

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 KBsize.
6. Voter IDCard Details
7. Bank Name, IFSC Code of Bank Branch and Bank AccountNo.
8. High Speed Internet Connection on yourComputer.

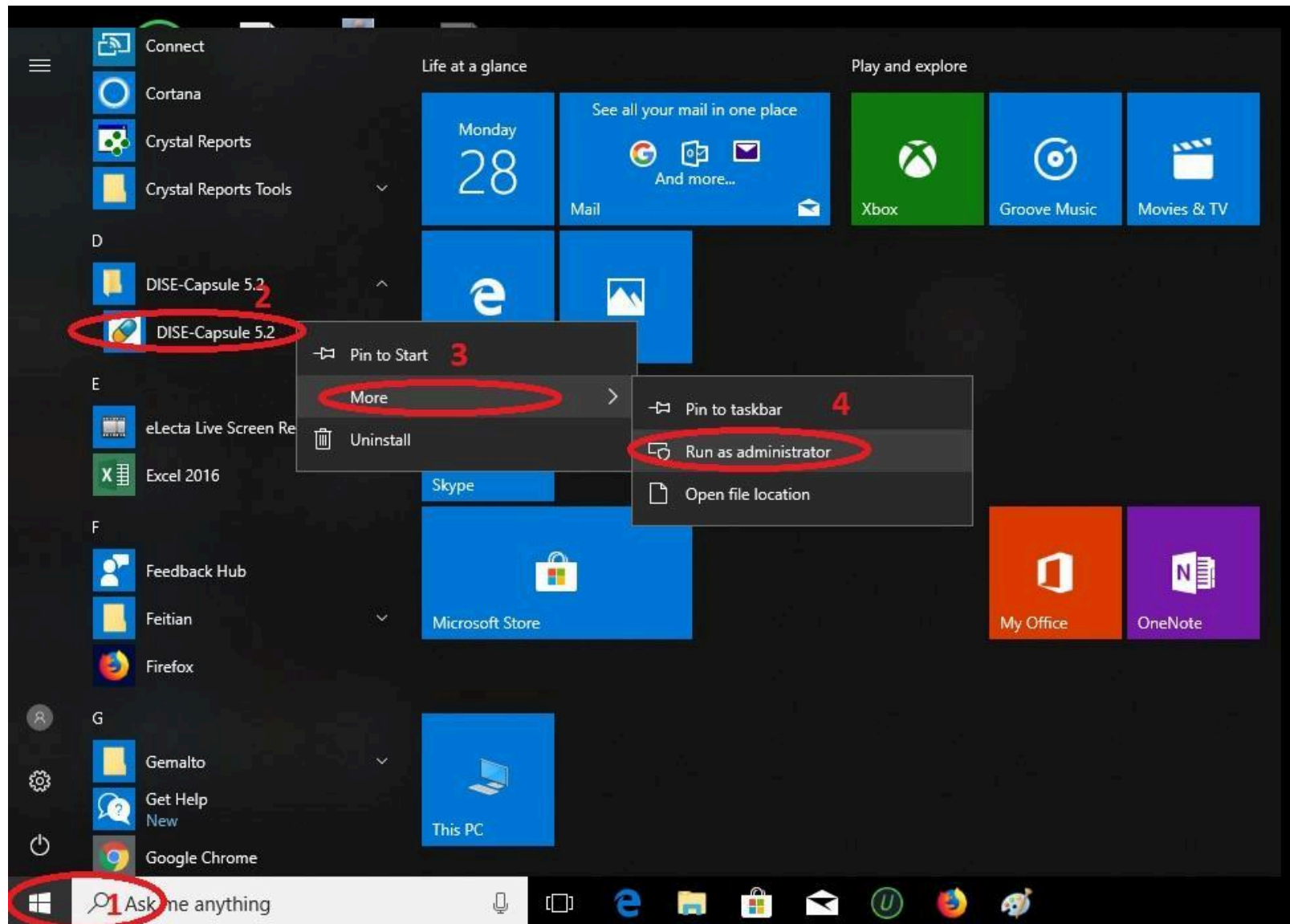
Note: -

- 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.**

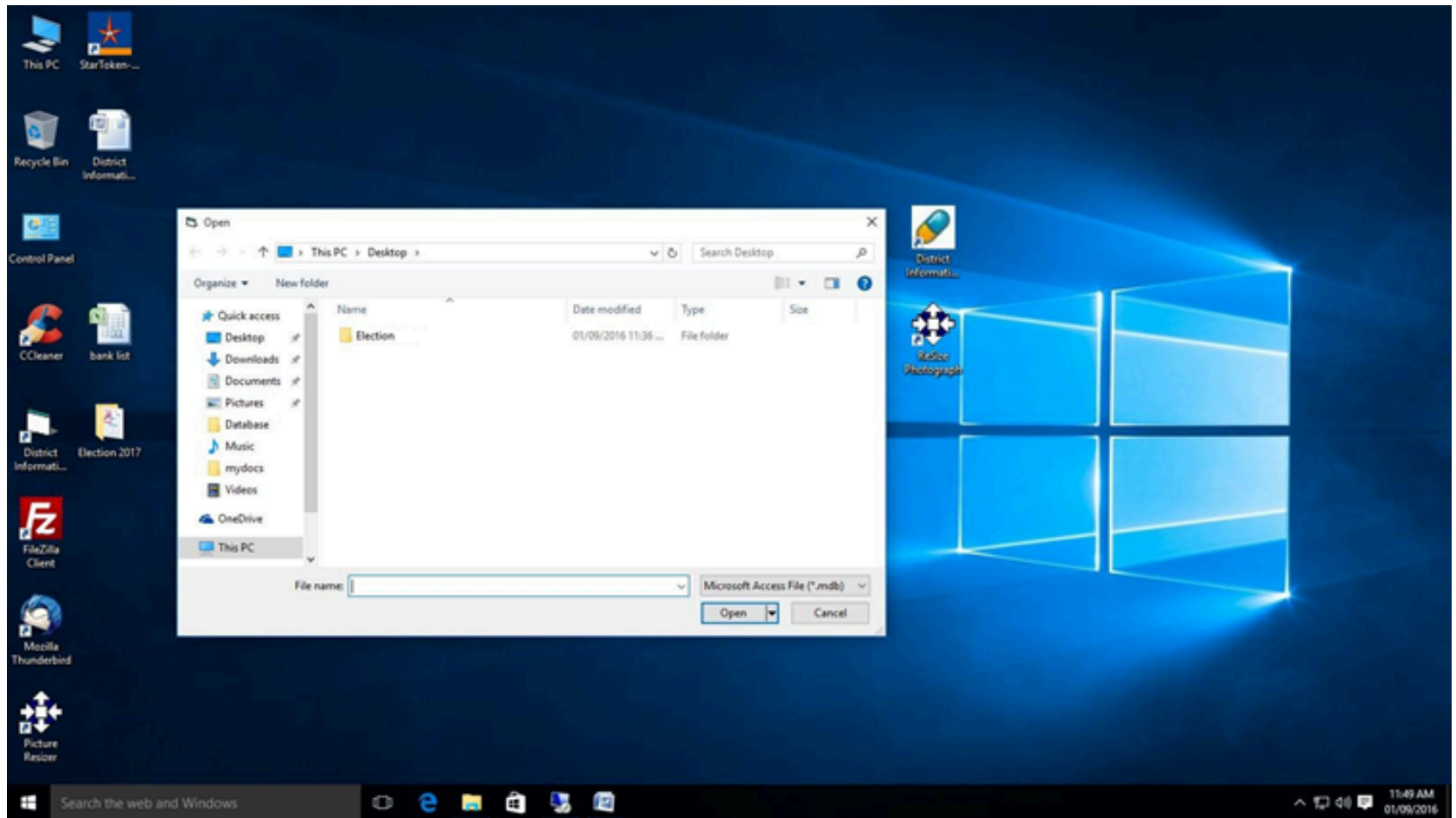
Installation Procedure:

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."

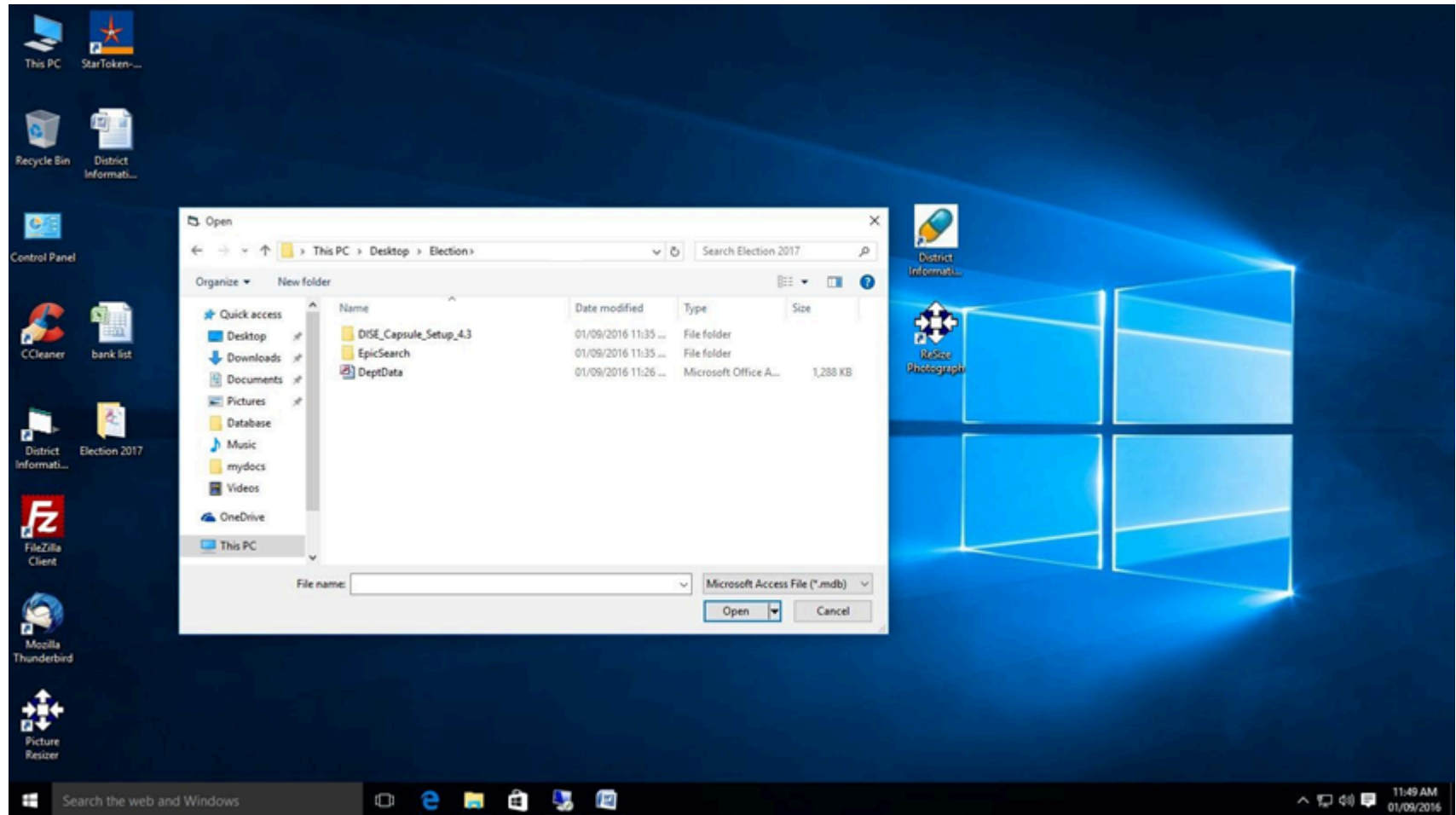
After successful installation follow steps as shown below:



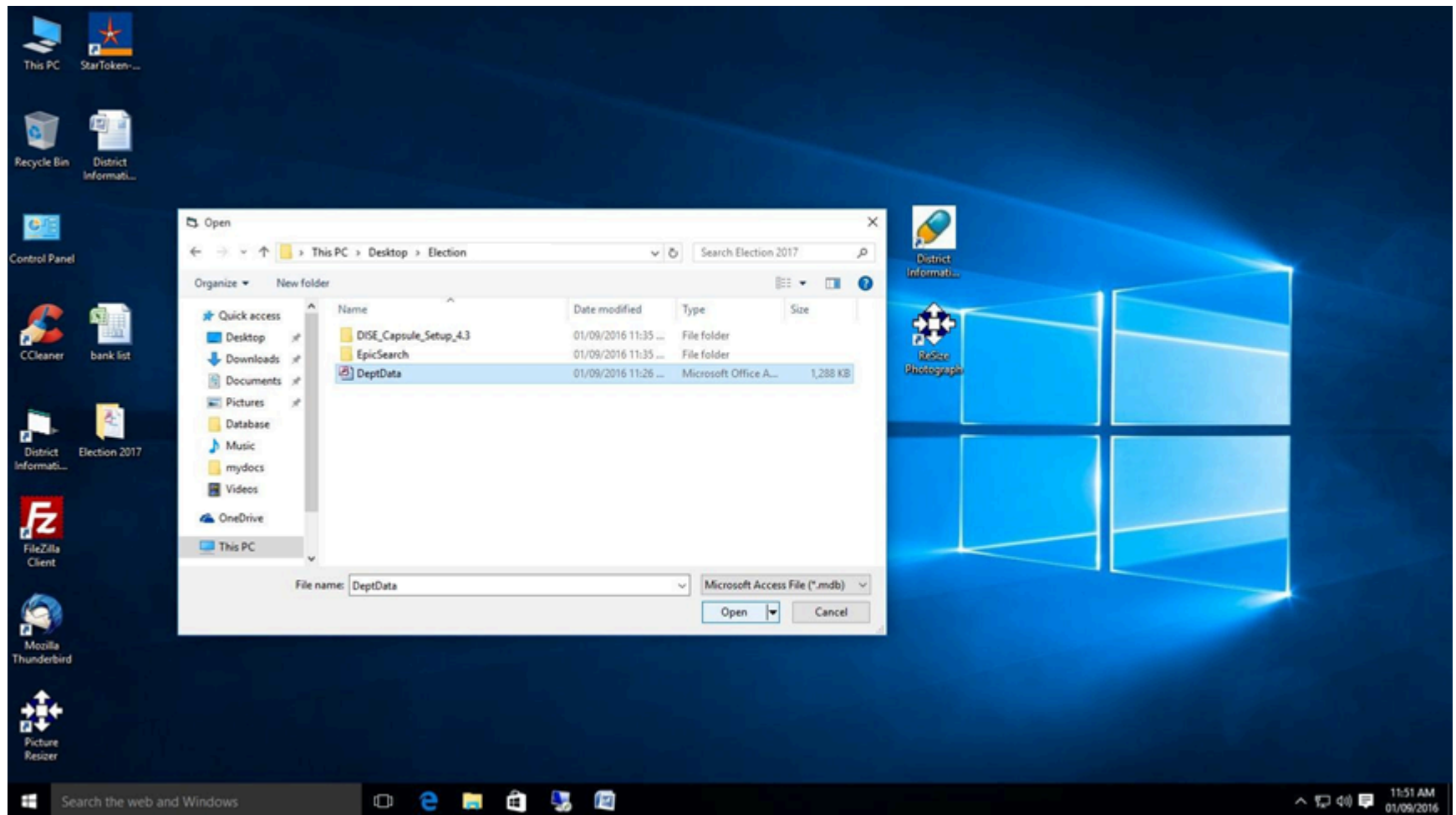
Following Screen will appear:



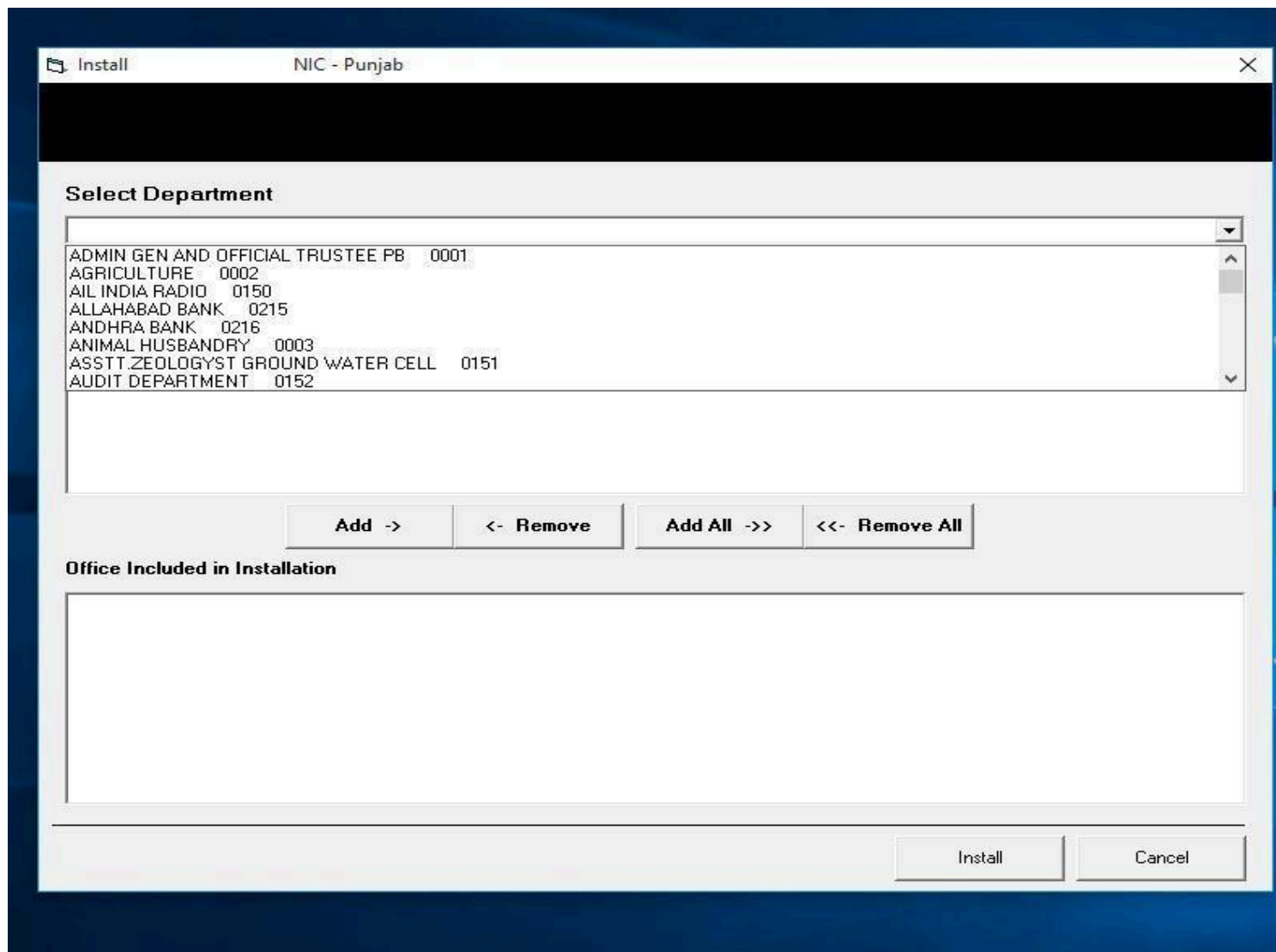
Choose “DeptData.mdb” file from where you have your downloaded folder/files copied on your computer as shown below:



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:

The screenshot shows a window titled "NIC - Punjab" with a standard Windows interface. The window is divided into several sections. At the top, there is a header bar with the text "Install" and "NIC - Punjab". Below this, there is a section titled "Select Department" which contains a dropdown menu. The dropdown menu is currently open, showing a list of departments. The first item in the list is "AGRICULTURE 0002", which is highlighted in blue. Below the dropdown menu, there is a section titled "Office Excluded from Installation". This section contains a list of five offices, each with a checkbox to its left. The first office, "0002 - AGRICULTURE ENGG TOOLS", is highlighted in blue. The other four offices are "0006 - ASTT CANE DEVELOPMENT OFFICER", "0004 - CHIEF AGRICULTURE OFFICER", "0005 - DISTRICT TRAINING OFFICER", and "0003 - PROJECT OFFICER SUGARCANE". Below the list of offices, there are four buttons: "Add ->", "<- Remove", "Add All ->>", and "<<- Remove All". At the bottom of the window, there is a section titled "Office Included in Installation" which is currently empty. In the bottom right corner of the window, there are two buttons: "Install" and "Cancel".

Install NIC - Punjab

Select Department

AGRICULTURE 0002

Office Excluded from Installation

- ☐ 0002 - AGRICULTURE ENGG TOOLS
- ☐ 0006 - ASTT CANE DEVELOPMENT OFFICER
- ☐ 0004 - CHIEF AGRICULTURE OFFICER
- ☐ 0005 - DISTRICT TRAINING OFFICER
- ☐ 0003 - PROJECT OFFICER SUGARCANE

Add -> <- Remove Add All ->> <<- Remove All

Office Included in Installation

Install Cancel

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

The screenshot shows a software installation window titled "Install" for "NIC - Punjab". The window has a standard Windows XP-style interface with a title bar and a close button. The main content area is divided into two sections: "Select Department" and "Office Excluded from Installation".

Select Department: A dropdown menu is set to "AGRICULTURE 0002".

Office Excluded from Installation: A list box contains three items, each with an unchecked checkbox:

- ☐ 0004 - CHIEF AGRICULTURE OFFICER
- ☐ 0005 - DISTRICT TRAINING OFFICER
- ☐ 0003 - PROJECT OFFICER SUGARCANE

Below the list box are four buttons: "Add ->", "<- Remove", "Add All ->>", and "<<- Remove All".

Office Included in Installation: A list box contains two items, each with an unchecked checkbox:

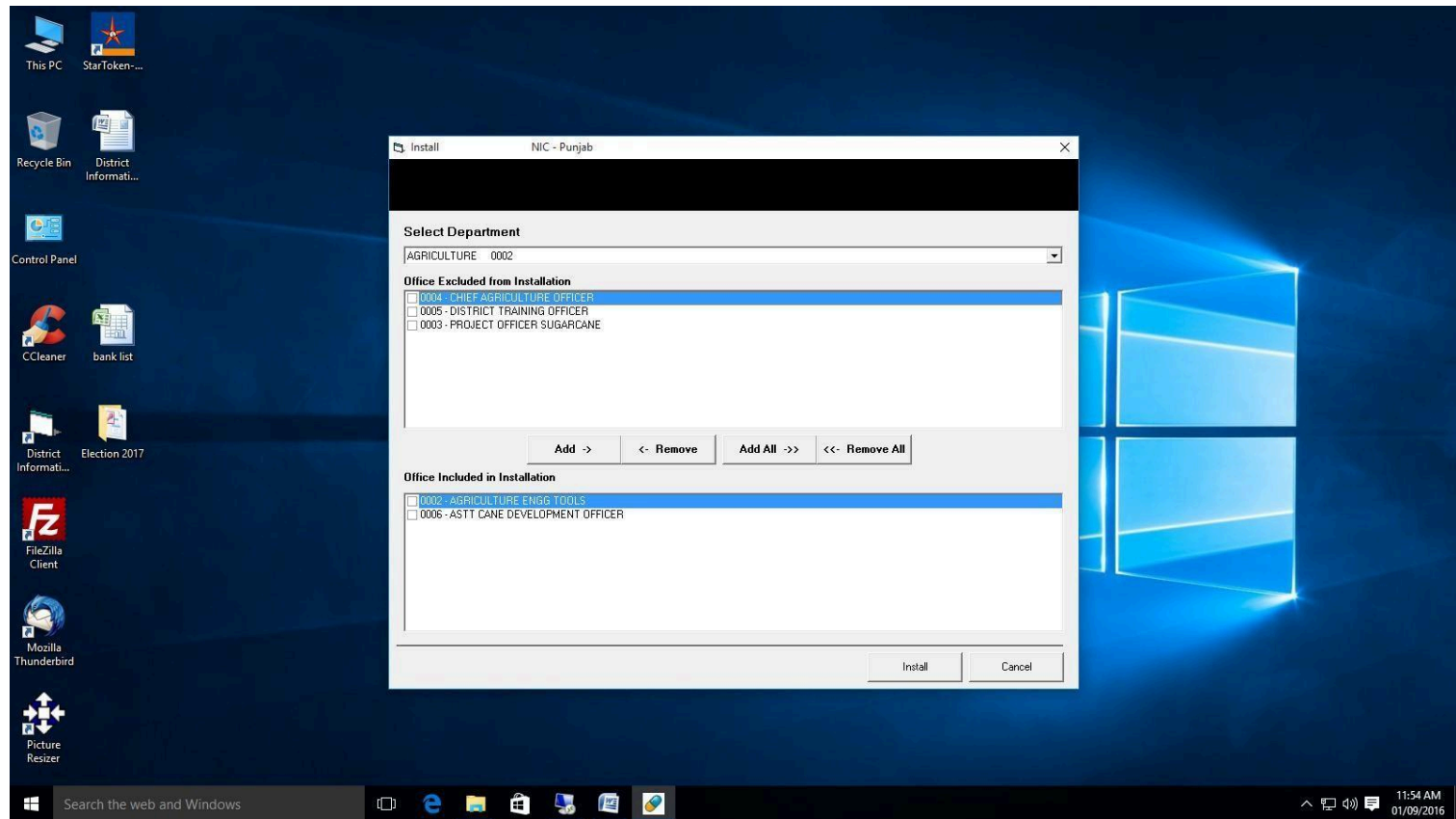
- ☐ 0002 - AGRICULTURE ENGG TOOLS
- ☐ 0006 - ASTT CANE DEVELOPMENT OFFICER

At the bottom right of the window are two buttons: "Install" and "Cancel".

