



USER MANUAL ON MANAGE POLLING STATIONS

<https://ems.eci.gov.in>



Various Stakeholders

Chief Electoral Officer

District Election Officer

**Information Communication & Technology (ICT)
Division**

ELECTION COMMISSION OF INDIA

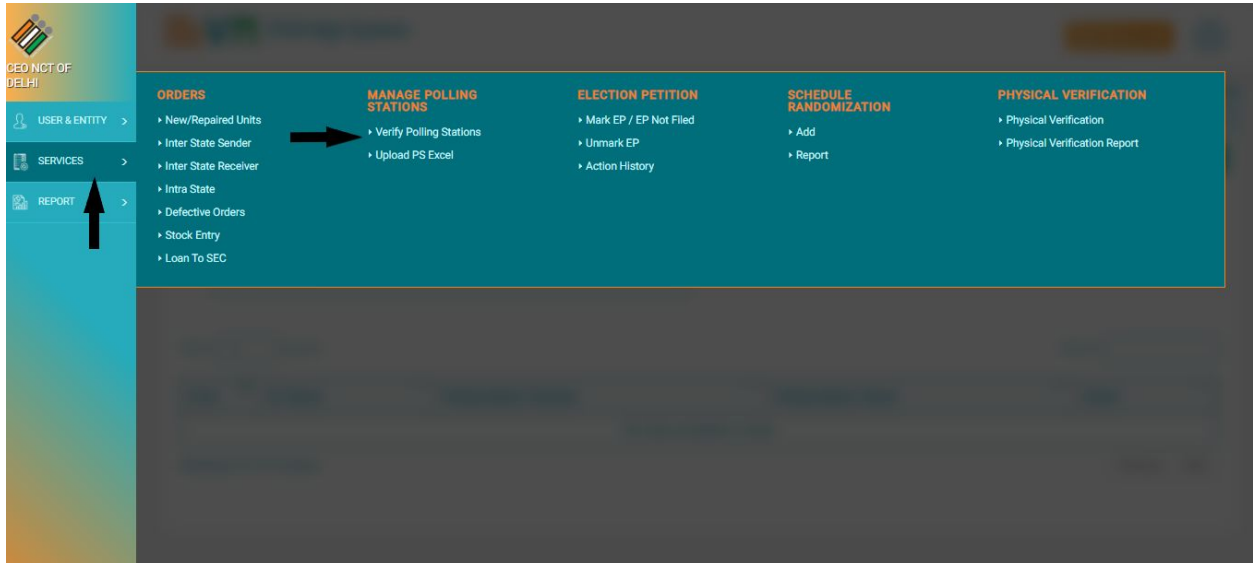
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1.Add New Polling Station

