

State Election Commission Maharashtra

# मतदार यादी विभाजन प्रणाली(Easy Steps)

Online Voterlist Bifurcation for Urban Local Bodies

SECM

मतदार यादी विभाजन  
Easy Steps

आयोगा कडून देण्यात येणाऱ्या मतदार यादी कार्यक्रमानुसार मतदार यादी संगणक प्रणालीमार्फत विभाजीत करतेवेळी खालील बाबींची काळजी घ्यावी.

**Step 1- मतदार यादी(Mother Roll) प्राप्त करून घेणे**

1) आपल्या स्थानिक स्वराज्य संस्थेला आवश्यक सर्व विधान सभा मतदार संघ व त्यातील यादी भाग क्रमांक मुख्य निवडणूक अधिकारी यांचेकडून प्राप्त करून घेवून आयोगाकडून आपणास उपलब्ध करून देण्यात आले आहेत.

Url- <https://115.124.96.127/>

## मतदार यादी विभाजन

### Easy Steps

**Step 2-** आयोगाकडून प्राप्त User ID व Password चा वापर करुन Election Assembly Master व Ward Master भरण्यात यावेत.

Ward_Number	Ward_Name	Ward_Name_Marathi

आपल्या स्था.स्व.सं. आवश्यक प्रभाग तसेच एक 999 (वगळणीचा प्रभाग) हा अधिकचा प्रभाग भरण्यात यावा. **1,2,3 असे प्रभाग क्रमांक टाकावेत, 01,02...011 असे टाकु नये.**

Local Self Government Voterlist

Not secure | 115.124.96.127/Account/Welcome

LOCAL SELF GOVERNMENT VOTERLIST  
STATE ELECTION COMMISSION OF MAHARASHTRA

Welcome "shiroImc2020" For Election "7713 - Shirol Nagar Parishad" !!

Master | Mother Roll List Print | Draft List Print | Final List Print | Booth List Print | Reports | Account

Election Assembly Master

Ward Master

Polling Booth Master

Officer Master

Fill both Masters Properly.

115.124.96.127

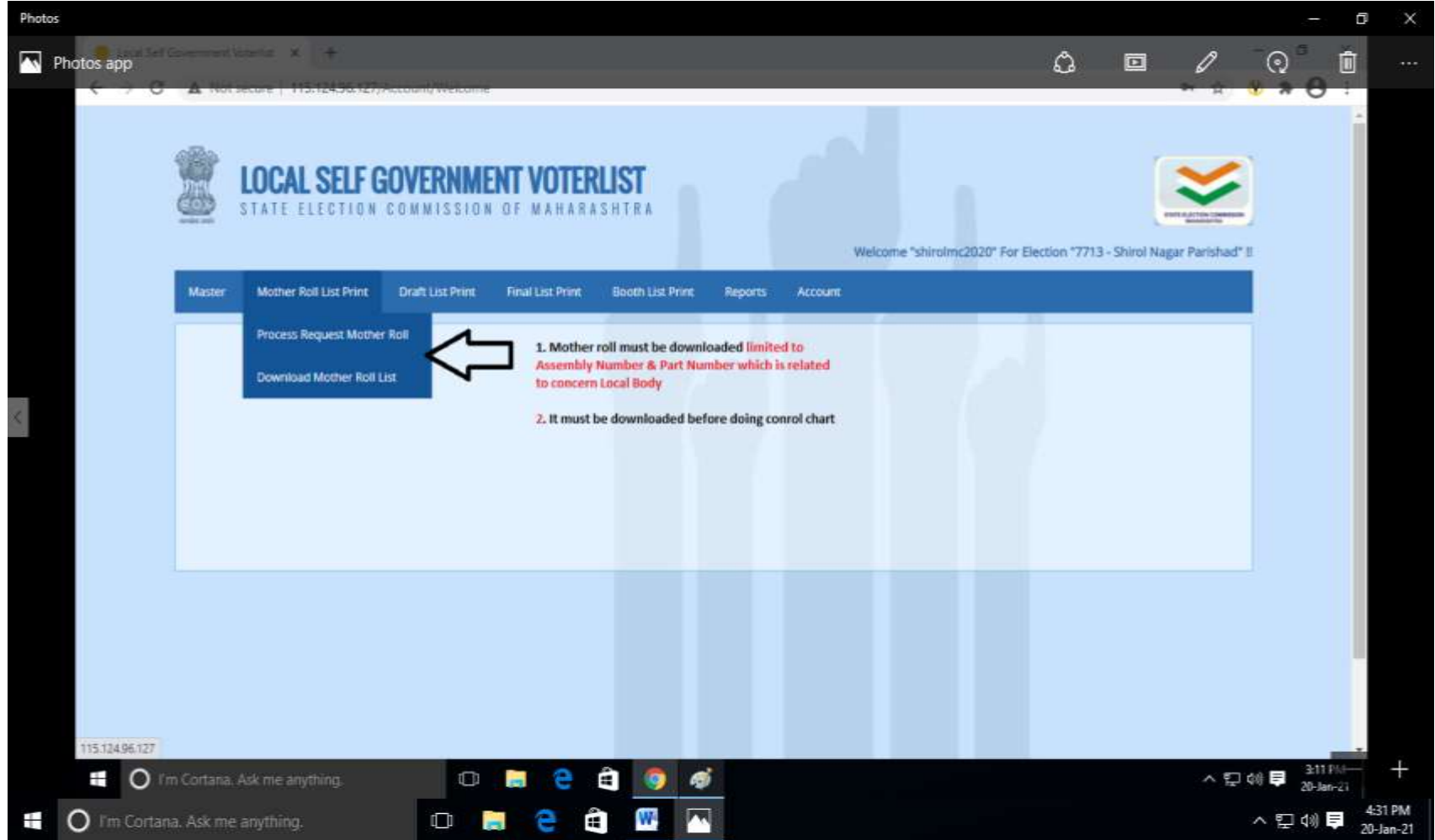
I'm Cortana. Ask me anything.

