

Work Flow

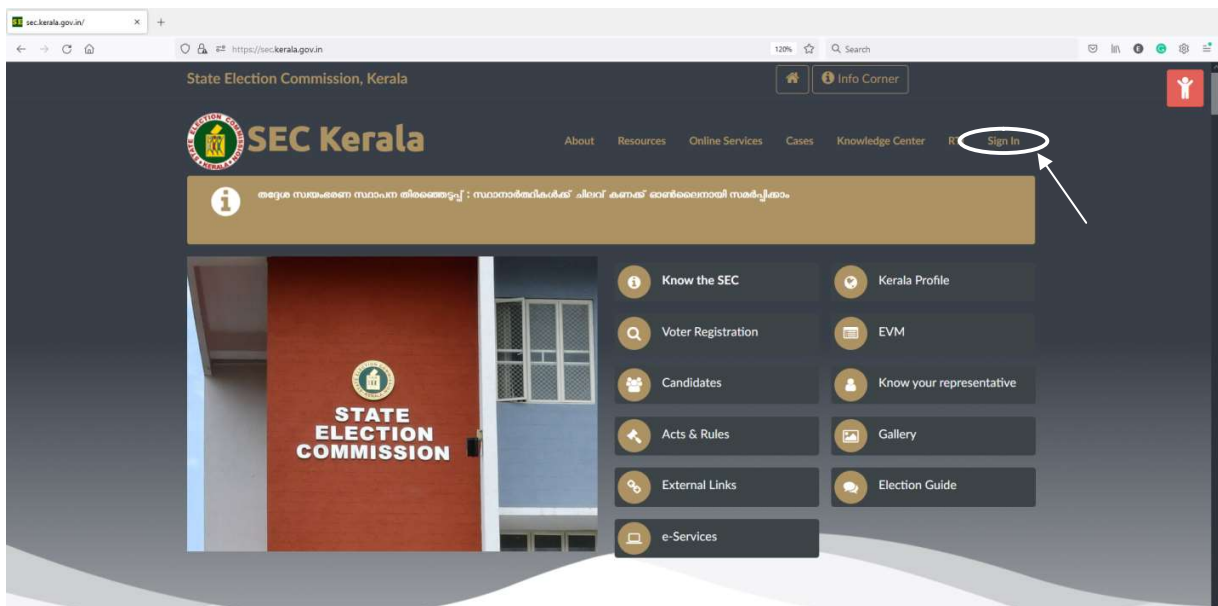
Election Expenditure Submission- Candidate

Every contesting candidate has to, either by him or by his election agent, keep a separate and correct account of all expenditure incurred in connection with the election or authorized by him or by his election agent between the date on which he has been nominated as a candidate and the date of declaration of the result thereof.

Election expenditure software is intended to help the candidate himself to submit error free election expenditure statement either online through internet or by submitting a N30 form to the authorized office. The software helps the candidate to submit the information in prescribed pro forma and guides to enter correct information and enables the designated authorities to process them it online.

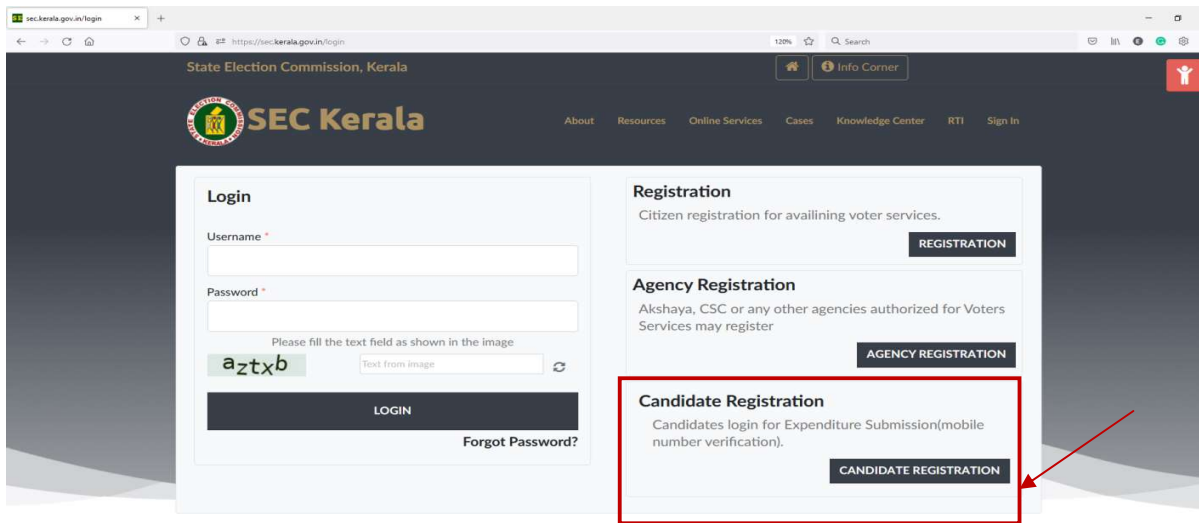
To file election expenses online, follow the steps below.

Website : www.sec.kerala.gov.in

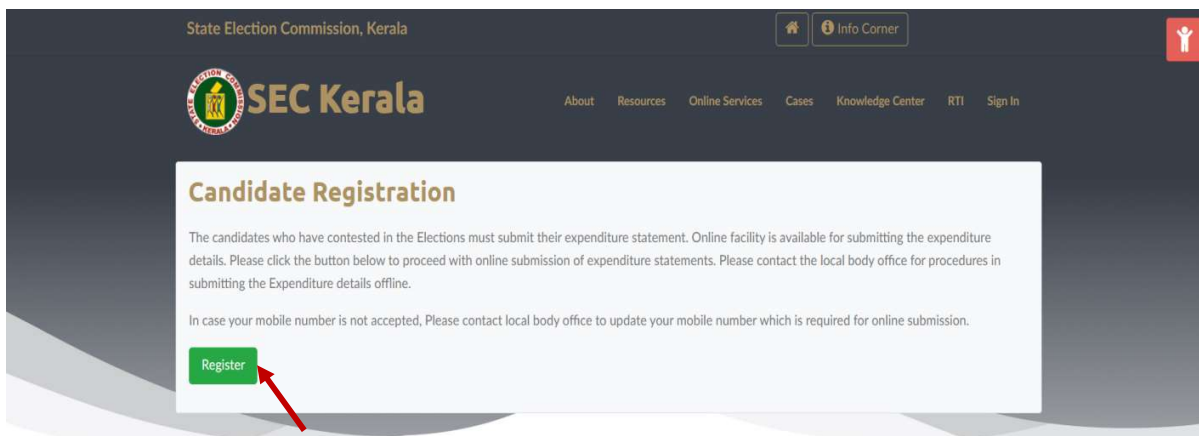


➤ Click '**Sign In**'

