

**User Manual**  
for  
**Election Manpower Management System**  
**(District Users)**

*Submitted to:*  
Office of CEO, West Bengal



NIC West Bengal State Unit  
**National Informatics Centre**  
Ministry of Electronics & Information Technology,  
Government of India  
Vidyut Bhawan, Ground floor, Salt Lake, Sector-II  
Kolkata-700091

09th September, 2025

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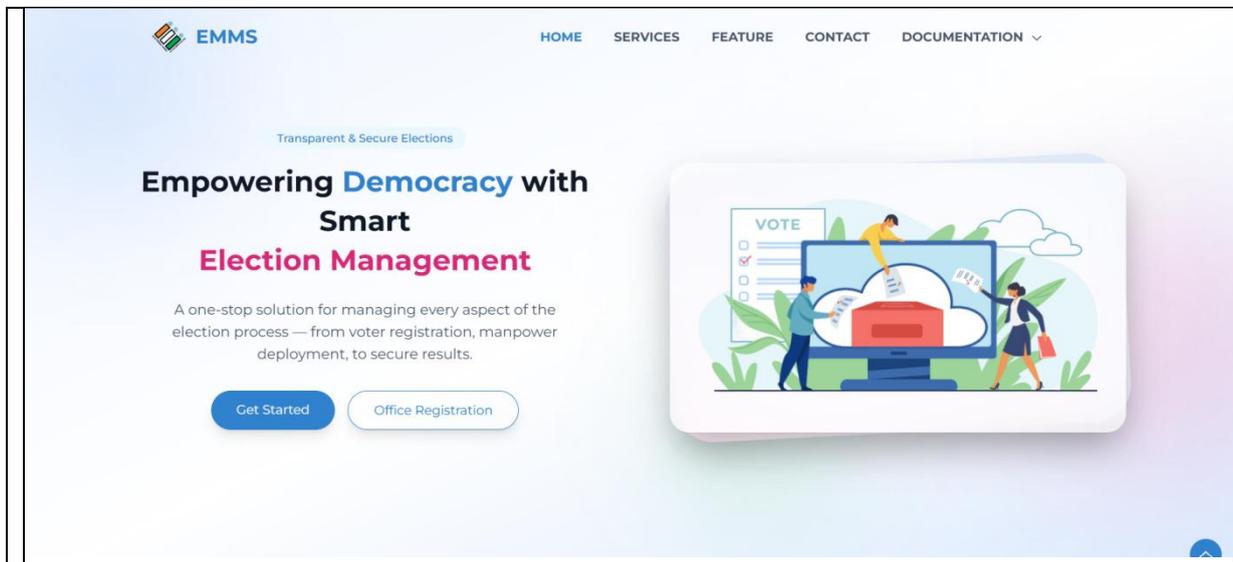
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WEBSITE URL:

Demo: https://demoemms.nic.in

Actual: https://wbemms.nic.in

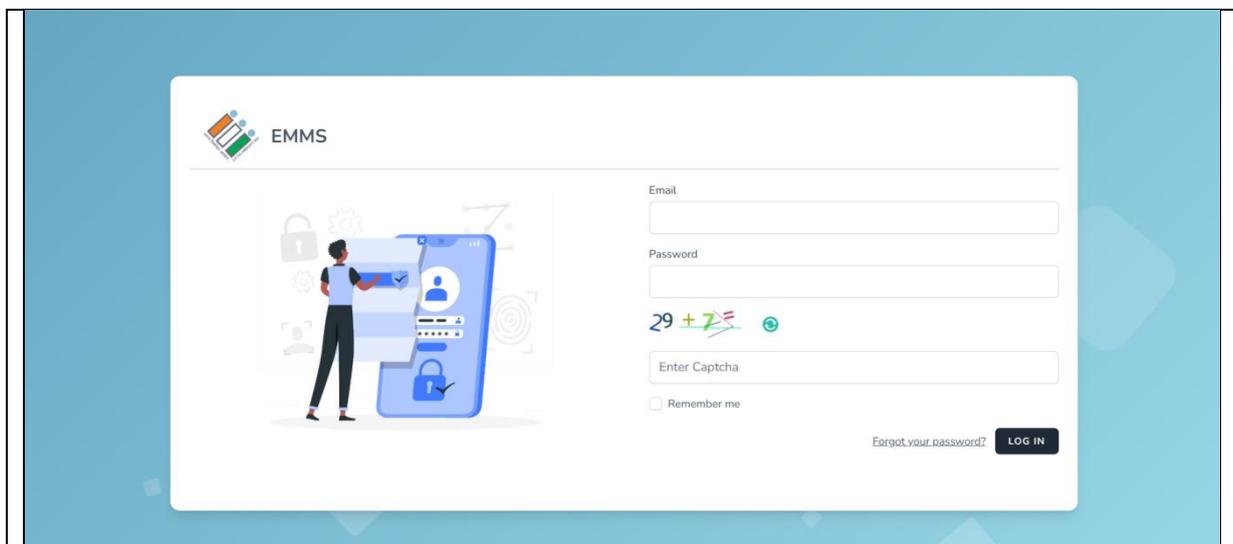
Landing Page:



Purpose: Registration of Offices, user Login from Menu

Functions: User Login (Get Started Button Click), Office Register (Office Registration button Click)

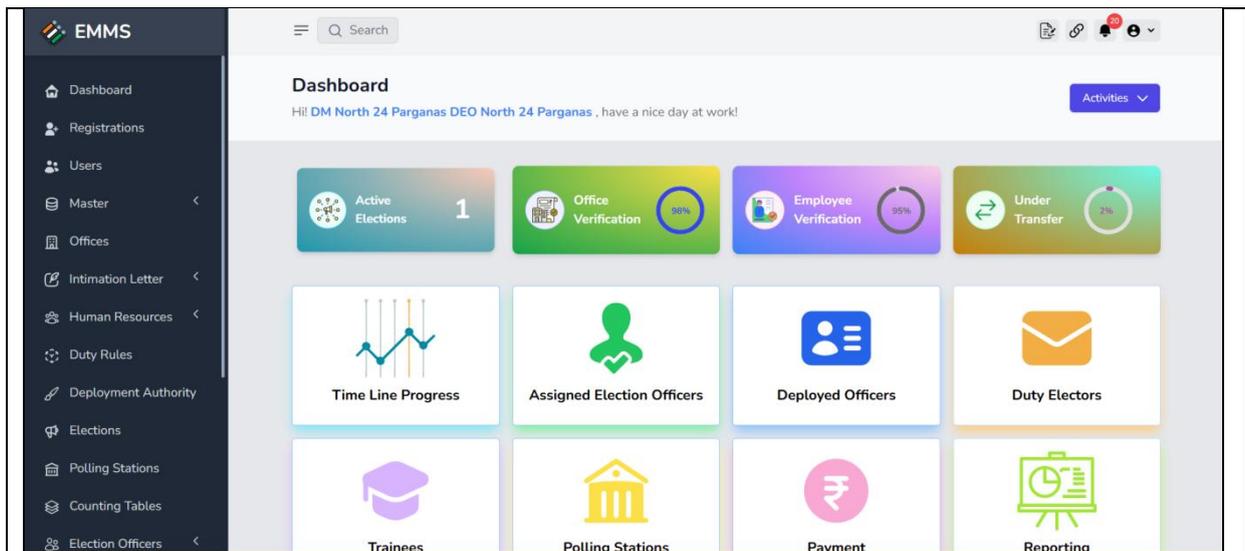
USER LOGIN PAGE:



Purpose: Logging in of Authorized and Authenticated Users

Functions: User Login and Captcha. Reset Password (if needed)

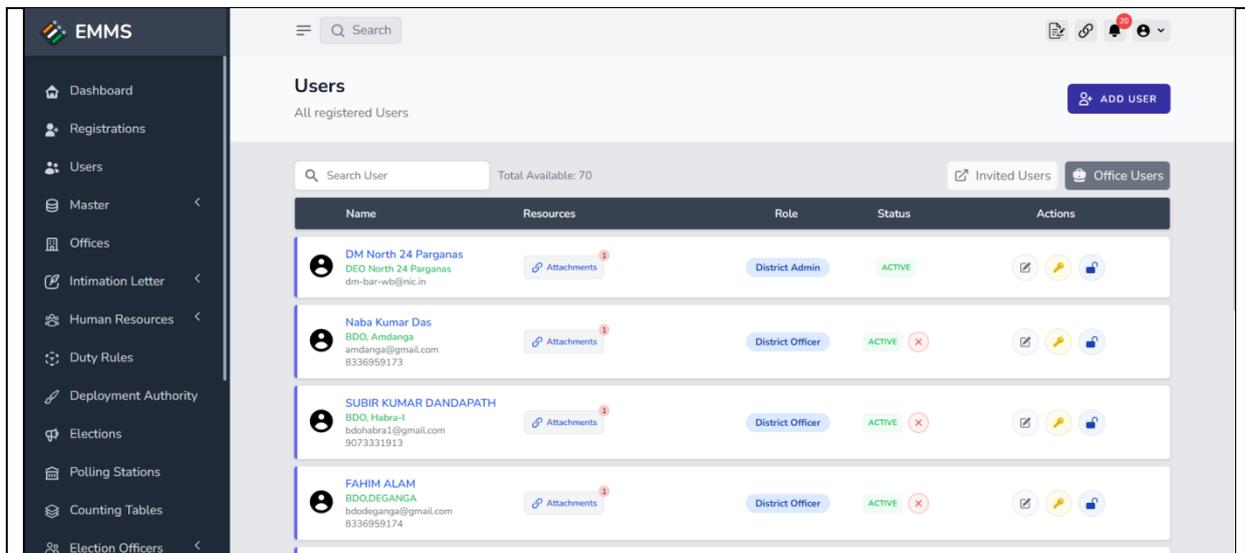
**DISTRICT USER DASHBOARD:**



**Purpose:** Basic Dashboard for an User and Function Access Menus

**Functions:** Access different Menus like User Management, Master Data, Elections, Polling Stations etc.

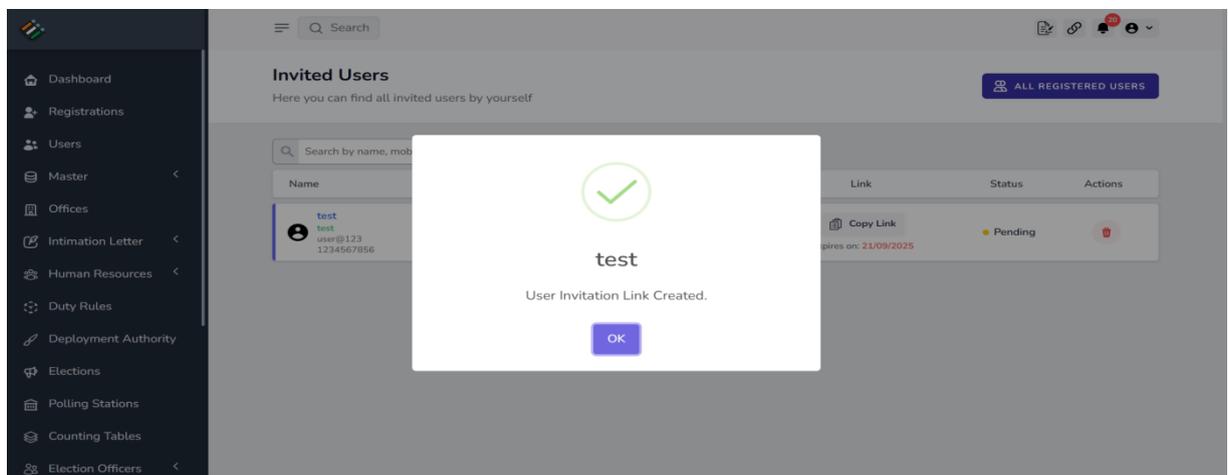
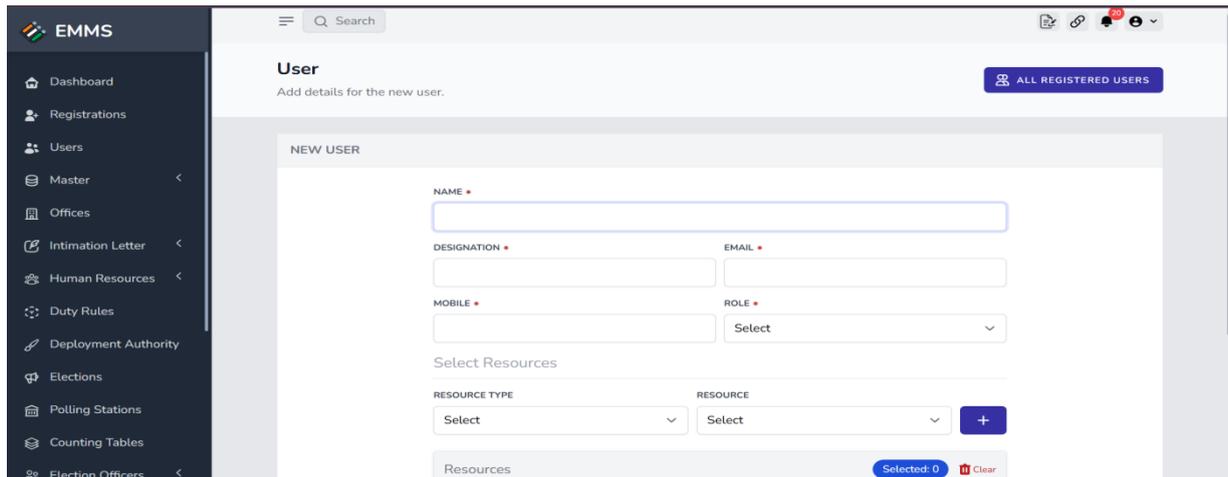
**USER MANAGEMENT (USER CREATION):** Invoked by Clicking User Management in left menu bar