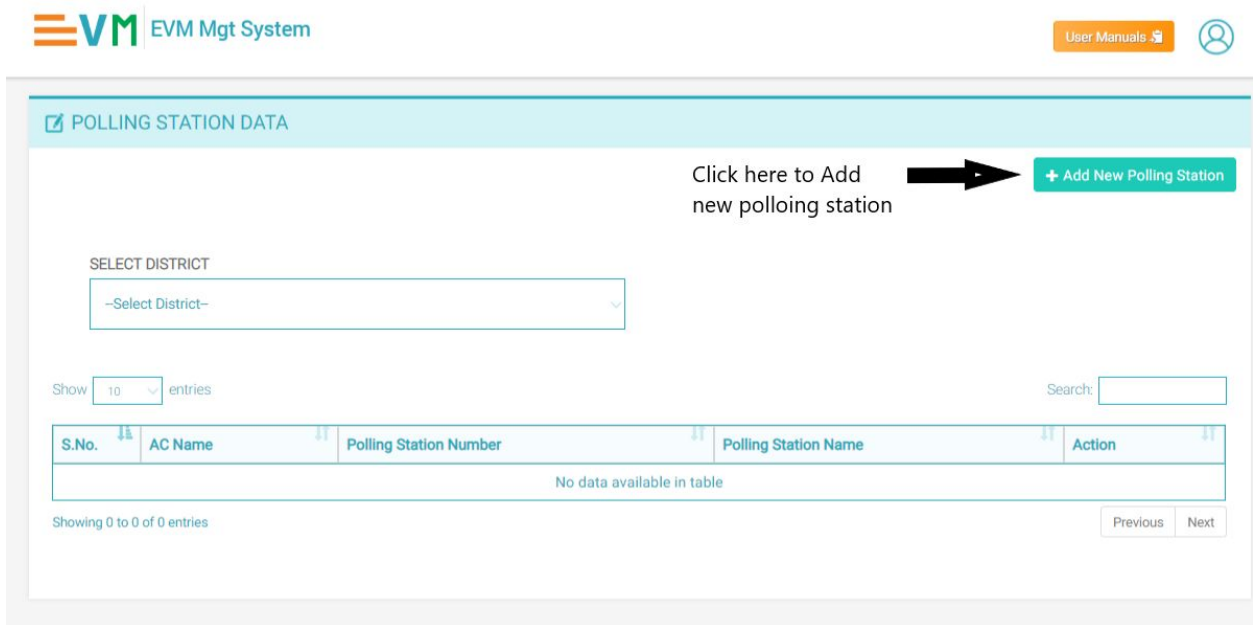
Step 1: Login by CEO Credential.

Step 2: Click on the “Verify Polling Station” by going to “Services” as shown in screen 1.



Screen 1

Step 3: Click on the “Add new polling station” as shown in screen 2.



Screen 2

Step 4: Users have to fill the following details

- District
- AC
- Part Number
- Part Name
- Polling Station Type
- Polling Station Category
- Polling station Number
- Polling Station Name
- Location Type
- PSL Number

and click on **“Add Polling Station”** as shown in **screen 3**.

ADD POLLING STATION Back

User have to fill all the required details for adding new polling station

District:* AC:*

Part Number:* Part Name:*

Polling Station Type:* Polling Station Category:*

Polling Station Number:* Polling Station Name:*

Location Type:* PSL Number:*

Click here to Add new polling station

Screen 3

Process of adding a new polling station is complete.

Add Polling Station facility is also available at DEO login and the is same as shown above at CEO Level.

2. Auxiliary Polling Station

The process for adding the Auxiliary Polling Station is the same as adding a new polling station. When a user wants to add an Auxiliary polling station then the system will automatically mark the polling station as Auxiliary if the main polling station already exists for the same details. And the user has to fill the required details and click **“Add Polling Station”** as shown in **screen 4**.