➤ Click '*Candidate Registration*'



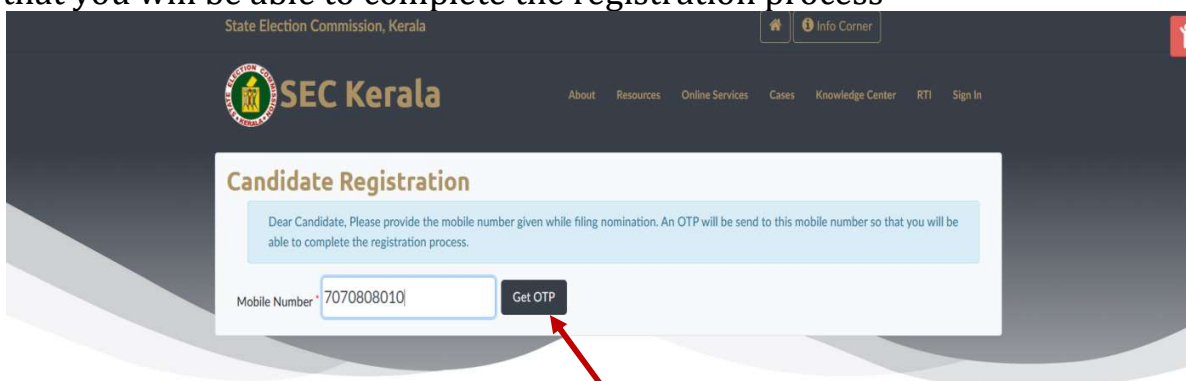
➤ Click '*Register*'



➤ Enter the **mobile number** given while filing nomination.

➤ Click '*Get OTP*'

An OTP will be send to the entered mobile number so that you will be able to complete the registration process



- Enter the **OTP** received in your mobile phone.

The screenshot shows the 'Candidate Registration' page on the SEC Kerala website. At the top, it says 'State Election Commission, Kerala' and 'SEC Kerala'. There are navigation links for 'About', 'Resources', 'Online Services', 'Cases', 'Knowledge Center', 'RTI', and 'Sign In'. The main heading is 'Candidate Registration'. Below it, a message reads: 'Dear Candidate, Please provide the mobile number given while filing nomination. An OTP will be send to this mobile number so that you will be able to complete the registration process.' There are two input fields: 'Mobile Number' with the value '7070808010' and 'Enter OTP' with the value '695033'. There are 'Get OTP' and 'Submit' buttons.

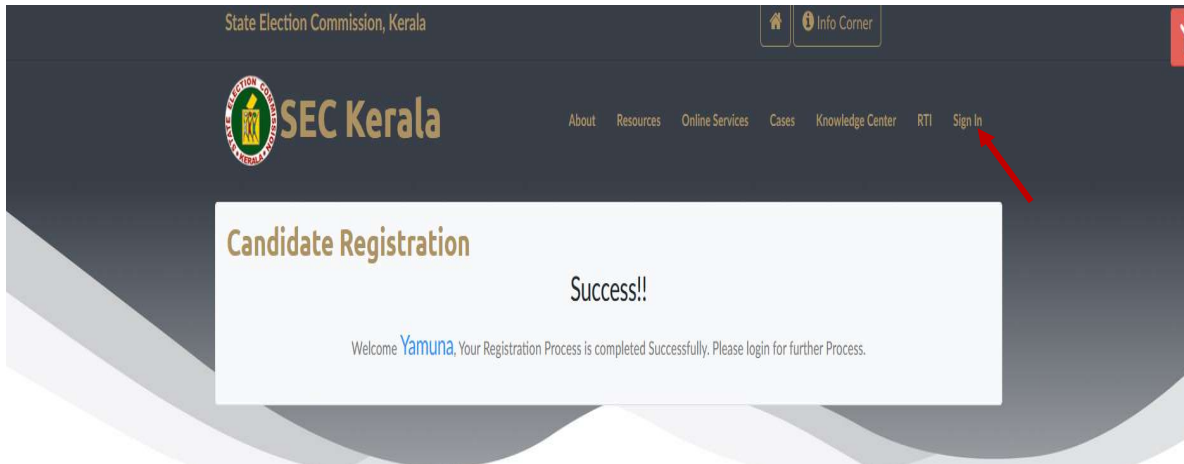
- Click **Submit** button
- Create a password for your profile.

The screenshot shows the 'Candidate Registration' page on the SEC Kerala website. The heading is 'Candidate Registration'. Below it, the text 'Set password' is displayed. There are two input fields: 'Password *' and 'Confirm Password *'. There is a green 'Submit' button.

