

# Election Expenditure Monitoring System

# EEMS

## USER MANUAL

Version 1.1

**IT Cell**

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## Modules:

### 1. DEO Module:-

- Data entry
  - Date of Lodging of accounts
    - Fill the date of lodging of accounts
  
  - Defects in format
    - Fill the defects noticed in the format of the lodging of accounts by the candidate.
      - Choose defects
        - Abstract statement (Part I to Part IV) not filled up/not signed.
        - Duly sworn in Affidavit of the candidate is not filed.
        - Register of Day to day accounts along with bank register and cash register not duly signed by the candidate.
        - Vouchers in respect of items of election expenditure not submitted/not signed by the candidate or his election agent.
        - Self Certified copy of the statement of Bank account for election expenses not submitted.
        - All receipts for election expenses were not deposited in the aforesaid bank a/c and all payments except petty expenses were not made by cheque.
  
  - Candidate expense details
    - Fill the expense details of candidates(as said by the candidate and as observed by the observer)
      - Expense out of candidate's own fund:
        - Expense on Public rallies/meetings
        - Expense on Campaign material
        - Expense on Media
        - Expense on Vehicles

- Expense on Cutouts/Banners
- Expense on Campaign workers
- Expense on Dignitaries other than star campaigner
- Expense on Others
- Expense by Political party:
  - Party name
  - Mode of payment(cash/cheque or in kind)
  - Amount
- Expense by Others:
  - Sponsor's name
  - Mode of payment(cash/cheque or in kind)
  - Amount

2. Reports module: - Feasible reports that can be compiled from the data stored.

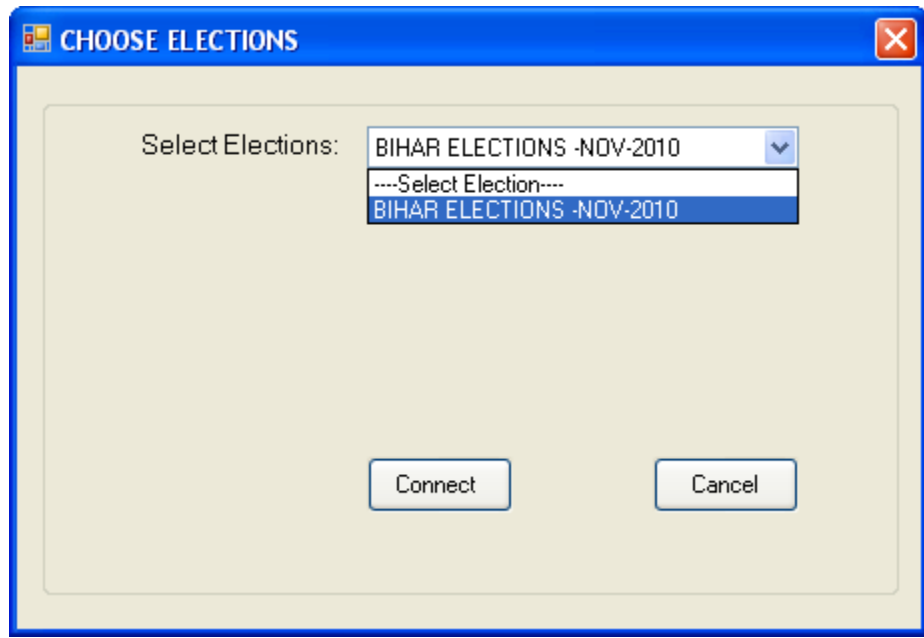
3. Access :- To DEO,CEO and ECI (With User Id and password)