3:06 PM  
20-Jan-21

## मतदार यादी विभाजन Easy Steps

### Step 3- आयोगाकडून प्राप्त सुचनानुसार Mother Roll\* Download करून घेणे

\*Mother Roll आवश्यक तेवढ्या यादी भागांचाच Download करावा मात्र मतदार क्षेत्रातील कोणतेही मतदार वगळले जाणार नाहीत याची दक्षता घ्यावी.



The screenshot displays the 'LOCAL SELF GOVERNMENT VOTERLIST' portal for the State Election Commission of Maharashtra. The page is titled 'Welcome "shiroimc2020" For Election "7713 - Shirol Nagar Parishad" !!'. A navigation menu at the top includes 'Master', 'Mother Roll List Print', 'Draft List Print', 'Final List Print', 'Booth List Print', 'Reports', and 'Account'. The 'Mother Roll List Print' menu item is expanded, showing 'Process Request Mother Roll' and 'Download Mother Roll List'. A white arrow points to the 'Download Mother Roll List' option. To the right of the arrow, two instructions are listed:

1. Mother roll must be downloaded limited to Assembly Number & Part Number which is related to concern Local Body
2. It must be downloaded before doing control chart


The Windows taskbar at the bottom shows the system tray with the date '20-Jan-21' and time '4:31 PM'. The taskbar also includes the Cortana search bar and various application icons.

## मतदार यादी विभाजन

### Easy Steps

#### Step 4- कंट्रोल चार्ट अपलोड करणे व प्रारूप मतदार यादी तयार करणे

प्राप्त Mother Roll नुसार Draft यादी साठीचा कंट्रोल चार्ट तयार करावा. यासाठीचे Template Download करून



AcNo	PartNo	Srno_From	Srno_To	WardNumber

वरील **Template** मध्ये काळजीपूर्वक माहिती भरावी. फक्त आकडे भरावेत, कोणतेही Special Characters( , . ; : - / असे) टाकू नयेत. तसेच कोणतेही कॉलम -रो Merge करायचे नाहीत.