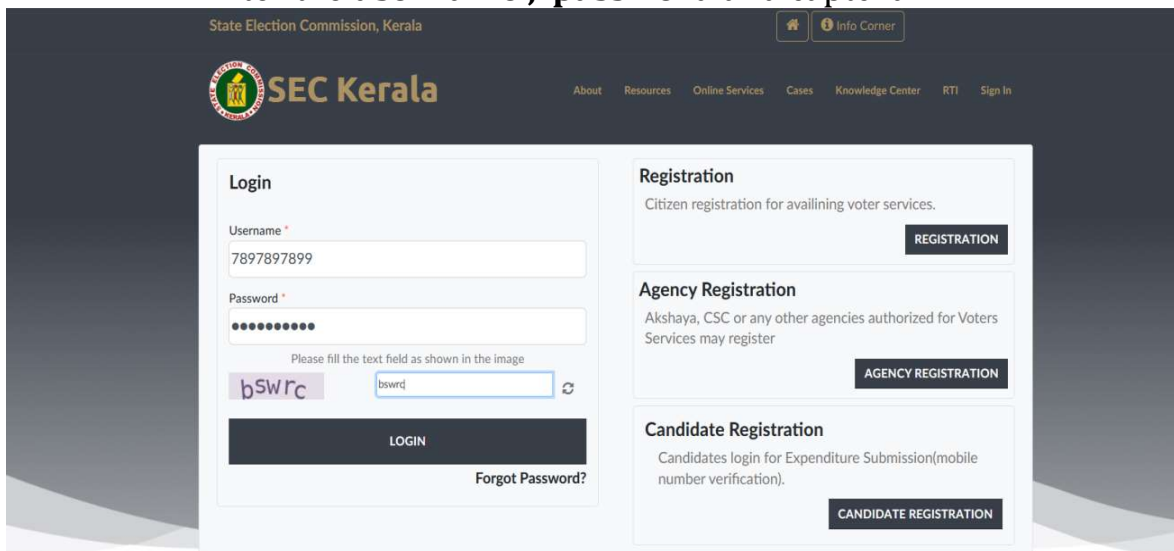
- Enter a new password and confirm the password.

The screenshot shows the 'Candidate Registration' page on the SEC Kerala website. The heading is 'Candidate Registration'. Below it, the text 'Set password' is displayed. There are two input fields: 'Password *' and 'Confirm Password *'. Both fields contain masked characters (dots). There is a green 'Submit' button.

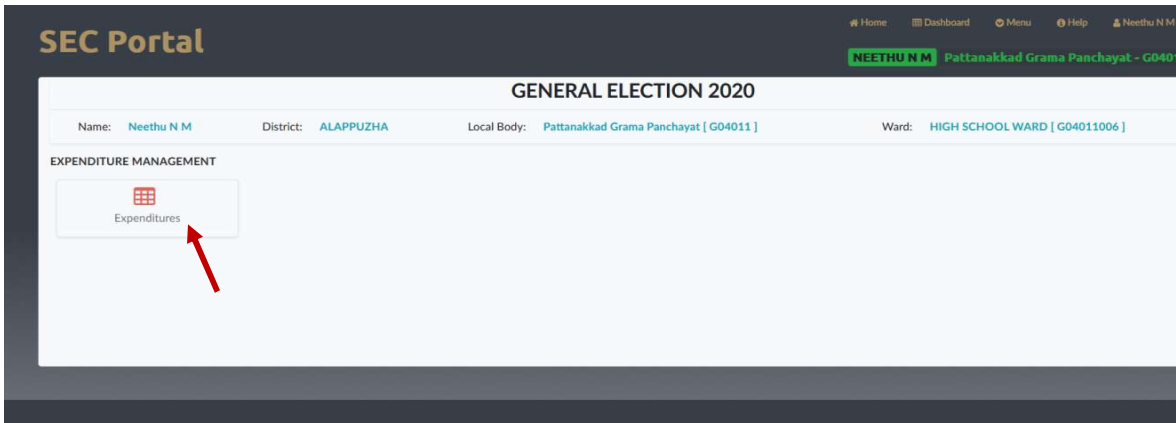
- Click **Submit** button to create password.



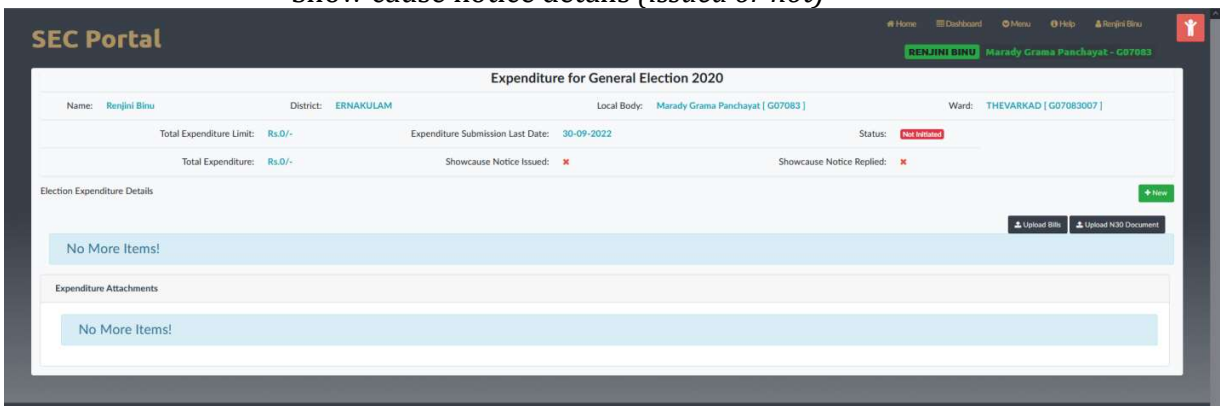
- Candidate Registration is completed.
- Click ***Sign In***
- Candidate mobile number will be the user name.
- Enter the **username , password and captcha**



- Click '**Login**'
This will redirect you to your profile.
- Candidate's profile will display
 - The name of the election which you have contested.
 - Candidate Name
 - District, Local body and ward.

