



Election
Permission
Management
(ENCORE)

Election Commission of India

User Manual for Permission Management

The permission module allows the candidate, political parties or any representative of the candidate to apply online/offline permission for the meetings, rallies, temporary offices etc. which will get processed in a single window system in ENCORE. Here we have a well-defined structure where CEO office will

Some of the features of the permission management module are as follows:

- ❖ Easy digitization of physical form.
- ❖ Quick response in case of multiple approving authority.
- ❖ Assignment of nodal in master data for similar type of permission.
- ❖ Creation of multiple agent to process the physical permission request.

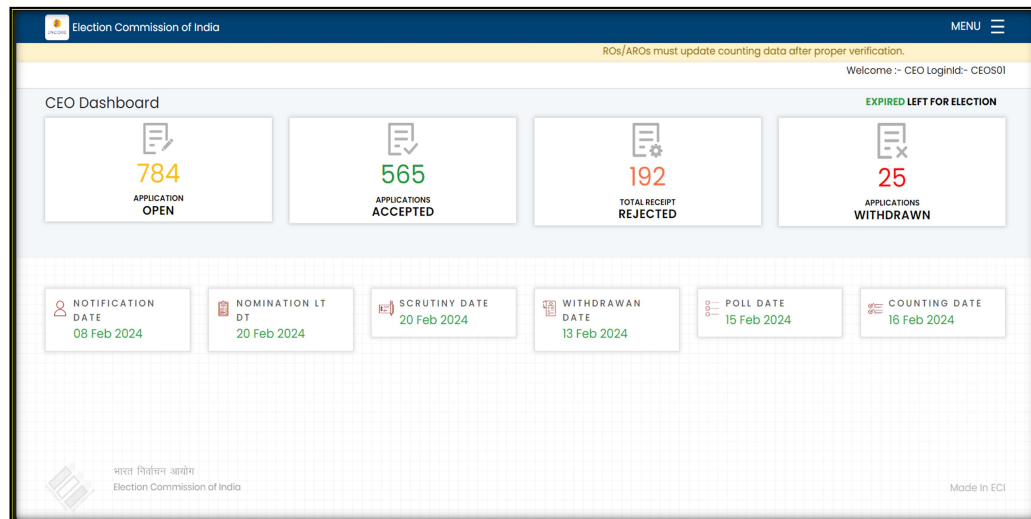
(The below instruction activities are to be performed on the first day after the declaration of elections so that permission management conditions are set for Master Data well in advance.)

Responsibility at CEO level:

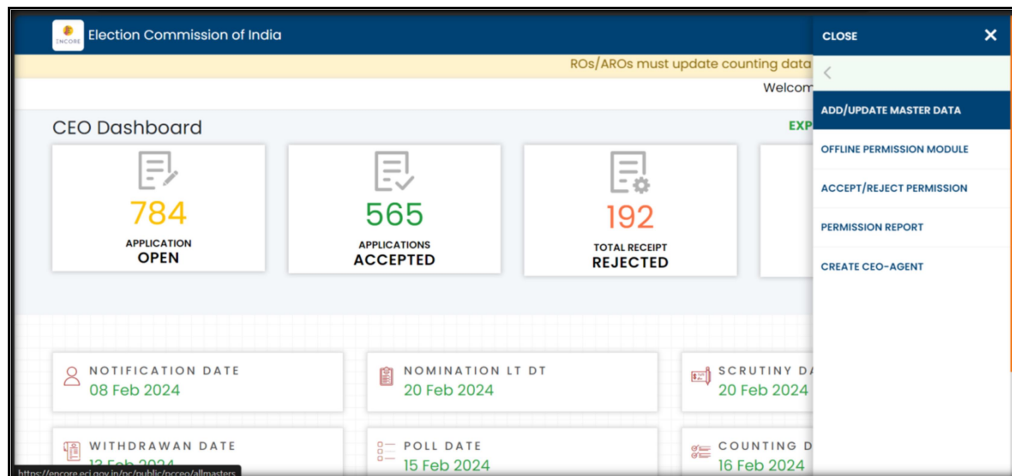
The CEOs got various option in their permission module that includes creation of master data that help them to decide the permission structure, apply offline permission from their login, processing of permission and creation of agent that can digitize the physically received permission request getting approved at CEO level.

