

**PROCEEDINGS OF THE SECRETARY  
STATE ELECTION COMMISSION, KERALA**

(Present : PRAKASH.B.S)

Sub :- State Election Commission, Kerala- General Election to Local  
Self Government Institutions, 2025-Utilisation of e-DROP  
software for the deployment of Polling Officials – Orders issued

Order No. **A4/27/2024-SEC**

Date : 23-10-2025

**ORDER**

e-DROP (electronically Deploying Randomly Officers for Polling) is a web based software developed by National Informatics Centre (NIC) for the deployment of Polling Officials on a random basis from a pool of data collected through a decentralised online mechanism. The State Election Commission has successfully deployed this software during 2015 and 2020 General Elections to Local Self Government Institutions. The Commission has updated this web based software adding some new features with the assistance of NIC. The Commission hereby orders that the updated e- Drop software shall be instituted for the deployment of Polling Officials for the General Election to Local Self Government Institutions, 2025.

2) The following orders/guidelines/activity sequence/exemption criteria etc are also issued for the optimal utilisation of e-DROP in connection with General Election to Local Self Government Institutions, 2025.

**I. Government Offices/ Organizations/ Institutions from where data for randomisation is to be captured**

Details of employees working in Government Offices/Organisations/ Departments situated across the State are to be captured in e-DROP for creating the data pool of Polling Officials.

**II. Category of Offices/ Organisations/ Departments from where data for randomisation is to be captured.**

(a) State Government Offices and Educational institutions.

(b) State Corporations, Boards, PSUs

(c) Universities, PSC

(d) Aided Colleges/Schools.

(e) Government controlled self-financing Institutions.

**III. Organogram of a Polling Station**

<u>Designation</u>	-	<u>Number of Posts</u>
Presiding Officer	-	(One)
First Polling Officer	-	(One)
Polling Officers	-	(Two)

**IV. Total number of Polling Officials required**

Total number of Polling Stations - 33757

40% of the actual requirement is fixed as initial reserve.

Designation	Actual requirement	Reserve
Presiding Officer	33757	13503
First Polling Officer	33757	13503
Polling Officer	67514	27006

## **V. Various stages of the Activity Sequence**

A broad-outline of the step by step procedure right from collection of details of employees till serving of posting orders is as follows.

### **a. Training for acquainting with e-DROP software**

Initially training is to be imparted by NIC to the Technical Officers and Technical Assistants included in the panel constituted by SEC for assistance at district level. NIC will also provide training to the officials of District Level Nodal Officers and District Level Assistant Nodal Officers for e DROP designated by the State Election Commission. A team consists of District Informatics Officers of NIC and Technical Trainers of SEC will provide training to the Secretaries of Local Self Government Institutions and Returning Officers of Block Panchayat and Municipalities.

### **b. Collection/Modification of Institution details- by Local Self Government Institutions**

- The Secretaries of LSGIs concerned are responsible for Institution entry.
- All Secretaries of Grama Panchayats, Municipal Councils and Municipal Corporations have to designate an officer not below the rank of Junior Superintendent in their office as Nodal Officer at LSGIs for providing necessary support to the Secretaries such as clearing doubts if any from institutions, data collection etc during the implementation of e Drop.
- Capturing of Institution details have to be done by Secretaries of Local Self Government Institutions based on profession tax/ institution register.

- Institution name, Institution category, Taluk, Village, Department, Department category and Name, Designation, Mobile number and email ID of Head of the institution only are mandatory at the time of Institution entry.
- After completion of Institution entry/ modification of existing details, covering letter to the Institution has to be generated for conveying User ID and Password of Institution.
- Covering letter to the Institutions to be served by Secretaries of Local Self Government Institutions under proper acknowledgement.
- Apart from the above, an SMS will be sent with login credentials to Institution/Office heads with a request to start staff data entry.
- Apart from the above, Institution/Office can also directly register in [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in) through OTP. Secretary of the Local Self Government Institution will receive the temporary registration under his/her login and can Approve/Reject the temporary registration after verifying the genuineness of the request.
- The District Level Nodal Officers for e- Drop designated by the State Election Commission shall be responsible to guide the Local Self Government Institutions to handle the software and to reset LSGI's password, add new user to LSGI, if necessary.

