

Prerequisite for DISE Capsule:-

1. Microsoft Windows Operating System (Preferably Window 7 and above)
2. DISE Setup software
3. DISE Capsule Setupsoftware
4. DeptData.mdbfile
5. Web Camera to capture photograph or Scanned photograph in jpg or jpeg format in less than 20 KByte.
6. Voter IDCard Details
7. Bank Name, IFSC Code of Bank Branch and Bank AccountNo.
8. High Speed Internet Connection on yourComputer.

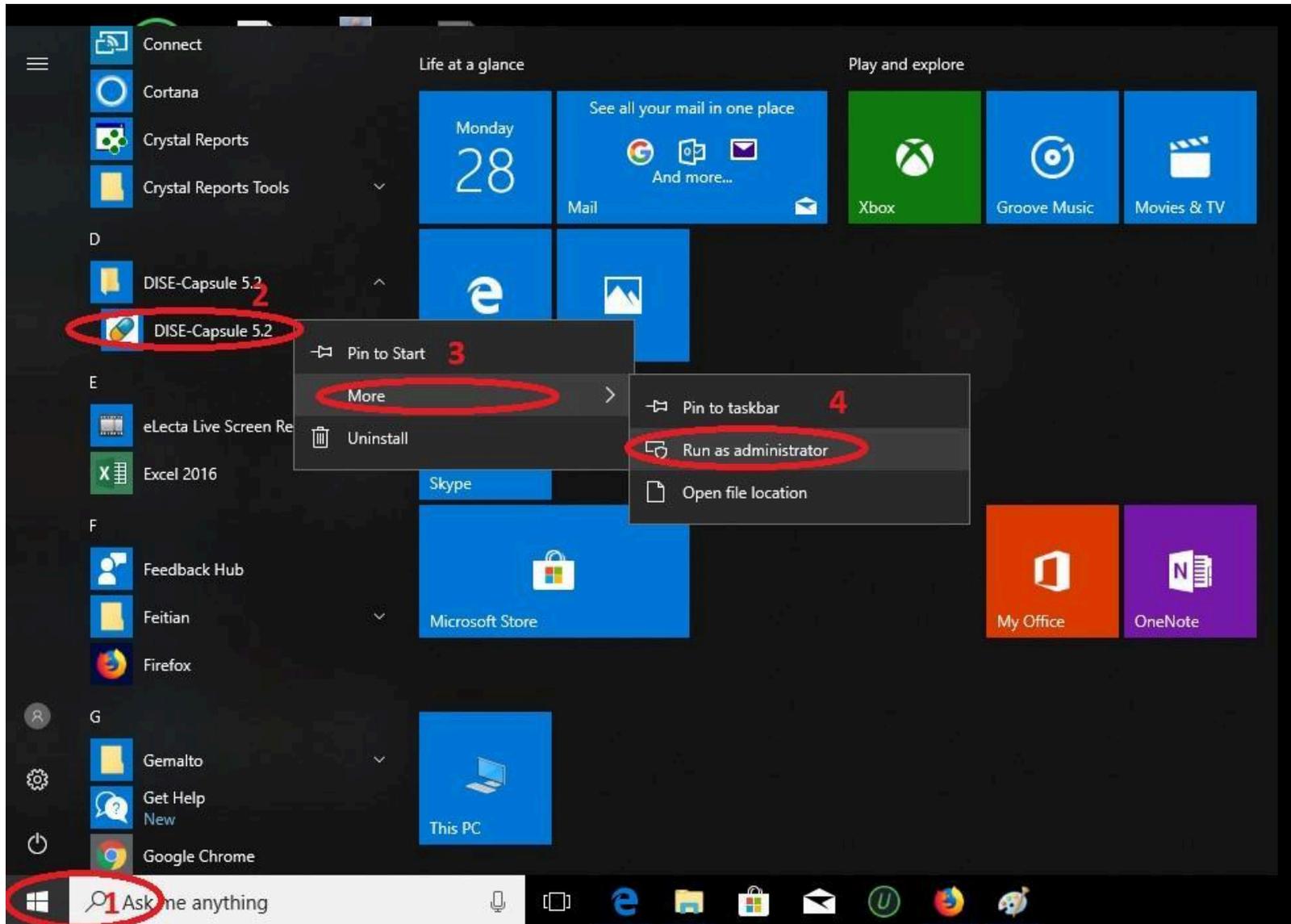
Note: -

- 1. Please Select Gender Status Male/ Female Carefully during Data Entry, Once Entered can never be changed.**
- 2. Please do not enter the details of All Class IV Employees/Drivers. Like Peon, Sweeper, Chowkidar, Security Guard etc.**
- 3. Individual Employee Report is also made available in the Software for individual verification. It may be kept for your record.**

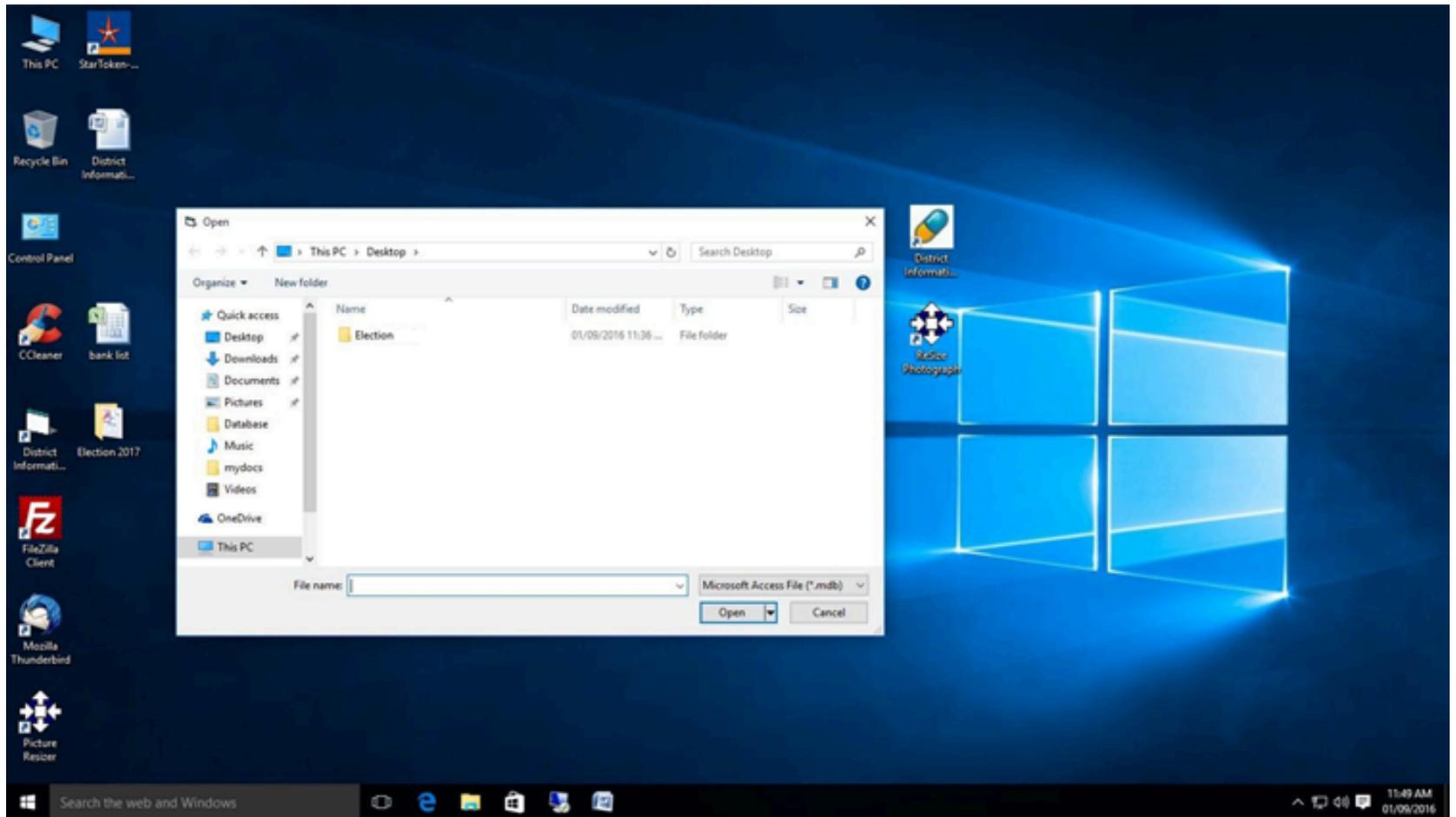
Installation Procedure:

1. Login as Administrator with Full Privilege Account on your Computer.
2. Open the folder where you have downloaded DISE Setup.
3. Run Setup.exe
4. Open the folder where you have downloaded DISE-Capsule.
5. Run setup.exe from the folder named 'package'. (Right Click and run as Administrator)
6. In case files being copied by setup are older and your computer has newer version, please retain the newer version.
7. Ignore any error messages. At the end of the setup, it will show the message "Setup has been completed successfully."

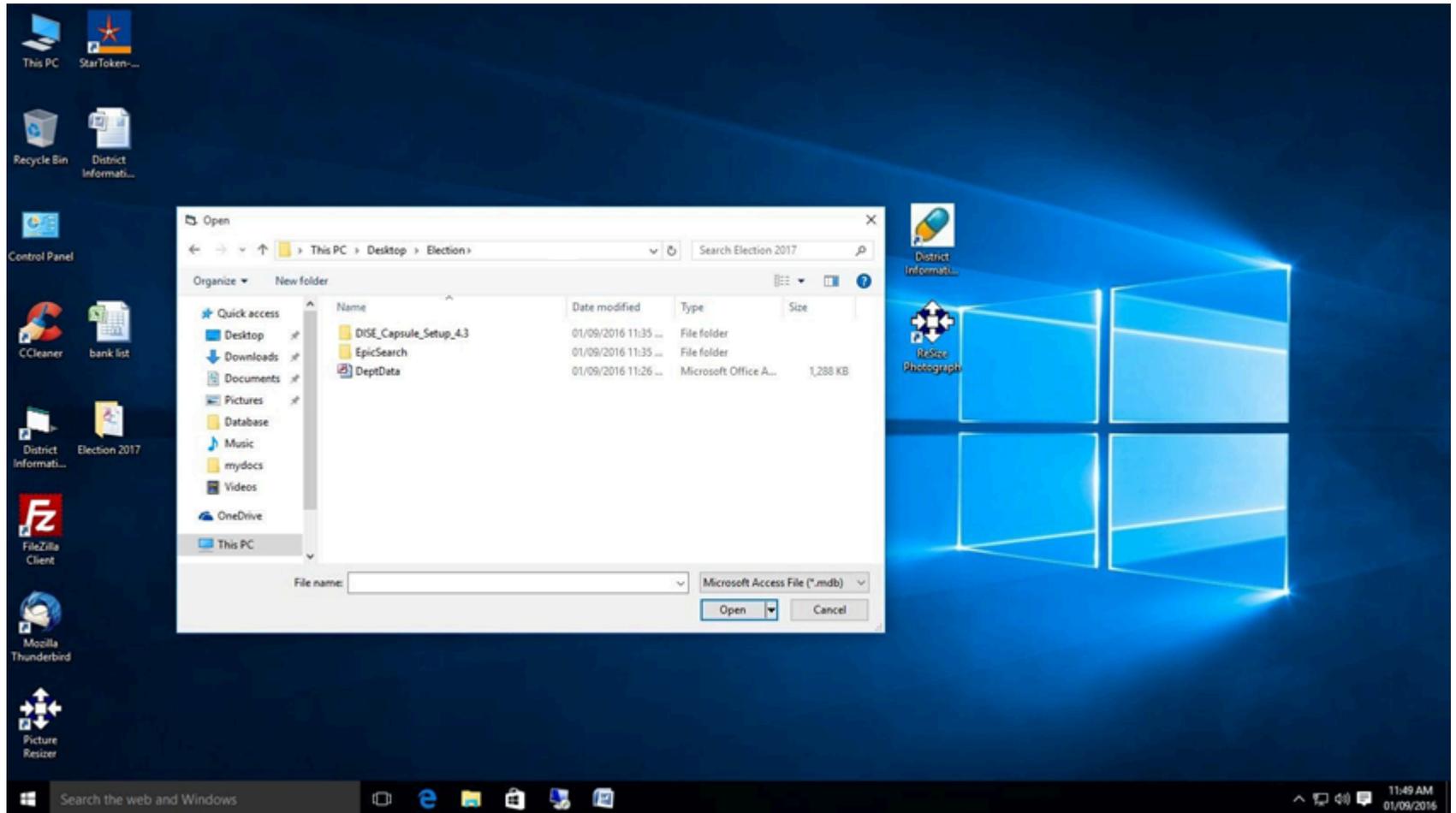
After successful installation follow steps as shown below:



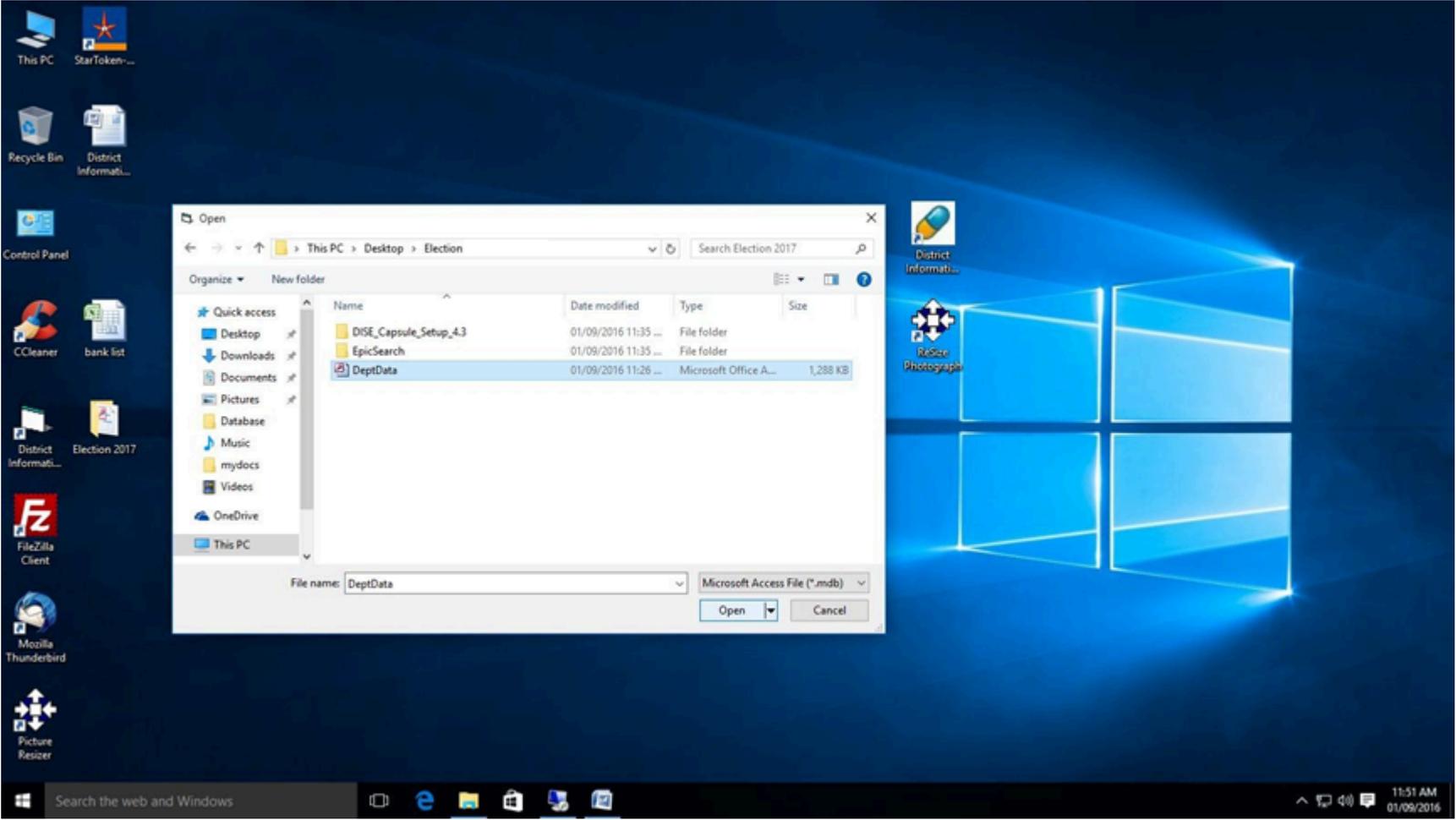
Following Screen will appear:



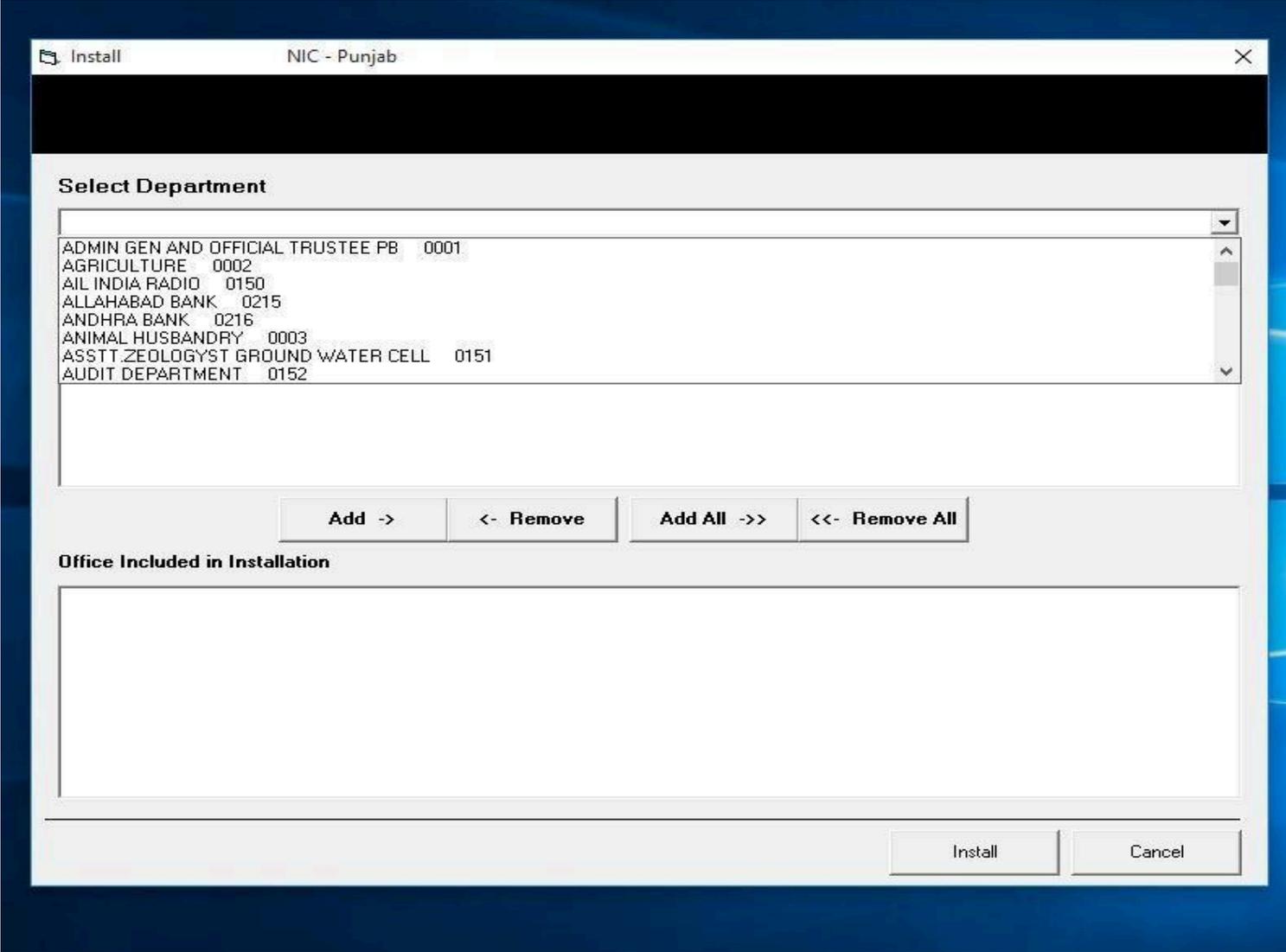
Choose “DeptData.mdb” file from where you have your downloaded folder/files copied on your computer as shown below:



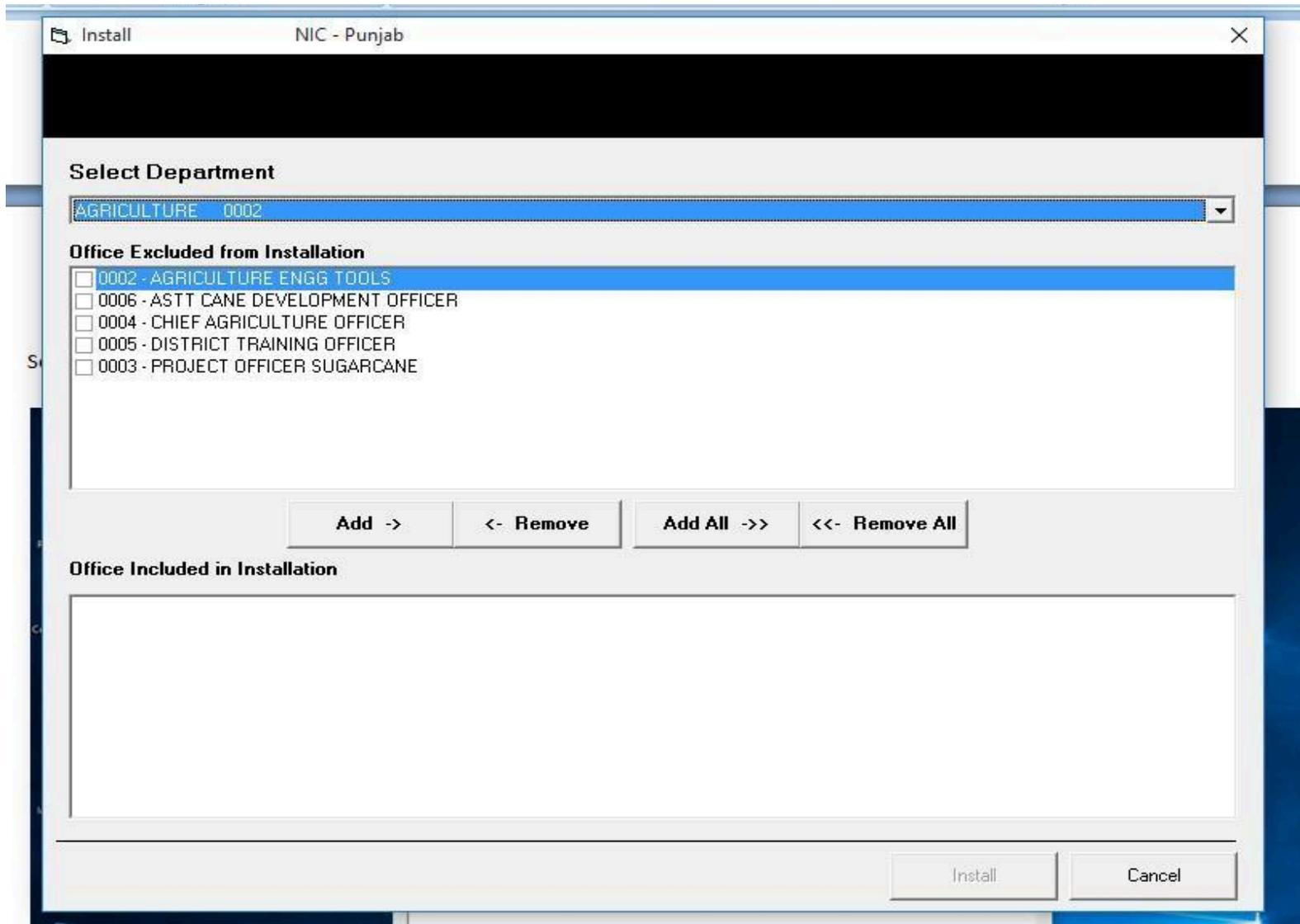
Select DeptData.mdb file and Press Open ...



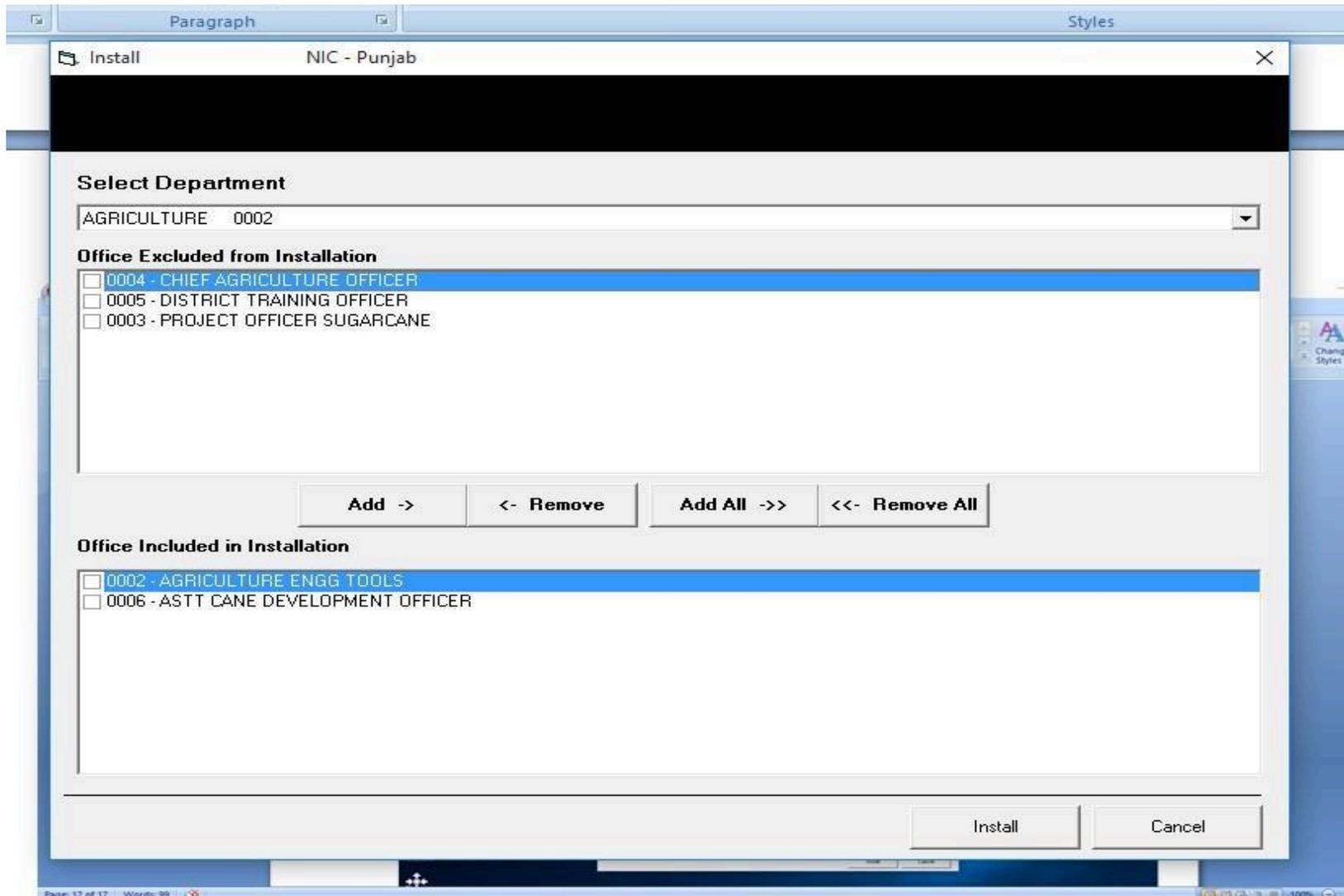
Select Your Department from the list appears on the screen



After selecting Department, Select Office/Offices from the available list under selected Department:

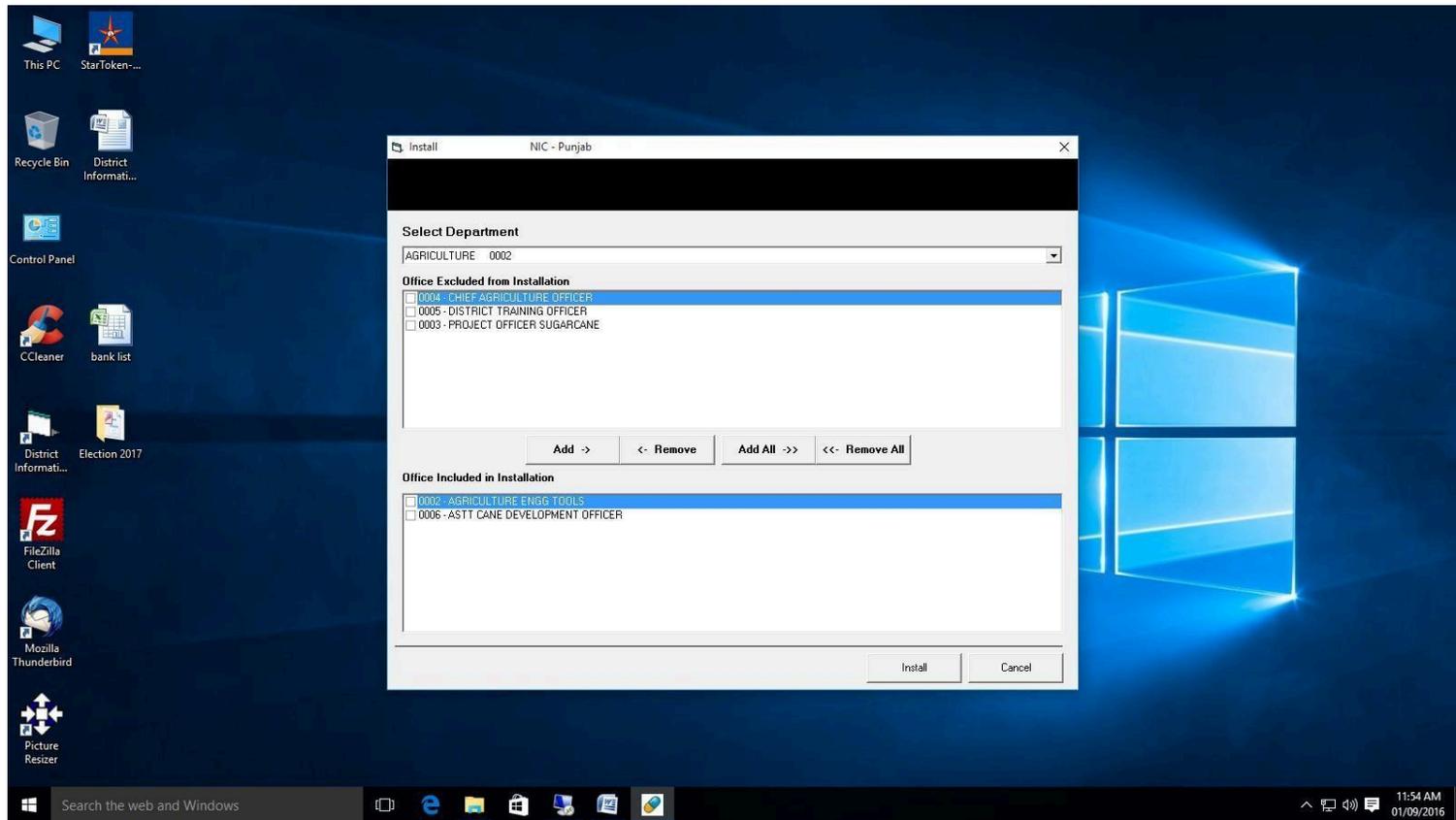


Press Add ... (You can select more than one office under your control and want to enter data on a

