

Te-Poll

Polling Personnel Randomisation System for Local Bodies

User Manual

INDEX

Table of Contents

S.NO.	PARTICULARS	PAGE NO.
1.	Login Te-Poll Software	3
2.	Data Entry Of Office Master	5
3.	Data Entry of Polling Personnel Information	5
4.	a) Add Polling Personnel	6
5.	b) Selection of Officers	6
6.	c) Team Formation	7
7.	d) Teams mapping with Polling Station	8
8.	Update User details or Change password	9

Telangana State Election Commission– User manual

LOGIN TE-POLL SOFTWARE

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

Fig.1 will be displayed

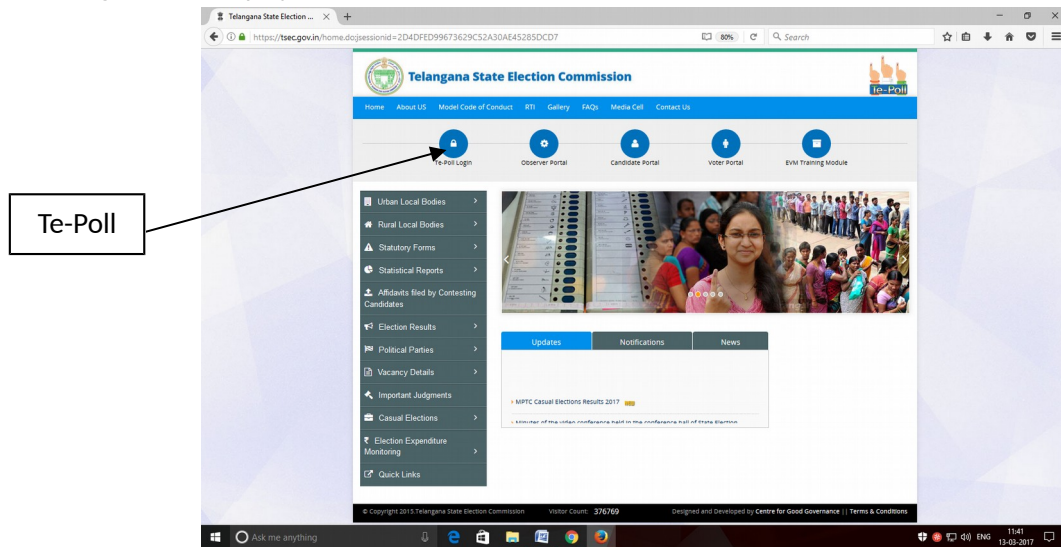


Fig.1

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.

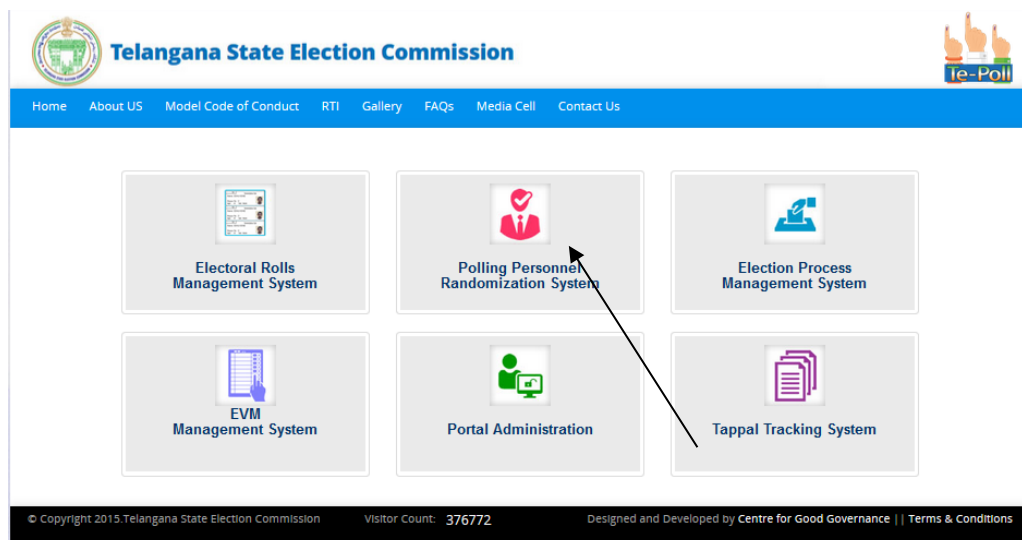


Fig.2

Click on **Polling Personnel Randomisation System (PPRS)** to open Fig.3. This module is used to enter Polling Personnel information data, Randomisation of Polling Personnel for three levels along with formation teams for assigning to polling stations.



