

Important Instructions for Voters Data Entry Work

Please type all the 25 fields in the voters data entry software as per the instructions given below.

Field Title	Instructions
First Name	Please follow the instructions given on page number 4, 5, and 6 in this file
Last Name	Please follow the instructions given on page number 4, 5, and 6 in this file
Relative's First Name	Please follow the instructions given on page number 4, 5, and 6 in this file
Relative's Last Name	Please follow the instructions given on page number 4, 5, and 6 in this file
Relation	Type this as given in the original data.
Age	Type this as given in the original data.
Gender	Type this as given in the original data.
EPIC Number	Type this as given in the original data.
State	Type this as given in the original data.
Home City	Type this as given in the original data.
Parliamentary Constituency Number	Type this as given in the original data.
Parliamentary Constituency Name	Type this as given in the original data.
Assembly Constituency Number	Type this as given in the original data.

Assembly Constituency Name	Type this as given in the original data.
Polling Station	Type this as given in the original data.
Part Number	Type this as given in the original data.
Part Name	Type this as given in the original data.
Part Serial Number	Type this as given in the original data.
Virtual Id	Follow the instructions given on page number 3 and see the examples on page 4, 5, and 6 in this file
Retype Virtual Id	Type this field exactly the same as Virtual Id
Passcode	Type this as given in the original data. Also check the examples given on page number 7 in this file.
Retype Passcode	Type this field exactly the same as Passcode
Company Code	Type this as given in the original data.
Country Code	Type this as given in the original data.
Source	Type this as given in the original data.
Form Number	It is auto filled. You need not to type anything in this field.

1) Virtual ID is not given in the original PDF file. You need to type the virtual ID in particular format as given below. Enter the same in Retype virtual ID field.

Format: **epicnumber_first name_last name@rediffmail.com** (all small letters)

If the Name is	If the EPIC number is	Then Virtual ID and Retype Virtual ID will be
Namdev Aaba Khokale	MLD1501533	mld1501733_namdev_khokale@rediffmail.com
Sindhu Narayan Siva Reddy	VFG2653255	vfg2653255_sindhu_reddy@rediffmail.com
Jagat M	VDR5605894	vdr5605894_jagat_m@rediffmail.com
AVINASH SHANKAR PARMAR	CDP6985624	cdp6985624_avinash_parmar@rediffmail.com
Pravin	DCR9875643	dcr9875643_pravin@rediffmail.com
Gayatri V B Pawar	XDV6958456	xdv6958456_gayatri_pawar@rediffmail.com
Sagar Mhetre	ASX7854269	asx7854269_sagar_mhetre@rediffmail.com
S B D Shankar	REJ5621369	rej5621369_s_shankar@rediffmail.com

2) Guidelines for typing voter's and relative's first name and last name. Please refer to the below table while typing the first name and last name. Please note that:

- If name (voter or relative) in the PDF file contains more than one word then always the last word should be typed in "Last Name" field and all other remaining words should be typed in "First Name" field in the software.
- If name (voter or relative) in the PDF file contains only one word then always type "NA" in last name field. (Here NA means Not Available)
- Maintain capital small letters as they are given in PDF file while typing first and last name. Use all small letters in "Virtual ID" and "Retype Virtual ID" fields.
- If voter's or relative's name contains any dot or other symbol then it should not be typed in software while typing first name, last name or virtual ID
- If there is any salutation before the name, like Mr., Ms., Mrs., Dr., Adv., Sr., Rev., Lt., Er., Mx., Jr., Assoc. Prof., Asst. Prof., Arch., Eng., Late, Sir, Madam, Miss, Master, etc., then it should not be included in voters name, relative name, virtual ID, or re-type virtual ID

If the Name is (either voter's or relative's name)	Then 1st name is	And Last Name is	And Virtual ID is (if it is voter's name)
Bhavya B. S.	Bhavya B	S	epicnumber_bhavya_s@rediffmail.com
Pratap Pawar	Pratap	Pawar	epicnumber_pratap_pawar@rediffmail.com
Ashutosh Vikram D.	Ashutosh Vikram	D	epicnumber_ashutosh_d@rediffmail.com
V.M. pandye	V M	pandye	epicnumber_v_pandye@rediffmail.com
S. P Srivastav	S P	Srivastav	epicnumber_s_srivastav@rediffmail.com
vanshika Nitin Bhawe	vanshika Nitin	Bhave	epicnumber_vanshika_bhawe@rediffmail.com
Amar d. P. Bose	Amar d P	Bose	epicnumber_amar_bose@rediffmail.com
Atharva Akshay S Patel	Atharva Akshay S	Patel	epicnumber_atharva_patel@rediffmail.com
Shiva B. R. A Kashid	Shiva B R A	Kashid	epicnumber_shiva_kashid@rediffmail.com