**Purpose:** Management of Users

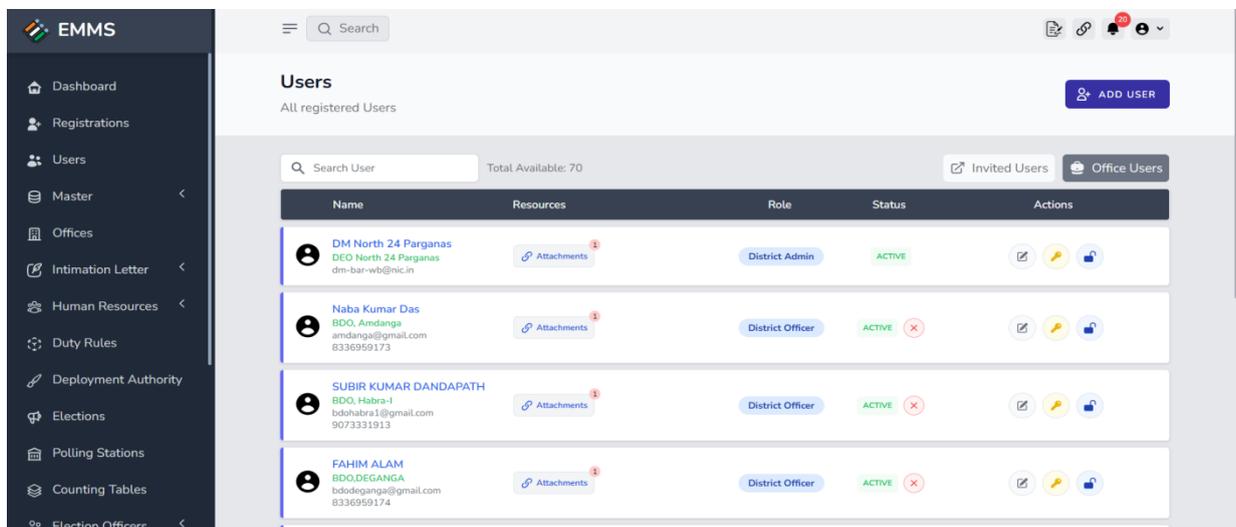
**Functions:** Create Users, Reset Password, Add/Edit Role, Resources and Permissions

**USER CREATION:** Click ADD USER button. Then Add User Details including email, mobile number, resource and click on save.



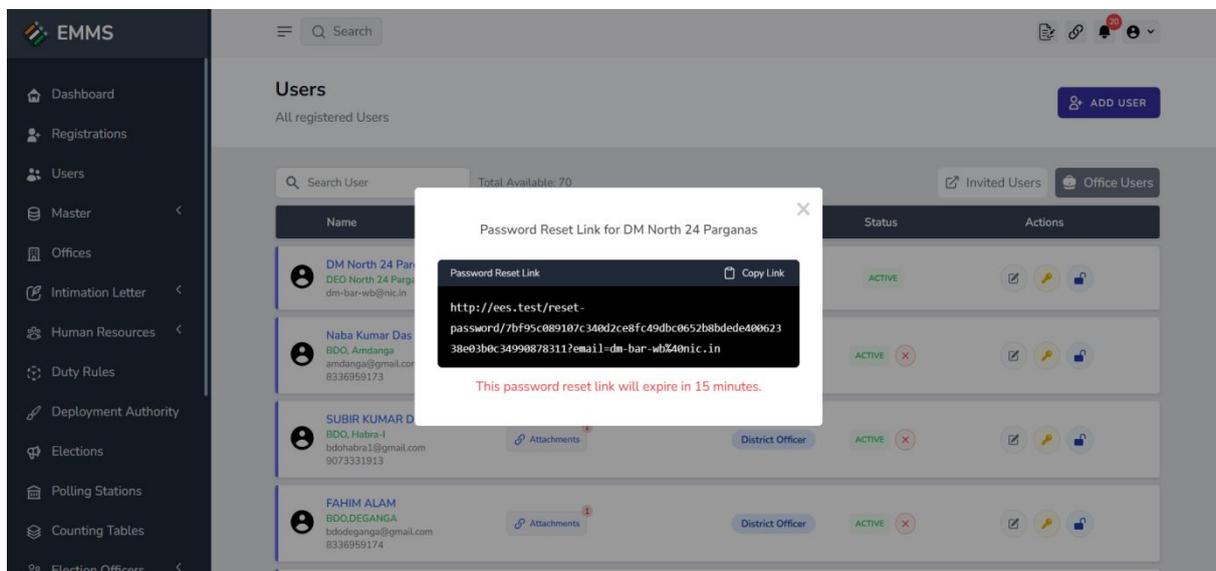
**USER MANAGEMENT (MANAGING REGISTERED USERS):**

By clicking **ALL REGISTERED USERS** button or Clicking User Management Menu can see all users. Here District Admin can Activate / De-Activate User, Edit User and His Role, Resource Type & Resources, Change User Permissions and reset users password.

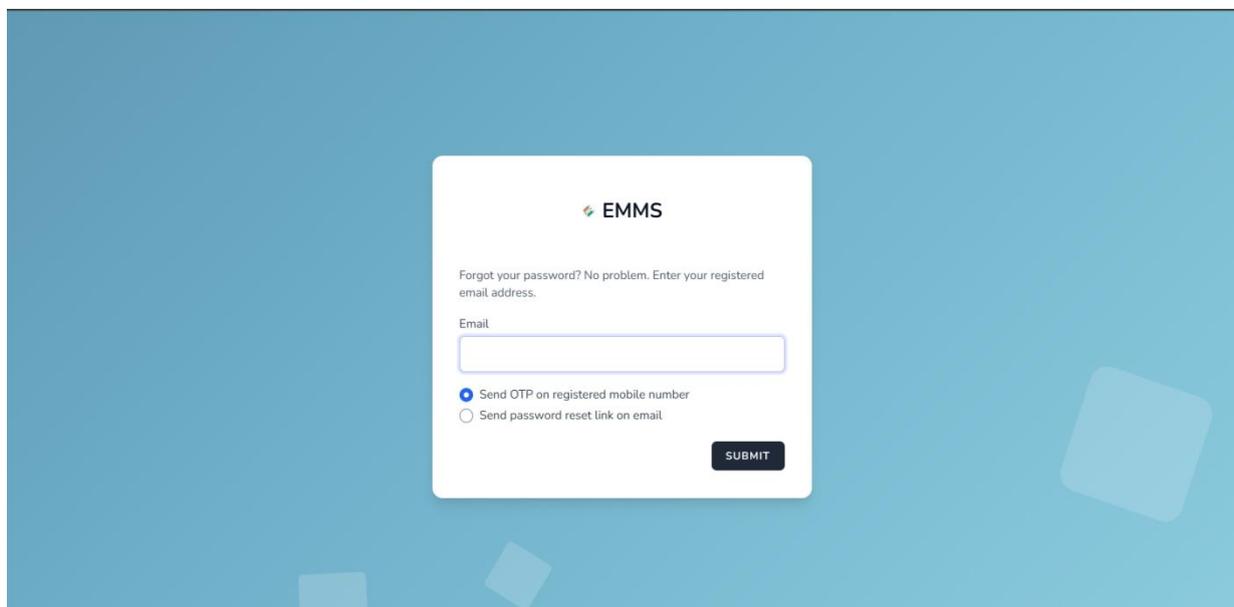


**PASSWORD RESET BY ADMIN:**

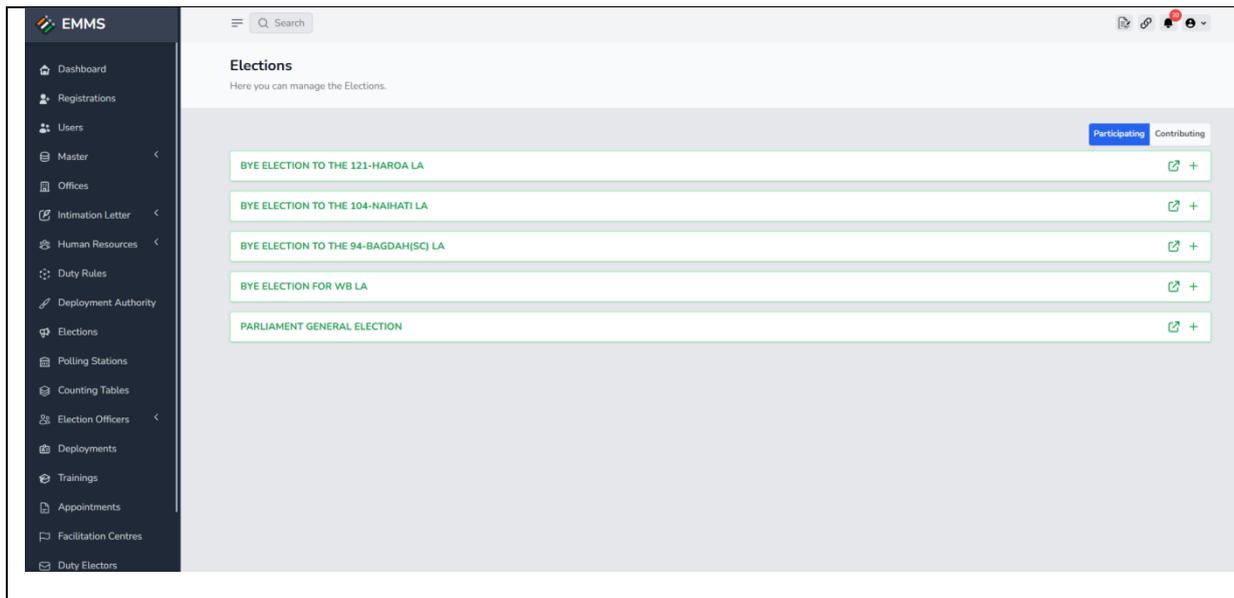
Reset Password for an User : By Clicking the Lock Symbol on the User Management Menu  
Function : The Password reset Link generated. Can be sent to User over mail/ SMS.



**GENERATING PASSWORD BY USER :** When user click on reset forgot password then otp will be sent on registered mobile number or through email. After this step user can login using his User Id & New Password.