Fig.3

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

Enter username and password for login into the portal.

Username: <username>

Password: <password>

Enter Captcha:<xxxx>

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

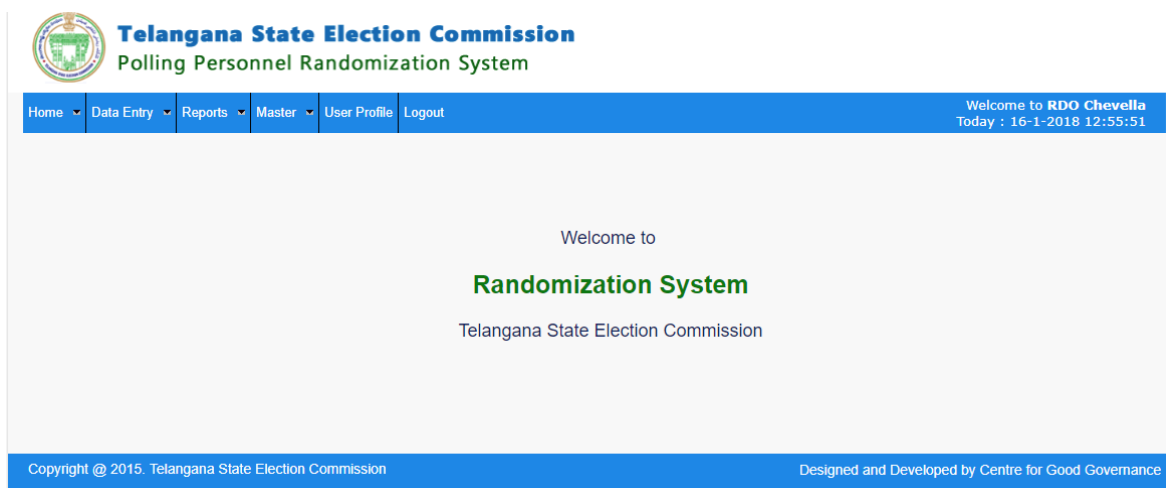


Fig.4

2. DATA ENTRY OF OFFICE MASTER

Click on the below shown menu 'Add Office' (Fig.5) to open (Fig.6) for entering office master details.

Note : BEFORE ENTERING THE EMPLOYEE DETAILS OFFICE MASTER DATA ENTRY MUST BE COMPLETED.