तसेच मतदारांच्या अनुक्रमांकाची **Serial** ब्रेक करावयाची नाही. म्हणजेच कोणताही मतदार सुट्ट दयावयाचा नाही मात्र स्थानिक स्वराज्य संस्थांच्या हद्दीत नसणारे मतदारांसाठी 999\* हा Ward No द्यावा.

कंट्रोल चार्ट हा **Assemblywise Upload** करावा लागणार आहे. सबब एकापेक्षा अधिक विधानसभा मतदारसंघ लागू होत असतील तर तसे वेगवेगळे कंट्रोल चार्ट तयार करून अपलोड करावेत. ड्राफ्ट प्रोसेस मात्र एकदाच करावा.

कंट्रोल चार्ट अपलोड केलेनंतर जर सदर कंट्रोल चार्ट मध्ये काही त्रुटी असल्यास त्या दर्शवणारा मेसेज\*\* Screen वर दिसेल. तो व्यवस्थित वाचण्यात यावा व येणाऱ्या MSG प्रमाणे कंट्रोल चार्ट मध्ये काही त्रुटी असल्यास त्याचे निरसन करावे.

**\*प्रभाग क्रमांक 999 किंवा 500 व 1000 (पं.स. साठी) हे System चे कमांडींग कोड नंबर असल्याने या प्रभंगाची यादी स्वतंत्ररित्या प्रोसेस करण्याची आवश्यकता नसते\***

**\*\* 1) Missing Voters-** म्हणजे कंट्रोल चार्ट सिरीयली नाही काही मधले नंबर सुटले आहेत

**2) Overlapping Number-** म्हणजे कंट्रोल चार्ट मध्ये एकच क्रमांक परत दर्शविण्यात आला आहे उदा.

AcNo	PartNo	Srno_From	Srno_To	WardNumber
142	255	123	145	3
142	255	145	190	2


**3)Ward Number Not Present-** म्हणजे कंट्रोल चार्ट मध्ये Ward Master मध्ये नसणारा प्रभाग क्रमांक टाकण्यात आला आहे


# मतदार यादी विभाजन

## Easy Steps

Local Self Government Voterlist x +

← → ↻ ⚠ Not secure | 115.124.96.127/Account/Welcome

 **LOCAL SELF GOVERNMENT VOTERLIST**  
STATE ELECTION COMMISSION OF MAHARASHTRA



Welcome "shiroimc2020" For Election "7713 - Shirol Nagar Parishad" !!

Master Mother Roll List Print Draft List Print Final List Print Booth List Print Reports Account

**Control Chart Upload** ←

1. Control Chart which is prepared based on downloaded mother roll is to be uploaded

2. It must not have any special character and as per the given template.

After Uploading Control Chart, Check the Error Message if any ..

if any Error Msg. Read it ..Correct Control Chart as per msg. & upload

If no error found, "Save & Continue"

1. After uploading control chart successfully for processing draft, click on Process Request Draft →

Process Request Draft

Download Draft List

115.124.96.127/ControlChart/ValidateControlChart\_GP

I'm Cortana. Ask me anything.

3:21 PM  
20-Jan-21

## मतदार यादी विभाजन

### Easy Steps

#### Step-5- कंट्रोल चार्ट Process केलेवर (PDF Generate वर Click करावी)

**100% Process Complete** झालेनंतर Draft यादी Download करुन प्रिंट करावी व प्रसिध्द करावी.

The screenshot shows a web browser window with the URL `115.124.96.127/processrequest/sendrequest?requestfor=draft`. The page contains instructions for downloading the PDF, a form for selecting Ward/Division numbers, and a status table. A red text box highlights that the process is complete when all four columns in the table show 'Completed'.

**Instructions:**

- ✓ To download pdf, please click download PDF option.
- ✓ Process finish time may depend on other queuing request.
- ✓ PDFs can be downloaded after successfully finish the process.
- ✓ Once the request has sent, you cannot send request again till finish the process.
- ✓ During the running process, please do not invoke pdf printing process and reports, this process may be interrupted, slow down or expected result may get wrong.