Steps to create/update master data:

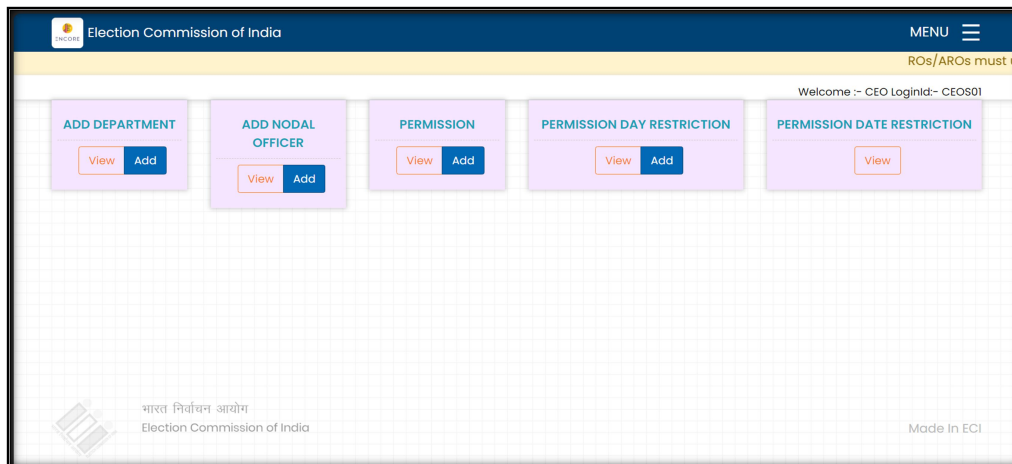
1. The CEO needs to click on the menu available on the top right corner as shown in the image below.



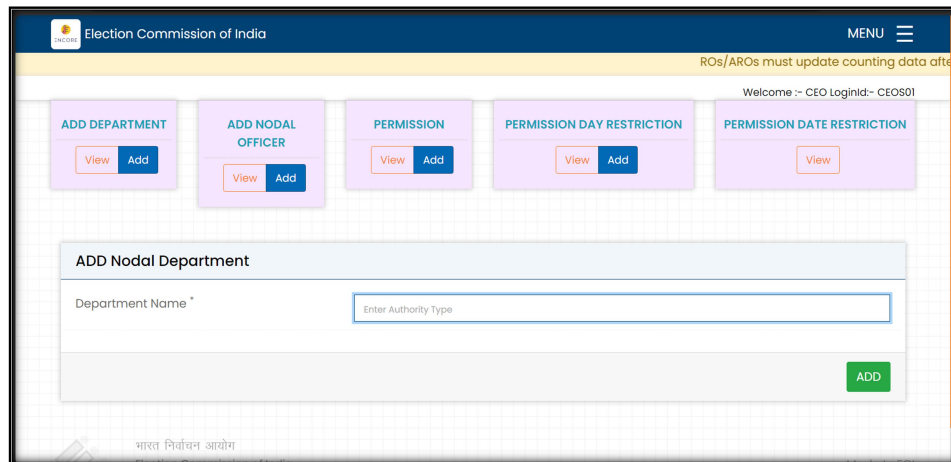
2. CEO needs go to **Add/Update master data** in permission menu.



