



सत्यमेव जयते

Election Manpower Management System


NIC West Bengal

Invoking the application

On the opening the LIVE URL www.emms.wbsec.gov.in, the following main page will appear

EMMS | Election Manpower Man x +


← → ↻ ⚠ Not secure | ees.test 🔍 📄 ☆ ⚙ 🖥 👤 ⋮

 HOME SERVICES FEATURE CONTACT Register

Welcome to the Election Manpower Management System

One stop solution for Manpower Management related to WB State Election Commission

Get Started



Our Services

Windows Search: Type here to search

Taskbar: Edge, File Explorer, Mail, Chrome, VS Code, Teams, HS, PDF

System Tray: 29°C Mostly clear, ENG, 22:02, 13-03-2023

Office & Employee Data Collection/Correction

Office Registration

It is mandatory to register each Office in EMMS for subsequent login into the system. The registration screen can be accessed by clicking the **Register** Button and fillup required information as per below screen

The screenshot shows the registration form with the following fields and values:

- DISTRICT**: BIRBHUM
- Block**: Block, Municipality
- LOCATION**: Select
- OFFICE**: Select
- NAME**: (Empty)
- DESIGNATION**: (Empty)
- MOBILE**: (Empty)
- EMAIL**: (Empty)
- PASSWORD**: (Empty)
- CONFIRM PASSWORD**: (Empty)

At the bottom, there is a link for [Already registered?](#) and a **REGISTER** button.

The screenshot shows the registration form with the following fields and values:

- DISTRICT**: BIRBHUM
- Block**: Block, Municipality
- LOCATION**: LABPUR
- OFFICE**: 1901010087 - CENTRAL BANK OF INDIA
- NAME**: Akash Roy
- DESIGNATION**: Branch Manager
- MOBILE**: 8148690503
- EMAIL**: bni@centralbank.co.in
- PASSWORD**: (Masked with dots)
- CONFIRM PASSWORD**: (Masked with dots)

At the bottom, there is a link for [Already registered?](#) and a **REGISTER** button.

Approval of Office after Registration by District / Sub –Division / Block

Once an office registration is completed from office end then it require to be approved by the District admin / Subdivision / Block . The display page for approval of Office User is as shown below

The screenshot shows the EMMS web application interface. The left sidebar contains navigation options: Dashboard, Registrations, User Management, Master, Offices, Human Resources, Elections, Polling Stations, and Election Officers. The main content area is titled 'Registrations' and shows 'All registrations'. A table with the following data is displayed:

NAME	CONTACT	ACTIONS
Akash Roy Designation: Branch Manager Office: CENTRAL BANK OF INDIA	8148690503 bm@centralbank.co.in	Reject Approve

The screenshot shows the EMMS web application interface with a confirmation dialog box overlaid on the 'Registrations' page. The dialog box contains the text 'Registration Approved Successfully!!!' and an 'OK' button.

Login and Dashboard after Login

After registration of office and its approval the office user can login by clicking at the “**Get Started**” at the First Screen of the site. Then the Login Page will be displayed for user and he may log in into EMMS using his email and password

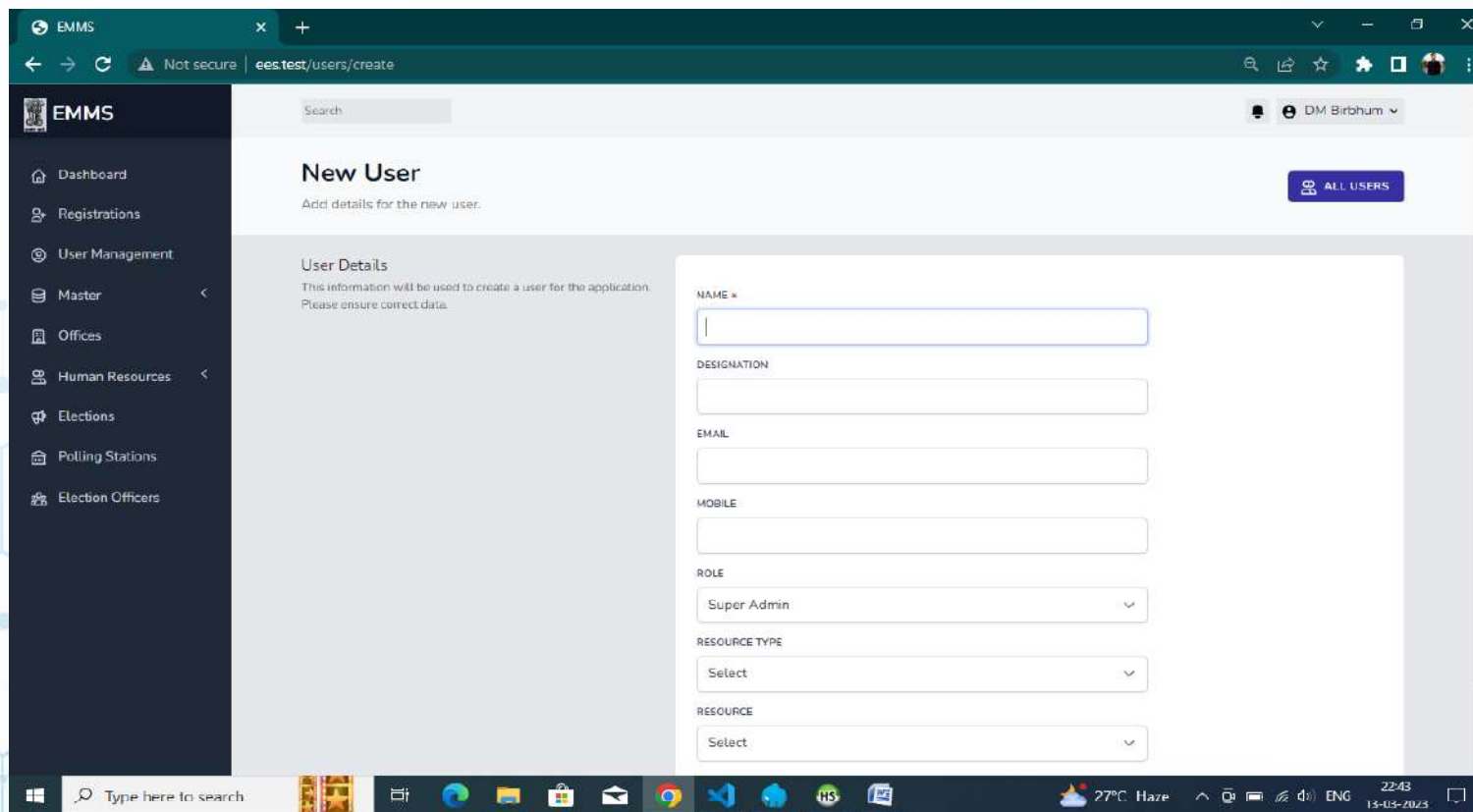
The screenshot displays the EMMS (Election Management System) interface. On the left, the login page for the West Bengal State Election Commission is shown, featuring a login form with fields for Email (bm@centralbank.co.in) and Password, a 'Remember me' checkbox, and a 'LOG IN' button. The right side shows the dashboard for a user named DM Birbhum. The dashboard includes a search bar, a navigation menu, and several data visualization components: 'Active Elections' (0), 'Attached To' (District BIRBHUM), and 'OFFICES' (448). The 'OFFICES' section contains two charts: a horizontal bar chart for 'Institutions' and a vertical bar chart for 'Categories'. The 'EMPLOYEES' section is also visible at the bottom.