**1) Click on Download Pdf**  
**2) Ward/Division numbers will get auto-display**  
**3) Send Request**

Process  
 Download pdf

From Ward/Division Number: 1  
To Ward/Division Number: 6

[Send Request](#) [View Processed Data](#)

Process Control Chart Status	Serial Number Generation Status	Draft List Print Completed Status	Draft List Print Status (%)	Processing At Server	Queue No
Completed	Completed	Completed	100 % Completed	Server : 1	0

When all these 4 columns receive Msg of 'Completed' which indicates your voterlist is Processed Successfully which You can download & publish

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## मतदार यादी विभाजन

### Easy Steps

#### Step 6- हरकती सुचनांनुसार करावयाची दुरुस्ती

Draft यादी वर येणाऱ्या Objections नुसार दुरुस्ती साठी Objection Control Chart तयार करावा व सदर Control Chart फक्त मान्य हरकतींचाच करावयाचा आहे तरी तो तयार करून अपलोड व प्रोसेस करावा.

LOCAL SELF GOVERNMENT VOTERLIST  
STATE ELECTION COMMISSION OF MAHARASHTRA

Welcome "shiroimc2020" For Election "7713 - Shirol Nagar Parishad" !!

Master Mother Roll List Print Draft List Print Final List Print Booth List Print Reports Account

**PROCESS REQUEST FOR DRAFT**

Objection Control Chart  
Process Request Final  
Download Final List

**1) Objection Control Chart prepared as per objection received (limited to objection) to be uploaded**

**2. Then processed & Downloaded**

**\*\* If No Objection is received one can process & download the Final Voterlist Directly**

**Instructions**

- ✓ To download pdf, please click download PDF option.
- ✓ Process finish time may depend on other queuing request.
- ✓ PDFs can be downloaded after successfully finish the process.
- ✓ Once the request has sent, you cannot send request again till finish the process.
- ✓ During the running process, please do not invoke pdf printing process and reports, this process may be interrupted, slow down or expected result may get wrong.

Process  
 Download pdf

From Ward/Division Number: 1  
To Ward/Division Number: 6

115.124.96.127/Objection/ObjectionValidateControlChart\_GP

I'm Cortana. Ask me anything. 3:42 PM 20-Jan-21



मतदार यादी विभाजन  
Easy Steps

Sample For Objection Control Chart				
AC_NO	PART_NO	SLNOINPART_From	SLNOINPART_To	Expected_Ward_No
251	235	1	10	-1

**\*Objection Control Chart** मध्ये टाकावयाची सिरीयल नंबरस हे मदररोलचे म्हणजेच ड्राफ्ट कंट्रोल चार्ट मध्ये टाकण्यात आलेले असतील.

\* \* ज्यावेळी फक्त आक्षेपानुसार **Objection Control Chart** टाकला जाईल त्यावेळी सिरीयल ब्रेक असल्याने **\*Missing\*** असा संदेश येवु शकतो तरी तो दुर्लक्षित करुन कंट्रोल चार्ट **Save & Continue** करावा.

\* \* \* मात्र **Overlapping of Numbers** असा संदेश प्राप्त झाल्यास कंट्रोल चार्ट दुरुस्त करून पुन्हा अपलोड करून **Save & Continue** करावा.

## मतदार यादी विभाजन

### Easy Steps

#### Step 7-अंतीम मतदार यादी करणे

तदनंतर Final यादी Process करुन Download करुन प्रिंट करावी.

#### Step 8- मतदान केंद्र निहाय याद्या तयार करुन वोटर स्लिप जनरेट करणे

8)(a) अंतीम मतदार यादी प्रसिध्द केलेनंतर **Polling Booth Master** भरण्यात यावा



## मतदार यादी विभाजन Easy Steps

8b) Boothwise Voterlist Control Chart तयार करणे



(Download the Template for boothwise voterlist control chart)

WardNumber	FinalSerial_From	FinalSerial_To	BoothNumber
1	100	200	1
1	300	400	2

वरील Template मधील माहिती व्यवस्थित भरावी. Control Chart Successfully upload झालेनंतर

## मतदार यादी विभाजन Easy Steps

व ल्यानुसार Boothwise Voterlist Process करावी.

