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WEBSITE URL :

Demo : https://demoemms.nic.in

Actual : https//wbemms.nic.in

LANDING PAGE:

WBEMMS HOME SERVICES FEATURE CONTACT DOCUMENTATION ~
Welcome to the WB Election Manpower Management System One stop solution for election management handling all the important aspects for conduction of Election Process. Cet Started Office Registration
Purpose : Registration of Offices, user Login from Menu
Functions : User Login (Get Started Button Click), Office Register(Office Registration button Click)

USER LOGIN PAGE:

	Email Password 13 + S = Enter Captcha Remember me
Purpose : Logging in of Authorized and Functions : User Login and Captcha. Res	Authenticated Users set Password (if needed)

User Login: Enters User Credentials and clicks Login Button

	Ó	
	Email cco-wb@nic.in Password 73 +	
Purpose : User Login	ed User Login	

CEO USER DASHBOARD :

🄣 WBEMMS	Q Search	E CEO WB -
 Dashboard User Management 	Dashboard Welcome back to Election Manpower Management System, have a nice day at work!	
) Master <	CEO WB State Electoral Officer	II PROGRESS REPORT
88 Compositions 亩 Polling Stations	Active Elections 1	State WEST BENGAL
 Counting Halls Counting Tables 		
Reportings		
 Payments 		
Durnoso : Pasis Dashh	pard for an User and Eurotian Access Menues	
Functions : Access diff	erent Menues like User Management, Master Data, Elections, Po	lling Stations etc

USER MANAGEMENT (USER CREATION): Invoked by Clicking User Management in left menu bar

🏇 WBEMMS	Q Search				€ CEO WB ~
🔓 Dashboard	Users All registered Users				& ADD USER
② User Management					
😝 Master 🗸	Q Search User	otal Available: 65			☑ Invited Users 🕒 Office Users
	Name	Resources	Role	Status	Actions
88 Compositions ጬ Polling Stations	CEO WB State Electoral Officer ceo-wb@nic.in	Attachments	State Admin	ACTIVE	۲ 🤌 🗈
 Counting Halls Counting Tables 	9874379963 DM North 24 Parganas DEO North 24 Parganas	& Attachments	District Admin	ACTIVE X	(B) (P) (P)
 Reportings Vehicles 	DM Purba Medinipur District Panchayet Election Officer dmpurb-wb@nic.in 9434000700	& Attachments	District Admin	ACTIVE X	
Payments	DM South 24 Parganas DEO South 24 Parganas devalémicin 6292222444	Attachments	District Admin	ACTIVE	(a)
	DM Jalpaiguri DEO Jalpaiguri	Attachments	District Admin	ACTIVE X	(C) / P
Purpose : Management	of Users				
Functions : Create User	s, Reset Password, A	dd/Edit Role, Res	ouces and Perr	nissions	

User Creation : Invoked by Click ADD USER button

😫 Master <		
	NEW USER	
Dections	NAME *	
88 Compositions	Tact I lear	
合 Polling Stations	reak user	
	DESIGNATION • EMAIL •	
Counting Halls	Test Designation test@email.com	
🗃 Counting Tables	MOBILE • ROLE •	
🕐 Reportings	8992000000 District Admin V	
🛱 Vehicles	Select Resources	
Payments	RESOURCE TYPE RESOURCE	
0,	District V DAKSHIN DINAJPUR V +	
	Resources Selected: 1 11 Clear	
	District - DAKSHIN DINAJPUR	
	SAVE	
	_	
Purpose : Add User	Details including email for login at State and District Level by CEO User,	
Functions :Add Use	er,Add/ Edit Role (Which Level User – State or District), Add/ Edit Resource Type (District	t or
State), Add/Edit Res	sources (One or District), Click on + Sign and Click Save	

Functions					
🍫 WBEMMS	Q Search			• • CEO WB ~	
 Dashboard User Management 	Invited Users All Invited Users			器 ALL REGISTERED USERS	
⊖ Master < ∯ Elections	Q Search User		Link	Status Actions	
器 Compositions	Test User Test Designation test@email.com	\checkmark	Copy Link	• Pending	
Counting Halls	839200000	Test User User Invitation Link Created.			
Reportings		ОК			
 Payments 					
On Success : Messag	e				

USER MANAGEMENT (MANAGING REGISTERED USERS): Invoked by Clicking ALL REGISTERED USERS button or Clicking User Management Menu