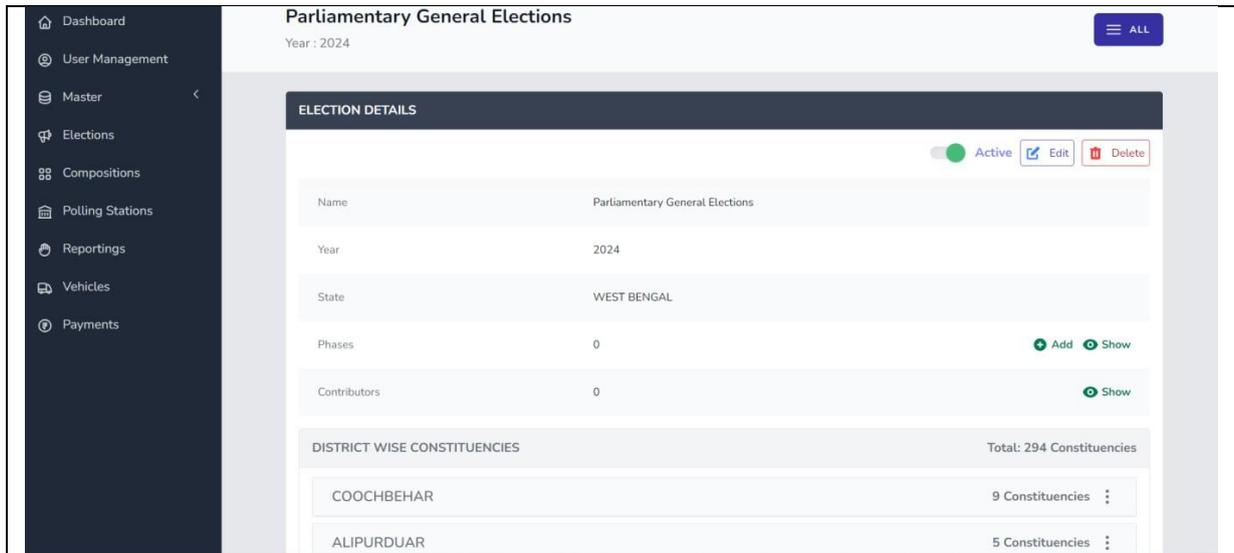


**ELECTIONS:** Invoked by Clicking **Elections** Menu



Purpose: To create State Assembly Election or Parliamentary General Election

Functions: To be Used by State Login for creation of New Assembly or Parliament Election or a Bye Election



Purpose :To enter Election Details and Add Constituencies where Election are to be held

Functions: Add Edit Election Details , Add District wise Constituencies for the Election

**Parliamentary General Elections**  
Year : 2024

**ELECTION DETAILS** Active Edit Delete

Name	Parliamentary General Elections
Year	2024
State	WEST BENGAL
Phases	0 <span>Add</span> <span>Show</span>
Contributors	0 <span>Show</span>

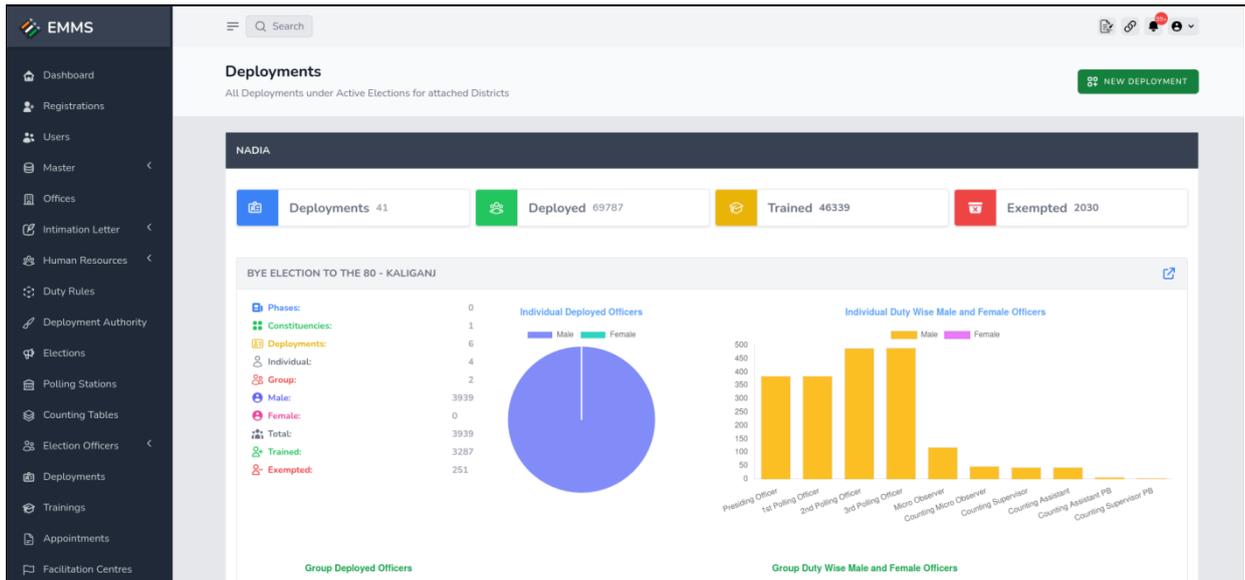
**DISTRICT WISE CONSTITUENCIES** Total: 294 Constituencies

COOCHBEHAR	9 Constituencies
ALIPURDUAR	5 Constituencies

Purpose :To enter Election Details and Add Constituencies where Election are to be held

Functions: Add Edit Election Details , Add District wise Constituencies for the Election

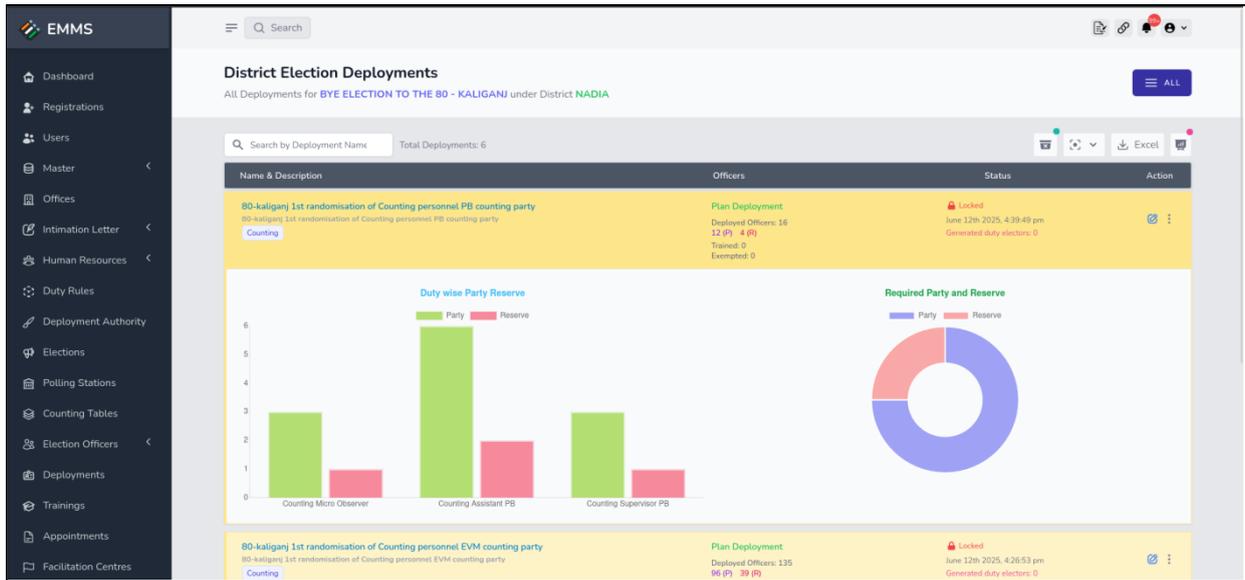
**DEPLOYMENT:** Invoked by Clicking **Deployment** Menu



Purpose : Central dashboard to monitor and manage officer deployment, training, and exemptions for polling/counting at the district level.

Functions : To be Used by State Login for creation of New Assembly or Parliament Election or a Bye Election

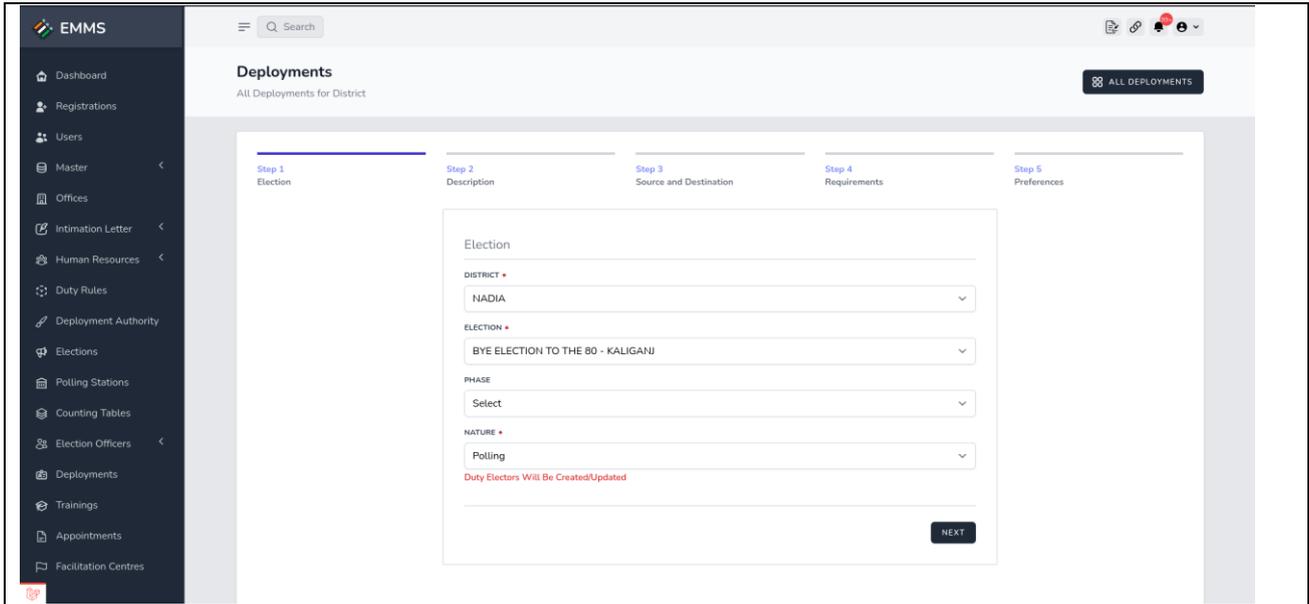
**DEPLOYMENT(View):** Invoked by Clicking open icon right site of election name



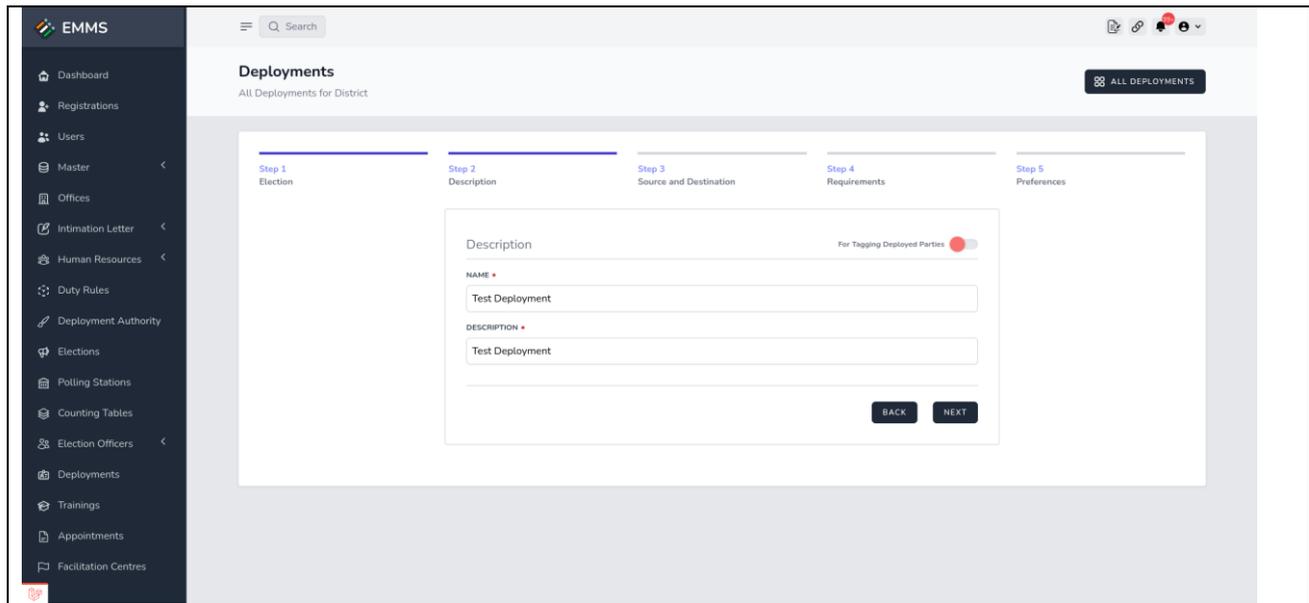
Purpose : View and Modify old deployments