ADD POLLING STATION Back

User have to add the required details for adding Auxilliary polling station

District:* 90 - North West AC:* 6-RITHALA

Part Number:* 01 Part Name:* Please Enter Part Name

Polling Station Type:* Auxiliary Polling Station Category:* Select PS Category

Polling Station Number:* 1 Allowed One Alphabet Only SECTOR-17, ROHINI

Location Type:* Select Location Type PSL Number:* 26

Add Polling Station ← Click here to Add

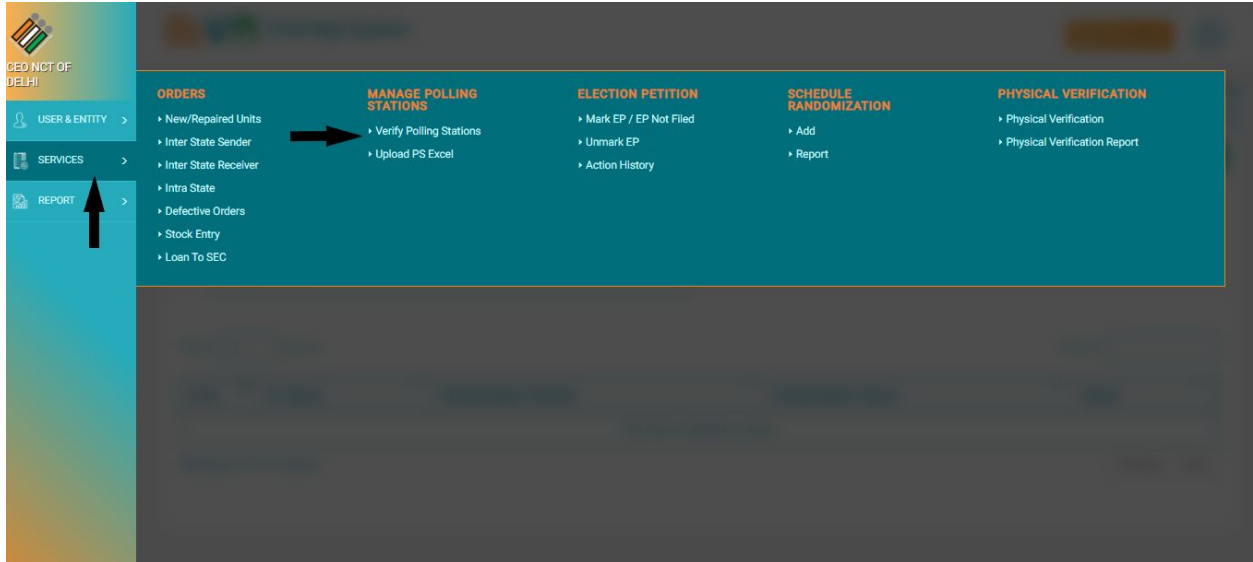
Screen 4

3. Edit/Delete Polling Station

Users can Edit and Delete the polling station details as and when required with the help of the below process.

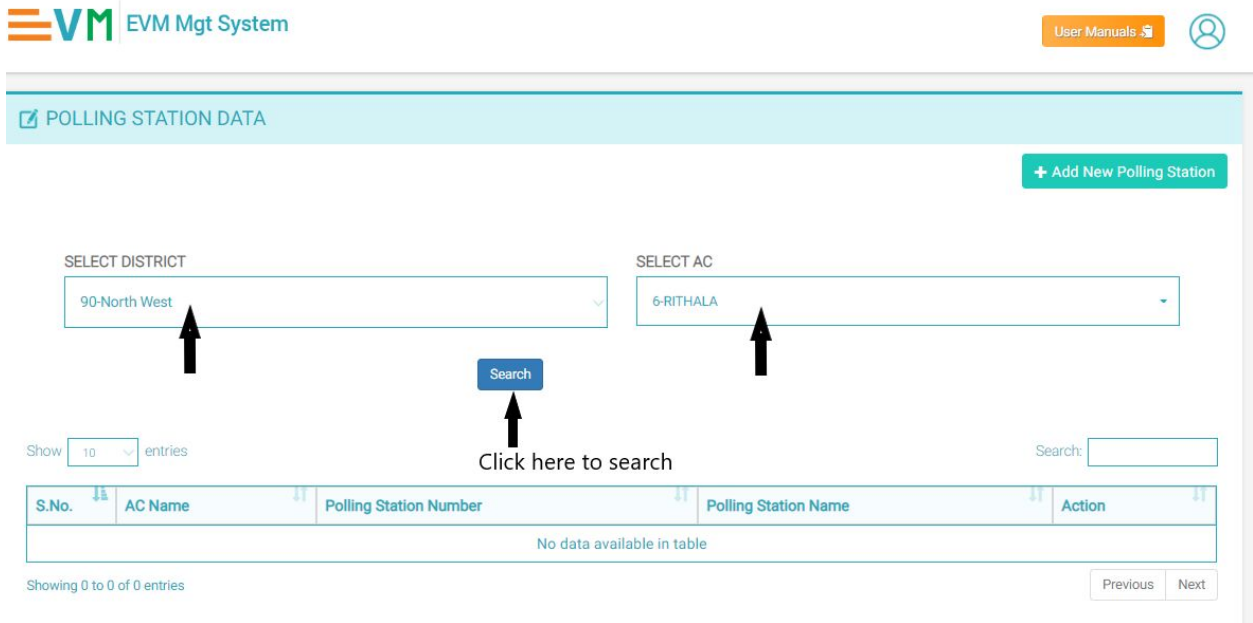
Step 1: Login by CEO Credential.