	Dashboard	U	SerS L registered Users				ADD USER	
9	User Management							
8	Master <	•	Q Search User	Total Available: 65			☑ Invited Users 🧕 Office Users	
₿	Elections		Name	Resources	Role	Status	Actions	
88	Compositions		CEO WB					
甸	Polling Stations		CEO West Bengal ceo-wb@nic.in 9999599994	& Attachments	State Admin	ACTIVE		
٢	Reportings		DM North 24 Parganas					
₽	Vehicles		DEO North 24 Parganas dm-bar-wb@nic.in	& Attachments	District Admin	ACTIVE X		
۲	Payments		DM Purba Medinipur District Panchayet Election Officer dmpurb-wb@nic.in 9434000700	Attachments	District Admin	ACTIVE X		
			DM South 24 Parganas DEO South 24 Parganas dm-al@nic.in 6292222444	Attachments	District Admin	ACTIVE	(B)	
			DM Jalpaiguri DEO Jalpaiguri dm-jlp@nic.in	Attachments	District Admin	ACTIVE		
Pur	pose : To Mana	age User	Permissions, Pas	sword reset & A	ctivation			
Fun	ctions : 1) Acti	ivate / D	e-Activate User					
2)Ec	dit User and His	s Role, R	esource Type & I	Resources				
3) C	hange User Pe	rmission	is					
4) R	eset User Pass	word						

PASSWORD RESET BY ADMIN:

Reset Password for an User : Invoked by Clicking the Lock Symbol on the User Management Menu.

🔅 WBEMMS	Q Search				4	e ceo wb -
 Dashboard User Management 	Users All registered Users					& ADD USER
🖯 Master 🤇	Q Search User	Total Available: 65			Invited Users	💩 Office Users
∯ Elections	Name	Password Reset Link for DM DAKS	X HIN DINAJPUR	Status	Acti	ons
88 Compositions m Polling Stations	B DM DAKSHIN DIR DEO DAKSHIN DIR/ dm-bgt-wb@nic.in	Password Reset Link	Copy Link	ACTIVE X	Z	• •
 Counting Halls Counting Tables 	DM JHARGRAM DEO JHARGRAM dm-jhargram-wb@g	http://ees.test/reset- password/30821e86d600fcf0f0147ea84f43 f06f67bf6af4de4a3d9?email=dm-bgt-wb%4	4c8439ba76b552ebf 0nic.in	ACTIVE X	ø	
Reportings	DM Cooch Behar DEO Cooch Behar dm-cbr@nic.in	This password reset link will expire	in 15 minutes.	ACTIVE X	8	
 Payments 	DM Alipurduar DEO Alipurduar dmalpdr-wb@gov.in	& Attachments	District Admin	ACTIVE	2	
	DM Purba Bardhama DEO Purba Bardhaman dm-burd@nic.in	n Ø Attachments	District Admin	ACTIVE X	×	•
Purpose : Reset Passwo	ord for an User					
Function : The Passwo	ord reset Link	generated. Can be s	ent to User	over ma	iil/ SMS (after Mail/SMS
Intergration) or Whatsa	прр					

	Password Reset for the user, email: <u>dm-bar-wb@nic.in</u>	
	New Password	
	Confirm Password	
	••••••	
	Password Policy RESET PASSWORD	
Purpose : Reset Password		
Function : Reset New Passowrd and Cl	ick RESET PASSWORD button. A	fter this step user can login using his
User Id & New Password		

ELECTIONS : Invoked by Clicking Elections Menu

🎸 WBEMMS	Q Search	CEO WB ~
 Dashboard User Management 	Elections Here you can manage the Elections.	• ADD NEW
😝 Master <		Participating Contributing
€ Elections	BYE ELECTION TO WEST BENGAL LEGISLATIVE ASSEMBLY, 2023, 015-DHUPGURI (SC) ASSEMBLY CONSTITUENCY	[2] +
88 Compositions		
Polling Stations		
Counting Halls		
Counting Tables		
Reportings		
(9) Payments		
Purpose : To create Stat	e Assembly Election or Parliamentary General Election	
Functions : To be Used I	by State Login for creation of New Assembly or Parliament Election	n or a Bye Election