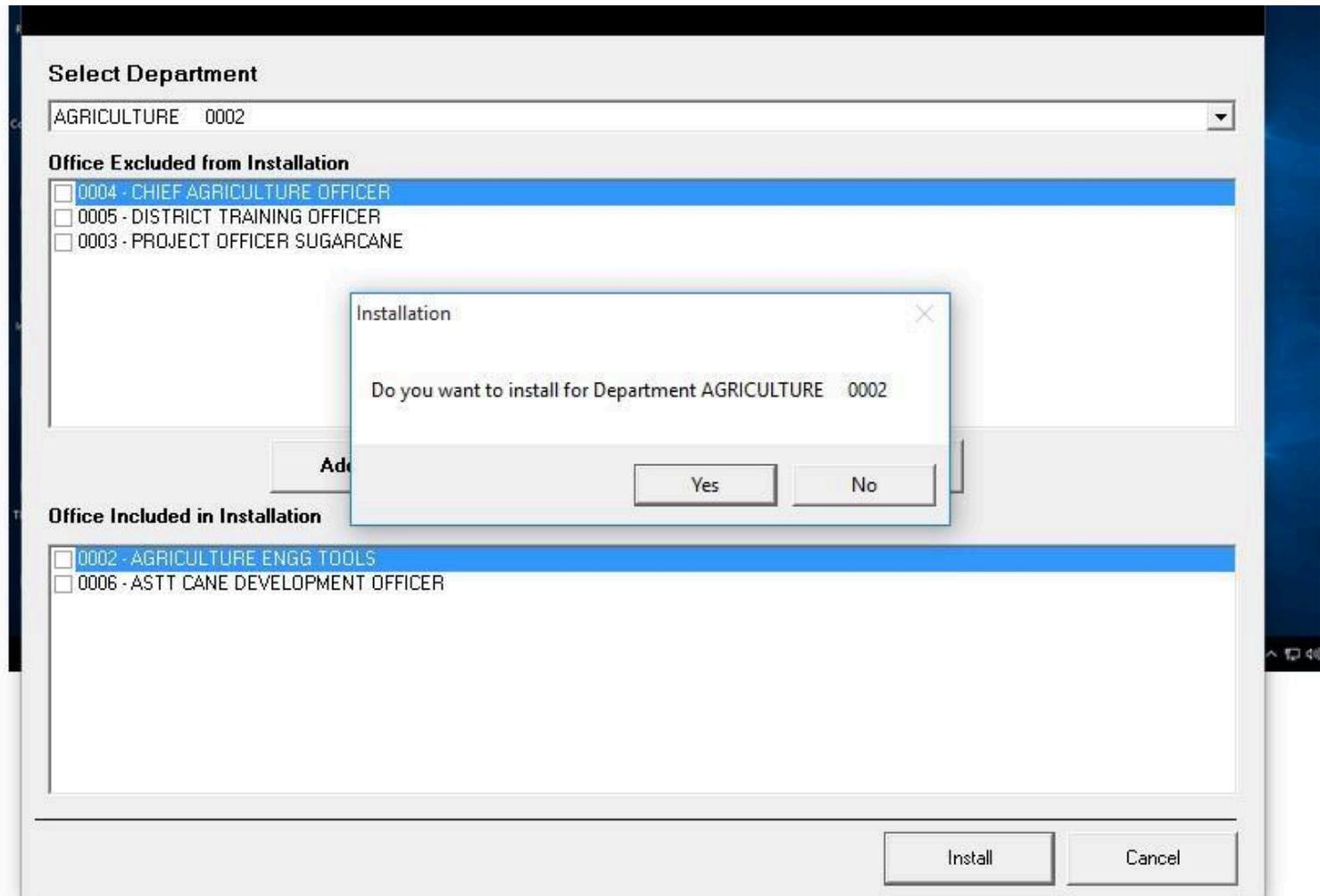


singlecomputer/machine)

Click on Install Button

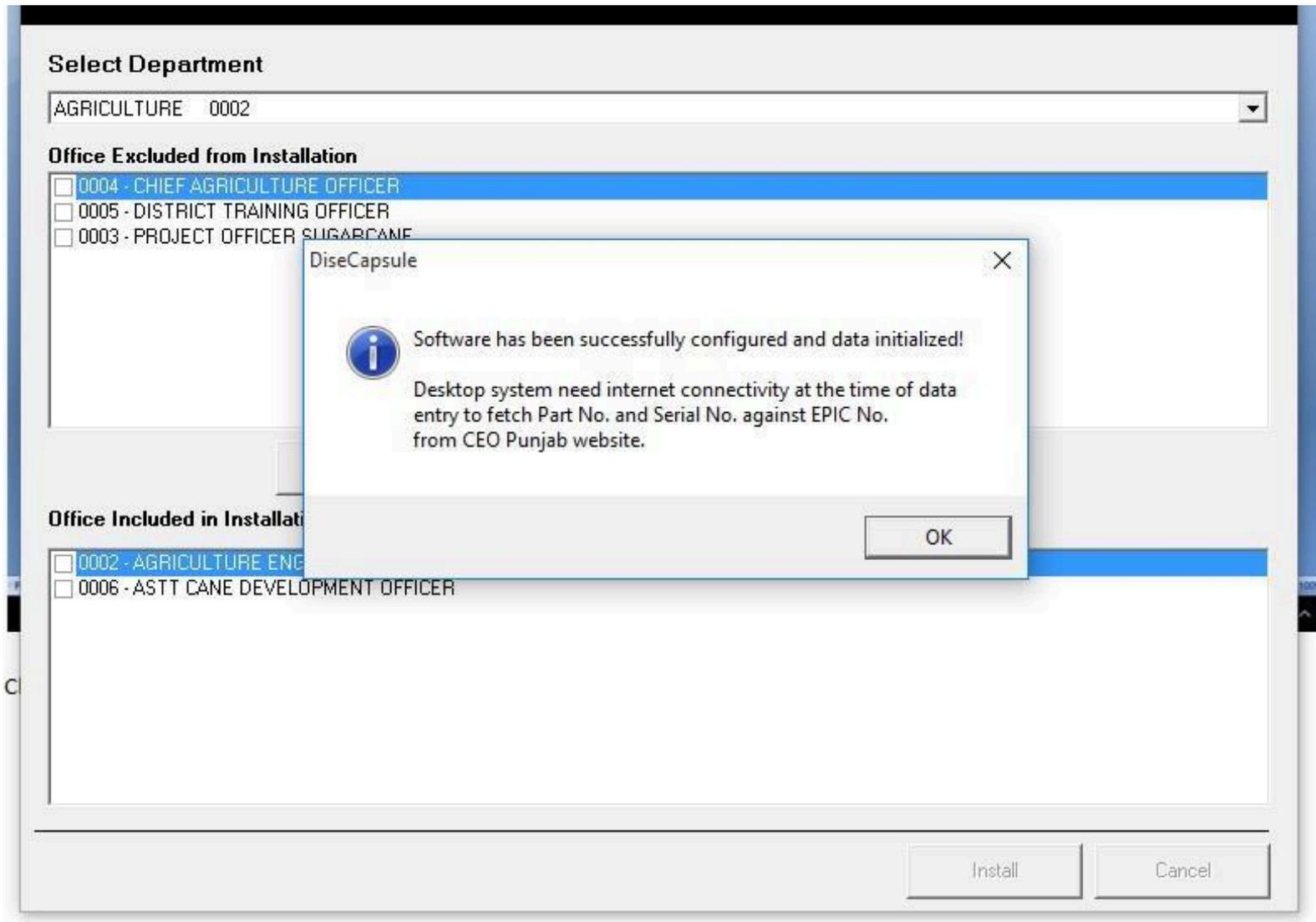


Confirm your Department and office(s) you want to configure

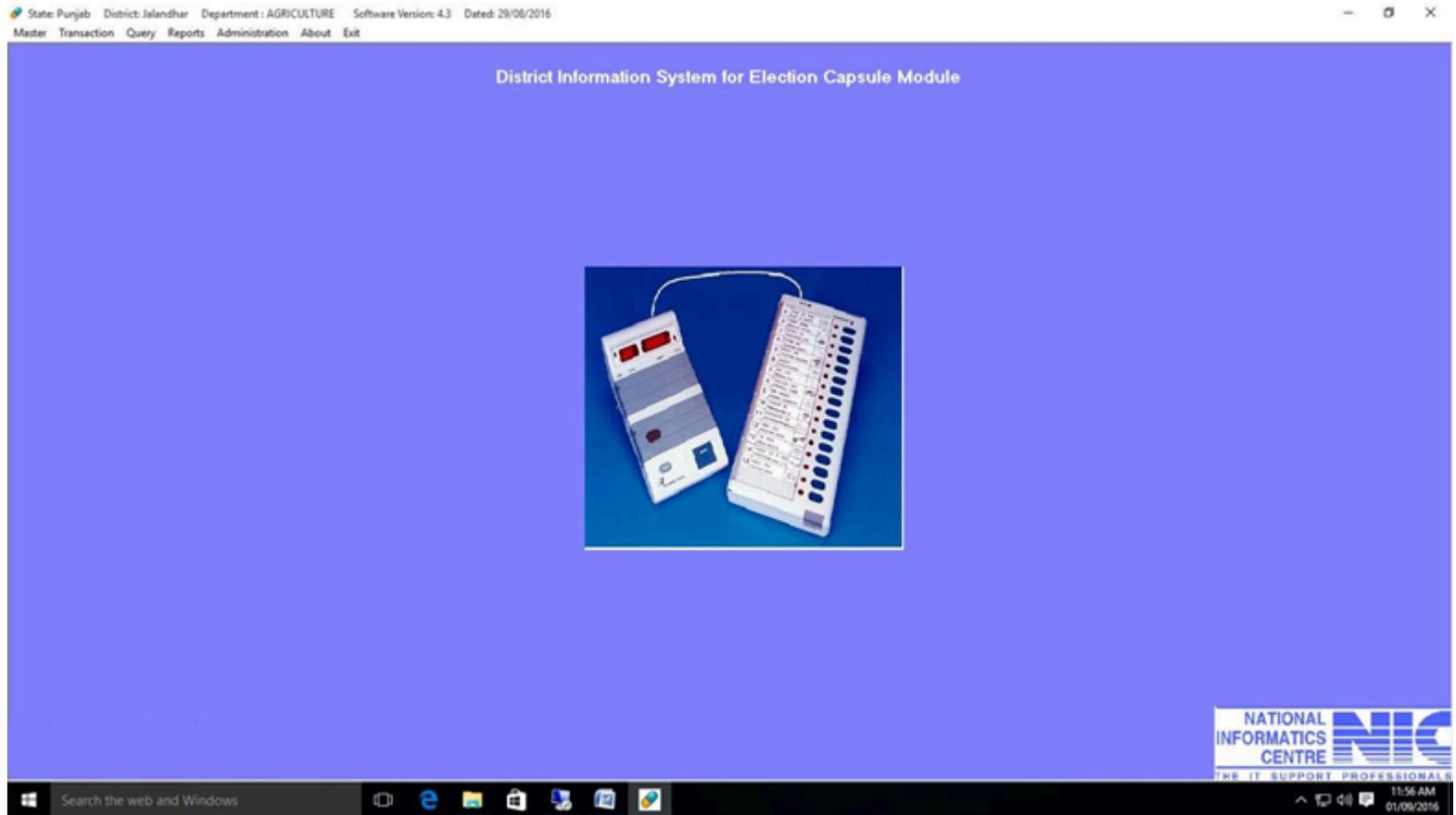


Click on Yes Button

'Software has been successfully configured and data initialized' screen will appear:

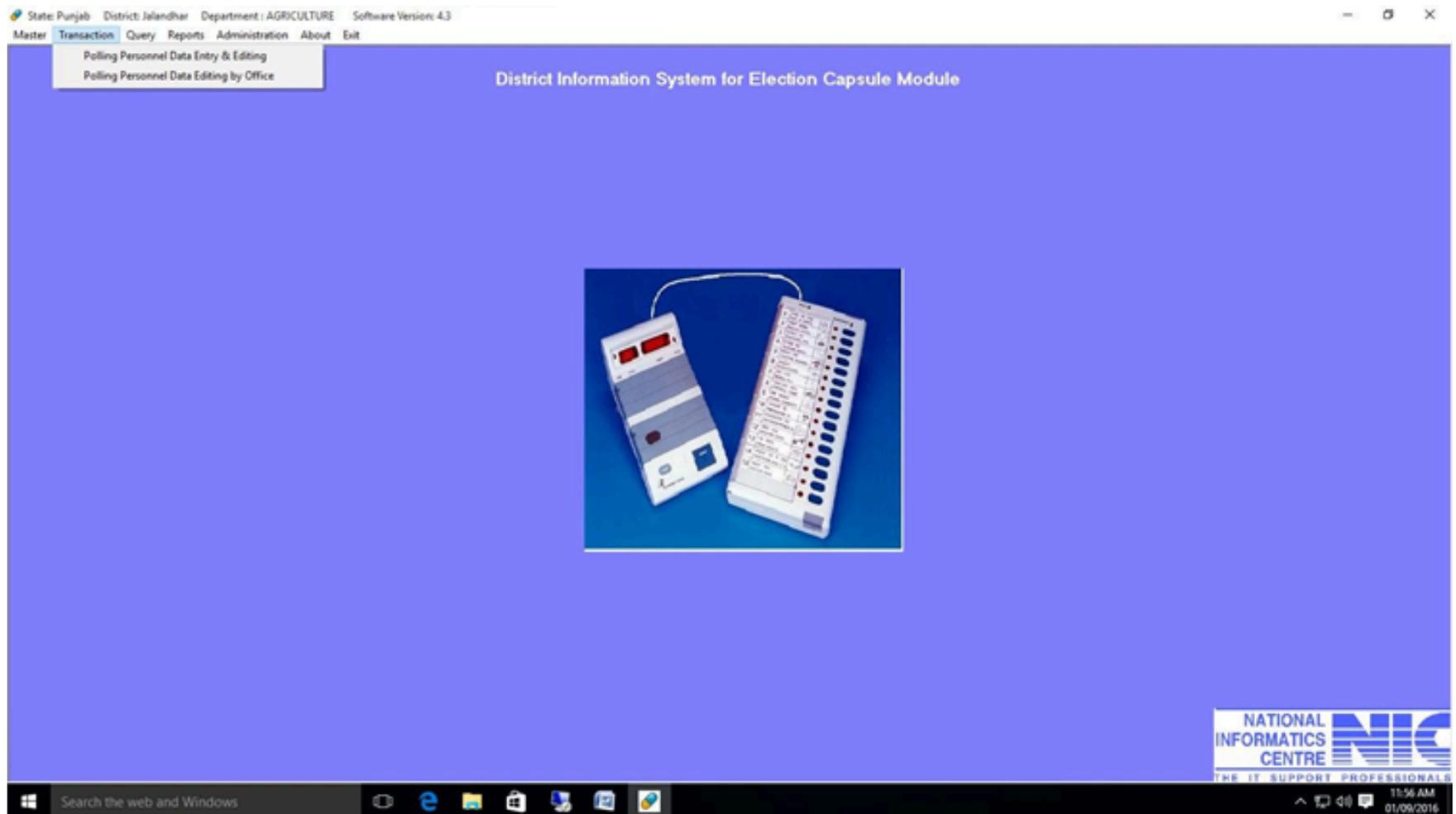


On Successful installation of Software following screen will appear:



Click on Transaction Tab and Select

1. For Data Entry □Polling Personnel Data Entry and EditingOR
2. For Data Editing by Office□Polling Personnel Data Editing byOffice



Click on Add Button following screen will appear:

State: Punjab District: Jalandhar Department: AGRICULTURE
Master Transaction Query Reports Administration About Exit

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name AGRICULTURE 11. Place of Posting under which constituency

2. Office Name 12. Home Resd. Address & Phone No

3. Name 13. Residence constituency

4. Father's/ Husband Name 14. Already exercise election duty (if yes select)

5. Designation 6. Sex Male Female 15. Native constituency

7. Class (A/B/C) 8. Pay Scale/Grade Pay 16. Select as

9. Basic Pay

10. Office Name & Address

EPIC No. Vote Registered at AC Other 0 Part No.

Sr. No. in Part No. Aadhaar No. Date of Birth 24/01/2009 Date of Retirement 24/01/2009

Mobile No. Email ID

Bank Name Bank A/c No.