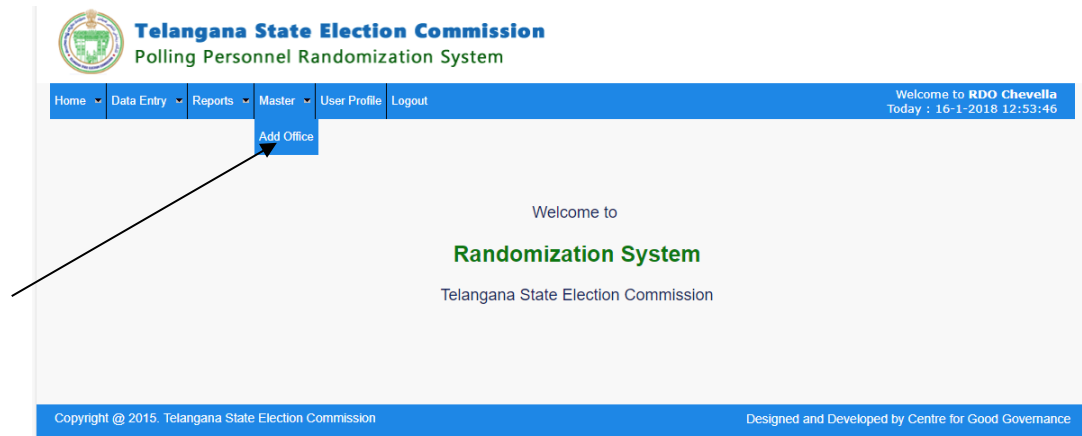


Fig.5

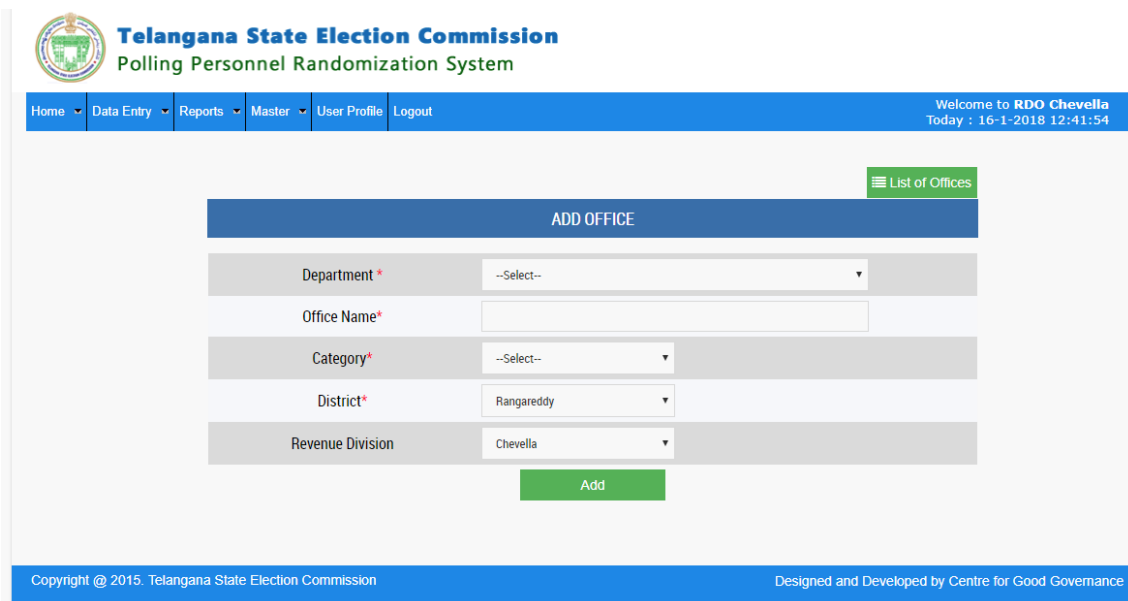
The screenshot shows the 'ADD OFFICE' form. It includes a 'List of Offices' button in the top right corner. The form fields are: Department (dropdown menu with '--Select--'), Office Name (text input field), Category (dropdown menu with '--Select--'), District (dropdown menu with 'Rangareddy'), and Revenue Division (dropdown menu with 'Chevella'). A green 'Add' button is located at the bottom of the form. The footer contains copyright information and credits to the Centre for Good Governance.

Fig.6

3. DATA ENTRY OF POLLING PERSONNEL INFORMATION

Click on the menu 'Data Entry' to open (Fig.7) the following sub-menus.

- e) Add Polling Personnel
- f) Selection of Officers
- g) Team Formation
- h) Teams mapping with Polling Station

