



Postal Buddy Rajasthan

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Why Postal Buddy?

- ⇒ No consolidated platform was available for -
 - Monitoring postal ballots at different levels.
 - Voters to track the status of postal ballot or EDC.
 - classification of wrong details in applied forms 12/12A/12D by the voters.
 - coordination in voter's/polling personnel's election duties and voting related information.
- ⇒ Difficulty in conducting the whole process of postal ballot/EDC in scheduled time frame due to the process being manual/offline.
- ⇒ Excess deployment/ Mismanagement of human resources.
- ⇒ Difficulty in segregation of postal ballots and EDC applications, at the level of District Election Officer.
- ⇒ Duplicity / Ambiguity in issuing postal ballots/EDC, in case of more than one application by the same voter.
- ⇒ Too much time consuming and prone to manual errors.

Utilities

- ⇒ To execute effectively and conveniently the process of postal ballot/EDC in the given time frame with 100% success.
- ⇒ To provide a unified platform to monitor the status of postal ballot/EDC at different levels.
- ⇒ To update the voter about the real-time status of his/her postal ballot/EDC.
- ⇒ To compile and analyse the voter's data conveniently at the level of District Election Officer.
- ⇒ To easily scrutinize the applications for postal ballots/EDC by the District Election Officer.
- ⇒ Realtime processing of various reports/data and downloading as per the requirement.

How Postal Buddy Helps-

⇒ **Chief Electoral Officer**

- Provides real-time online monitoring of the whole process of postal ballot/EDC.
- Consolidated reports of postal ballot/EDC at State level.

⇒ **District Election Officers**

- Provides real-time online monitoring of the whole process of postal ballot/EDC.
- Allows to correct - incorrect & incomplete data of eligible postal ballot/EDC voters.
- Provides dashboard for date wise & training centre wise classified data collection of Form-12/12A.
- Provides dashboard for RO/ARO wise classified data collection of Form-12/12A.
- Provides dashboard for voter category wise classified data collection of Form-12/12A.
- Provides dashboard for distribution & date wise & Postal Voting Centre wise classified data of issued postal ballot/EDC.

How Postal Buddy Helps-

⇒ **Returning Officers/Assistant Returning Officers**

- Provides real-time online monitoring of the whole process of postal ballot/EDC.
- Provides dashboard for consolidated data of form-12/12A/12D sent by District Election Officers.

⇒ **Eligible voters for postal ballot/EDC**

- Can track their form-12/12A with their login details.
- If needed, can update the details of form-12/12A. Note:- (No correction is allowed, Once marked received by the District Election Officer.)
- Status of postal ballot/EDC can be traced online.

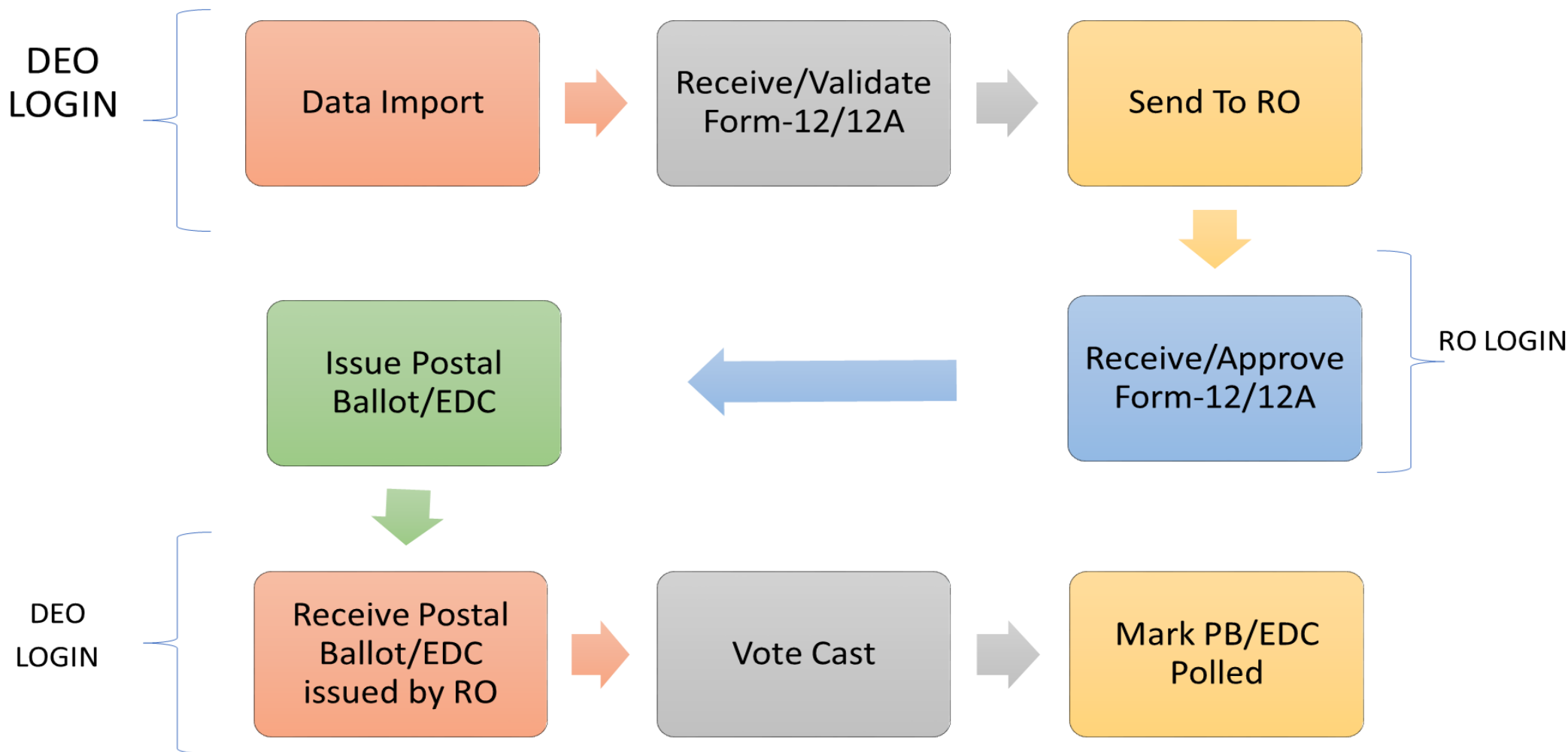
Voter's Categories

1. Election Duty – Civil Employees
2. Election Duty – Police/Force
3. Election Duty – Private
4. Home Voting – AVSC (Absentee Voters Senior Citizen 85+)
5. Home Voting – AVPD (Absentee Voters Persons with Disability-PwD)
6. Home Voting – AVCO (Absentee Voters Covid-19 suspected/affected)
7. Essential Services – (Health, PHED, Electricity etc.)
8. Essential Services – RAC Delhi
9. Essential Services – RAC
10. Essential Services – GRP

