OFFICE OF THE CHIEF ELECTORAL
OFFICER, KERALA

Election (EI) Department

No.EI3/4/2026-ELEC   17-03-2026,Thiruvananthapuram

From
    Chief Electoral Officer

To
    All Additional Chief Secretaries/ Principal Secretaries/Secretaries.
    All Heads of the Department

Sir,

Sub: General Election to NiyamaSabha, 2026- ORDER Software - Data
    Entry of employees - reg.

ORDER is the official software solution of Chief Electoral Officer, Kerala for deploying officers for polling duty. ORDER is an acronym for Officials Randomly Deployed for Election keRala. The software provides a web based solution for all matters related to posting of officials for election duty. The System randomly mixes all data and assigns the officials for polling duty against each polling station. The main stakeholders in this software are Institutions/ Offices, Grama Panchayat/ Municipality/ Municipal Corporation Secretaries and District Election Officer. Roles of the stakeholders are as follows (Work flow chart enclosed as Annexure):

Role of Institutions/offices-

The Institutions should be self on board with the software. The responsibility of employee data entry for assigning polling duty is entrusted with the respective institution after self-on boarding into the ORDER software. A nodal officer should be appointed by the institution. The head of the institution shall be responsible for the preparation of the database of employees in time. A compliance Certificate in this regard shall be furnished by the Nodal Officer through the software. In cases of exemption, remarks shall be entered in the software and genuineness of the remarks should be ensured by the Nodal Officer. Nodal Officer should submit the Original Supporting documents collected from the employees to

the DEO for exemption. After each randomization of Polling Officials, Posting Order should be downloaded by the Nodal Officer and served to the officer concerned.

Role of Grama Panchayat/ Municipality/ Municipal Corporation Secretaries -

Grama Panchayat/ Municipality/ Municipal Corporation Secretaries should login with the respective L.B user in ORDER software and monitor the On Boarding process of institutions under their jurisdiction. If any institution is missing in the on boarded list, Secretaries concerned can add that institution by themselves and ask the institution to start registering their employee details. Grama Panchayat/ Municipality/ Municipal Corporation Secretaries can alert the DEO about institutions from which no employee registration is happening or a lack of interest is observed. Due care should be taken while approving self-registered institutions in the portal to take care of authenticity using crosschecking the professional tax register. In order to avoid duplication of data they should make sure that no duplicate registration of institutions is getting done in the portal.

Grama Panchayat/ Municipality/ Municipal Corporation Secretaries shall coordinate the activities with a help desk to handle the queries from institutions. Grama Panchayat/ Municipality/ Municipal Corporation Secretaries should get necessary training at DEO level. Help desk team should guide the Institutions in completing all the activity which are supposed to be done at institutional level.

Role of DEO

DEO should monitor the progress of all the activities like data collection, serving of posting orders etc and verifying the veracity of supporting documents for duty exemption. DEO shall monitor timely completion of the process.

In this regard, you are requested to take immediate steps for self on boarding the institutions under their control in to the software and to prepare the data base as per SOP. Kindly issue directions to concerned HoDs regarding the same.

Yours Faithfully,
GEROMIC GEORGE I A S
ADDITIONAL CHIEF ELECTORAL OFFICER & ADDITIONAL SECRETARY
For Chief Electoral Officer.

Approved for Issue, Signed by

Praneesh M P

Date: 17-03-2026 12:10:37

ORDER Software
Workflow

(Institution Registraton)
order.ceo.kerala.gov.in

1

2 ----- **Check whether existing**
If alreadyregistered,
move to 5th Step

(Fill All details) ------ **3**
Total strength,
Mobile Number,
Email etc.

4 ------ **(LSG Approval)**
If not approved, the
institution can search again
in the list whether it is
already included or not.

(Login to Institution Account)-- **5**
Update Total Strength
Start Employee Registration as in
SOP

6 ------ **(Submit Details)**

(Local Body Admin)----- **7**
This user will ensure that all
institutions completed their
all employee registrations
and will do the FINAL
SUBMIT to DEO level

8 ------- **(DEO Login)**
Duty Exemption,
District Employee Data Freeze,
First Randomization, Second Randomization, Training
Schedule, Appointment Orders, Third Randomization,
Election Duty Orders.