

User Manual
for
Election Manpower Management System
(Office Users)

Submitted to:
Office of the CEO, West Bengal



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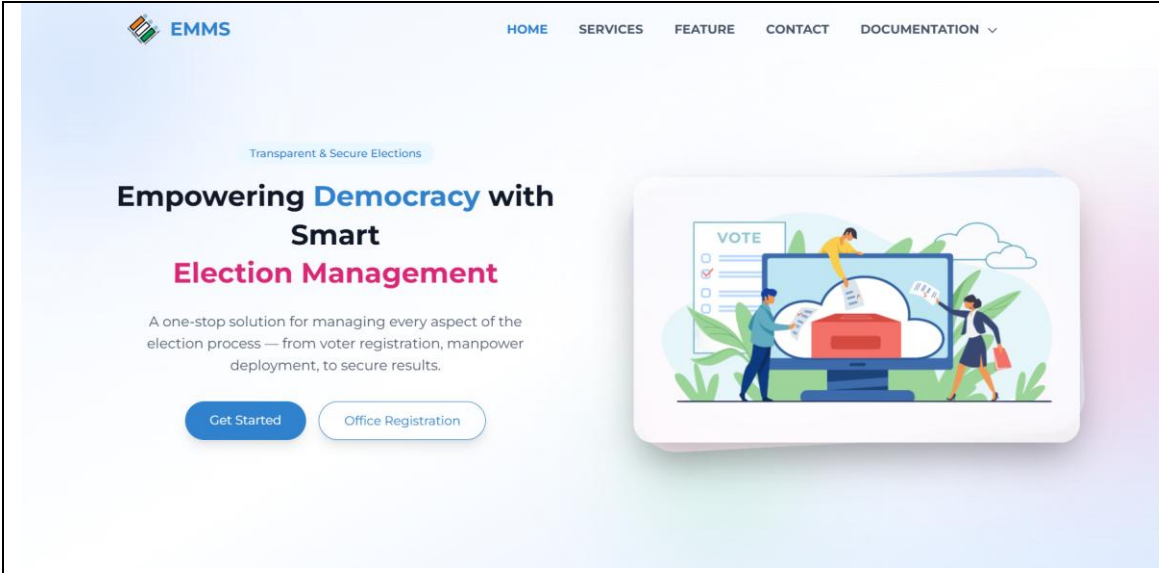
EMMS Ver 2.0

WEBSITE URL:

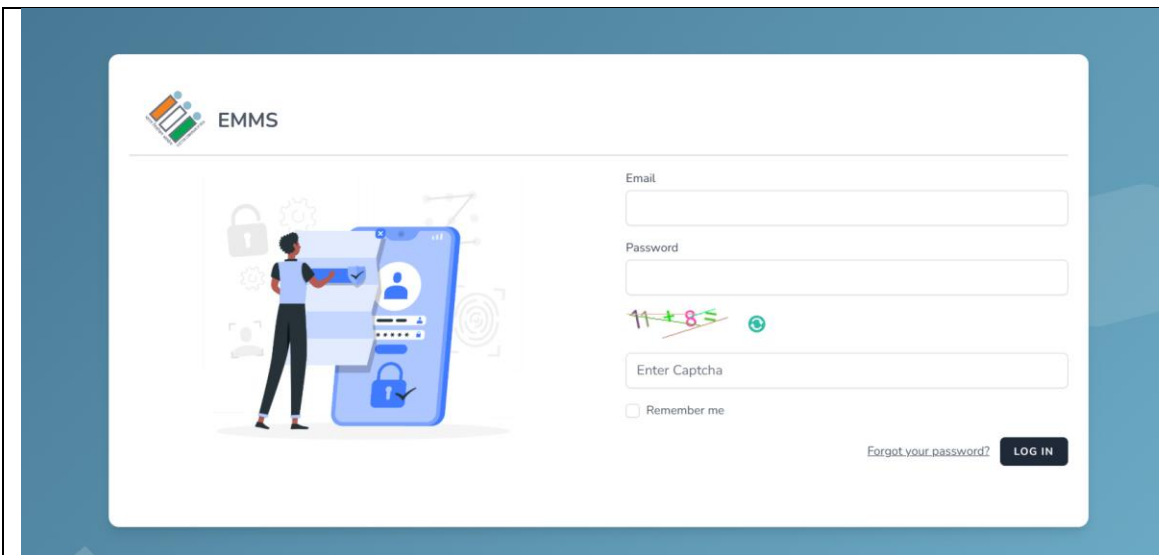
Demo: <https://demoemms.nic.in>

Actual: <https://wbemms.nic.in>

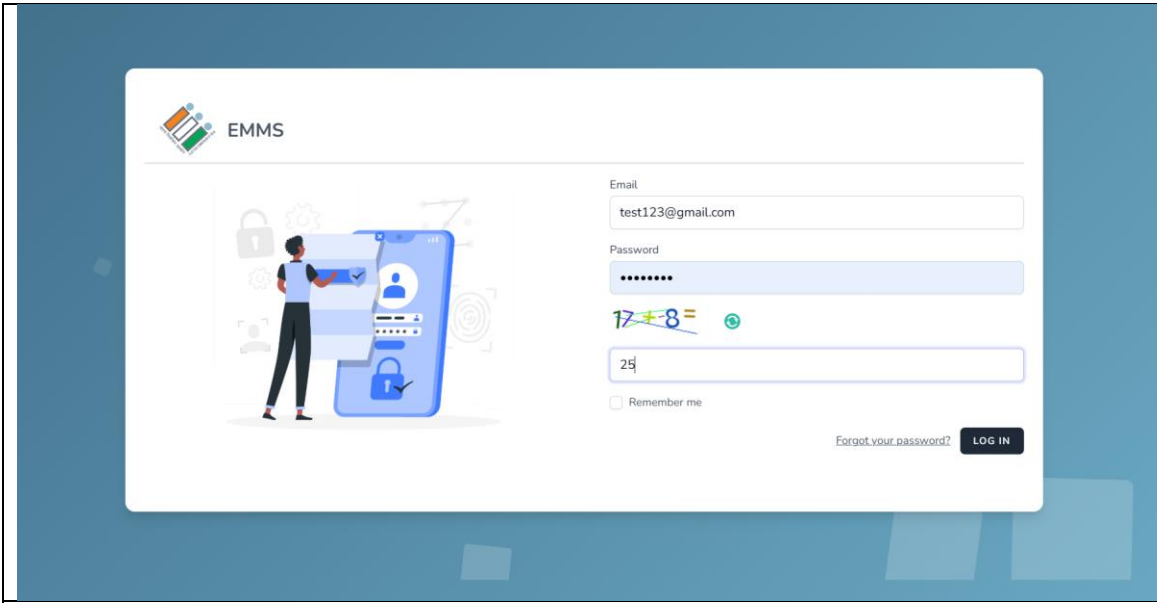
LANDING PAGE:

 The screenshot shows the EMMS landing page. At the top is a navigation bar with links: HOME, SERVICES, FEATURE, CONTACT, and DOCUMENTATION. The main heading is 'Empowering Democracy with Smart Election Management'. Below this is a sub-heading 'Transparent & Secure Elections'. A paragraph describes it as 'A one-stop solution for managing every aspect of the election process — from voter registration, manpower deployment, to secure results.' There are two buttons: 'Get Started' and 'Office Registration'. To the right is an illustration of people interacting with a large screen displaying a 'VOTE' form.
Purpose: Registration of Offices, user Login from Menu
Functions: User Login (Get Started Button Click), Office Register (REGISTER button Click)

USER LOGIN PAGE:

 The screenshot shows the EMMS user login page. It features the EMMS logo and an illustration of a person interacting with a large screen displaying a login form. The login form includes fields for Email, Password, and Enter Captcha. There is a 'Remember me' checkbox and a 'Forgot your password?' link. A 'LOG IN' button is located at the bottom right of the login form.
Purpose: Logging in of Authorized and Authenticated Users
Functions: User Login and Captcha. Reset Password (if needed). Regeneration of Captcha (if needed)

User Login: Enters User Credentials and clicks Login Button



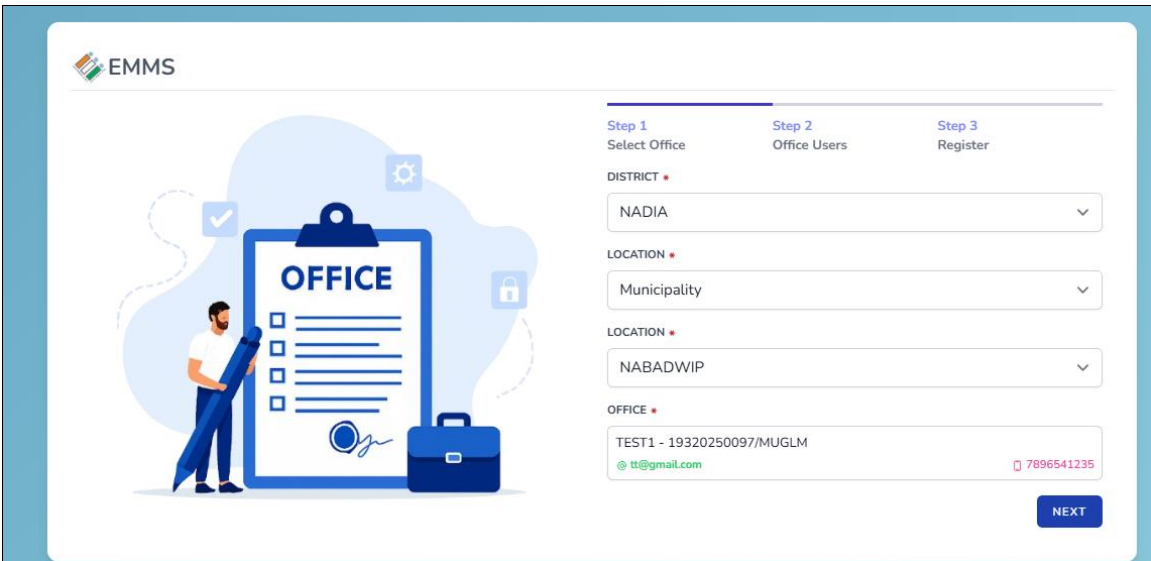
Purpose: User Login

Functions: Authenticated and Authorized User login with Captcha

REGISTRATION OF OFFICES:

(Search Your Office) This office is already registered with the District Magistrate office, and certain documents have been provided. Please search for your office using the reference code.

