

LOKSABHA 2009

ABOUT THE TOOL

A web-based tool/application has been created to facilitate and streamline the data entry of affidavits of candidates in Lok Sabha and Vidhan Sabha Elections. Any ADR/NEW volunteer, with proper authorization, can access this application over the internet and participate in the collaborative efforts of collecting and disseminating the information on candidates to citizens and voters. This is expected to improve the accuracy of data entry and provide faster reporting.

GENERAL DESCRIPTION

Entry

- As an authorized user, you pick up (self-assigns) one or more candidates from a selected state & constituency and "available for "entry.
- On selecting a candidate, a form, which is identical to the format specified for affidavits, opens in your browser.
 - This format has 6 sections – Basic Information, Court Cases, Movable Assets, Immovable Assets, Liabilities and Educational Qualifications.
- In other browser window, you open the scanned images of the affidavit from
 - the web site of Election Commissioner of India (ECI) (http://eci.nic.in/archive/Affidavits/Affidavits_fs.htm) or
 - from a local server or from a CD/DVD with this data
 - (Or you can refer to a photocopy of the affidavit)
- You read the affidavit carefully and make the entries in the respective sections and fields of the form.
- Once completed, you 'release' the candidate (affidavit) for 'review' by some other person.
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Review

- As an authorized user/reviewer, you pick up (self-assigns) one or more candidates from a selected state & constituency and "available for review".
 - You cannot 'review' your own "entry"
- You select a candidate to open the same form, now, with already entered data.
- You open the corresponding affidavit, as described above.
- You read the affidavit carefully and verify the entries in the respective sections and fields of the form.
 - If you find any difference between the affidavit information and entered data, click on the entry or "edit" link to make the required changes.
 - You need to enter your comment(s) as a reviewer about the change
- Once completed, you 'release' the candidate (affidavit) for "reporting".

AFFIDAVIT ENTRIES

1. Basic Information
 - Full name is already entered (while creating master record)
 - Father's/Husband's name, Age, Address are entered
 - Party, Category to be entered if not already done.
2. Cases
 - IPC section numbers and/or other acts with section numbers are entered here in two separate sub-sections "where Accused" and "where Convicted"
3. Movable Assets
 - Amounts (with details) for Cash, Bank deposits, Bonds/Debentures/Shares, NSS/Postal/LIC, Motor Vehicles, Jewellery, other assets are entered
 - For self, spouse and one or more dependents
4. Immovable Assets
 - Amounts (with details) for Agricultural Land, Non-agricultural land, Buildings, Houses, Others are entered
 - For self, spouse and one or more dependents
5. Liabilities
 - Outstanding amounts (with details) of loans from banks, financial institutions are entered
 - Due amounts (with details) to various government departments are to be entered
 - Income tax paid/due details with PAN, Wealth tax, Sales tax, property tax details, are entered
6. Educational Information
 - The highest level of education to be selected and details are entered.

DETAILED WORK FLOW

AFTER LOGIN

Once you are logged into the system, you will see six colored boxes, 2 blue, 2 yellow and 2 green on the first page.

These show number indicating count of candidate profiles with which you can do some thing, are doing some thing or have done some thing respectively.

First box "Data Entry Available" shows the number of candidates that are available for data entry at the moment.

Second "Data Review Available" shows number of candidates for which data entry round has been completed and are now available for review to you.

Third and Fourth "Data Review Assigned" and "Data Entry Assigned" show the number of candidates that are assigned to you for data checking and data entry respectively.

Fifth and Sixth show candidate profiles you have completed in terms of entry or review.

TO START DATA ENTRY

First you need to assign candidates to your self for data entry, you can click on the first link "Data Entry Available" where you will see the list of constituencies and number of candidates available for data entry in each. Click on a constituency name and you will see a list of candidates. All candidates that are available for data entry have a checkbox in front of their names. To pick a candidate, mark his check box and click button "Assign Candidates" given below. This will assign a candidate to you. (You can also select multiple candidates in one go if you want)

DATA ENTRY

To start data entry for candidates assigned to you, go to the box on top "Data entry assigned". You will see a list of candidates that you picked earlier. Click on any name from this list. This will open a page with full profile of the candidate with links to edit and add information. There are 8 major sections in this.

