

**State Election Commission -  
Maharashtra**

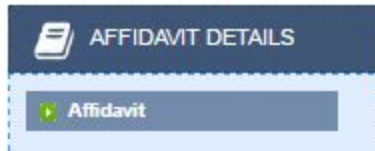
User Manual

For

Affidavit

To Fill Affidavit Login to your Account from which you have filled nomination form

Click on Affidavit in Affidavit Details shown in below image.



After Clicking on affidavit a popup window will show you below page

Select nomination registration number you will get your save data for that registration number and fill remaining details and click on save.

You can also copy previously submitted affidavit by selecting registration no.. Of already filled affidavit.

## CANDIDATE DETAILS

Before saving only first tab is available rest of tab will be available only when first tab is saved. After saving tab will look like below image.

# CRIMINAL COGNIZANCE DETAILS

Please Click on SAVE button to Save/Update/Modify your changes.

## CRIMINAL COGNIZANCE DETAILS

Details of Offences with Punishment of 2 Years + Where Cognizance is Taken by Court

If No Criminal Cognizance Details Please check the check box followed by ADD & SAVE

Court Case Number \*

Name of Court \*

Name of Act \*

Sections of Act \*

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Date of Order of Cognizance \*

Add

Please Click on SAVE button to Save/Update/Modify your changes.

SAVE

If you have any Criminal Cognizance against you enter data here click on add and than save.

For each record make separate entry and click on add and save.

If you don't have any Criminal Cognizance against you click on checkbox on top you will get data like below.

If No Criminal Cognizance Details Please check the check box followed by ADD & SAVE

Court Case Number \*

Name of Court \*

Name of Act \*

Sections of Act \*

0	0	0	0	0	0
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Date of Order of Cognizance \*

Add

Click on add and then save button to proceed to next tab

## CRIMINAL CONVICTED DETAILS

**CRIMINAL CONVICTED DETAILS**

Details of Offence where Convicted by Competent Court for Punishment

If No Criminal Cognizance Details Please check the check box followed by ADD & SAVE

Court Case Number \*

Name of Court \*

Name of Act \*

Sections of Act \* 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date of Order of Conviction \*  Whether Appeal Filled  Yes  No

Name of Appellate Court \*

Date of Filing of Appeal \*  Appeal Number \*

Status of Appeal \*

If you have any Criminal Conviction against you enter data here click on add and than save.

For each record make separate entry and click on add and save.

If you don't have any Criminal Conviction against you click on check box on top you will get data like below.

**CRIMINAL CONVICTED DETAILS**

Details of Offence where Convicted by Competent Court for Punishment

If No Criminal Cognizance Details Please check the check box followed by ADD & SAVE

Court Case Number \*

Name of Court \*

Name of Act \*

Sections of Act \* 

<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
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Date of Order of Conviction \*  Whether Appeal Filled  Yes  No

Name of Appellate Court \*

Date of Filing of Appeal \*  Appeal Number \*

Status of Appeal \*

Click on add and then save button to proceed to next tab

## MOVABLE PROPERTY DETAILS

IN movable property you have to enter data for Cash in hand, Fixed and Savings Deposit , Share and debenture, Nsc and other deposit, Motor vehicle , Jewelry , life insurance policies and other property.

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**Personal Details**

Property Details of :-

- Candidate
- Candidate's Spouse (Husband/Wife)
- Candidate's Dependent 1
- Candidate's Dependent 2
- Candidate's Dependent 3

Candidate

Surname	<input type="text" value="ramesh"/>	First Name	<input type="text" value="suresh"/>	Father's/Husband's Name	<input type="text" value="jitesh"/>
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**Cash in Hand**

Cash in Hand (in Rs.)

**Fixed and Savings Deposit - Candidate**

Name of Bank *	<input type="text"/>	Amount (in Rs.) *	<input type="text"/>
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Click on Add button to add your Data.

IN this form you will fill information of your moveable property. You have fill data of each one of your dependent and spouse, and enter their name. Please fill only numeric value everywhere you have to enter value of rupees.

Enter data and click on add button . You can enter multiple record one by one and click on add button.

**Fixed and Savings Deposit - Candidate**

Name of Bank *	<input type="text" value="test bank name"/>	Amount (in Rs.) *	<input type="text" value="50000"/>
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Click on Add button to add your Data.

If you don't have any record enter Nil in name column and 0 in amount column.