Users of Postal Buddy

- Chief Electoral Officer
- District Election Officers
- Returning Officers
- Assistant Returning Officers
- Eligible Voters of Postal Ballot/EDC

Workflow of Postal Buddy



User IDs (Same as Encore's User Name)

- Chief Electoral Officer, Rajasthan

<CEOS20>

- District Election Officers

<DEOS20D01> last 2 digits (01) is District Code

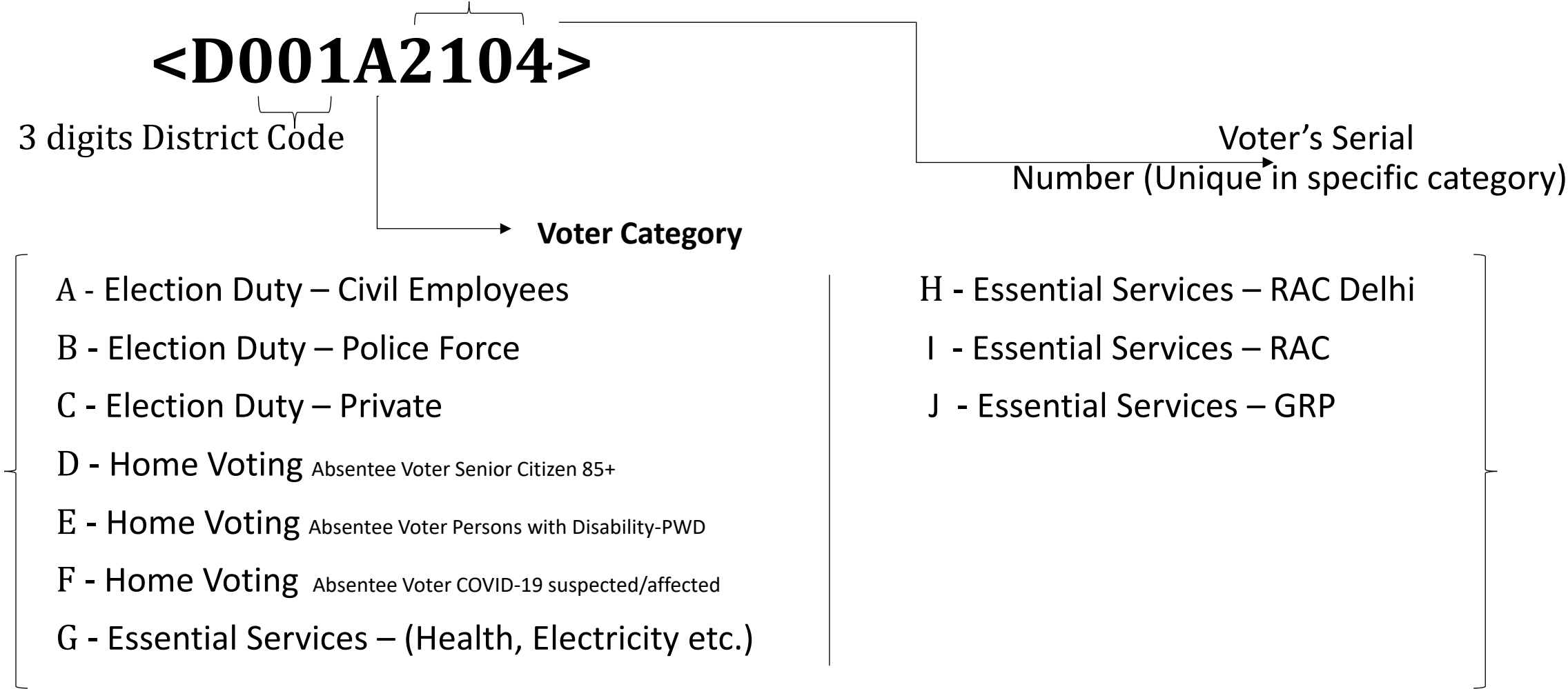
- Returning Officers

<ROPES20P01> last 2 digits (01) is PC Code

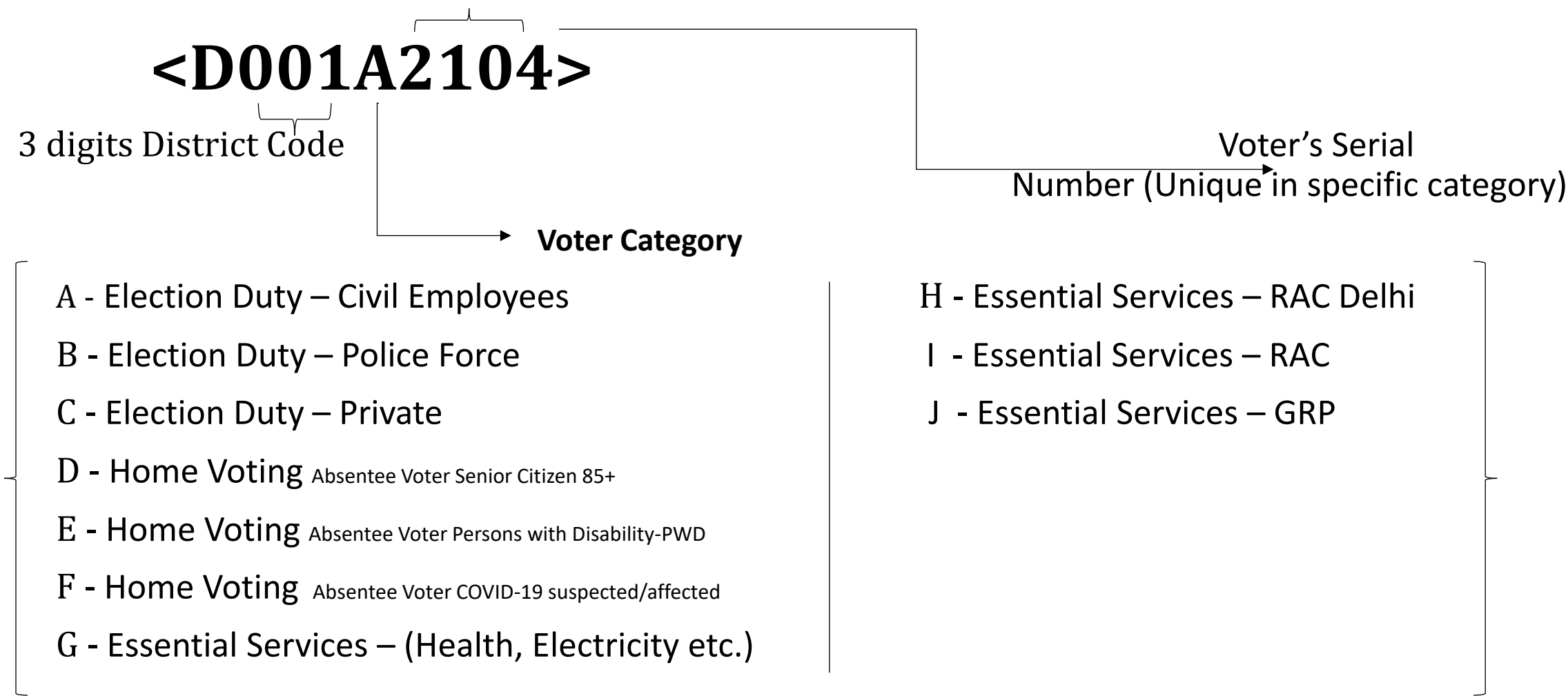
- Assistant Returning Officers

<AROS20A001> last 3 digits (001) is AC Code

User IDs of Voters



User IDs of Voters



Technical Section

Login

← → ↻ postalbuddy.rajasthan.gov.in/login ☆ 📶 ⋮

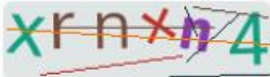
 **POSTAL BUDDY** 🌙

LOGIN

Login Id

Password

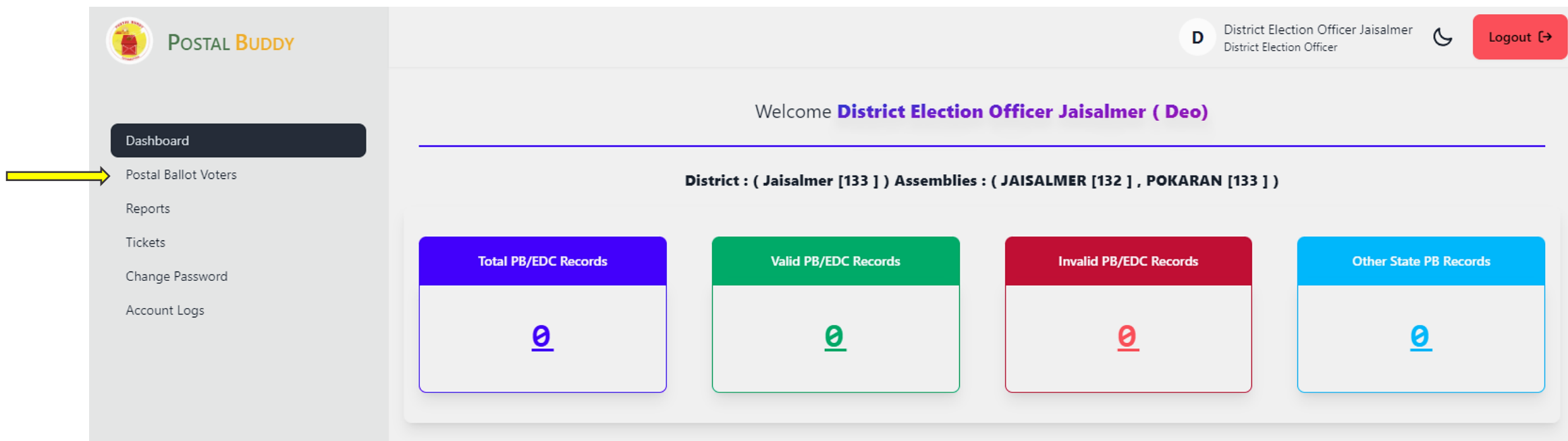
Enter Captcha



🔄 Reload Captcha

Login ➡

District Election Officer Dashboard