Telangana State Election Commission– User manual

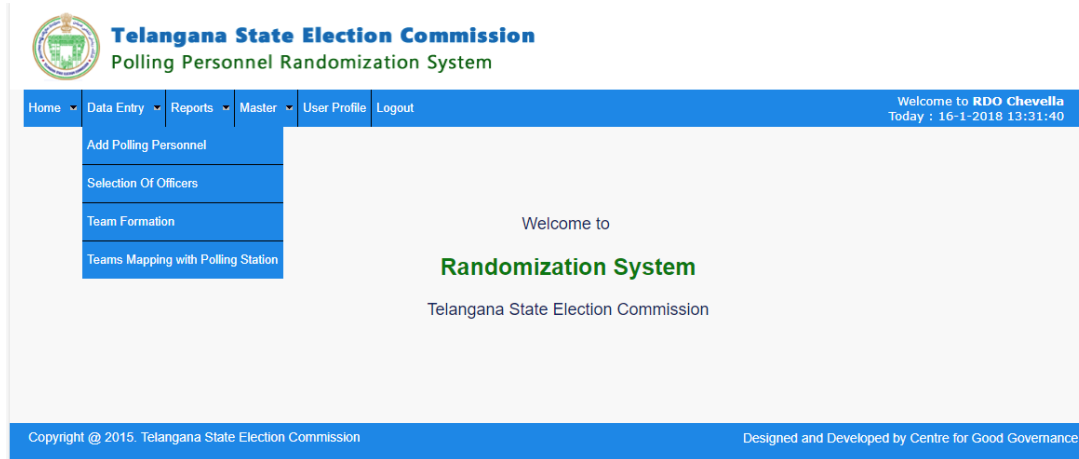


Fig.7

a. Add Polling Personnel

Click on the sub-menu 'Add Polling Personnel' menu to open (Fig.8) screen, which is used to enter polling personnel details of concerned district.

The screenshot shows the 'ADD POLLING PERSONNEL' form. It has a header with 'ADD POLLING PERSONNEL' and a 'List of Polling Personnel' button. The form is divided into four sections: 'PERSONAL DETAILS', 'WORKING DETAILS', 'RESIDENCE DETAILS', and 'NATIVE DETAILS'. Each section contains various input fields, many of which are dropdown menus. At the bottom right, there are 'SAVE' and 'RESET' buttons.

PERSONAL DETAILS	
Employee Code*	Sur Name
Employee Name*	Gender* --select--
Mobile No*	Employee Status* --select--
Department* --select--	Office Name* --select--
Designation* --select--	Scale of Pay of the above designation* --select--
Post Grade*	

WORKING DETAILS	
District* --select--	Revenue Division* --select--
Mandal* --select--	Office Address*

RESIDENCE DETAILS	
District* --select--	Revenue Division* --select--
Mandal* --select--	

NATIVE DETAILS	
District* --select--	Revenue Division* --select--
Mandal* --select--	

Click on to view list of polling Personnel entered (Fig.9)

Fig.8

Telangana State Election Commission– User manual

The screenshot displays the 'Polling Personnel Randomization System' interface. At the top, there is a navigation menu with options: Home, Data Entry, Reports, Master, User Profile, and Logout. A welcome message for RDO Chevella is shown with the date and time: 'Welcome to RDO Chevella Today : 16-1-2018 14:36:11'. Below the menu, there is a '+ ADD POLLING PERSONNEL' button and a 'Select Officer Category*' dropdown menu set to 'Presiding Officers'. A search bar is also present. The main content is a table titled 'OFFICER CATEGORY : PO' with columns for Sl.No., Employee Code - Employee Name, Gender, Department, Office, Designation, Native Mandal, Work Mandal, Scale of Pay, and Action. The Action column contains 'Edit' and 'Delete' buttons. A callout box points to the 'Edit' button for the first officer, stating 'Click Edit Button to update the employee details'.

Sl.No.	Employee Code - Employee Name	Gender	Department	Office	Designation	Native Mandal	Work Mandal	Scale of Pay	Action	
									Edit	Delete
1	1436044 - ANITHA GANUMALLA	Female	AGRICULTURE	AG shabad	Administrative Officer	Narsapur	Chevella	66330-108330	Edit	Delete
2	2570939 - NAGA RAJU KATTA	Male	Treasuries and Accounts	TA Moinabad	Assistant Director	Narayanpet	Moinabad	66330-108330	Edit	Delete
3	1430165 - NARASIMMA PURROLU	Male	AGRICULTURE	AG Moinabad	Asst Director(Stats)	Alwal	Moinabad	66330-108330	Edit	Delete
4	25497851 - RAGHUNAND PAMPALI	Male	FISHERIES	FS Shankarpalle	Assistant Director	Kannaigudem	Shankarpalle	66330-108330	Edit	Delete
5	1268 - naga Mahesh	Male	AGRICULTURE	AG Shabad	Accounts Officer	Madgul	Shabad	61450-105810	Edit	Delete

Fig.9

b. Selection of Officers (First level of Randomisation)

Click on the sub-menu 'Selection of Officers' to open (Fig.10) following screen. Fill the required parameters and enter the required polling personnel against column (No. of Officers Required) by adding 20 percent in excess of their actual requirement so as to keep certain personnel in reserve and click button 'GENERATE RANDOM LIST' to generate randomised list of polling personnel. This is first level of randomisation.

