

**OFFICE OF THE CHIEF ELECTORAL OFFICER
NAGALAND : KOHIMA**

No. ELE/IT-CDT/67/2023

Dated: 13th October, 2023.

**SUVIDHA
(suvidha.eci.gov.in)**

Application link is provided in the official website of the CEO: www.ceo.nagaland.gov.in

Bye-election to the Nagaland Legislative Assembly from 43-Tapi (ST) AC - Suvidha – Facility for the Candidates and Political Parties to:

1. Apply online Nomination Form and Affidavit
2. Apply online for different permissions during Election Campaign.

Online Nomination Form and Affidavit

Candidates can make online data entry of their personal details in the nomination form and the affidavit (Form-26)

Step 1- Registration: The Candidate will have to do the registration and login with the mobile number and OTP. After successful login, the Candidate needs to enter the EPIC number and the relevant details will be auto-fetched from the electoral roll.

Step 2- Data entry of personal details in the form and affidavit: Candidate needs to make data entry of his personal details in the nomination form and affidavit online. In case of error or mistake made while making entries, the same can be edited/corrected, till the finalization by the Candidate.

Step 3-Selection of preferable dates: After completing the verification of details, Candidate has to finalize the form and proceed further for selection of 3 preferable dates for physical submission of the form before the Returning Officer.

Step 4-Security deposit: The Candidate can choose to enter the details of challan or indicate the option to deposit it by cash.

Step 5-Physical submission of print out of the form filled online: It is to be noted that the form in which the online data entry has been made by candidate, will only be treated duly submitted if a printout with QR Code is taken from the system, signed in ink, notarized and delivered by hand, either by the candidate himself or by his proposer between 11:00 AM and 3:00 PM to the Returning Officer, on the appointed date and place, specified by him. The online Nomination Facility will be closed one day prior to the last date of nomination.

Online Permissions

The Suvidha application provides facilities for applying, processing, granting and monitoring permissions.

The permissions are as follows:

- Permission to hold meeting & Loud Speaker.
- Opening of Temporary Party Office.
- Vehicle Permit.
- Permit to take out Procession & Loud Speaker.
- Permit for Street Corner Meeting & Loud Speaker.
- Helicopter & Helipad.
- Permit for Construction of Rostrum/Barricade
- Vehicle Permit (Intra District).

Facilities:

- Receipts generated for every application on successful submission of the application.
- Availability Status- Applicant can see whether the place sought for meeting etc. is booked on that date and time before proceeding with the Application.
- Forwarding letter auto generated to the permission issuing authorities who will have all details of the application.
- Assembly Constituency wise Police Stations are mapped.
- Concerned police station will get alert over registered mobile about the application received & permission granted. They can also get the application papers for issuing no objection in Suvidha.
- Application Details Register is auto generated capturing all details of the application and decision taken.
- Event Place, Date & Time is captured in the database.

Process:

1) **Entry Form:** On accessing the Suvidha Application, the Application Entry Form will appear. User can fill the application entry form for seeking the permission by specifying type of permission, such as permissions for holding meetings, use of loud speakers etc.

2) Pre-defined formats for Candidate Permissions:**I. Permission to hold meeting & loud Speaker****Pre-Defined Formats:**

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)
- ✓

II. Permission for opening of temporary Party Office**Pre-Defined Formats:**

- ✓ Site Description Details-upload a copy of details (Mandatory)
- ✓ Consent letter of the Owner/tenant must be attached (mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)

III. Application for Vehicle Permit**Pre-Defined Formats:**

- ✓ Description of vehicle (Mandatory)
- ✓ Attach a copy of the Registration/insurance/tax token (mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

IV. Permit to take out Procession & loud Speaker**Pre-Defined Formats:**

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Full details of vehicles (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)

V. Permit for Street Corner meeting & loud Speaker**Pre-Defined Formats:**

- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)

VI. Application for Helicopter & helipad

Pre-Defined Formats:

- ✓ Application in prescribed format (Helicopter Landing) (Mandatory)
- ✓ NOC from land Owner/Head of the Institution (Mandatory)
- ✓ NOC from OC/IO/SP (Optional)
- ✓ NOC from Fire Services (Mandatory)
- ✓ NOC from PWD for Construction & Helipad (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in Prescribed format (Mandatory)

VII. Permit for Construction of Rostrum/Barricade

Pre-Defined Formats:

- ✓ Clearance from EE/SDO/JE PWD
- ✓ NOC from EE/SDO/JE Power (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)

VIII. Application for Vehicle Permit (Intra District)

Pre-Defined Formats:

- ✓ Description of vehicle (Mandatory)
- ✓ Attach a copy of the Registration/insurance/tax token (Mandatory)
- ✓ Probable Expenditure Statement (Mandatory)
- ✓ Application in prescribed format (Mandatory)

Those marked Mandatory should be provided by the Applicant at the time of applying and those without the mark 'Mandatory', should be downloaded by the respective Deputy Commissioner/ Returning Officer /Nodal Officer in charge in the RO office who would thereafter seek NOC from the respective departments and then upload on Suvidha.

The permissions for all the above would be given by the respective Deputy Commissioner/ RO.

The application for seeking permission can be filed offline also to the respective Deputy Commissioner/ RO who would then digitize on the Encore application and take further necessary steps.

- 3) **Submission Receipt:** After an application is submitted, the user will get the submission slip along with unique application ID through which the application status can be tracked.
- 4) **Check status of Application:** This option is provided in the application for the applicant to check the status of their application whether Accepted, Rejected or in Process.
- 5) It may be noted that the permissions for all the above mentioned categories of campaign activities have to be necessarily taken. As mentioned above, it has to be taken from the respective ROs. In case of permit for Helicopter & helipad and vehicle permit required for more than 1(one) district, the permit will be given by the District Election Officer.

For any query on Suvidha, please call the toll free number 1950 or email may be sent to ceo_nagaland@eci.gov.in.

SD/-
(RUOKUOVITUO KHEZHIE)
Chief Electoral Officer (Officiating), Nagaland