**Share/Debenture - Candidate**

Share/Debenture \*  Company Name \*

Value (in Rs.) \*

**Add** Click on Add button to add your Data.

No.	Shares type	Company name	Number of Shares	Edit	Delete
1	Share Certificate	new company	56565565656565656		

After you add data you will get data in grid below like in above picture.

**Other Property - Candidate**

Other Property as Actionable Claim  
etc. Value (in Rs.)

Please Click on SAVE button to Save/Update/Modify your changes.

**SAVE** **Cancel**

In other property if you don't have any enter 0 in digit only .

After every details is entered click on save .

Note : You have individually save record of spouse and Each dependent If spouse and dependent name and other details are not entered it will be displayed as nil in final print.

## Immovable Property Details

IN Immovable property you will enter data for candidate, spouse and all dependent's property details.

Select property type from drop down. Enter place, survey number area and current market value and click on add button.

Enter only numbers in area and Market value column.

### IMMOVABLE PROPERTY DETAILS

उमेदवारानी त्यांची पती/पत्नी व अवलंबून मुले या सर्वांची माहिती न चुकता भरावी . संपत्ती नसल्यास 'nil' व '0' भरावे अ जोडीदार अगर अवलंबून मुले नसल्यास 'NA' व '0' भरावे

**Details**

Candidate Type  
 Candidate  
 Candidate's Spouse (Husband/Wife)  
 Candidate's Dependent 1  
 Candidate's Dependent 2  
 Candidate's Dependent 3

Immovable Property Type \*  
Select

Whether self acquired property \*  
Yes

Date Of Purchase in case of self acquired property \*  
Cost of Property at the time of purchase (Rs.) \*

Place \*  
Survey Number \*

Area (in Gunthas/Sq.ft as applicable) \*  
Current Market Value (Rs.) \*

**Add**

No.	Immovable Property	Village Name	Survey Number	Area	Current Market Value	Cost of Property at the time of purchase	Date Of Purchase in case of self acquired property	Self Acquired Property	Update	Delete
1	Agricultural Land	MUMBAI	5698lp	656.32	985986.2	56565.0	6/12/2016	Yes		

Enter valid record and click on add button and click on save button.

You can add multiple records in property details.

If your Property is self acquired then select Yes else no .

For yes you have enter date and cost of property at time of purchase.

If you don't have any Property enters Nil in place and survey number and 0 in Area and current market value.

If you do not enter spouse and dependent Details it will be displayed as Nil in final print.

If you have enter property details of spouse or dependent select record in candidate type.

Note : You have individually save record of spouse and Each dependent If spouse and dependent name and other details are not entered it will be displayed as nil in final print.

## Loans and Liability Details

In Loan and Liability Details you have enter details of all the loan from bank, loan from financial institution, payment due to government institution , and income tax assessment details.

**Loan From Bank - Candidate**

Name of Bank \*  RS \*

Sr No	Name of Bank	RS	Edit	Delete
1	new bank	89656.26		

Enter record and click on add button.

If no applicable enter Nil in name and 0 in value (RS) ,i.e only numbers

In income tax assessment details you have to enter details of Income tax, other tax, property tax, Sales tax, service tax, wealth tax.

You have to enter tax details of all type of tax, if any tax is not applicable enter zero in rupees.

**Income Tax assessment Details - Candidate**

All Type of Tax details should be filled

Tax Type \*  \*

Year of assessment  RS \*

Sr No	Year Assesment	Year Assesment Tax Type	RS	Edit	Delete
1	2010-11	Income Tax	565896		
2	2010-11	Other Tax	0		
3	2010-11	Property Tax	0		
4	2010-11	Sales Tax	0		
5	2010-11	Service Tax	0		
6	2010-11	Wealth Tax	0		

Please Click on SAVE button to Save/Update/Modify your changes.

After all record is entered for candidate click on save button to move to next step.

Note : You have individually save record of spouse and Each dependent If spouse and dependent name and other details are not entered it will be displayed as nil in final print.



## Education Details

Enter your education details in Below screen.

### EDUCATIONAL DETAILS

Highest Educational Qualifications of Candidate

Qualification/Standard \*

Name of School/College \*

Name of Board/University \*

Year of Passing \*  Percentage/Grade \*

Sr No	Name College	Name University	Qualification	Year Passing	Percentage/Grade	Edit	Delete
1	Top College	Mumbai	Graduate	2010	86	<input type="checkbox"/>	<input type="checkbox"/>

Please Click on SAVE button to Save/Update/Modify your changes.