Functions : Edit and View Old deployments

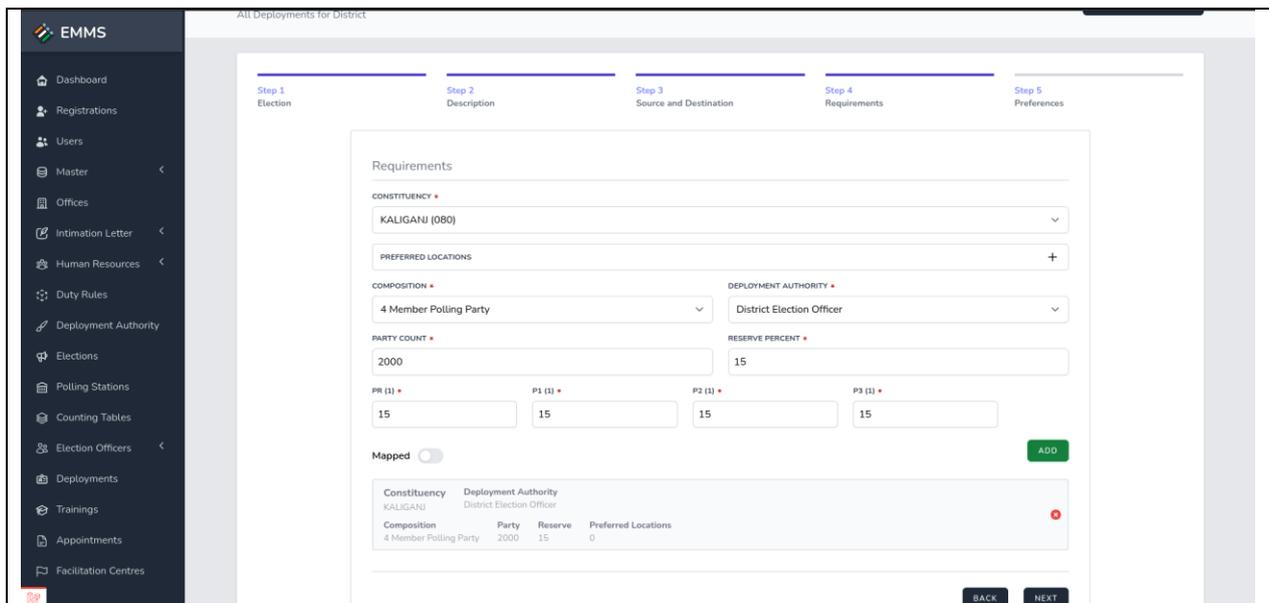
**DEPLOYMENT(New):** Invoked by Clicking New Deployment button top right corner



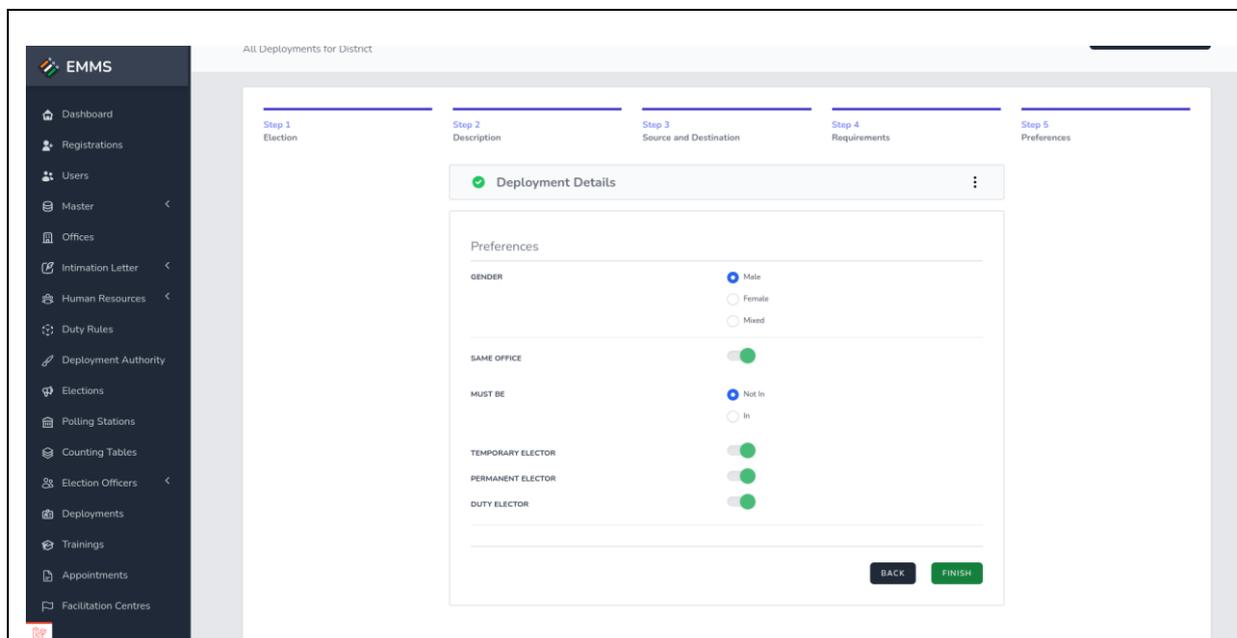
i) Choose District, Election, Phase, Nature for Deployment.



ii) Give Name and Description for the Deployment.



iii) Choose Constituency and Composition, Party Count

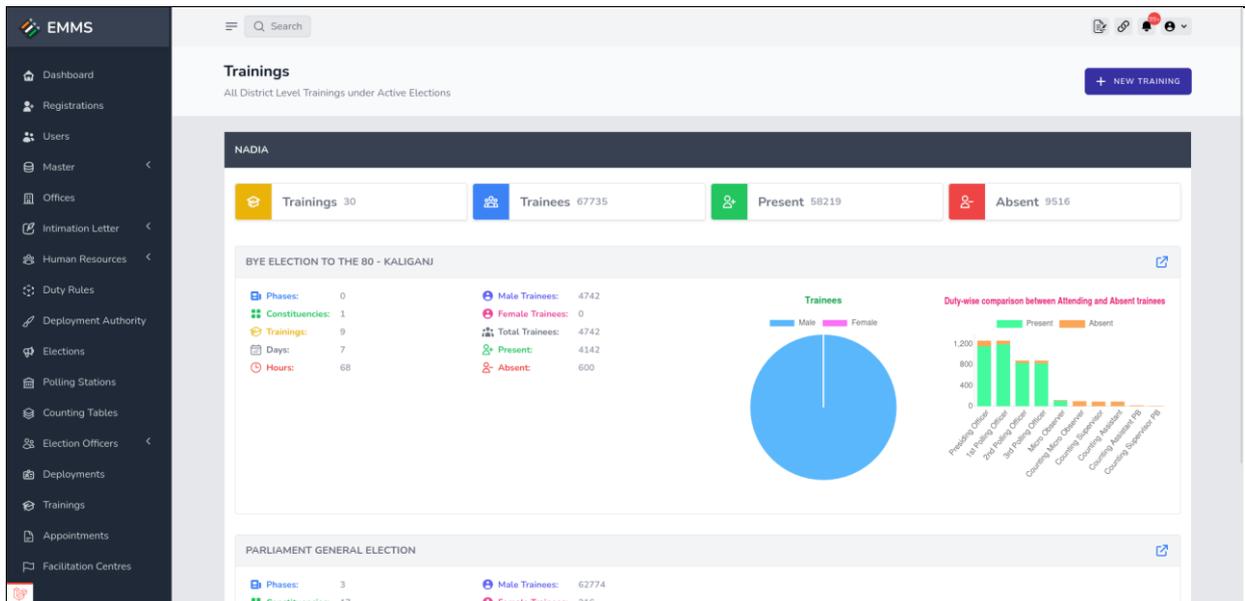


Choose deployment Preferences base on your requirement.

Purpose :To enter Election Details and Add Constituencies where Election are to be held

Functions: Add Edit Election Details , Add District wise Constituencies for the Election

**TRAININGS:** Invoked by Clicking **trainings** Menu



**Purpose :** To monitor and manage election training sessions with trainee attendance and duty-wise analysis.

**Functions :** Provides statistics, charts, and tools to track trainings, present/absent staff, and create/manage new sessions.