Step 2: Click on the **“Verify Polling Station”** by going to **“Services”** as shown in **screen 5**.



Screen 5

Step 3: User has to select “District” and “AC” and click on “Search” as shown in screen 6.



Screen 6

Step 4: A list of polling stations will be shown and if the user wants to search for a particular polling station it can be done by going to “Search Bar”.

For editing and deleting the polling station user can go to “Action” and press “Edit” or “Delete” as required.

as shown in **screen 7**.

SELECT DISTRICT
90-North West

SELECT AC
6-RITHALA

Search

Show 10 entries

User can search polling station here

Search:

Serial No	AC Name	Polling Station Number	Polling Station Name	Action
1	RITHALA-(6)	1	SECTOR-17, ROHINI	For Edit Edit Delete
2	RITHALA-(6)	2	SECTOR-17, ROHINI	Edit Delete
3	RITHALA-(6)	3	SECTOR-17, ROHINI	Edit Delete
4	RITHALA-(6)	4	SECTOR-17, ROHINI	Edit Delete
5	RITHALA-(6)	5	SECTOR-17, ROHINI	Edit Delete
6	RITHALA-(6)	6	SECTOR-17, ROHINI	Edit Delete
7	RITHALA-(6)	7	SECTOR-17, ROHINI	Edit Delete
8	RITHALA-(6)	8	SECTOR-17, ROHINI	Edit Delete

Screen 7

Step 5: After clicking the “Edit” a new screen will open for updation, users have to update the polling station details as required and click “**Update Polling Station**” as shown in screen 8.