The status bar at the bottom of the window shows "Page: 17 of 17" and "Words: 99".

singlecomputer/machine)

Click on Install Button



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

The screenshot shows a software installation window titled "Select Department". At the top, there is a dropdown menu showing "AGRICULTURE 0002". Below this, the window is divided into two sections: "Office Excluded from Installation" and "Office Included in Installation".

Office Excluded from Installation:

- ☐ 0004 - CHIEF AGRICULTURE OFFICER
- ☐ 0005 - DISTRICT TRAINING OFFICER
- ☐ 0003 - PROJECT OFFICER SUGARCANE

Office Included in Installation:

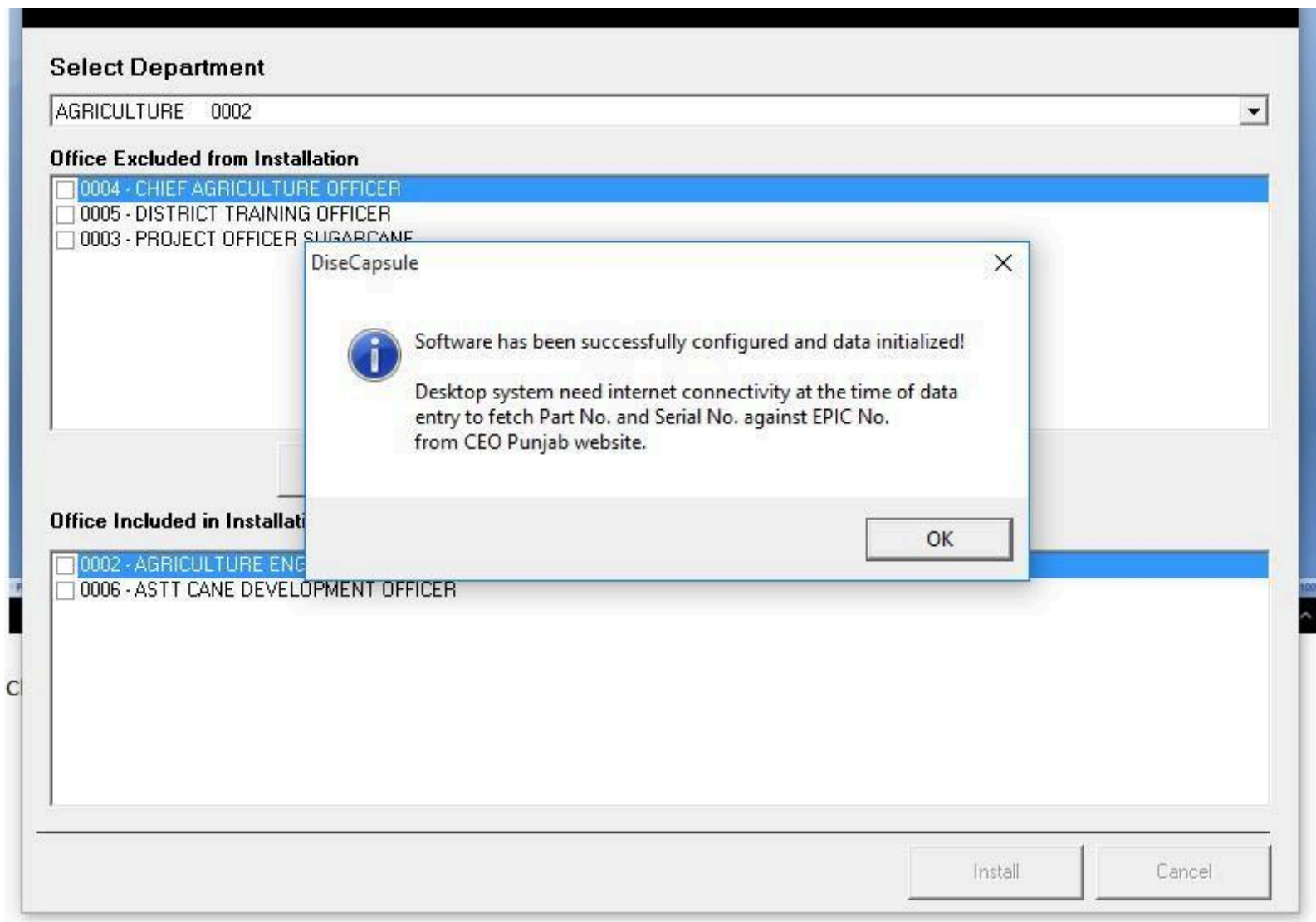
- ☐ 0002 - AGRICULTURE ENGG TOOLS
- ☐ 0006 - ASTT CANE DEVELOPMENT OFFICER

A confirmation dialog box titled "Installation" is overlaid on the main window. It contains the text: "Do you want to install for Department AGRICULTURE 0002". At the bottom of the dialog box are two buttons: "Yes" and "No".

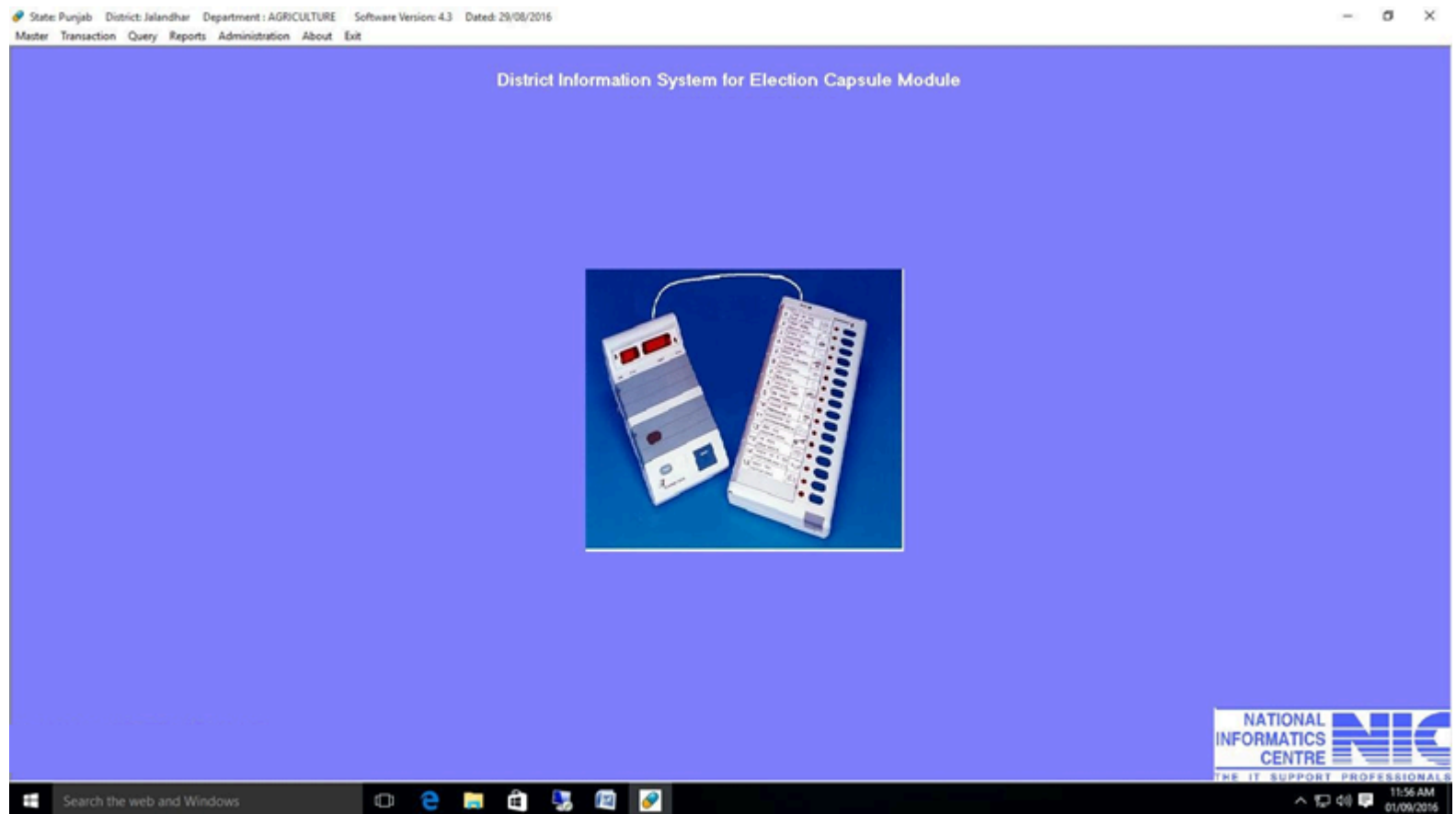
At the bottom of the main window, there are two buttons: "Install" and "Cancel".

Click on Yes Button

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

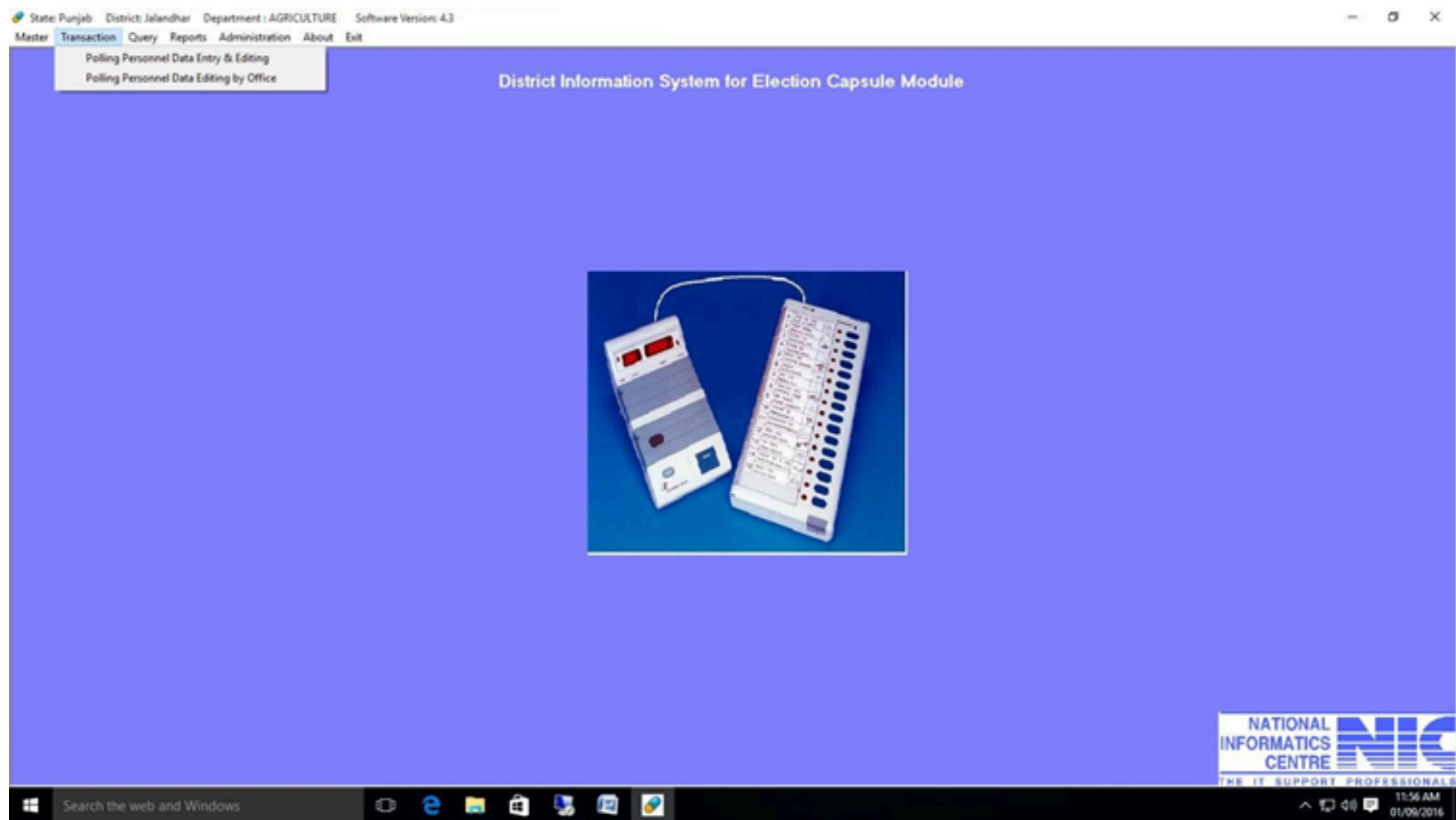


On Successful installation of Software following screen will appear:



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 Part No. Other 0

Sr. No. in Part No. Aadhaar No. Date of Birth Date of Retirement

Mobile No. Email ID

Bank Name Bank A/c No.