c. Entry of Staff details by Institutions

- Institution head to enter/ modify the parameters of organisation on e-DROP
- Staff details to be entered by the Institution itself for avoiding duplication, mistakes, omission etc.
- Any change in the existing Institution details including Mobile number/Phone number of Head of Institution are to be updated on e-DROP

- Institution can directly reset the password using OTP, if necessary.
- Local Self Government Institution should closely monitor the progress of data entry at every stage and remind those who are lagging/ not completed entry.
- Head of Institutions can mark/highlight those seeking exemptions, but should submit proof / medical certificate along with the Hard copy of the staff list and acknowledgement of completion generated from the system to the Secretary of Local Self Government Institution concerned.
- Institution head enters staff details with remarks for exemption. Additional fields like Employee mobile number and individual personal bank account details are also to be entered. The remuneration for election duty will directly be credited to the bank account of employees, hence correct bank account number of each employee should be provided.
- After completion of data entry, they should generate acknowledgement certifying the same. In case an Institution wants to correct the data after final submission, they should contact the Local Self Government Institution concerned.
- LSGI concerned shall be responsible to guide Institutions for capturing data and to reset Institution's password, if necessary.

d. Verification of Data submitted by Institutions

- The details of staff entered and forwarded by Institutions should thoroughly verified by Secretaries of Local Self Government Institution. The correctness of proposed exemptions to be verified by them vis-a-vis the criteria fixed by State Election Commission. The genuineness of Certificates/ Medical Certificates produced for exemption should be got verified in detail in case of doubt. If any

discrepancies are found it should be reverted to the Institution for re submission after correction.

- After verification, data to be frozen and forwarded to District Election Officer.

e. Verification of data by District Election Officer.

- The District Election Officer shall verify the data received from the Local Self Government Institutions concerned. He shall also consider exemptions of genuine cases omitted/ rejected at lower level or based on further directions from State Election Commission. He can cancel the exemptions allowed at lower level also.
- Designation of all Presiding Officers, First Polling Officers and Polling Officers should be thoroughly checked for their eligibility.
- If sufficient manpower is not available for any of the category, DEO should arrange the polling duty by careful consideration of the employee eligibility parameters viz designation, basic pay, rank, nature of work..etc.
- All employees posted for other election duties and are not available for polling duty should be exempted. For this purpose the Returning Officers of Block Panchayats/Municipalities should furnish the list of employees required for such other election related activities.
- Polling Stations with linguistic minority and Male only Polling Stations (For Polling Stations in forest area) to be marked.
- Head of the office may be exempted from polling duty if required.

f. Randomisation of data

- Randomisation of the frozen data should be conducted in the presence of District Election Officer on the date specified by the Commission.
- Details of rehearsal classes, distribution and collection centres,



facsimile etc to be reflected in the posting order should also be entered at the District Election Officer level.

- After approving the training plan, verify staff strength details and posting orders randomly for correctness before publishing the posting order.
- SMS for Polling staff and institution heads also should be scheduled after publishing the posting order.

g. Serving of Posting Order

- Once randomisation is completed, the posting orders and & covering letter will be available in the Local Self Government Institution login for downloading.
- In the initial posting order, only the details of training class and the details of Block Panchayat/ Municipal Council/Municipal Corporation where the employee is posted will be given.
- Initial posting orders are directly available under Institution/Office login also. Institution head has to download and serve posting orders to their employees from [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in)
- Institution head has to update the served status of posting orders on [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in).
- Local body serves the posting orders to any non-cooperating/missing Institutions and provide confirmation in [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in)
- Posted Employees can directly download posting orders from [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in) using the login account.
- After completing second randomisation, the posting orders (Form 14) and & covering letter will be available in the Local Self Government Institution login for downloading. In the final posting order the details of Polling Station and other members of the polling team will be available.