**TRAININGS(View):** Invoked by Clicking open icon right site of election name

**Trainings**  
All Trainings & respective schedules for **BYE ELECTION TO THE 80 - KALIGANI** for District **NADIA**

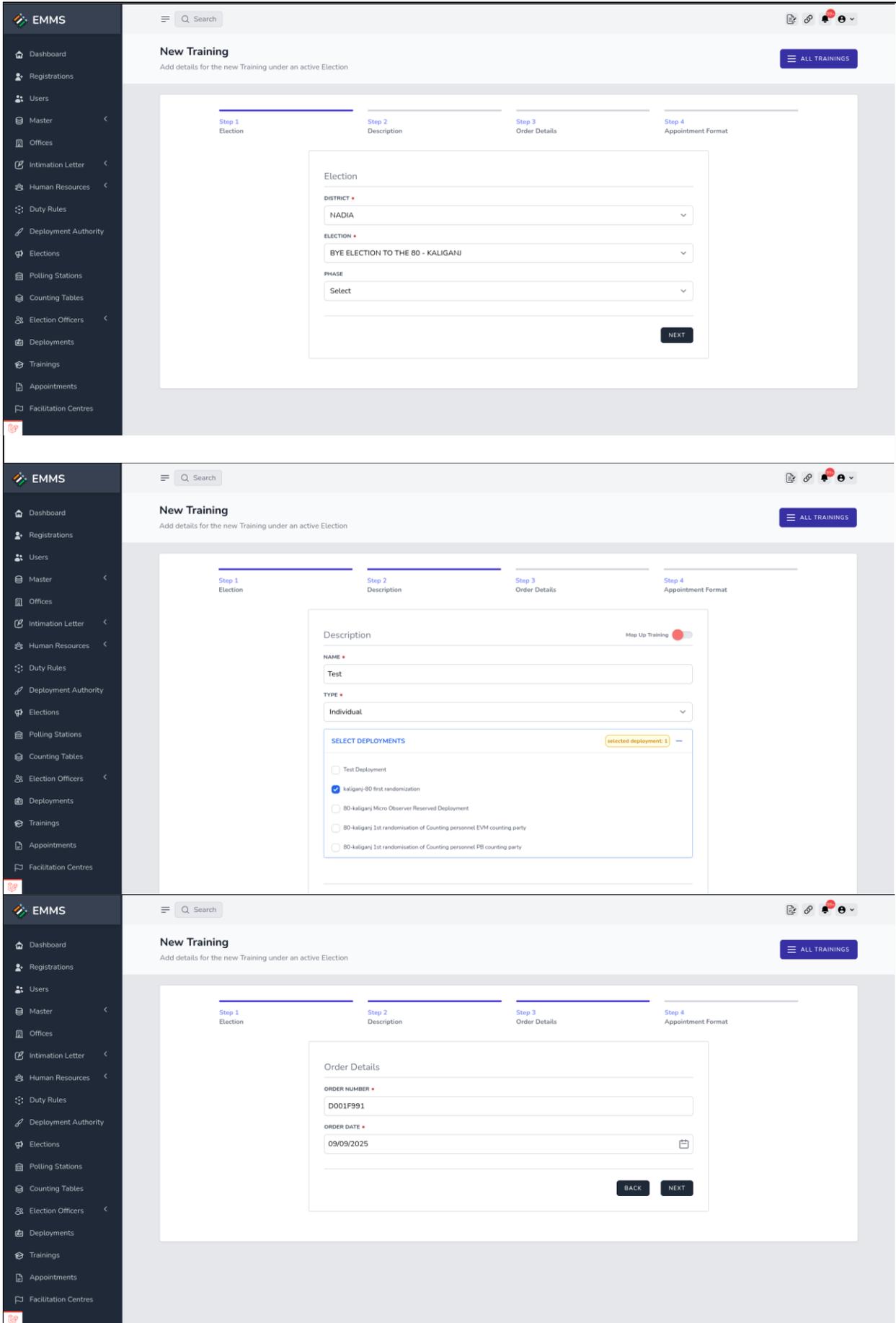
Search Training Name

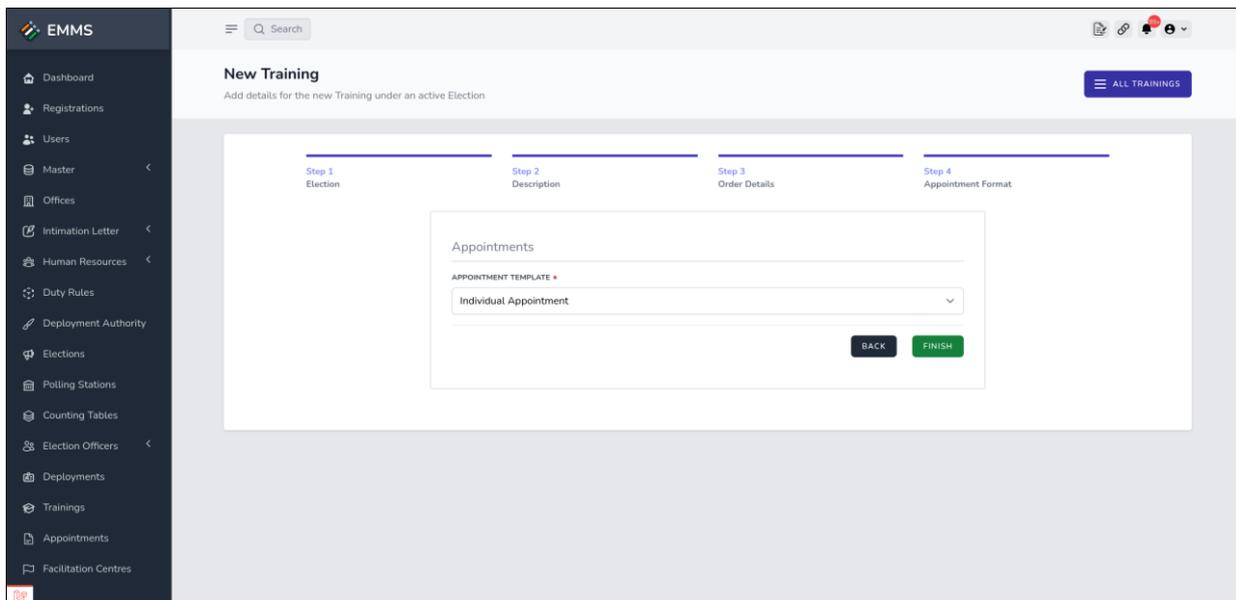
Training Name	Schedule	Allocation	Trainees	Sms	Actions
dd2	0	0	Appointments served: 0 Scheduled - 0 Present - 0 Absent - 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	✓
dd	1	0	Appointments served: 0 Scheduled - 0 Present - 0 Absent - 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	✓
hhjj	0	0	Appointments served: 0 Scheduled - 0 Present - 0 Absent - 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	✓
80-kaliganj hands on Counting Training of EVM and PB personnel <small>Published at: 13-06-2025</small>	1	1	Appointments served: 0 Scheduled - 151 Present - 0 Absent - 151	Total Schedule - 0 Total Sent - 0 Total Remaining - 151	✓
80-kaliganj 1st training of EVM and PB Counting personnel <small>Published at: 12-06-2025</small>	1	1	Appointments served: 11 Scheduled - 151 Present - 0 Absent - 151	Total Schedule - 0 Total Sent - 0 Total Remaining - 151	✓
80-Kaliganj Min. Observation and Training			Appointments served: 68 Scheduled - 0 Present - 0 Absent - 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	✓

**Purpose :** To manage and track all individual training sessions and their schedules for election staff.

**Functions :** Lists trainings with details like schedules, allocations, trainees, attendance, SMS notifications, and provides options to add or manage each training.

New Training: Invoked by Clicking New Training button top right corner



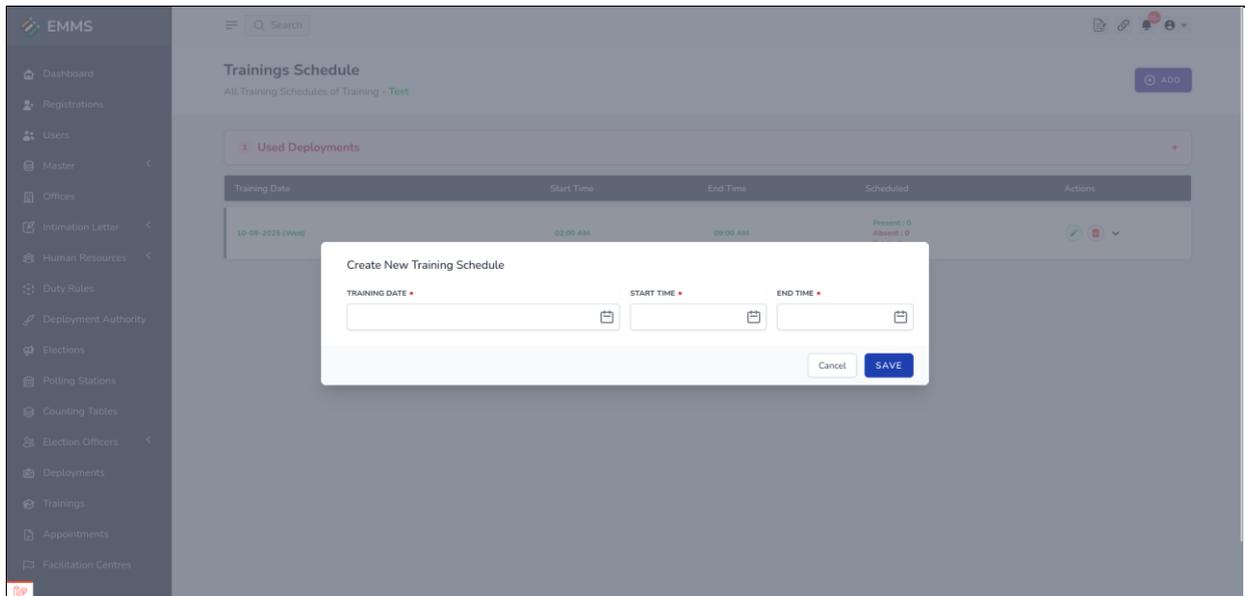


Purpose : To monitor and manage election training sessions with trainee attendance and duty-wise analysis.

Functions : Provides statistics, charts, and tools to track trainings, present/absent staff, and create/manage new sessions.

**Trainings Schedule :** Invoked by Clicking open icon right site of election name

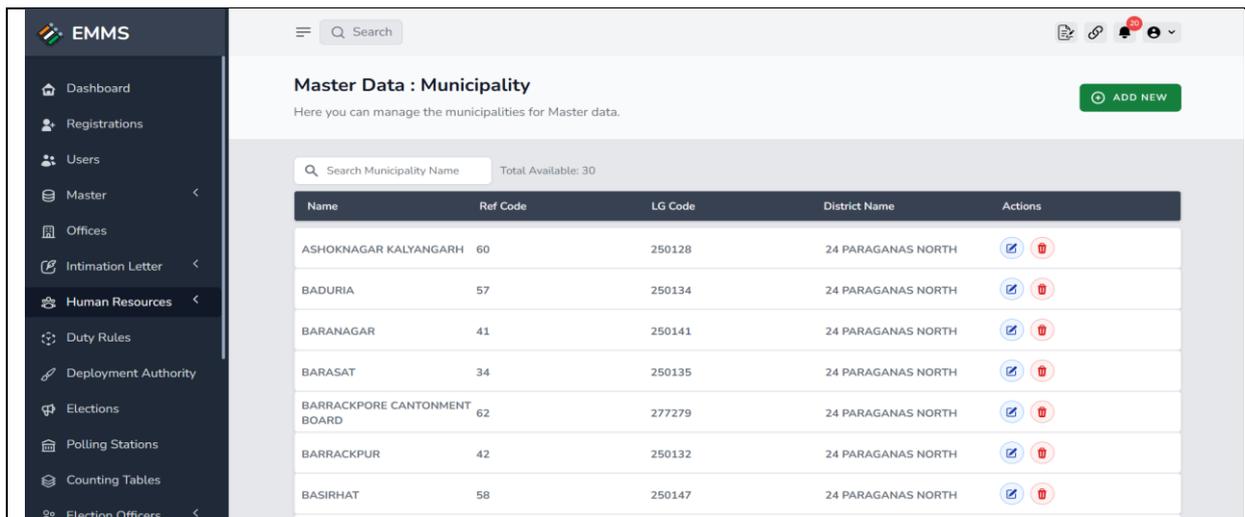
Training Name	Schedule	Allocation	Trainees	Sms	Actions
dd2	0	0	Appointments served: 0 Scheduled - 0 Present: 0 Absent: 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	
dd	1	0	Appointments served: 0 Scheduled - 0 Present: 0 Absent: 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	
nhjg	0	0	Appointments served: 0 Scheduled - 0 Present: 0 Absent: 0	Total Schedule - 0 Total Sent - 0 Total Remaining - 0	
80-kaliganj hands on Counting Training of EVM and PB personnel <small>Published at: 13-06-2025</small>	1	1	Appointments served: 0 Scheduled - 151 Present: 0 Absent: 151	Total Schedule - 0 Total Sent - 0 Total Remaining - 151	
80-kaliganj 1st training of EVM and PB Counting personnet <small>Published at: 12-06-2025</small>	1	1	Appointments served: 11 Scheduled - 151 Present: 0 Absent: 151	Total Schedule - 0 Total Sent - 0 Total Remaining - 151	
80-kaliganj 1st training of EVM and PB Counting personnet <small>Published at: 12-06-2025</small>			Appointments served: 69 Scheduled - 151 Present: 0 Absent: 151	Total Schedule - 0 Total Sent - 0 Total Remaining - 151	



**Purpose :** To manage and track all individual training sessions and their schedules for election staff.

**Functions :** Lists trainings with details like schedules, allocations, trainees, attendance, SMS notifications, and provides options to add or manage each training.

**MASTER MENU :** Can be invoked by clicking the Master Menu



**Purpose :** To Add Edit Master Data like District, Block, Municipality, Police Station etc.

**Functions :** The User can Add/Edit Master Data depending on his scope ( State or District ) of permissions . All Master Data is available at State Level while limited number is available at District Level. All District level master data can be handled by District admin.

From master data District admin can handle polling premises, counting hall, training and reporting venues, designation etc.

**Polling Premises**  
All Polling Premises

Search Premise Name: Total Available: 4964

Polling Premise	Location	Assembly Constituency	Address	Action
3 No.Helencha Kaloni F P School	24 PARAGANAS NORTH NA - NA	094 - BAGDAH(SC)		
Aaisaghata F P School	24 PARAGANAS NORTH NA - NA	094 - BAGDAH(SC)		
Aakandatala F P School	24 PARAGANAS NORTH NA - NA	094 - BAGDAH(SC)		
Aamadob High School H. S	24 PARAGANAS NORTH NA - NA	094 - BAGDAH(SC)		
Aandulapota F P School	24 PARAGANAS NORTH NA - NA	094 - BAGDAH(SC)		

