WARD/ PS NO
ASSIGN ALL REMAINING VOTERS IN SELECTED PART TO SELECTED P.S.

SL NO IN PART

Sl No.	From Sl No	To Sl No	Total Voters
1			
2			

Fig. 17

b. Confirm Urban Supplementary Voter mapping:

- Click on the **'Confirm urban supplementary voter mapping'** menu item, following screen (**Fig.18**) will be displayed. Click on the save button to confirm the supplementary mapped transactions.

Telangana State Election Commission
Electoral Rolls Management System

Home Electoral Rolls Polling Station Master Change Password Logout Welcome to **Municipal Commissioner, Siddipet;**
Today : 23-6-2016 15:36:22

CONFIRM URBAN SUPPLEMENTARY VOTERS LIST UPDATE

VIEW CONFIRMATION STATUS

District* MEDAK
Municipality* Siddipet
Ward* ward-1

GET VOTERS LI RESET

GHMC Voters List (Circle : Siddipet)

Sl No	Ward Name	Total Voters	Voters Allotted		
			Male	Female	Other
1	Ward - 1	15	6	9	0

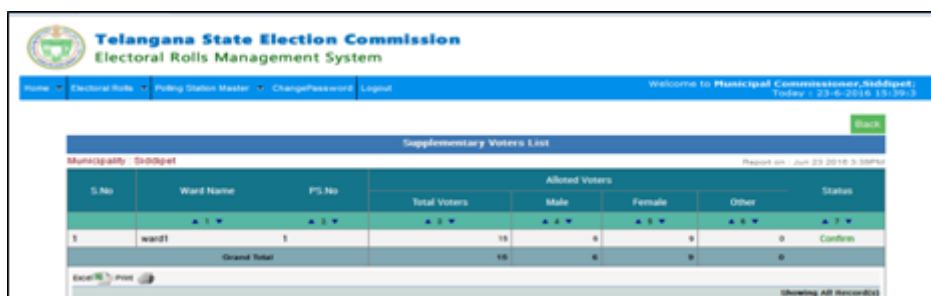
Polling Station Wise Voters List

PS NO.	Assembly_name	AC PS NO.	Allotted Voters List			
			Total Voters	Male	Female	Other
	Siddipet	1	15	6	9	0
Total Voters			15	6	9	0

Click on View confirmation status to Show Fig. 19

Fig.18

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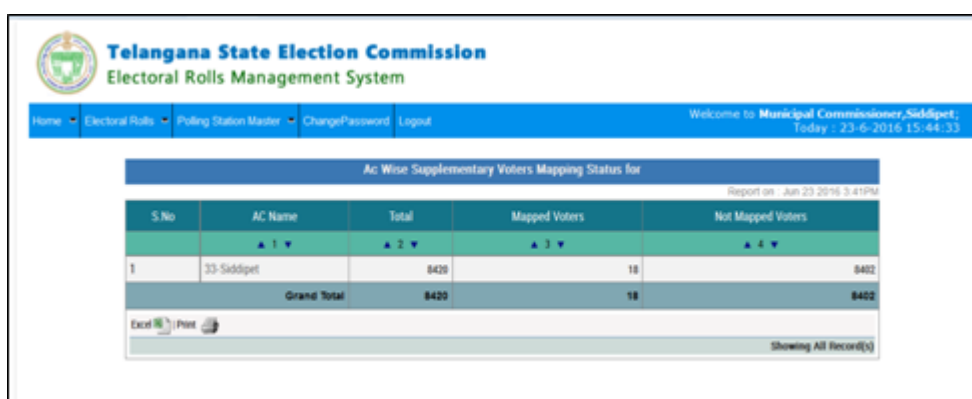


S.No	Ward Name	PS No	Allotted Voters				Status
			Total Voters	Male	Female	Other	
1	ward1	1	18	8	8	0	Confirm
Grand Total			18	8	8	0	

Fig.19

c. AC Wise Urban Supplementary Voters Mapping status:

Click on “**AC wise voters mapping status**” menu item, below screen (Fig.20) will be displayed showing the Assembly voters mapped status.