The screenshot shows the District Election Officer Dashboard. On the left is a sidebar with the 'POSTAL BUDDY' logo and a menu. The 'Dashboard' menu item is highlighted with a yellow arrow. The main content area shows a welcome message for 'District Election Officer Jaisalmer (Deo)', the district and assembly details, and four summary cards for record counts.

POSTAL BUDDY

Dashboard

Postal Ballot Voters

Reports

Tickets

Change Password

Account Logs

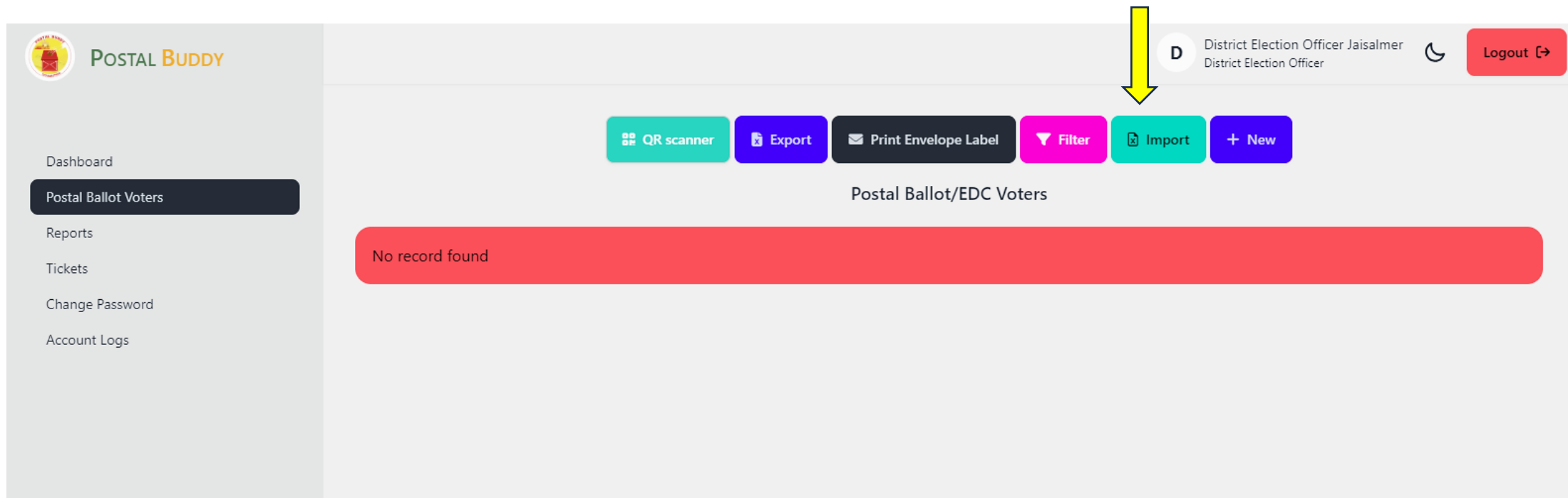
Welcome **District Election Officer Jaisalmer (Deo)**

District : (Jaisalmer [133]) Assemblies : (JAISALMER [132] , POKARAN [133])

Total PB/EDC Records	Valid PB/EDC Records	Invalid PB/EDC Records	Other State PB Records
0	0	0	0

- Dashboard on first login.
- The concerned District Election Officer's team must ensure that the name of the district & all local assemblies are displayed correctly.
- To Import voter's data click on **Postal Ballot Voters** menu.