- 1) Basic Information.
- 2) Criminal Cases
- 3) Add Dependents Button.
- 4) Movable Assets
- 5) Immovable Assets
- 6) Liabilities
- 7) Education
- 8) Affidavit Quality Information and final submission.

1) **Basic Information:** Click on edit link given below the basic information table. This will open a form with various basic information fields that you need to complete. Help for each field is provided and you can see that by taking your mouse over ? sign in front of that field. Fill this form and submit to save the information. You can repeat this process to correct any mistakes.

2) **Criminal Cases :** This section has two parts. a) Accused , b) Convicted. Whether the candidate is accused or convicted in a particular case is given in the affidavit. You need to carefully select cases from those given in the affidavit of the candidate for each of these sections.

1) **Accused :** To add a case in this section, click on "Add" link given under this section. This will show you a form with 5 rows with two fields in each row (marked 1 to 5). Please add one case in one row. Each row has two fields. First is "IPC Sections Applicable". In this enter all the IPC sections mentioned in the case as comma separated values. Second is "Other Acts / Sections Applicable", in this you need to enter data of any other acts (like Arms Act, Prevention of Corruption Act etc) or any other extra details like FIR numbers etc. Click "Save" button to save the cases. If there are more than 5 cases, this process can be repeated. The entered cases will show up as a list in this section. To correct any mistakes you can use edit links for each case.

2) **Convicted:** The basic working of this section is exactly the same as the above section with the only difference being that this section has to be used for only those cases where the candidate has been convicted as per the affidavit.

3) Add Dependents Button

The affidavit has a provision for assets of the spouse and dependents of the candidates besides the candidates themselves. Columns for Self, Spouse and 3 Dependents is provided by default. In case there are more than 3 dependents whose assets are mentioned in the affidavit, there is a provision to increase this number. To do that you can use "Click Here to Add one more dependent" button provided on top of assets section. (You can do this as many times as required eg to enter information for 5 dependents you will have to repeat it two times)

4) **Movable Assets:** To add any movable asset for self or spouse or any dependent, go to the correct row and column. Click the + sign in that cell. This will open a form for adding upto 5 assets in one go. Each asset has 3 fields. First is value of asset in rupees. In this enter the number only without any commas etc. The second is asset description where you can enter any extra information relevant to this asset as given in the affidavit. Third is the drop down list which you can use if there is any problem in reading the information eg if the value is not given or if the value is not readable due to poor handwriting.

To save assets, click the "Add Movable Asset" button. This will show the details entered in the previous step in a highlighted box. To correct any mistakes you can edit or delete any asset by clicking on its value figure which

will open edit/delete form. To edit, change values as required and press save. To delete click the red delete button.

- 5) **Immovable Assets:** The procedure is same as that for movable assets given above.
- 6) **Liabilities:** The procedure is same as assets with main difference being that liabilities are entered for the candidate only and not for spouse or dependents. PAN number if given is added in this section. For that you need to click "Edit" link for PAN and a form will open. There are two fields that need to be filled. First is a Yes / No selection which MUST be selected as Y to enter PAN. Then type the PAN number in the next field and save.
- 7) **Education:** To capture this information, click on edit link under this section. There are two fields in this. First is education level which has a drop down list of bands from which you can make a choice based on education detail given in the affidavit. Second is Education Details field in which you can enter any specific information like name of degree or college etc.
- 8) **Affidavit Quality and Final Submission:** This section has been created to capture the data about quality of affidavit provided, ie if various sections have any problems like missing pages or poor hand writing or bad scanning this can be captured here. To submit the affidavit once its data entry has been completed, you can use this final submission button. It will ask you for a final confirmation.

DATA REVIEW

To ensure data accuracy, one round of data review has been made compulsory for reporting. You can review any candidates except those for which data entry was done by you. To pick candidates go to "Data Review Available" box on the home page. You can select candidates and assign them in the same way as was done for data entry. These will now be available to you in "Data review Assigned" box. Click on that link to see the list.

To review data, carefully compare the entries made to the affidavit of the candidate. If there are any mistakes you can edit/delete or add entries. You will be asked to give comments for any modifications in the modification form in which you can mention the reason for change.

Once you are satisfied with the data in the profile. Click the final submission button. This will send this candidate to the reporting system.