To Invoke Self Registration of Office, Click REGISTER button on landing page of EMMS



Purpose: Self Registration of Offices

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Function: An Office can its Block / Municipality location, Enter Name, Designation, Mobile, email, password & confirm password
Click next button after fill this page

(Register Office Admin): Please fill out the form for Office Admin login.

To Invoke Self Registration of Office Click REGISTER button on landing page of WBEMMS

EMMS

Step 1 Select Office Step 2 Office Users Step 3 Register

Create new user for office - TEST1

NAME *

DESIGNATION *

MOBILE * EMAIL *

PASSWORD * CONFIRM PASSWORD *

PREVIOUS NEXT

EMMS

Step 1 Select Office Step 2 Office Users Step 3 Register

Office Details

Name TEST1 Reference Code 19320250097/MUGLM

Email tt@gmail.com Mobile 7896541235

User Details

Name TEST Designation HEAD

Email ta@gmail.com Mobile 7894561235

PREVIOUS REGISTER

Purpose: Self Registration of Offices

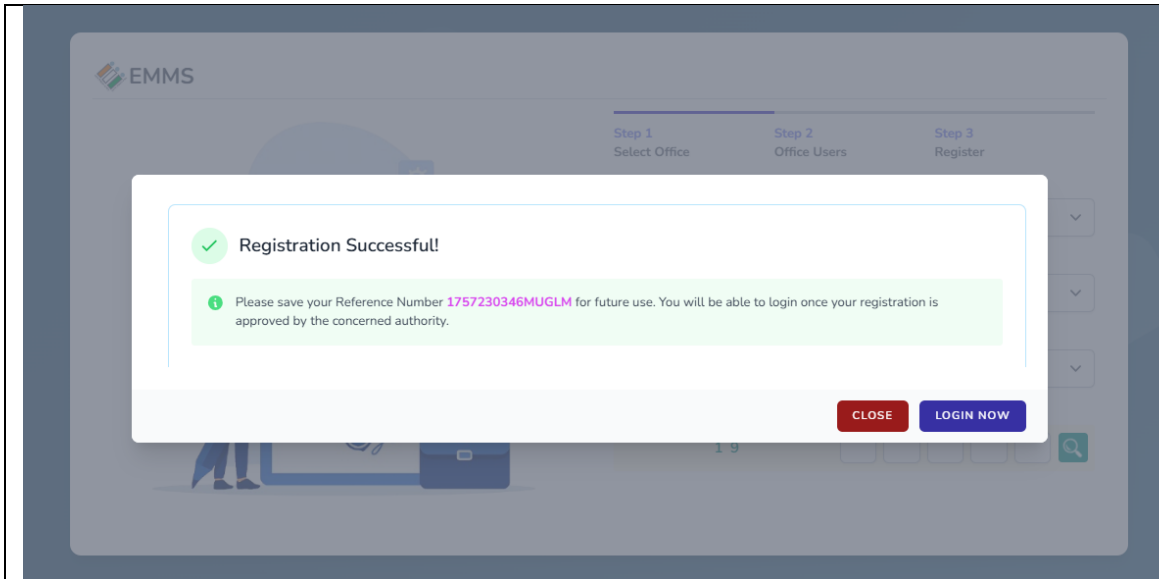
Function: An Office can its Block / Municipality location, Enter Name, Designation, Mobile, email, password & confirm password

Click REGISTER button to Complete the Register Process

IMP:

- 1) The Mobile Number must be unique
- 2) The e-mail id entered will be the Login id of the Office. So, Office should ensure correct entry of email id. Email of Data Entry Operator/ any person associated with data entry should not be used to register office. Officer in Charge of the Office should ensure use of valid email id.
- 3) An Office User can log-in only after its login request is approved by Block or District Level User
- 4) For New Offices – The District / Block Level User can add an Office. After Adding the New Office, it will be available in the Office Registration Module for Registration Request Generation from Office end.

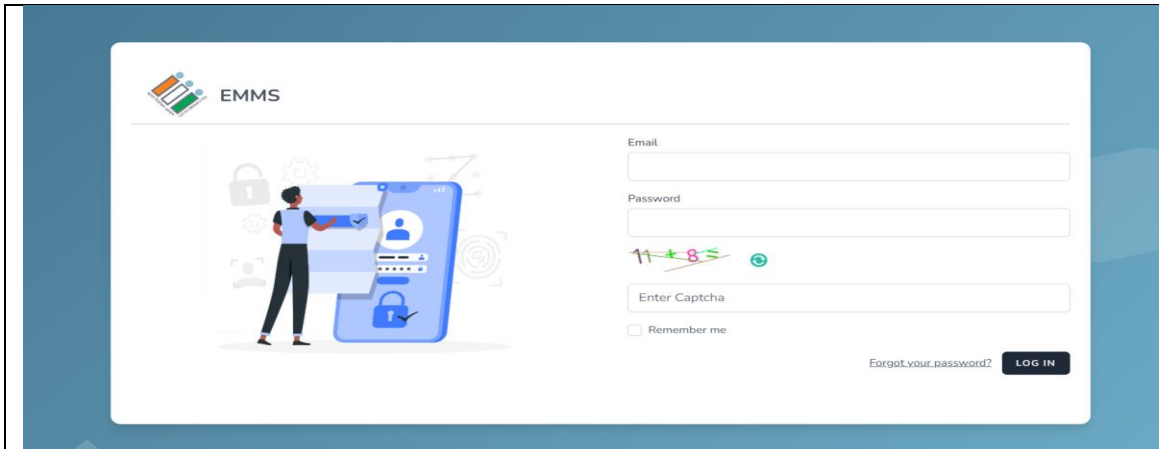
EMMS Ver 2.0



On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.

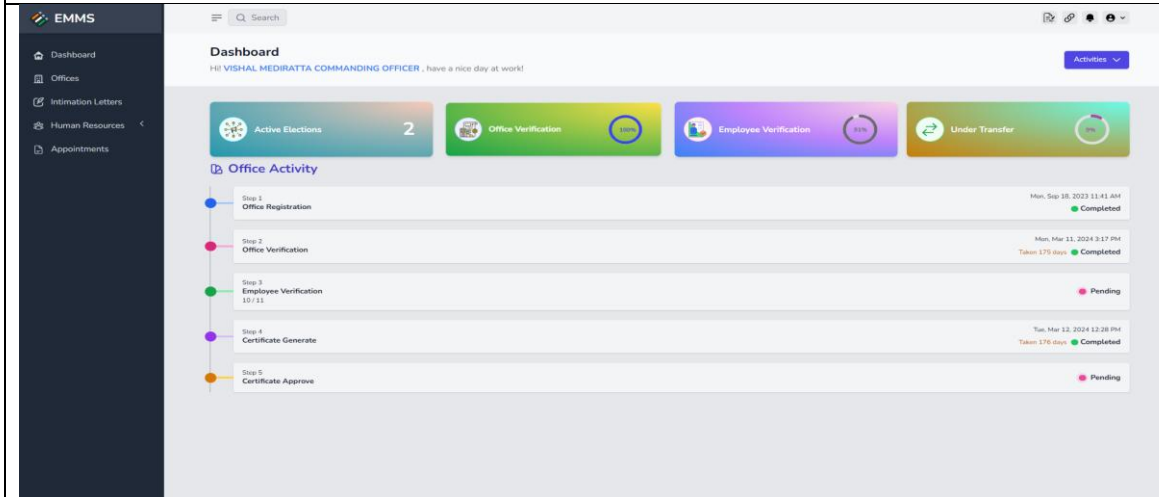
The User can log in when the District / Block level user approves the User Registration

OFFICE LOGIN



The login form features the EMMS logo and an illustration of a user at a computer. It includes input fields for Email, Password, and a Captcha. A 'Remember me' checkbox and a 'Forgot your password?' link are also present. A 'LOG IN' button is located at the bottom right.

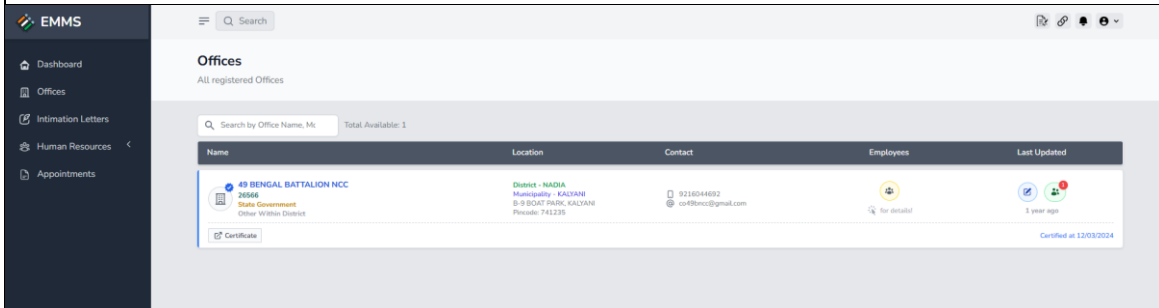
User can login using Registered UserId and Password



The dashboard displays a sidebar with navigation options: Dashboard, Offices, Information Letters, Human Resources, and Appointments. The main content area shows a 'Dashboard' header with a welcome message. Below this are four status cards: Active Elections (2), Office Verification (100%), Employee Verification (100%), and Under Transfer (100%). A section titled 'Office Activity' lists five steps: Step 1: Office Registration (Completed), Step 2: Office Verification (Completed), Step 3: Employee Verification (Pending), Step 4: Certificate Generate (Completed), and Step 5: Certificate Approve (Pending).