Itsc Code Handlap On Long Leave

Remarks

01/09/2016 -1/0 12:00 PM

No Photo Available

Capture Photograph

Upload Photograph

Save

Undo

NATIONAL INFORMATICS CENTRE NIC THE IT SUPPORT PROFESSIONALS

12:00 PM 01/09/2016

1. Select DepartmentName
2. Select OfficeName
3. Enter EmployeeName
4. Enter Father/HusbandName
5. Select Designation form dropdownlist
6. Select Fale/Female
7. Select Class of Employee as A or B or C from dropdownlist
8. Select Pay Scale / Grade Pay from dropdownlist
9. Enter BasicPay
10. Enter Office Name and Address in full
11. Select Constituency where you are working from dropdownlist
12. Enter Home full Address with Telephoneno.
13. Select the Constituency where you are presently residing from dropdownlist
14. Select, if you already exercised election duty as, from dropdownlist
15. Select Native Constituency where you were earlier residing it may be same as Residency Cons as mentioned in sr. no. 13
16. Select as "fit for duty for" from dropdown list

-EPIC No

-Voter Registered at AC

-Part No.

-Sr. No. in Part No.

-Aadhaar No.

-Enter Date of Birth

-Enter Date of Retirement

-Mobile No

-Email ID

-Select Bank from dropdown list

-Enter full Bank Account No.

-Enter IFSC Code of Bank Branch Correctly

-Tick on Handicap (if applicable)

-Tick on Long Leave (If applicable) Fill Remarks (if any)

-Employee Type

- Enter EPIC Number (Voter ID Card No.) carefully.
- Click on Capture Photograph or Upload Photograph Button to upload Photo.

State: Punjab - District: Jalandhar - Department: AGRICULTURE
 Master Transaction Query Reports Administration About Exit

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name: AGRICULTURE
 2. Office Name: AGRICULTURE ENGG TOOLS 0002
 3. Name: HARMEET SAINI
 4. Father's/ Husband Name: SURINDER KUMAR
 5. Designation: DATA MANAGER 311
 6. Sex: Male
 7. Class (A/B/C): B
 8. Pay Scale/Grade Pay: 15600-39100-5400 16
 9. Basic Pay: 21000
 Designation wise: PD
 Pay Scale wise: PRD
 10. Office Name & Address: AGRICULTURE ENGG TOOLS JALANDHAR

11. Place of Posting under which constituency: Jalandhar Central 35
 12. Home Resid. Address & Phone No: JALANDHAR 9876543210
 13. Residence constituency: Jalandhar Central 35
 14. Already exercise election duty (if yes select): PRD
 15. Native constituency: Jalandhar Cent. 37
 16. Select as: PRD 1

EPIC No. LPR2112134
 Vote Registered at AC: Dasuya 40
 Pat No. 48
 Sr. No. in Pat No. 674
 Aadhaar No. 5089 2176 6667
 Date of Birth: 24/01/2009
 Date of Retirement: 24/01/2009
 Mobile No. 9876543210
 Email ID: E@GMAIL.COM
 Bank Name: State Bank of India
 Bank A/c No. 1234567891
 Ifsc Code: SBIN0000629
 Handap On Long Leave
 Remarks:

No Photo Available

Capture Photograph
 Upload Photograph
 Save
 Undo

01/09/2016 -1/0 12:06 PM

NIC
 Driving the Next Generation Government

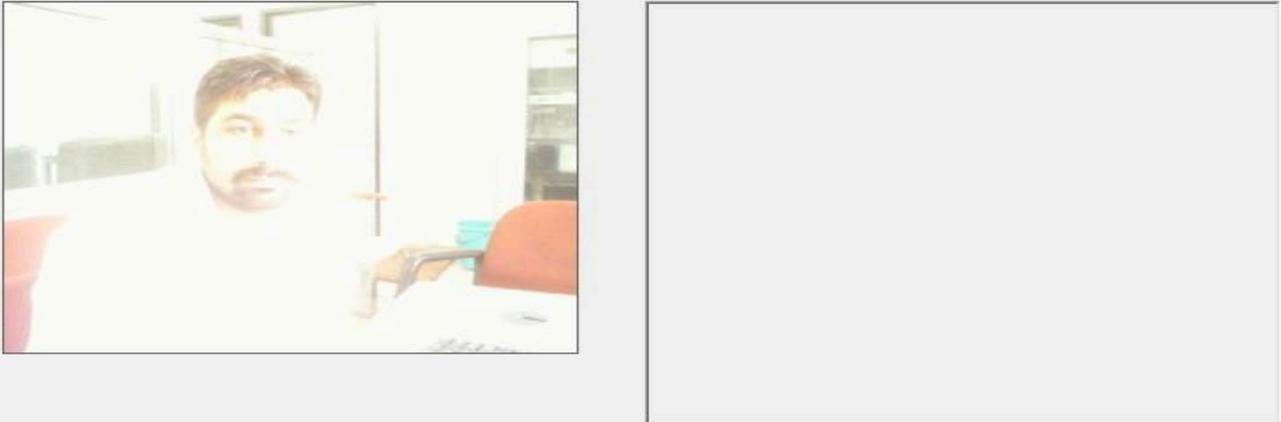
And Capture or Upload Existing Image

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Employee Photo Capturing Session

1. Dep [AG]
2. Offi [AG]
3. Nam [HA]
4. Fath [SU]
5. Desi [DA]
7. Clas [B]
9. Basic [2100]
10. Or [AGP]
[JALA]
EPIC [LPR]
Sr. No [674]
Mobil [987E]
Bank [State]
Ifsc C [SBIN000025]
Remarks



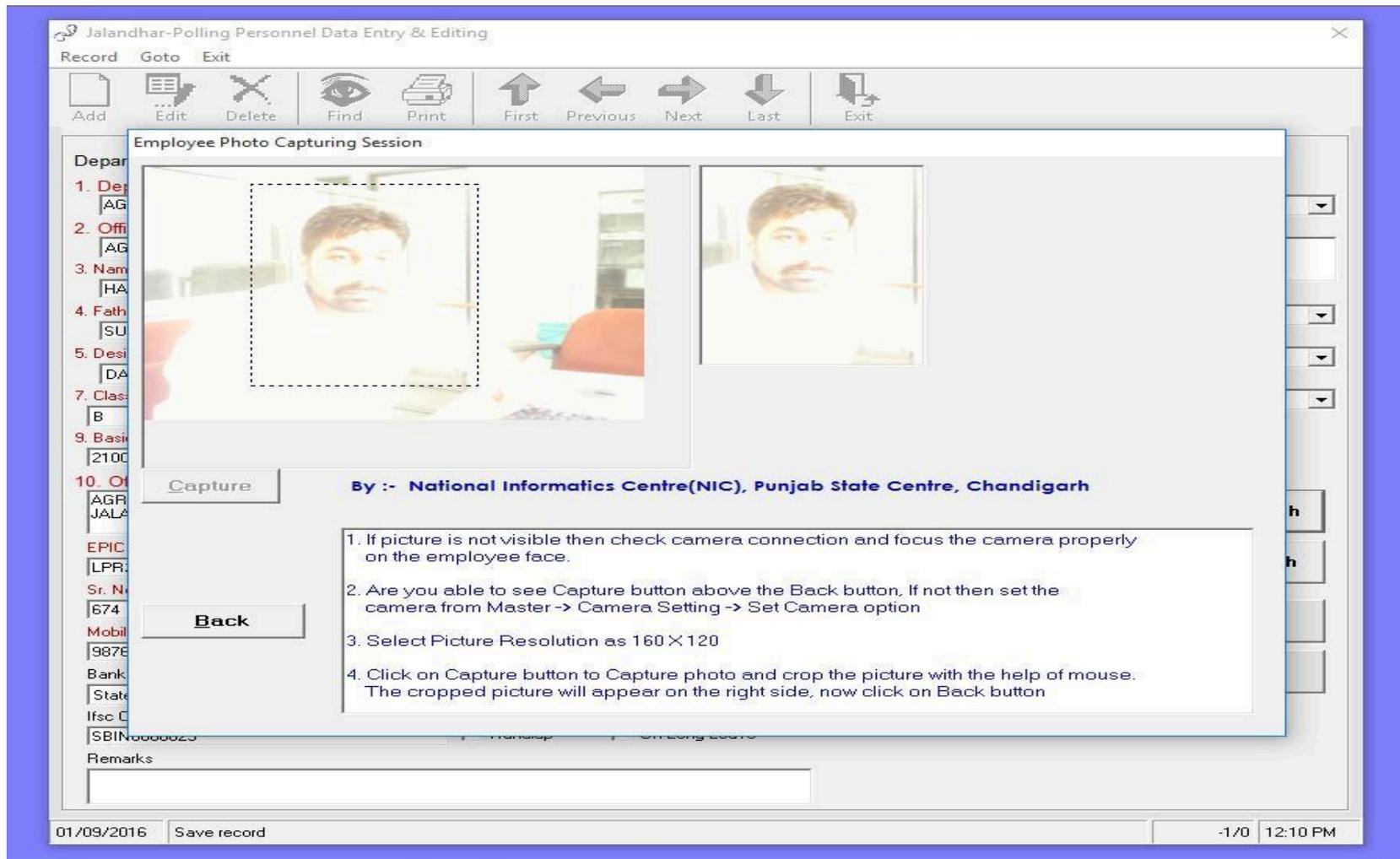
Capture

Back

By :- National Informatics Centre(NIC), Punjab State Centre, Chandigarh

1. If picture is not visible then check camera connection and focus the camera properly on the employee face.
2. Are you able to see Capture button above the Back button, If not then set the camera from Master -> Camera Setting -> Set Camera option
3. Select Picture Resolution as 160 X 120
4. Click on Capture button to Capture photo and crop the picture with the help of mouse. The cropped picture will appear on the right side, now click on Back button

Click on Capture button to Capture photo and crop the picture with the help of mouse. The cropped picture will appear on the right side, now click on Back button



Click on Save button

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name: AGRICULTURE

2. Office Name: AGRICULTURE ENGG TOOLS 0002

3. Name: HARMEET SAINI

4. Father's/ Husband Name: SURINDER KUMAR

5. Designation: DATA MANAGER 311

6. Sex: Male Female

7. Class (A/B/C): B

8. Pay Scale/Grade Pay: 15600-39100-5400 16

9. Basic Pay: 21000

Designaton wise: PO
Pay Scale wise: PRO

10. Office Name & Address: AGRICULTURE ENGG TOOLS JALANDAHR

11. Place of Posting under which constituency: Jalandhar Central 35

12. Home Resd. Address & Phone No: JALANDHAR 9876543210

13. Residence constituency: Jalandhar Central 35

14. Already exercise election duty (if yes select): PRO

15. Native constituency: Jalandhar Cantt. 37

16. Select as: PRO 1

EPIC No. LPR2112134

Vote Registered at AC: Dasuya 40

Part No. 48

Sr. No. in Part No. 674

Aadhaar No. 5089 2176 6667

Date of Birth: 02/07/1986

Date of Retirement: 30/06/2026

Mobile No. 9876543210

Email ID: E@GMAIL.COM

Bank Name: State Bank of India

Bank A/c No. 1234567891

Ifsc Code: SBIN0000629

Handiap On Long Leave

Remarks:

Capture Photograph

Upload Photograph

Save

Save record

01/09/2016 Save record -1/0 12:12 PM

On pressing save button following screen will appear:

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name AGRICULTURE

2. Office Name AGRICULTURE ENGG TOOLS 0002

3. Name HARMEET SAINI

4. Father's/ Husband Name SURINDER KUMAR

5. Designation DATA MANAGER 311

7. Class (A/B/C) B 8. Pay Scale/Grade Pay 15600-39100-5400

9. Basic Pay 21000 Designaton w Pay Scale wis

10. Office Name & Address AGRICULTURE ENGG TOOLS JALANDAHR

11. Place of Posting under which constituency Jalandhar Central 35

12. Home Resd. Address & Phone No JALANDHAR 9876543210

13. Residence constituency Jalandhar Central 35

15. Native constituency (Please select)

EPIC No. LPR2112134 Vote Registered at AL Dasuya 40 Part No. 48

Sr. No. in Part No. 674 Aadhaar No. 5089 2176 6667 Date of Birth 02/07/1986 Date of Retirement 30/06/2026

Mobile No. 9876543210 Email ID E@GMAIL.COM

Bank Name State Bank of India Bank A/c No. 1234567891

Ifsc Code SBIN0000629 Handiap On Long Leave

Remarks

Save Record

Do you want to save a record?
Have you selected
11. Place of Posting under which constituency?
13. Residence constituency?
15. Native constituency?

Yes No

Capture Photograph

Upload Photograph

Save

Undo

01/09/2016 Save record -1/0 12:12 PM

Click on Yes Button

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name: AGRICULTURE

2. Office Name: AGRICULTURE ENGG TOOLS 0002

3. Name: HARMEET SAINI

4. Father's/ Husband Name: SURINDER KUMAR

5. Designation: DATA MANAGER 311

7. Class (A/B/C): B

8. Pay Scale/Grade Pay: 15600-39100-5400

9. Basic Pay: 21000

10. Office Name & Address: AGRICULTURE ENGG TOOLS JALANDHAR

11. Place of Posting under which constituency: Jalandhar Central 35

12. Home Resd. Address & Phone No: JALANDHAR 9876543210

13. Residence constituency: Jalandhar Central 35

14. Already exercise election duty (if yes select):

EPIC No.: LPR2112134

Vote Registered at AC: Dasuya 40

Part No.: 48

Sr. No. in Part No.: 674

Aadhaar No.: 5089 2176 6667

Date of Birth: 02/07/1986

Date of Retirement: 30/06/2026

Mobile No.: 9876543210

Email ID: JE@GMAIL.COM

Bank Name: State Bank of India

Bank A/c No.: 1234567891

Ifsc Code: SBIN0000629

Handiap: On Long Leave:

Remarks:

01/09/2016 Save record -1/0 12:12 PM

Save

Record saved successfully. Please note down Employee Serial No.: 1

OK

Capture Photograph

Upload Photograph

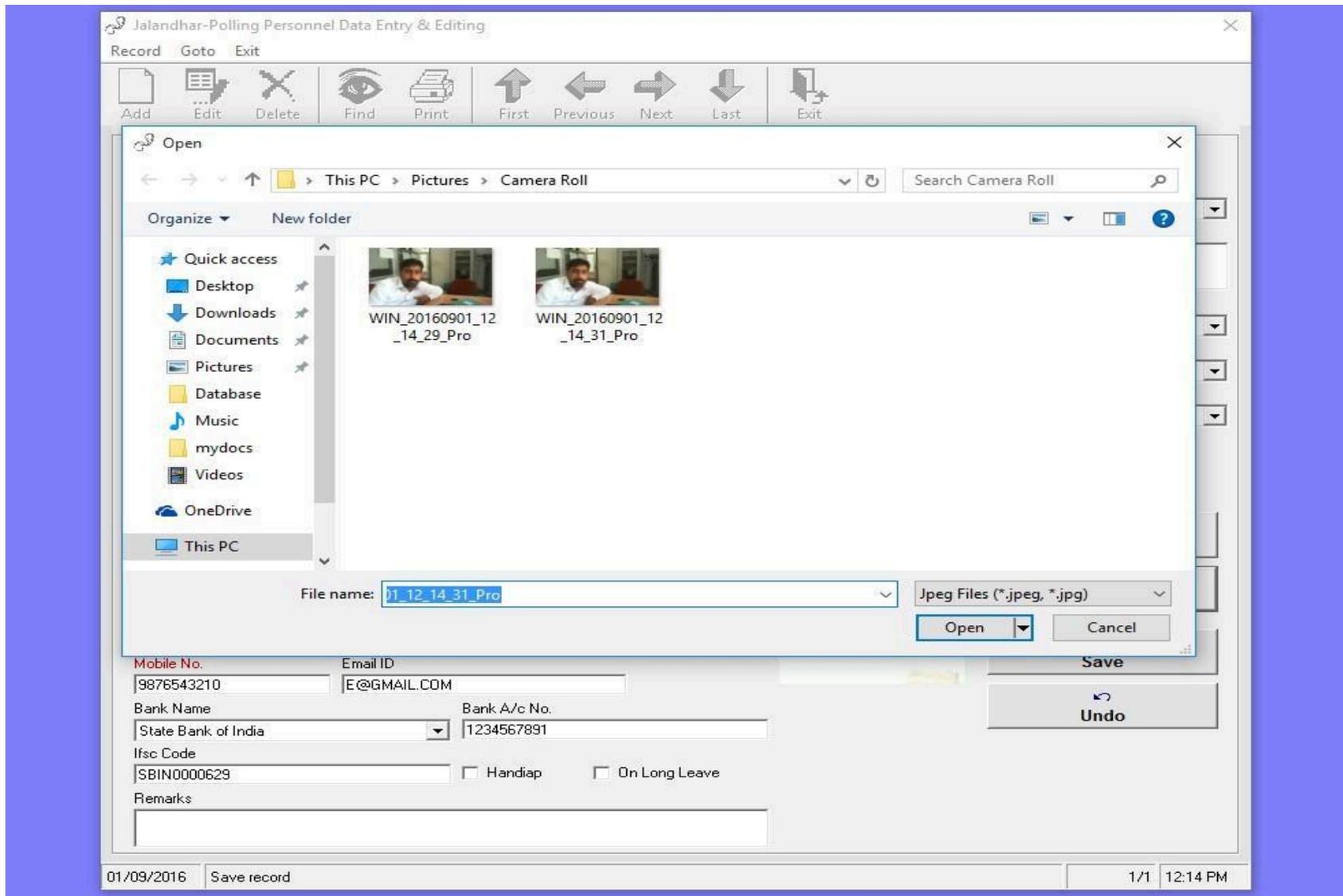
Save

Undo

On clicking ok button Record Successfully Entered in Data base successfully. In similar way you can enter all employee data.