- Posting Order (Form 14) will directly available under Institution/Office login also. Institution head has to download and serve posting orders to their employees from [www.edrop.sec.kerala.gov.in](http://www.edrop.sec.kerala.gov.in) . After serving posting orders Institution head has to update the served status of posting orders.
- The Local Body should ensure that all posting orders are served to the employees concerned.

#### **VI. Activities at Returning Officer Level**

The Returning Officers of Block Panchayats and Municipal Councils/ Municipal Corporations will be provided login. In three tier Panchayats the Returning Officers of Block Panchayats will be responsible for e-Drop and in the case of Municipal Council/ Municipal Corporation the responsibility lies with the Returning Officers concerned. If multiple ROs are designated to a Local Body, RO 1 shall perform these functions in e Drop.

- Attendance must be marked properly for all employees assigned to the Block/Municipality concerned for training and election duty.
- RO must take utmost care in marking absentees as improper marking may leads to the payment of remuneration to absentees.
- The ROs must update the software to reflect;
  - i. Employees who were absent on the scheduled training date
  - ii. Employees who attended the training on an alternate training date.
- The ROs can download the final posting orders of all employees posted under their local body; the election duty attendance sheet can also be downloaded.
- Attendance of all employees listed under the reserve category must be recorded in e Drop.
- Before the second randomisation Counter, Vehicle and Route details



are to be updated by the ROs.

- These mapped details will be included in the posting orders only if the details are entered before the second randomisation.
- The ROs should update the missing details of employees such as Bank Account No, EPIC ID and photograph.
- The RO must ensure that bank account details of all employees are updated, as any missing or incomplete bank information may cause issues in processing payments.
- The ROs can download and print Photo ID cards of all polling officials; hence it is to be ensured that the photographs of all employees who are posted through e Drop are uploaded.
- The remuneration list will be available for downloading after attendance for Training, Election Duty and Reserve duty has been marked.
- Following employees are not eligible for remuneration
  - a. Those absent for both training and polling/reserve duty
  - b. Those who attended training but were absent for polling/reserve duty.

## **VII. Activities at District Election Officer level.**

- DEOs should ensure that all Offices/ Organisations/ Departments specified under heading II of this order are included in e DROP and all designations are properly added. If any Offices/ Organisations/ Departments under the above category are missing they can add such organisations with the approval of SEC.
- Monitoring serving of posting orders (Initial posting orders and Final posting orders).
- Conducting rehearsal classes on poll process.
- If both husband and wife are appointed for election duty they can

approach DEO for exempting one of them from election duty.

- The exemption from election duty on medical ground should be on the basis of the recommendation of the medical board constituted by DEO for this purpose.
- District Election Officer can cancel posting orders up to the limit fixed by the State Election Commission. Due care should be taken to ensure that sufficient polling staff is available (100% Polling duty+ 20% Reserve duty) for second randomisation, while considering cancellation requests. In any circumstance DEO cannot cancel posting orders beyond this limit.
- Payment of remuneration to the polling party on the day of polling. DEO can download the Election duty acquittance from e Drop. This CSV format containing the list of employees who attended polling duty/reserve duty with their bank account number can be forwarded to the Treasury for making payment. The DEO must ensure that payment to the Polling Staff are made on the day of polling itself.

### **VIII. Criteria for exemption from election duty**

Employees falling under the following categories are to be exempted from election duty;

- (a) Cancer Patient
- (b) Later stage of pregnancy (7months & above)
- (c) Mothers having kids upto 2 years of age
- (d) Those with infectious diseases (Medical Certificate is mandatory)
- (e) Elected/Ex-elected members
- (f) Differently abled.

(g) Parents of differently abled children.

(h) Priests and nuns.

(i) Those who are to retire from service on or before March 31st 2026.

**IX. Posting Criteria/Methodology to be followed in Polling Station**

- At least one officer from pure State Government Department for each Polling Station.
- If a female officer is posted in a polling station, minimum two female officers will be posted there.
- If Presiding Officer posted happened to be a female officer then first Polling Officer should be male (as far as possible).
- Only male officers for forest stations if any.
- At least one linguistic officer for linguistic minority booths as far as possible.
- Details of Polling Station will not be displayed in the first posting order, only the details of Block Panchayat/Municipality where they are posted will be displayed on it.  
Final Posting order will be served four/five days prior to the date of polling. In this order the details of Polling Station and details of other members of the Polling Team will be displayed.
- Presiding Officer (PRO), First Polling Officer (P1) and 2 Polling Officers (POs) will make a group of 4. No seniority between Polling Officers except Presiding Officer & First Polling Officer.
- In addition the Polling Staff will get SMS, when they are posted for duty.