If the Name is (either voter's or relative's name)	Then 1 st name is	And Last Name is	And Virtual ID is (if it is voter's name)
Mandar B V. T	Mandar B V	T	epicnumber_mandar_t@rediffmail.com
varsha f. g. gavali	varsha f g	gavali	epicnumber_varsha_gavali@rediffmail.com
Ashok	Ashok	NA	epicnumber_ashok@rediffmail.com
subhash	subhash	NA	epicnumber_subhash@rediffmail.com
S Madahv	S	Madhav	epicnumber_s_madhav@rediffmail.com
S M V Naik	S M V	Naik	epicnumber_s_naik@rediffmail.com
Atharva B R V Bose	Atharva B R V	Bose	epicnumber_atharva_bose@rediffmail.com
Late Ashok Kumar Goyal	Ashok Kumar	Goyal	epicnumber_ashok_goyal@rediffmail.com
Dr. Padmaja Patil	Padmaja	Patil	epicnumber_padmaja_patil@rediffmail.com
Adv. Srinivas K P	Srinivas K	P	epicnumber_srinivas_p@rediffmail.com
Sachin Madhav M (Mahato)	Sachin Madhav M	Mahato	epicnumber_sachin_mahato@rediffmail.com
Vishwas (Varun) Adhav	Vishwas Varun	Adhav	epicnumber_vishwas_adhav@rediffmail.com
Lt. Bahadur Patel	Bahadur	Patel	epicnumber_bahadur_patel@rediffmail.com
Sham BDR. Bos	Sham BDR	Bos	epicnumber_sham_bos@rediffmail.com
Y.K.N Prasad	Y K N	Prasad	epicnumber_y_prasad@rediffmail.com
Peter D'Souza	Peter	D'Souza	epicnumber_peter_d'souza@rediffmail.com
Peter D Souza	Peter D	Souza	epicnumber_peter_souza@rediffmail.com
Luiza D"Costa	Luiza	D"Costa	epicnumber_luiza_d"costa@rediffmail.com
Mr. Amit Kumar	Amit	Kumar	epicnumber_amit_kumar@rediffmail.com
Ms. Tina Kapoor	Tina	Kapoor	epicnumber_tina_kapoor@rediffmail.com

If the Name is (either voter's or relative's name)	Then 1 st name is	And Last Name is	And Virtual ID is (if it is voter's name)
Jr. Mahesh Kumar	Mahesh	Kumar	epicnumber_mahesh_kumar@rediffmail.com
Sr. Rajesh Shaw	Rajesh	Shaw	epicnumber_rajesh_shaw@rediffmail.com
Master Nitin Patel	Nitin	Patel	epicnumber_nitin_patel@rediffmail.com
Adv. Prajwal	Prajwal	NA	epicnumber_prajwal@rediffmail.com
Prof. Shekhar Patil	Shekhar	Patil	epicnumber_shekhar_patil@rediffmail.com
ARJUN KR DAMAI/SEWA	ARJUN KR DAMAI	SEWA	epicnumber_arjun_sewa@rediffmail.com
Priya Jagtap/Bhosale	Priya Jagtap	Bhosale	epicnumber_priya_bhosale@rediffmail.com
Asha Patel Asha Patel	Asha	Patel	epicnumber_asha_patel@rediffmail.com
Madhu Krisha Rao Madhu Krishna Roa	Madhu Krishna	Rao	epicnumber_madhu_rao@rediffmail.com
Amar Vishwas Tyagi Tyagi	Amar Vishwas	Tyagi	epicnumber_amar_tyagi@rediffmail.com

↑
Repeated names (Last 3 examples)

3) Guidelines to edit the saved forms.

- 1) Click on the "Search" button in your software to see the list of all saved forms.
- 2) Double-click on the form number (1st column) to open the form again for editing.
- 3) Make the necessary changes and click on the Save button to update your form.

3) Guidelines for passcode

Please note that passcode is an 8 digit alpha-numeric code where **first two digits** are always **capital alphabet** and **last 6 digits** are **numbers**.

- Example 1: If passcode is given as **FO602594**, then 2nd digit is capital alphabet **"O"**, whereas 4th digit is number **zero**.
- Examples 2: If passcode is given as **DO002594**, then 2nd digit is capital alphabet **"O"**, whereas 3rd and 4th digit is number **zero**.
- Example 3: If passcode is given as **OB062590**, then 1st digit is capital alphabet **"O"**, whereas 3rd and 6th digit is number **zero**.
- Examples 4: If passcode is given as **OO002504**, then 1st and 2nd digit is capital alphabet **"O"**, whereas 3rd, 4th and 7th digit is number **zero**.