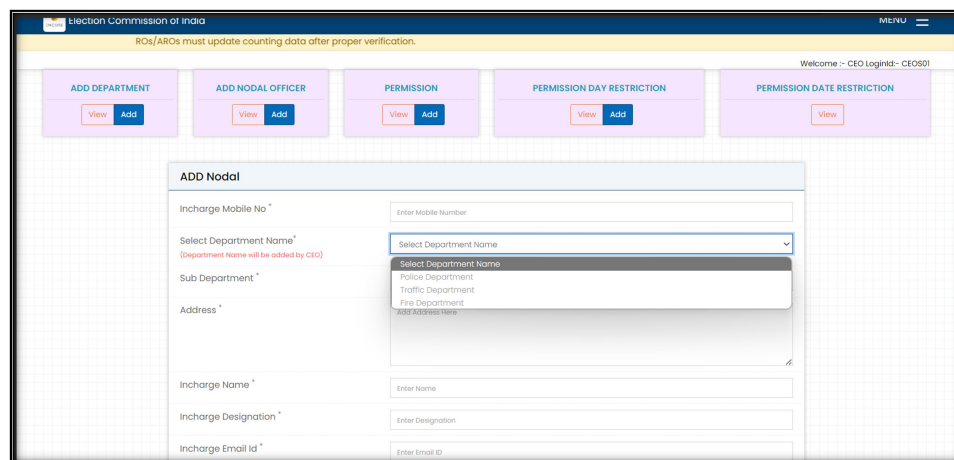
3. On clicking on Add/Update Master Data the following content will be displayed wherein the required entries can be set for permission management conditions.



- **Add Department:** Here the CEOs need to add the name of the department which are going to involve in the permission process to provide NOC. For example, if there is a permission of rally and it requires NOC from Police Department. So, here we need to add the Police Department in the “Add Department” section so that the contact details of the Nodal officers of the same department can be entered at each level (CEO/DEO/RO/ARO).



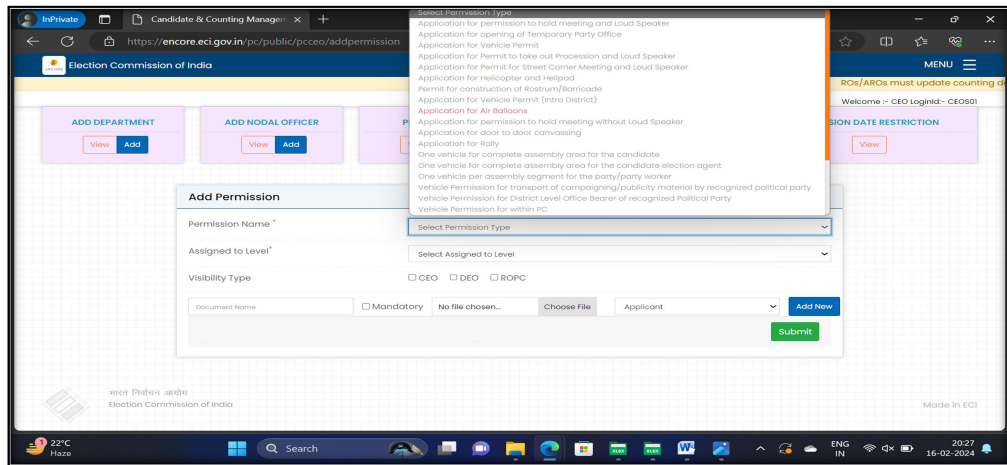
- **Add Nodal Officer:** Here CEOs need to add the contact details of the Nodal officers of the department which was added in the earlier tab. The CEOs need to add the details of the state level nodal officer for the entire added department.



- **Permission:** Here in permission section, CEO needs to configure the permissions where he will select the permission to enable. There are various fields asked by the system which CEO needs to enter such as:
 - **Permission Name:** Here we have a standard list of the permission where CEO office needs to enable the permission one by one. If in case any new permission need to be added in the list then request will be sent to the IT team in ECI.
 - **Assigned to Level:** In this option CEO need to select the officer level at which level this permission will get approved. The officer that will be marked as an approving authority, he will be only able to accept/reject the permission.
 - **Visibility Type:** Here we allow CEO to select the other user also who can view the permission whenever it gets applied. The officer that are marked

in visibility section will only view the information but cannot take any action.

