

**State Election Commission  
- Maharashtra**

**User**

**Manual For  
Prospective Candidates of  
Panchayat Samiti**

**Document Version: - 2.0**

**2017**

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# Manual for Candidate to Fill Nomination Form

## 1. INTRODUCTION

This training document intends to guide the Candidates in Filling the Nomination Form Online. The various orders and directions of SEC Maharashtra are intact. The main objective of this process is to enable capture data of candidates and make them available to the voters.

Steps to fill nomination form are as below:-

- A. Candidate Registration
- B. Login Page
- C. Filling Nomination Form
- D. Note down the Registration Number Generation
- E. Take the print out of the Nomination form

## 2. Introduction of SYSTEM

Candidate to go on below URL to get Nomination Form.

Website URL: -

<https://panchayatelection.maharashtra.gov.in>

Sr.no.	Menu Name	Navigation	Description
1.	Create Candidate Registration for Panchayat Samiti	a. Home Page	Register on website so that the candidate can go further to fill in Nomination Form. Candidate has to put his user name and password.
2.	Login	a. Home Page	After registering candidate has to Login with the created User id and Password.
3.	Nomination Form	a. Transaction → Nomination Form	Candidate can fill Nomination by clicking Nomination Form menu.
4.	Form Registration Number	a. Click Submit button	Once Form filled, candidate to click submit button. It will generate a Registration Number. Candidate to note this number as it will be always required for future communication.
5.	Nomination Download & Print	a. Report → Nomination Print	Once the nomination form has been filled by candidate, candidate can take its pdf download and print from report section.

### 3. Process to Fill the Nomination Form

#### 3.1. Create Candidate Registration for Panchayat Samiti

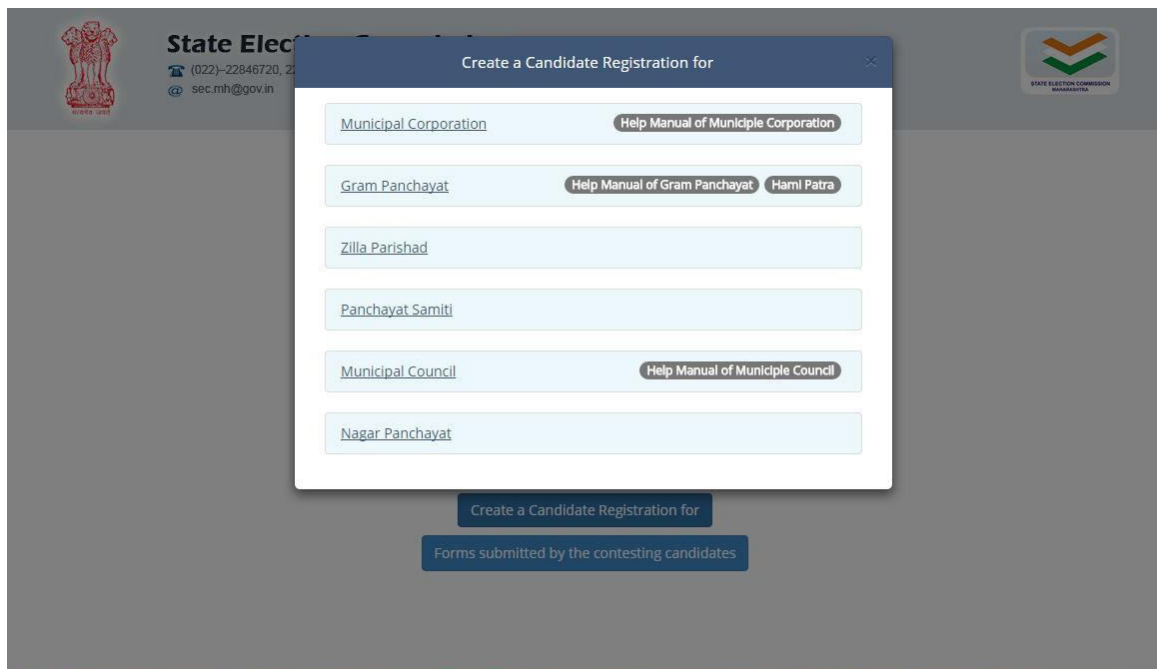
##### 3.1.1. Introduction

Candidate can use this page to register him/her self to fill the nomination form. Candidate can use his/her desired user ID and Password. Registration page is available in 'English' and 'Marathi' language.