## **X. Marking of Presiding Officer and Polling Officers overriding the Automatic mapping.**

e-DROP will normally map Presiding Officer, First Polling Officer, and Polling Officers automatically based on the pre-defined parameters. In order to avoid anomalies, the District Election Officer is authorised to manually designate employees based on designation and pay scales overriding the automatic mapping. However, all Gazetted Officers who are selected for posting must be designated as Presiding Officers.

## **XI. Monitoring Mechanism**

Constant monitoring of various stages of the activity should be made at different levels through their logins as indicated below to ensure that the prescribed deadlines are strictly adhered to by each level.

- Secretaries of Local Self Government Institutions should monitor the Heads of Institutions till generation of acknowledgement certifying the completion of the data entry.
- The District Election Officer should monitor the activities of Local Self Government Institutions as well as Heads of Institutions till frozen data is received from Secretaries of Local Self Government Institutions. He should also monitor the serving of posting orders.
- The State level user at Commission level should monitor the progress in all the three levels till completion of the deployment process.

## **XII. Employee**

- Employees can download first and final posting orders, Attendance Certificate for Training/Election duty/ Reserve Duty, and application for postal ballot.
- They can upload photo and update their bank account details and

mobile number.

**XIII. Time-frame fixed for various stages of the activity.**

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|---|---------------|
| i) Training to District Election Officers/District Level Nodal Officers/District Level Assistant Nodal Officers/District Election staff on or before (Online).                                  | October 25th  |
| ii) Training to LSGI Secretaries, Returning Officers of Block Panchayats and Municipalities by District Officials/ District Informatics Officers of NIC/ Technical Trainers of SEC on or before | October 28th  |
| iii) Data collection and data entry/modification of details of Institution by Institutions/ Local body and issuance of covering letter with User ID and Password to the Institution.            | October 29-31 |
| iv) Data entry of staff list by Institutions and Acknowledgement generation.  | November 1-7  |
| v) Date entry (Staff list) on pending Institutions by Local body and final submission through e-DROP  | November 8- 9 |
| vi) Verification of data by Secretaries of Local Self Government Institutions, freezing and forwarding to District Election Officer.  | November 1-11 |
| vii) Verification of data by District Election Officer, giving exemptions etc and freezing for  |               |

randomisation, entering details of rehearsal classes/ distribution/collection centre details.	November 1-12
viii) Ist Randomisation, Training schedule and processing of Initial Posting order by District Election Officer.	November 13
ix) Downloading the posting orders, serving of Posting orders/ collection of acknowledgments by local bodies.	November 14-17
x) First Rehearsal Class for Presiding officer & First Polling Officer on manning of EVM etc.	November 18-21
xi) Updation of Counter, Vehicle and Route details and Missing employees details such as Bank account Number and photograph by Returning Officers.	November 18-21
xii) Final randomisation and processing of final posting Orders by DEOs	Will be fixed later
xiii) Downloading the final posting orders, serving of Posting orders/ collection of acknowledgments by local bodies	Will be fixed later
xiv) District level reports/Monitoring by District Election Officer and State Election Commission	Will be fixed later

The time frame prescribed above shall be strictly complied with.



Signed by

Prakash B S

Date: 23-10-2025 11:30:27

PRAKASH.B.S

SECRETARY

- 1) The State Informatics Officer, National Informatics Centre, Kerala State Centre, Thiruvananthapuram - 695033
  - 2) All the District Election Officers & District Collectors.
  - 3) All Returning Officers of Block Panchayats/Municipalities (Through District Election Officer)
  - 4) All Secretaries of Local Self Government Institutions.(Through DEO)
- Stock File / Office copy

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