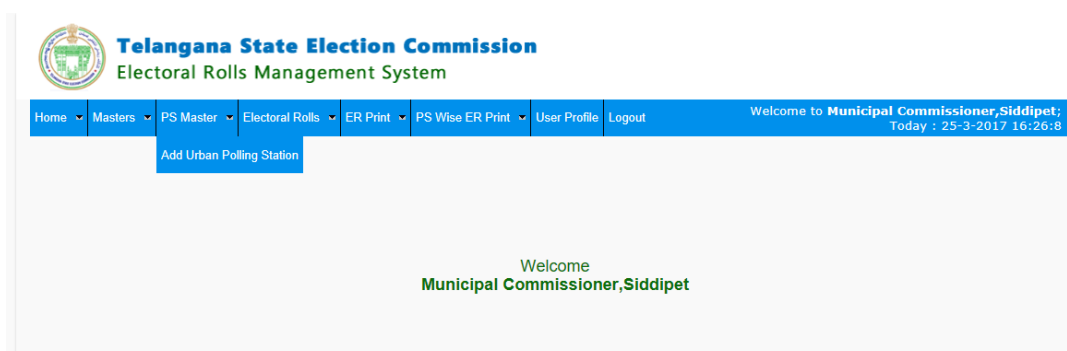


S.No	AC Name	Total	Mapped Voters	Not Mapped Voters
1	33-Siddipet	8420	18	8402
Grand Total		8420	18	8402

Fig.20

3. Polling Station Master:

Click on the “**PS Master**” menu list, following screen (Fig.21) with sub-menu ‘**Add Urban Polling Station**’ will be displayed.



Home	Masters	PS Master	Electoral Rolls	ER Print	PS Wise ER Print	User Profile	Logout
Welcome to Municipal Commissioner, Siddipet ; Today : 25-3-2017 16:26:8							
Add Urban Polling Station							

Welcome
Municipal Commissioner, Siddipet

Fig.21

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Adding Urban Polling Station details :

- Click on 'Add Urban Polling Station' menu item, following screen (Fig.22) will be displayed. Fill the relevant columns and click SAVE button to add polling station details into Te-Poll Software.

Telangana State Election Commission
Electoral Rolls Management System

Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout Welcome to Municipal Commissioner, Siddipet; Today : 25-3-2017 16:36:25

SEC - POLLING STATIONS MASTER

[VIEW URBAN POLLING STATIONS](#)

District* MEDAK

Municipality* Siddipet

Ward* ward 4

Polling Station No. * 1

Location of Polling Station * Prem Nagar, Siddipet

Building in which it will be located* Room No.201, Municipal School

Area of the Polling Station in Sq.Mtrs.* 1.3

Whether there is a separate entrance and exit, if not reasons* NO

Polling Area* 1-67 to 2-13

Whether for all voters or men only or women only* All

Maximum distance that a voter will have to travel to reach the station* .8 KM

Remarks* Normal

P.S. RoadMap File [Browse...](#)

Click to view already entered polling stations shows the (Fig.23)

Fig.22

Telangana State Election Commission
Electoral Rolls Management System

Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout Welcome to Municipal Commissioner, Siddipet; Today : 25-3-2017 16:42:14

[+ ADD URBAN P.S.](#)

List of Polling Stations Urban
Report on : 25/03/2017 04:42 PM

Row No	Polling Station Sl No	Locality of Polling Station	Building in which it will be located	Area of the Polling Station in Sq.Mtrs.	Whether there is a separate entrance and exit, if not reasons	Polling Area	Whether for all voters or men only or women only	Maximum distance that a voter will have to travel to reach the station	Remarks	Edit	Delete
District - MEDAK, Municipality - Siddipet, Ward - 1											
1	1	Adarsha Nagar, Yellamma Temple	Adarsha Handloom weavers society West Room-1	30.00	-	H.No 6-3-1 to 6-4-105	All	1.4 KM	-	Edit	Delete
2	2	Adarsha Nagar, Yellamma Temple	Adarsha Handloom weavers society West Room-2	20.81	Yes	H.No 6-4-106 to 6-4-71	All	1.4 KM	-	Edit	Delete
District - MEDAK, Municipality - Siddipet, Ward - 2											
3	2	Paripally (part)	Sharadanikethan Primary School English Medium (Nursery Room)	21.18	-	H.No 1-2-1 to 1-3-93	All	0.6 KM	-	Edit	Delete
4	1	Paripally (Part)	Sharadanikethan Primary School English Medium, West wing Room	21.18	-	H.No 1-3-94 to 5-3-115	All	0.6 KM	-	Edit	Delete

Click to Modify the PS Details

Click to delete the PS Details

Fig.23

