GENERAL ELECTION TO KLA, 2026
ELECTION URGENT

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 Departments
   All District Election Officers

Sir,

   Sub: General Election to the Kerala Legislative Assembly, 2026-
        Standard Operating Procedure for Institutions Self On-Boarding on
        to ORDER Software- Forwarding of- Reg.

   I am to forward herewith a copy of the Standard Operating Procedure for
Institutions Self On-Boarding on to ORDER Software for strict adherence
to the instructions therein.

Yours Faithfully,
MISAL SAGAR BHARAT I A S
DEPUTY CHIEF ELECTORAL OFFICER & DEPUTY
SECRETARY
For Chief Electoral Officer.

Approved for Issue,
Signed by

Praneesh M P

Date:17-03-2026 19:54:05

SOP and Flow chart

Standard Operating Procedure for Institutions Self On-Boarding on to ORDER Software

Institutions - Self On-Boarding

- Institutions can self-on-board to the ORDER Application using the INSTITUTION REGISTRATION LINK available at

    http://www.order.ceo.kerala.gov.in/public/institution/registration
- Use the SEARCH INSTITUTION button to check whether your institution is already on boarded or not. If it is already there in the search result, please don't try to register it again.
- Please fill all fields marked as Mandatory with an asterisk (*). Extra care should be given to these fields as it is crucial to the operation of the software.
- Mobile Number & Email should be verified before entering.
- Please ensure TOTAL STAFF STRENGTH matches with institution record.
- Set the password as per the password policy furnished. Keep your password in safe custody of the authorized user.
- Before entering CAPTCHA, try to renew it just by pressing the Renew option there and enter the new CAPTCHA in the respective field.
- SUBMIT the form. Self on-boarding request is now complete.
- Wait for the institution approval by the respective local body. You may confirm it by contacting the local body HELP DESK. Once local body approves your submission, the institution will be able to login and proceed further with employee registration.

    Time Period : 2 days

Institution Login (Please confirm, self on-boarded institution is approved)

- Use your email as the user name and enter your password.
- The system will ask you to change the password. Complete the activity and keep your new password confidential.
- Now you can see the dash board for the institution.
- Select Employee Entry.
- Select INSTITUTION UPDATION option. Update all necessary fields and confirm with CAPTCHA.