Itsc Code Handlap On Long Leave

Remarks

No Photo Available

Capture Photograph

Upload Photograph

Save

Undo

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

NATIONAL INFORMATICS CENTRE NIC THE IT SUPPORT PROFESSIONALS

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 ☐ Female

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: PRO

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): 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: 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

Isac Code: SBIN0000629

☐ Handap ☐ On Long Leave

Remark:

No Photo Available

Capture Photograph

Upload Photograph

Save

Undo

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

NIC
Driving the Next Generation Government

Search the web and Windows

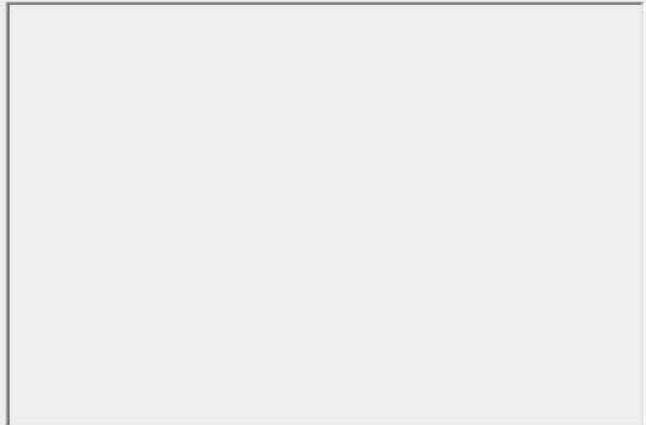

12:06 PM
01/09/2016

And Capture or Upload Existing Image

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Employee Photo Capturing Session



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

Depart

1. Dep AG

2. Offi AG

3. Nam HA

4. Fath SU

5. Desi DA

7. Clas B

9. Basic 2100

10. O AGP JALA

EPIC

LPR

Sr. N 674

Mobil 9876

Bank

State

Ifsc C

SBIN0000023

Remarks

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

The screenshot displays the 'Jalandhar-Polling Personnel Data Entry & Editing' software interface. The main window has a menu bar with 'Record', 'Goto', and 'Exit'. Below the menu is a toolbar with icons for 'Add', 'Edit', 'Delete', 'Find', 'Print', 'First', 'Previous', 'Next', 'Last', and 'Exit'. The central area is titled 'Employee Photo Capturing Session'. It features a large image of a man's face with a dashed rectangular crop box overlaid. To the right of this image is a smaller, cropped version of the same photo. Below the main image is a 'Capture' button, and below the cropped image is a 'Back' button. To the right of the 'Back' button is a text box containing instructions: 'By :- National Informatics Centre(NIC), Punjab State Centre, Chandigarh' followed by a list of four steps: 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. On the left side of the window, there is a vertical list of fields for data entry, including 'Depart', '1. Dep', '2. Offi', '3. Nam', '4. Fath', '5. Desi', '7. Clas', '9. Bas', '10. O', 'AGR', 'JALA', 'EPIC', 'LPR', 'Sr. N', '674', 'Mobil', '9876', 'Bank', 'State', 'Ifsc C', 'SBIN0000000', and 'Remarks'. At the bottom of the window, there is a status bar showing the date '01/09/2016', a 'Save record' button, and the page number '-1/0' and time '12:10 PM'.

Jalandhar-Polling Personnel Data Entry & Editing

Record Goto Exit

Add Edit Delete Find Print First Previous Next Last Exit

Employee Photo Capturing Session

Depart

1. Dep AG

2. Offi AG

3. Nam HA

4. Fath SU

5. Desi DA

7. Clas B

9. Bas 2100

10. O AGR JALA

EPIC LPR

Sr. N 674

Mobil 9876

Bank

State

Ifsc C

SBIN0000000

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

01/09/2016 Save record -1/0 12:10 PM

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

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

Designaton wise: PO
Pay Scale wise: PRO

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

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. Native constituency (Please select) 37

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

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

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

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

6. Sex

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 E@GMAIL.COM

Bank Name State Bank of India

Bank A/c No. 1234567891

Ifsc Code SBIN0000629

Handiap On Long Leave

Remarks

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

OK

Capture Photograph

Upload Photograph

Save

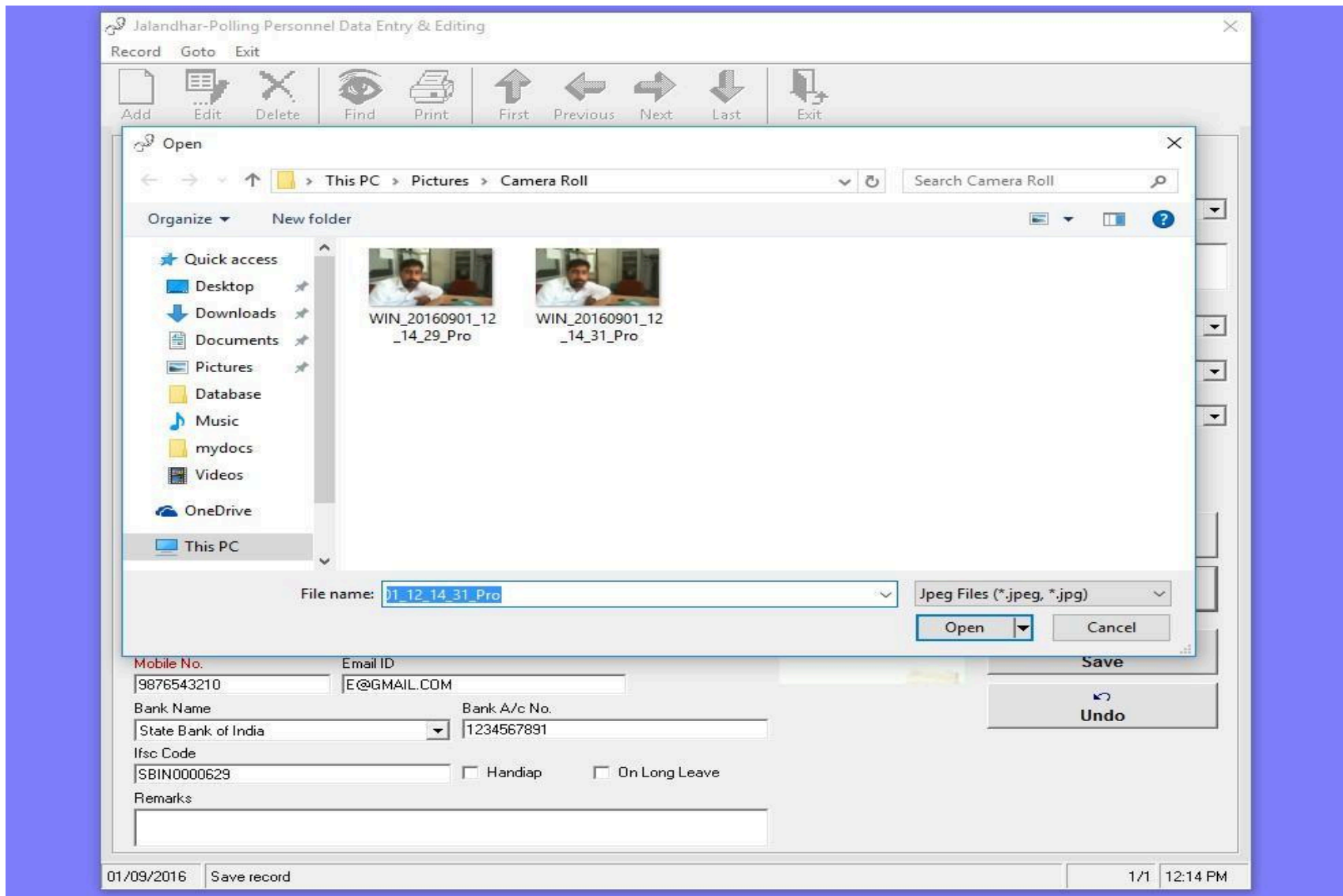
Undo

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

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

Picture size is more than 20 KB.
Please reduce picture size with Pic Sizer software
and retry Picture upload

OK

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



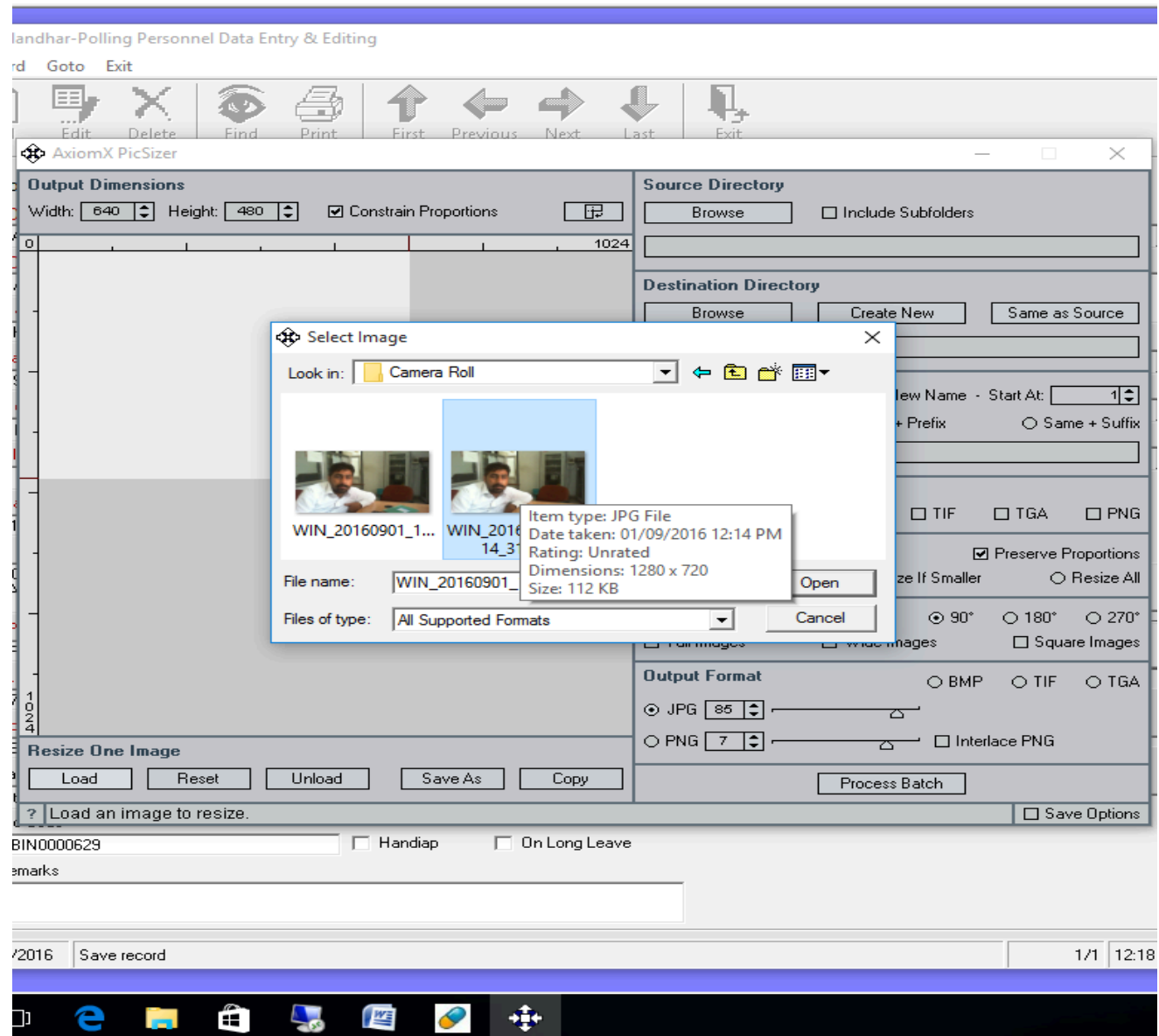
District
Informati...