For resizing photo to upload

Click on Upload Photograph using upload Photograph option



If you selected Photo and Photo size is not less than 20kb, following message will appear :

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name AGRICULTURE

2. Office Name AGRICULTURE ENGG TOOLS 0002

3. Name HARMEET SAINI

4. Father's/ Husband Name SURINDER KUMAR

5. Designation DATA MANAGER 311

7. Class (A/B/C) B

8. Pay Scale/Grade Pay 15600-39100-5400

9. Basic Pay 21000

10. Office Name & Address AGRICULTURE ENGG TOOLS JALANDHAR

11. Place of Posting under which constituency Jalandhar Central 35

12. Home Resd. Address & Phone No JALANDHAR 9876543210

13. Residence constituency Jalandhar Central 35

14. Already exercise election duty (if yes select)

EPIC No. LPR2112134

Vote Registered at AC Dasuya 4

Part No. 48

Sr. No. in Part No. 674

Aadhaar No. 5089 2176 6667

Date of Birth 02/07/1986

Date of Retirement 30/06/2026

Mobile No. 9876543210

Email ID E@GMAIL.COM

Bank Name State Bank of India

Bank A/c No. 1234567891

Ifsc Code SBIN0000629

Handiap On Long Leave

Remarks

Capture Photograph

Upload Photograph

Save

Undo

01/09/2016 Save record 1/1 12:16 PM

Use Resizer software provided in DISE_Capsule folder, double click on “Resize Photograph” icon



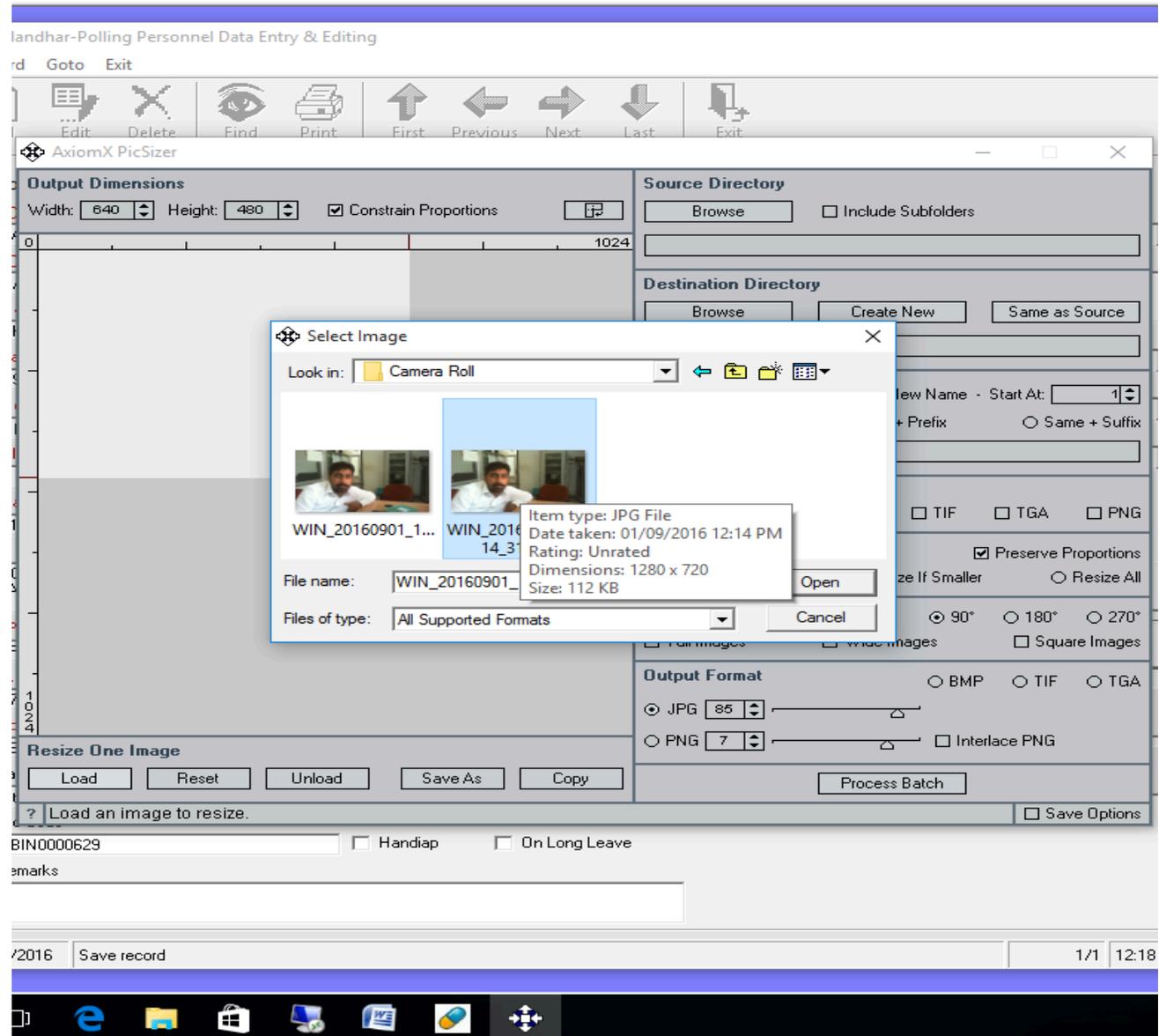
District
Informati...



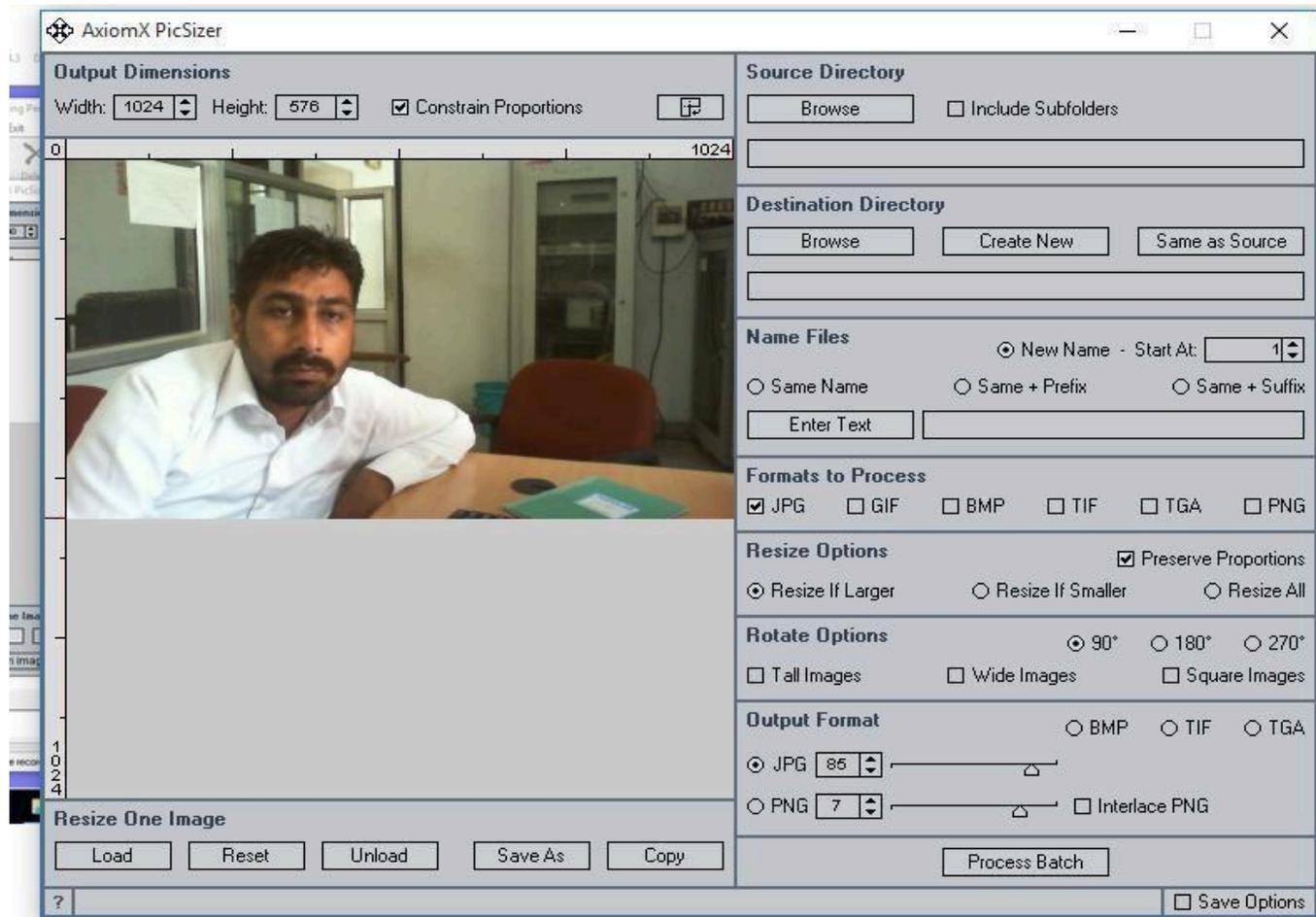
ReSize
Photograph

Load Photo by selecting image available on your computer

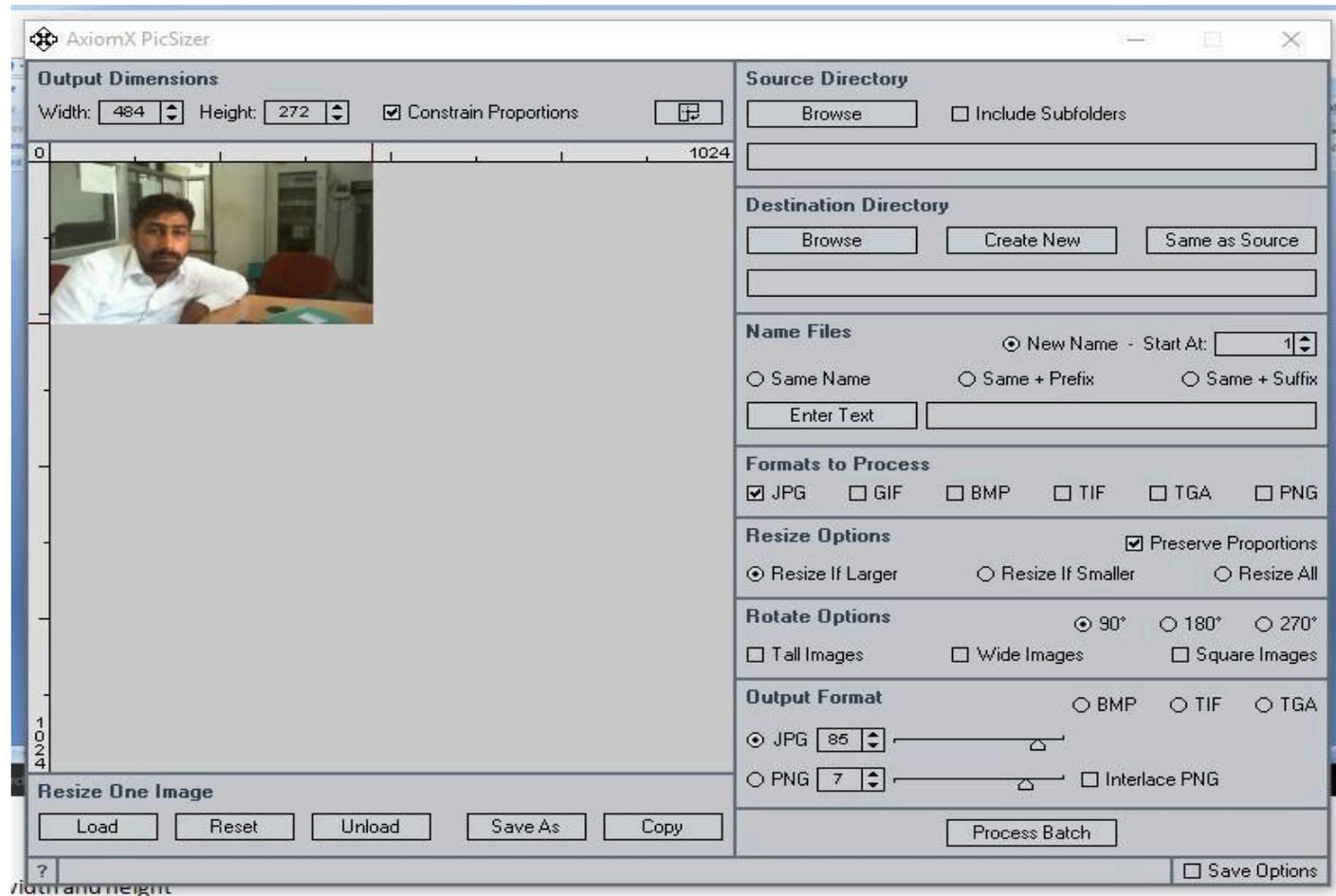
are Version: 4.3 Dated: 29/08/2016



Select output Dimensions to reduce the size of photograph



After resizing width and height. Then click on save as option and save image as jpeg or jpg



Click on Save button

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name
AGRICULTURE

2. Office Name
AGRICULTURE ENGG TOOLS 0002

3. Name
HARMEET SAINI

4. Father's/ Husband Name
SURINDER KUMAR

5. Designation
DATA MANAGER 311

6. Sex
 Male Female

7. Class (A/B/C)
B

8. Pay Scale/Grade Pay
15600-39100-5400 16

9. Basic Pay
21000

Designaton wise: PO
Pay Scale wise: PRO

10. Office Name & Address
AGRICULTURE ENGG TOOLS
JALANDHAR

11. Place of Posting under which constituency
Jalandhar Central 35

12. Home Resd. Address & Phone No
JALANDHAR 9876543210

13. Residence constituency
Jalandhar Central 35

14. Already exercise election duty (if yes select)
PRO

15. Native constituency
Jalandhar Cantt. 37

16. Select as
PRO 1

EPIC No. LPR2112134

Vote Registered at AC Dasuya 4

Part No. 48

Sr. No. in Part No. 674

Aadhaar No. 5089 2176 6667

Date of Birth 02/07/1986

Date of Retirement 30/06/2026

Mobile No. 9876543210

Email ID E@GMAIL.COM

Bank Name State Bank of India

Bank A/c No. 1234567891

Ifsc Code SBIN0000629

Handiap On Long Leave

Remarks

Capture Photograph

Upload Photograph

Save

Undo Save record

01/09/2016 Save record 1/1 12:21 PM

Confirm the saving by confirming Place of Posting constituency, Residency Constituency and Native Constituency

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name: AGRICULTURE

2. Office Name: AGRICULTURE ENGG TOOLS 0002

3. Name: HARMEET SAINI

4. Father's/ Husband Name: SURINDER KUMAR

5. Designation: DATA MANAGER 311

7. Class (A/B/C): B

8. Pay Scale/Grade Pay: 15600-39100-5400

9. Basic Pay: 21000

10. Office Name & Address: AGRICULTURE ENGG TOOLS JALANDAHR

11. Place of Posting under which constituency: Jalandhar Central 35

12. Home Resd. Address & Phone No: JALANDHAR 9876543210

13. Residence constituency: Jalandhar Central 35

15. Native constituency: (not visible)

EPIC No.: LPR2112134

Vote Registered at AL: Dasuya

Sr. No. in Part No.: 674

Aadhaar No.: 5089 2176 6667

Date of Birth: 02/07/1986

Date of Retirement: 30/06/2026

Mobile No.: 9876543210

Email ID: E@GMAIL.COM

Bank Name: State Bank of India

Bank A/c No.: 1234567891

Ifsc Code: SBIN0000629

Handiap: On Long Leave:

Remarks:

Save Record

Do you want to save a record?
Have you selected
11. Place of Posting under which constituency?
13. Residence constituency?
15. Native constituency?