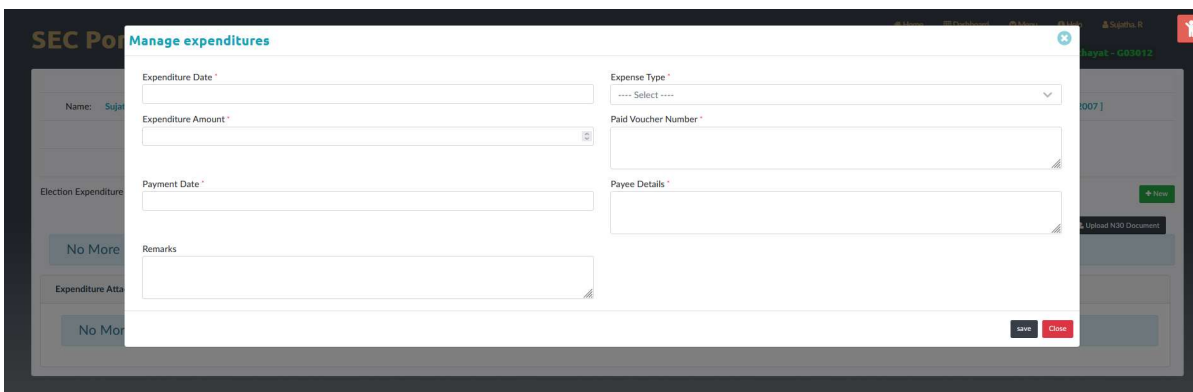


- Click '**Expenditure**' icon to file election expenditure.
- The tab will display,
 - ✓ Expenditure limit
 - ✓ Expenditure submission last date
 - ✓ Status (*Initiated or not*)
 - ✓ Show cause notice details (*issued or not*)



▪ **Election Expenditure Entry**

- Click **New** button



- Enter bill details and click **save** button to save the bill entry.
- Click new button for all new bill entries.

- If user want to edit/delete any bill entry,
 - Click Menu button of the concerned bill entry.
 - Select Edit button to edit details and click **save**.
 - Select Delete button to delete the bill entry.

SEC Portal | Home | Dashboard | Menu | Help | Sujatha R

SUJATHA R | Peringara Grama Panchayat - G03012

Expenditure for General Election 2020

Name: **Sujatha R** | District: **PATHANAMTHITTA** | Local Body: **Peringara Grama Panchayat [G03012]** | Ward: **CHALAKKUZHI [G03012007]**

Total Expenditure Limit: **Rs.0/-** | Expenditure Submission Last Date: **30-09-2022** | Status: **Not Submitted**

Total Expenditure: **Rs.19400/-** | Showcause Notice Issued: **✖** | Showcause Notice Replied: **✖**

Election Expenditure Details

#	Expenditure Date	Expense Type	Expenditure Amount	Payment Date	Payee Details	Payed Voucher ID	remarks	Action
1	01-11-2022	printing	15000	02-11-2022	Payee 1	Test 1/2022		Menu
2	02-11-2022	Travel	2500	02-11-2022	Payee 2	Test 2/2022		Menu
3	04-11-2022	others	1000	07-11-2022	Payee 3	Test 5/2022		Menu
4	08-11-2022	others	900	09-11-2022	Payee 6	test 6/2022	duty	Menu
Total			19400		0			

Declaration

I hereby declare that the details furnished above are correct, complete and valid.

Showing page 1/1 of 4 results

Submit

- **Upload Bills**

SEC Portal | Home | Dashboard | Menu | Help | Sujatha R

SUJATHA R | Peringara Grama Panchayat - G03012

Expenditure for General Election 2020

Name: **Sujatha R** | District: **PATHANAMTHITTA** | Local Body: **Peringara Grama Panchayat [G03012]** | Ward: **CHALAKKUZHI [G03012007]**

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2	02-11-2022	Travel	2500	02-11-2022	Payee 2	Test 2/2022		Menu
3	04-11-2022	others	1000	07-11-2022	Payee 3	Test 5/2022		Menu
4	08-11-2022	others	900	09-11-2022	Payee 6	test 6/2022	duty	Menu
Total			19400		0			

Declaration

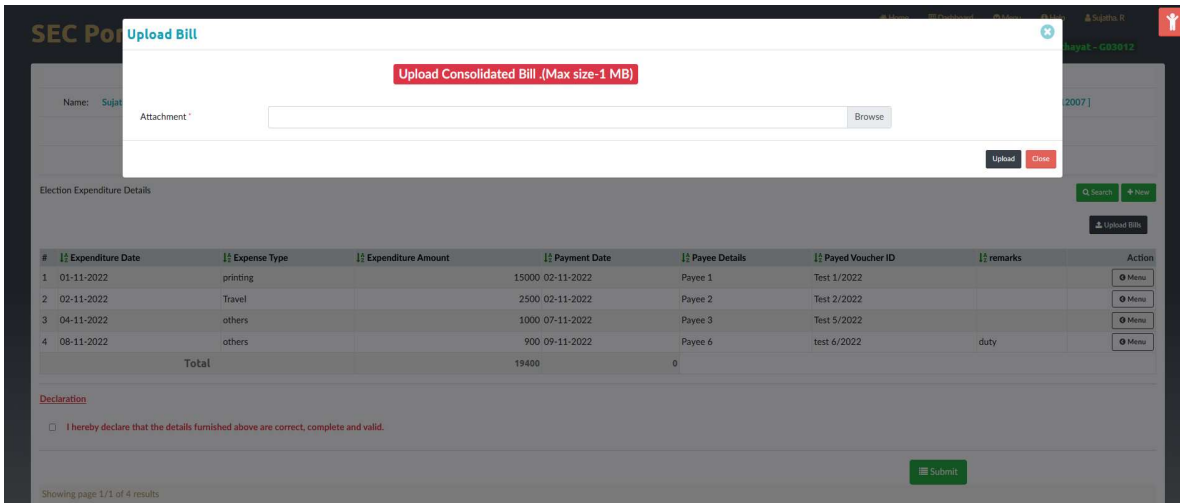
I hereby declare that the details furnished above are correct, complete and valid.