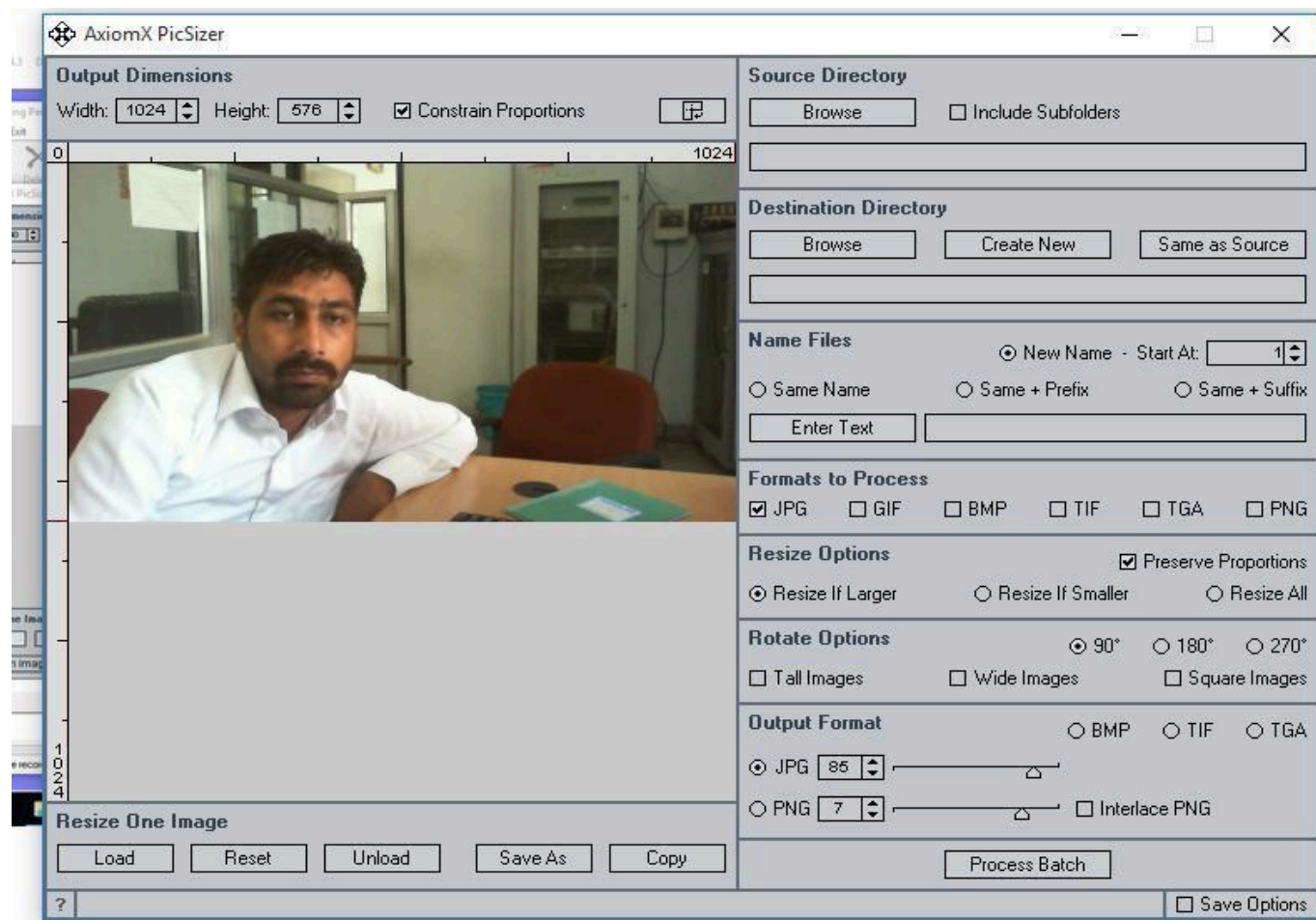
ReSize
Photograph

Load Photo by selecting image available on your computer

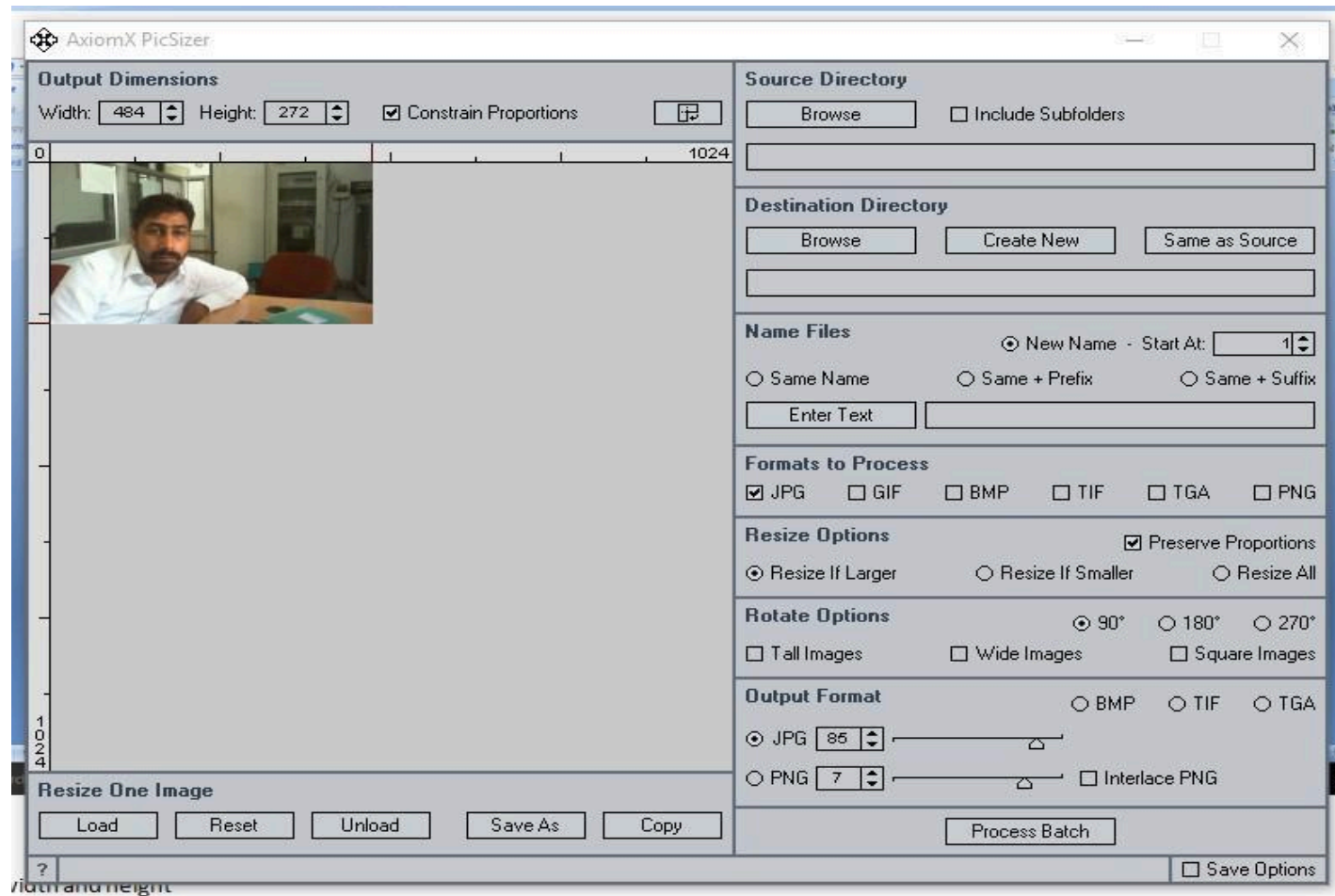
are Version: 4.3 Dated: 29/08/2016



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

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

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 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. Native constituency (Please select)

15. Native constituency

Designation with Pay Scale wise

EPIC No. LPR2112134

Vote Registered at AL Dasuya

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

Handicap 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

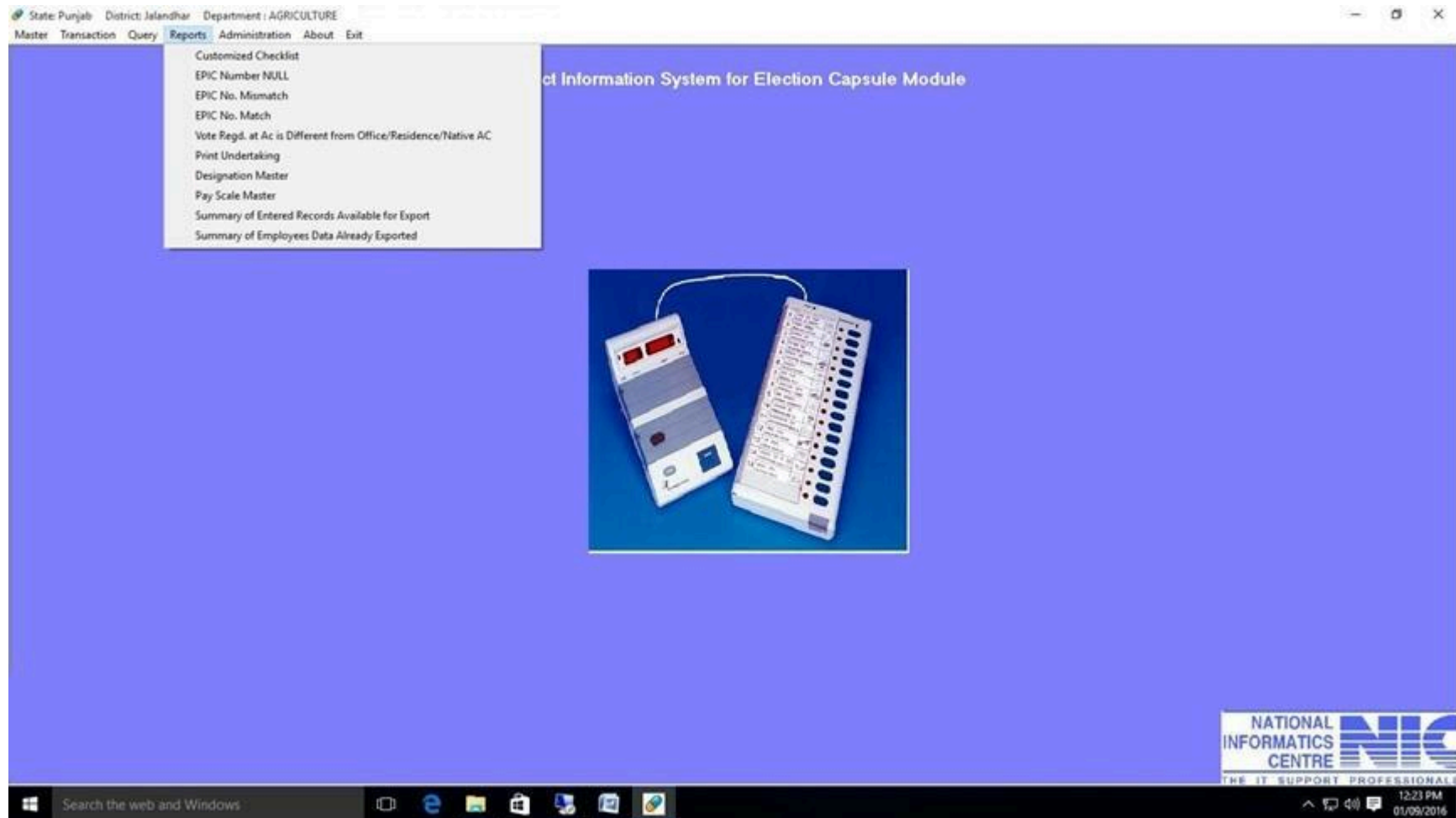
☐ Handiap ☐ On Long Leave

Remarks

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

For Printing Report

Go to Reports



Go to customize checklist and select Department and Office

Check List

Checklist for Polling Personnel

☒ Department

AGRICULTURE0002

☐ Office

☐ Designation

☐ Sex

☐ Lot Number

☐ Category A/B/C/D

☐ Pay Scale

☐ Posting Cons.