Yes No

Capture Photograph

Upload Photograph

Save

Undo

01/09/2016 Save record 1/1 12:22 PM

Record will Save Successfully and screen will look like the following

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Department Serial No. 1

1. Dept. Name
AGRICULTURE

2. Office Name
AGRICULTURE ENGG TOOLS 0002

3. Name
HARMEET SAINI

4. Father's/ Husband Name
SURINDER KUMAR

5. Designation
DATA MANAGER 311

6. Sex
 Male Female

7. Class (A/B/C)
B

8. Pay Scale/Grade Pay
15600-39100-5400 16

9. Basic Pay
21000

Designation wise: PO
Pay Scale wise: PRO

10. Office Name & Address
AGRICULTURE ENGG TOOLS
JALANDHAR

11. Place of Posting under which constituency
Jalandhar Central .35

12. Home Resd. Address & Phone No
JALANDHAR 9876543210

13. Residence constituency
Jalandhar Central .35

14. Already exercise election duty (if yes select)
PRO

15. Native constituency
Jalandhar Cantt. 37

16. Select as
PRO 1

EPIC No. LPR2112134
Vote Registered at AC Dasuya 4
Part No. 48

Sr. No. in Part No. 674
Aadhaar No. 5089 2176 6667
Date of Birth 02/07/1986
Date of Retirement 30/06/2026

Mobile No. 9876543210
Email ID E@GMAIL.COM

Bank Name State Bank of India
Bank A/c No. 1234567891

Ifsc Code SBIN0000629
 Handiap On Long Leave

Remarks

01/09/2016 Save record 1/1 12:22 PM



For Printing Report

Go to Reports

State: Punjab District: Jalandhar Department: AGRICULTURE

Master Transaction Query Reports Administration About Exit

Customized Checklist
EPIC Number NULL
EPIC No. Mismatch
EPIC No. Match
Vote Regd. at Ac is Different from Office/Residence/Native AC
Print Undertaking
Designation Master
Pay Scale Master
Summary of Entered Records Available for Export
Summary of Employees Data Already Exported

Information System for Election Capsule Module

NATIONAL INFORMATICS CENTRE
THE IT SUPPORT PROFESSIONALS

12:23 PM
01/09/2016

Go to customize checklist and select Department and Office

Check List

Checklist for Polling Personnel

<input checked="" type="checkbox"/> Department	AGRICULTURE	0002
<input type="checkbox"/> Office		
<input type="checkbox"/> Designation		
<input type="checkbox"/> Sex		<input type="checkbox"/> Lot Number
<input type="checkbox"/> Category A/B/C/D		
<input type="checkbox"/> Pay Scale		
<input type="checkbox"/> Posting Cons.		
<input type="checkbox"/> Home Cons.		
<input type="checkbox"/> Class		
<input type="checkbox"/> Deleted	Exempted	<input type="checkbox"/> Exclude Deleted Records

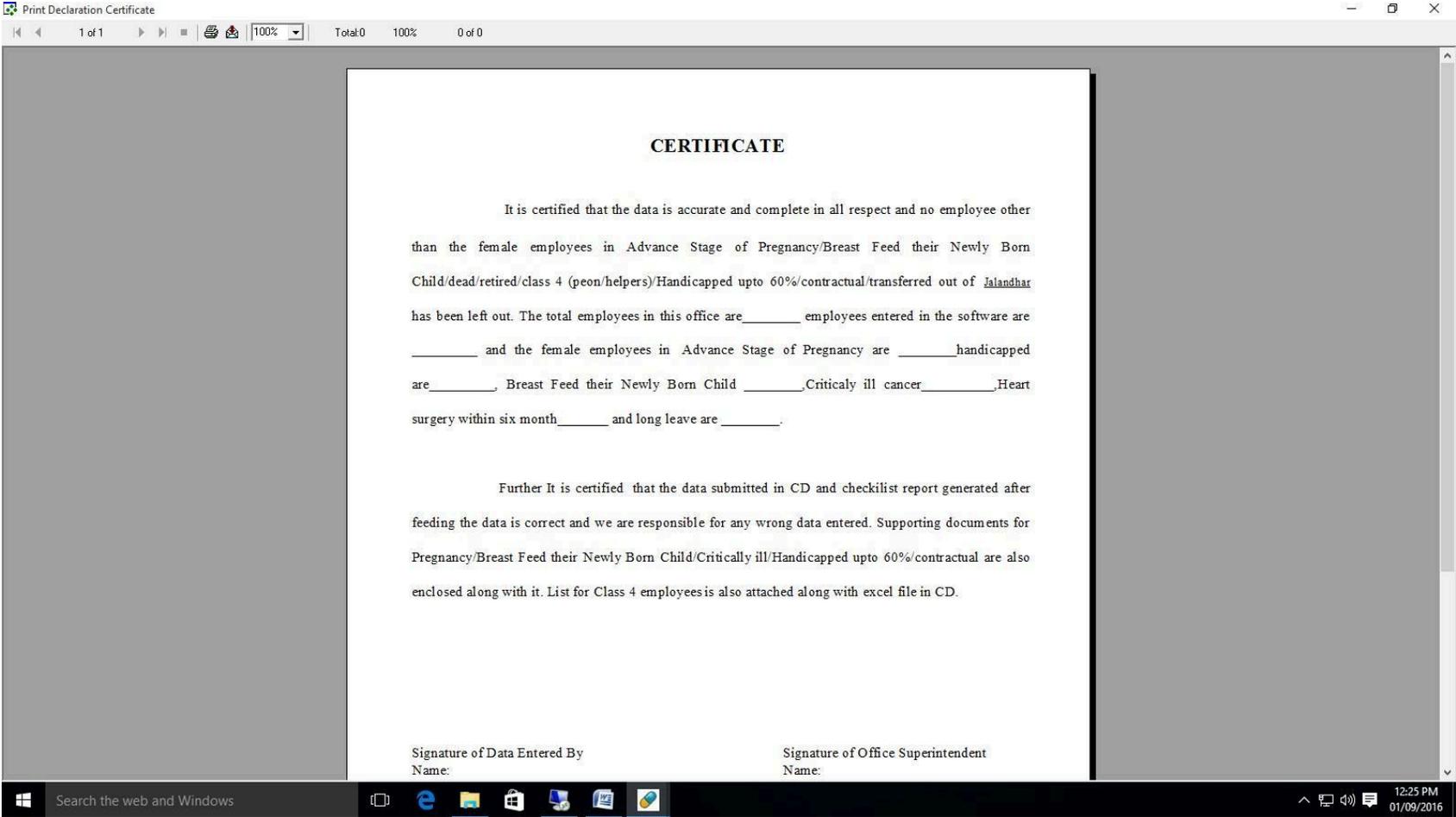
Press Report and Check list will be printed Check thoroughly and signed the report on each and every page by HOD and Dealing person

01/09/2016

List of officials Department: AGRICULTURE

S. No.	Name	Photograph	Department	Pay Scale	Const. under Office falls	Home Const.	Whether exercised elec.
Dept.Sl.No.	Father's Name		Office	Basic Pay	Office Address	Res Const.	if Appointed BLO
Part No.	Designation		Data Exported	Class	Mobile Number	Res. Address	Currently Selected As
Sl No.	Bank A/c No.		EPIC No.	Aadhaar No.	eMail ID	DOB	
Regd.Voter Const.	IFSC code						
	Bank Name						
AGRICULTURE ENGG TOOLS							
1	HARMEET SAINI		AGRICULTURE	15600-39100-5400	Jalandhar Central	Jalandhar Cantt.	PRO
	SURINDER KUMAR		AGRICULTURE ENGG TOOLS	21,000	AGRICULTURE ENGG TOOLS JALANDHAR.	Jalandhar Central	No
1	DATA MANAGER					JALANDHAR 9876543210	PRO
48	M						
674	1234567891		N	B	9876543210		
Dasuya	SBIN0000629		LPR2112134	508921766667	E@GMAIL.COM	2-Jul-1986	
	State Bank of India						

Similarly Print Undertaking to be signed and stamped by both HOD/Superintendent and Dealing person/Data Entry Operator

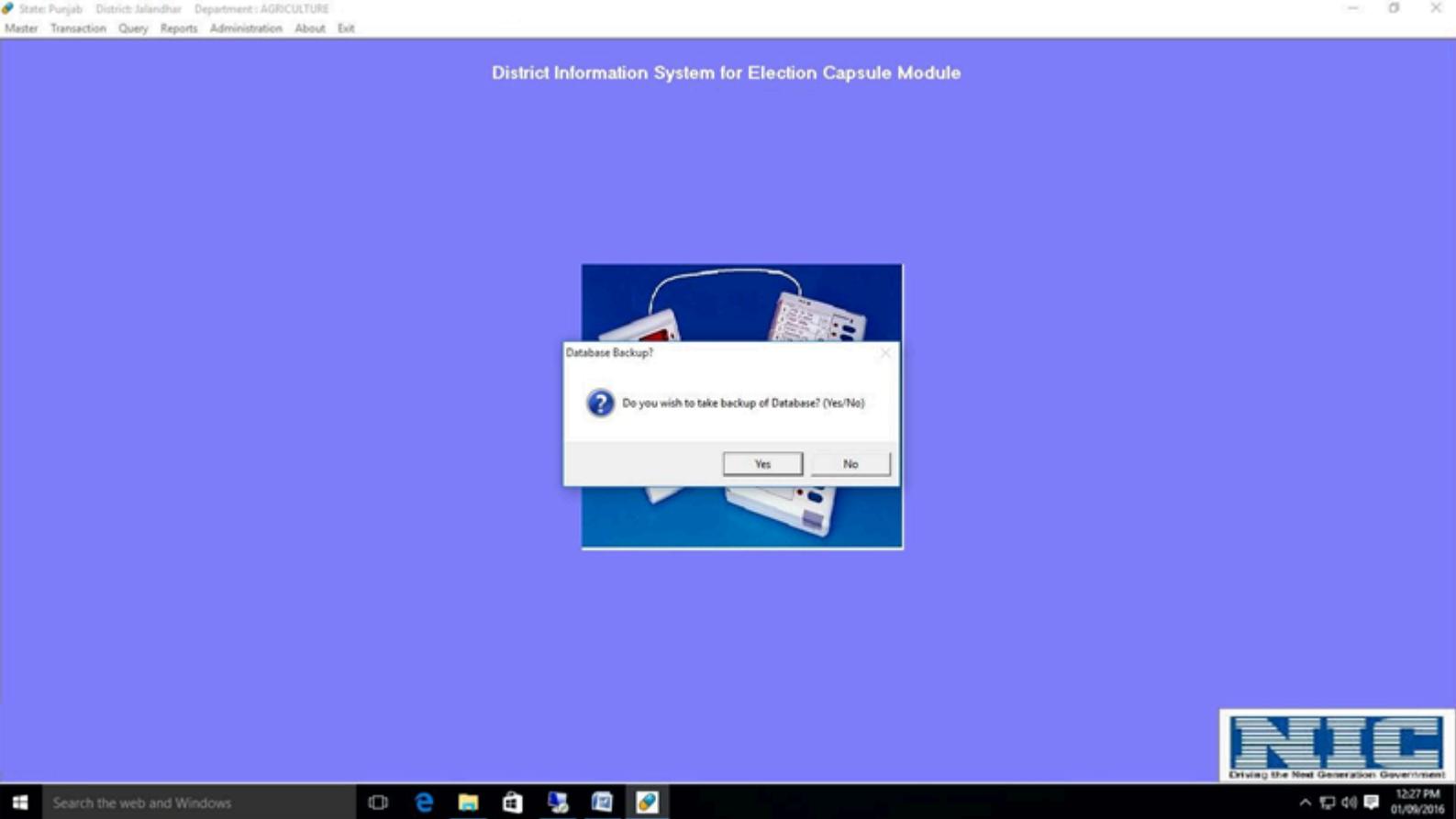


How to Send Data Back to Election Office

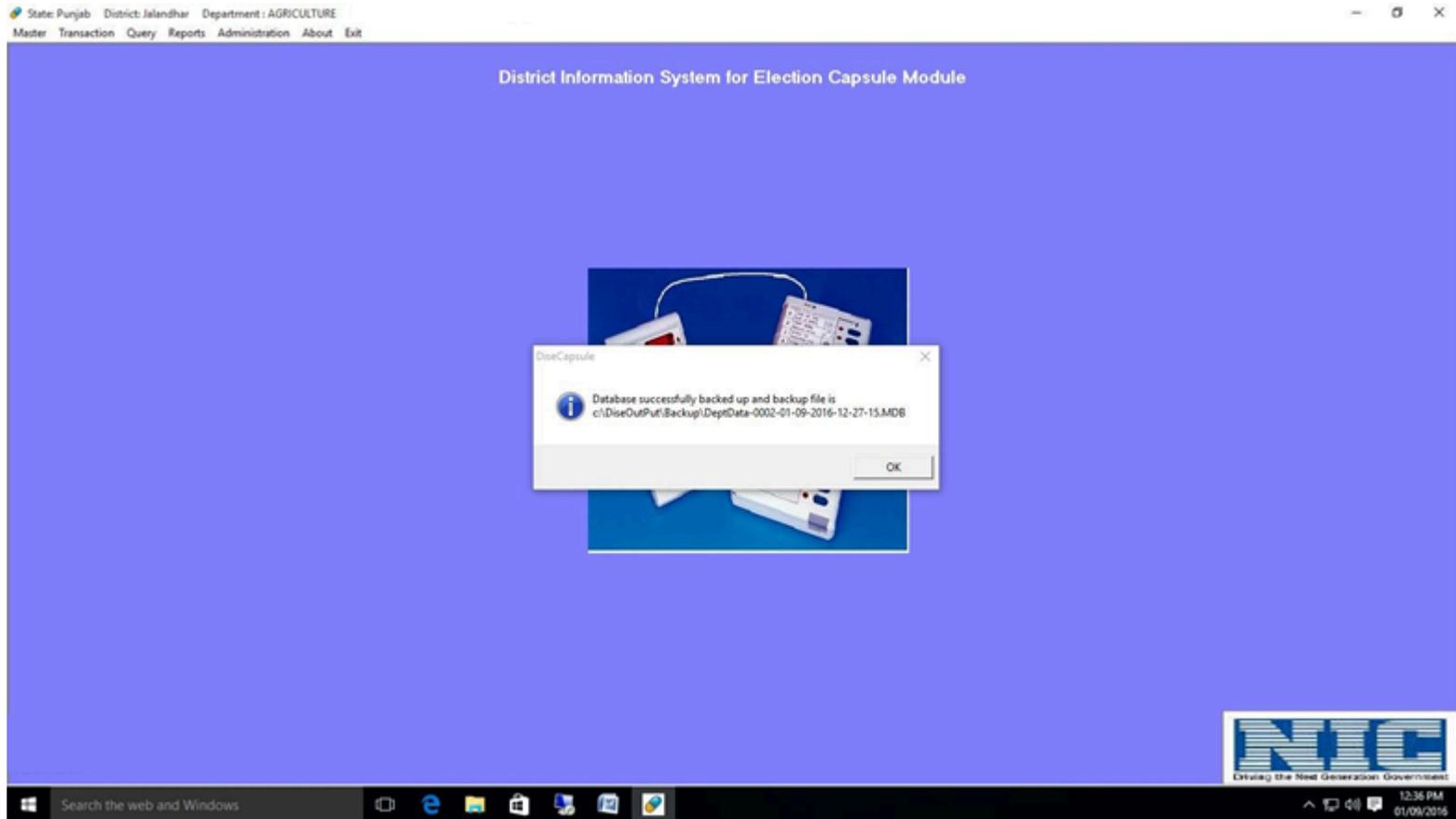
Go to Data Administrator

The screenshot shows a Windows application window titled "District Information System for Election Capsule Module". The window has a menu bar with the following items: "State: Punjab", "District: Jalandhar", "Department: AGRICULTURE", "Master", "Transaction", "Query", "Reports", "Administration", "About", and "Exit". The "Administration" menu is open, showing two options: "Export Data" and "Database Backup". The main area of the window has a blue background with the text "District Information System for Election Capsule Module" centered at the top. In the center of the window is an image of two electronic devices: a handheld device on the left and a larger, more complex device on the right, both connected by a cable. In the bottom right corner of the window, there is a logo for "NIC" (National Informatics Centre) with the tagline "Driving the Next Generation Government". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the time "12:26 PM" and date "01/09/2016".