- **Documents Required:** The documents that are required to apply and process a permission need to be mentioned here. The CEO will also decide the authority that will submit the mentioned document. The CEO also need to submit the specimen copy of the document so that the assigned authority can share the document in the given format only. Here we can select authorities against the document as Applicant or the nodal of the department, which are created in the department section.



- **Permission Day Restriction:** In case of online permission request, the users were restricted to submit a permission of 7 days tenure. However, for any specific permission CEO wish to allow for more days then he can configure this. He will select the permission from the drop down and select the number of days to allow. The offline permission will not have any effect of this.
- **Permission Date Restriction:** This option helps the election officials to restrict the candidate and political party representative to apply permission in 48 hour advance. If the CEO has enabled this option in the portal then system will only allow user to submit those permission whose activity date is scheduled after two days. If the date restriction is disabled the political party and the candidate can submit the permission request of the same date also.

Apply Offline Permission

The system allows the CEO to apply the permission that are physically received at the CEO office. Here in the ENCORE system, the CEO can only apply those permission from his login that are getting approved at CEO level. For the rest of the other level, the CEO will not be able to digitize the physically received permission.

Accept/Reject Permission

Here in system we have a separate menu, where CEO can take action (accept/reject/cancel) the permission. The permission that are being approved at CEO level will be available in the Menu of permission. Here, CEO needs to click on the reference ID of the permission. The CEO can view the details of permission, decision of the Nodal officer and the attachment provided by him. After the action taken by the CEO the information will be sent to applicant via SMS.

Create CEO-Agent

This option helps the CEO to create an agent that can digitize all those permission that are being physically received at CEO office (Only CEO Level permission). The agent user will only get option to digitize the form, no other option will be available at agent level.

Responsibility at DEO level:

The DEOs got very specific responsibility in their permission module that includes creation of master data that help them to enter the details of the nodal officers of the nodal departments, apply offline permission from their login, processing of permission and creation of agent that can digitize the physically received permission request being approved at DEO level.

Steps to create/update master data:

1. Login to ENCORE
2. Click on Menu
3. Select the permission Menu
4. Select "Add / Update Master data"
5. Click on Add Nodal Officer
6. Enter the details and Save

Apply Offline Permission

The system allows the DEO to apply physically received permissions received at the DEO office. Here in the ENCORE system, the DEO can only apply those permission from his login that are getting approved at his level only. For the rest of the other level, the DEO will not be able to digitize the physically received permission.

The screenshot shows a web form titled "Apply Offline Permission" from the Election Commission of India. The form includes the following fields:

- Mobile No: Input field
- Select Political Party/Independent: Dropdown menu
- Email ID: Input field
- Gender: Radio buttons for Male, Female, Third Gender
- Permission Type: Dropdown menu (Note: Permission type will be selected by user)
- State: Dropdown menu (Selected: Andhra Pradesh)
- PC: Dropdown menu (Selected: AC)
- Address: Text area
- Submission Date & Time: Date & time input
- Event Start Date & Time: Date & time input
- Applicant Type: Dropdown menu (Selected: Select Applicant Type)
- Name: Input field
- Father's Name/ Teacher's Name/ Husband's Name: Input field
- Date of Birth: Date & time input
- District: Dropdown menu (Selected: Vizianagaram)
- AC: Dropdown menu (Selected: Select AC)
- Police Station: Dropdown menu (Selected: Select Police Station)
- Event End Date & Time: Date & time input
- Save: Button

Accept/Reject Permission

Here in system we have a separate menu, where DEO can take action (accept/reject/cancel) the permission. The permission getting approved at DEO level will be available in the Menu of permission. Here, DEO needs to click on the reference ID of the permission. The DEO can view the details of permission, decision of the Nodal officer and the attachment provided by him. After the action taken by the CEO the information will be sent to applicant via SMS.

The screenshot shows a dashboard for permission management. At the top, there are four tabs: "Total Applied Permission" (selected), "Accepted Permission", "Rejected Permission", and "Pending Permission". Below the tabs is a search bar and a table with the following columns:

Reference No.	Applicant Name	Applicant Type	Permission Type	Permission Mode	Approving Authority	Date/Time of Submission	Status
No data available in table							

At the bottom, it shows "Showing 0 to 0 of 0 entries" and navigation buttons for "Previous" and "Next".