Click **Delete** Button to delete the employee details permanently from database

Telangana State Election Commission
Polling Personnel Randomization System

Home | Data Entry | Reports | Master | User Profile | Logout

Welcome to RDO Chevella
Today : 16-1-2018 14:43:55

RANDOM CREATION OF OFFICERS LIST

ELECTION DETAILS

Election*	5th Ordinary Elections to Gram	Phase*	Phase 1
District*	Rangareddy	Division*	Chevella
Mandal*	Shabad	Officer Category*	Presiding Officers

OFFICERS REQUIRED

[Deleted Employee for the selected election/mandal](#)

Available Presiding Officers : 16

No. of officers already allotted*	0
Number of officers Required*	10
Total No. of Officers*	10

Generate Random List | RESET | View Generated List

Fig.10

Click on 'VIEW GENERATED LIST' to view the randomised polling personnel (Fig.11).

Telangana State Election Commission– User manual

Telangana State Election Commission
Polling Personnel Randomization System

Home ▾ Data Entry ▾ Reports ▾ Master ▾ User Profile ▾ Logout

Welcome to RDO Chevella
Today : 16-1-2018 14:47:18

RANDOM CREATION OF OFFICERS LIST

ELECTION DETAILS

Election* 5th Ordinary Elections to Gran ▾ Phase* Phase 1 ▾
District* Rangareddy ▾ Division* Chevella ▾
Mandal* Shabad ▾ Officer Category* Presiding Officers ▾

OFFICERS REQUIRED

Deleted Employee for the selected election/mandal

Available Presiding Officers : 6

No. of officers already allotted* 10
Number of officers Required*
Total No. of Officers*

Generate Random List RESET View Generated List

Show 25 entries Search:

Sl.No.	Employee Code - Employee Name	Gender	Department	Office	Designation	Native Mandal	Work Mandal	Scale of Pay	Officer Category	Action
1	1503282 - NJALAAH	Male	ADULT EDUCATION	AE Chevella	Project Officer	Mancheriah	Chevella	81450-105810	Presiding Officers	✖Delete
2	2538831 - SYED ALEEMUDDIN HUSSANI	Male	STATE ARCHIVES TARN	SAT Chevella	Assistant Foreman	Bomraspeta	Chevella	58870-105810	Presiding Officers	✖Delete
3	1400181 - VENKATESHWAR KOTHAPALLY	Male	AGRICULTURE	AG shabad	Executive Engineer (Agricultur	Thripuram	Chevella	58870-105810	Presiding Officers	✖Delete

Fig.11

Click **Delete** Button to exempt the concerned employee from the election duty

DELETED EMPLOYEE LIST (OFFICER CATEGORY - PRESIDING OFFICER)							
SL.NO	EMPLOYEE CODE - EMPLOYEE NAME	GENDER	DEPARTMENT	OFFICE	DESIGNATION	NATIVE MANDAL	WORK MANDAL
1	2133096 - VENKAT SATLA	Male	ANIMAL HUSBANDRY	AH Chevella	Veterinary Assistant Surgeon	Gajwel	Chevella

Fig.12

Click on the sub-menu **'Individual Officer Appointment Order'** available under main menu **'Reports'** shown in the screen (Fig.13) to take print the appointment of orders of polling personnel who are drafted for election duty as shown in (Fig.14).