Showing page 1/1 of 4 results

Submit

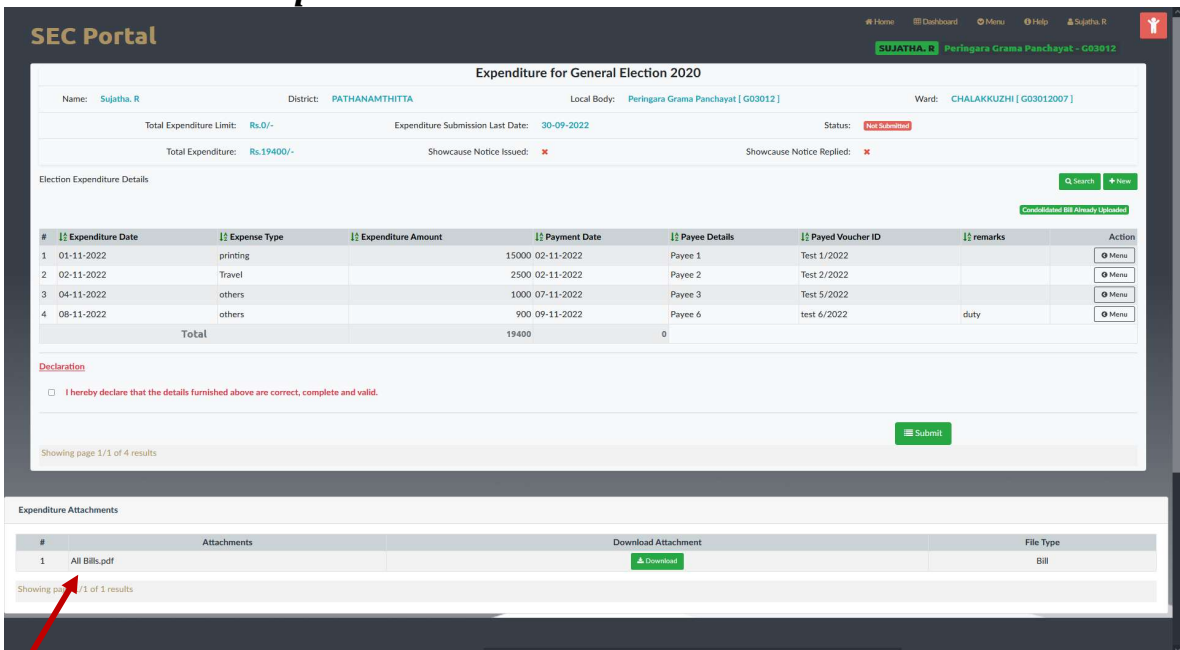
After entering all expenditure details, Candidate should upload scanned copy of all bills.

- Click **Upload bills** button.



All bills should be in a single document. (*Consolidated .pdf document*)

- Click **Browse** button and choose the scanned document and click **upload**.



Your bills successfully uploaded.

SEC Portal Expenditure for General Election 2020

Name: Sujatha. R District: PATHANAMTHITTA Local Body: Peringara Grama Panchayat | G03012 Ward: CHALARKUZHI | G03012007

Total Expenditure Limit: Rs.0/- Expenditure Submission Last Date: 30-09-2022 Status: Not Submitted

Total Expenditure: Rs.19400/- Showcause Notice Issued: ✗ Showcause Notice Replied: ✗

#	Expenditure Date	Expense Type	Expenditure Amount	Payment Date	Payee Details	Payed Voucher ID	remarks	Action
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2	02-11-2022	Travel		2500 02-11-2022	Payee 2	Test 2/2022		Menu
3	04-11-2022	others		1000 07-11-2022	Payee 3	Test 5/2022		Menu
4	08-11-2022	others		900 09-11-2022	Payee 6	test 6/2022	duty	Menu
Total			19400		0			

Declaration
 I hereby declare that the details furnished above are correct, complete and valid.

Submit

➤ Tick the declaration and click **Submit** button

- Once submitted, it may not be possible to make any changes later. Please make sure that everything is correct to the expectation before proceeding.

Expenditure Details

Once submitted, it may not be possible to make any changes later.
Please make sure that everything is correct to the expectation before proceeding.

Submit **Close**

➤ Click **Submit** button, status will be changed as **submitted**

SEC Portal | Home | Dashboard | Menu | Help | Sujatha R

SUJATHA R | Peringara Grama Panchayat - G03012

Expenditure for General Election 2020

Name: **Sujatha R** | District: **PATHANAMTHITTA** | Local Body: **Peringara Grama Panchayat [G03012]** | Ward: **CHALAKKUZHI [G03012007]**

Total Expenditure Limit: **Rs.0/-** | Expenditure Submission Last Date: **30-09-2022** | Status: **Not Submitted**

Total Expenditure: **Rs.19400/-** | Showcause Notice Issued: **✗** | Showcause Notice Replied: **✗**

Election Expenditure Details

#	Expenditure Date	Expense Type	Expenditure Amount	Payment Date	Payee Details	Payed Voucher ID	remarks	Action
1	01-11-2022	printing		15000 02-11-2022	Payee 1	Test 1/2022		Menu
2	02-11-2022	Travel		2500 02-11-2022	Payee 2	Test 2/2022		Menu
3	04-11-2022	others		1000 07-11-2022	Payee 3	Test 5/2022		Menu
4	08-11-2022	others		900 09-11-2022	Payee 6	test 6/2022	duty	Menu

Expenditure Successfully Submitted; Your Docket No is **GE2020C25**

[Download Acknowledgement PDF](#)

Showing page 1/1 of 4 results

Showing page 1/1 of 4 results

Expenditure Attachments

#	Attachments	Download Attachment	File Type
1	All Bills.pdf	Download	Bill

Showing page 1/1 of 1 results

About Us | Address: State Election Commission, Kerala | Phone Numbers: +91 471 2325048 (Administration)

- A **Docket number** will be generated. Kindly save this docket number for future reference.
- Candidate can download the acknowledgement using **Download button**
Candidate election expenditure successfully submitted.