Institution	Count
Bank	218
Parliamentary Body	142
Department/Institute/Other sub-divisions Govt. Office	385
Secondary/Higher Secondary School	302
Primary School	10
Other Village Cluster	11
Municipal Body	1
Water/Electricity Supply	1
College	23
Income Tax/Customs/Other Revenue Collection Authority	1
LIC/COI/Other Insurance Institution	3
Other Outside Office	1
University	11

Category	Count
Central Government Undertaking	24
Local Bodies	11
State Government	30
Govt. Aided Organisation	351
State Government Undertaking	10
Autonomous Body	11
Central Government	20

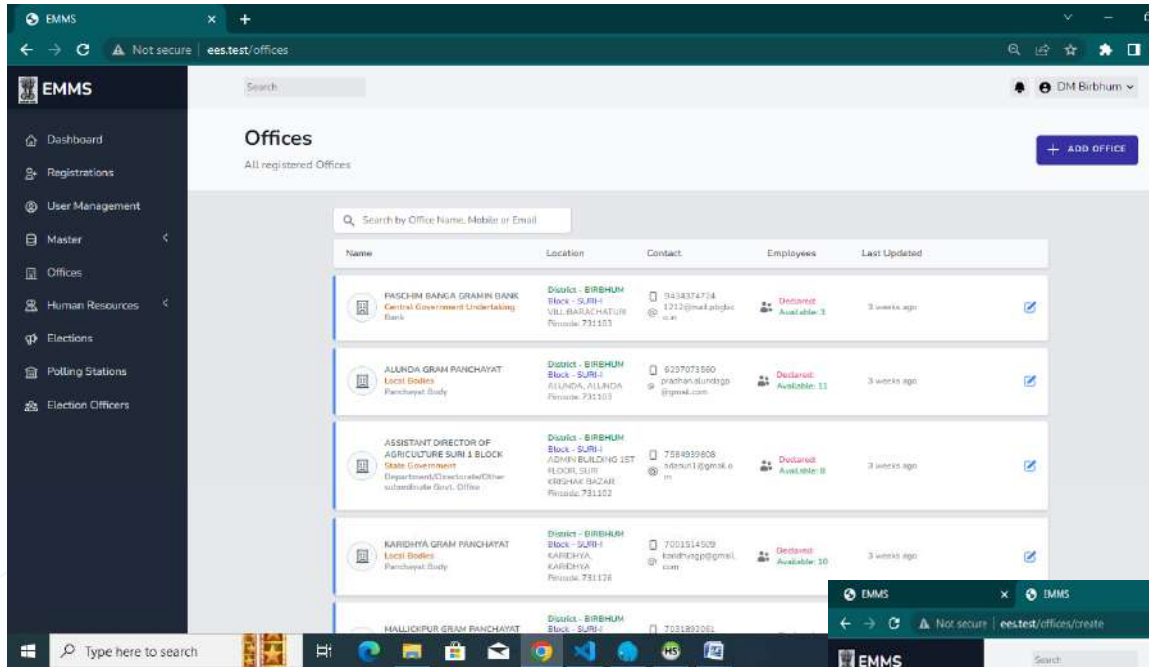
User Creation by District / Sub Division / Block

Users can be added through “**Add User**” Button by providing the following details like Name , Designation , Email ,Mobile No , Role , Resource Type and Resources