Telangana State Election Commission– User manual

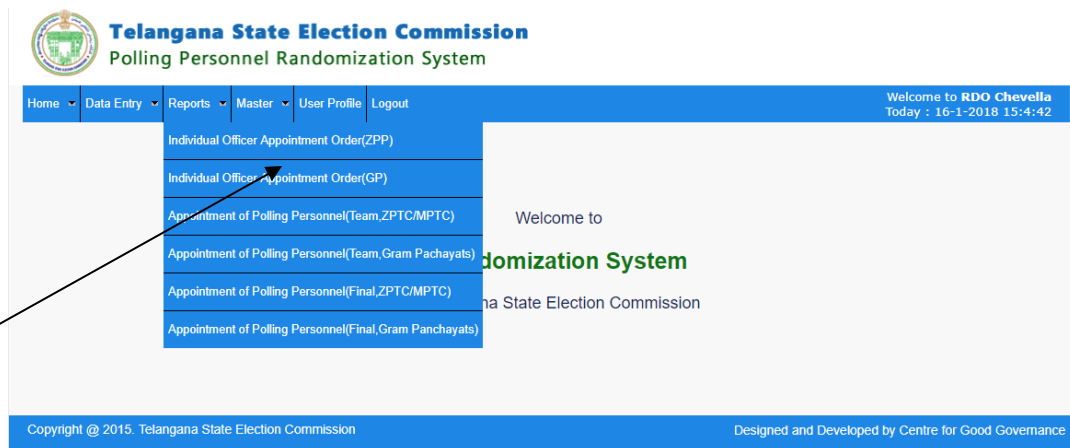


Fig. 13

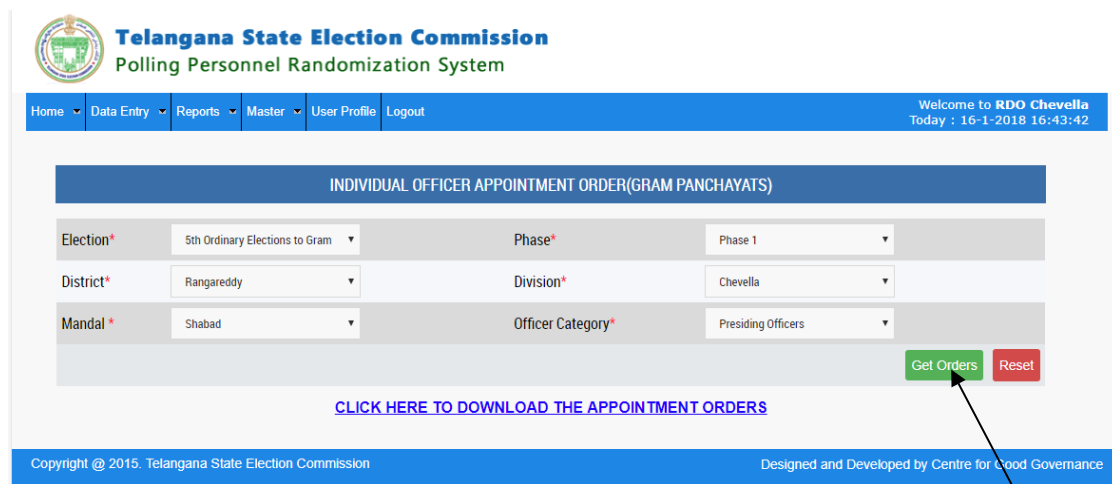


Fig. 14

Select the election, phase, Mandal and Office category etc. and then click 'Get Orders' button to display web link '[CLICK HERE TO DOWNLOAD THE APPOINTMENT ORDERS](#)' to display appointment orders for issuing to the individual polling personnel who draft for election duty for the selected Mandal Praja Parishad.

c. Team Formation

Click on the sub-menu 'Team formation', shown in the (Fig.7) to open following screen (Fig.15). Using this menu you can randomly generate required number of Polling Personnel Teams with selected team size for the selected Mandal Praja Parishad. For this user have to click 'Form Teams' button. This is second level of randomisation of Polling Personnel. To view the randomly generated teams click 'View Teams List' to open (Fig.16)

Telangana State Election Commission– User manual

Telangana State Election Commission
Polling Personnel Randomization System

Home | Data Entry | Reports | Master | User Profile | Logout

Welcome to RDO Chevella
Today : 16-1-2018 16:58:48

TEAM FORMATION

Election* : 5th Ordinary Elections to Gram | Phase* : Phase 1

District* : Rangareddy | Division* : Chevella

Mandal* : Chevella | Available Officers:
 Presiding Officers - Total :14 ,Male : 14 ,Female : 0
 Other Polling Officers - Total :5 ,Male : 4 ,Female : 1
 Asst. Presiding Officers - Total :6 ,Male : 6 ,Female : 0
 Total : 25