Data Import



- Compiled data of eligible voters of all categories in Excel format (.xlsx) should be imported on Postal Buddy Portal by clicking of **Import** button.
- Excel Format for Data feeding is available on the portal.

Step wise
data can be
imported
into portal by
selecting the
options.

IMPORT POSTAL VOTERS

State: -Select- District: -Select-

Import Options

New PB Voter Records (एक्सेल में उपलब्ध रिकॉर्ड को जोड़ने एवं पहले से उपलब्ध रिकॉर्ड में पूर्ण डाटा अपडेट करने हेतु)

Update Form12 Collection Details (पहले से उपलब्ध रिकॉर्ड में केवल form12 collection location, form12 collection date को अपडेट करने हेतु)

Update Duty Details (पहले से उपलब्ध रिकॉर्ड में केवल duty assembly code, duty party no को अपडेट करने हेतु)

Update Voting Facility Details (पहले से उपलब्ध रिकॉर्ड में केवल voting location, voting date को अपडेट करने हेतु)

Download excel format Save

- Import for voters of all the categories will be done by the team of District Election Officer.
- DEO teams can select **options** for uploading voters data as per the randomization stages.
- Users have to browse the Excel file and click on “**Save**” button to Import the data into Portal.

Important Instructions

PB Voter Category - enter number as per below legend

Election Duty Civil Emp → **1**

Election Duty Force → **2**

Election Duty Private → **3**

Home Voting AVSC (85+) → **4**

Home Voting AVPD (PWD) → **5**

Home Voting AVCO (Covid-19) → **6**

Essential Services → **7**

Essential Services - RAC Delhi → **8**

Election Duty - RAC → **9**

Election Duty - GRP → **10**

PB Voter Srno - it must be unique in your district and PB Voter Category.

PB Voter Name - it can be either in English or Unicode for hindi.

Gender - Enter as per below legend

Male → **M**

Female → **F**

Other → **O**

Form12 Collection Date - it must in dd-mm-YYYY format.

Voting Date - it must in dd-mm-YYYY format.

Voter Assembly Code - should match with state assigned assembly codes in EMS software. use 900 code for other state assemblies

- For compilation of data in Excel file all the related instructions are also available on the Portal.

[illegible]

- Columns- PBVoter Category, PB Voter srno, Name & Gender are mandatory, where PB Voter Category & PB Voter srno are Primary Keys to identify the voter in database.
- User can import 500 records at a time.
- If data is copy and pasted from another files, please ensure the values should be pasted in excel format, no formula or garbage value is there.
- In date column date will be in {dd-mm-yyyy} format, please check the date is right aligned or not.

Format of Excel File (with sample records)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	PB Voter category	PB Voter srno	name english	employee code	mobile no	gender	designati on	office name	voter assembly code	voter epic no	voter part no	voter srno	duty election post	duty assembly code	duty training srno	duty party no	form12 collection location	form12 collection date	voting location	voting date	remark
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
3	5	1001	Suraj Josi	RJGA200115011001	9.413E+09	F	SENIOR AS	DOIT SGNR	14	0	56	256	FRO		5001	301	AMBEDK AR COLLEGE	15-03-2024	SD COLLEGE	24-03-2024	
4	5	1002	Vishnu Jena	RJGA200115011002	9.413E+09	M	AP	DOIT SGNR	2	XXX1221X02	13	125	PRO			302	AMBEDK AR COLLEGE	15-03-2024	SD COLLEGE	24-03-2024	
5	2	1003	Shivaji Rathav	RJGA200115011003	9.413E+09	M	IA	AEN C-I GANGANAGAR	18	XXX1221X03	89	356	PRO	4	5003	303	AMBEDK AR COLLEGE	15-03-2024	SD COLLEGE	24-03-2024	
6	1	1004	Kishor Singha	RJGA200115011004	9.413E+09	M	UDC	AEN C-III GANGANAGAR	6	XXX1221X04	78	665	PRO	1	5004	304	AMBEDK AR COLLEGE	15-03-2024	SD COLLEGE	24-03-2024	

Excel file data Sample of record available as per randomization/training schedule

Records available after 1st Randomization:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	PB Voter category	PB Voter srno	name english	employee code	mobile no	gender	designati on	office name	voter assembly code	voter epic no	voter part no	voter srno	duty election post	duty assembly code	duty training srno	duty party no	form12 collection location	form12 collection date	voting location	voting date	remark
2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
3	5	1001	Suraj Josi	RJGA200115011001	9.413E+09	F	SENIOR AS	DOIT SGNR	14 0		56	256	FRO								
4	5	1002	Vishnu Jena	RJGA200115011002	9.413E+09	M	AP	DOIT SGNR	2	XXX1221X02		13	125	PRO							
5	2	1003	Shivaji Rathav	RJGA200115011003	9.413E+09	M	IA	AEN C-I GANGANAGAR	18	XXX1221X03		89	356	PRO							

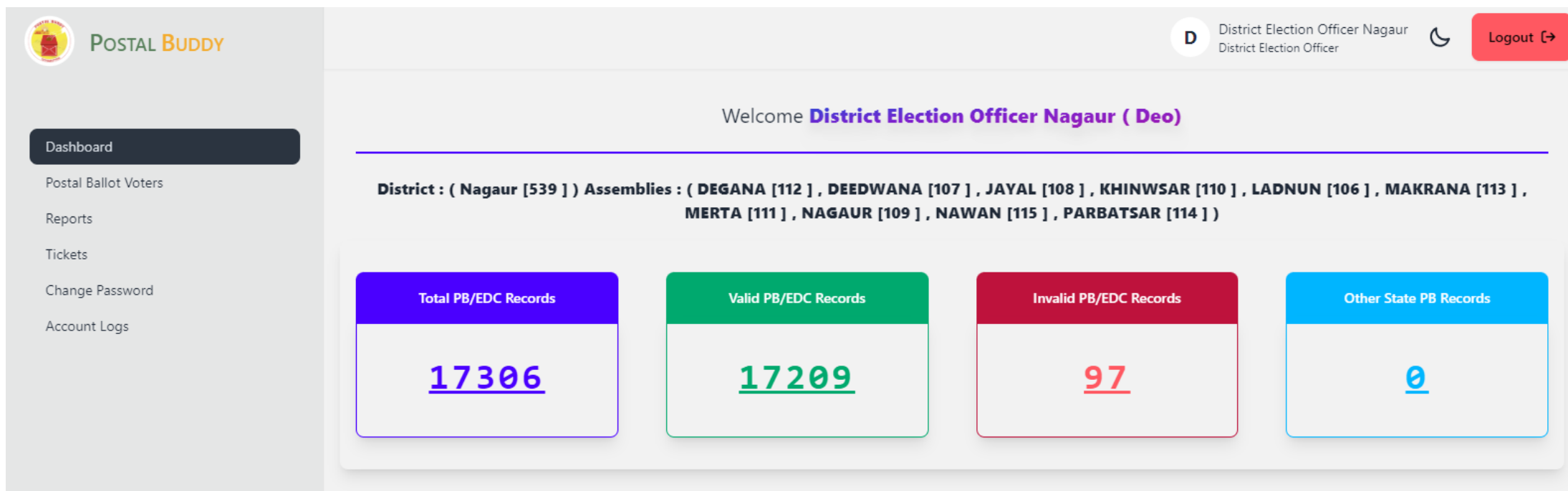
Records available for 1st Training:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	PB Voter category	PB Voter srno	name english	employee code	mobile no	gender	designati on	office name	voter assembly code	voter epic no	voter part no	voter srno	duty election post	duty assembly code	duty training srno	duty party no	form12 collection location	form12 collection date	voting location	voting date	remark
2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
3	5	1001															AMBEDKAR COLLEGE	15-03-2024			
4	5	1002															AMBEDKAR COLLEGE	15-03-2024			