☐ Home Cons.

☐ Class

☐ Deleted

Exempted

☐ Exclude Deleted Records

Report

Exit

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

List of officials Department: AGRICULTURE							
01/09/2016							
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				Mobile Number	Res. Address	Currently Selected As
Sl No.	Gender		Data Exported	Class	eMail ID	DOB	
Regd.Voter Const.	Bank A/c No.		EPIC No.	Aadhaar No.			
	IFSC code						
	Bank Name						
AGRICULTURE ENGG TOOLS							
1	HARMEET SAINI		AGRICULTURE	15600-39100-5400	Jalandhar Central	Jalandhar Cantt.	PRO
	SURINDER KUMAR						No
1	DATA MANAGER		AGRICULTURE ENGG TOOLS	21,000	AGRICULTURE ENGG TOOLS JALANDHAR	Jalandhar Central	PRO
48	M					JALANDHAR	
674	1234567891		N	B	9876543210	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

Print Declaration Certificate

1 of 1 100% Total:0 100% 0 of 0

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.

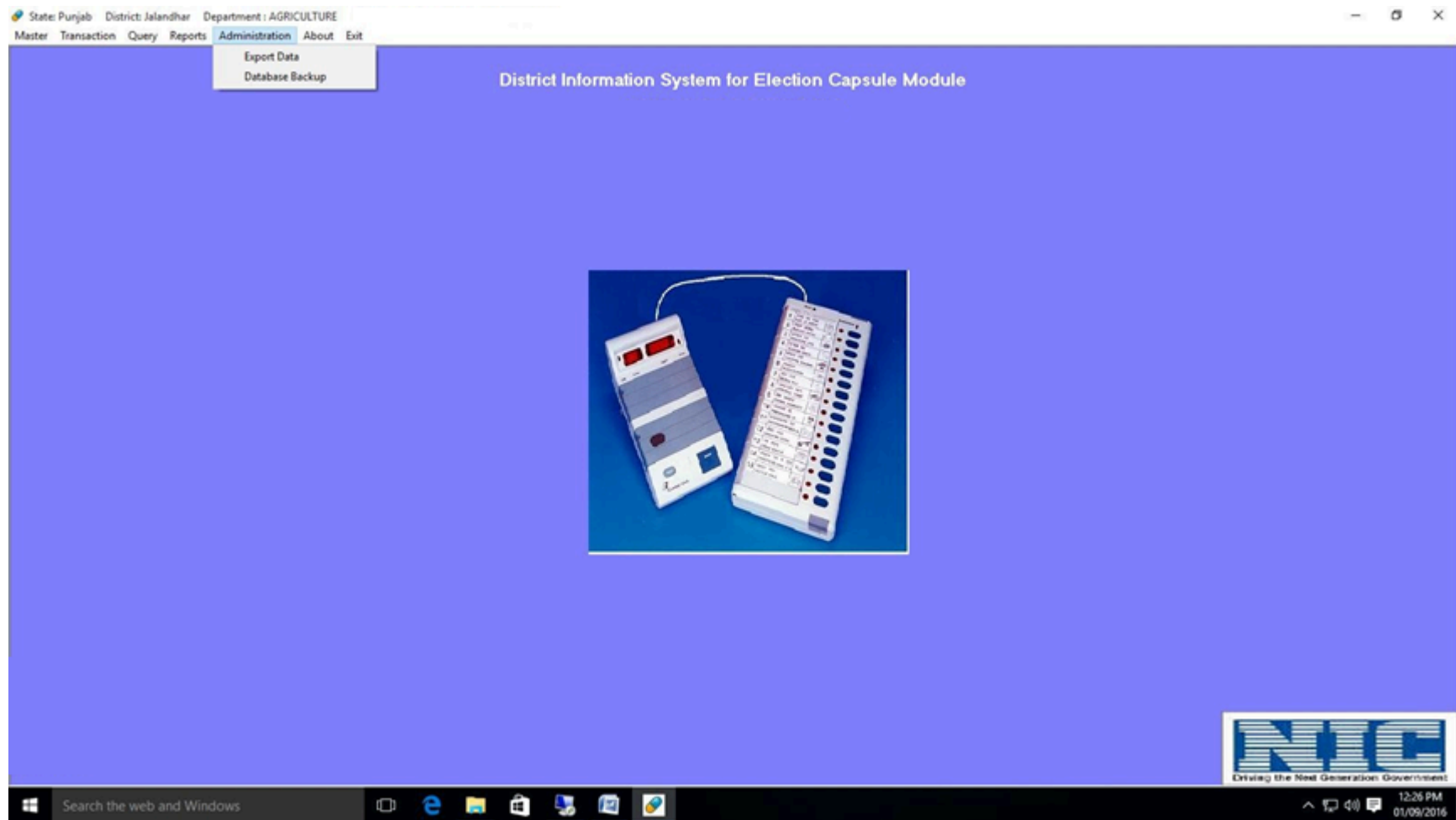
Signature of Data Entered By Name: _____	Signature of Office Superintendent Name: _____
---	---