Process : Authentication

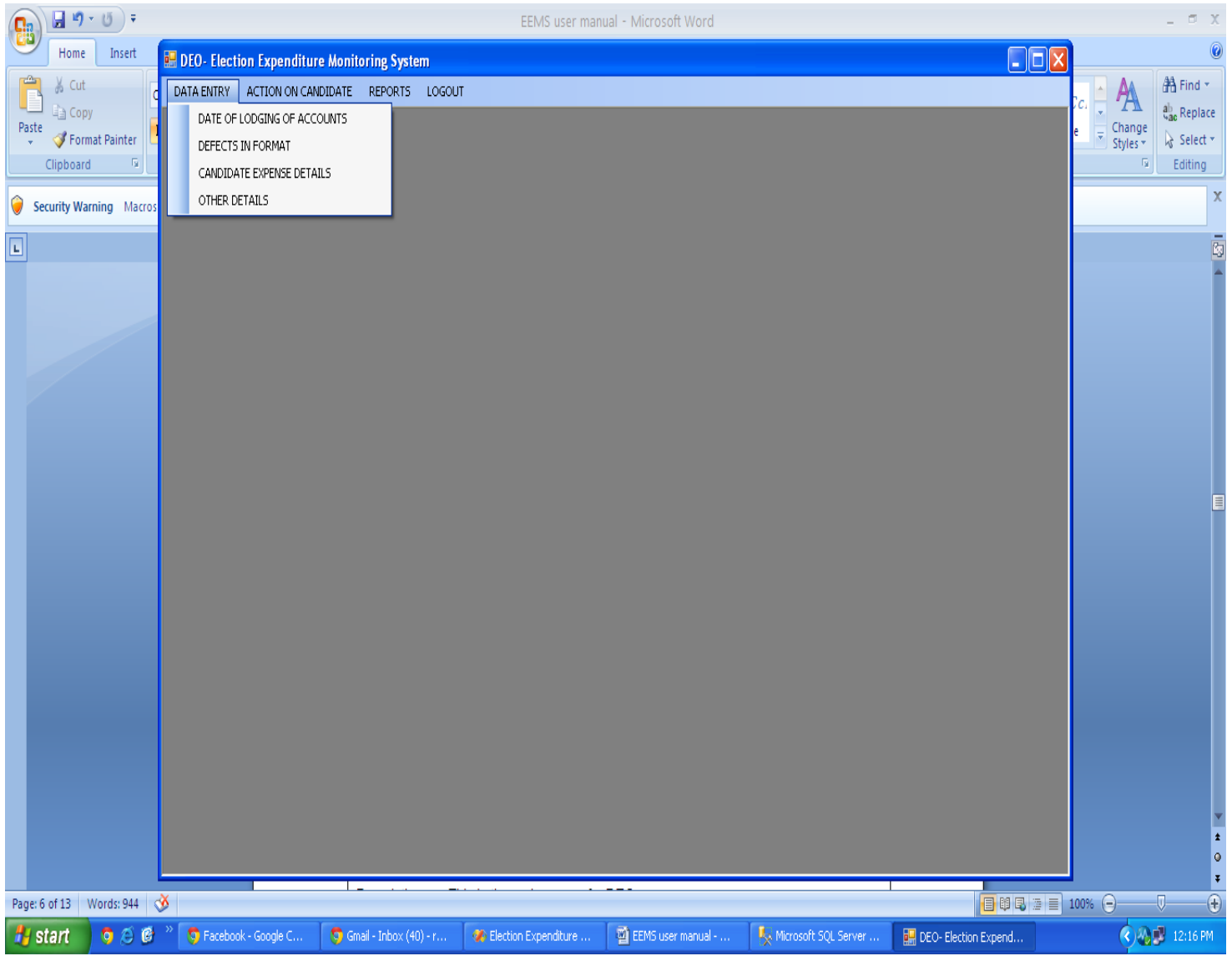
Description : In this login screen, enter your Username and Password

Eg. (Username: BRSEDT001)



Process : Choose Elections

Description : In this screen, choose elections with which you want to connect  
Then, click the connect button



**Description** : This is the main screen for DEO

**DATAENTRY:** This contains all the data entry forms

- Date of Lodging of Accounts
- Defects in format
- Candidate expense details

**REPORTS:** Different types of report about the status of the candidates

## DATAENTRY:

- **Date of Lodging of Accounts**

Select AC: 1 - Valmiki Nagar Show Date of declaration of Result : 04/02/2011

Select All No of candidates who have lodged the accounts :