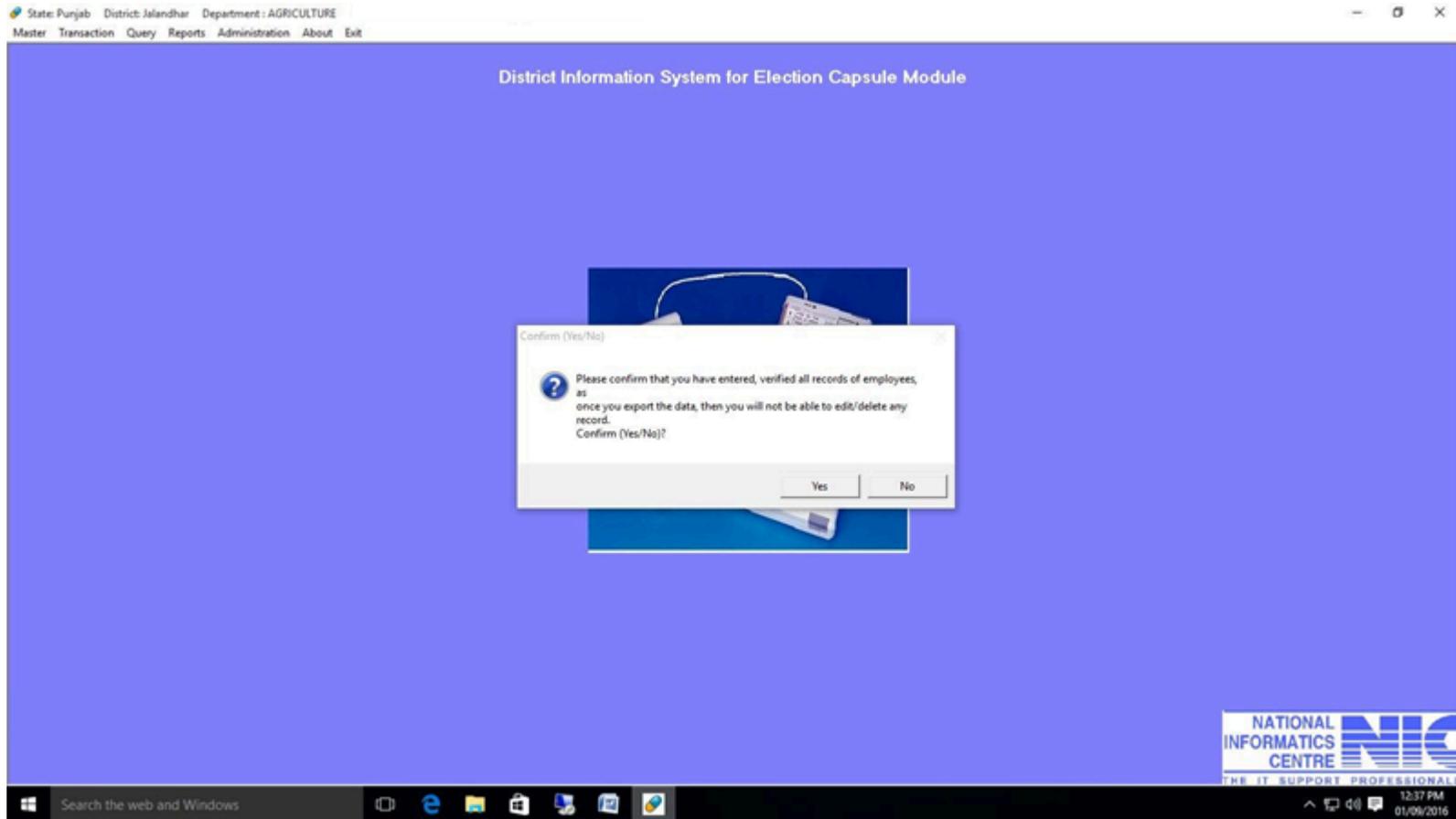
Select Database Backup option [Click Yes]



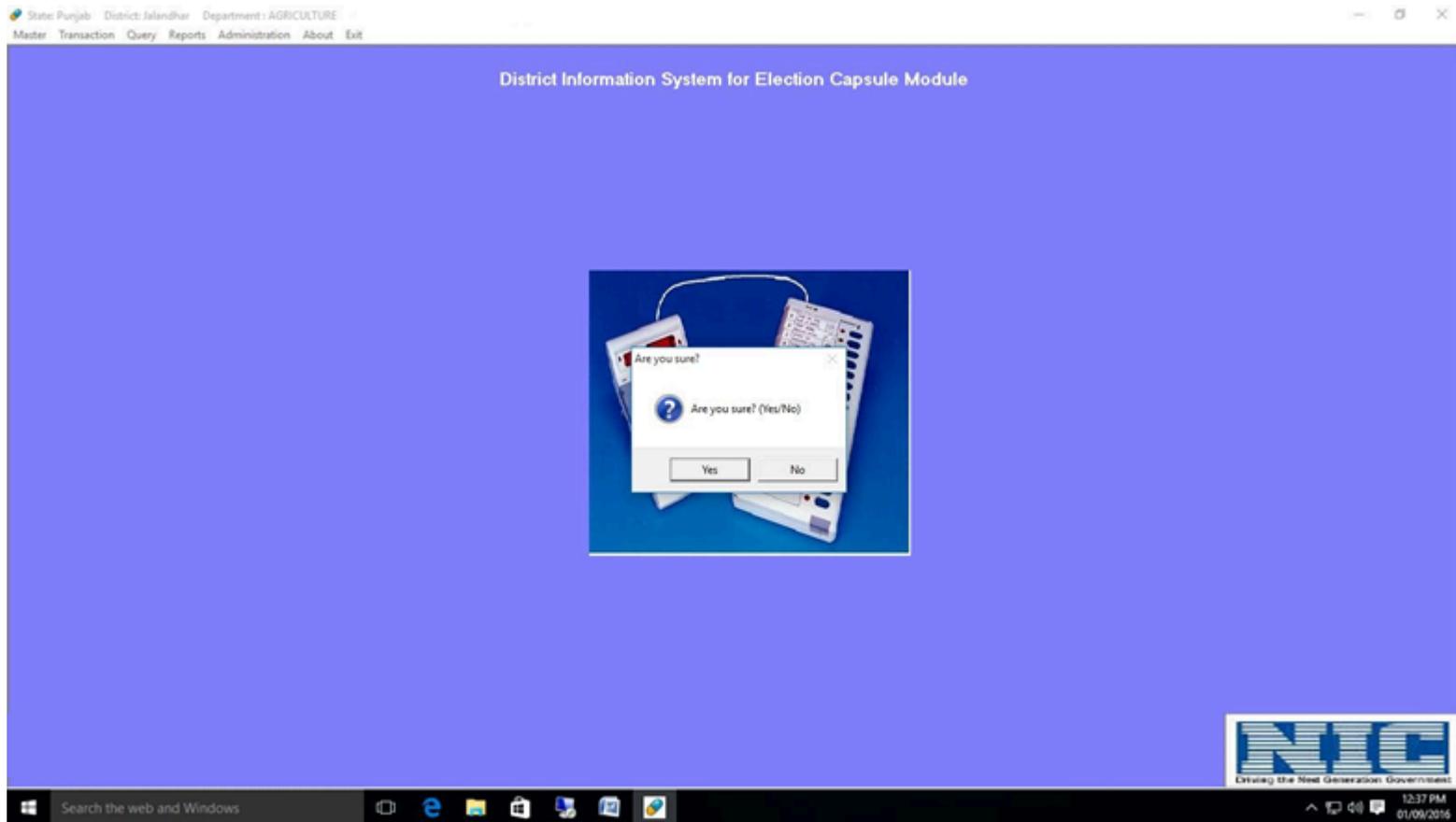
Data will be backed up in specific location as shown below



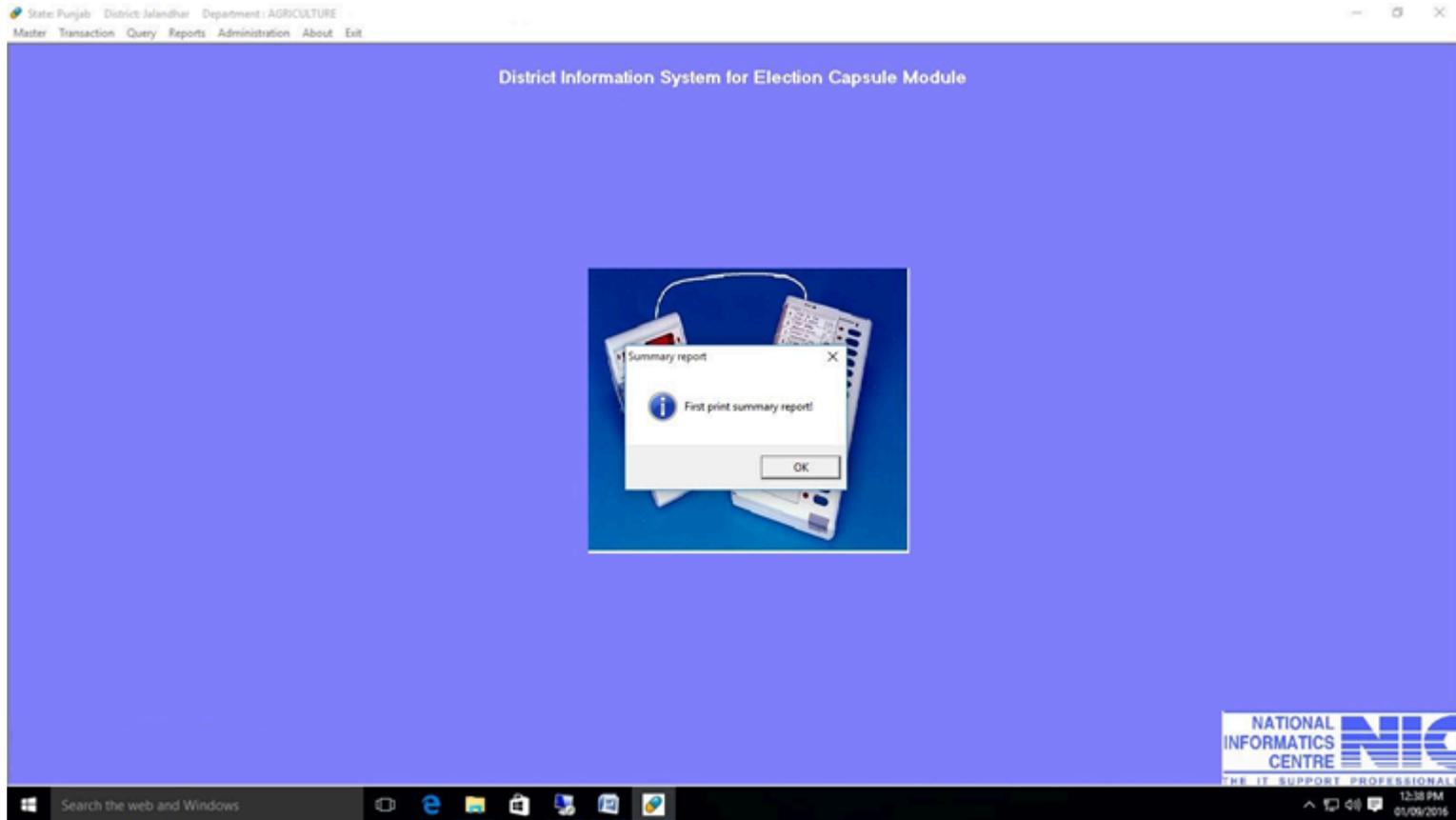
Now for Exporting Data Click on Administration Export Data Link button



Click on Yes Button to confirm



On confirming it prompted and Directed you to First Print summary Report



On Pressing Print Summary Screen will appear

State Punjab District: Jalandhar Department: AGRICULTURE
Master Transaction Query Reports Administration About Exit

District Information System for Election Capsule Module

Summary of Entered Data

District: Jalandhar
Department: AGRICULTURE

Data Already Exported				
Lot No.	Code	Office Name	Address	Total

Total records already exported: 0

Data Available for Export			
Code	Office Name	Address	Total
0005	AGRICULTURE ENGG TOOLS	JALANDHR	1

Total Records: 1

Print Summary Print Declaration Export Data Exit

NATIONAL INFORMATICS CENTRE NIC
THE IT SUPPORT PROFESSIONALS

12:38 PM
01/09/2016

Print the Summary

Summary of employees data available for export

District: Jalandhar

Department: AGRICULTURE 01/09/2016

Code	Office Name	Address	Total Employees
0002	AGRICULTURE ENGG TOOLS	JALANDHR	1
Total Records Entered			1

It again confirms you by asking you have you Printed Summary Report

The screenshot shows a software window titled "Summary of Entered Data" with a close button (X) in the top right corner. The window displays the following information:

- District: Jalandhar
- Department: AGRICULTURE

Below this information is a table titled "Data Already Exported". The table has five columns: Lot No., Code, Office Name, Address, and Total. The table is currently empty.

A confirmation dialog box is overlaid on the window. The dialog box is titled "Confirmation!" and contains a question mark icon and the text "Have you printed summary report? (Yes/No)". There are two buttons: "Yes" and "No".

Below the dialog box, there is a table with four columns: Code, Office Name, Address, and Total. The table contains one row of data:

Code	Office Name	Address	Total
0002	AGRICULTURE ENGG TOOLS	JALANDAHR	1

Below the table, there is a label "Total Records: 1".

At the bottom of the window, there are four buttons: "Print Summary", "Print Declaration", "Export Data", and "Exit".

After confirming by pressing Yes Button It will Print Certificate of Declaration

The screenshot shows a window titled "Print Declaration Certificate" with a toolbar at the top containing navigation and printing icons, a page indicator "1 of 1", a zoom level of "100%", and a page count of "Total:0 100% 0 of 0". The main content area displays a certificate template with the following text:

CERTIFICATE

It is certified that the data is accurate and complete in all respect and no employee other than the female employees in Advance Stage of Pregnancy/Breast Feed their Newly Born Child/dead/retired/class 4 (peon/helpers)/Handicapped upto 60%/contractual/transferred out of Jalandhar has been left out. The total employees in this office are _____ employees entered in the software are _____ and the female employees in Advance Stage of Pregnancy are _____ handicapped are _____, Breast Feed their Newly Born Child _____, Critically ill cancer _____, Heart surgery within six month _____ and long leave are _____.