Enter all data and click on add and then save.

# Children Detail

In children details you have to enter details your children.

You have to enter number of children you have and out of those how many have born after 12th September 2001.

You have to enter date of all children born after 12th September 2001.

**Children Detail**

Total Number of Children till date \*

Total Number of Children born after 12th Sept 2001 \*

Birth Date of Child (Born after 12th Sept 2001) \*

No.	Child Birth Dates	Delete
1	31-10-2016	<input type="button" value="🗑"/>
2	31-07-2008	<input type="button" value="🗑"/>

Nov 2016

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

To enter date ,click on datepicker select month and year and then click on date to select. than Click on save and proceed to next page.

## Income Details

In this you have to enter data of your income.

### INCOME DETAILS

**Pan card Details**

Income Details of

- Candidate
- Candidate's Spouse (Husband/Wife)
- Candidate's Dependent 1
- Candidate's Dependent 2
- Candidate's Dependent 3

Existing PAN Card Holder  Yes  No

Candidate Occupation/Business \* कृषी

PAN Number \*

Income Tax Assisment Year \*

Income as shown while Filling the Income Tax Return \*

Candidate Type	Pan Number	Assessment Year	Income Amount	Update	Delete
Candidate	testr1234t	2010-11	565223.23		

Enter your pan card number, income tax assessment year, and income in tax return and click on save .

Enter in income only numbers.

For income other than “No Occupation ” will not accept 0

Note : You have individually save record of spouse and Each dependent If spouse and dependent details are not entered it will be displayed as nil in final print.

# PREVIOUS CONTESTED ELECTIONS

Please Click on SAVE button to Save/Update/Modify your changes.

## DETAILS OF PREVIOUS CONTESTED ELECTIONS :

Whether Any Previous Election was contested : \*

Name Of Election : \*

Year of Election : \*

Total Value of Asset declared in that Election : \*

Add

No.	Whether Election Contested	Name of Election	Year of Election	Total Value of Asset	Update	Delete
1	YES	election of 2014	1959	5653.00		
2	YES	election of 2009	2009	565565.32		

SAVE

In This module enter data of any previously contested election .

You can add multiple record after clicking on add button. And than click on save button.

If you have not contested election select no from drop-down , like shown in below image.

Please Click on SAVE button to Save/Update/Modify your changes.

## DETAILS OF PREVIOUS CONTESTED ELECTIONS :

Whether Any Previous Election was contested : \*

Add

And click on add button and than save button.

# CONSTITUENCY DEVELOPMENT PLAN

CONSTITUENCY DEVELOPMENT PLAN

Sr.No.	Fill the below details
1 *	Question 1 <input type="text"/>
2	Question 2 <input type="text"/>

[SAVE as Draft](#) [Submit](#)

In this Module Candidate have to Answer the Question set by Commission .

you can save the answer as draft before submission.

When you are sure of all the answer click on submit button.

## Final Submit

All record entered previously will be displayed to you in final submit page.  
This Tab is only enable after data is filled in all previous other tab.  
Click on Final Submission to view this page.

**Affidavit Details**

Candidate Details	Criminal Cognizance Details	Criminal Convicted Details	Movable Property Details
Immovable Property Details	Loan and liability Details	Educational Details	Children Details
Income Details	Previous Contested Elections	Constituency Development Plan	Final Submission

Not Active  
 Incomplete  
 Complete

Please Click on Final Submission button at bottom of page to Complete Affidavite, view your affidavit and make the necessary changes before submission

शपथपत्र पूर्ववलोकन  
नगर परिषद  
नामनिर्देशनपत्रासोबत उमेदवाराने द्यावयाचे शपथपत्र

मी खालीलप्रमाणे प्रतिज्ञेवर सांगतो / सांगते की,

(१) वैयक्तिक माहिती -

अ) नाव :

ब) पत्नीलाचे / पतीचे नाव :

क) लिंग :

ड) जन्मतारीख व वय :

इ) व्यवसाय / धंदा :

फ) संपूर्ण पत्ता (पोस्टाचा पत्ता) :

Review all the data that you have filled and make change if any and than again view final submission.

Data not submitted for spouse and dependent will be displayed as nil. like below image.