EDIT	SL No.	CANDIDATE	PARTY	DATE OF LODGING OF ACCOUNT	REMOVE DATE
<input type="checkbox"/>	1	IRSHAD HUSSAIN	INC	20/04/2011	Remove
<input type="checkbox"/>	2	DHEERENDRA PRATAP SINGH	BSP	08/02/2011	Remove
<input type="checkbox"/>	3	MUKESH KUMAR KUSHWAHA	RJD	16/02/2011	Remove
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)	10/05/2011	Remove
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP	05/09/2011	Remove
<input type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS	17/02/2011	Remove
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJD	14/06/2011	Remove
<input checked="" type="checkbox"/>	8	INSAD ALI	IND	19/10/2011	Remove
<input type="checkbox"/>	9	DEEP NARAYAN MAHATO	IND		
<input type="checkbox"/>	10	PAHAWARI YADAW	IND		
<input type="checkbox"/>	11	PRAMOD SAH	IND		
<input type="checkbox"/>	12	RAMNARESH SAH	IND		
<input type="checkbox"/>	13	RAMAYAN CHAUDHARY	IND		
<input type="checkbox"/>	14	SAKET KUMAR PATHAK	IND		

UPDATE

Process : Entering the date of lodging of accounts by the candidate

Description : In this screen, first select the AC and as the AC is selected all the candidates in a particular AC will appear

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- (SL no., Candidate, Party) are Read-only fields.
- Date of lodging of accounts: when you click it, a calendar will appear and you can choose date from it.
- Remove date: It's a button to remove the entered date.
- No. of candidates who have lodged the accounts: you have to enter the no. of candidates (whose date of lodging has been entered in to the software).

Finally, click the update button to update the entries.

BIHAR---West Champaran EEMS -- DEFECTS IN FORMAT

Select AC: 1 - Valmiki Nagar

Select All

Edit	Sl.No	Candidate	Party	Date of lodging	Defects noticed	Remarks
<input type="checkbox"/>	1	IRSHAD HUSSAIN	INC	20/04/2011	<a href="#">2,3,5</a>	
<input type="checkbox"/>	2	DHEERENDRA PRATAP SINGH	BSP	08/02/2011	<a href="#">1,2</a>	
<input type="checkbox"/>	3	MUKESH KUMAR KUSHWAHA	RJD	16/02/2011		
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)	10/05/2011	<a href="#">5</a>	
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP	05/09/2011		
<input checked="" type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS	17/02/2011	<a href="#">3,4,5</a>	
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJD	14/06/2011	<a href="#">3,5</a>	
<input type="checkbox"/>	8	PAHAWARI YADAW	IND	09/03/2011	<a href="#">3,4,5</a>	

For MANOJ KUMAR SINGH

Select Defects

- 1-Abstract statement(Part I to Part IV) not filled up/not sig
- 2-Duly sworn in Affidavit of the candidate is not filed.
- 3-Register of Day to day accounts along with bank register
- 4-Vouchers in respect of items of election expenditure not
- 5-Self Certified copy of the statement of Bank account for
- 6-All receipts for election expenses were not deposited in

Ok Clear

UPDATE ALL

**Process** : Entering the defects noticed in the format when the candidate lodged the accounts.

**Description** : In this screen, first select the AC and as the AC is selected all the candidates in a particular AC will appear

Fields shown above:

- Edit : It's a Checkbox, so you have to Tick it to make the row editable.
- (SL no., Candidate, Party, Date of lodging) are Read-only fields.
- Brief statement of defects noticed: when you click on a particular cell, the control will go to the "Select Defects" on the right of it, then you have to select the defects and then press OK and do it similarly for all candidates
- Remarks: you can add remarks about defects.

Finally, click the update button to update the entries.



BIHAR---West Champaran EEMS -- CANDIDATE EXPENSES

Select AC: 1 - Valmiki Nagar

**Select Candidate to update the Expense details**

EDIT	SL NO	CANDIDATE	PARTY
<input checked="" type="checkbox"/>	1	IRSHAD HUSSAIN	INC
<input type="checkbox"/>	2	DHEERENDRA PRATAP S...	BSP
<input type="checkbox"/>	3	MUKESH KUMAR KUSHW...	RJD
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP
<input type="checkbox"/>	6	MANDJ KUMAR SINGH	JPS
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJD
<input type="checkbox"/>	8	PAHAWARI YADAW	IND

Process : Entering the Candidate expenses.