No. of Teams Required* : 5 | Team Size* : 4

Reset | Form Teams | View Teams List

Copyright @ 2015. Telangana State Election Commission | Designed and Developed by Centre for Good Governance

Fig.15

Election* : 5th Ordinary Elections to Gram | Phase* : Phase 1

District* : Rangareddy | Division* : Chevella

Mandal* : Chevella | Available Officers:
 Presiding Officers - Total :14 ,Male : 14 ,Female : 0
 Other Polling Officers - Total :5 ,Male : 4 ,Female : 1
 Asst. Presiding Officers - Total :6 ,Male : 6 ,Female : 0
 Total : 25

No. of Teams Required* : 14 | Team Size* : --Select--

Reset | Form Teams | View Teams List

Sl.No.	Employee Code - Employee Name	Gender	Department	Office	Designation	Native Mandal	Work Mandal	Scale of Pay	Officer Category	
Team No.		RRD-123-1-1								Delete Team
1	2515633 - BSUVARNA LATHA	Female	TECH EDUCATION	TE Shankarpalle	Deputy Director (Non-Technical)	Sirikonda	Shankarpalle	56870-105810	Presiding Officers	
2	2541562 - SRI JAGAALU KANCHA KLATLA	Male	ENERGY, FOREST	EF Shankarpalle	Jamedar	Chinthapalle	Shankarpalle	13000-40270	Other Polling Officers	
Team No.		RRD-123-1-2								Delete Team
3	2514873 - Latha	Female	AGRICULTURE	AG Shankarpalle	Executive Engineer (Agricultur	Parvathagiri	Shankarpalle	56870-105810	Presiding Officers	
4	2538585 - MAHESH REDDY SINGAL REDDY	Male	STATE ARCHEIVES TARN	SAT Shankarpalle	Binder	Thangallapalle	Shankarpalle	13780-42490	Other Polling Officers	
Team No.		RRD-123-1-3								Delete Team
5	1636182 - SAILAJA ANAMALA	Female	AGRICULTURE (SECT)	AG Shankarpalle	Assistant Director	Ranjal	Shankarpalle	52590-103290	Presiding Officers	
6	2568764 - BOKKA DALA BARI	Male	COOP®STR OF COOP	CRC Shankarpalle	Assistant Registrar	Tamsi	Shankarpalle	14600-44870	Other Polling	

Fig.16

Click on the sub-menu **'Appointment Polling Personnel (Team)'** available under main menu **'Reports'** shown in the screen (Fig.13) to take print the team appointment of orders of polling personnel who are drafted for election duty as shown in (Fig.17).

Telangana State Election Commission– User manual

Select the election, phase, Mandal etc. and then click 'Get Orders' button to display web link '[CLICK HERE TO DOWNLOAD THE APPOINTMENT ORDERS](#)' to display appointment orders for issuing to the polling personnel duly indicating team members and team code who draft for election duty for the selected Mandal Praja Parishad.

The screenshot shows the 'APPOINTMENT OF POLLING PERSONNEL (TEAM, GRAM PANCHAYATS)' form. It includes a navigation menu with 'Home', 'Data Entry', 'Reports', 'Master', 'User Profile', and 'Logout'. The user is logged in as 'RDO Chevella' on '17-1-2018 14:57:49'. The form fields are: Election* (5th Ordinary Elections to Gram), Phase* (Phase 1), District* (Rangareddy), Division* (Chevella), and Mandal* (Chevella). There are 'Get Orders' and 'Reset' buttons. A link '[CLICK HERE TO DOWNLOAD THE APPOINTMENT ORDERS](#)' is displayed below the form. The footer contains 'Copyright @ 2015. Telangana State Election Commission' and 'Designed and Developed by Centre for Good Governance'.

Fig.17

d. Team Mapping with Polling stations

Click on the sub-menu 'Team Mapping with Polling Stations', shown in the (Fig.7) to open following screen (Fig.18). After selection required fields, click on button 'Teams size Mapping with PS' for assigning the team size for each polling station which going for poll and assign '0' for polling station for which no poll. For saving the mapping Polling Stations click 'Map PS with Team Size'. Click on button 'Mapping Teams with Polling Stations' shown in the below screen (Fig.18) to randomly map the polling station with already generated teams. This mapping is the third Randomisation of Polling Personnel.