VM EVM Mgt System User Manuals

EDIT POLLING STATION Back

User have to update the details as required

District: * 90 - North West AC: * RITHALA

Part Number: * 1 Part Name: * Please Enter Part Name

Polling Station Type: * Main Polling Station Category: * Select PS Category

Polling Station Number: * 1 Polling Station Name: * SECTOR-17, ROHINI

Location Type: * Select Location Type PSL Number: * 26

Update Polling Station Click here to Update

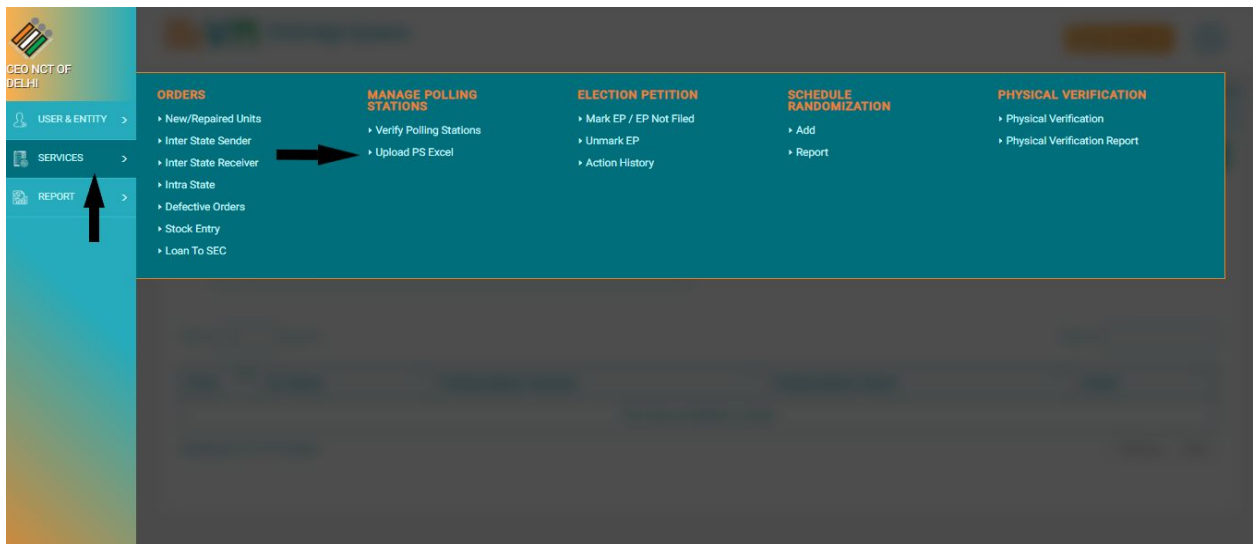
Screen 8

4. Update Polling Station Excel

If a user wants to add/update the multiple polling station details at the same time so it can be done by uploading the polling station excel.

Step 1: Login by CEO Credential.

Step 2: Click on the “**Upload PS Excel**” by going to “**Services**” as shown in **screen 9**.

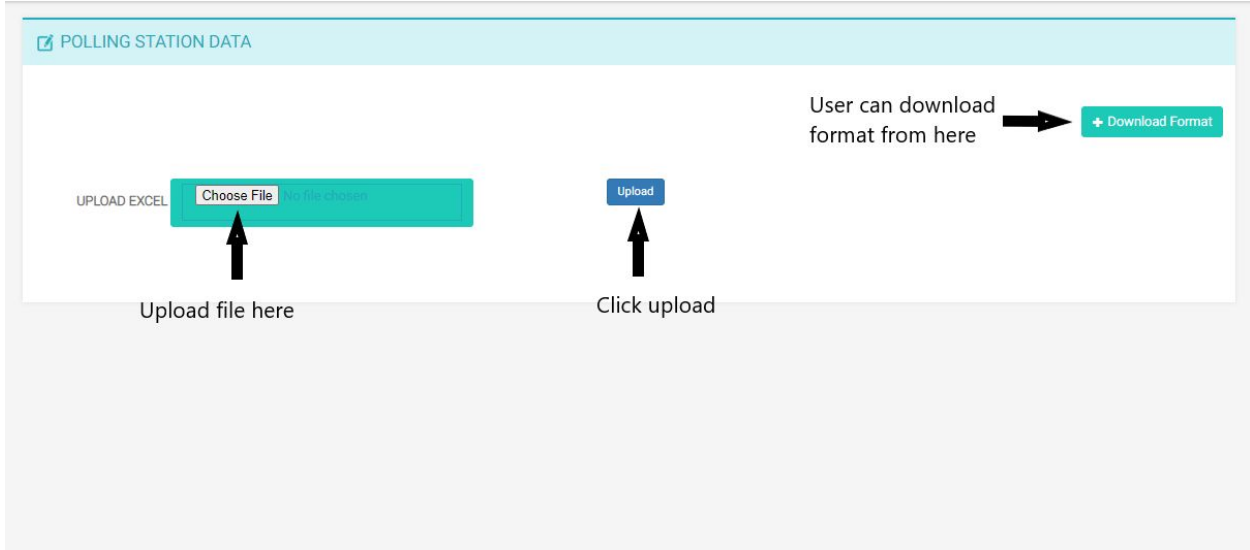


Screen 9

Step 3:

- Users have to download the Excel format in which PS details should be uploaded.
- For uploading the excel users have to go on “Upload Excel” and click “Choose File”.
- After choosing the file users have to click on “Upload”.

As shown in **screen10**.



Screen10

The process of uploading the PS excel is complete.

Note: The same functionality of Edit and Update is available at DEO Login. And the process is the same as shown above for CEO Login.

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