Description : In this screen, first select the AC and as the AC is selected all the candidates in a particular AC will appear

BIHAR---West Champaran EEMS -- CANDIDATE EXPENSES

Select AC : 1 - Valmiki Nagar

Candidate Expense Funds by Pol party Funds by Others Expense Understated

Select Candidate to update the Expense details

EDIT	SL NO	CANDIDATE	PARTY
<input checked="" type="checkbox"/>	1	IRSHAD HUSSAIN	INC
<input type="checkbox"/>	2	DHEERENDRA PRATAP S...	BSP
<input type="checkbox"/>	3	MUKESH KUMAR KUSHW...	RJD
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP
<input type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJD
<input type="checkbox"/>	8	PAHAWARI YADAW	IND

CANDIDATE EXPENSE

Select All Refresh

EDIT	ITEMS OF EXPENDITURE	EXPENSE AS PER CANDIDATE STATEMENT
<input checked="" type="checkbox"/>	Public Meetings/Rally	5000
<input type="checkbox"/>	Campaign Materials	4000
<input type="checkbox"/>	Media Expenses including Paid News,Surrogate News	3600
<input type="checkbox"/>	Vehicles	10000
<input type="checkbox"/>	Erection of gates, arches, cutouts, banners	4000
<input type="checkbox"/>	Campaign workers	90000
<input type="checkbox"/>	Visiting dignitaries other than star campaigners	65000
<input type="checkbox"/>	Others	650000

Total: 831600

UPDATE

Process : Entering the Candidate expenses

Description : Select the candidate to update the details

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- Item of Expenditure is Read-only field.
- Expense as per candidate statement: fill the amount.
- Total is auto-calculated and Read-only field.

Finally, click the update button to update the entries.

BIHAR--West Champaran EEMS -- CANDIDATE EXPENSES

Select AC : 1 - Valmiki Nagar

Candidate Expense Funds by Pol party Funds by Others Expense Understated

Select Candidate to update the Expense details

EDIT	SL NO	CANDIDATE	PARTY
<input checked="" type="checkbox"/>	1	IRSHAD HUSSAIN	INC
<input type="checkbox"/>	2	DHEERENDRA PRATAP S...	BSP
<input type="checkbox"/>	3	MUKESH KUMAR KUSHW...	RJD
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP
<input type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJJD
<input type="checkbox"/>	8	PAHAWARI YADAW	IND

EXPENSE INCURRED BY 'INDIAN NATIONAL CONGRESS' FOR THE CANDIDATE

Select All Refresh

EDIT	EXPENSE ON	Amount
<input checked="" type="checkbox"/>	Cash	2000
<input type="checkbox"/>	Cheque	100
<input type="checkbox"/>	In Kind	3000

UPDATE Total: 5100

Process : Funds by Political party

Description : Select the candidate to update the details

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- Expense on is Read-only field.
- Amount: fill the expense incurred by political party.
- Total is auto-calculated and Read-only field.

Finally, click the update button to update the entries.

BIHAR---West Champaran EEMS -- CANDIDATE EXPENSES

Select AC : 1 - Valmiki Nagar

Candidate Expense Funds by Pol party Funds by Others Expense Understated

Select Candidate to update the Expense details

EDIT	SL NO	CANDIDATE	PARTY
<input checked="" type="checkbox"/>	1	IRSHAD HUSSAIN	INC
<input type="checkbox"/>	2	DHEERENDRA PRATAP S...	BSP
<input type="checkbox"/>	3	MUKESH KUMAR KUSHW...	RJD
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP
<input type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJD
<input type="checkbox"/>	8	PAHAWARI YADAW	IND

EXPENDITURE INCURRED BY OTHERS FOR THE CANDIDATE

Select All Refresh

EDIT	Name	Mode	Amount
<input type="checkbox"/>	Rohit chhabra	Cash	10000
<input type="checkbox"/>	Harpal singh	Cheque	2000
<input type="checkbox"/>	Amar aggarwal	In Kind	50000
<input checked="" type="checkbox"/>	Rohit chhabra	In Kind	2000
<input type="checkbox"/>		Cash	
		Cheque	
		In Kind	

UPDATE Total: 64000

Process : Entering the Candidate expenses (Expense by others for the candidate)

Description : Select the candidate to update the details

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- Name: Fill the name of the person who has sponsored the candidate.
- Mode: Select the mode of payment.
- Amount: fill the amount given others for the candidate.
- Total is auto-calculated and Read-only field.