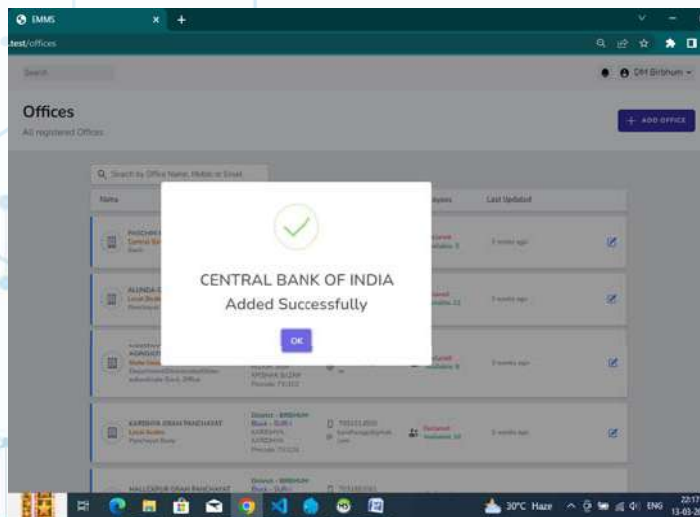
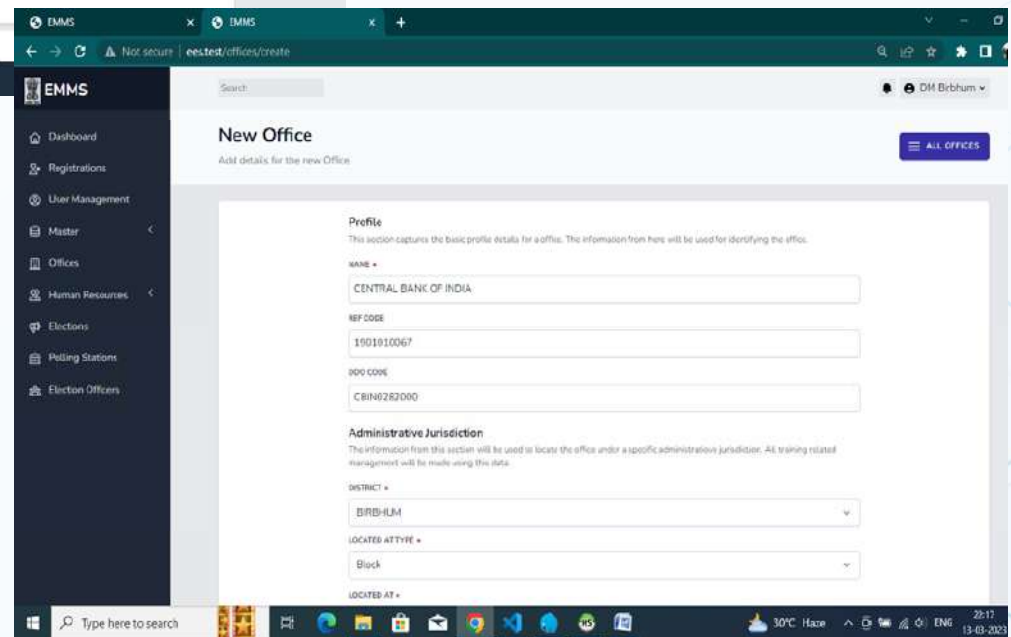


The screenshot shows a web browser window with the URL `ees.test/users/create`. The page title is "New User" and it includes a search bar and a user profile icon for "DM Birbhum". A sidebar on the left lists navigation options: Dashboard, Registrations, User Management, Master, Offices, Human Resources, Elections, Polling Stations, and Election Officers. The main content area is titled "New User" and contains a "User Details" section with the instruction: "This information will be used to create a user for the application. Please ensure correct data." The form fields are: NAME (text input), DESIGNATION (text input), EMAIL (text input), MOBILE (text input), ROLE (dropdown menu with "Super Admin" selected), RESOURCE TYPE (dropdown menu with "Select" selected), and RESOURCE (dropdown menu with "Select" selected). A blue button labeled "ALL USERS" is located in the top right corner of the form area. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with weather (27°C, Haze) and date/time (22:43, 13-05-2023).

Office Creation / Updation



Click at “**Add Office**” button for new office entry or update through edit icon and edit an office by providing some information about that offices like name ,ref code(Non Mandatory i.e. Office CD of erstwhile PPDS software) , ddo code , district , emails , mobile no , located at , designation etc. Once required information submitted proper message [Added message or successfully updated message] will be displayed



Employee Add / Update

List Employee from Human Resources Section and the Office / Block/ Sub Division/ District Level User can add the new employee through clicking “Add Employee” Button after list being displayed.

Name	Designation	Office	Mobile	Last Verified
SUKANTA SEN Male - 61 Years	BRANCH MANAGER Service Not Defined - Group A	PASCHIM BANGA GRAMIN BANK Block - SURJI- Central Government Undertaking Bank	9434374724	Available Not Verified
SOURAV LAYEK Male - 30 Years	OFFICE ASSISTANT Service Not Defined - Group B	PASCHIM BANGA GRAMIN BANK Block - SURJI- Central Government Undertaking Bank	7699814630	Available Not Verified
SHUBHAM KUMAR SEN Male - 27 Years	ASSISTANT MANAGER Service Not Defined - Group A	PASCHIM BANGA GRAMIN BANK Block - SURJI- Central Government Undertaking Bank	0271062029	Available Not Verified
MADHUMITA BANERJEE Female - 48 Years	EXECUTIVE ASSISTANT Service Not Defined - Group A	ALUNDA GRAM PANCHAYAT Block - SURJI- Local Bodies Panchayat Body	9474022616	Available Not Verified
DURGA SANKAR ROY Male - 57 Years	SECRETARY Service Not Defined - Group B	ALUNDA GRAM PANCHAYAT Block - SURJI- Local Bodies Panchayat Body	9474711003	Available Not Verified

The Employee Add/ Edit Form contains with seven (7) sections to capture all the employee data. After entering /editing all data the employee must be verified before categorization.

Adding Employee : Require to fill information like office , ref code (**erstwhile office cd**) and name , mobile no (**Must be unique**) etc.

EMMS | Not secure | ees.test/employees/create

Search

DM Birbhum

Create Employee

Add details for creating a new Employee.

[ALL EMPLOYEES](#)

Personal
This section captures the personal details for an employee. The information from here will be used for identifying the employee.

OFFICE *
Select

REF. CODE * NAME * MOBILE *

DESIGNATION * GROUP *
 Select A

GENDER * DATE OF BIRTH *
 Male

SERVICE * PAY LEVEL * BASIC PAY *
 Select Select

QUALIFICATION * LANGUAGE *
 Select Select

[Save](#)

EMMS | Not secure | ees.test/employees/create

Search

DM Birbhum

Create Employee

Add details for creating a new Employee.

[ALL EMPLOYEES](#)

Personal
This section captures the personal details for an employee. The information from here will be used for identifying the employee.

OFFICE *
CENTRAL BANK OF INDIA

REF. CODE * NAME * MOBILE *
 1901010067 Akash Roy 1234567800

DESIGNATION * GROUP *
 BRANCH MANAGER A

GENDER * DATE OF BIRTH *
 Male 06/03/1984

SERVICE * PAY LEVEL * BASIC PAY *
 CENTRAL GOVT UNDERTAK 3B 76000

QUALIFICATION * LANGUAGE *
 POST GRADUATE Bengali

[Save](#)

Activate Windows
Go to Settings to activate Windows.