Office User Dashboard: User Can See Active Election and Attached Office Details

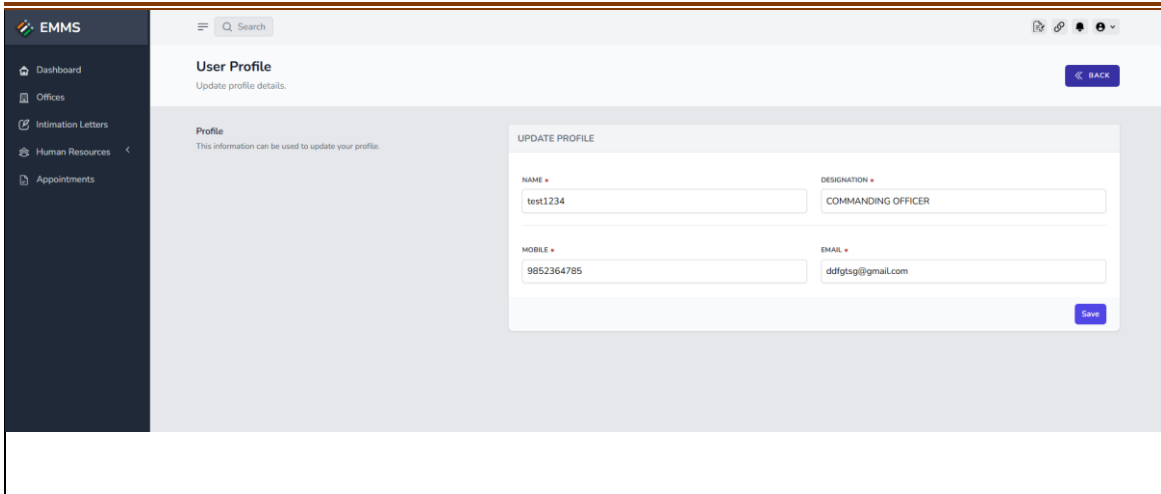
Office User Profile: Click on Profile to Invoke this Menu



The profile view shows a sidebar with navigation options: Dashboard, Offices, Information Letters, Human Resources, and Appointments. The main content area displays 'Offices' with a search bar and a table of registered offices. The table has columns for Name, Location, Contact, Employees, and Last Updated. One office is listed: 49 BENGAL BATTALION NCC, located in District - NADIA, Municipality - KALYANI, B-9 BOAT PARK, KALYANI, Pincode: 741235. The contact information is 9218014492 and co@benc@gmail.com. The last updated date is 12/03/2024.

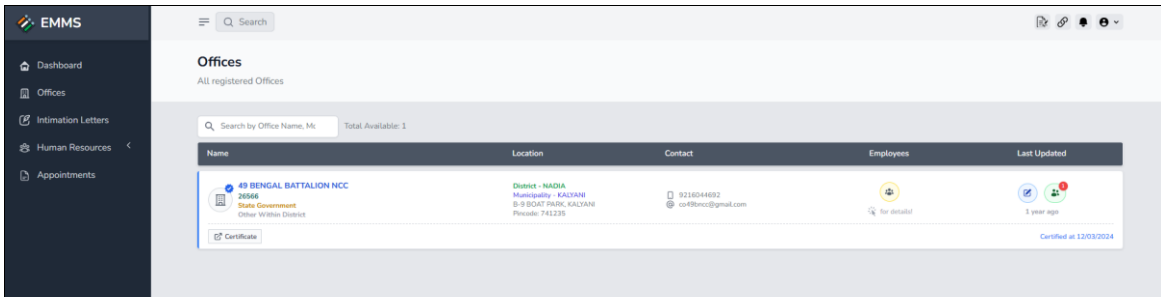
View/Edit Profile

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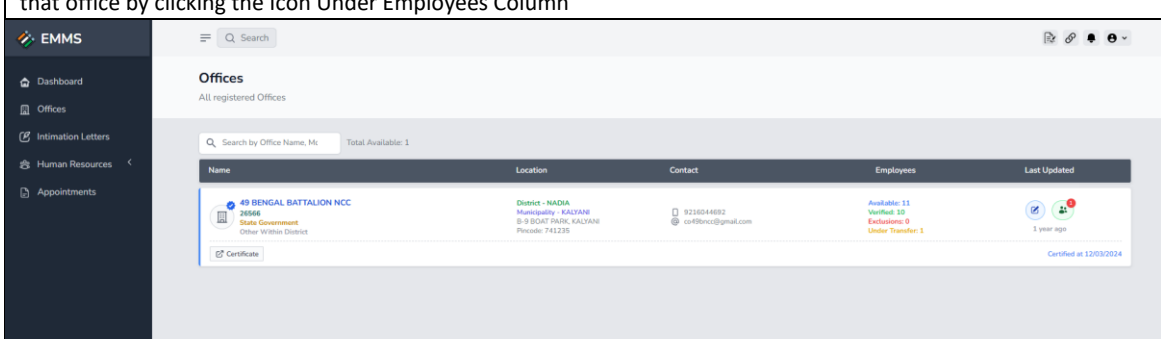


The User may Change his Profile using Update Profile. Also, the User can Change his Password from this Menu. All Updates will be Confirmed on clicking the SAVE button in the respective sections.

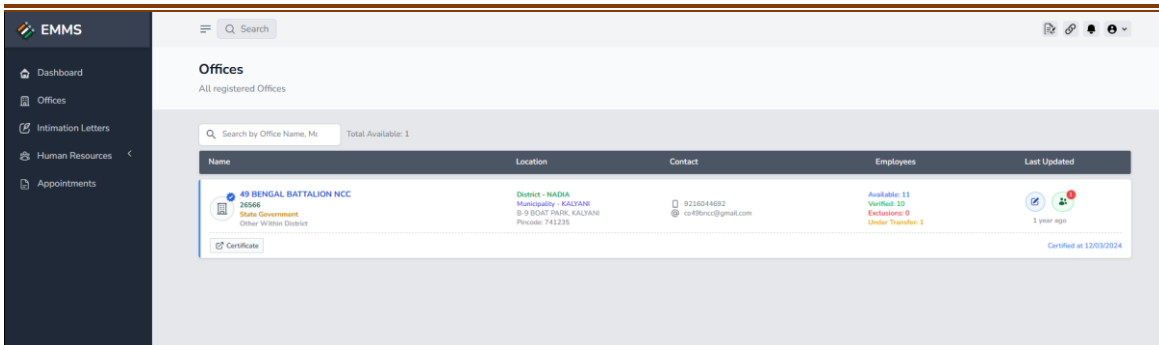
EDIT OFFICE DETAILS: After login, Click on Offices menu to invoke the Menu. The Office details will be displayed



Purpose: To View, Add or Edit Office Details. Only the District or Block Level Admin User can Add Office. Other Users can Edit Office Details. Also, The Office User can have a At-a-Glance Data about Employees belonging to that office by clicking the Icon Under Employees Column



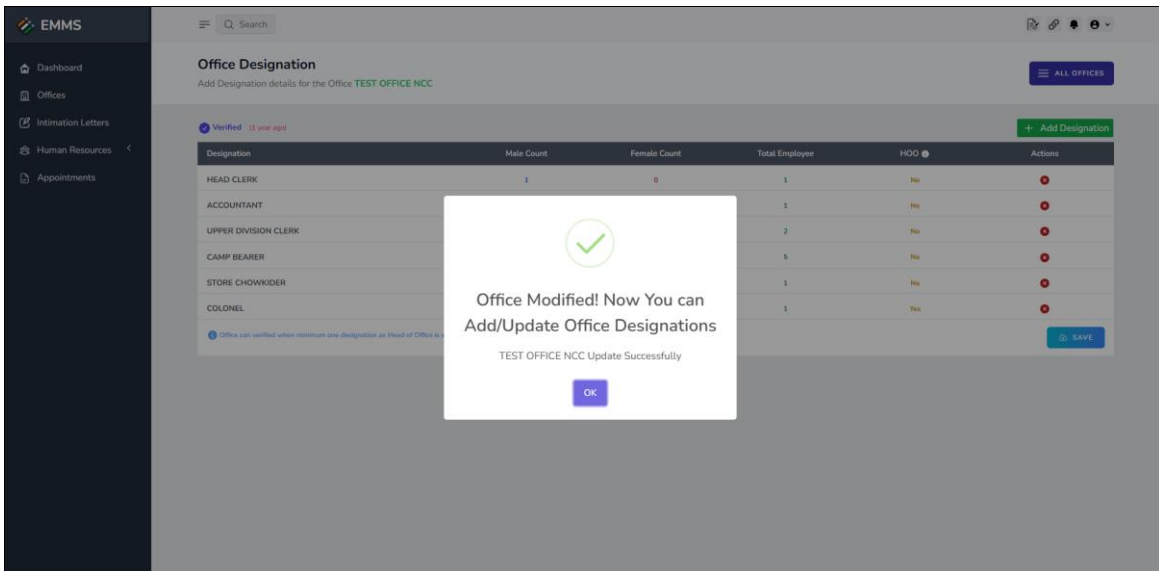
EMMS Ver 2.0



The office details can be edited by clicking the Pen (Edit) icon, updating office details and clicking the Save button

ADD DESIGNATION:

After click on save button a sweet alert pop-up message is shown. Now add Designation page will be added.