Create DEO-Agent

This option helps the DEO to create an agent that can digitize all those permission that are being physically received at DEO office (Only DEO Level permission). The agent user will only get option to digitize the forms; no other option will be available at agent level.

Responsibility at ROPC level:

The ROPCs got very specific responsibility in their permission module that includes creation of master data that help them to enter the details of the nodal officers of the nodal departments, apply offline permission from their login, processing of permission and creation of agent that can digitize the physically received permission request being approved at ROPC level.

Steps to create/update master data:

1. Login to ENCORE
2. Click on Menu
3. Select the permission Menu
4. Select "Add / Update Master data"
5. Click on Add Nodal Officer
6. Enter the details and Save

Apply Offline Permission

The system allows the ROPC to apply physically received permissions received at the ROPC office. Here in the ENCORE system, the ROPC can only apply those permission from his login that are getting approved at his level only. For the rest of the other level, the ROPC will not be able to digitize the physically received permission.

The screenshot shows a web application interface for 'Apply Offline Permission'. The form is divided into several sections with various input fields and dropdown menus. The 'Master Info' section includes fields for Name, Email ID, Gender (Male/Female/None Selected), Permission Type, State, PG, and Address. The 'Applicant Type' section includes fields for Applicant Type, Name, Father's Name, Mother's Name, Husband's Name, and Date of Birth. The 'Submission Data & Time' section includes fields for Upload Date, Upload Time, and Upload Location. The 'Agent' section includes fields for Agent Name and Agent Date & Time. A 'Save' button is located at the bottom right of the form.

Accept/Reject Permission

Here in system we have a separate menu, where ROPC can take action (accept/reject/cancel) the permission. The permission getting approved at ROPC level will be available in the Menu of permission. Here, ROPC needs to click on the reference ID of the permission. The ROPC can view the details of permission, decision of the Nodal officer and the attachment provided by him. After the action taken by the CEO the information will be sent to applicant via SMS.

Election Commission of India

RO/AROs must update counting ds

Welcome - ROPC Login - ROPC/RO/2

Total Applied Permission Accepted Permission Rejected Permission Pending Permission

Show 10 entries Search

Reference No.	Applicant Name	Applicant Type	Permission Type	Permission Mode	Approving Authority	Date/Time of Submission	Status
24PC22	Anvini	Party Representative	Application for Air Balloons	Offline	ARO (AC-lohachapuram)	07-10-2024 02:46:56pm	Rejected
24PC21	Anvini	Party Representative	Application for Air Balloons	Offline	ARO (AC-lohachapuram)	16-10-2024 02:45:56pm	Rejected

Showing 1 to 2 of 2 entries

Previous Next

Create ROPC-Agent

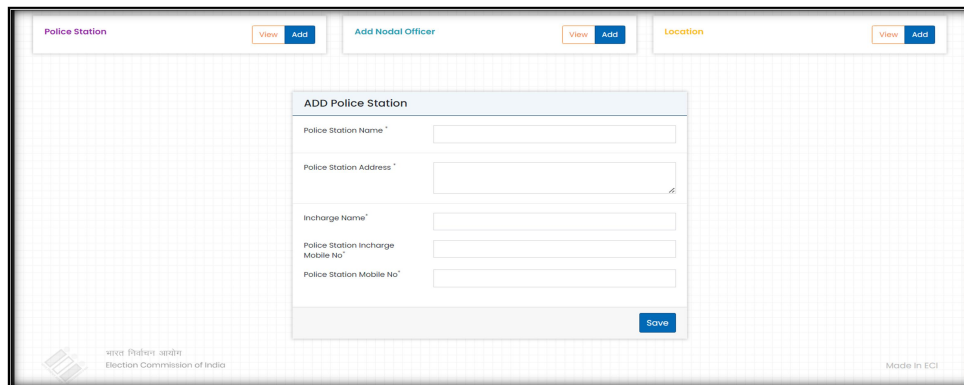
This option helps the DEO to create an agent that can digitize all those permission that are being physically received at DEO office (Only DEO Level permission). The agent user will only get option to digitize the forms, no other option will be available at agent level.