Records available after 2nd Randomization:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	PB Voter category	PB Voter srno	name english	employee code	mobile no	gender	designati on	office name	voter assembly code	voter epic no	voter part no	voter srno	duty election post	duty assembly code	duty training srno	duty party no	form12 collection location	form12 collection date	voting location	voting date	remark	
2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
3	5	1001												2	5001	301						
4	5	1002												1		302						

District Election Officer - Dashboard



Explanations

- **Total PB/EDC Records** :- Total numbers of eligible voters as per the imported data.
- **Valid PB/EDC Records** :- Total numbers of eligible voters those voter related information were entered and imported into portal. Which are subject to be validated & verified by the District Election Officers.
- **Invalid PB/EDC Records** :- Total numbers of eligible voters those voter related information were not entered or incorrect. Which is subject to be rectified by the District Election Officers.
- **Other State PB Records** :- Total numbers of eligible voters those voter related information belongs to Other states.

Details of postal ballot/EDC process & progress on DEO dashboard

Postal Ballot/EDC Data Process Status						
Total Valid PB/EDC Voters <u>17209</u>	Form-12/12A/12D Received by DEO	Verified and Sent to RO	Form-12/12A/12D Approved by RO	PB/EDC Issued	PB/EDC Received	PB/EDC Polled
	Completed	Completed	Completed	Completed	Completed	Completed
	14820	14811	Approved: 30 Rejected: 0 Total: 30	EDC: 0 PB: 0 Total: 0	EDC: 0 PB: 0 Total: 0	PB Only: 0
	Form not received	Pending	Pending	Pending	Pending	Pending
	Duty Cancelled: 1 Pending: 2388 Total: 2389	9	14781	30	EDC: 0 PB: 0 Total: 0	PB Only: 0
	Progress	Progress	Progress	Progress	Progress	Progress
	86.12%	99.94%	0.2%	0%	0%	0%

- The entire process of step wise progress from receiving the Form-12/12A/12D of eligible voters by DEO team to the vote casted by the voter through postal ballot/EDC will be displayed on the DEO dashboard as shown above.
- The record can be verified by clicking on the relevant tab.

Postal Ballot Voter tab

To Scan & find voter by scanning QR code on envelope → **QR scanner**

Will export voter's data in current view in Excel file → **Export**

To print stickers for Envelope → **Print Envelope Label**

To search or filter voter's record → **Filter**

To Add voter's record → **+ New**

Postal Ballot/EDC Voters

① **Nagaur** [Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979
अध्यापक
सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259
PC: JODHPUR
AC: PHALODI[122]
Part: 14 Serial No: 382

Receive Form-12/12A/12D

Print Form-12/12A/12D

Edit

Cancel Duty

Show Progress Logs ▼

Form-12/12A/12D Not Received by DEO

1 / 7

- All the information of voters will be displayed on Postal Ballot Voters tab.
- The team of District Election Officer will mark form-12 received by clicking on **Receive Form-12/ 12A/ 12D** button after updating the data (if needed).

Add New Voter

Dashboard

Postal Ballot Voters

Reports

Tickets

Change Password

Account Logs

New PB/EDC Voter

Posting Details

Office *

Designation *

PB Voter Category *

-Select Category-

PB Voter Sr. No. (UNIQUE) *

123

Personal Details

PB Voter Name *

PB Voter Name

Gender *

-Select Gender-

Employee Code/ID *

ABC123456

Mobile Number *

Mobile Number

Email

user@email.com

- By clicking on **+New** button a new voter record can be added.

Edit Voter Record

Update PB Voter Details

Posting Details

Office *

DISTRICT EDUCATION OFFICER GANGANAGAR

Designation *

IA

PB Voter Category *

Election Duty - Civil Employee ▼

PB Voter Sr. No. *

1084

Personal Details

PB Voter Name *

Abdul Hasan

Gender *

Male | पुरुष ▼

Employee Code/ID *

RJGA200115011084

Mobile Number *

9413010084

Email

user@email.com

- By clicking on **Edit** button voter's data can be edited.

System generated Form-12/12A

1 / 1 | 100%

प्रारूप 12
[नियम 19 और 20 देखिये]
रिटर्निंग ऑफिसर को प्रज्ञापना -पत्र

प्रेषिती:- करनपुर [3] / गंगानगर [1] , विधानसभा /संसदीय निर्वाचन क्षेत्र के रिटर्निंग ऑफिसर महोदय,

मैं करनपुर [3] / गंगानगर [1] विधान सभा निर्वाचन क्षेत्र से विधानसभा/ लोक सभा के लिए होने वाले निर्वाचन में अपना मत डाक द्वारा देना चाहता हूँ।

मेरा नाम संसदीय निर्वाचन क्षेत्र गंगानगर [1] में समाविष्ट करनपुर [3] विधानसभा निर्वाचन क्षेत्र की निर्वाचक नामावली के भाग संख्या 148 में क्रम संख्या 1092 पर प्रविष्ट है।

मुझे मतपत्र निम्नलिखित पते पर भेजा जावे :-
Abdul Hasan, IA
DISTRICT EDUCATION OFFICER GANGANAGAR

स्थान

दिनांक

भवदीय
Abdul Hasan (RJGA200115011084)
IA, 9413010084
epic no. XXX1221X84,
DISTRICT EDUCATION OFFICER GANGANAGAR
Home Voting - AVPD(PWD)

1. अधिसूचना सं. का. आ. 3662, तारीख 12 अक्टूबर, 1964 द्वारा प्रारूप 12 के स्थान पर प्रतिस्थापित।
2. यदि मतदाता सूची के संबंध में कोई प्रविष्टि गलत अंकित है तो उस प्रविष्टि को कार्मिक सही करते हुए अपने हस्ताक्षर कर दें।