After clicking the **Save** button , the system adds the employee personal details . The other details can be added later on. If needed, the details of a particular employee details can be edited like personal information as per the edit page

EMMS | ees.test/employees/1110494

Akash Roy
BRANCH MANAGER

Personal | Contact | Photo | Bank AC | Transfers | Relocation | Verification

Employee Information (Personal details and others) EDIT

Full Name: Akash Roy
Designation: BRANCH MANAGER
Mobile No: 1234567890
Gender: Male
Date of Birth: 06-Mar-1984 (33 years)

Employment Details:

Office	CENTRAL BANK OF INDIA
Service	CENTRAL GOVT UNDERTAKING
Group	A
Pay Level	SR
Bank Pay	70000

Other Details:

Qualification	POST GRADUATE
Language Known	English

EMMS | ees.test/employees/1110494/edit

Akash Roy
BRANCH MANAGER

Personal | Contact | Photo | Bank AC | Transfers | Relocation | Verification

PERSONAL
This section captures the personal details for an employee. The information from here will be used for identifying the employee.

OFFICE: CENTRAL BANK OF INDIA
EMPLOYEE ID: 1001010007
NAME: Akash Roy
GENDER: Male | DATE OF BIRTH: 06/03/1984
MOBILE: 1234567890
DESIGNATION: BRANCH MANAGER | GROUP: A
SERVICE: CENTRAL GOVT UNDERTAKING | PAY LEVEL: SR
BANK PAY: 70000
QUALIFICATION: POST GRADUATE | LANGUAGE: English

Cancel Save

Contact Details and Electoral Details

This screenshot shows the 'Contact' tab of the EMMS interface for Akash Roy, a Branch Manager. The page features a navigation menu on the left and a top bar with a search field and user profile. The main content area includes a tabbed interface with 'Contact' selected. Below the tabs is a table of 'Employee Contact Details' with an 'EDIT' button.

Employee Contact Details	
State	WEST BENGAL
Address	Vill - Bartalia , Po - Nabagram , Ps - Shyampur , Dist - Birbhum
Pncode	715323
Phone	1234567800
Email	akashroy@gmail.com

This screenshot shows the 'Elector' tab of the EMMS interface for Akash Roy. The page includes a navigation menu and a top bar. The main content area features a tabbed interface with 'Elector' selected. Below the tabs is a form titled 'Elector' with various input fields and dropdown menus for electoral details.

Elector
This section captures the electoral details for an employee. The information from here will be used for deploying the employee as Election Official.

EPIC #
RGNO045635

PART NO
155

SL NO
588

TEMPORARY ASSEMBLY CONSTITUENCY #
BAGHMUNDI (240)

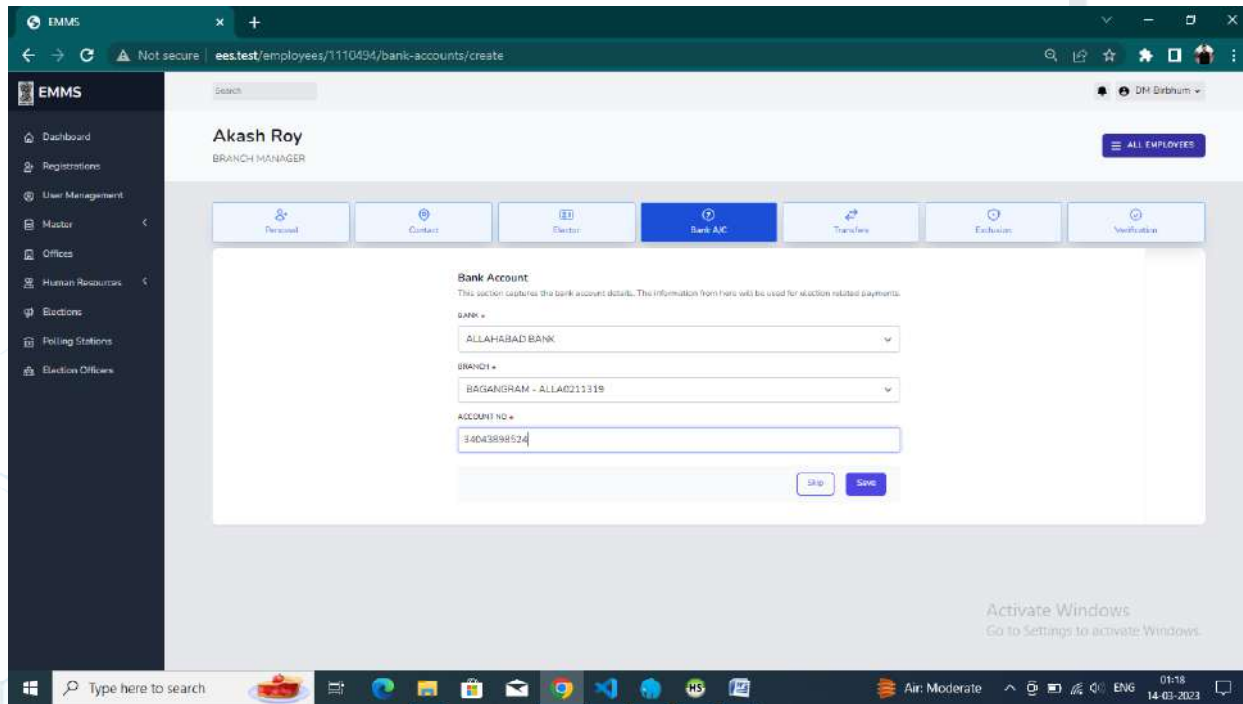
PERMANENT ASSEMBLY CONSTITUENCY #
Labpur (268)

DUTY ASSEMBLY CONSTITUENCY #
JAMURIA (279)