Responsibility at ARO level:

The AROs got very specific responsibility in their permission module that includes creation of master data that help them to enter the details of the nodal officers of the nodal departments, apply offline permission from their login, processing of permission and creation of agent that can digitize the physically received permission request being approved at ARO level.

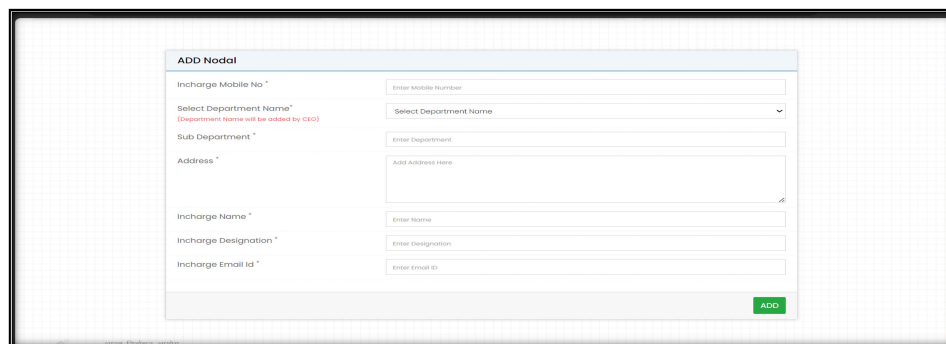
The AROs can only start with the configuration of the permission module once CEO has set the Nodal Department.

- **Add Police Station:** Ro will enter the details of all the Police station of his assembly constituency on the day one mandatorily. As the same information will be used by the entire applicant while submission of the permission request.



The screenshot shows a web interface for adding a police station. At the top, there are three tabs: 'Police Station', 'Add Nodal Officer', and 'Location'. The 'Police Station' tab is active, and a 'View Add' button is visible. Below the tabs is a form titled 'ADD Police Station' with the following fields: 'Police Station Name *', 'Police Station Address *', 'Incharge Name*', 'Police Station Incharge Mobile No*', and 'Police Station Mobile No*'. A 'Save' button is located at the bottom right of the form. In the bottom left corner, there is a logo and the text 'चयन प्रणाली २०१६ Election Commission of India'. In the bottom right corner, it says 'Made in ECI'.

- **Add Nodal Officer:** Here AROs need to add the contact details of the Nodal officers of the department that was added by the CEO in master data. The AROs need to add the details of the Assembly level nodal officer for the entire added department.



The screenshot shows a web interface for adding a nodal officer. The form is titled 'ADD Nodal' and contains the following fields: 'Incharge Mobile No *' (with a sub-label 'Enter Mobile Number'), 'Select Department Name*' (with a sub-label '(Department Name will be added by CEO)' and a dropdown menu), 'Sub Department *' (with a sub-label 'Enter Department'), 'Address *' (with a sub-label 'Add Address here'), 'Incharge Name *' (with a sub-label 'Enter Name'), 'Incharge Designation *' (with a sub-label 'Enter Designation'), and 'Incharge Email Id *' (with a sub-label 'Enter Email ID'). An 'ADD' button is located at the bottom right of the form.

- **Add Location:** RO can also add the name of the famous location that are used by the political party and candidate for campaign and rally. This location is used by the applicant while submission of the form. In case the desired location is not available in master data then applicant can also add during form submission

Apply Offline Permission

The system allows the ROPC to apply physically received permissions received at the DEO office. Here in the ENCORE system, the ROPC can only apply those permissions from his login that are getting approved at his level only. For the rest of the other level, the ROPC will not be able to digitize the physically received permission.