प्रारूप 12 (क)
[नियम 20(2) देखिये]
निर्वाचन कर्तव्य प्रमाण-पत्र के लिए आवेदन

प्रेषिती:- रिटर्निंग ऑफिसर, करनपुर [3] / गंगानगर [1] विधानसभा /संसदीय निर्वाचन क्षेत्र महोदय,

मैं करनपुर [3] विधान सभा निर्वाचन क्षेत्र से विधानसभा/ लोक सभा के लिए होने वाले निर्वाचन में अपना मत स्वयं देना चाहता हूँ।

मुझे निर्वाचन - क्षेत्र में (मतदान केंद्र का संख्यांक और नाम) में निर्वाचन कर्तव्य पर नियुक्त किया गया है, किन्तु मेरा नाम गंगानगर [1] संसदीय निर्वाचन क्षेत्र में समाविष्ट करनपुर [3] विधानसभा निर्वाचन क्षेत्र की निर्वाचक नामावली के भाग संख्या 148 में क्रम संख्या 1092 पर प्रविष्ट है।

मैं प्रार्थना करता हूँ कि मुझे प्रारूप 12 ख में एक निर्वाचन-कर्तव्य प्रमाण पत्र , उस मतदान केंद्र से जहां मतदान के दिन मैं कर्तव्यारूढ़ रहूँगा, मत देने के लिए दिया जाए।

- To provide the hard copy of Form-12/12A/12D to the voters, print outs of system generated Form-12/12A can be taken by clicking on **Print Form-12/12A /12D** button.

System generated Labels for Envelopes

QR scanner

Bulk Approve

Bulk PB Issue

Export

Print Envelope Label

Filter

Postal Ballot/EDC Voters

	DEO: Jodhpur RO : JODHPUR / PHALODI Election Duty - Civil Employee [PHALODI198] PO3 [] RJ/24/190/045179 1 / 700 मेदे खान (19354) 9982636407 चतुर्थ श्रेणी (500009) सरकारी. सीनियर सेकेंडरी स्कूल कानासर गणव (220135) (220135) []		DEO: Jodhpur RO : JODHPUR / PHALODI Election Duty - Civil Employee [PHALODI773] PO3 [] RJ/24/190/045805 1 / 751 बशीर खान (1053) 9610662146 जलधारी / सफाईकर्ता (2396) संयुक्त निदेशक पशुपालन विभाग, जोधपुर (119) []
	DEO: Jodhpur RO : JODHPUR / PHALODI Election Duty - Civil Employee [PHALODI446] PO3 [] RJ/24/190/045329 2 / 697 इलम दीन (9036) 9610005391 हैल्पर (813) सहायक अभियंता जन स्वास्थ्य अभियांत्रिकी विभाग (6666) []		DEO: Jodhpur RO : JODHPUR / PHALODI Election Duty - Civil Employee [PHALODI839] PO3 [] RJ/24/190/054056 3 / 4 भंवरा राम विश्वा (29370) 8890321239 जलधारी / सफाईकर्ता (2396) संयुक्त निदेशक पशुपालन विभाग, जोधपुर (119) []

➤ By clicking on **Print Envelope Label** button users can download and print Labels for Postal Ballot/EDC envelopes, which makes easier to identify the voters.

Filter option for voter search

- DEO Teams can search employees/vote using:-
 - Voter Assembly
 - Voter Category
 - Gender
 - EPIC No. (User can also search 20 records in single search)
 - Mobile No.
 - Voter serial No.
 - Employee code.
- District wise search option is also provided in RO/ARO Login

▼ Filter PB/EDC Voter

Voter Assembly

-Select-

Voter Category

-Select Category-

Gender

-Select-

PB voter Serial NO./ EPIC/ Mobile No./ Emp Code

Multiple EPIC (Maximum 20)

Comma Seperated EPIC

20 तक EPIC कोमा(,) से अलग करते हुये search कर सकते हैं.

× Close

▼ Filter

District Election Officer – Receiving Form-12/12A

QR scanner

Export

Print Envelope Label

Filter

Import

New

Postal Ballot/EDC Voters

1

Nagaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979

अध्यापक

सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259

PC: JODHPUR

AC: PHALODI[122]

Part: 14 Serial No: 382

Receive Form-12/12A/12D

Print Form-12/12A/12D

Edit

Cancel Duty

Show Progress Logs

Form-12/12A/12D Not Received by DEO

1 / 7

- The team of District Election Officer, check & validate the details of Form-12 received.
- After validating Form-12/12A will be marked received by clicking on **Receive Form-12/ 12A/ 12D** button after updating the data by District Election Officer teams.
- Form-12D of Home Voter's category voters will be received by Assistant Returning Officers.

District Election Officer – Sending Form-12/12A to Returning Officer

QR scanner

Export

Print Envelope Label

Filter

Import

New

Postal Ballot/EDC Voters

1

Nagaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979

अध्यापक

सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259

PC: JODHPUR

AC: PHALODI[122]

Part: 14 Serial No: 382

Verify and Send to RO

Print Form-12/12A/12D

Edit

Cancel Duty

Show Progress Logs

Form-12/12A/12D Received by DEO

Generate Correction Ticket

2 / 7

- To mark Form-12/12A/12D sent to RO **Verify & Send to RO** button to send Voter's record to the concerned Returning Officer / Assistant Returning Officers for issuing postal ballot/EDC.

A declaration window will appear on the screen after clicking on the **Verify & Send to RO** button.

Verify Form-12/12A/12D & Send to RO

✓ प्रमाणित किया जाता है कि मतदाता/ पोस्टल बैलेट मतदाता की विधानसभा क्षेत्र का नाम, भाग संख्या, क्रम संख्या, मतदाता पहचान पत्र क्रमांक की जांच मेरे द्वारा कर ली गई है, जो पूर्णतः सही है। इसमें किसी प्रकार की कोई त्रुटि नहीं है, जिसके लिए मैं पूर्णरूपेण संतुष्ट हूँ।

✕ Close

Verify

- The team of District Election Officer should verify the declaration of the data of voter & then it will be sent to the concerned Returning Officer/Assistant Returning Officer for issuing the postal ballot/EDC.