Finally, click the update button to update the entries.

BIHAR---West Champaran EEMS -- CANDIDATE EXPENSES

Select AC : 1 - Valmiki Nagar

Candidate Expense Funds by Pol party Funds by Others Expense Understated

Select Candidate to update the Expense details

EDIT	SL NO	CANDIDATE	PARTY
<input checked="" type="checkbox"/>	1	IRSHAD HUSSAIN	INC
<input type="checkbox"/>	2	DHEERENDRA PRATAP S...	BSP
<input type="checkbox"/>	3	MUKESH KUMAR KUSHW...	RJD
<input type="checkbox"/>	4	RAJESH SINGH	JD(U)
<input type="checkbox"/>	5	SHASHI BHUSAN SAHAY	NCP
<input type="checkbox"/>	6	MANOJ KUMAR SINGH	JPS
<input type="checkbox"/>	7	RAMASHANKAR PRASAD	BJJD
<input type="checkbox"/>	8	PAHAWARI YADAW	IND

Fill the details where expenditure has been understated / not mentioned at all by the candidate

Refresh

EDIT	Items of Expenditure	Date	Page no. of shadow observation register	Amount observed	Amount as per Candidate	Amount understated
<input type="checkbox"/>	Star campaigner	16/03/2011	45/b	50000	48000	2000
<input type="checkbox"/>	Public meetings in party	20/04/2011	125	1000000	900000	100000
<input type="checkbox"/>						

UPDATE Total: 1050000 948000 102000

Process : Entering the Candidate expenses (Expense by others for the candidate)

Description : Select the candidate to update the details

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- Items of Expenditure: Fill the item of expenditure on which the amount is understated.
- Date: Fill the date of observation.
- Page no. of shadow observation register.
- Amount observed: Fill the amount observed by the observer.
- Amount as per candidate: Fill the amount shown by the candidate.
- Amount understated: It's a read only field.

Finally, click the update button to update the entries.

**Action on Candidates**

Select AC : 1 - Valmiki Nagar

Edit	SlNo	Candidate	Party	Current Status	Status Updated on	Action	Date	History
<input type="checkbox"/>	1	IRSHAD HUSSAIN	INC	NOTICE ISSUED	29/04/2011			H
<input type="checkbox"/>	2	DHEERENDRA PRATAP SINGH	BSP					H
<input type="checkbox"/>	3	RAJESH SINGH	JD(U)	REPLY RECEIVED	17/08/2011			H
<input type="checkbox"/>	4	SHASHI BHUSAN SAHAY	NCP					H
<input type="checkbox"/>	5	MANOJ KUMAR SINGH	JPS					H
<input checked="" type="checkbox"/>	6	RAMASHANKAR PRASAD	BJJD	NOTICE ISSUED	10/05/2011	Select Action		H
<input type="checkbox"/>	7	INSAD ALI	IND	NOTICE ISSUED	27/05/2011	Select Action NOTICE SERVED		H
<input type="checkbox"/>	8	DEEP NARAYAN MAHATO	IND					H
<input type="checkbox"/>	9	PAHAWARI YADAW	IND					H
<input type="checkbox"/>	10	PRAMOD SAH	IND					H
<input type="checkbox"/>	11	RAMNARESH SAH	IND					H
<input type="checkbox"/>	12	RAMAYAN CHAUDHARY	IND					H
<input type="checkbox"/>	13	SAKET KUMAR PATHAK	IND					H

**HISTORY**

1st Report Action taken on candidate

1st Report by DEO

Name:

Party:

Account lodged:

Date of lodging:

Lodged in time:

In prescribed Format:

Expense Understated:

**Process** : Take action on candidate

**Description** : Select the candidate and take action

Fields shown above:

- Edit: It's a Checkbox, so you have to Tick it to make the row editable.
- Sl no.: It's a running serial number.
- Candidate: Name of the candidate.
- Party: Party to which candidate belongs.
- Current status: Current status of the candidate after any action.
- Status updated on: Date on which action was taken.
- Action: It shows actions to be taken.
- Date: Current action date.
- History: Shows the history of the candidate ( History contains the defects and actions taken)

Finally, click the update button to update the entries.

Process : **Reports**

Description : Different types of reports can be generated to know the status of the candidates.