Image: Second	Active 🗹 Edit 🚺 Delete Parliamentary General Elections 2024
 Master < ELECTION DETAILS ELECTION DETAILS ELECTION DETAILS ELECTION DETAILS Mame Name Name Polling Stations Year Vehicles State 	Active C Edit Delete Parliamentary General Elections 2024
	Active 🗹 Edit 🔯 Delete Parliamentary General Elections 2024
Be Compositions Name Polling Stations Year Reportings Year Chicles State	Parliamentary General Elections
Polling Stations Name Name Polling Stations Year Constraints Vehicles State	Parliamentary General Elections 2024
Reportings Year D Vehicles State	2024
C Vehicles State	
	WEST BENGAL
Payments Phases	0 O Add O Show
Contributors	0 O Show
DISTRICT WISE CO	DNSTITUENCIES Total: 294 Constituencies
СООСНВЕНА	R 9 Constituencies
ALIPURDUAR	5 Constituencies
urpose :To enter Election Details and	d Add Constituencies where Election are to be held

MASTER MENU: Can be invoked by clicking the Master Menu

🖨 Master 🗸 🗸			
AREA	CEO WB CEO West Bengal		II PROGRESS REPORT
District			
Block			
Municipality	Active Elections	1 Attached To	WEST RENGAL
Police Station			
Polling Premises			
Training Venues			
Reporting Venues			
CONSTITUENCY			
Parliament			
Assembly			
Panchayat			
Municipality			
GTA			
ENVIRONMENT			
Category			
Institute			
Designation			
Qualification			
Services			
Pavlevel			
Duty Type			
Duty			
Exclusions			
Purpose : To Add E	dit Master Data like District, B	Block, Municiplity, Police Station etc	
Functions : The Us	ser can Add/Edit Master Data	depending on his scope (State or Distric	t) of permissions . Al
Master Data is ava	ilabel at State Level while limi	ted number is available at District Level	, .

$COMPOSITIONS: \ {\rm Invoked} \ {\rm by \ clicking \ Composition \ Menu}$

WBEMMS	Q Search	CEO WB ~
Dashboard User Management	Compositions All Compositions	+ NEW COMPOSITION
Master < Elections	4 Member Polling Party \$\$ PR, P1, P2, P3	4 Members) ☑ 👖
Compositions Polling Stations Counting Halls	3 Member Counting Party	3 Members
Counting Tables Reportings	2 Member Counting Party	2 Members
Vehicles		
Payments		
Purpose : To define	e composition of Team participating in either Polling or Counting	5
Function : Create /	'Edit Team with a particular configuration and Save it for bein	g used while Deplayment of
Polling Personnel /	Counting Personnel	

Adding / Editing a Composition :

🐼 WBEMMS 🛛 Q Sear	ch	CEO WB -
Dashboard	ositions	+ NEW COMPOSITION
User Management	Update Composition	
G Master	NAME	
d) Elections	4 Member Polling Party	4 Members
	O Duties Added	
3 Mi	Presiding Officer (PR)	3 Members
Polling Stations	() 1st Polling Officer (P1.)	12
Counting Halls	2nd Polling Officer (P2)	
Counting Tables		2 Members
🕘 Reportings		2 -
D Vehicles	MEMBER COUNT FOR DUTY	
	Presiding Officer V 1 +	
(e) Payments	Cancet	
Purpose : Add Team Name an	d Party Composition	*
Function : Create / Edit Team	with a particular configuration and Save it for being us	ed while Deplayment of
Polling Personnel / Counting F	Personnel	

Saving Composition

🋷 WBEMMS	Q Search		● ● CEO WB ~
 Dashboard User Management 	Compositions All Compositions		+ NEW COMPOSITION
⊖ Master < ∯ Elections	4 Member Polling Pa		4 Members
88 Compositions ← Polling Stations	3 Member Counting F	\checkmark	3 Members
Counting Halls	2 Member Counting F	Good job!	2 Members
 Counting Tables Reportings 	S, CA		2 0
D Vehicles		_	
Payments			
Purpose : Saving Team	Name and Party C	Composition	
Function Savingd Team	n with a particular o	configuration	

REGISTRATION OF OFFICES: The Offices belonging a District has to Self Register in the WBEMMS System only once to get Access of the System and Add/Edit Office and Employee Details

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

	Ŵ	
	DISTRICT +	
	24 PARAGANAS NORTH ~	
	Block Municipality	
	LOCATION *	
	Select ~	
	OFFICE •	
	NAME •	
	DESIGNATION *	
	MOBILE	
	EMAN -	
Purpose : Self Registration of Offices		
Function : An Office can its Block / Mur	nicipality location , Enter Name, D	esignation, 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 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.