Returning Officer/Assistant Returning Officer's dashboard

RO
Login

Welcome **Returning Officer Jodhpur (Ro)**

Parliament : (JODHPUR [16]) Assemblies : (PHALODI [122] , LOHAWAT [123] , SHERGARH [124] , SARDARPURA [127] , JODHPUR [128] , SOORSAGAR [129] , LUNI [130] , POKARAN [133])

Total PB/EDC Records	Valid PB/EDC Records	Invalid PB/EDC Records	Other State PB Records
<u>10594</u>	<u>10575</u>	<u>19</u>	<u>0</u>

ARO
Login

Welcome **Assistant Returning Officer Baseri (Aro)**

Parliament : (KARAU LI-DHOLPUR [10]) Assemblies : (BASERI [77])

Total PB/EDC Records	Valid PB/EDC Records	Invalid PB/EDC Records	Other State PB Records
<u>2176</u>	<u>2159</u>	<u>17</u>	<u>0</u>



Returning Officer/Assistant Returning Officer's dashboard- Progress Summary

RO
Login

Postal Ballot/EDC Data Process Status						
Total Valid PB/EDC Voters <u>10575</u>	Form-12/12A/12D Received by DEO	Verified and Sent to RO	Form-12/12A/12D Approved by RO	PB/EDC Issued	PB/EDC Received	PB/EDC Polled
	Completed	Completed	Completed	Completed	Completed	Completed
	8404	6658	Approved: 4 Rejected: 1 Total: 5	EDC: 0 PB: 1 Total: 1	EDC: 0 PB: 1 Total: 1	PB Only: 0
	Form not received	Pending	Pending	Pending	Pending	Pending
	Duty Cancelled: 4 Pending: 2167 Total: 2171	1746	6653	3	EDC: 0 PB: 0 Total: 0	PB Only: 1
	Progress	Progress	Progress	Progress	Progress	Progress
	79.5%	79.22%	0.08%	25%	100%	0%

ARO
Login

Postal Ballot/EDC Data Process Status						
Total Valid PB/EDC Voters <u>2159</u>	Form-12/12A/12D Received by DEO	Verified and Sent to RO	Form-12/12A/12D Approved by RO	PB/EDC Issued	PB/EDC Received	PB/EDC Polled
	Completed	Completed	Completed	Completed	Completed	Completed
	1877	1874	Approved: 1457 Rejected: 38 Total: 1495	EDC: 0 PB: 0 Total: 0	EDC: 0 PB: 0 Total: 0	PB Only: 0
	Form not received	Pending	Pending	Pending	Pending	Pending
	Duty Cancelled: 1 Pending: 281 Total: 282	3	379	1457	EDC: 0 PB: 0 Total: 0	PB Only: 0
	Progress	Progress	Progress	Progress	Progress	Progress
	86.98%	99.84%	79.78%	0%	0%	0%

RO/ARO - Approving Form-12/12A/12D

QR scanner
Bulk Approve
Bulk PB Issue
Export
Print Envelope Label
Filter

Postal Ballot/EDC Voters

1 Nagaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979
अध्यापक
सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259
PC: JODHPUR
AC: PHALODI[122]
Part: 14 Serial No: 382

 **Verified and Sent to RO**

3 / 7

 **Approve Form-12/12A/12D**

 **Reject Form-12/12A/12D**

 **Print Form-12/12A/12D**

 **Edit**

Show Progress Logs

- Form-12/12A will be marked Approved by clicking on **Approve Form-12/12A** button after verifying the voter's data by team of Returning Officers/Assistant Returning Officers.
- Form-12/12A can be rejected by clicking on **Reject Form-12/12A** button after verifying the voter's data by team of Returning Officers/Assistant Returning Officers.

Mark - Issue Postal Ballot/EDC

QR scanner
Bulk Approve
Bulk PB Issue
Export
Print Envelope Label
Filter

Postal Ballot/EDC Voters

① **Nagaur** [Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979
अध्यापक
सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259
PC: JODHPUR
AC: PHALODI[122]
Part: 14 Serial No: 382

Issue PB

Print Form-12/12A/12D

Show Progress Logs



Form-12/12A/12D Approved by RO

Generate Correction Ticket

4 / 7

- Form-12/12A will be marked Issued by clicking on **Issue PB/EDC** button by the team of Returning Officers/Assistant Returning Officers.
- Voter's record will be updated on the concerned District Election Officer's dashboard.

System generated EDC

Form 12B

1 / 1 | 100% + |





1

प्रारूप 12ख
[नियम 20(2) और 35(क) देखिये]
निर्वाचन-कर्तव्य प्रमाण पत्र

प्रमाणित किया जाता है कि विधानसभा : फलोदी [122]
संसदीय : जोधपुर [16]
मेदे खान, चतुर्थ श्रेणी (500009) क्रमांक

निर्वाचन क्षेत्र में निर्वाचक है, उनका निर्वाचक नामावली संख्यांक 1 / 700 है, उसके निर्वाचन - कर्तव्यारूढ़ होने के कारण वह उस मतदान केंद्र में, जहां वह मत देने का हकदार है, मत देने में असमर्थ है और इसलिए उसे [उक्त निर्वाचन क्षेत्र में] किसी भी मतदान केंद्र में, जहां मतदान के लिए वह कर्तव्यारूढ़ हो, मत देने के लिए एतद्वारा प्राधिकृत किया जाता है।

स्थान : जोधपुर [16] हस्ताक्षर
दिनांक : 23-04-2024 रिटर्निंग ऑफिसर
मुद्रा

¹ अधिसूचना सं० का० 565(अ), तारीख 4 अगस्त, 1984 द्वारा प्रतिस्थापित।
² अधिसूचना सं० का० 565(अ), तारीख 4 अगस्त, 1984 द्वारा अन्तःस्थापित।

- After clicking on issue EDC button mark EDC issue to the voter, system generated EDC will be downloaded in PDF format.

District Election Officer – Receiving Postal Ballot/EDC

QR scanner

Export

Print Envelope Label

Filter

Import

New

Postal Ballot/EDC Voters

1

Nagaaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979

अध्यापक

सीबीईओ खीवसर

PB/EDC Issued

5 / 7

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259

PC: JODHPUR

AC: PHALODI[122]

Part: 14 Serial No: 382

Receive PB

Print Form-12/12A/12D

Show Progress Logs

- Team of District Election Officer will mark postal ballot/EDC received by clicking on the **Receive PB/EDC** button.

District Election Officer – Mark PB/EDC Voted

QR scanner

Export

Print Envelope Label

Filter

Import

New

Postal Ballot/EDC Voters

1

Nagaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979

अध्यापक

सीबीईओ खीवसर

PB/EDC Received

Generate Correction Ticket

6 / 7

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259

PC: JODHPUR

AC: PHALODI[122]

Part: 14 Serial No: 382

Mark PB/EDC Voted

Print Form-12/12A/12D

Show Progress Logs

- Team of District Election Officer will mark PB polled by clicking on the **PB Vote** button, after the voter has casted the vote through postal ballot/EDC.

Log report of step wise progress of issuing postal ballot/EDC can be seen by the user.