##### 3.1.2. List of Processes

Candidate have to follow the below process for registering him/her self.

- Click on URL :- <https://panchayatelection.maharashtra.gov.in>



On the above page, please select 'Panchayat Samiti'. This will open the 'Candidate Registration for Panchayat Samiti' page as below.

## Manual for Candidate to Fill Nomination Form

### a. Candidate Registration For Panchayat Samiti

#### CANDIDATE REGISTRATION FOR PANCHAYAT SAMITI

English ▼

Mandatory fields are marked with an asterisk [ \* ]

* Name	First Name	Father/Husband's Name	Surname
* Mobile No.		Email ID	
Search Election Program			
* Election Program	Please Select ▼		
Year		ElectionType	
* Local Body			
Start Date		End Date	
* Division		* District	
* Taluka			
* Electoral Division Number			
* Electoral Division Name			
* Electoral College Number		* Electoral College Name	
* Reservation			
* Choose Your User Name			
* Password		* Confirm Password	
* Enter Captcha	PEYU9NKQ		

Submit

On this page, proceed as follows.

1. Fill your name, Father's/Husband name and Surname.
2. Enter your personal mobile number and valid email id.
3. Select the Division Name and then accordingly select District and Panchayat Samiti. You have not to type here.
4. Select your ward number and system will auto display the Ward Name and Reservation Category. Please confirm that you have selected proper ward
5. Choose user name and password of our choice and enter. Please ensure to note down the User Name and Password for your future use.
6. Checks the information filled by you and tick the button 'I Agree'.
7. Enter Verification Code. Take care to use proper uppercase, Lowercase and numerical as per code.
8. Enter 'Submit' button.

Your registration is complete when 'Information Saved Successfully' message is displayed.

**Note: - This registration will enable you to fill four nomination forms for the same selected ward. If you intend to contest from another ward, make a new registration for the same.**

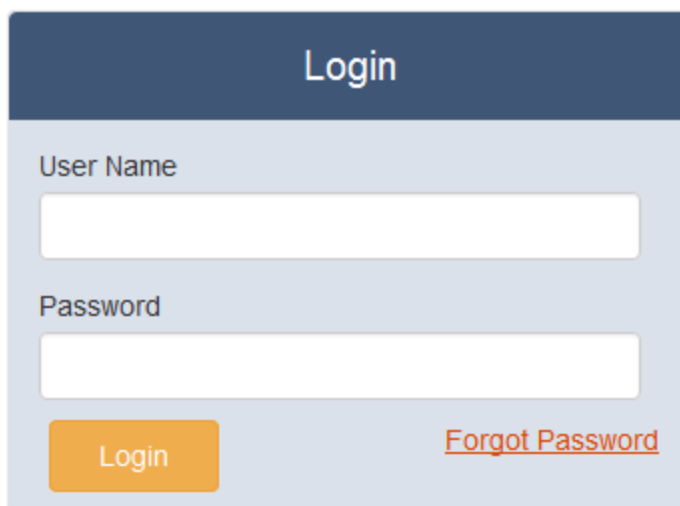
### 3.2. Login

#### 3.2.1. Introduction

This page is prerequisite for filling of Nomination form where candidate can enter Login credential (Generated through registration page).

#### 3.2.2. List of Processes

Candidate has to enter 'User Name' and 'Password' and click on 'Login' button for filling the nomination form.



The image shows a login form with a dark blue header containing the word "Login". Below the header, there are two input fields: "User Name" and "Password". At the bottom left, there is an orange "Login" button. At the bottom right, there is a red text link that says "Forgot Password".

### 3.3. Nomination Form

#### 3.3.1. Introduction

Facility is provided where candidate can fill Nomination Form in 'English' and 'Marathi' language. System will provide Registration number for filling of Nomination form, same should be note down by the Candidate it will be required in further process of election.

#### 3.3.2. List of Processes

Candidate have to follow the below process for filling Nomination form.

#### **Require at Nomination form:-**

- Candidate has to read the instruction and after reading the instruction, click on check box of 'Read and Understood' which will redirect to nomination form.
- Click on Nomination menu, fill the Nomination form and generate registration number.