- **If the user has a filled N30 form, the user can upload it to the portal.**

SEC Portal | Home | Dashboard | Menu | Help | Renjini Krishnakumar

RENJINI KRISHNAKUMAR | Pallickal Grama Panchayat - G03054

Expenditure for General Election 2020

Name: **Renjini Krishnakumar** | District: **PATHANAMTHITTA** | Local Body: **Pallickal Grama Panchayat [G03054]** | Ward: **THOTTUVA [G03054022]**

Total Expenditure Limit: **Rs.0/-** | Expenditure Submission Last Date: **30-09-2022** | Status: **Not Initiated**

Total Expenditure: **Rs.0/-** | Showcause Notice Issued: **✗** | Showcause Notice Replied: **✗**

Election Expenditure Details

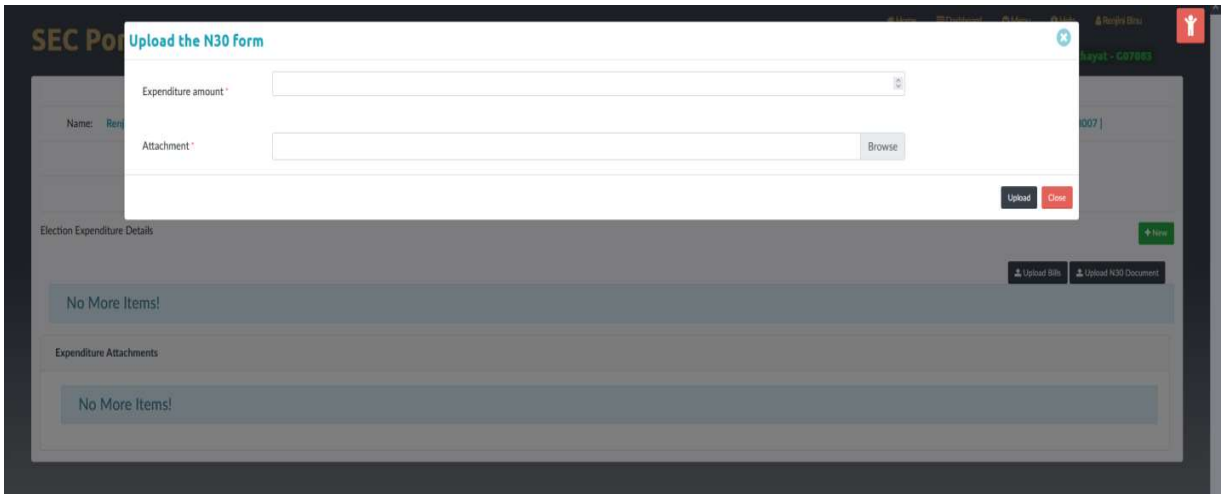
No More Items!

[Upload Bills](#) | [Upload N30 Document](#)

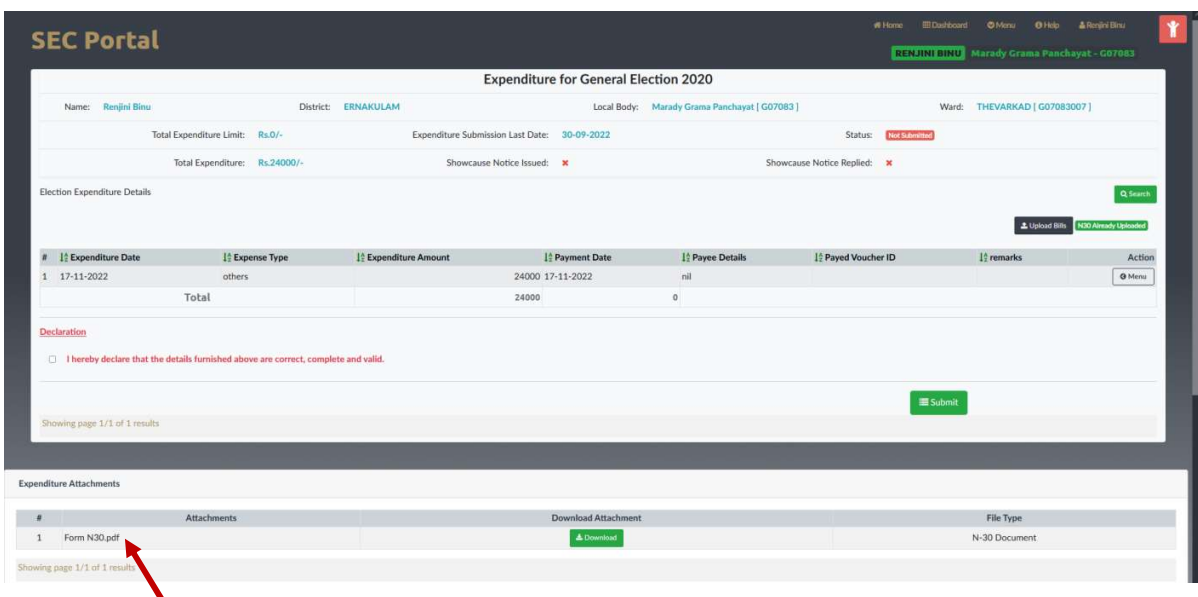
Expenditure Attachments

No More Items!

- Click '**Upload N30 Document**' button



- Candidate has to enter the total expenditure amount.
- Click **Browse** button and choose the scanned N30 document and click **upload** button
- Uploaded document will be listed under expenditure attachments area.



- **To delete the uploaded N30 Form**

SEC Portal

RENJINI BINU Marady Grama Panchayat - G07083

Expenditure for General Election 2020

Name: Renjini Binu District: ERNAKULAM Local Body: Marady Grama Panchayat [G07083] Ward: THEVARKAD [G07083007]

Total Expenditure Limit: Rs.0/- Expenditure Submission Last Date: 30-09-2022 Status: Not Submitted

Total Expenditure: Rs.24000/- Showcause Notice Issued: x Showcause Notice Replied: x

Election Expenditure Details

#	Expenditure Date	Expense Type	Expenditure Amount	Payment Date	Payee Details	Payed Voucher ID	remarks	Action
1	17-11-2022	others	24000	17-11-2022	nil			Menu
Total			24000		0		others	Delete N30 Submitted

Declaration

I hereby declare that the details furnished above are correct, complete and valid.

