Digital Voters List (DVL)
Quick Operational Guide (QOG) for Registrar (AO Admin)

Audience: Officers of the Registrar Offices (DEO / DCEO / TCEO) authorized to perform statutory functions pertaining to voters lists, and enabled through the DVL system to discharge such functions digitally. (**Authority Office Administrators – AO Admin**)

Purpose of this Guide: This document provides a quick operational reference for Registrar Offices to:

- Scrutinize and approve Form E-2

- Grant permission for preparation of **Provisional Voters List (PVL)**

- Publish PVL and invite claims & objections

- Finalize and publish the **Final Voters List (FVL)**

Note:

This guide explains *how statutory functions are exercised through the DVL system.*

The DVL system does not alter or override powers conferred under the applicable Election Rules.

Overview of the Registrar's Role in DVL

Under the DVL system, **all statutory control points remain with the Registrar**, including:

- Acceptance and approval of Form E-2

- Publication of PVL

- Disposal of claims and objections

- Publication of FVL

The system only *digitally enforces discipline, timelines, and auditability.*

1. Login & Dashboard Overview

Who: Registrar (AO Admin)

Steps:

1.1 Access the DVL system (www.dvl.scea.in) using official login credentials

1.2 Upon login, the dashboard displays:

- Pending Form E-2 approvals

- Societies awaiting PVL publication

- Societies pending FVL publication

1.3 Navigation menus are role-based and restricted to Registrar functions only

2. Scrutiny and Approval of Form E-2

Who: Registrar (AO Admin)

Approval of Form E-2 automatically grants the Cooperative Society permission to prepare the Provisional Voters List.

Steps:

2.1 Receive the physically signed Form E-2 from the Society

2.2 Open Form E-2 Management menu option

2.3 Select the Form E-2 by entering DVL ID and Checksum Digit from the Form E-2 printout provided by CS (Checksum digit confirms printout details are matching with the system-submitted Form E-2)

2.4 Review all details of Form E-2. If details are correct then Approve the Form E-2, system date will be considered as Approval Date of Form E-2

2.5 (Optional) Upload Society's stamp and signature, if required

System Outcome:

- User role is upgraded from Provisional User to CS Admin

- PVL preparation options become available to the Society

If Form E-2 is not approved within the prescribed time, the system auto-deletes the provisional account after due intimation email.

3. Review and Publication of Provisional Voters List (PVL)

Who: Registrar (AO Admin)

Pre-condition: PVL must be locked by CS Admin before publication.

Steps:

3.1 Review the locked PVL printout submitted by CS

3.2 Select प्रारूप मतदार यादी प्रकाशित करा option in the system, enter DVL ID and Checksum from the printout, verify the Form E-2 and Form E-3 summary

3.3 If found satisfactory, click Publish Provisional Voters List (PVL) button

3.4 Upon publication by the Registrar, the PVL is generated in PDF format by the DVL system and is automatically transmitted through a secure upload API to the SCEA Official Website, where it is made available for public inspection / download.

System Outcome:

- 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 selecting Society on DVL Website www.search.dvl.scea.in (or www.dvl.scea.in under मतदार शोधा section).

4. Claims & Objections Handling

Who: Registrar (AO Admin)

Key Points:

- Claims and objections are received and disposed of as per Election Rules – it is a Manual process
- DVL system provides tool to:
    - Add eligible / valid voters
    - Delete ineligible / invalid voters
    - Correct (modify) voter details
- Original PVL data is always preserved

The DVL system does not replace statutory inquiry or hearing procedures.

5. Preparation and Publication of Final Voters List (FVL)

Who: Registrar (AO Admin)

Steps:

5.1 Update voter data based on disposal of claims & objections

5.2 Review final voter list

5.3 Click Publish Final Voters List Button

5.4 Upon publication by the Registrar, the FVL is generated in PDF format by the DVL system and is automatically transmitted through a secure upload API to the SCEA Official Website, where it is made available for public download.

5.5 Download FVL PDF

System Outcome:

- FVL is permanently locked
- FVL becomes the legally valid voter list for election purposes
- Public search access is enabled, complete FVL can be downloaded by anyone

Important Operational Controls

- CS Admin cannot edit data after PVL is locked
- Registrar alone can approve, publish, and finalize voter lists
- Auto-deletion of inactive / unverified users is system-driven
- Election Rules prevail in all circumstances
- System maintains complete audit trail