O Block O Municipality	
LOCATION .	
BARRACKPUR-I	
OFFICE .	
0903090710 - INDIAN BANK, KAUGACHI BRANCH	
NAME •	
Satish Kumar	
DESIGNATION .	
Manager	
MOBILE	
1234567890	
EMAIL *	
ib.kaugaci0223@indianbank.in	
PASSWORD +	
•••••	
CONFIRM PASSWORD +	
••••••	
Password Policy <u>Already registered?</u> REGISTER	

	DISTRICT +
	Request Registered
	Successfully!!!
	You can Login with your credentials once approved by
	EMAIL *
	PASSWORD *
On Successful Registration, the Followi	ng Message is displayed. The Office can now login to Add / Edit User
Data.	
The User can log in when the District / E	Block level user approves the User Registration

ICE	Login
	CE

	×	
	Email	
	Password	
	•••••	
	15+2=	
	17	
	Remember me	
	Forgot your password? LOG IN	
User can login using Reg	vistered userid and Password	
	Q Search	Test Office ~
	Dashboard	
☐ Dashboard ☐ Offices	Welcome back to Election Manpower Management System, have a nice day at work!	
一 密 Human Resources 〈	Tost Office	
🗃 Counting Halls	Test Designation	
Counting Tables	Active Elections 0	Office L BANK, HABRA
	To BAZAR BRANCH	
Office User Dashboard :	User Can See Active Election and Attached Office Details	
Office User Profile : Clic	k on Profile to Invoke this Menu	
🎸 WBEMMS	Q Search	Test Office ~
🔂 Dashboard	Offices	Profile Log Out
圓 Offices	All registered Offices	
鸯 Human Resources 〈	Q Search by Office Name, M. Total Available: 1	
Counting Halls	Name Location Contact Employees Last Up	dated
	PUNIAB NATIONAL BANK, HABRA BAZAR BARACH Biock - HABRA-I Biock - HABRA-I Biock - HABRA-I Biock - HABRA-I	2 ⁹
	Centra u commente unider taking Bank Pincode: 743263	is ago
	& Certificate	

🏇 WBEMMS	Q Search		Test Office ~
✿ Dashboard 圓 Offices	User Profile Update profile details.		≪ ВАСК
参 Human Resources く	Profile This information can be used to update your profile.	UPDATE PROFILE	_
🖶 Counting Tables		NAME * Test Office	DESIGNATION + Test Designation
		MOBILE + 7485648566	EMAIL • test666@email.com
	Password Password should have at least 8 minimum characters,	UPDATE PASSWORD	Save
2	contains at least 1 letter (both uppercase and lowercase), at least 1 number, and at least 1 symbol.	CURRENT PASSWORD •	
The User may Change	his Profile using Update Profi	le. Also the User can Cha	nge his Password from this Menu.
All Updates will be Cor	nfimed on clicking the SAVE bu	utton in the respective s	ections.

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

🋷 WBEMMS	Q Search					• •	Test Office v
Dashboard Image: Control of the second sec	Offices All registered C	Offices					
客 Human Resources く		Q Search by Office Name, M Total	Available: 1				
Counting Halls		Name	Location	Contact	Employees	Last Updated	
		PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	District - 24 PARAGANAS NORTH Block - HABRA-I HABRA, , Pincode: 743263	 9830540126 bo4206@pnb.co.in 	for detailst	5 months ago	
Purpose : To View, Ac	dd or Edit O	office Details. Only the	District or	Block Level	Admin U	ser can Add	Office. Other
Users can Edit Office	Details . Al	so The Office User ca	n have a A	t-a-Glance D	ata about	t Employees	belonging to
that office by clicking	the Icon U	nder Employees Colu	mn				0.0
🋷 WBEMMS	Q Search					÷ 0	Test Office 🛩
✿ Dashboard 圓 Offices	Offices All registered C	Offices					
鸯 Human Resources 〈		Q Search by Office Name, M Total	Available: 1				
Counting Halls		Name	Location	Contact	Employees	Last Updated	
🗃 Counting Tables		PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	District - 24 PARAGANAS NORTH Block - HABRA-I HABRA, Pincode: 743263	 9830540126 bo4206@pnb.co.in 	a iiii for details!	5 months ago	
		🕁 Certificate					