Showing page 1/1 of 1 results

Submit

Expenditure Attachments

#	Attachments	Download Attachment	File Type
1	Form N30.pdf	Download	N-30 Document

Showing page 1/1 of 1 results

- Click Menu and choose '**Delete N30**' option
- Uploaded N30 Form will be deleted.

- **Upload Bills**

SEC Portal

RENJINI BINU Marady Grama Panchayat - G07083

Expenditure for General Election 2020

Name: Renjini Binu District: ERNAKULAM Local Body: Marady Grama Panchayat [G07083] Ward: THEVARKAD [G07083007]

Total Expenditure Limit: Rs.0/- Expenditure Submission Last Date: 30-09-2022 Status: Not Submitted

Total Expenditure: Rs.23000/- Showcause Notice Issued: x Showcause Notice Replied: x

Election Expenditure Details

#	Expenditure Date	Expense Type	Expenditure Amount	Payment Date	Payee Details	Payed Voucher ID	remarks	Action
1	17-11-2022	others	23000	17-11-2022	nil			Menu
Total			23000		0			

Declaration

I hereby declare that the details furnished above are correct, complete and valid.

Showing page 1/1 of 1 results

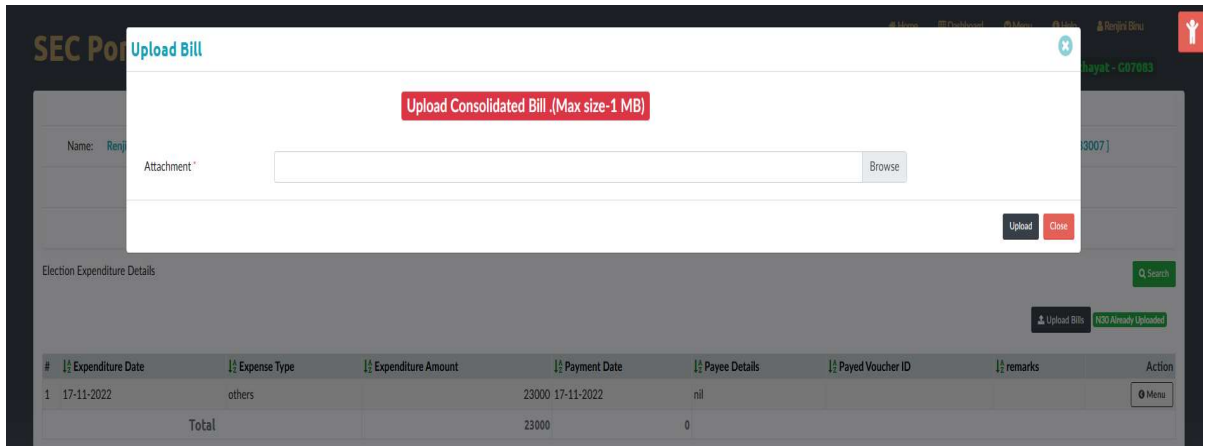
Submit

Expenditure Attachments

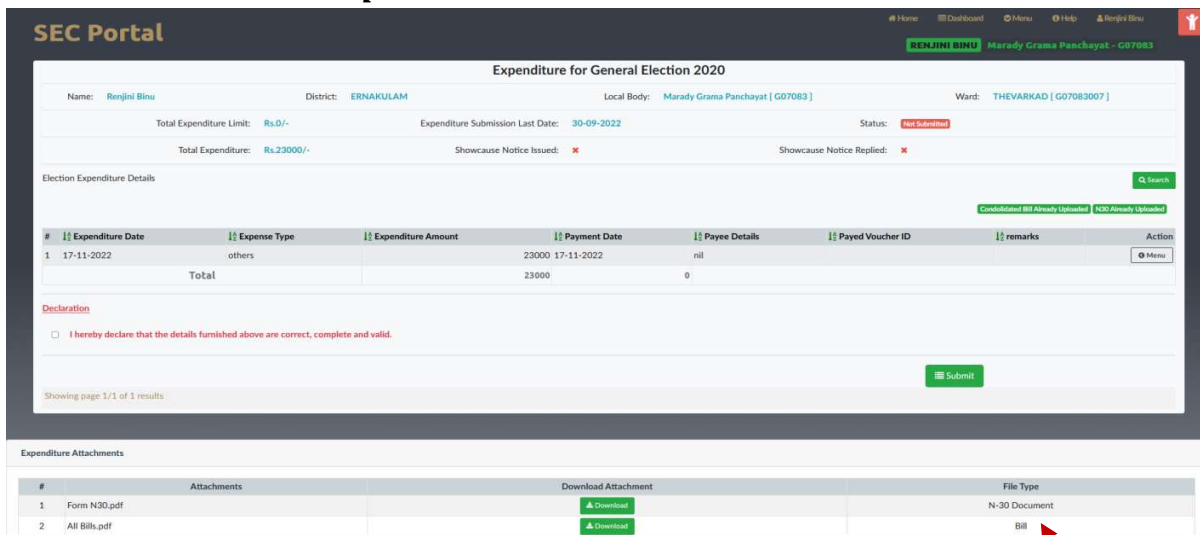
#	Attachments	Download Attachment	File Type
1	Form N30.pdf	Download	N-30 Document