Then the user can **Add Designation** click on add designation button.

The screenshot shows the 'Office Designation' page for 'TEST OFFICE NCC'. The page includes a sidebar with navigation options: Dashboard, Offices, Intimation Letters, Human Resources, and Appointments. The main content area has a search bar and a table with columns: Designation, Male Count, Female Count, Total Employee, HOO, and Actions. The table lists various designations with their respective counts. A green '+ Add Designation' button is located at the top right of the table.

Designation	Male Count	Female Count	Total Employee	HOO	Actions
Search Designation	0	0	0	No Yes	+ -
HEAD CLERK	1	0	1	No	+
ACCOUNTANT	1	0	1	No	+
UPPER DIVISION CLERK	1	1	2	No	+
CAMP BEARER	4	1	5	No	+
STORE CHOWKIDER	1	0	1	No	+
COLONEL	1	0	1	Yes	+

Set on Designation and click on plus sign to save the designation.

The screenshot shows the 'Office Designation' page for 'TEST OFFICE NCC' after adding a new designation. The table now includes 'AADHAAR OFFICER' with a Male Count of 1 and a Total Employee of 1. The '+ Add Designation' button is still present at the top right.

Designation	Male Count	Female Count	Total Employee	HOO	Actions
AADHAAR OFFICER	1	0	1	No Yes	+ -
HEAD CLERK	1	0	1	No	+
ACCOUNTANT	1	0	1	No	+
UPPER DIVISION CLERK	1	1	2	No	+
CAMP BEARER	4	1	5	No	+
STORE CHOWKIDER	1	0	1	No	+
COLONEL	1	0	1	Yes	+

Click on Save button then a sweet alert pop-up message is shown.

The screenshot shows the 'Office Designation' page for 'TEST OFFICE NCC' with a success pop-up message. The message says 'TEST OFFICE NCC Office Designations Saved' and has an 'OK' button. The table now includes 'AADHAAR OFFICER' with a Male Count of 1 and a Total Employee of 1. The '+ Add Designation' button is still present at the top right.

Designation	Male Count	Female Count	Total Employee	HOO	Actions
HEAD CLERK	1	0	1	No	+
ACCOUNTANT	1	0	1	No	+
UPPER DIVISION CLERK	1	1	2	No	+
CAMP BEARER	4	1	5	No	+
STORE CHOWKIDER	1	0	1	No	+
COLONEL	1	0	1	Yes	+
AADHAAR OFFICER	1	0	1	No	+

The User id Associated with the Office can be viewed by clicking the User Icon under Last Updated column. Any Data Updated in profile against displayed information will be reflected here.

The screenshot shows the 'Offices' section of the EMMS application. A modal titled 'Registered Users' is open, displaying a table with the following data:

Name	Designation	Mobile	Email
test1234	COMMANDING OFFICER	9895696752	test1234@gmail.com

The modal also includes a 'CLOSE' button at the bottom right.

ADDING / EDITING PERSONNEL DATA: This Menu can be invoked by clicking the Human Resource Menu and Then clicking the Employees Menu –

Purpose: Add/ Edit Employees belonging to an Office

Functions: Add New Employees. Edit an Existing Employees.

There are Seven Section out of which 5 sections are mandatory and two sections are optional.

The screenshot shows the 'Employees' section of the EMMS application. It displays a table with the following data:

Name	Designation	Office	Mobile	Status
BARNI BISWAS Female - 39 Years	UPPER DIVISION CLERK STATE GOVT - Group B POST GRADUATE	TEST OFFICE NCC Municipality - KALYANI State Government Other Within District	9153211794	Available Verified Lables 0
BIPLAB DAS Male - 53 Years	CAMP BEARER STATE GOVT - Group D MAJHYAMK	TEST OFFICE NCC Municipality - KALYANI State Government Other Within District	9291771365	Available Verified Lables 0
BISWAJIT PAUL Male - 51 Years	ACCOUNTANT STATE GOVT - Group B GRADUATE	TEST OFFICE NCC Municipality - KALYANI State Government Other Within District	9697055046	Available Verified Lables 0
GANESH DEBNATH Male - 46 Years	CAMP BEARER STATE GOVT - Group D NON-MATRIC CLASS 8 STANDA	TEST OFFICE NCC Municipality - KALYANI State Government Other Within District	9681854010	Available Verified Lables 0

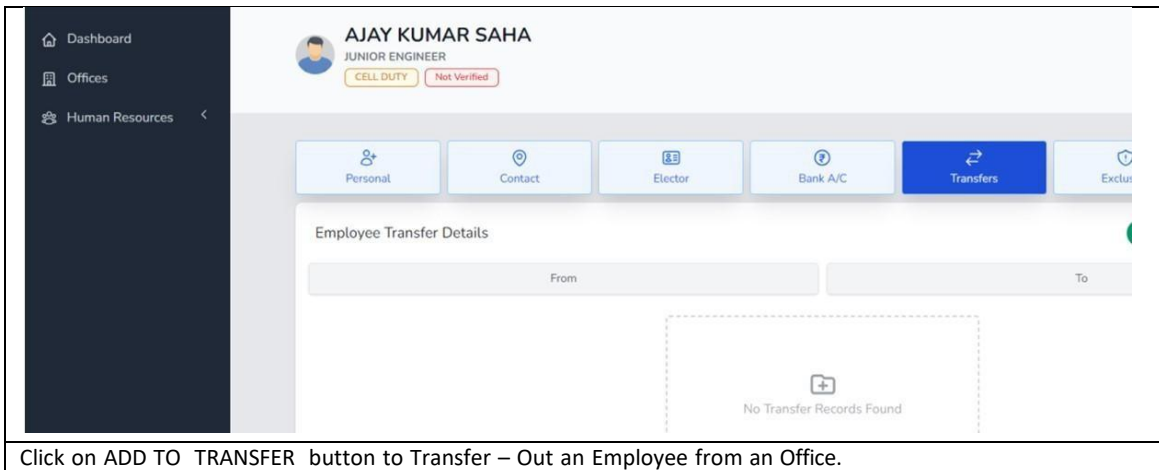
THE MANDATORY SECTIONS FOR EMPLOYEE DATA ENTRY:

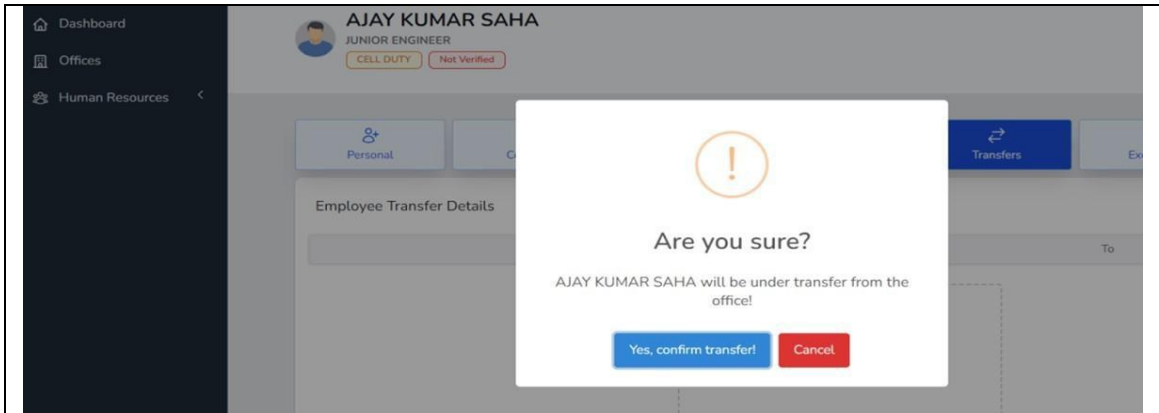
- 1) Personal
- 2) Contact
- 3) Elector
- 4) Bank A/C
- 5) Verification

THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

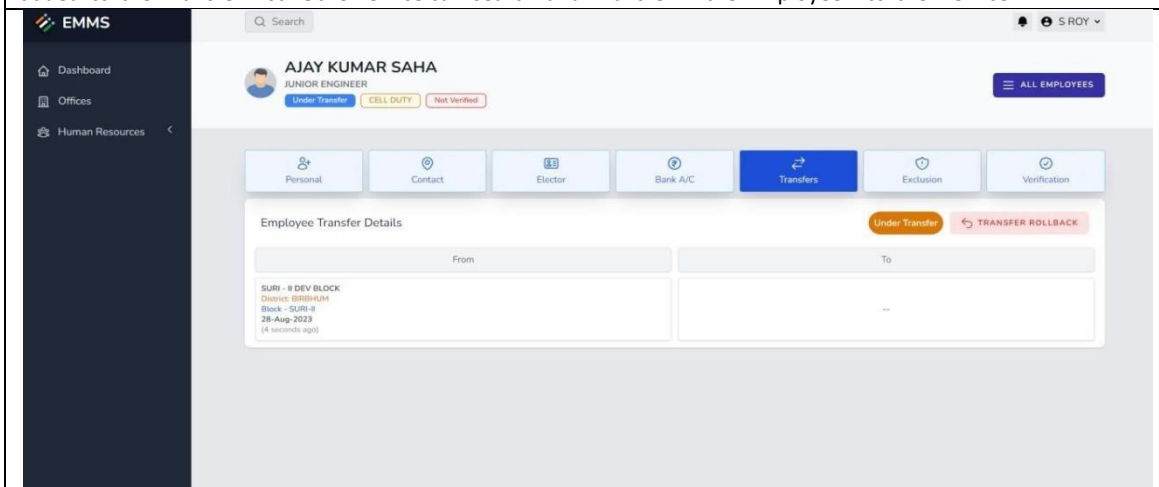
- 1) Transfer
- 2) Exclusion

MARKING THE TRANSFERRED EMPLOYEES: The Employees already transferred from the Office can be easily marked by Clicking the Transfer Tab





