



No: RMS/ 510 /20

Date: 4th December, 2020

NOTICE

With reference to the Memo No. 622/DDM dated 13.10.2020 (copy attached) of the District Magistrate & District Election Officer, Howrah, all regular employees (teaching and non-teaching) of the Institute are hereby requested to furnish their details as per the attached format to their respective heads (Deans /Heads of the Departments /Schools / Centres/Sections) by 11th December, 2020.

The Deans /Heads of the Departments /Schools / Centres are also requested to send all the filled in formats (submitted by the concerned employees) by 15th December, 2020 to the record section.

The employee who will not be able to attend the Institute during this period may please submit the filled in format to the following email address by 11th December, 2020: ar.adm.iests@gmail.com.

Sd/-
(Dr. Biman Bandyopadhyay)
Registrar

Encl: As stated

Memo No: RMS/ 510 /20 (7)

Date: 4th December. 2020

Copy forwarded for information and necessary action to:-

1. The Private Secretary to the Director
2. All Deans/ All Head of the Determents /Centres / Schools
3. All Hostel Superintendents
4. All Officers
5. The Superintendent of Workshop
6. The Superintendent (Record Section)
7. The Institute Website

11/12/2020
Registrar

Format for furnishing detailed information of employees

Name in full (block letters)	
Designation in full (block letters)	
Date of Birth	
Sex (M/F)	
Assembly Constitution No. & Name	
Part No.	
Serial No.	
Epic No. (Voters photo Id card)	
Pay band / Scale	
Basic Pay	
Grade Pay	
Whether work ing in the district for 3 yrs. Out of 4 yrs. As on 31.12.2020 (Y / N)	
Residential Address ::	
Present	
Permanent	
Assembly constituency Number (New) in respect of ::	
Present Residence	
Permanent Residence	
Place of Posting	
Academic Qualification	
Language known other than Bengali(Hindi / Nepali)	
Contact No.. ::	
Ph. No. (Residence)	
Mobile	
Email id.	
Particulars of Bank Account ::	
Bank Name	
Branch Name	
IFSC	
A/C No.	
Remarks	

Date ::

Signature of the Employee ::



ELECTION URGENT

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & DISTRICT ELECTION OFFICER, HOWRAH
ELECTION SECTION**

Memo No. 622/DDM

Dated- 13/10/2020.

From : The District Magistrate & District Election Officer, Howrah.

To : THE IEST, SHIBPUR
SHIBPUR
Block/Municipality: HMC
BOTANICAL GARDEN
711103,987422228

Sub: Updation of database of offices (in PP1 format) for preparation of Database Polling Personnel and Micro observer in *wbppms* portal in c/w ensuing General Election to West Bengal Legislative Assembly, 2021.

Ref: Letter no. 1664-Home(Elec.) dt.05.10.2020 of the Joint Chief Electoral Officer, West Bengal.

In reference to the above he/ she is requested to take necessary action for updation of database of offices in PP1 format (Enclosed for ready reference) for preparation of database of polling personnel and micro observers in *wbppms* portal in c/w ensuing general Election to the West Bengal Legislative Assembly, 2021

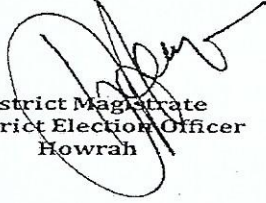
He/ She is requested to log into the portal at <http://wbppms.gov.in> using unique user ID for his/her office and password (for first log in) provided herein under and change the password and update the PP1 data and then click on certify button to complete the process.

The PP1 format should be filled in properly and submitted by 15.10.2020.

Any suppression of material information as regard to number of employees and details thereof shall be viewed seriously and dealt with appropriate provisions of Election laws.

This is ELECTION URGENT.

Enclosure : PP1 format.


District Magistrate
& District Election Officer
Howrah

Annexure -I

Steps for filling up of PP-1 and PP2 format in WBPPMS web portal by the Head of the Office

- 1) Open the URL www.wbppms.gov.in in web browser [i.e. Mozilla/ IE/ Google Chrome etc.] from any computer with an internet connection. After opening the above portal in a web browser, click on SIGN IN button which will appear at the top right corner of the web page.
- 2) Enter Username and Password [provided by District Magistrate & District Election officer Howrah at the SIGN IN page along with captcha and click on the Login button for logging in to the WBPPMS portal.
- 3) After 1st log in to the WBPPMS portal, the user should change the existing password with a new password from the Password Change menu. User needs to provide a new password with a minimum of 8 characters long, which will contain at least one capital letter, one small letter, one digit and one special character. After a successful change of password, WBPPMS portal will be automatically logged out and the user will here log in again using newly created password only.
- 4) After login to the WBPPMS portal, a dashboard will appear on the left-hand side menus for the update of PP-1 [office details] and entry/UPDATE of PP-2 [employee details/particulars]. Total no of employees registered under the office, total male and female employees will also be displayed on the dashboard.
- 5) User should click on Edit office sub-menu under Office menu to update PP-1 information. Office name, DDO Code/IFSC Code/ DISE Code, Block /Municipality, Assembly Constituency (AC), Parliamentary Constituency (PC), Office category/type, Office email Id, Mobile No of Head of the office, Total male/female staff may be checked carefully and necessary modification may be done, as required. After the necessary change of the PP-1 data, the user needs to click on the SAVE button for an update of the same. Remember that user must be fill up all details accurately along with correct no of Total male/ female staffs including Head of the Office.
- 6) After necessary modification of the PP-1 data [mentioned in step 5], the user needs to enter all employees details in PP-2 format one by one from Create New Personnel submenu under personnel menu. Utmost care may be taken during filling of personnel details, salary details, address details, electoral details and bank account details in PP-2 format and ambiguous/wrong data entry should be avoided. After necessary entry of personnel data in PP-2 format, the user needs to click on the SAVE button for the addition of the employee in WBPPMS portal.
- 7) For the update of the employee data, the user needs to click on Personnel List submenu under Personnel menu. A list of all employees entered under the office will be displayed under this sub-menu and user needs to click on the Action tab to update PP-2 information of a particular employee.
- 8) After update of PP-1 mentioned in step 5 and Entry/Update of PP-2 mentioned in step 6, Head of Office / Institution needs to take a print out of filled in PP-1 and PP-2 format from MIS Report menu and send the signed and stamped hard copy of the same to District Magistrate & District Election Officer, Howrah without delay.

Annexure-II

Important Instructions for filling of PP-I & PP-II format

- 1) Care should be taken while filling up the names and other particulars on the online portal.
- 2) The names of all the employees starting from head of the office to group- D including Contractual employees are to be entered. Appropriate remarks from the drop-down menu of remarks column are to be selected against each employee if transfer/dead/Retired etc.
- 3) Password should positively be changed and remember after initial login into the portal. It is used in the entire Election Period for Updation.
- 4) The entire exercise of updating the PP-1 & filling up of PP-2 in the preparation of database on the online portal is to be completed within Calendar Activity.
- 5) Monitoring of the said exercise will be done regularly from CEO/ DEO Office.
- 6) The Bank details of the employees should be properly entered in the system to avoid any inconvenience in remitting of remuneration at a later stage.
- 7) No columns to be left blank at the time of preparing the database.
- 8) In no way, any bonafide employee shall be left out of the record of the PP-2. Any deviation will be viewed with as non-compliance of the instruction of the commission & may invite serious action under the provision of RP Act, 1951.