(९) वार्षिक उत्पन्नाबाबतचा तपशील:-

अ.क्र.	तपशील	पॅन क्रमांक	आयकर रिटर्न भरणा केलेले मागील वर्ष	आयकर रिटर्नमध्ये दर्शविलेले एकूण वार्षिक उत्पन्न
1	उमेदवाराचे	tesstr1234t	2010-11	₹ 5,65,223.00
2	उमेदवाराचे पती/पत्नी	NIL	NIL	₹ 0.00
3	अवलंबित व्यक्ती -१	NIL	NIL	₹ 0.00
4	अवलंबित व्यक्ती -२	NIL	NIL	₹ 0.00
5	अवलंबित व्यक्ती -३	NIL	NIL	₹ 0.00

(11) मी शपथेवर सांगतो / सांगते की -

- (i) वरील मजकूर माझ्या माहिती व समजुतीप्रमाणे सत्य व अचूक आहे. यातील कोणताही भाग खोटा नसून, त्यामध्ये कोणतीही महत्वाची वस्तुस्थिती लपविण्यात आलेली नाही.
- (ii) दिनांक १२ सप्टेंबर, २००१ नंतर माझ्या एकूण मुलांच्या संख्येत भर पडून ती दोनपेक्षाजास्त झाल्यास मी उपरोक्त स्थानिक स्वराज्य संस्थेचा सदस्य म्हणून राहण्यास अपात्र ठरेन याची मला जाणीव आहे.
- (iii) निवडून आल्याच्या दिनांकापासून सहा महिन्यांच्या मुदतीत वैधता प्रमाणपत्र सादर करण्यात कसूर केल्यास माझी निवड भूतलक्षी प्रभावाने रद्द होईल आणि मी त्या स्थानिक स्वराज्य संस्थेचा सदस्य म्हणून राहण्यास अनर्ह / अपात्र ठरेन याची मला जाणीव आहे.
- (iv) निकाल जाहीर झाल्याच्या दिनांकापासून ३० दिवसांच्या कालावधीमध्ये निवडणूक खर्चाचा हिशोब विहित पध्दतीने सादर न केल्यास मी त्या स्थानिक स्वराज्य संस्थेचा सदस्य म्हणून राहण्यास अनर्ह / अपात्र ठरेन याची मला जाणीव आहे.
- (v) महाराष्ट्र नगर परिषदा व औद्योगिक नगरी अधिनियम १९६५ मधील कलम १६ मधील तरतुदींचे मी वाचन केले असून त्यानुसार मी नगर परिषद सदस्य म्हणून निवडून येण्यासाठी अपात्र नाही.

स्थळ :

दिनांक :

(उमेदवाराची सही किंवा अंगठ्याचा ठसा)

पडताळणी

मी वर नमूद केलेला अभिसाधी तपासणी करून घोषित करतो / करते की, या शपथपत्रातील मजकूर माझ्या माहिती व समजुतीप्रमाणे सत्य व अचूक आहे. यातला कोणताही भाग खोटा नसून, त्यापासून कोणताही महत्वाची वस्तुस्थिती लपविण्यात आलेली नाही.

येथे दिनांक ..... माहे ..... 20..... रोजी तपासले

स्थळ :

दिनांक :

अभिसाधी

माझ्यापुढे तपासले

(तपासणी प्राधिकाऱ्याची स्वाक्षरी व पर्मनंट शिक्का)

Please view your affidavit for any changes, and make the necessary changes before submission

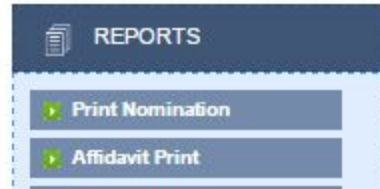
Final Submission

Review Final Submission page for your submitted data.

Click on Checkbox alert into review affidavit and click on final submit.

Please note once affidavit is submitted you won't be able to make any changes to that affidavit.

## Affidavit print



To Take affidavit print Click on affidavit print in Report Menu.

### Download Affidavit

Registration No.	Name	Download
MC238-520-4173-00238	Test Candidate One	<a href="#">Download</a>
MC322-520-4173-00322	Test Candidate Two	<a href="#">Download</a>

You Will Get above page in popup window .

If you have submitted more than one affidavit you will get affidavit print here.

Click on download and a pdf will be downloaded .

Take print of downloaded pdf