The System generates a Message to confirm the Transfer the Employee. On confirmation the Employee is added to the Transfer List. Other Office can search and Transfer-In the Employee into their Office

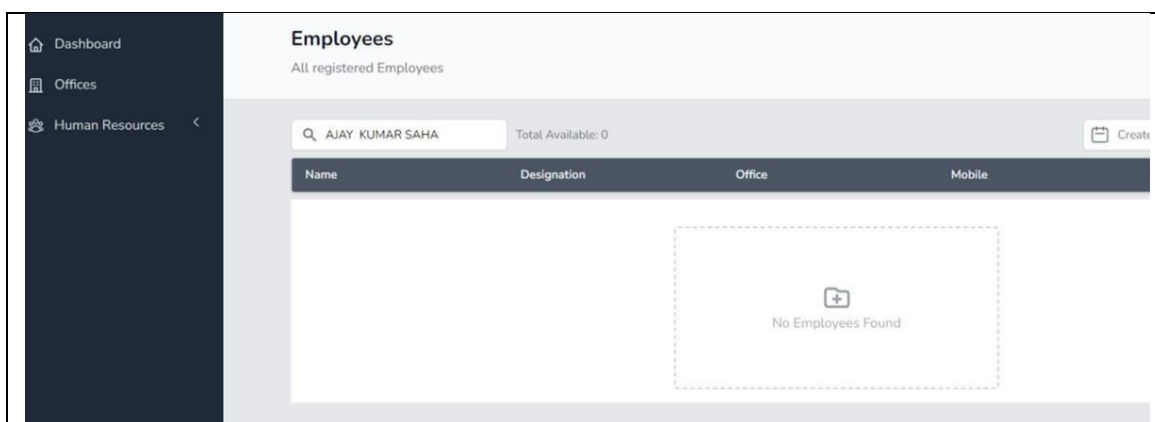


A transferred Employee is indicated by Under Transfer Status in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the

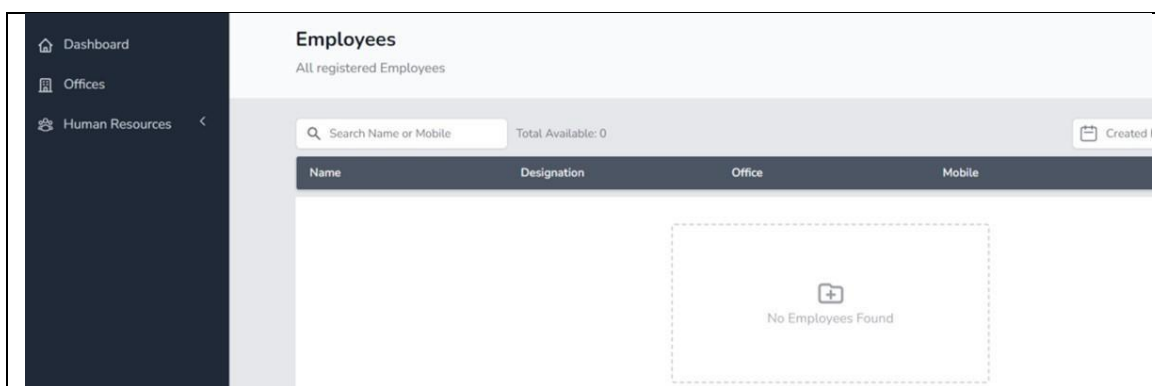
transferred employee is returned back to his original office by the System

ADDING A TRANSFERRED EMPLOYEE INTO AN OFFICE (IMPORTING):

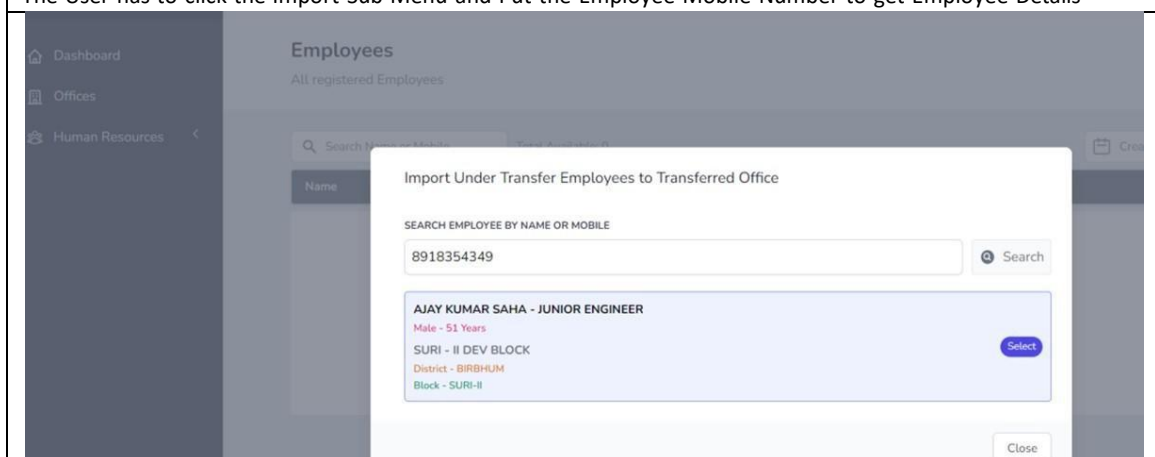
An employee who has been transferred-out from an Office can be transferred-in by another Office by searching the employee by his bank account number or mobile number and then clicking the Import button.



The User has to Click Import Button to invoke the Menu to import a Transferred Employee



The User has to click the Import Sub Menu and Put the Employee Mobile Number to get Employee Details



Select the Employee and Click the Select button

EMMS Ver

Dashboard

Offices

Human Resources

Employee
All registered

Search

Name

Import Under Transfer Employees to Transferred Office

SEARCH EMPLOYEE BY NAME OR MOBILE

8918354349

Search

AJAY KUMAR SAHA - JUNIOR ENGINEER
Male - 51 Years
SURI - II DEV BLOCK
District - BIRBHUM
Block - SURI-II
Selected

Select the destination office for the selected Employee. The new office of transfer must be different from the current office.

SELECT OFFICE

TEST OFFICE
Govt. Aided Organisation

Import

Select The Office and click on IMPORT button to Import the Employee

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The screenshot shows a web application interface with a sidebar on the left containing 'Dashboard', 'Offices', and 'Human Resources'. The main content area is titled 'Employee' and 'All registered Employees'. A modal window titled 'Import Under Transfer Employees to Transferred Office' is open. It features a search bar with the text '8918354349' and a 'Search' button. Below the search bar, a card for 'AJAY KUMAR SAHA - JUNIOR ENGINEER' is displayed, showing 'Male - 51 Years', 'SURI - II DEV BLOCK', 'District - BIRBHUM', and 'Block - SURJI-II'. A green 'Selected' button is next to the card. Below the card, a message states: 'Select the destination office for the selected Employee. The new office of transfer must be different from the current office.' There is a 'SELECT OFFICE' dropdown menu and a 'TEST OFFICE' section with the text 'Govt. Aided Organisation' and a 'Select' button.

Confirm the Import to complete the Transfer-In process

The screenshot shows the 'Employees' page with a sidebar on the left containing 'Dashboard', 'Offices', and 'Human Resources'. The main content area is titled 'Employees' and 'All registered Employees'. A modal window is open in the center with a green checkmark icon and the text 'Imported Successfully!'. Below this, it says 'AJAY KUMAR SAHA added to office TEST OFFICE' and has an 'OK' button. In the background, a table lists employees with columns for 'Name' and 'Mobile'. The first row shows 'AJAY KUMAR SAHA' with 'Male - 51 Years' and '8918354349'.