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

🋷 WBEMMS	Q Search			٠	e Test Office 🗸	Â
☐ Dashboard	Office Employees All registered Employees und	er Office PUNJAB NATIONAL BANK, HA	ABRA BAZAR BRANCH	+	ADD EMPLOYEE	
송 Human Resources 〈	Q Search Name or Mobile	Total Available: 7			🕁 Excel 🗸	
Counting Halls	Name	Designation	Mobile	Last Verified		
🗃 Counting Tables	ASHISH DAS Male - 35 Years	ASSISTANT MANAGER Service Not Defined - Group B	9883828623	Under Transfer Not Verified	$\overline{}$	
	BISWAJIT DAS Male - 59 Years	SECURITY GUARD Service Not Defined - Group C	9531615597	Under Transfer Not Verified	\bigcirc	
	RAMNEEK Male - 30 Years	BANK OFFICER Service Not Defined - Group B	8427590454	Under Transfer 1 Not Verified	(\rightarrow)	
	RITA MONDAL Female - 34 Years	SWEEPER Service Not Defined - Group D	8768344730	Under Transfer 1 Not Verified	$\overline{}$	
	SANJIB BISWAS	BRANCH HEAD	9830486923	Under Transfer		+
Purpose : Add/ Edit E	mployees belongin	g to an Office				
Functions : Add New	Employees. Edit an	Existing Employees.		ana antional		
		Sections are manual	ory and two secti	ons are optional.		
8+ Personal	© Contact	Elector Bank A/C	₹ Transfers	(1) Exclusion	⊘ Verification	
Employee Informatio Personal details and others	n s.					
Full Name		AJAY KUMAR SAHA				
Designation		JUNIOR ENGINEER				

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

🋷 WBEMMS	Q Search			€ 0	Test Office 🗸
✿ Dashboard ☑ Offices	ASHISH DAS ASSISTANT MANAGER Not Verified				L EMPLOYEES
会 Human Resources く					
Counting Halls	A+ O Personal Contact	Elector Bank A	√C Transfers	Exclusion V	(erification
	Employee Transfer Details			Available ADD TO T	RANSFER
	From			То	
		No Transfer Red	cords Found		
Click on ADD TO TRANSF	ER button to Transfer – C	Out an Employee	e from an Office.		

🋷 WBEMMS	Q Search				• • Test Office ~
✿ Dashboard ○ Offices	ASHISH DAS ASSISTANT MANAGER Not Werifted				ALL EMPLOYEES
송 Human Resources 〈 현 Counting Halls 현 Counting Tables	8 Personal Employee Transfer	Cancel	<i>₽</i> Transfers	To	Verification
The System gener	rates a Message to co	nfirm the Transfer the Employe	ee.On co	onfirmation	the Employee is

🛷 WBEMMS	Q Search						Test Office ~
✿ Dashboard 風 Offices 終 Human Resources く	ASHISH ASSISTANT MA Under Transfer	DAS NAGER Not Verified					\equiv all employees
🛱 Counting Halls	St Personal	© Contact	83 Elector	€ Bank A/C	<i>→</i> Transfers	() Exclusion	⊘ Verification
🗃 Counting Tables	Employee Transfe	er Details			Un	der Transfer 🕤 TRA	INSFER ROLLBACK
		From				То	
	PUNJAB NATIONAL BAN District: 24 PARAGANAS Block - HABRA-I 13-Apr-2023 (4 months ago)	IK, HABRA BAZAR BRANCH NORTH	1				
A transferred Employee	is indicated	by Under T	ransfer Stau	us in the Tra	ansfer Tab.	A transferre	ed emnployee can
be recalled back into	an Office by	clicking th	ne TRANSFI	ER ROLLBAG	CK button.	On Clicking	g this button the
transferred employee is	retuned bac	k to his orig	inal office l	by the Syste	m		

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.

🎸 WBEMMS	Q Search						Office 🗸
✿ Dashboard 圓 Offices	Employees All registered Employees					+ ADD EM	PLOYEE
会 Human Resources 〈	Q Aditya Kumar <u>Şaha</u> To	otal Available: 0	Office	Mobile	Created Date	× Q	ê v
			No Employees Found				
The User has to Click In	aport Rutton to invok	ka tha Manu	to import a Tra	annefor	rod Employe		

🚸 WBEMMS	Q Search					Test Office ~	
✿ Dashboard ☐ Offices	Employees All registered Employees					+ ADD EMPLOYEE	
巻 Human Resources く	Q Aditya Kumar Saha	Total Available: 0		Ċ	Created Date	× 🕲 🗧 👻	
	Name	Designation	Office	Mobile		→ Transfer List	
					Ŀ	S Import	
			No Employees Fo	pund			