**Master Data : Block**  
Here you can manage the blocks for Master Data.

Search Block Name: Total Available: 22

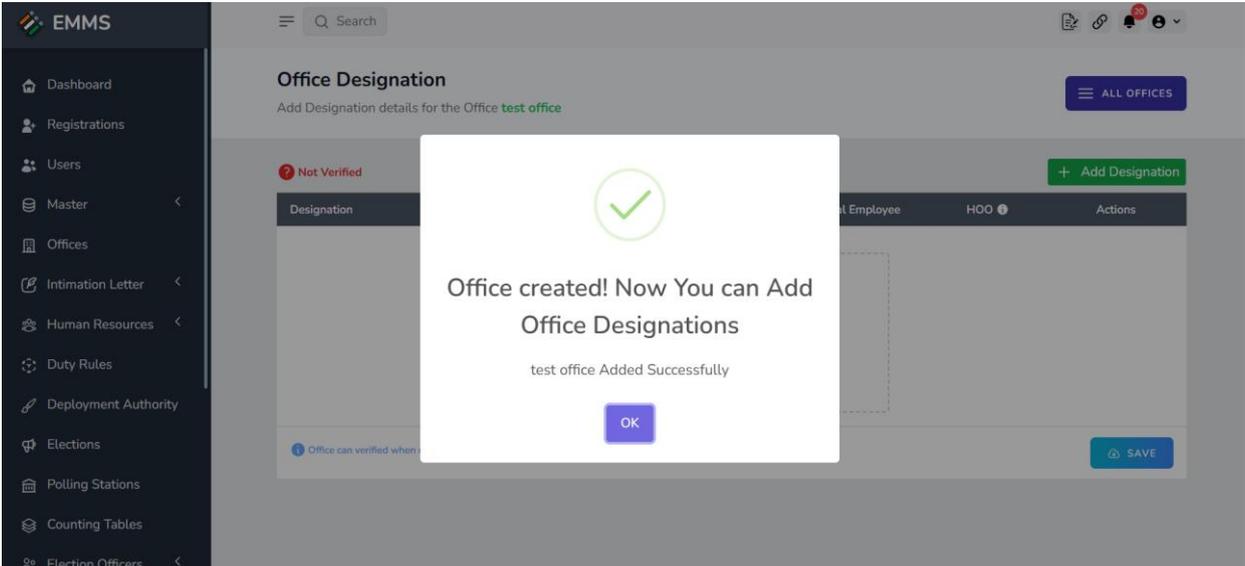
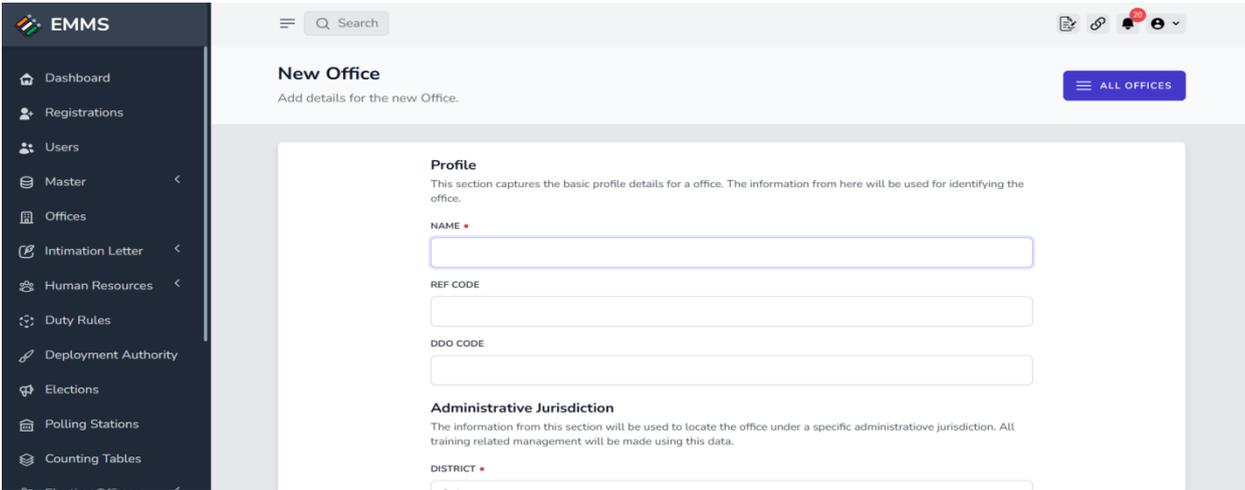
Name	Ref Code	LG Code	District Name	Actions
AMDANGA	258	2723	24 PARAGANAS NORTH	
BADURIA	259	2724	24 PARAGANAS NORTH	
BAGDA	260	2725	24 PARAGANAS NORTH	
BARASAT-I	261	2726	24 PARAGANAS NORTH	
BARASAT-II	262	2727	24 PARAGANAS NORTH	
BARRACKPUR-I	263	2728	24 PARAGANAS NORTH	
BARRACKPUR-II	264	2729	24 PARAGANAS NORTH	

**REGISTRATION OF OFFICES:** The Offices belonging a District has to add office first and generate the reference code by the District Magistrate of that district. District Magistrate of that district.

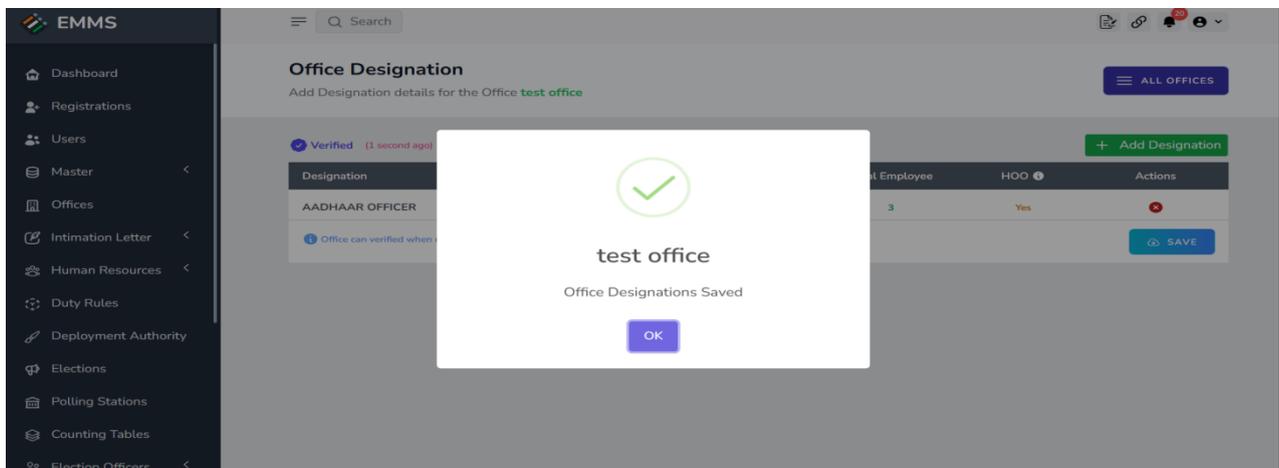
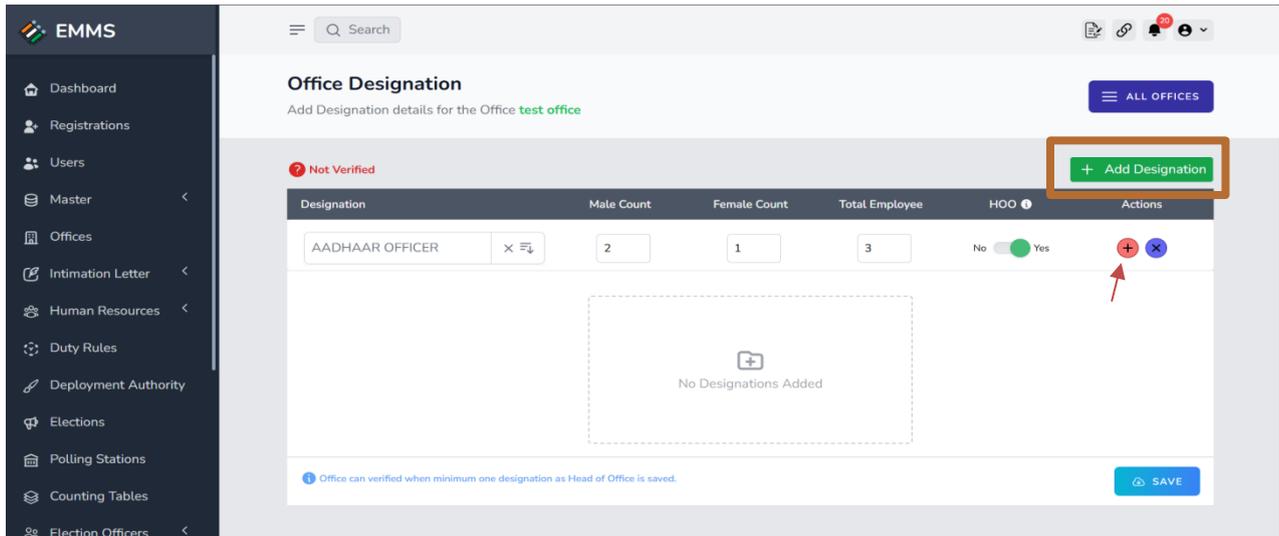
**Offices**  
All registered Offices

Search by Office Name, M: Total Available: 2476

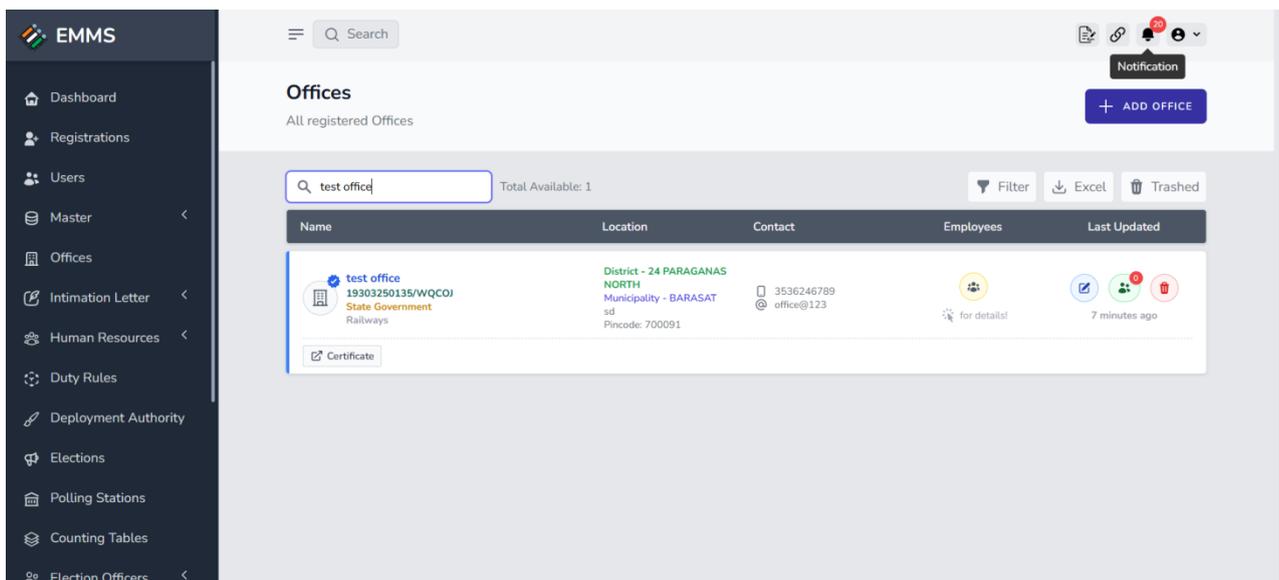
Name	Location	Contact	Employees	Last Updated
<b>A.C.M.O.H, BASIRHAT</b> 1716 State Government Department/Directorate/Other subordinate Govt. Office	District - 24 PARAGANAS NORTH Municipality - BASIRHAT CMOH OFFICE BUILDING NEAR BASIRHAT DIST. HOSPITAL Pincode: 743292	9775040361 acmohbasirhat@gmail.com		8 months ago
<b>A.D.S.R., AMDANGA</b> 28 State Government Department/Directorate/Other subordinate Govt. Office	District - 24 PARAGANAS NORTH Block - AMDANGA AMDANGA, Pincode: 743221	8697584547 amdangasadr@gmail.com		8 months ago
<b>A.E, HABRA SURB. DIVISION, P.W. (C.B.) DTE.</b> 64	District - 24 PARAGANAS NORTH Block - HABRA-II NEAR MUNICIPALITY, ASHOKNAGAR NORTH 74	9239123812 aehabrasd@gmail.com		



Now office is created .Now we need to add designations under that office. Now add Designations under that office



Now click on all offices and search for the New office there will show the ref. code for that office.



**REGISTRATION OF OFFICE USERS:** Now users can register them under the office. There they have to give the complete reference code of their office.

The screenshot shows the EMMS registration interface. On the left, there is an illustration of a man standing next to a large clipboard labeled 'OFFICE'. On the right, the registration process is shown in three steps: Step 1 (Select Office), Step 2 (Office Users), and Step 3 (Register). The current step is Step 1. The form includes the following fields:

- DISTRICT**: A dropdown menu with 'Select' as the current value.
- LOCATION**: A dropdown menu with 'Block' as the current value.
- LOCATION**: A dropdown menu with 'Select' as the current value.
- REF CODE**: A field containing '1 9' followed by four empty boxes and a search icon.