TEMPORARY LOCAL CONSTITUENCY
TEMP LOCAL CONSTITUENCY DISTRICT

TEMP LOCAL CONSTITUENCY LOCATION TYPE

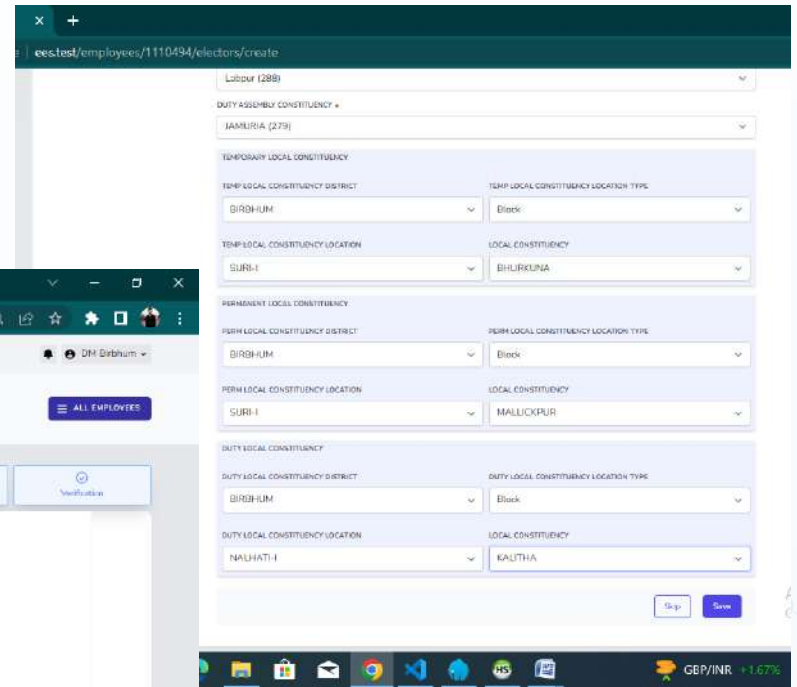
Contact Details and Bank Details



The screenshot shows the EMMS interface for a Branch Manager named Akash Roy. The 'Bank Account' form is active, with the following fields filled:

- BANK:** ALLAHABAD BANK
- BRANCH:** BAGANRAM - ALLA0211319
- ACCOUNT NO:** 34043898524

Buttons for 'Skip' and 'Save' are visible at the bottom of the form. The browser address bar shows 'ees.test/employees/1110494/bank-accounts/create'.



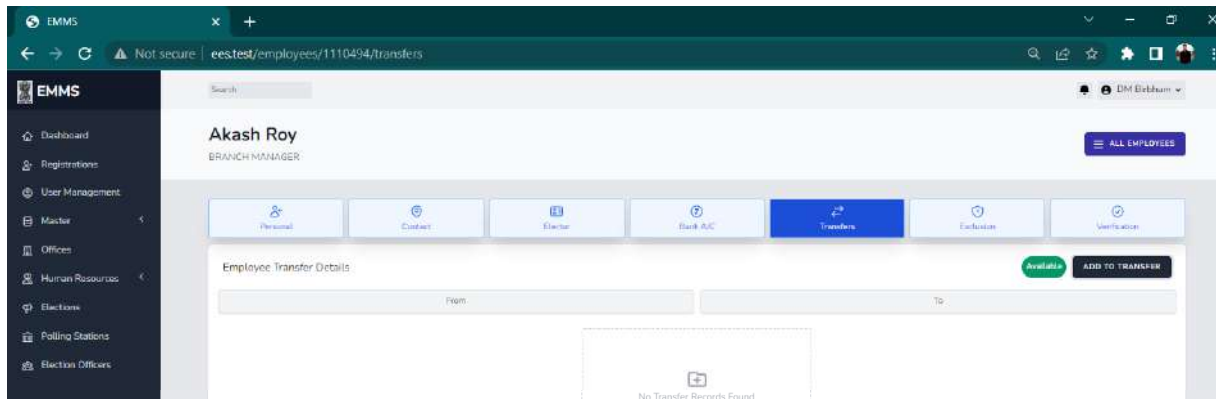
The screenshot shows the EMMS interface for creating an elector. The form includes the following sections and fields:

- Local Constituency:** Lohard (289)
- DUTY ASSIGNMENT CONSTITUENCY:** JAMBULGA (279)
- TEMPORARY LOCAL CONSTITUENCY:**
 - TEMP LOCAL CONSTITUENCY DISTRICT: BIRBHUM
 - TEMP LOCAL CONSTITUENCY LOCATION TYPE: Block
 - TEMP LOCAL CONSTITUENCY LOCATION: SUR-I
 - LOCAL CONSTITUENCY: BIHURKUNJA
- PERMANENT LOCAL CONSTITUENCY:**
 - PERM LOCAL CONSTITUENCY DISTRICT: BIRBHUM
 - PERM LOCAL CONSTITUENCY LOCATION TYPE: Block
 - PERM LOCAL CONSTITUENCY LOCATION: SUR-I
 - LOCAL CONSTITUENCY: MALLICKPUR
- DUTY LOCAL CONSTITUENCY:**
 - DUTY LOCAL CONSTITUENCY DISTRICT: BIRBHUM
 - DUTY LOCAL CONSTITUENCY LOCATION TYPE: Block
 - DUTY LOCAL CONSTITUENCY LOCATION: NALHATI-I
 - LOCAL CONSTITUENCY: KALUTHA