## नामनिर्देशनपत्र भरण्याकरिता सूचना

### नामनिर्देशनपत्र भरण्याकरिता सूचना

- ▶ नामनिर्देशनपत्रातील कोणत्याही रकान्यातील माहिती निरंक ठेवू नये. निरंक असल्यास तसे स्पष्ट नमूद करावे. नामनिर्देशनपत्रासोबतच्या शपथपत्रामधील कोणत्याही रकान्यातील माहिती न भरल्यास अथवा रिक्त ठेवल्यास राज्य निवडणूक आयोगाच्या क्रमांक-रानिआ/नप-२०१५/प्र.क्र.५/का-६, दिनांक २७/३/२०१५ अनुसार नामनिर्देशनपत्र नाकरण्यास पात्र होऊ शकते.
- ▶ ज्या प्रभागातून निवडणूक लढवावयाची आहे त्या प्रभागाचा क्रमांक व जागा क्रमांक स्पष्टपणे नमूद करणे आवश्यक आहे.
- ▶ उमेदवार, प्रस्तावक व अनुमोदक यांचे नाव ज्या प्रभागाच्या मतदार यादीमध्ये आहे त्या प्रभागाचा अनुक्रमांक व मतदार यादीचा भाग क्रमांक व अनुक्रमांक नमूद करणे आवश्यक आहे.
- ▶ सर्व उमेदवारांनी, मग तो अपक्ष उमेदवार असो अथवा पक्षाचा पुरस्कृत उमेदवार असो, तीन चिन्हांची निवड करणे आवश्यक आहे.
- ▶ जंगम व स्थावर मालमत्तेचा तपशील देताना प्रत्येक बाबींचा तपशील स्वतंत्रपणे द्यावा.
- ▶ महाराष्ट्र महानगरपालिका अधिनियम, १९४९ च्या कलम १६ मधील तरतुदींचे वाचन करण्यात यावे.

### नामनिर्देशनपत्रासोबत जोडावयाची कागदपत्रे :-

- ▶ उमेदवार राखीव जागेवरून निवडणूक लढवित असल्यास-
  - ▶ अनुसूचित जाती, अनुसूचित जमाती किंवा यथास्थिती नागरिकांचा मागासवर्ग यांच्याकरीता राखीव असलेल्या जागेसाठी निवडणूक लढविणा-या व्यक्तीने नामनिर्देशनपत्रासोबत महाराष्ट्र अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती, भटक्या जमाती, इतर मागासवर्ग व विशेष मागासप्रवर्ग (जातीचे प्रमाणपत्र देण्याचे व त्याच्या पडताळणीचे विनियमन) अधिनियम, 2000 च्या तरतुदींना अनुरूप सक्षम प्राधिकार्याने दिलेले जातीचे प्रमाणपत्र व पडताळणी समितीने दिलेले वैधता प्रमाणपत्र यांची सत्यप्रत सोबत जोडावी.

( वरील मजकूर मी वाचला असून मला ते मान्य आहे. )

t allow to display the Nomination form unless and until 'Read and Understood' check box and 'OK' button is not clicked.

## Manual for Candidate to Fill Nomination Form

Once the candidate has clicked on 'Read and Understood', system redirect to Nomination form which will be

### Local Body Details

* Election Programme	affidavit with only constituency dev		
Election Year	2017	Election Type	General Election
* Local Body	daryapur panchayat samiti		
Region	Amravati		
District	Amravati	Taluka	Daryapur
* Electoral Division Number	1	* Electoral Division Name	div1
* Electoral College Number	2	* Electoral College Name	collage 2
* Reservation Category	S.C.(W)		

### Candidate Details

UID No.	<input type="text"/>		
* Candidate Name	Surname	First Name	Father's/Husband's Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate Name (Marathi)	<input type="text"/>		
* Candidate Mobile No.	<input type="text"/>		
* Gender	Please Select	* Date Of Birth	<input type="text"/>
Age	<input type="text"/>	* Occupation/Business	Please Select
* Address	<input type="text"/>		
Main Category	Please Select	* PIN code	<input type="text"/>
* Whether Women Reserved Seat	<input type="radio"/> Yes <input checked="" type="radio"/> No		
* Electoral College Number and Electoral College Name of the Candidate in the Voter's List	<input type="text"/>		
* Voter List Part No.	<input type="text"/>		
* Serial no. of Candidate in the Electoral Division Voter List	<input type="text"/>		
* Name of Proposer	Surname	First Name	Father's/Husband's Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Electoral Division Number in which the Name of the Proposer's is included in the Voter's List	<input type="text"/>		
* Voter List Part No.	<input type="text"/>		
* Serial Number of Proposer's in the Electoral Division Voter List	<input type="text"/>		
* Candidature	<input type="radio"/> Party <input type="radio"/> Independent		



