

Digital Voters List (DVL) Quick Operational Guide (QOG) for Cooperative Society

Audience: Chairman, Secretary, Manager, or any Authorized Representative of a Cooperative Society / APMC

Purpose: To quickly guide CS users through the complete process of registering, submitting E-2, preparing PVL, and locking it for approval & publishing.

Purpose of this Guide: This document provides a quick and clear operational overview of the steps to be followed by a Cooperative Society / APMC for:

- Registration on the DVL system
- Submission and approval of Form E-2
- Preparation and locking of the Provisional Voters List (PVL)

This guide serves as a starting point for onboarding Cooperative Societies on the DVL system.

Note: This is a reference guide. Statutory powers related to approval, publication, and finalisation of voter lists rest solely with the Registrar, as per applicable Election Rules.

Overview of the DVL System:

The **Digital Voters List (DVL)** is a web-based SaaS application approved by the **State Cooperative Election Authority (SCEA)** for digital preparation and publication of voter lists for Cooperative Societies and APMCs.

The system ensures:

- Uniform process across the State
- Clear role separation between Society and Registrar
- Automated & **Time-bound** workflow
- Public transparency through read-only accesses to voters lists / data

1. Stage 1: Register and Verify Email

Who: Authorized person from the Cooperative Society / APMC (Society Representative)

Steps:

- 1.1 Visit www.dvl.scea.in
- 1.2 Click on “Register Today” (आजच नोंदणी करा!)
- 1.3 Enter required details and submit the registration form
- 1.4 Verify the registered email ID using the verification link
- 1.5 Login to the system as a Guest User

Until verification is completed, login access is not permitted.

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2. Stage 2: Submit Form E-2

Who: Guest User (Society Representative)

Steps:

- 2.1 Login to the DVL system
- 2.2 Accept the Terms & Conditions
- 2.3 Enter all required details in Form E-2
- 2.4 Generate and print the system-generated Form E-2 (PDF)
- 2.5 Affix Society stamp and sign the printed form
- 2.6 Visit the concerned Registrar Office in person
- 2.7 Submit the signed physical Form E-2 for scrutiny and approval

Outcome - Upon approval by the Registrar:

- The system automatically upgrades the user role from Guest User to CS Admin
- Menu options to accept Basic Information of PVL & Payment Gateway are enabled (Form E-2 menu options are not available).

3. Stage 3: Enter Basic Information for PVL

Who: CS Admin (Earlier Guest User)

Steps:

- 3.1 Enter total number of members and voters (Individual & Organization)
- 3.2 Define grouping criteria, if applicable
- 3.3 Specify any additional columns required in the voter list

This information forms the base configuration for PVL preparation.

4. Stage 4: Payment of SaaS Charges

Who: CS Admin

Steps:

- 4.1 Make payment of DVL SaaS charges
- 4.2 Charges are calculated based on the number of valid voters

PVL preparation options are enabled only after successful payment.

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5. Stage 5: Prepare Provisional Voters List (PVL)

Who: CS Admin

Steps:

5.1 Prepare voter data using either (or both) of the following methods:

- a. Upload voter data using prescribed spreadsheet template, and / or
- b. Enter voter data directly into the system

5.2 Generate draft / unpublished PVL report or checklist report

5.3 Verify correctness and completeness of voter data

Watermarks are printed on the PVL stating that it is not published version

- ही यादी अद्याप लॉक केलेली नाही. (This list is not yet Locked)
- ही यादी अद्याप प्रकाशित झालेली नाही. (This list is not yet Published)

6. Stage 6: Validate and Lock PVL

Who: CS Admin

Steps:

6.1 Verify voter count with basic information entered earlier

6.2 Lock the Provisional Voters List using the system option

6.3 After locking, no further editing or deletion is permitted

6.4 Generate unpublished PVL report, take printouts

6.5 Approach the Registrar Office in-person and request publication of PVL

What Happens Next (For Information)

- The Registrar (AO Admin) reviews and publishes the PVL
- Published PVL becomes available to the public (No Watermarks)
- Members / Public can view PVL (read-only) with two options:
 - Download PVL (digital copy) from SCEA Official Website
<https://scea.maharashtra.gov.in/> [मतदार यादी -> DVL द्वारे प्रसिद्ध मतदार यादी]
 - Search voter names using QR code or Society search on DVL Website
www.dvl.scea.in [मतदार शोधा]
- Claims and objections are invited and handled by the Registrar
- The Registrar (AO Admin) updates the PVL data and publishes the PVL

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Important Points to Note

- Approval of Form E-2 by the Registrar grants permission to CS Admin to prepare PVL
- Unverified user accounts are automatically deleted by the system after the prescribed time
- PVL can be published only after it is locked by CS Admin
- Once locked, CS Admin cannot modify PVL data
- Original PVL data is preserved even after publication of FVL

Public access to voter lists is read-only

- Public Access & Transparency (Information Only)
- No login required for public users
- Read-only access to published PVL and FVL
- QR code / Society search facility is provided for voter name search
- Claims and objections are processed as per Election Rules (manual / statutory process)

User Lifecycle (For Reference)

Stage	User /DVL Status	Role	Key Control
0	New User	Public (CS Representative)	Registration only
1	Unverified User	CS (Temporary User)	Auto-deletion after 8 days
2	Provisional User	CS Admin (Guest User)	Form E-2 submission
3	Approved User	CS Admin	PVL preparation enabled
4	PVL Prepared	CS Admin	PVL locked by CS
5	PVL Published	Registrar	Claims invited
6	FVL Published	Registrar	Final & immutable

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Annexure – “A”

Abbreviations Used in Digital Voters List Software

Abbreviation	Full Form
DVL	Digital Voters List
SCEA	State Cooperative Election Authority
CS	Cooperative Society
APMC	Agricultural Produce Market Committee
AO	Authority Office (Registrar Office)
AO Admin	Authority Office Administrator (User)
CS Admin	Cooperative Society Administrator
PVL	Provisional Voters List
FVL	Final Voters List
DEO	District Election Officer (APMC)
DCEO	District Cooperative Election Officer
TCEO	Taluka Cooperative Election Officer
WCEO	Ward Cooperative Election Officer
SaaS	Software as a Service
PDF	Portable Document Format
QR Code	Quick Response Code
RBAC	Role-Based Access Control