**Purpose :** Self Registration of Office Users

**Function :** An Office can its Block / Municipality location , Enter Name, Designation, Mobile, email, password & confirm password and ref code of the office  
Click REGISTER button to Complete the Register Process

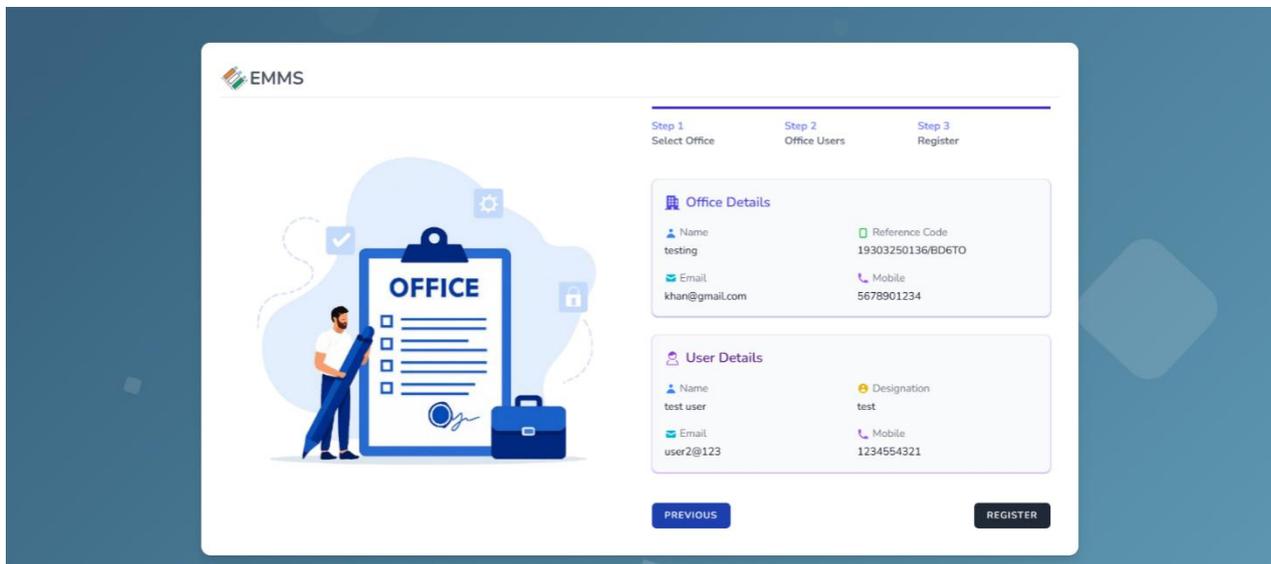
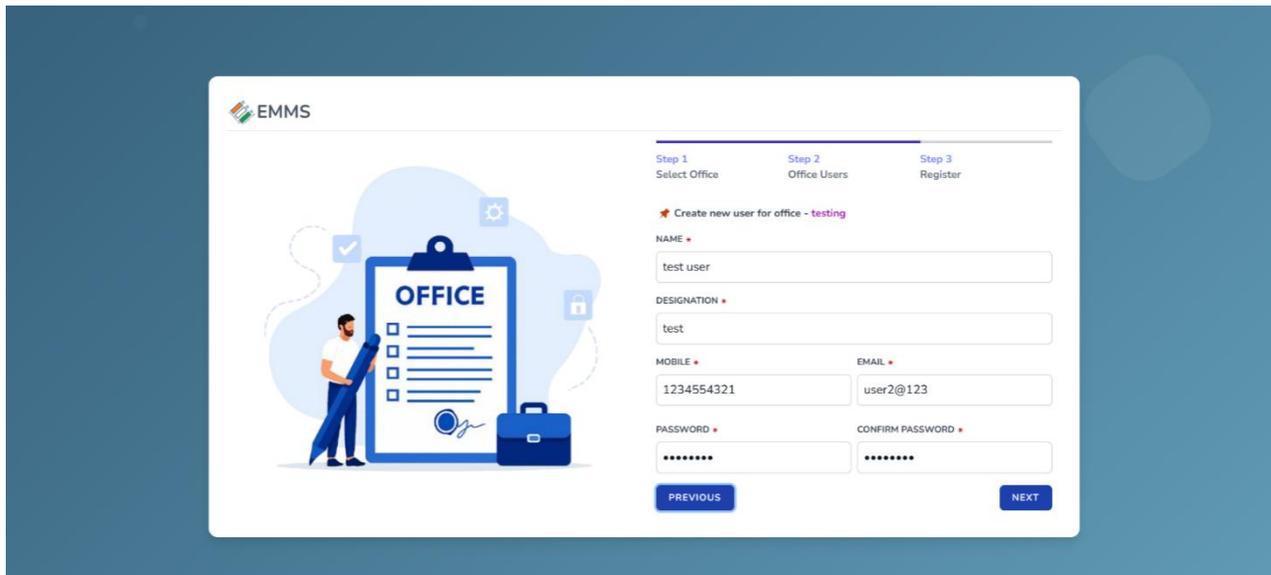
**IMP :**

- 1) The Mobile Number must be unique
- 2) The e-mail id entered will be the Login id Id of the Office. So Office should ensure correct entry of email id. Email of Data Entry Operator/ any person associated with data entry should not be used to register office. Officer in Charge of the Office should ensure use of valid email id.
- 3) An Office User can log-in only after its login request is approved by Block or District Level User
- 4) For New Offices – The District / Block Level User can add an Office . After Adding the New Office, it will be available in the Office Registration Module for Regsitratio Request Generation from Office end.

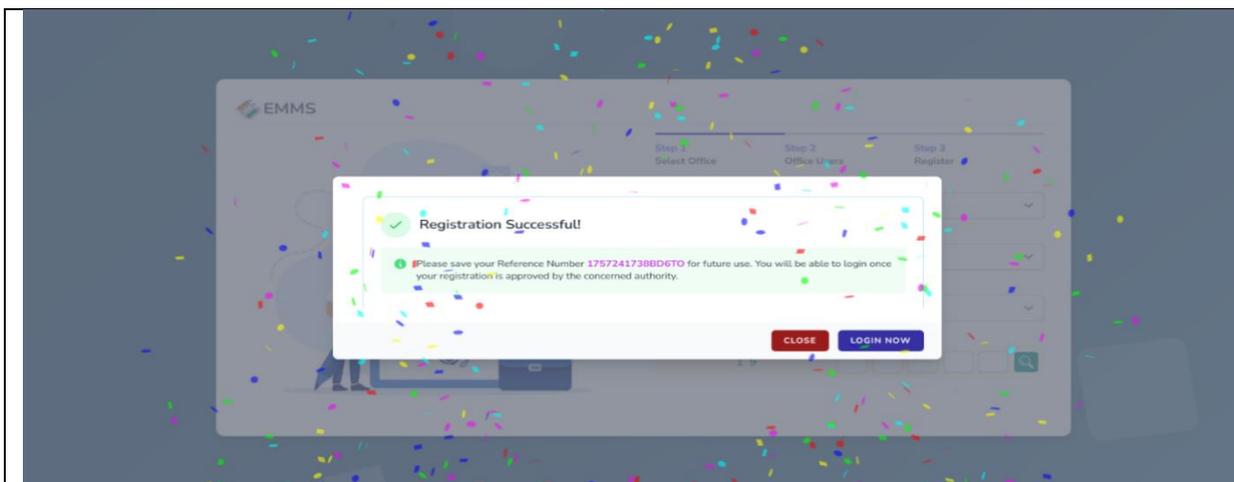
The screenshot shows the EMMS registration interface with the form filled out. The current step is Step 1. The form includes the following fields:

- DISTRICT**: 24 PARAGANAS NORTH
- LOCATION**: Municipality
- LOCATION**: MADHYAMGRAM
- OFFICE**: testing - 19303250136/BDGTO  
@khan@gmail.com

A 'NEXT' button is visible at the bottom right of the form.

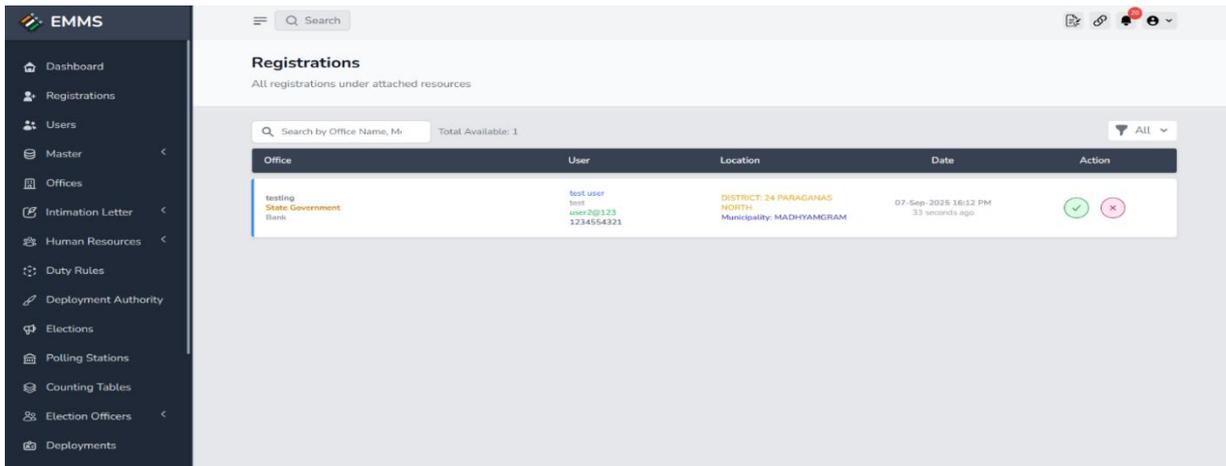


After complete all the steps click on register.

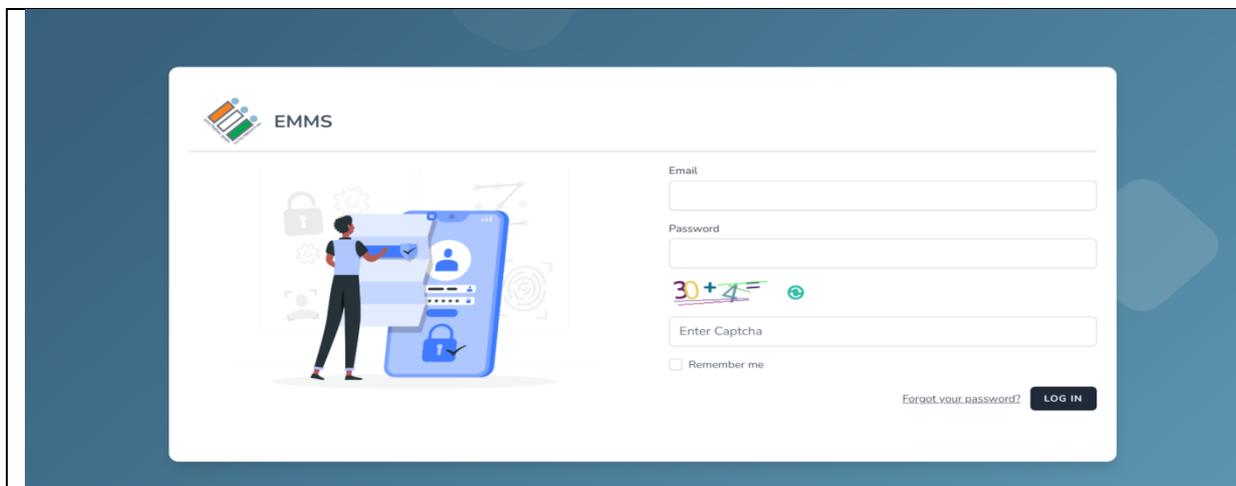


On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.

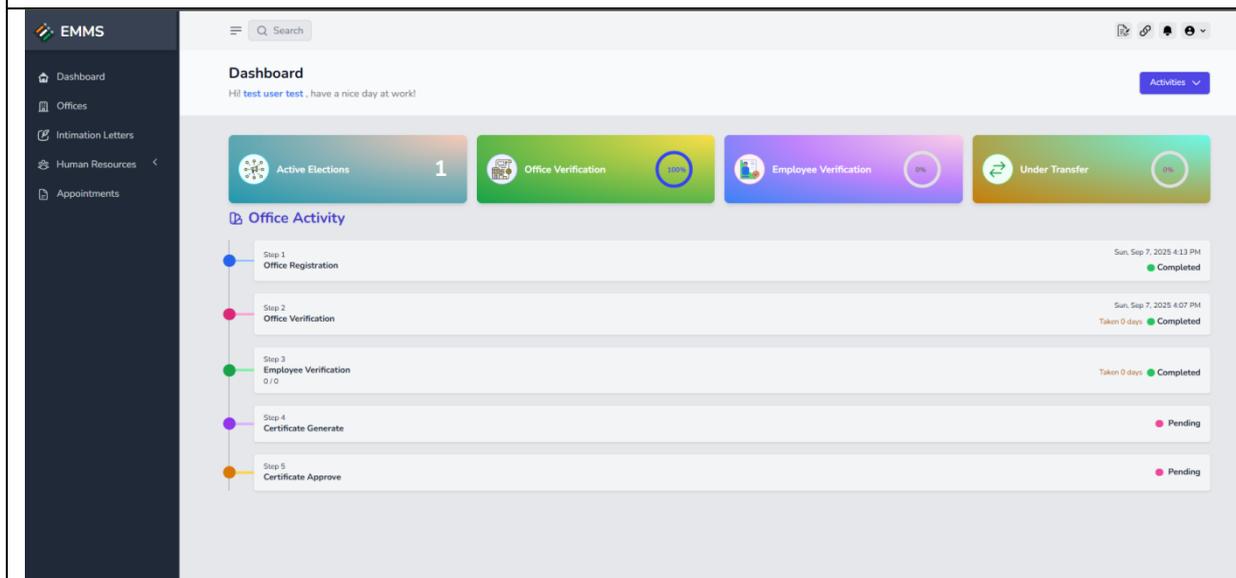
The User can log in when the District / Block level user approves the User Registration