The screenshot shows the 'TEAM MAPPING WITH POLLING STATION' screen. It includes a navigation menu with 'Home', 'Data Entry', 'Reports', 'Master', 'User Profile', and 'Logout'. The user is logged in as 'RDO Chevella' on '17-1-2018 14:44:41'. The screen is divided into 'ELECTION DETAILS' and 'TEAM DETAILS' sections. The 'ELECTION DETAILS' section includes: Election* (5th Ordinary Elections to Gram), Phase* (Phase 1), District* (Rangareddy), Division* (Chevella), and Mandal* (Chevella). The 'TEAM DETAILS' section includes: No. of Teams Available* (14), Total No. of Polling Stations* (3), Polling Stations Mapped* (0), and Polling Stations To be Mapped* (3). There are 'RESET', 'Teams Size Mapping with PS', 'Mapping Teams With Polling Stations', and 'View Mapped Polling Stations List' buttons. At the bottom, there is a table with columns: SI No., PS No., PS Name, PS Address, Team No., Team Allotted, and Action. The table is currently empty.

Fig.18

Telangana State Election Commission– User manual

Click on the button '**View Mapped Polling Station List**' to view teams mapped with available Polling stations in concerned Mandal Praja Parishad.(Fig.19)

The screenshot displays the 'TEAM MAPPING WITH POLLING STATION' interface. It includes a header with the commission's name and a navigation menu. The main area is divided into 'ELECTION DETAILS' and 'TEAM DETAILS'. The 'ELECTION DETAILS' section shows filters for Election (5th Ordinary Elections to Gram), Phase (Phase 1), District (Rangareddy), Division (Chevela), and Mandal (Chevela). The 'TEAM DETAILS' section shows 'No. of Teams Available' (11), 'Total No. of Polling Stations' (3), 'Polling Stations Mapped' (3), and 'Polling Stations To be Mapped' (0). A 'RESET' button and a 'Teams Size Mapping with PS' button are also present. Below this, there are buttons for 'Mapping Teams With Polling Stations' and 'View Mapped Polling Stations List'. A table below shows the list of teams with columns for Sl No., PS No., PS Name, PS Address, Team No., Team Allotted, and Action. The table contains three entries, each with a 'Delete' button. The footer shows 'Copyright @ 2015, Telangana State Election Commission' and 'Designed and Developed by Centre for Good Governance'.

Sl No.	PS No.	PS Name	PS Address	Team No.	Team Allotted	Action
1	1	ALLAWADA-1	ROOM NO-2, MPP SCHOOL	RRD-123-1-1	1)Name : BSUVARNA LATHA (PO)-Desig :Deputy Director (Non-Technical - Dept TECH EDUCATION 2)Name : SRI JAGAALU KANCHA KLATLA (OPO)-Desig :Jamedar - Dept ENERGY, FOREST	Delete
2	1	ALLAWADA-2	ROOM NO 3, MPP SCHOOL	RRD-123-1-3	1)Name : SAILAJA ANAMALA (PO)-Desig :Assistant Director - Dept AGRICULTURE (SECT) 2)Name :BOHKA RAJA BABU (OPO)-Desig : Assistant Registrar - Dept COOP&STR OF COOP	Delete
3	1	CHEVELLA-1	ROOM NO-5 ZPP SCHOOL	RRD-123-1-2	1)Name : Latha (PO)-Desig :Executive Engineer (Agricultur - Dept AGRICULTURE 2)Name : MAHESH REDDY SINGAL REDDY (OPO)-Desig :Binder - Dept STATE ARCHIVES TARN	Delete

Fig.19

3. Update User details or Change password:

Click on ERMS main menu '**User Profile**' to open screen Fig.20 used to update the user contact details and also can change the password by entering new password.

The screenshot shows the 'USER PROFILE' update screen. It includes a header with the commission's name and a navigation menu. The main area contains a form with fields for Name, Designation, Mobile No, Email, User Name, Old Password, New Password, and Confirm Password. There are 'UPDATE' and 'CANCEL' buttons at the bottom. The footer shows 'Copyright @ 2015, Telangana State Election Commission' and 'Designed and Developed by Centre for Good Governance'.

Fig.20