Showing page 1/1 of 1 results

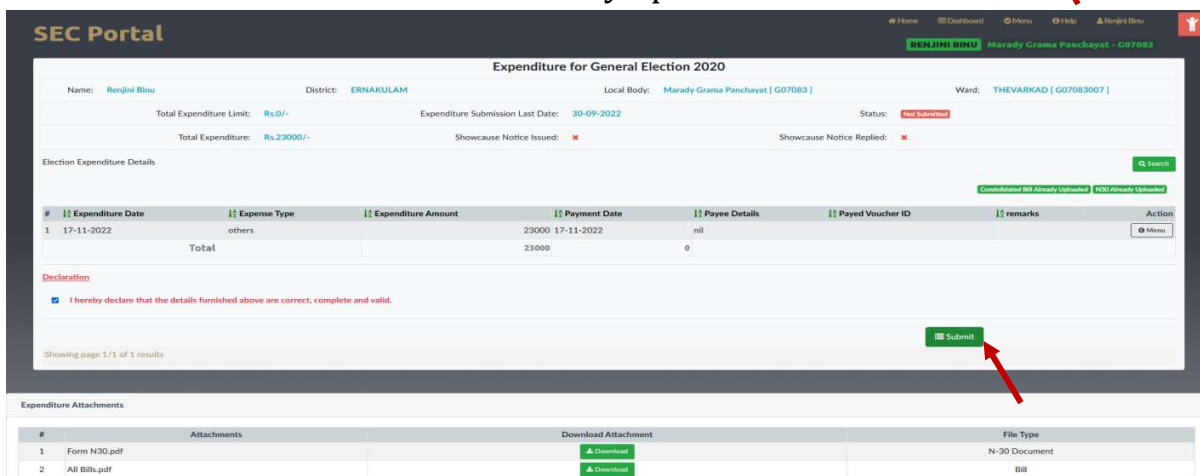
- Click '**Upload Bills**' button



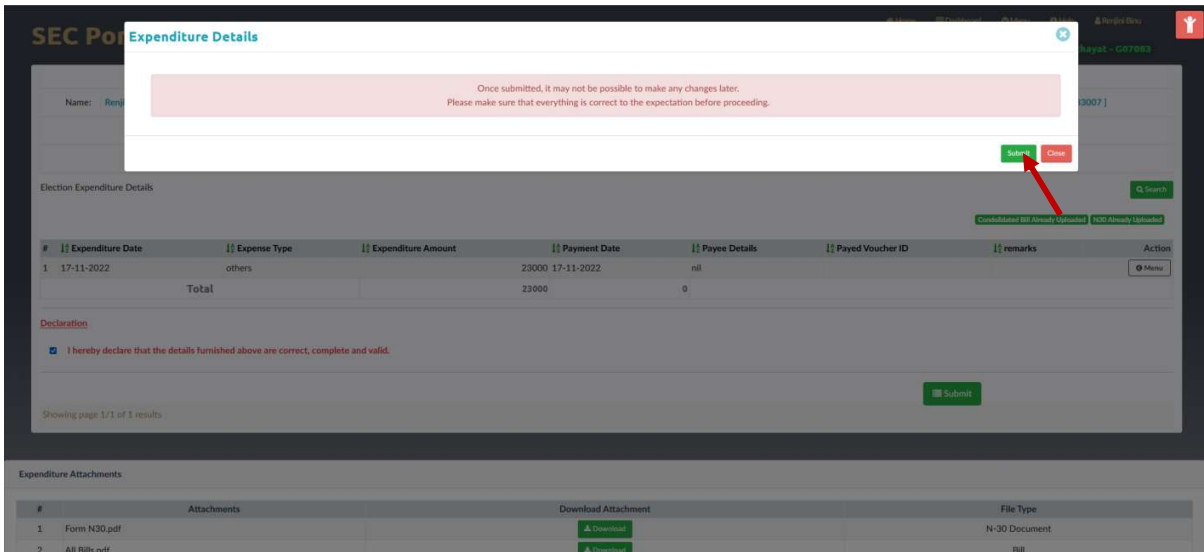
➤ Click **Browse** button and choose the scanned bills document and click **upload** button



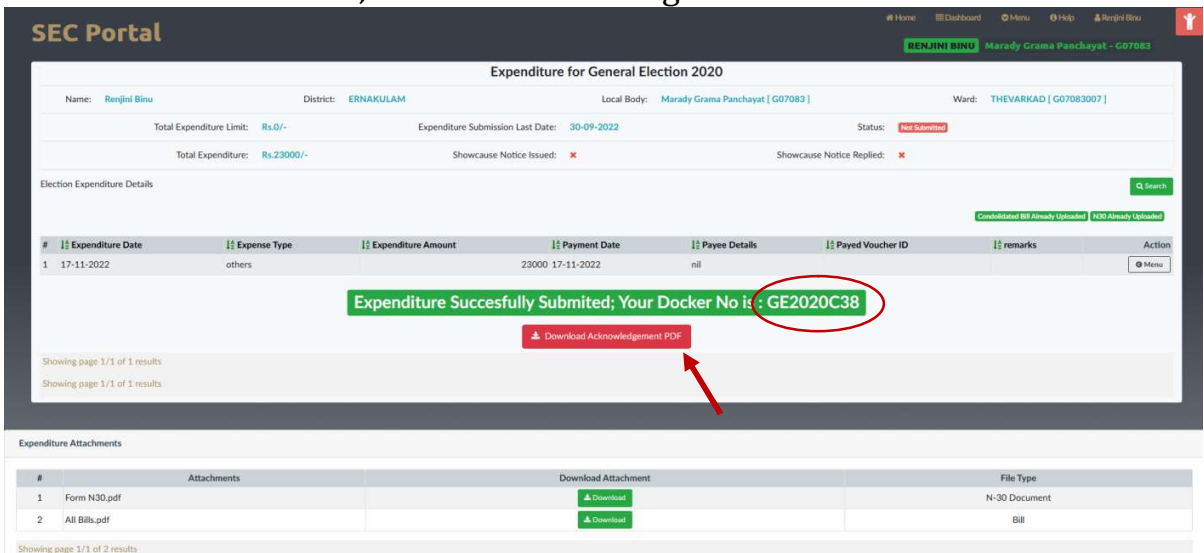
➤ Bills document successfully uploaded.



➤ Tick the declaration and click **Submit** button



- Click **Submit** button, status will be changed as **submitted**



- A **Docket number** will be generated. Kindly save this docket number for future reference.
- Candidate can download the acknowledgement using **Download** button
- Candidate election expenditure successfully submitted.
- To Log out, Click name of the candidate and select log out.