1

Nagaur[Election Duty - Civil Employee (12897)]

सुशील कुमार [D539A12897]

Male 8529723979

अध्यापक

सीबीईओ खीवसर

Postal Ballot - Duty Assembly N/A

EPIC: WJG1579259

PC: JODHPUR

AC: PHALODI[122]

Part: 14 Serial No: 382

Mark PB/EDC Voted

Print Form-12/12A/12D

Show Progress Logs

Form-12/12A/12D Received

Sent to RO

Form-12/12A/12D Received

Sent to RO

Form-12/12A/12D Approved

PB/EDC Issued

PB/EDC Received

28.03.2024

28.03.2024

22.04.2024

22.04.2024

22.04.2024

22.04.2024

22.04.2024

PB/EDC Received

Generate Correction Ticket

6 / 7



Reports Menu

Reports

Report Type

Progress Reports

Report Format

Voter Category wise

Show

Export

Progress Report - Category wise										
Sr No.	Category Name	Phase	Valid Data	Duty Cancelled	Form12/12A/12D Received	Sent to RO	Not sent to RO	Appvoed by RO	Rejected by RO	Pending for Cast
1	<u>Election Duty - Civil Employee</u>		13630	0	1	1	0	1	0	0
2	<u>All Election Duty Total</u>		13630	0	1	1	0	1	0	0
3	<u>All Home Voting Total</u>		0	0	0	0	0	0	0	0

➤ Users can view or download various reports by clicking on “Export” button in **Reports** menu.

RO & ARO wise reports

Progress Report - RO wise										
Category Name: Election Duty - Civil Employee										
Sr No.	RO Name	Phase	Valid Data	Duty Cancelled	Form12/12A/12D Received	Sent to RO	Not sent to RO	Appvoed by RO	Rejei	Pending for Cast
1	AJMER	2	144	0	0	0	0	0	0	0
2	ALWAR	1	40	0	0	0	0	0	0	0
3	BANSWARA	2	1	0	0	0	0	0	0	0
4	BARMER	2	7	0	0	0	0	0	0	0
5	BHARATPUR	1	41	0	0	0	0	0	0	0

Export

Progress Report - ARO wise										
Category Name: Election Duty - Civil Employee										
Sr No.	ARO Name	Phase	Valid Data	Duty Cancelled	Form12/12A/12D Received	Sent to RO	Not sent to RO	Appvoed by RO	Rejec	Pending for Cast
1	ADARSH NAGAR	1	0	0	0	0	0	0	0	0
2	AHORE	2	0	0	0	0	0	0	0	0

Detailed reports assembly wise

Detailed Reports

Report Type

All Records (Form12/12A/12D Recei

Assemblies

-Select-

Voter Category

Election Duty - Civil Employee

Show

Export

Parliament Constituency: All

Assembly Segment: All

PB Voter Category: Election Duty - Civil Employee

Sr. No.	Name of Election District (Posting Place)	Parliament	Assembly	PB Voter Category	PB Voter Sr NO	Name of Elector	Part No.	Sr. No. in the Part	Epic No.	Mobile NO.	Whether Form-12/12A/12D has been approved or rejected(If rejected, reason for rejection)	PB Received	Vote Cast Date
1	Nagaur	JODHPUR	PHALODI	Election Duty - Civil Employee	12897	सुशील कुमार	14	382	WJG1579259	8529723979	Yes	PB Received	PB

Detailed reports Voter category wise

Summary Reports

Report Type

DEO to RO

Voter Category

All

PB/ EDC

Eligible for EDC only

Show

- Report का डाटा fetch करने मे समय लगने की संभावना है | रिपोर्ट का उपयोग कम से कम करने की कृपा करें |
- EDC अथवा PB के डाटा मे Approved मे EDC अथवा PB के लिए eligible voters की संख्या को दर्शाया गया है एवं 'PB/EDC Issue' से आगे की स्थिति मे ऐसे eligible voters के Postal Ballot अथवा EDC दोनों जारी होने की संख्या को शामिल किया गया है |

Export

Sr.No.	Parliament Name → District Name ↓	AJMER (P-2)				UDAIPUR (P-2)						
		Approved	PB/EDC Issued	PB/EDC Received	Vote Casted	Approved	PB/EDC Issued	PB/EDC Received	Vote Casted	A	PB	Vote Casted
1	Nagaur	0	0	0	0	0	0	0	0	0		0

Create Correction Request

Create Correction Request

Nagaur [Election Duty - Civil Employee (12897)]

Postal Ballot - Duty Assembly N/A

सुशील कुमार [D539A12897]

Male 8529723979
अध्यापक
सीबीईओ खीवसर

EPIC: WJG1579259
PC: JODHPUR
AC: PHALODI[122]
Part: 14 Serial No: 382

 PB/EDC Received ⓘ

6 / 7

Specify Correction Detail

Mobile Number to contact

Send Request

- Users can create data correction request by clicking on the **“generate correction ticket”** button.
- The correction details & mobile no. of officer must be filled in form as show above

Tickets Menu

 **POSTAL BUDDY**

[Dashboard](#)
[Postal Ballot Voters](#)
[Reports](#)
[Tickets](#)
[Change Password](#)
[Account Logs](#)

D District Election Officer Nagaur
District Election Officer

Logout 

Actions

☒ Pending Tickets

Completed Tickets

All Tickets

1 Ticket No. 2404220258041117 PB Cell Mobile No. 9876543210 Pending With CEO Rajasthan

Nagaur [Election Duty - Civil Employee (12897)] सुशील कुमार [D539A12897]
PC: JODHPUR , AC: PHALODI [122] , EPIC: WJG1579259 , Part: 14 Serial No: 382
Current Status: **PB/EDC Received**

1. District Election Officer Nagaur [22-04-2024 14:58] : correct EPIC number is WJG1579256, Please update the EPIC number.

- Users can track the status of tickets generated by them for data correction in **Tickets** menu.

Voter Registration



Register 

Login 



The banner features a colorful background with binary code. On the left is the Election Commission of India logo. In the center, it says 'CHIEF ELECTORAL OFFICER RAJASTHAN' and 'CONVENIENT VOTING WITH POSTAL BALLOT/EDC'. To the right is a 'POSTAL BUDDY' logo and a large red padlock with a keyhole. A hand is shown inserting a ballot into a slot, with a checkmark on the ballot. At the bottom, there are two buttons: 'Download User Manual' and 'Technical Support'.

- Voter can also register and apply for postal ballot/EDC by clicking on **Register** button

Dashboard for Postal Ballot Voters

**POSTAL BUDDY**

[Dashboard](#)
[Change Password](#)
[Account Logs](#)

A Ajit Prajapit

Logout →

Welcome **Ajit Prajapit (Employee)**

Ajit Prajapit | **RJGA200115011096**

Male 9413010096
IA
district education officer ganganagar

EPIC: XXX1221X96
PC: CHURU
AC: NOHAR
Part: 148 Serial No: 1092

[Print Form-12/12A](#)
[Edit](#)

 Form-12/12A Not Received by DEO ⓘ

1 / 7

- Voters can track the status of their application for issuing Postal Ballot/EDC.
- Voters can also edit their data until Form-12 is received by District Election Officer.



Thank You

Paramjeet Singh
Senior System Analyst/Scientist –C
NIC, Sri Ganganagar