The Employee is now Imported into the New Office under which he is presently posted. The Details of the imported employees must be verified against all the five mandatory tabs

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EDITING AND VERIFYING EXISTING EMPLOYEE DATA BY OFFICE:

The Menu to Edit and Verify an Employee can be invoked by selecting an Employee from the available List and Clicking on Employee Name or clicking the right arrow against an Employee

Name	Designation	Office	Mobile
AJAY KUMAR SAHA Male - 51 Years	JUNIOR ENGINEER STATE GOVT - Group A OTHER	TEST OFFICE Block - SURU-I Govt. Aided Organisation Secondary/Higher Secondary School	8918354349

All the Employee Information will be displayed- There are 5 mandatory section and 2 optional section that needs to be edited to complete an employee editing and verifying the edited data by office

SECTION-1 PERSONAL DETAILS: Employees Personal Details are to be added / edited in this section. Click on Edit-to-Edit Data

Personal	Contact	Elector	Bank A/C	Transfers	Exclusion	Verification										
Employee Information Personal details and others. EDIT																
Full Name		AJAY KUMAR SAHA														
Designation		JUNIOR ENGINEER														
Mobile No.		8918354349														
Gender		Male														
Date of Birth		10-Jul-1972 (51 years)														
Employment Details:		<table border="1"><tr><td>Office</td><td>TEST OFFICE</td></tr><tr><td>Service</td><td>STATE GOVT</td></tr><tr><td>Group</td><td>A</td></tr><tr><td>Pay Level</td><td>14</td></tr><tr><td>Basic Pay</td><td>68000</td></tr></table>					Office	TEST OFFICE	Service	STATE GOVT	Group	A	Pay Level	14	Basic Pay	68000
Office	TEST OFFICE															
Service	STATE GOVT															
Group	A															
Pay Level	14															
Basic Pay	68000															
Other Details		<table border="1"><tr><td>Qualification</td><td>OTHER</td></tr><tr><td>Language Known</td><td>Bengali</td></tr></table>					Qualification	OTHER	Language Known	Bengali						
Qualification	OTHER															
Language Known	Bengali															

The required fields may be edited and the Save Button may be clicked to Save Data. The Mobile Number

EMMS Ver 2.0

value in this field is unique through out the State and must be carefully entered. Duplicate value will be checked for validation . **The Employee Group ,Service and Basic Pay must be entered correctly to ensure correct categorization of employee at later stage.**

SECTION-2 CONTACT : Here Contact details of Employee and his alternate mobile or phone number may be entered. Email if available may be entered. The data may be Saved by clicking the Save button

The screenshot shows the 'Update Employee Contact' form. The top navigation bar includes tabs for Personal, Contact (selected), Elector, Bank A/C, Transfers, Exclusion, and Verification. The form title is 'Update Employee Contact' with a subtitle: 'This section captures the personal details for an employee. The information from here will be used for fetching the contact information of the employee.' The form fields are: STATE (dropdown menu showing 'WEST BENGAL'), ADDRESS (text field with 'BOLPUR SURI PARA WARD NO 17'), PINCODE (text field with '731204'), PHONE (text field with '8918354349'), and EMAIL (empty text field). At the bottom right are 'Cancel' and 'Save' buttons.

SECTION-3 ELECTOR : In this Tab, the EPIC Card Data , Temporary Assembly Constituency ,Permanent Assembly Constituency, Workplace Assembly Constituency Data and Residency Location Data (District, Block/ Municipality, GP/Ward) information is collected for the Employee, All the Data must be entered correctly and up to date information must be provided as far as possible

The screenshot shows the 'Elector' form. The top navigation bar includes tabs for Personal, Contact, Elector (selected), Bank A/C, Transfers, and Exclusion. The form title is 'Elector' with a subtitle: 'This section captures the electoral details for an employee. The information from here will be used for deploying the employee as Election Officer.' The form fields are: EPIC (text field with 'LPP2300036'), PART NO (text field with '214'), SL NO (text field with '1022'), TEMPORARY ASSEMBLY CONSTITUENCY (dropdown menu showing 'Bolpur (286)'), PERMANENT ASSEMBLY CONSTITUENCY (dropdown menu showing 'Bolpur (286)'), DUTY ASSEMBLY CONSTITUENCY (dropdown menu showing 'Sainthia(SC) (289)'), and TEMPORARY RESIDENCY LOCATION (text field). At the bottom right are 'Cancel' and 'Save' buttons.

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DUTY ASSEMBLY CONSTITUENCY *
Sainthia(SC) (289)

TEMPORARY RESIDENCY LOCATION

DISTRICT *
BIRBHUM

LOCATION TYPE *
Municipality

LOCATION *
BOLPUR

PANCHAYAT / WARD *
Bolpur (M) - Ward No.20

PERMANENT RESIDENCY LOCATION

DISTRICT *
BIRBHUM

LOCATION TYPE *
Municipality

LOCATION *
BOLPUR

PANCHAYAT / WARD *
Bolpur (M) - Ward No.20

DUTY LOCATION

DISTRICT *
BIRBHUM

LOCATION TYPE *
Block

SECTION 4 BANK ACCOUNT:

The Bank Account Information of the Employee must be entered in this tab Correct Information will facilitate smooth payment of Election Remunerations through e-Payment mode

Personal
Contact
Election
Bank A/C
Transfer
Exclusion
Verification

Employee Bank Account Details
EDIT

Bank
Branch
IFSC
Account No

Searching A Bank : A Bank is searched by typing its IFSC Code in the Branch field and selecting the branch from search menu

Bank Account
This section captures the bank account details. The information from here will be used for election related payments.

BANK *
STATE BANK OF INDIA

BRANCH *
SBIN0000197

SUPAUL
DISTSUPAUL BIHAR 852131

IFSC
SBIN0000190

SI IRI

IFSC

EXCLUSIONS:

Exclusions like PH, Armed Guard, VRS, Retired , Dead may be added to an Employee if it exists. Otherwise, the Field may be kept blank.

Employee Exclusion

Exclusion is the subject of approval from competent authority.

Physically Challenged

Dead

Retired

VRS

Maternity Leave

Absconding

Undertrial

Head of Office

Night Guard

Key Holder

Armed Guard

Emergency Duty

Job Terminated

Resigned

Duplicate

CELL DUTY

CANCER/SERIOUS MEDICAL COND.

Physically Challenged

SAVE

Exclusions must be added carefully and correctly to identify employees for Exclusions by MM&W Cell at District/ Block Level.

After Adding Exclusion, the Save button must be clicked to Saver Data.

VERIFICATION:

After Entering / Updating all Information, the Employee Data must be verified by Clicking the VERIFY button.

Employee Verification

Employee once verified cannot be modified further

Not Verified

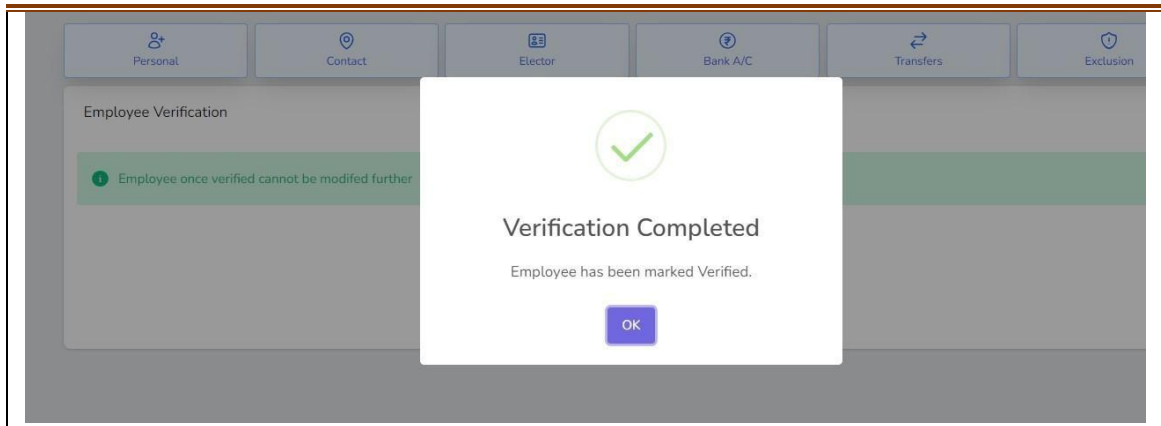
VERIFY

Are you sure?

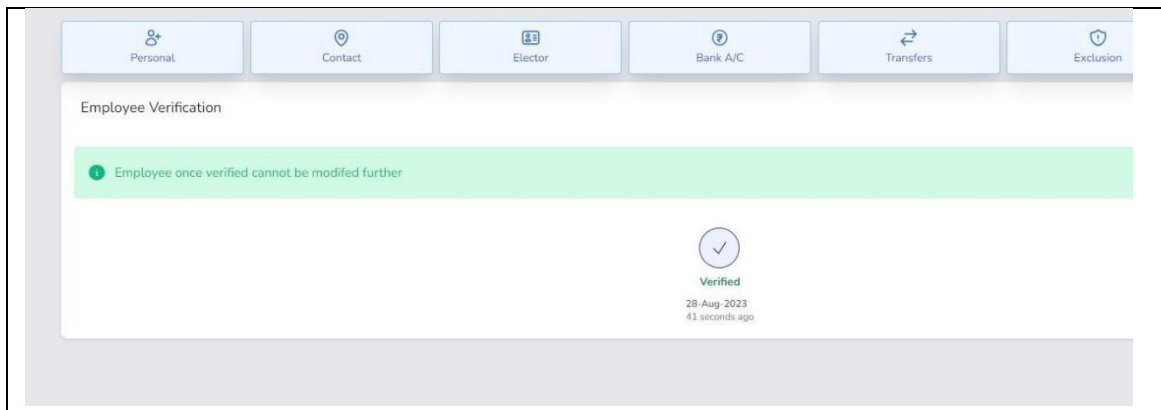
Employee will not be available for modification after verification