Search the web and Windows

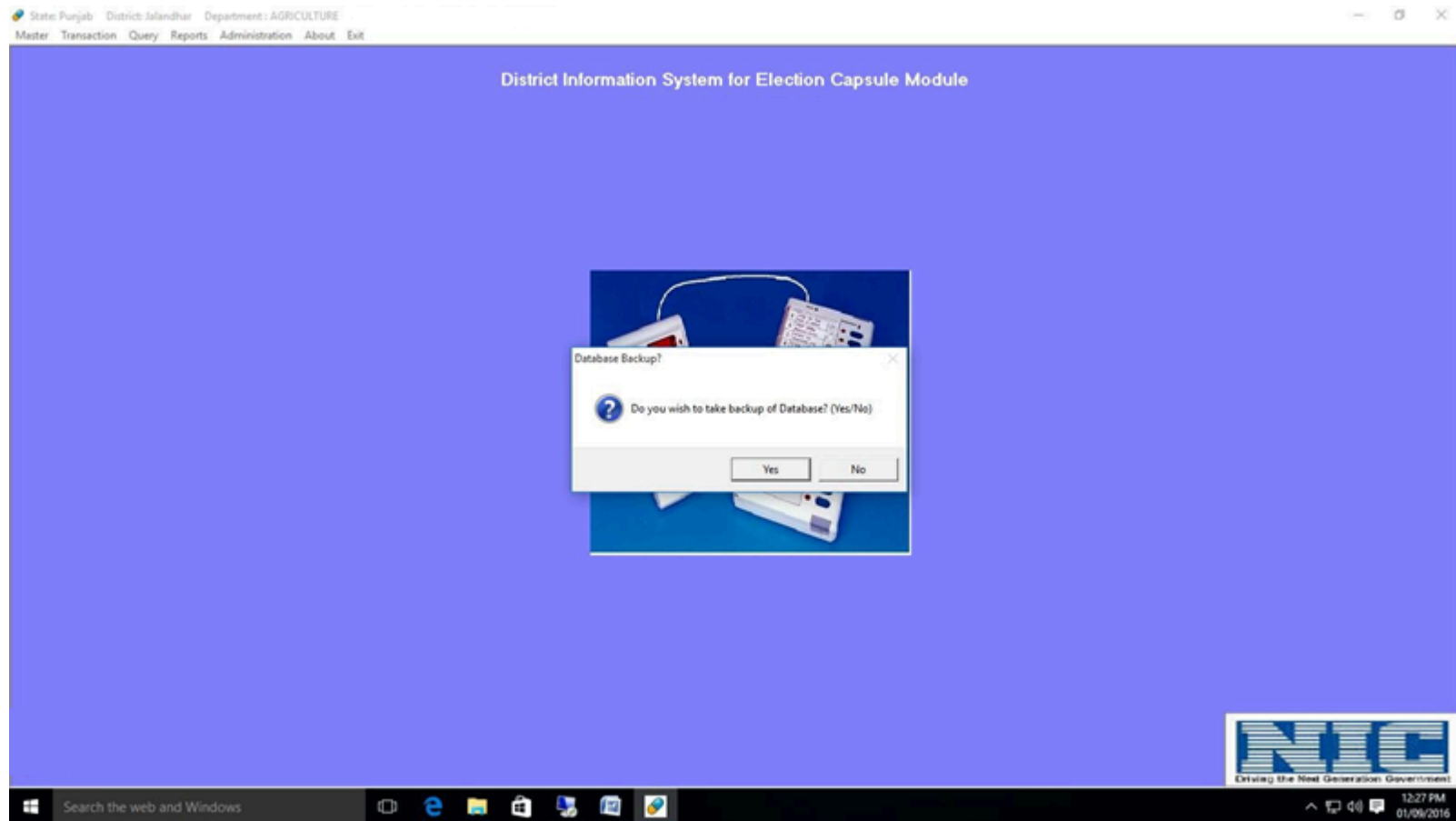
12:25 PM 01/09/2016

How to Send Data Back to Election Office

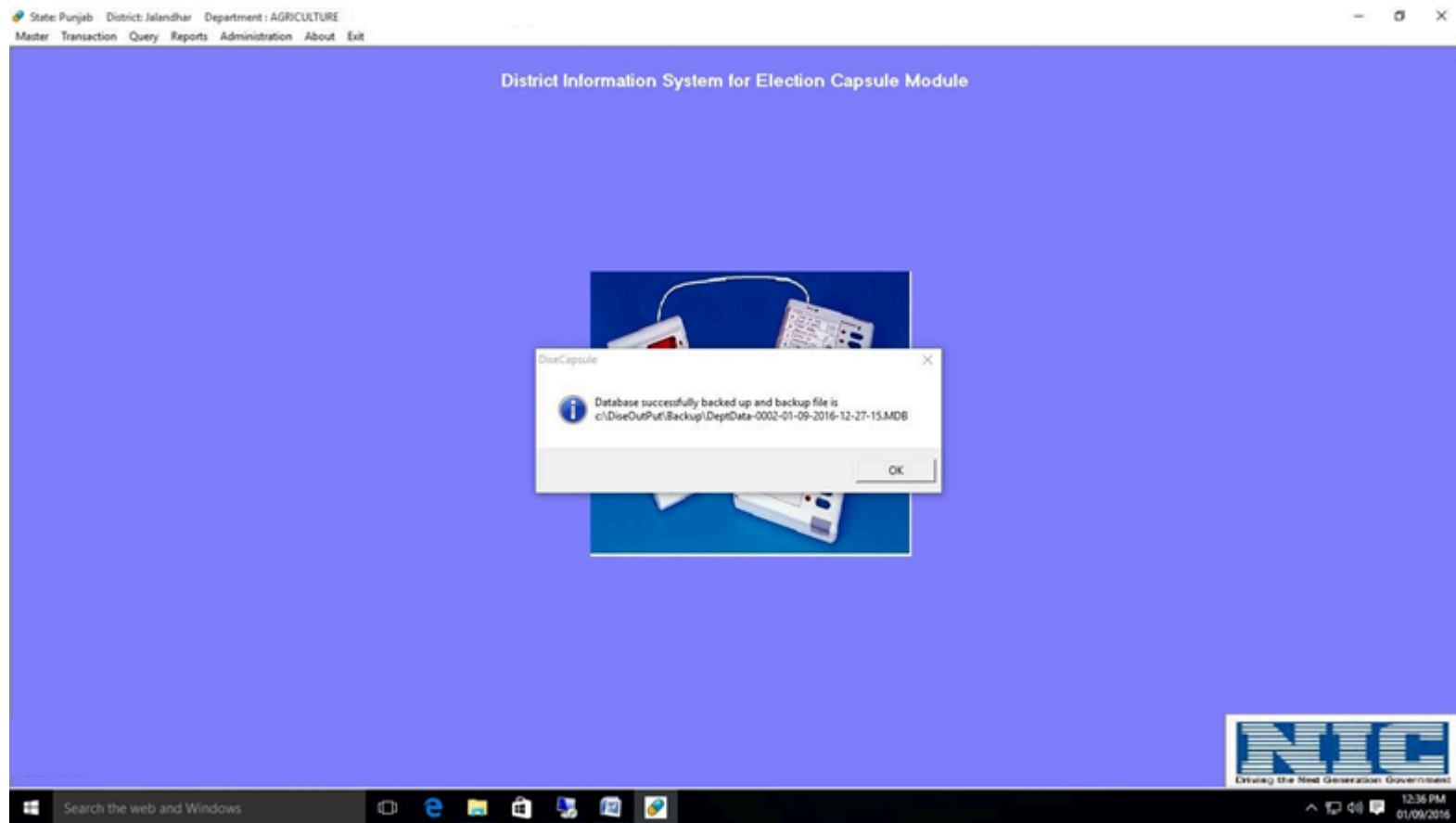
Go to Data Administrator



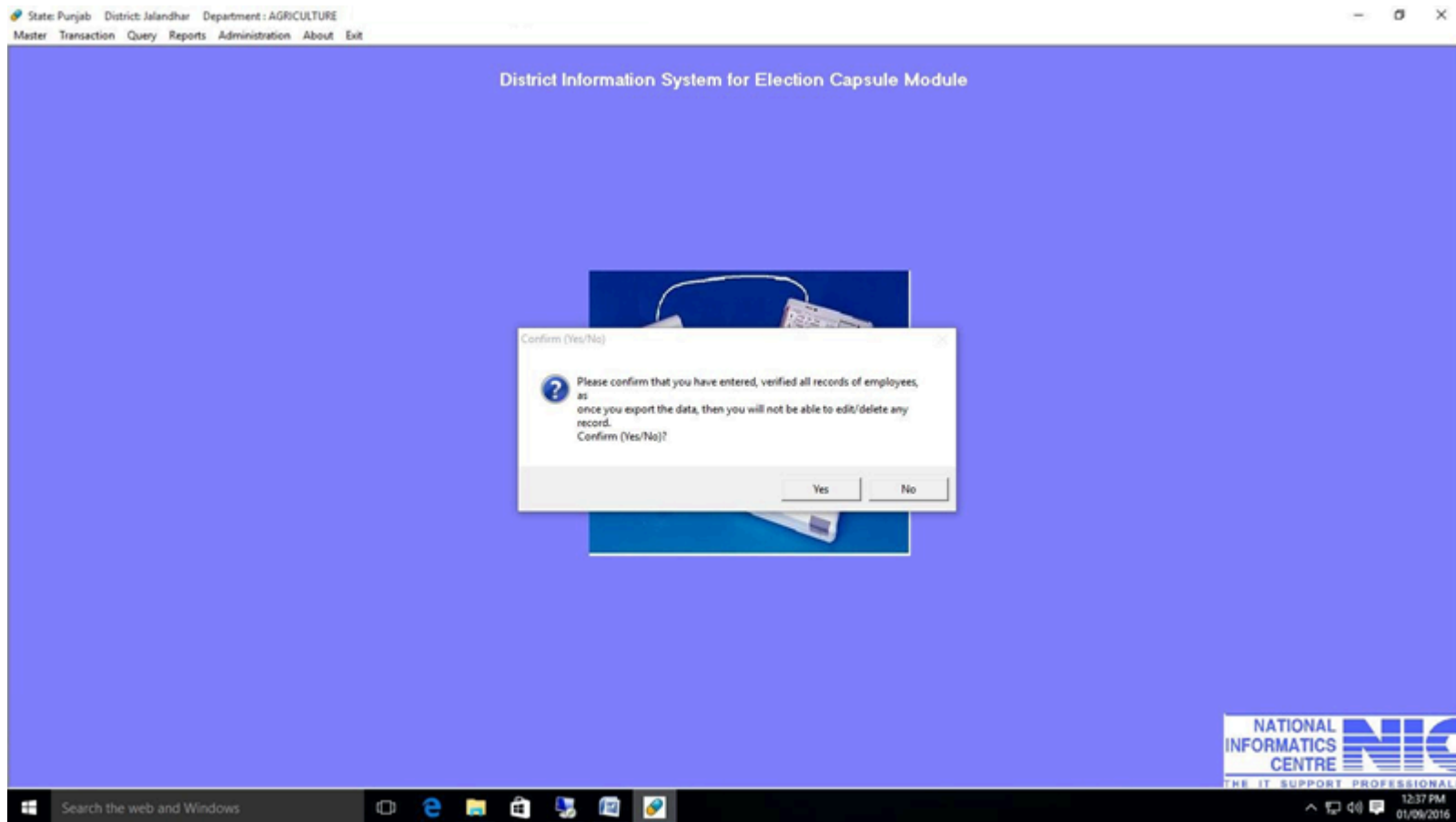
Select Database Backup option ☐Click Yes



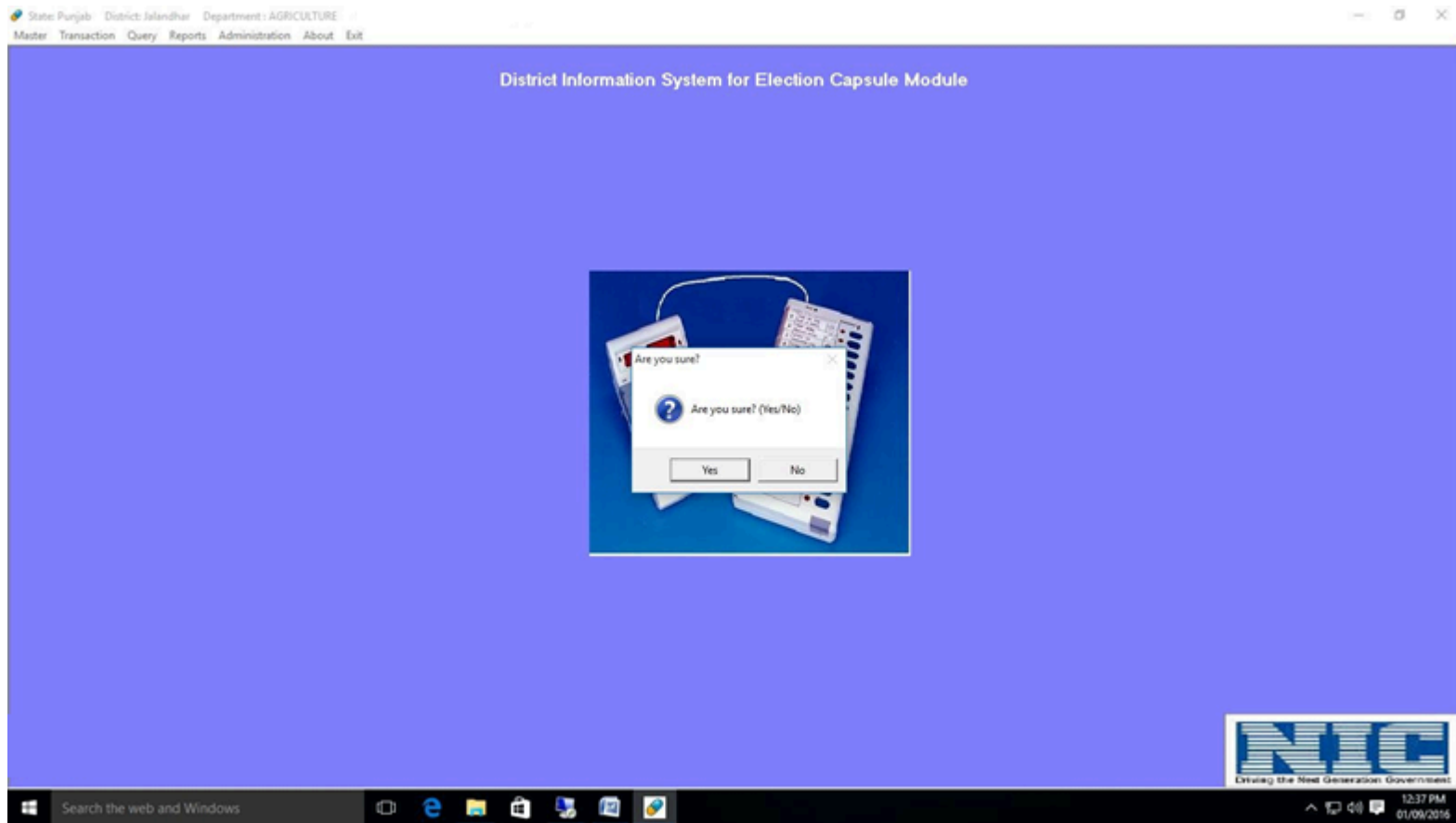
Data will be backed up in specific location as shown below



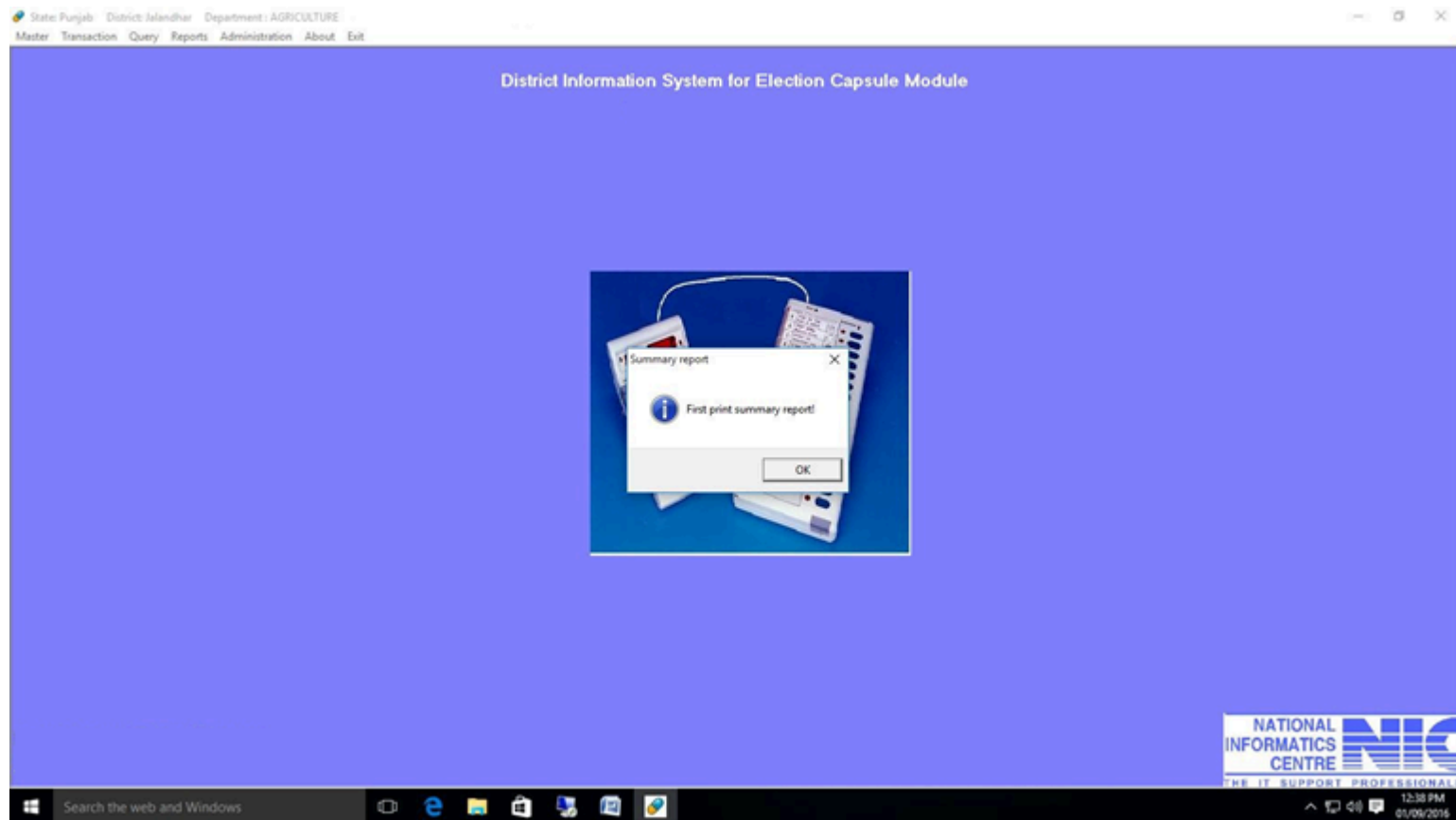
Now for Exporting Data Click on Administration → Export Data Link button



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	JALANDHAR	1

Total Records: 1

Print Summary Print Declaration Export Data Exit

NATIONAL INFORMATICS CENTRE NIC
THE IT SUPPORT PROFESSIONALS

Search the web and Windows 12:38 PM 01/09/2016

Print the Summary

Summary of employees data available for export

1 of 1 100% Total: 1 100% 1 of 1

Summary of Employees Data Available for Export, District Jalandhar

Department: AGRICULTURE 01/09/2016

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

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

Summary of Entered Data

District: Jalandhar

Department: AGRICULTURE

Data Already Exported					
	Lot No.	Code	Office Name	Address	Total

Have you printed summary report? (Yes/No)

Yes No

	Code	Office Name		Total
▶	0002	AGRICULTURE ENGG TOOLS	JALANDHR	1

exported: 0

Total Records: 1

Print Summary Print Declaration Export Data Exit

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

Print Declaration Certificate

1 of 1 100% Total:0 100% 0 of 0

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: _____
---	---

Search the web and Windows

12:39 PM
01/09/2016

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

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, there is a table titled "Data Already Exported" with the following columns: Lot No., Code, Office Name, Address, and Total. The table is currently empty.