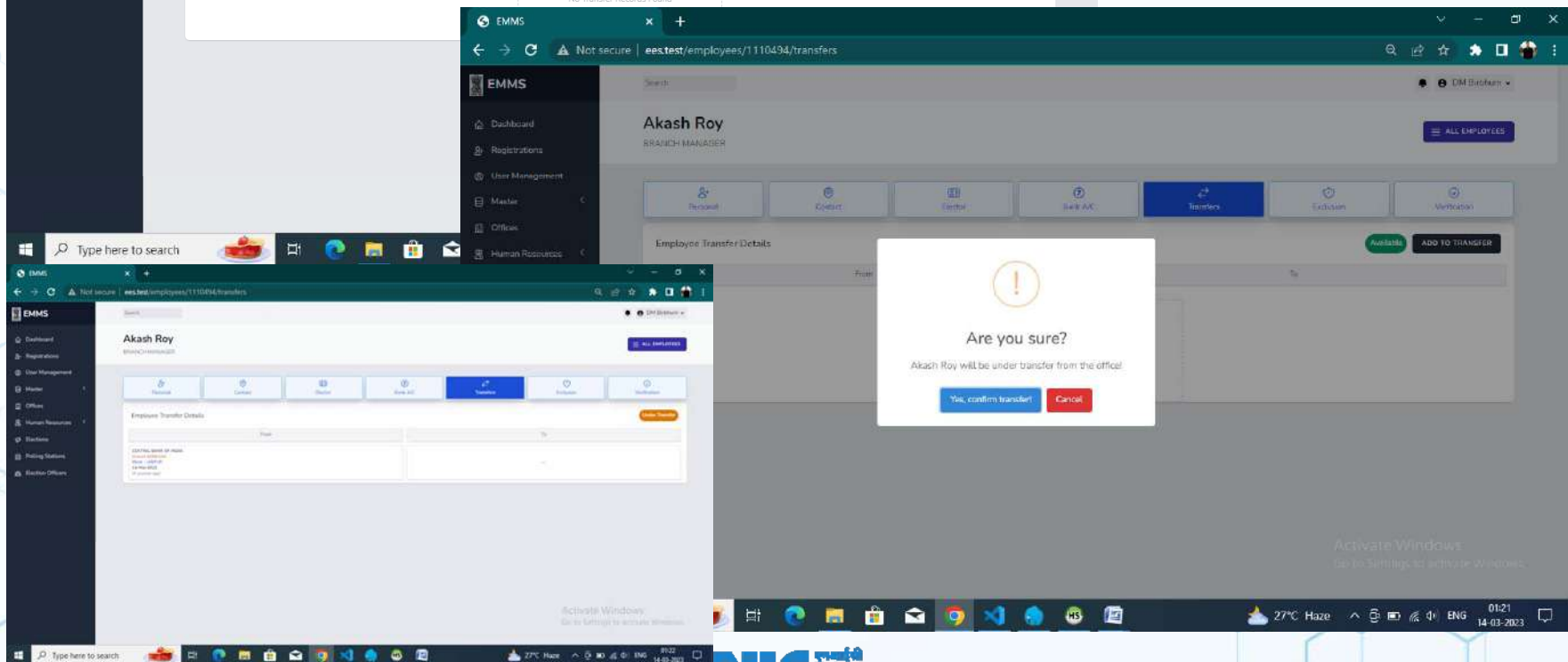
Buttons for 'Skip' and 'Save' are visible at the bottom right of the form. The browser address bar shows 'ees.test/employees/1110494/electors/create'.

Transfer of an Employee

For Transferring an employee there is a button that is “**Add to Transfer**” if anyone click it then the employee will be under transfer status

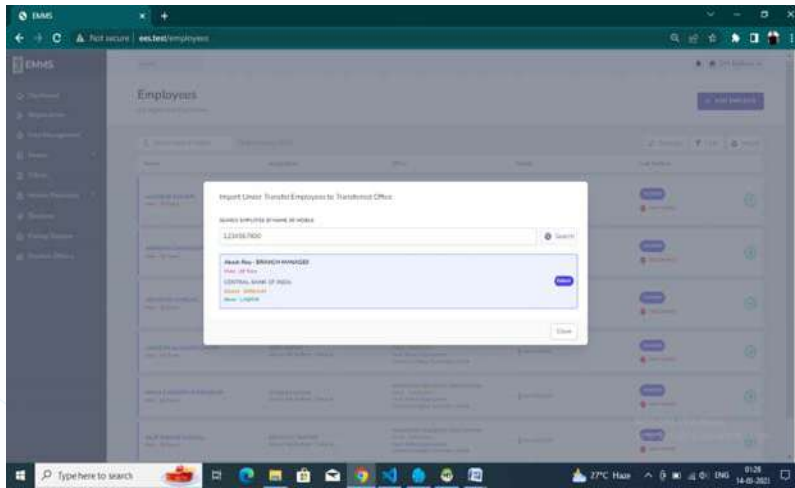


After clicking the “**Add To Transfer**” Button following screen will be displayed:

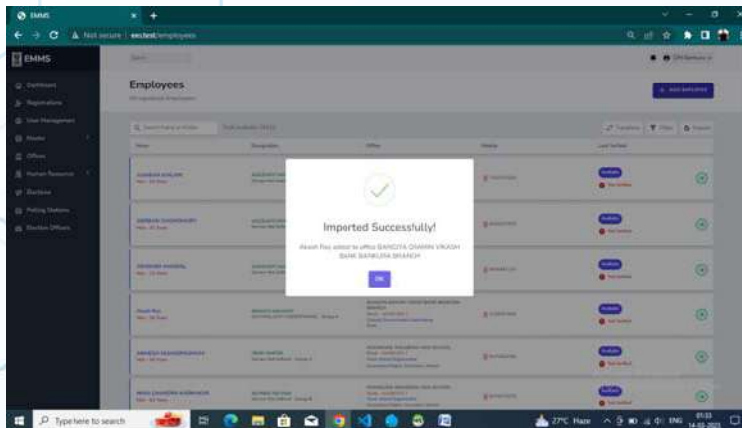
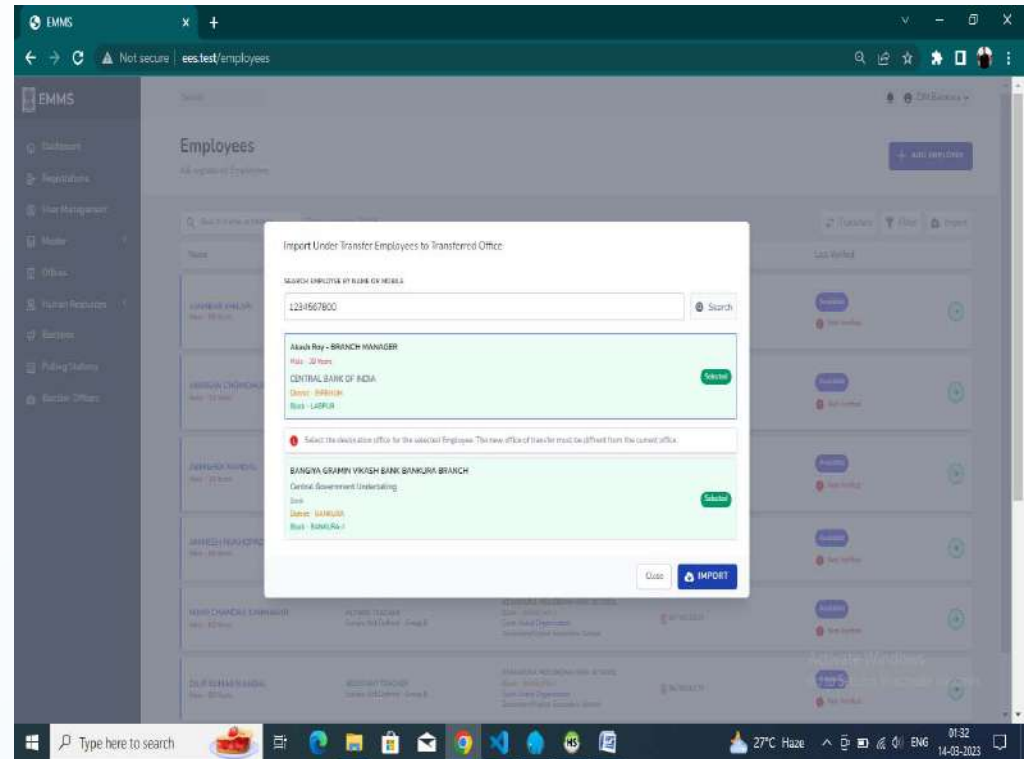