Yes, confirm verification! Cancel

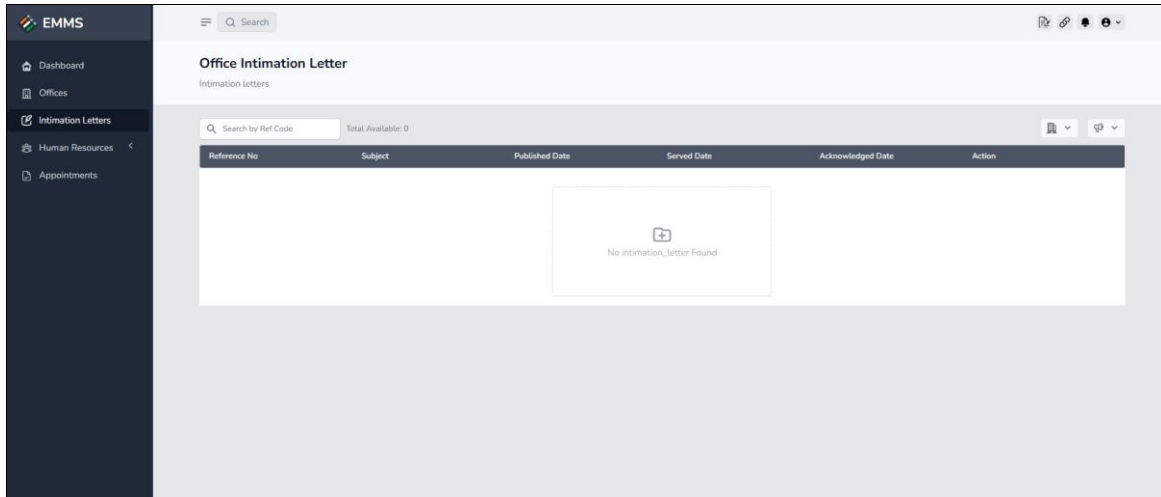
EMMS Ver 2.0



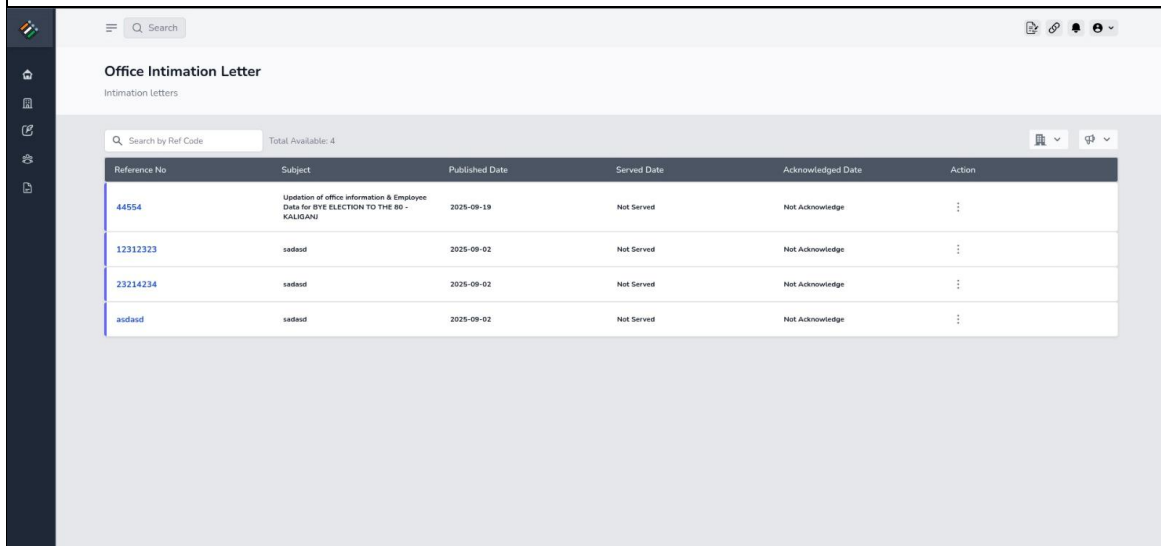
The Employee Data is now Verified.



Office Intimation Letter: This tab show All later that send by District Magistrate



Click on office icon for show later according election



After serving,any letter by District Magistrate for your office ,you can see here.

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The screenshot shows the 'Office Intimation Letter' page in the EMMS system. It features a search bar and a table with 4 records. The first record has an 'Acknowledge' button highlighted in orange.

Reference No	Subject	Published Date	Served Date	Acknowledged Date	Action
44554	Update of office information & Employee Data for BYE ELECTION TO THE BO - KALIGANI	2025-09-19	Not Served	Not Acknowledge	⋮
12312323	sadasd	2025-09-02	Not Served	Not Acknowledge	⋮
23214234	sadasd	2025-09-02	Not Served	Not Acknowledge	⋮
asdasd	sadasd	2025-09-02	Not Served	Not Acknowledge	⋮

You can send Acknowledgement by click on this button

This screenshot is identical to the one above, showing the 'Office Intimation Letter' page with the same table of 4 records.

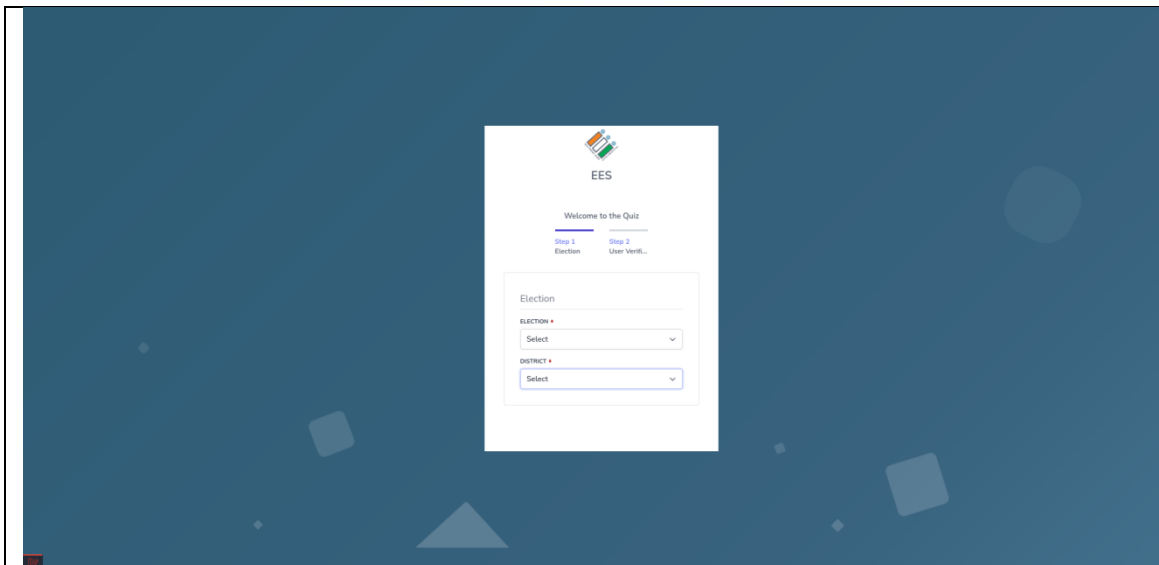
This screenshot shows the same 'Office Intimation Letter' page, but with a confirmation dialog box overlaid in the center. The dialog box asks 'Are you sure?' and 'Acknowledge this intimation letter?' with 'Yes, Acknowledge!' and 'Cancel' buttons.

After serving any letter by District Magistrate for your office, you can see here. After that you can see the latter. After clicking this acknowledgement button, office can download intimation letter.

Quiz:

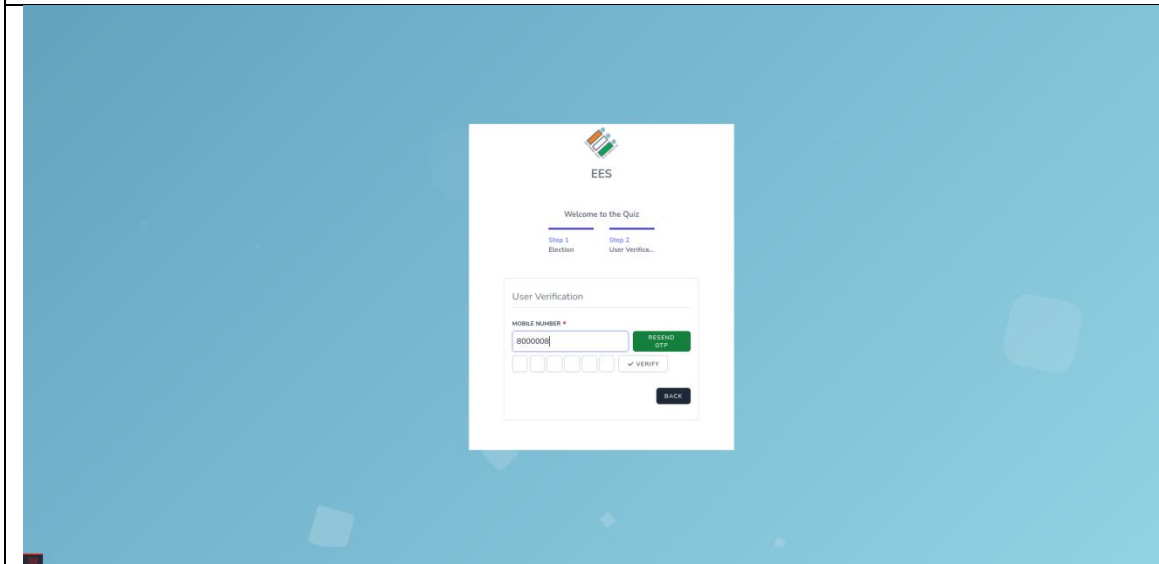
Demo: <https://demoemms.nic.in/quiz>

Actual : <https://wbemms.nic.in/quiz>



The screenshot shows a web interface for the EES (Election Management System) Quiz. The background is a dark blue gradient with faint geometric shapes. In the center, there is a white card with the EES logo at the top. Below the logo, it says "Welcome to the Quiz". There are two steps indicated: "Step 1 Election" (active) and "Step 2 User Verifica...". The "Election" section contains two dropdown menus: "ELECTION" and "DISTRICT", both with "Select" as the current value.