A confirmation dialog box is overlaid on the window. It has a title bar "Confirmation!" and a close button (X). The dialog contains a question mark icon and the text: "Have you printed Declaration Certificate? (Yes/No)". There are two buttons at the bottom of the dialog: "Yes" and "No".

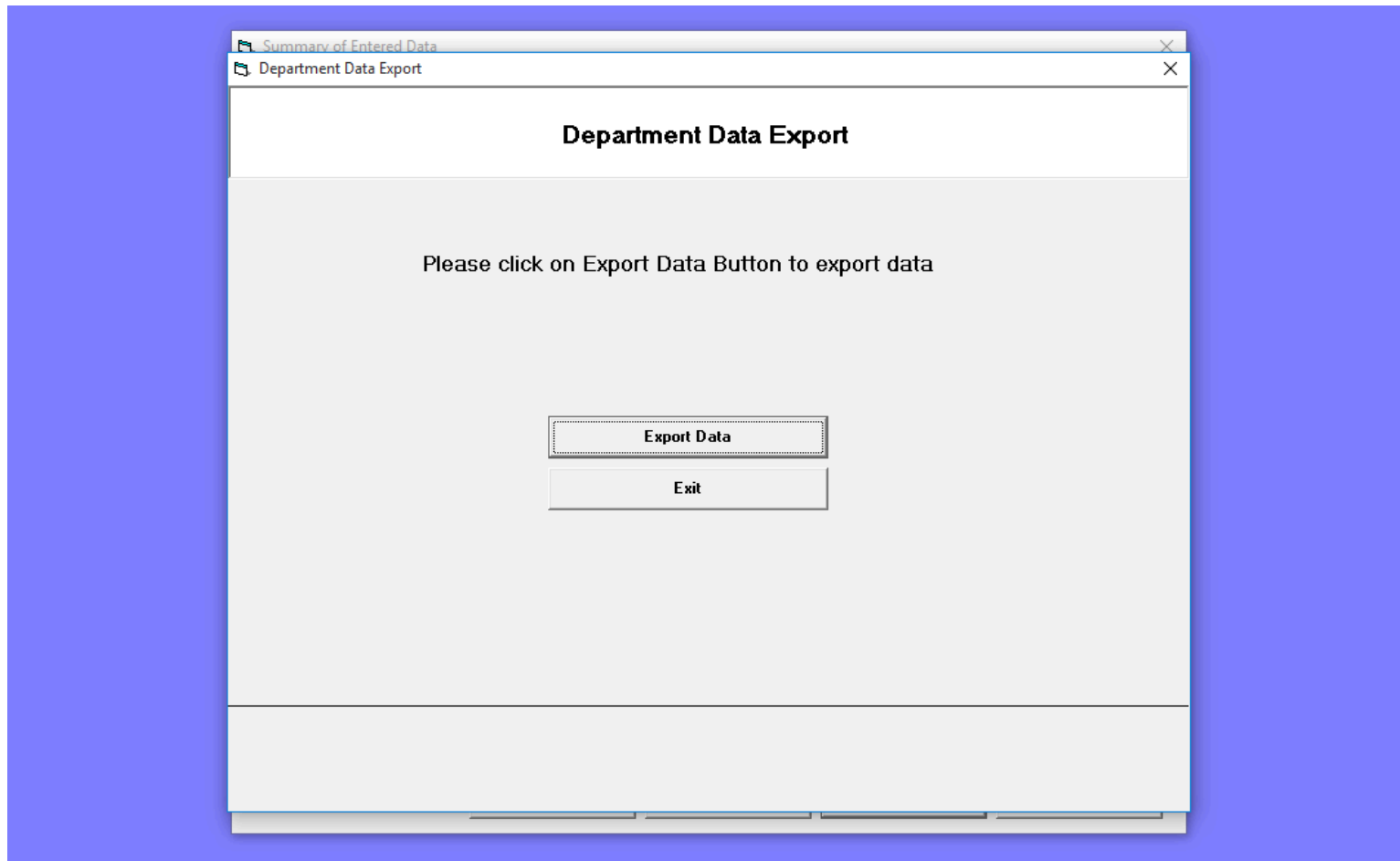
Below the dialog, there is another table with the following columns: Code, Office Name, Address, and Total. The table contains one record:

Code	Office Name	Address	Total
0002	AGRICULTURE ENGG TOOLS	JALANDHR	1

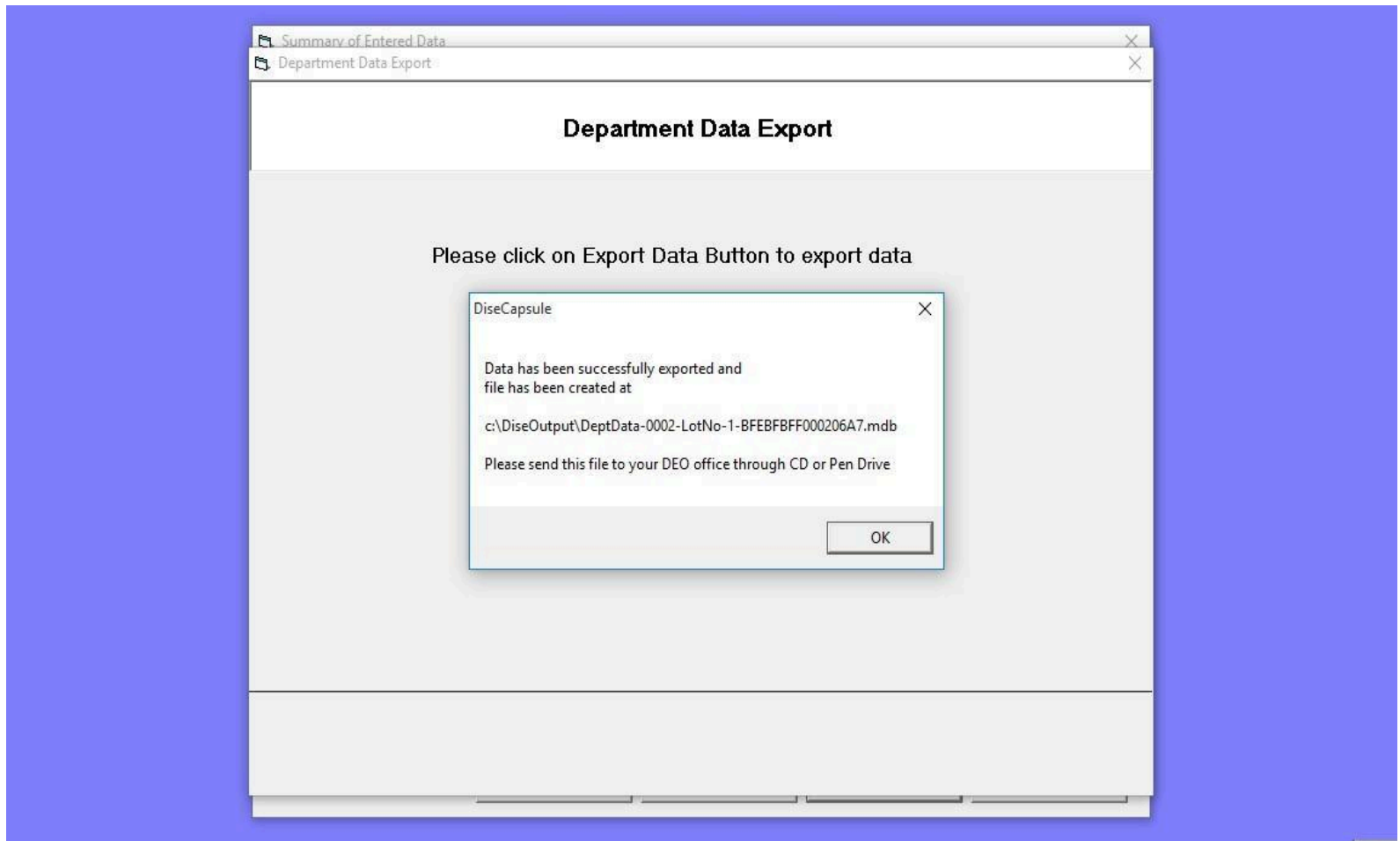
Below the table, it says "Total Records: 1".

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

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

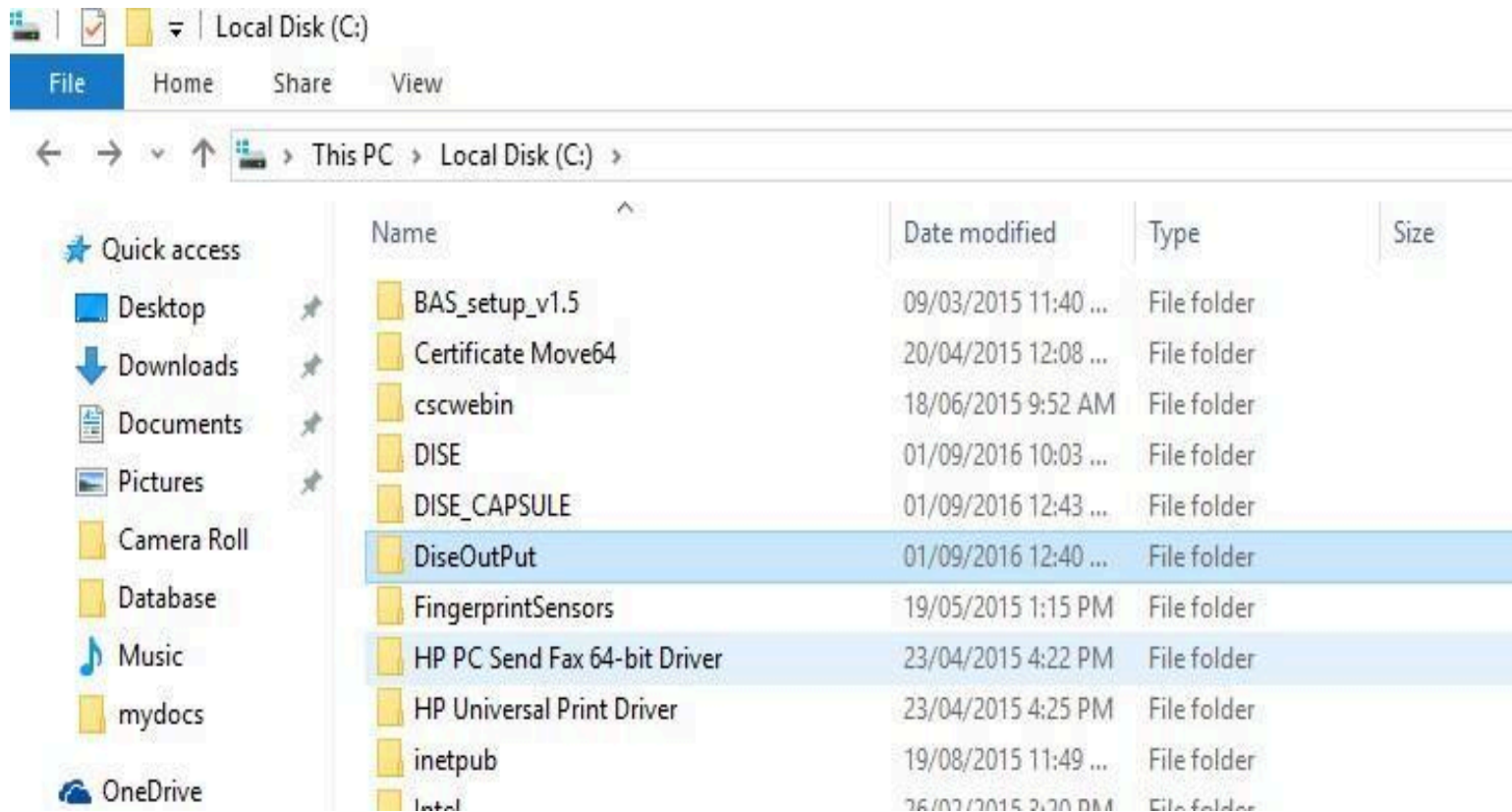


On confirming by pressing Yes Button Department Data Export Screen will appear created



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