Receipt Number of Election Deposit

**Declaration**

I Declare that

\* I Signify My Willingness to Serve as Councillor if Elected

Yes

No

\* I am aged 21 years and above:

Yes

No

\* I am eligible for contesting Election

Yes

No

\* I am not a contractor to the Local Body

Yes

No

\* I am not a defaulter to the Local Body

Yes

No

**If Reserve seat candidate**

I Belongs to Reserve Category Recognised In Maharashtra

SC

ST

BCC

GEN

Enter Captcha

TAXT9VHC



Save

Note: - Nomination form is available in English and Marathi.



## Manual for Candidate to Fill Nomination Form

The Division, District, Taluka, Panchayat Samiti name, Electoral Division, Electoral Name, Electoral College, Electoral Name selected by you will be auto displayed.

1. Enter the UID (Aadhar Card Number). However this is optional and not entering UID card will not make your Nomination form invalid.
2. Enter your Surname, First Name and Father/Husband's name. The system will automatically generate the Marathi name. If you feel the Marathi spelling is not proper then select that Marathi text and click on it to get predictions. You can select proper spelling of name from these predictions.
3. Enter your personal details as asked in the forms. Ensure you should select correct date to reflect right age. If right age is not reflected check and enter your birth date again.
4. Select you Category and Caste.
5. Select whether you are party candidate or independent candidate. If you are party candidate, select the type of your party i.e. National Party, State Party, Other State Party, Registered Party and Aghadi/Front. Later select name of your party. After that symbol if already allotted to party will be displayed. Select rest free symbol. If you are independent candidate you have to select three free symbols of your choice,
6. If you are party candidate or independent candidate you have to fill details of proposer and seconder with voter list ward number and serial number. Ensure that the proposer and seconder are from the same ward where the candidate intends to contest from same ward.
7. Tick the necessary information in Declaration section. If you do not choose the system will automatically choose as 'No' option for each declaration.
8. Select you reservation category in declaration.
9. Enter Captcha. Take care to use proper uppercase, Lowercase and numerical as per code.
10. Check all the information and then Save it.

After clicking 'Save' button system will display the message regarding your Nomination Registration Number. Please keep it safely as it will be required in next stage of election process.

Maximum four nomination forms can be filled through the same Login credential for the same Ward.

## 3.4. Nomination Print

### 3.4.1. Introduction

Once above all the processed (3.1, 3.2 and 3.3) are performed candidate can download Nomination report.

### 3.4.2. List of Processes

Candidate have to follow the below process for filling Nomination form.



**State Election Commission**  
(022)-22846720, 22045075    (022)-22846719, 22046909, 22846720  
sec.mh@gov.in

Exit

#### Print Nomination Form

Registration No.	Name	Nomination Filled Date	Download
PS43-528-4271-00043	gerard gerard butler	17/01/2017 6:52:47 PM	<a href="#">Download</a>
PS44-528-4271-00044	Emma Emma Emma	18/01/2017 11:02:23 AM	<a href="#">Download</a>
PS45-528-4271-00045	Watson Watson Watson	18/01/2017 11:11:53 AM	<a href="#">Download</a>
PS46-528-4271-00046	rupert rupert rupert	18/01/2017 11:17:24 AM	<a href="#">Download</a>
PS47-528-4271-00047	GRINT GRINT GRINT	18/01/2017 11:19:34 AM	<a href="#">Download</a>

#### **Require at time of downloading print of Nomination form:-**

1. Navigate to 'Nomination Print' menu and click on 'Download' button, system starts downloading the Nomination form.
2. Also facility is provided where candidate can view the Nomination Form which he/she has filled.
3. Candidate has to print the Nomination Form on A4 size paper. If candidate does not have facility of printing, he can use the facility of help desk.
4. Candidate has to procure the signature of proposer/s.
  5. Candidate has to attach copy of annexure with this printed Nomination form.
6. Candidate has to sign the form and submit to R.O. within prescribed time.

**END**