Import of Transferred Employees / Under Transfer Employees

All the transferred employees required to be imported by the district/ SubDivision / Block/Office where the employee is transferred. Click at **“import”** Button and then search to uniquely identify the employee through name or **unique mobile** no to receive the employee.



Click that employee and **select** and then select destination office and then click the **“import”** button to receive and the employee (fig -23) will be available at the new office :



After successful import a sweet alert will be displayed

Now the transfer tab (status) will be looks like as below

The screenshot displays the EMMS (Employee Management System) interface. The browser address bar shows the URL `ees.test/employees/1110494/transfers`. The user is logged in as **DM Bankura**. The main content area is for **Akash Roy**, a **BRANCH MANAGER**. A navigation menu on the left includes: Dashboard, Registrations, User Management, Master, Offices, Human Resources, Elections, Polling Stations, and Election Officers. The top navigation bar contains a search box and a user profile dropdown.

Below the user information, there are seven tabs: Personal, Contact, Elector, Bank A/C, **Transfers** (active), Exclusion, and Verification. The **Transfers** tab is selected, showing the **Employee Transfer Details** section. This section includes an **Available** status indicator and an **ADD TO TRANSFER** button. The transfer details are organized into two columns: **From** and **To**.

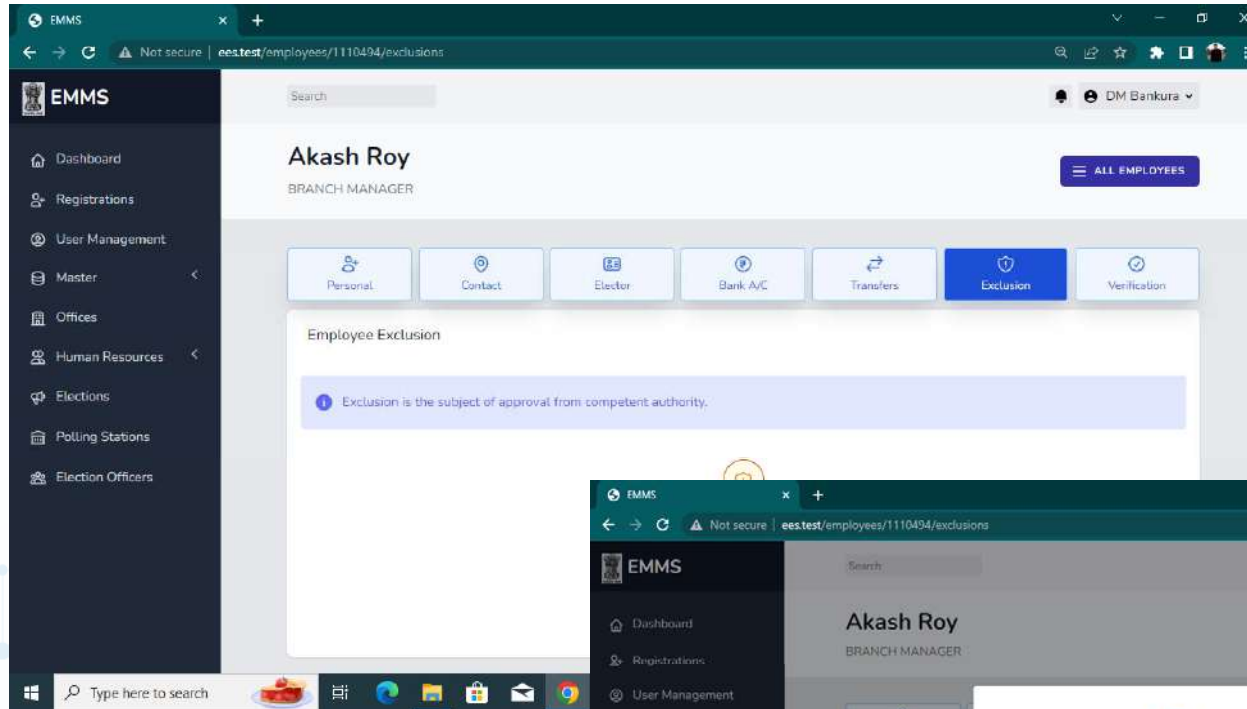
From	To
CENTRAL BANK OF INDIA District- BIRBHUM Block - LABPUR 14-Mar-2023 (21 minutes ago)	BANGIYA GRAMIN VIKASH BANK BANKURA BRANCH District- BANKURA Block - BANKURA-I 14-Mar-2023 (9 minutes ago)

An **Activate Windows** watermark is visible in the bottom right corner of the application area, with the text "Go to Settings to activate Windows."