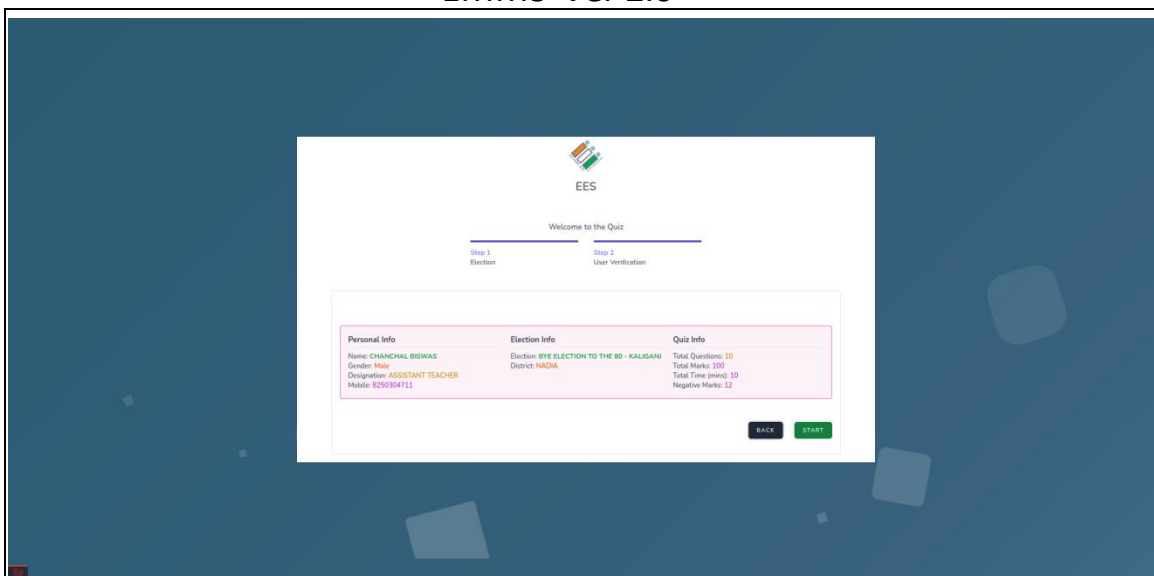
At first user choose their election and district



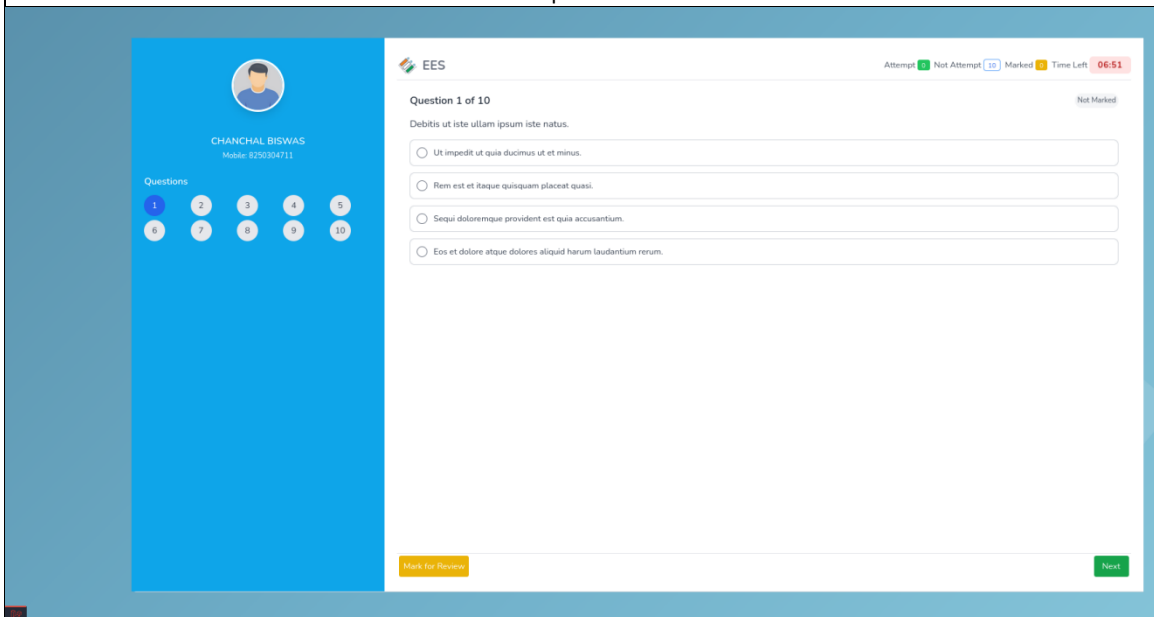
The screenshot shows the "User Verification" screen of the EES Quiz. The background is a light blue gradient with faint geometric shapes. In the center, there is a white card with the EES logo at the top. Below the logo, it says "Welcome to the Quiz". There are two steps indicated: "Step 1 Election" and "Step 2 User Verifica..." (active). The "User Verification" section contains a "MOBILE NUMBER" field with the value "8000000", a "SEND OTP" button, and a "VERIFY" button. There are also five empty input boxes for the OTP digits and a "BACK" button.

Fill mobile no and verify via otp

EMMS Ver 2.0

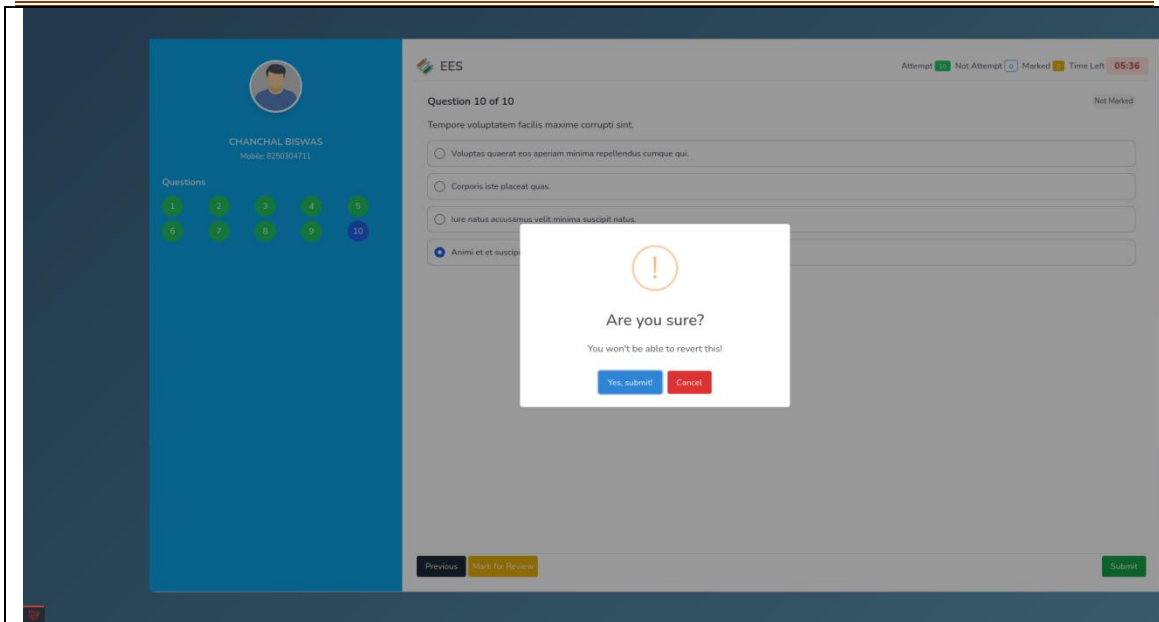


Check all information of all correct click start for start quiz

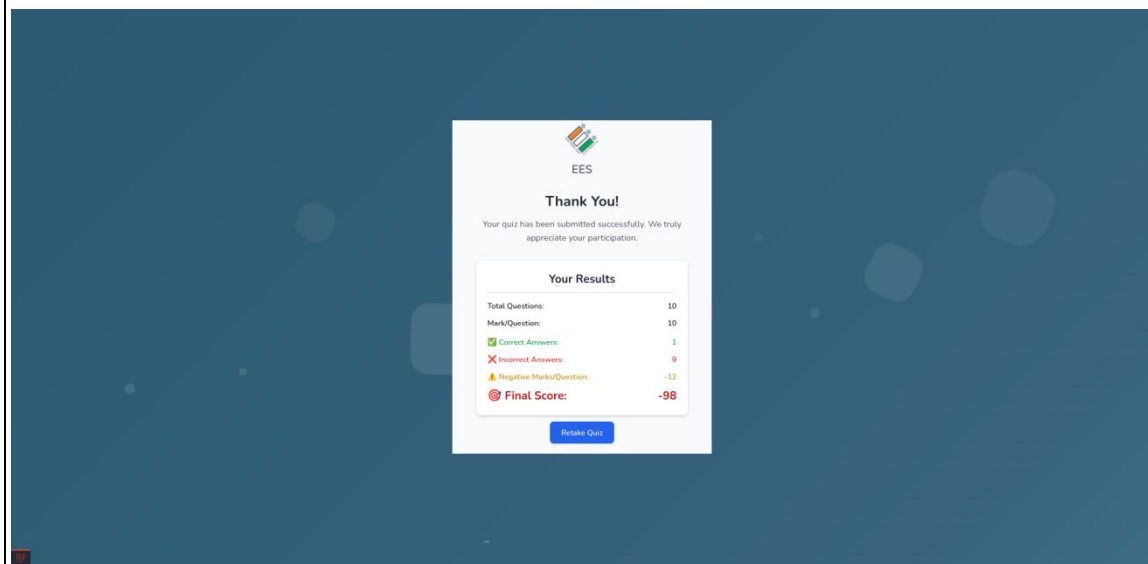


Read the question carefully and give the correct answer within the limited time shown on the timer at the top corner.

EMMS Ver 2.0



Read the question carefully and answer within the time shown on the top corner. After giving your answer, click Finish. A confirmation will appear—click Yes to submit. If the timer runs out, your answers will be submitted automatically.



After the process is complete, your score and result will be displayed.