				Iest Office ~
Dashboard	Emplo	yees		
				+ ADD EMPLOYEE
			_	
	Q. A	Import Under Transfer Employees to Transferred Office	Create	ed Date X 🔕 🖉 🗸
	Name	SEARCH EMPLOYEE BY NAME OR MORILE		Status
		8001195744	() Search	
		Aaditya Kumar Mishra - BRANCH MANAGER Male - 40 Years		
		STATE BANK OF INDIA, BUNIADPUR BRANCH District - DAKSHIN DINAJPUR	Select	
		Block - BANSIHARI		
			Close	
ect the Employee	and Click	the Select button		
ct the Employee	e and Click	the Select button	_	
oct the Employee	e and Click	t the Select button		+ ADD EMPLOYEE
oct the Employee	e and Click Employe	Import Under Transfer Employees to Transferred Office		+ ADD EMPLOYEE
Dashboard Offices Human Resources	e and Click Employe All registerer Q. Search I	Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE 8918354349	Search	+ ADD EMPLOYEE
Dashboard Offices Human Resources	e and Click Employe All registere Q. Search I Name	Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 AAY KUMAR SAHA - JUNIOR ENGINEER	Search	Created Date X Image: Created Date Status
ect the Employee	e and Click Employe All registerer Q. Search Name	E the Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE 8918354349 AUX - SI VIGIN SURF : ID BY BLOCK	Search	Created Date X C
Dashboard Offices	e and Click Employe All registers Q. Sarch) Name	E the Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 Mide - 51 Years SURF - 10 DEV BLOCK Diskt - BitleHUM Block - SURF - 10	@ Search	+ ADD EMPLOYEE
Ct the Employee	e and Click Employe All registered Q. Search I Name	Ex the Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 AAY KUMAR SAHA - JUNIOR ENGINEER Mile - 51 Yees SURI - 10 DEV BLOCK Dealer - SURI-1 Select the destination office for the selected Employee. The new office of transfer new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee. The new office of transfer and the office of the selected Employee.	© Search (electro)	+ ADD EMPLOYEE
Contese Dashboard Offices Human Resources	e and Click Employe All registerer Q. Starch I Name	Ex the Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 ALAY KUMAR SAHA - JUNIOR ENGINEER Mair - 51 Yess SURI - 10 DEV BLOCK Detyic - SURH-10 Select the destination office for the selected Employee. The new office of transfer n current office. SELECT OFFICE	Search	+ ADD EMPLOYEE
ect the Employee	e and Click Employe All registers Q. Search Name	Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 AAY KUMAR SAHA - JUNIOR ENGINEER Male - 51 Years SURI - ID EV BLOCK Date: - SUREMM Bios: - SURE-III Select the destination office for the selected Employee. The new office of transfer neuront office. SELECT OFFICE	Search	+ ADD EMPLOYEE
Oashboard Offices Hurman Resources	e and Click Employe All registers Q. South Nore	Ex the Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 AAAY KUMAR SAHA - JUNIOR ENGINEER Made - 51 Years SURT - ID EV BLOCK Discid - BRIEMM Block - SURF-II Select the destination office for the selected Employee. The new office of transfer m current office. SELECT OFFICE TEST OFFICE	Search	+ ADD EMPLOYEE
Dashboard Offices Hurman Resources	e and Click Employe All registered Q. Search Name	Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 AAY KUMAR SAHA - JUNIOR ENGINEER Made - 51 Years SURT + 11 DEV BLOCK Device - SURF# Select the destination office for the selected Employee. The new office of transfer n current office. SELECT OFFICE Gord. Aided Organisation Secondary/Higher Secondary School	estet	+ ADD EMPLOYEE
Coshboard Offices Hurman Resources	e and Click Employe All registered Q. Starch I Name	TEST OFFICE Gov: Aided Organisation SecondaryFrider Science School Disc: - BifferMM Black - SURFil	estector	+ ADD EMPLOYEE
Ct the Employed	e and Click Employe Altregistere Q. South I Name	State Select button Import Under Transfer Employees to Transferred Office SEARCH EMPLOYEE BY NAME OR MOBILE B918354349 ALAY KUMAR SAHA - JUNIOR ENGINEER Mair - 51 Years SURI - 10 DEV BLOCK Derki - 50/8-10 Biock - 50/8-10 Select the destination office for the selected Employee. The new office of transfer m current office. SELECT OFFICE Gov. Aided Organisation SecondaryHigher Secondary School Derki - 50/8-1 Biock - 50/8-1	Search Ceccc Nust be diffrent from the Ceccc	Created Date X () 2 *