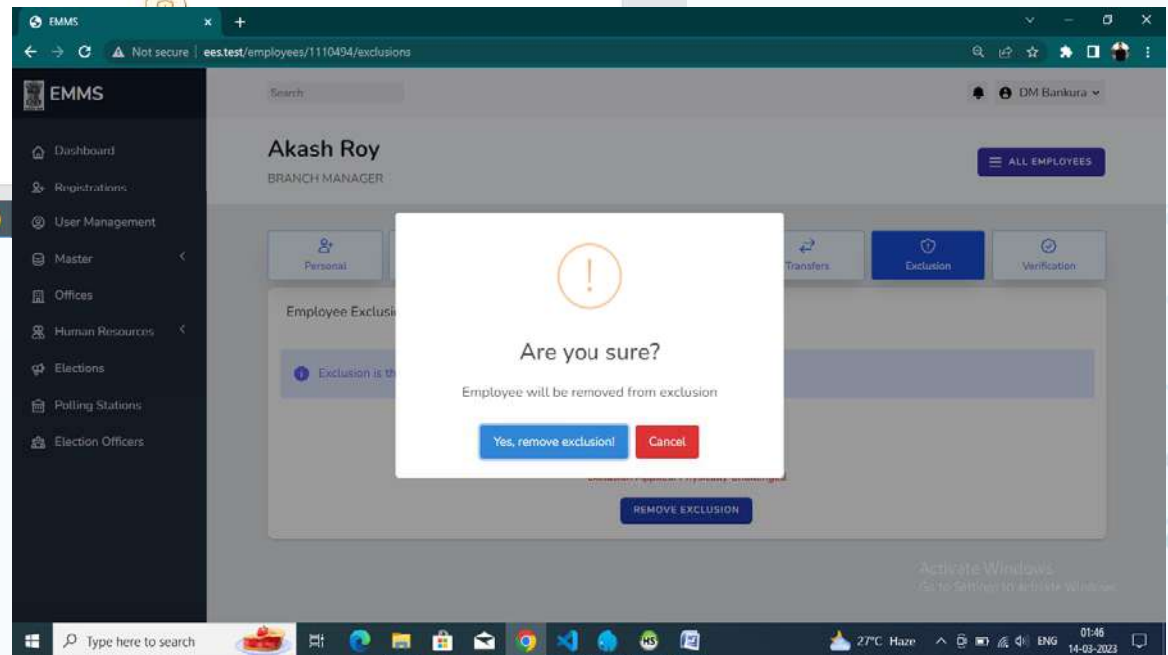
The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray, and the date/time: 01:43, 14-03-2023.

Exclusion parameter setting to Employees

Click at exclusion tab of the employee and add exclusion or remove exclusion



For removing employee from exclusion



Verification of Employees

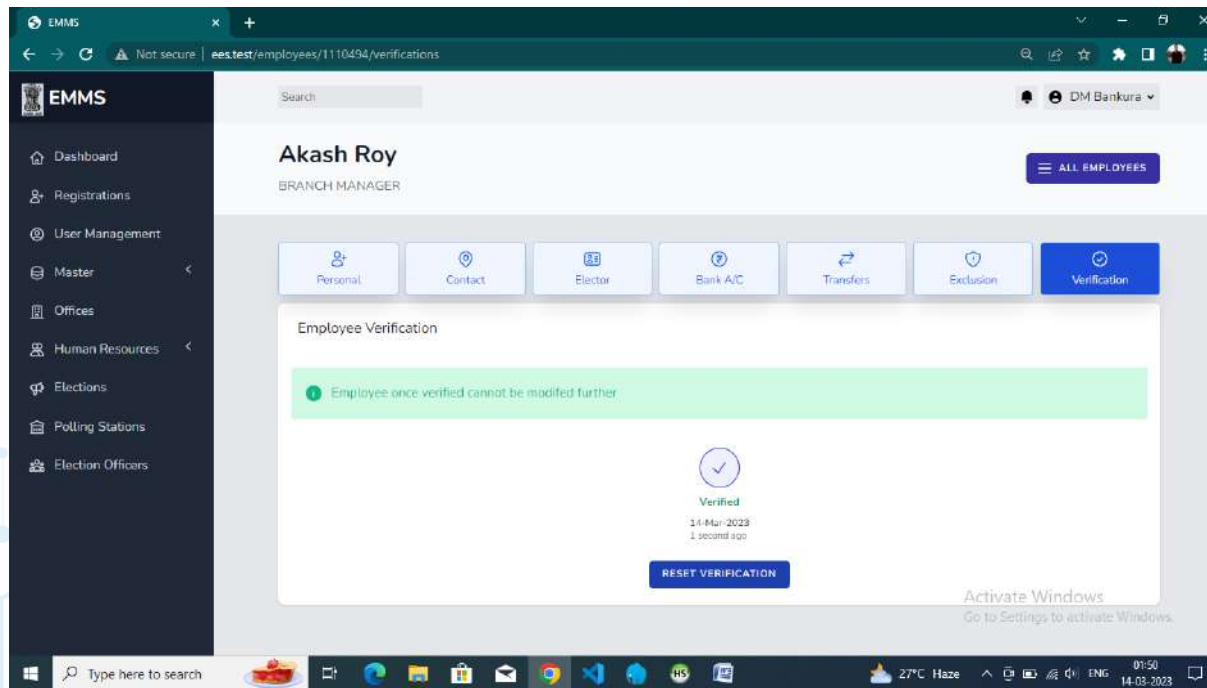
Click at Verify tab and Click Verify button for (fig-28) : In this section before clicking the verify button it is required to update all the tabs (Six) of employees data or changing any kind of employees data.

The screenshot shows the EMMS web application interface. The user is logged in as Akash Roy, Branch Manager. The 'Verification' tab is selected, and the 'Verify' button is highlighted. A message states: 'Employee once verified cannot be modified further.' The system also displays a 'Not Verified' status with a 'VERIFY' button. The browser address bar shows 'ees.test/employees/1110494/verifications'.

The first dialog box is a warning: 'Are you sure? Employee will not be available for modification after verification.' It has 'Yes, confirm verification!' and 'Cancel' buttons. The second dialog box is a success message: 'Verification Completed Employee has been marked Verified.' It has an 'OK' button.

Resetting of Verification of Employees

District / Sub Division / Block level User may reset the verification of an employee by following screen



Thank you All