

By **SPEED POST**

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110001

No. 3/ER/2020/SDR /Vol.III

Dated: 1st October, 2020

To,

The President/General Secretary of
the recognized National/State Political Parties

Subject: - Optional facility of online data entry of personal details by candidates in Nomination Form and Affidavit (in Form 26 appended to the CE Rules, 1961) –Guidelines-reg.

Madam/Sir,

I am directed to state that under sub-section (1) of section 33 of the R.P.Act 1951, nomination paper completed in the prescribed form and signed by the candidate and by an elector of the constituency as proposer has to be delivered to the Returning officer at the place specified in the notice issued under Section 31 of the R.P.Act 1951.


2. In order to move forward in the way of digital India and to minimize scope of mistakes in nomination form and the affidavit(Form-26), the Commission has decided to provide an optional facility to candidates for online data entry of personal details in nomination form. This facility will be available for the candidates through the Election Commission's Suvidha portal <https://suvidha.eci.gov.in> The candidate will have to do the registration and login with the mobile number and OTP. The guidelines for availing this facility are enclosed herewith (Annexure-A).

3. At present, the facility of online data entry is available in two languages, namely, English and Hindi.

4. For any technical support an email may be sent at support@ecitech.in and technical person available at phone No 011-23052052 can be contacted.

5. This may be brought to the notice of all units of your party candidates sponsored by your party.

Yours faithfully


(N.T. Bhutia)
Secretary

Email/Speed post

Copy to:-

1. The Chief Electoral Officers of all States and UTs with the request that a copy of this letter may be sent to all registered political parties with headquarters in the State/UT including the State Units of the recognized National and State Parties.
2. Standard Distribution

Annexure-‘A’

Guidelines for optional facility for candidates for online data entry of personal details in Nomination Form

A facility has been provided for the Candidates to make online data entry of their personal details in the nomination form and the affidavit (Form-26) through ECI suvidha portal i.e. suvidha.eci.gov.in. Validation checks at each step of the process will help the candidates to fill the form in proper format and without errors. The facility for online payment of security deposit by the candidates is also available through the same suvidha portal.

1. Online data entry in Nomination Form

1.1. The facility of Online data entry in nominations form will be available for the Candidates through ECI Suvidha Portal <https://suvidha.eci.gov.in>

Step 1- registration- The Candidate will have to do the registration and login with the mobile number and OTP.

After a successful login, the candidate needs to enter the EPIC number and the relevant details will be auto-fetched from the electoral roll

Step 2- Data entry of personal details in the form and affidavit- Candidate then needs to make data entry of his personal details in the nomination form and affidavit online. In case of error or mistake entries, filled in the form, can be edited/corrected, till the finalization of the form by the candidate.

Step 3-Selection of preferable dates- After complete details verification, Candidate has to finalize the form and proceed further for selection of 3 preferable dates, by ticking at the same, for physical submission of the form before the Returning Officer.

Step 4-Security deposit-Further, the candidate can submit the security deposit online by choosing the available options from net banking. Optionally, the candidate can choose to enter the details of challan or indicate the option to deposit it by cash

Step 5-Physical submission of print out of the form filled online-It is to be noted that the form in which the online data entry was made by candidate, will only be treated duly submitted if a printout with QR Code is taken from the system, signed in ink, notarized and delivered by hand, either by the candidate himself or by his proposer between the hours of 11'0 clock in the forenoon and 3'0 clock in the afternoon to the Returning Officer, on the appointed date and place, specified by him. The online Nomination Facility will be closed one day prior to the last date of nomination.