**PROCESS REQUEST FOR BOOTH**

**Instructions**

- ✓ To download pdf, please click download PDF option.
- ✓ Process finish time may depend on other queuing request.
- ✓ PDFs can be downloaded after successfully finish the process.
- ✓ Once the request has sent, you cannot send request again till finish the process.
- ✓ During the running process, please do not invoke pdf printing process and reports, this process may be interrupted, slow down or expected result may get wrong.

Kindly Process Final List First or Upload Booth Control Chart

Process  
 Download pdf

From Ward/Division Number: 6  
To Ward/Division Number: 6

From Booth Number:   
To Booth Number:

**Send Request** **View Processed Data**

1. After Clicking on Download PDF, send request  
2. After all process completed you can download the boothwise voterlist

Process control chart status | Booth List Print Completed Status | Booth List Print Status (%) | Processing At Server | Queue No

Boothwise Voterlist process केलेनंतर A3 (Voterslips), A4 (Boothwise Voterlist) Generate होतील ती Download करुन प्रिंट करावी

मतदार यादी विभाजन  
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Step 9. नागरीकांसाठी यादी प्रिंट करणे- Citizen list Print

The screenshot shows a web browser window with the URL [115.124.96.127/PollingBoothExcel/BoothControllerExcel?ElectionId=5952](http://115.124.96.127/PollingBoothExcel/BoothControllerExcel?ElectionId=5952). The page title is "Local Self Government Voterlist". The header includes the State Election Commission of Maharashtra logo and the text "LOCAL SELF GOVERNMENT VOTERLIST STATE ELECTION COMMISSION OF MAHARASHTRA". A welcome message reads "Welcome 'zppalghar2019' For Election '5952 - PALGHAR Zilla Parishad'". The navigation menu contains: Master, Process Dubar, Mother Roll List Print, Draft List Print, Final List Print, Booth List Print, Citizen List Print, Reports, and Account. A dropdown menu under "Citizen List Print" is open, showing options: Citizen Process Request Draft, Booth Master Template file, and Citizen Process Request Final. The main content area is titled "UPLOAD BOOTH MASTER" and contains an "Instructions" box with the text "BoothAddress Columns Should Contain address in Marathi." Below this is an "UploadFile" section with a "Choose File" button and the text "No file chosen". A red "Validate & Upload" button is at the bottom. The browser's address bar shows the URL [115.124.96.127/CitizenProcess/CitizenSendProcess](http://115.124.96.127/CitizenProcess/CitizenSendProcess). The Windows taskbar at the bottom shows the time as 3:07 PM on 22-Jan-21.

## मतदार यादी विभाजन Easy Steps

### 9(2.) Citizen list Process करणे

Local Self Government Voterlist

Not secure | 115.124.96.127/citizenprocess/citizensendprocess/requestfor=draft

### DRAFT PROCESS REQUEST FOR CITIZEN

**Instructions**

- ✓ Please send request only when respective list is finalized.
- ✓ During the running process, please do not invoke pdf printing process and reports, this process may be interrupted, slow down or expected result may get wrong.
- ✓ Process finish time may depend on other queuing request.
- ✓ Once the request has sent, you cannot send request again till finish the process.

Generate Pdf

From Ward/Division Number: 0

To Ward/Division Number: 0

**Send Request**

Draft List Print Completed Status	Draft List Print Status (%)	Queue No
Waiting for request	0	0

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22-Jan-21

## मतदार यादी विभाजन Easy Steps

### 9(3) Citizen List Final Process करणे

**FINAL PROCESS REQUEST FOR CITIZEN**

**Instructions**

- ✓ Please send request only when respective list is finalized.
- ✓ During the running process, please do not invoke pdf printing process and reports, this process may be interrupted, slow down or expected result may get wrong.
- ✓ Process finish time may depend on other queuing request.
- ✓ Once the request has sent, you cannot send request again till finish the process.

Generate Pdf

From Ward/Division Number: 0

To Ward/Division Number: 0

**Send Request**

Final List Print Completed Status	Final List Print Status (%)	Queue No
Waiting for request		0

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