The screenshot shows a web form titled "Apply Offline Permission". The form is divided into several sections with labels and input fields:

- Mobile No:** Enter Mobile Number (text input)
- Select Political Party/Independent:** Select Political Party/Independent (dropdown)
- Email ID:** Enter Email ID (text input)
- Gender:** Radio buttons for Male, Female, and Third Gender.
- Permission Type:** Select Permission Type (dropdown)
- District:** Srikakulam (dropdown)
- AC:** Ichchapuram (dropdown)
- Address:** (text input)
- Applicant Type:** Select Applicant Type (dropdown)
- Name:** Enter Name (text input)
- Father's Name/ Mother's Name/ Husband's Name:** Enter Father's Name/ Mother's Name/ Husband's Name (text input)
- Date of Birth:** Date & time (text input)
- State:** Andhra Pradesh (dropdown)
- PC:** Srikakulam (dropdown)
- Police Station:** Select Police Station (dropdown)
- Submission Date & Time:** Date & time (text input)

Accept/Reject Permission

Here in system we have a separate menu, where AROs can take action (accept/reject/cancel) the permission. The permission getting approved at ARO level will be available in the Menu of permission. Here, ARO needs to click on the reference ID of the permission. The ARO can view the details of permission, decision of the Nodal officer and the attachment provided by him. After the action taken by the CEO the information will be sent to applicant via SMS.

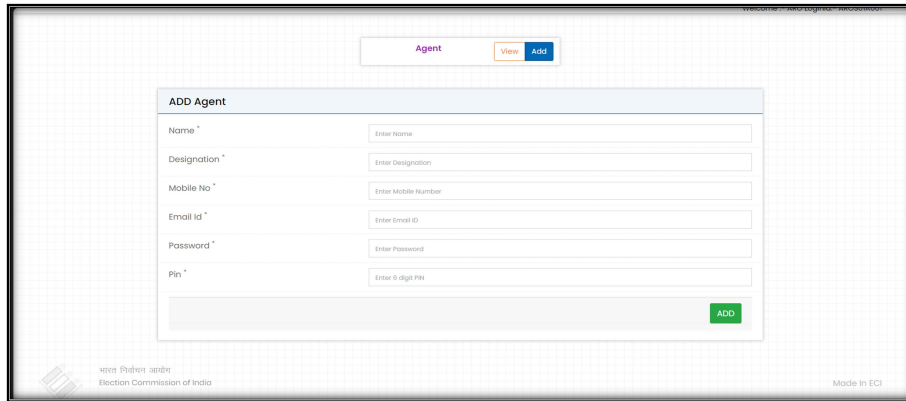
The screenshot shows a web interface for "Accept/Reject Permission". At the top, there are tabs for "Total Applied Permission", "Accepted Permission", and "Rejected Permission". Below the tabs is a table with the following data:

Reference No.	Applicant Name	Applicant Type	Permission Type	Permission Mode	Approving Authority	DateTime of Submission
24PC22	Arvind	Party Representative	Application for Air Balloons	Offline	ARO (AC-ichchapuram)	07-02-2024 02:48:05
24PC21	Arvind	Party Representative	Application for Air Balloons	Offline	ARO (AC-ichchapuram)	18-02-2024 02:45:19

Showing 1 to 2 of 2 entries

Create ARO-Agent

This option helps the CEO to create an agent that can digitize all those permission that are being physically received at CEO office (Only CEO Level permission). The agent user will only get option to digitize the form, no other option will be available at agent level.



The screenshot displays a web interface for adding a new agent. At the top, there is a navigation bar with the word "Agent" and two buttons: "View" and "Add". Below this is a form titled "ADD Agent" with the following fields:

Field Label	Placeholder Text
Name *	Enter Name
Designation *	Enter Designation
Mobile No *	Enter Mobile Number
Email Id *	Enter Email ID
Password *	Enter Password
Pin *	Enter 6 digit PIN

At the bottom right of the form is a green "ADD" button. The footer of the page includes the Election Commission of India logo and the text "Election Commission of India" and "Made in ECI".