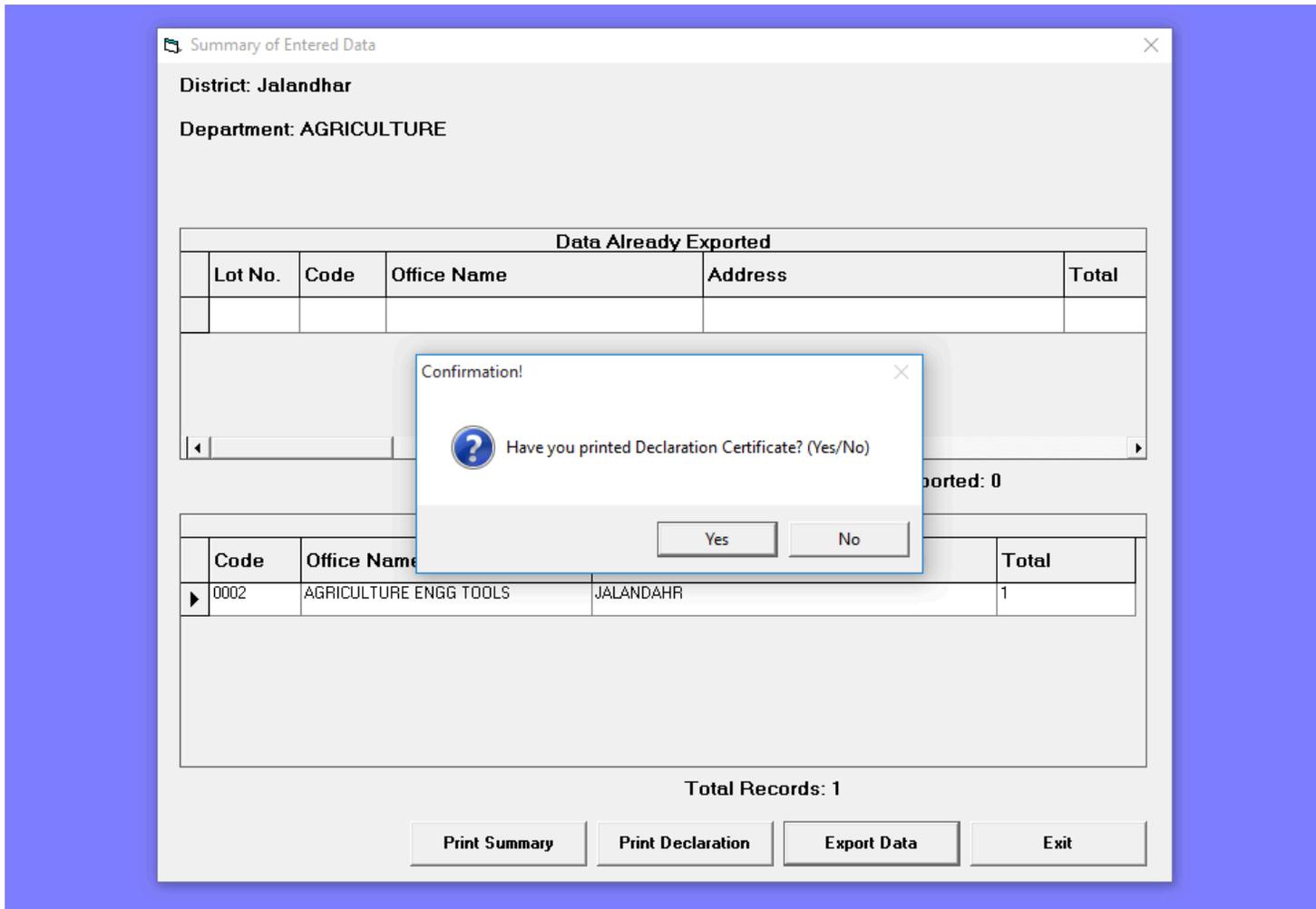
Further It is certified that the data submitted in CD and checklist report generated after feeding the data is correct and we are responsible for any wrong data entered. Supporting documents for Pregnancy/Breast Feed their Newly Born Child/Critically ill/Handicapped upto 60%/contractual are also enclosed along with it. List for Class 4 employees is also attached along with excel file in CD.

Signature of Data Entered By
Name: _____

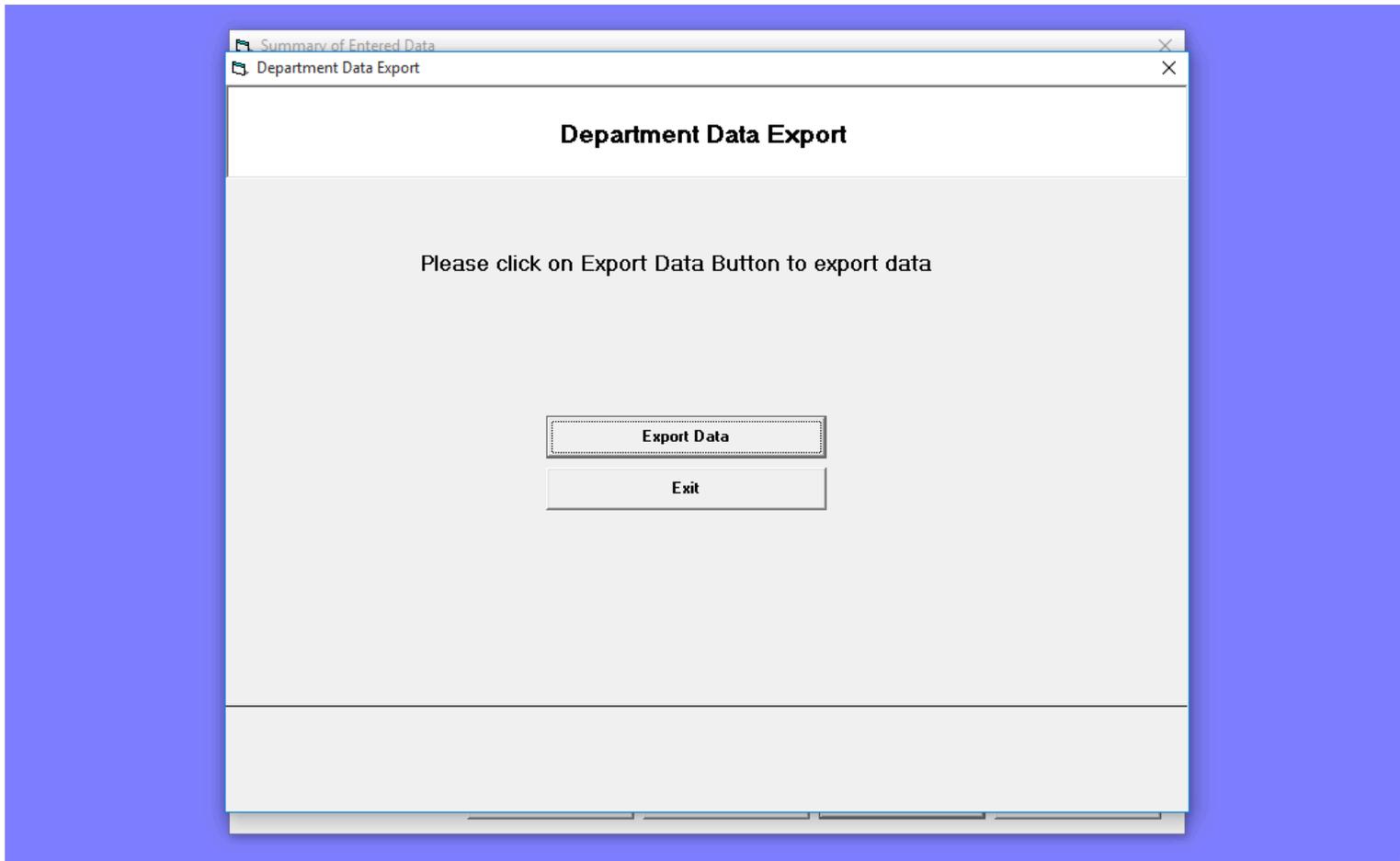
Signature of Office Superintendent
Name: _____

The bottom of the window shows the Windows taskbar with the search bar "Search the web and Windows", several application icons, and the system tray displaying the time "12:39 PM" and date "01/09/2016".

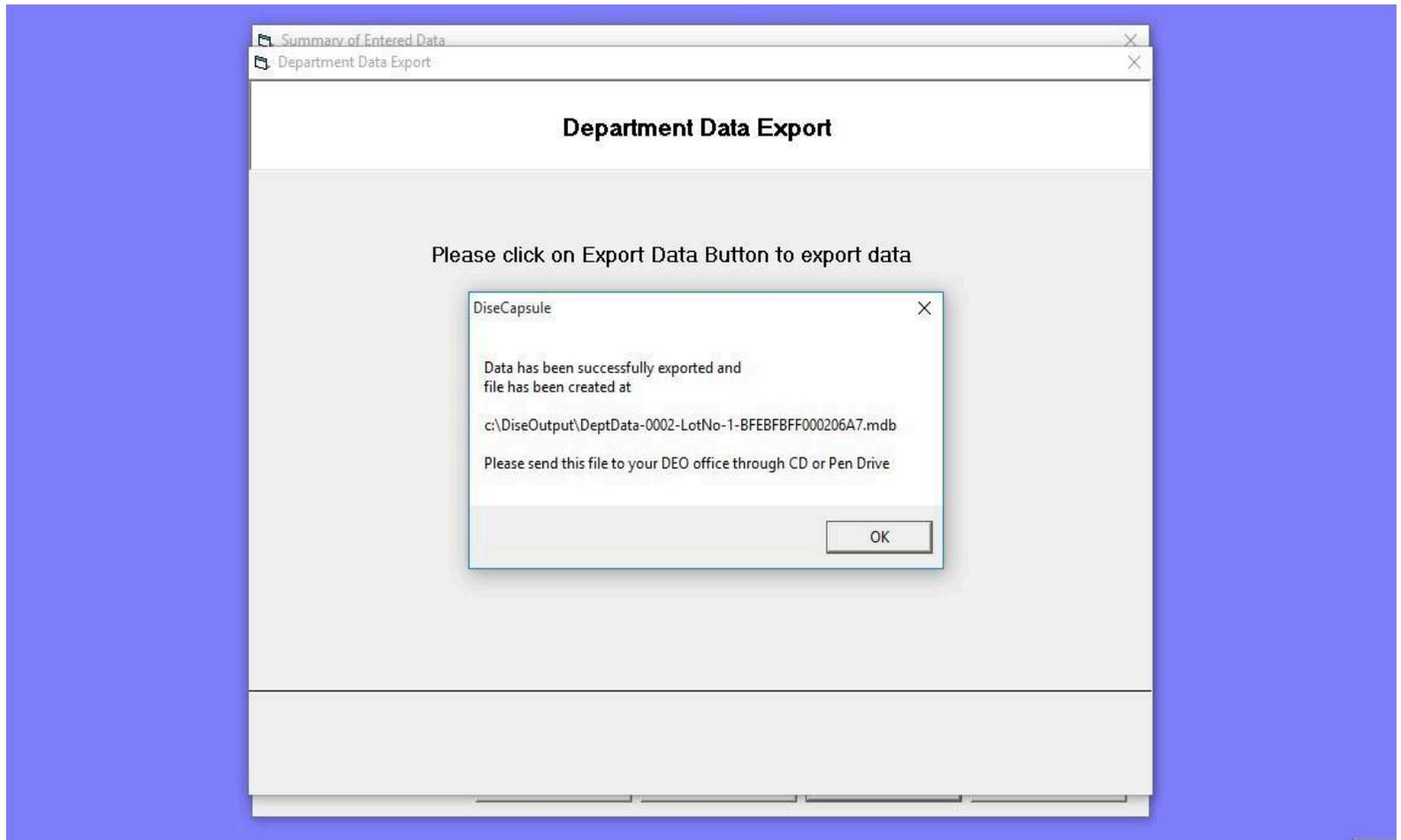
After printing Declaration Certificate It will ask you have you printed Declaration Certificate.



On confirming by pressing Yes Button Department Data Export Screen will appear

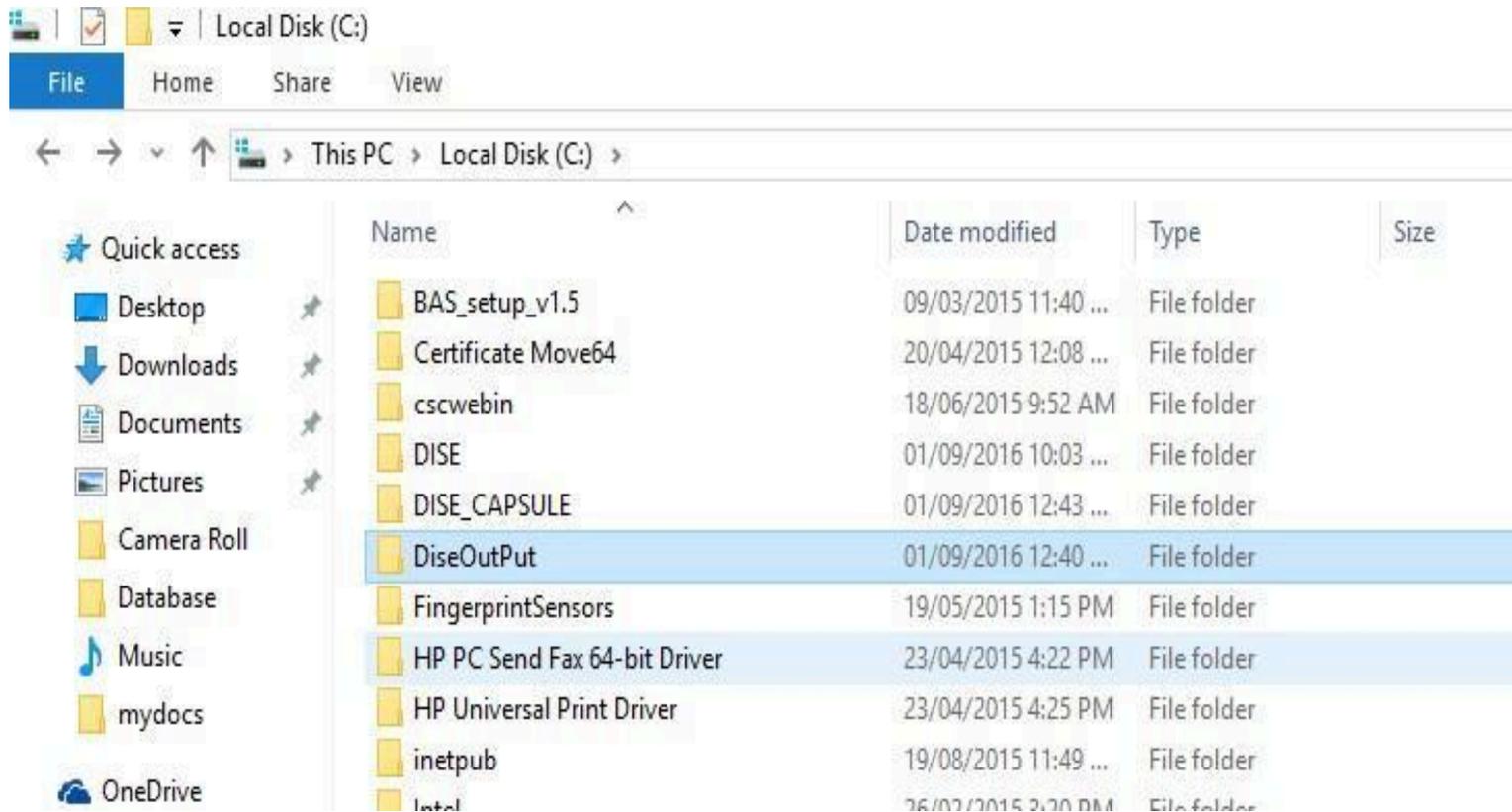


On confirming by pressing Yes Button Department Data Export Screen will appear created



Select the “DiseOutPut” folder as shown below and copy the folder, having exported file, on CD writing

Department and Office Code and Name, submit the same to Election Office alongwith hardcopies of Check List, Summary Report and Declaration Certificate duly stamped and Signed by your HOD or Superintendent/Reporting Officer and Data Entry Operator.



Thank You