습 Dashboard 표 Offices	Employees All registered Employees				+ ADD EMPLOYEE
Human Resources	Q Search Name or Mobile	Are you sure? to import the selected Employee to the destination Office! Ves. confirm import	Mobile	Created Date	
Dashboard	All registered Employees				+ ADD EMPLOYEE
A Human Resources	Q. Search Name or Mobile: Name AJAY KUMAR SAHA Hale - 51 Years	Tetel Available 1 Imported Successfully! AJAY KUMAR SAHA added to office TEST OFFICE CK	Mobile 6918354349	Created Date Status Not Verific To Not Verific	
The Employee Is no	w imported into t	ne New Office under which he i	s presently	postea. The	Details of the

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

🟠 Dashboard	Employees						
<u>周</u> Offices	All registered Employees						
鍔 Human Resources 〈	Q Search Name or Mobile	Total Available: 1				E Created Date	× 🕲 🕫 ×
	Name	Designation	o	Iffice	Mobile	Status	
	AJAY KUMAR SAHA Male - 51 Years	JUNIOR ENGINEER STATE GOVT - Gro OTHER	R T Nup A G S	EST OFFICE Jock - SURI-I iout. Aided Organisation econdary/Higher Secondary School	8918354349	Available Not Veri 0	fied 🔷
All the Employee In needs to be edited t	nformation will k to complete an E	e displaye mplovee e	ed-There and	are 5 manda verifving the	tory section edited data	and 2 option by office	nal section
SECTION-1 PER	SONAL DETAIL	S · Empl		onal Details	are to be ad	ded / editer	t in this sect
Click on Edit to Edit	Data	- 5 • Empi	oyees reis	Johan Details			
	8t Personal	© Contact	Elector	() Bank A/C	→ Transfers	() Exclusion	Verification
	Employee Information Personal details and others.						EDIT
	Full Name		AJAY KUMAR SAH	A			
	Designation		JUNIOR ENGINEER				
	Mobile No.		8918354349				
	Gender		Mate				
	Date of Birth		10-Jul-1972 (51 ye	ars)			
	Employment Details		() Office				TEST OFFICE
			③ Service				STATE GOVT
			() Group				A
			Pay Level Basic Pay				68000
	Other Details						
			Qualification Qualification Language Kr	nown			OTHER Bengali
	&t	©	83 Frances	() Rade Alfo	<i>¥</i>	Ø	Ø
	Employee Information		Manual M	Courte Proc	rranditer a	CHEMINT	EDIT
	Full Name		AJAY KUMAR SAH	A			
	Designation		JUNIOR ENGINEER				
	Mobile No.		8918354349				
	Mobile No. Gender		8918354349 Male				
	Mobile No. Gender Date of Birth		8918354349 Male 10-Jul-1972 (51 ye	iars)			
	Mobile No. Gender Date of Birth Employment Details		8918354349 Male 10-Jul-1972 (51 ye	ars)			TEX OFFICE
	Mobile No. Gender Date of Birth Employment Details		8918354349 Male 10-Jul-1972 (51 ye 0 Office 0 Service	an)			TEST OFFICE STATE GOVT
	Mobile No. Gender Date of Birth Employment Details		8918354349 Male 10-Jul-1972 (51 ye @ Office @ Service @ Group	um)			TEST OFFICE STATE GOVT A
	Mobile No. Gender Date of Birth Employment Details		8918354349 Male 10-Jul-1972 (51 ye © Office © Service © Group © Pay Level	arı)			TEST OFFICE STATE GOVT A 14
	Mobile No. Gender Date of Birth Employment Details		8918354349 Mate 10-Jut-1972 (51 ye @ Office @ Service @ Group @ Pay Level @ Basic Pay	arsj			TEST OFFICE STATE GOVT A 14 66000
	Mobile No. Gender Date of Birth Emptoyment Details Other Details		B918354349 Male 10-Jul-1972 (51 ye © Office © Service © Group © Pay Level © Basic Pay	and			TEST OFFICE STATE GOVT A 14 68000 OTHER

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 categorisation 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

Update Employee Contact This section captures the personal details for an employee. The information from here will be used for fetching the contact information of the employee. State * WEST BENGAL ADDRSS * BOLPUR SURI PARA WARD NO 17 * PINCOR * 731204 PINDIE B918354349	8+ Personal	© Contact	89 Elector	(2) Bank A/C	₽ Transfers	C Exclusion	() Verification
		Update Employee Co This section captures the per STATE • WEST BENGAL ADDRESS • BOLPUR SURI PARA VA PHODE • 731204 PHONE 8918354349 EMAL	ntact sonat details for an employee	. The information from here will b	e used for fetching the contact infor	mation of the employee.	

