

PROCEEDINGS OF THE SECRETARY, STATE ELECTION COMMISSION KERALA,
THIRUVANANTHAPURAM

State Election Commission, Kerala – General Election 2015 – Appointment of District Nodal Officers and Assistant Nodal Officers for e-DROP activities – Roles and Responsibility fixed – Orders issued.

No. 622/2015/SEC.

Dated, Thiruvananthapuram, 30.09.2015.

ORDER

The State Election Commission, Kerala have decided to appoint District Nodal Officers and Assistant Nodal Officers in all Districts for the successful implementation of e-DROP activities to be carried out in connection with the General Election-2015 for Local Self Government Institutions.

The State Election Commission, Kerala is pleased to appoint the following officers as District Nodal Officers and Assistant Nodal Officers for implementation of e-DROP activities.

List of Nodal Officers

Sl. No.	District	Name of ADM	Mobile Number
1	Thiruvananthapuram	Shri. V.R. Vinod	8547610101
2	Kollam	Shri. Rahim. M.A	8547610026
3	Pathanamthitta	Shri. Sureshkumar. M	9446504515
4	Alappuzha	Shri. T.R. Azad	9447495001
5	Kottayam	Shri. Moncy. P. Alexander	9446564800
6	Idukki	Shri. K.K.R. Prasad	9447356477
7	Ernakulam	Shri. P. Padmakumar	9446484163
8	Thrissur	Shri. C.K. Anandakrishnan	9447161839
9	Palakkad	Shri. U. Narayankutty	8547610093
10	Malappuram	Shri. K. Radhakrishnan	8547616002
11	Kozhikode	Shri. T. Janil Kumar	8547616013
12	Wayanad	Shri. P.V. Gangadharan	9447097702
13	Kannur	Shri. O. Muhammad Aslam	9447766780
14	Kasaragod	Shri. H. Dinesan	9447726900

List of Assistant Nodal Officers

Sl. No	District	Name	Designation	Mobile
1	Thiruvananthapuram	Shri. Thankarajan. D.A	Senior Superintendent, Inspection	8547610019
2	Kollam	Shri. V. Subhash Chandran	Senior Superintendent, Inspection & Vigilance Wing, Collectorate, Kollam	9447042317
3	Pathanamthitta	Shri. P.J. Abraham	Junior Superintendent	9446188057
4	Alappuzha	Shri. Anilkumar. V	Senior Clerk, EDC Office	9947113647

5	Kottayam	Shri. Jose. K. Thomas	Revenue Inspector	9447304705
6	Idukki	Shri. M.J. Shajimon	Junior Superintendent	9447206982 9447823121
7	Ernakulam	Shri. Abdul Jabbar	Clerk, Collectorate, Ernakulam	9446013851
8	Thrissur	Smt. Saramma Kurian	Huzur Shirastadar	8547610091
9	Palakkad	Shri. Satheesh	Senior Clerk, EDC Office, Palakkad	9847716733
10	Malappuram	Shri. Shaju. P	Special Tahsildar, Land Tribunal, Tirur,	9995962492
11	Kozhikode	Shri. K. Muraleedharan	Junior Superintendent (Election)	9446311419
12	Wayanad	Shri. K.V. Shaju	Junior Superintendent (Election)	9947838198
13	Kannur	Shri. Radhakrishnan	Junior Superintendent	9495416053
14	Kasaragod	Shri. A.V. Rajan	Junior Superintendent, Election	9446674151

Roles and Responsibilities of District Nodal Officers and Assistant Nodal Officers of e-DROP is enclosed as Annexure-1.

P. Geetha
Secretary

To

All District Collectors & District Election Officers.
All District Nodal Officers & Assistant Nodal Officers. (Through District Collectors.)
All Officers & Sections, State Election Commission, Thiruvananthapuram.
Public Relations Officer, State Election Commission, Thiruvananthapuram.
PA to Commissioner.
CA to Secretary.
Computer Programmer, State Election Commission, Thiruvananthapuram.
Stock File / Office Copy.

Forwarded / By Order

Section Officer

Roles and responsibility
District & Asst. Nodal officers for eDROP.

- ✓ Keep & maintain the district admin password
- ✓ Create district data entry users if any
- ✓ Reset LSG passwords on their request
- ✓ Liaison with Local NIC on technical issues/support
- ✓ Monitor edrop data for any inclusion of institution which was omitted by as per SEC guidelines
- ✓ Monitor the progress of institution entry/staff entry through MIS reports
- ✓ Enter institution/staff list, if any institution found not entered by LSG. If needed the institution list available in edrop should be cross checked through village officers.
- ✓ Provide necessary press release for supporting EDROP data collection/improvement
- ✓ Contact LSG/Institution in case poor data entry

- ✓ Answer queries – on institution/staff entry based on SEC guidelines
 - Which institutions can be taken
 - Which institutions are exempted
 - Staff exemptions
 - RO/ARO staff exemption
 - Coordinate with help desk (edrop.ker@nicin) for entering missing designation/scale of pay

- ✓ Keep track of SEC communications and forward the same to LSGs in time
- ✓ Upload rehearsal/distribution centre/date details to edrop.
- ✓ Verify the data available for posting through edrop
- ✓ Upgrade/Change PRO, First polling Officer, Polling officers category on need but with SEC guidelines in mind.
- ✓ Randomization & generation of posting orders (SEC will send detailed communication later on randomization)
- ✓ Ensure all local bodies down loaded & served posting orders
- ✓ Cancellation and re-posting , if any, on emergency
- ✓ Any other work designated by SEC/DC/ADM as the case may be.
- ✓ Any other work related to improve the data collection work of edrop including LSG/institution random visit.