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 upto date information must be provided as far as possible

8+ Personal	© Contact	图 Elector	В	(2) tank A/C	∂ Transfers	() Exclusion	n	(Construction)
	Elector This section captures th EPIC *	e electoral details for an employee.	The information	from here will be used	I for deploying the employee as Elec	tion Officer.		
	LPP2300036							
	214 SL NO 1022							
	TEMPORARY ASSEMBLY Bolpur (286)	CONSTITUENCY .				~		
	PERMANENT ASSEMBLY Bolpur (286) DUTY ASSEMBLY CONSTI	CONSTITUENCY *				~		
	Sainthia(SC) (289)	Y LOCATION				~		
	DISTRICT *		L0 ~	DCATION TYPE *		~		
	LOCATION *		PA	ANCHAYAT / WARD *				

DUTY ASSEMBLY CONSTITUENCY *	
Sainthia(SC) (289)	~
TEMPORARY RESIDENCY LOCATION	
DISTRICT *	LOCATION TYPE *
BIRBHUM	Municipality
LOCATION *	PANCHAYAT / WARD *
BOLPUR V	Bolpur (M) - Ward No.20 V
PERMANENT RESIDENCY LOCATION	
DISTRICT *	LOCATION TYPE *
BIRBHUM	Municipality ~
LOCATION *	PANCHAYAT / WARD *
BOLPUR	Bolpur (M) - Ward No.20 🗸
DUTY LOCATION	
DISTRICT *	LOCATION TYPE *
BIRBHUM	Block ~
LOCATION *	PANCHAYAT / WARD *
SURI-II V	PURANDARPUR Y
	Cancel

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	Bectar	Berk AC	Transfers	Exclusion	Verification
Employee Bank Account (betails					EDIT
Bank						
Branch						
#5C						
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	n from here will be used for election related payments.
BANK *	
STATE BANK OF INDIA	
BRANCH *	
SBIN0000197	
SUPAUL	IFSC
DISTSUPAUL BIHAR 852131	SBIN0000190
SURI	IFSC
DIST BIRBHUM, WEST BENGAL 731101	SBIN0000191
	Cancel Save

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.

8+ Personal	Ontact	8= Elector	Physically Challenged Dead	<i>→</i> Transfers	Exclusion	Verification
Employee Exclusion			Retired VRS Maternity Leave Absconding Undertrial			
Exclusion is the subject	of approval from competent autho	rity.	Head of Office Night Guard Key Holder Armed Guard Emergency Duty Job Terminated Resigned Duplicate CELL DUTY CANCER/SERIOUS MEDICAL COND.			
			Physically Challenged			

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 once verified car	nnot be modifed further					
			Not Verified			
			VERIFY			
8+ Personal	© Contact	Elector	() Bank A/C	<i>₽</i> Transfers	Exclusion	⊘ Verification
Employee Verification		-				
Employee Verification		(!)			
Employee Verification	annot be modifed further.	(!	\supset			
Employee Orrification	annot be modifed further	Are you	u sure?			
Employee Verification	annot be modifed further	Are you Employee will not be avail verific	J SURE? able for modification after ation			
Employee Verification	annot be modified further	Are you Employee will not be avail verific Yes, confirm verifice	I SURE? able for modification after ation			

e rsonal	Contact	Elector	Bank A/C	₹ Transfers	© Exclusion	⊘ Verification
Employee Verification		(
Employee once verified	d cannot be modifed further					
		Verification	Completed			
		Employee has been	n marked Verified.			
		O	< l			

The Employee Data is now Verified.

8+ Personal	© Contact	83 Elector	() Bank A/C	∂ Transfers	() Exclusion	⊘ Verification
Employee Verification						
Employee once verified	d cannot be modifed further					
			\checkmark			
			Verified 28-Aug-2023 41 seconds ago			