OFFICE LOGIN :

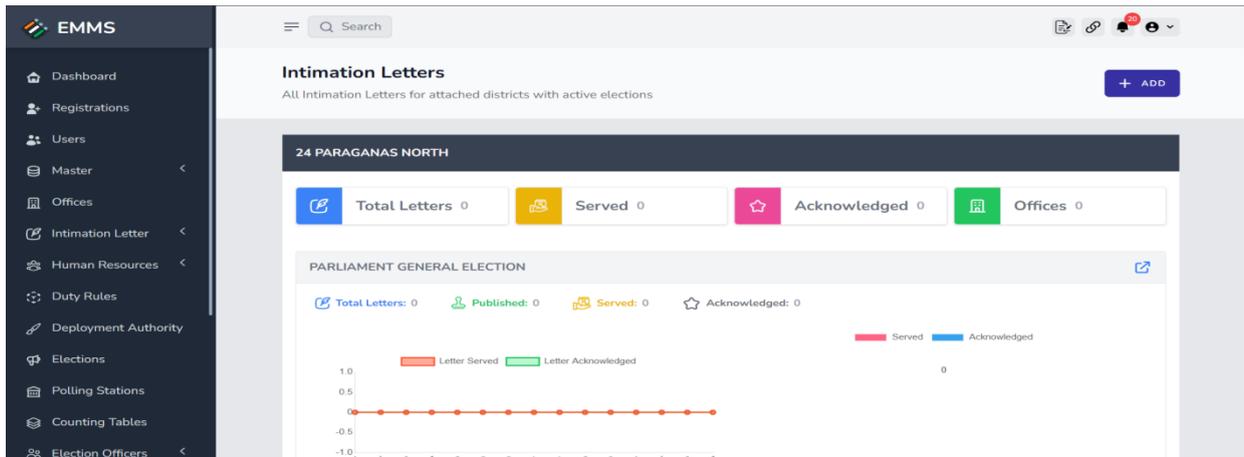


User can login using Registered user ID and Password

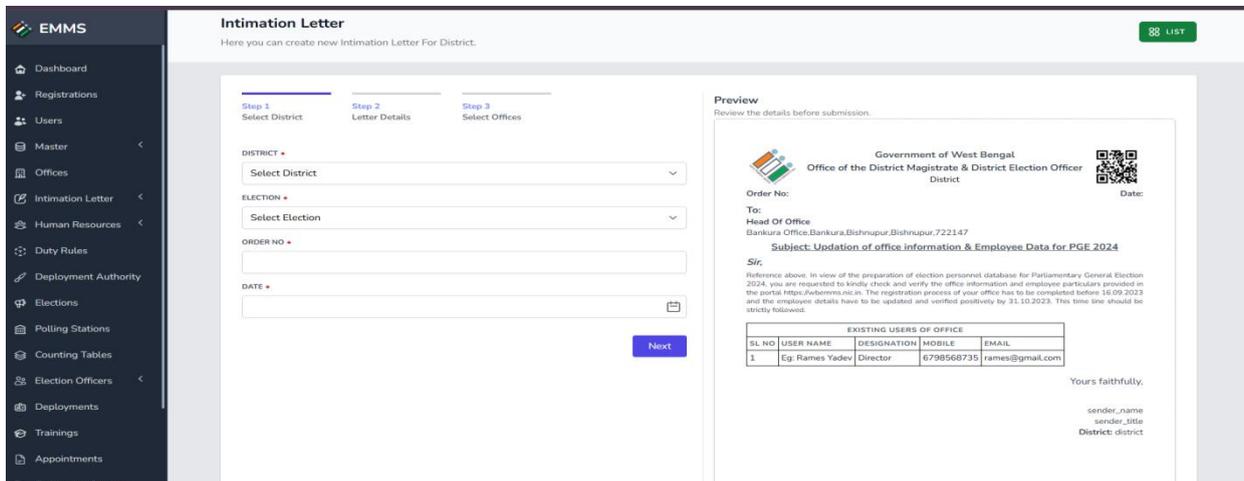


Office User Dashboard : User Can See Active Election and Attached Office Details

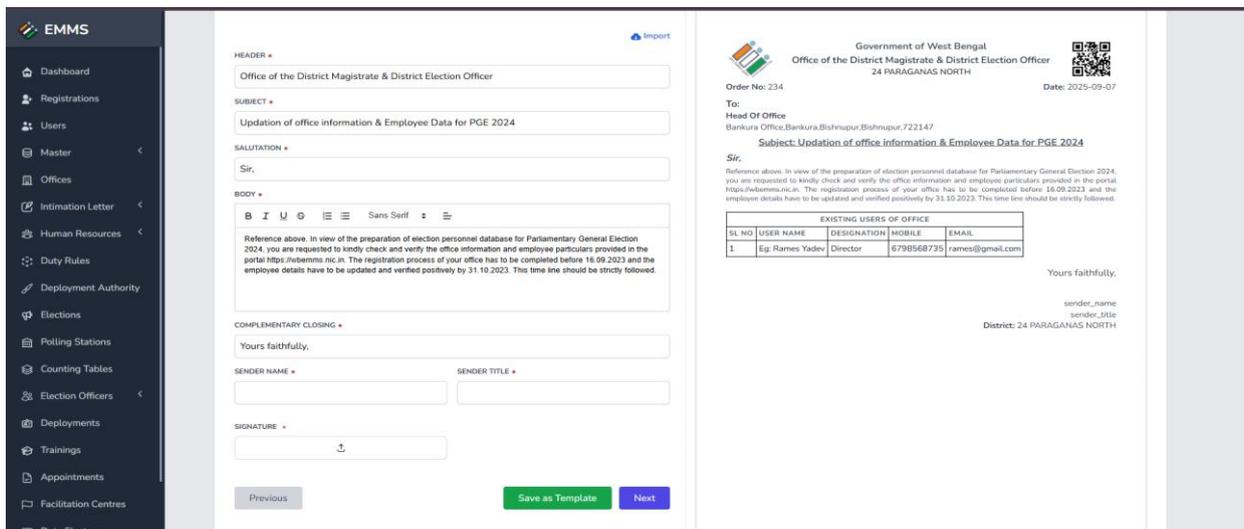
**OFFICE INTIMATION LETTER: DM** can create intimation letter. Add all details correctly and get a ready to send letter.



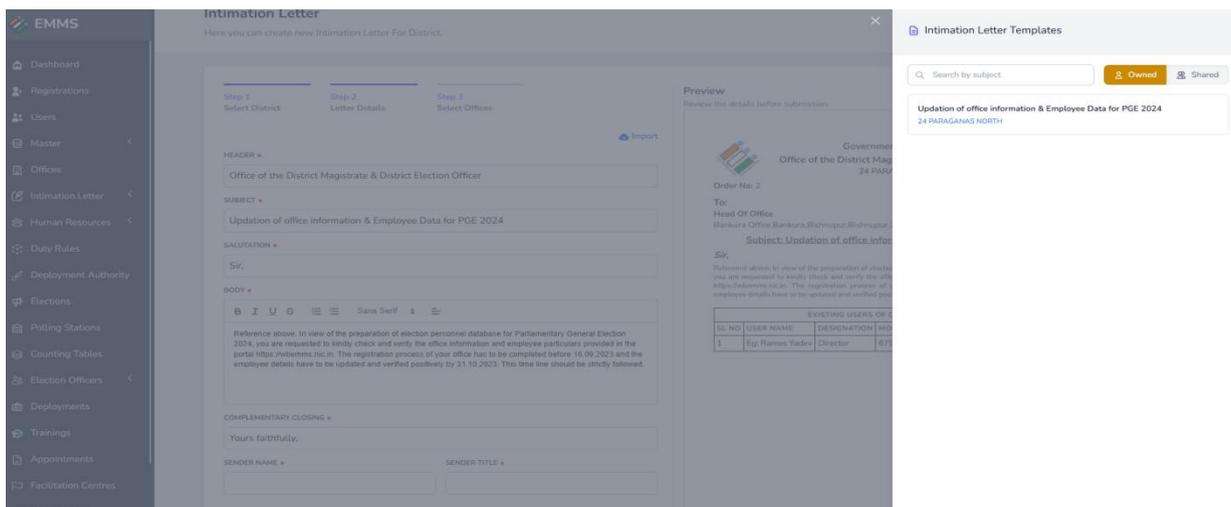
**Step -1 :** you have to fill all the details like district, election, order no and date.



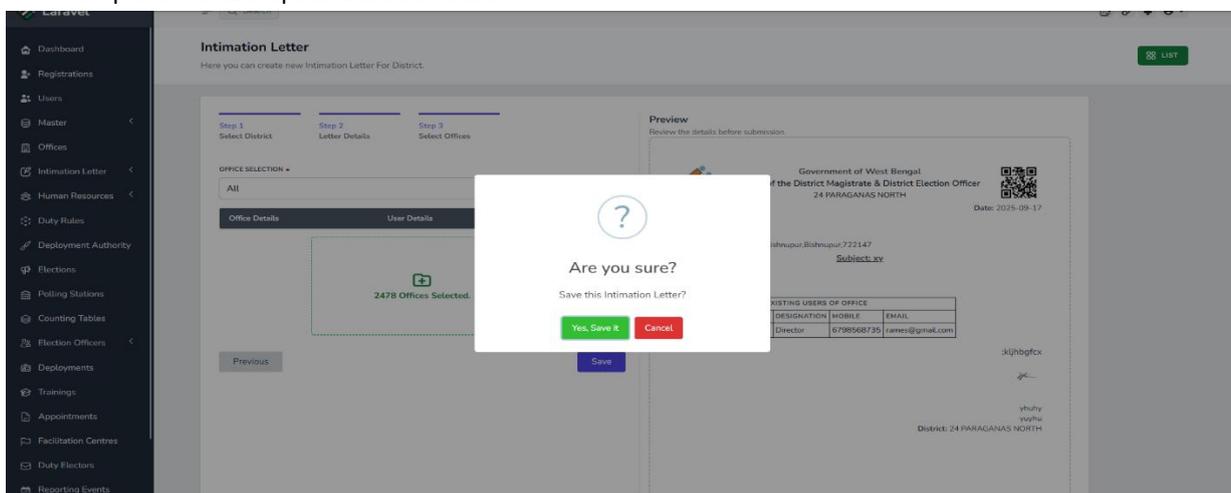
**Step-2 :** after filling all the details you need to upload signature image then can save as template otherwise not mandatory.



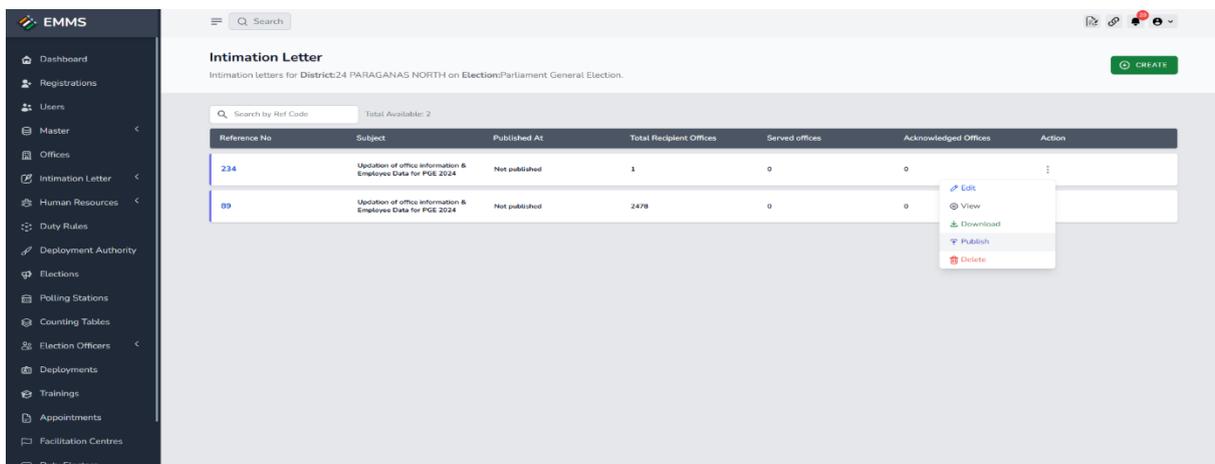
Intimation letter can be imported if someone keep it shared before. Otherwise it can be create manually.



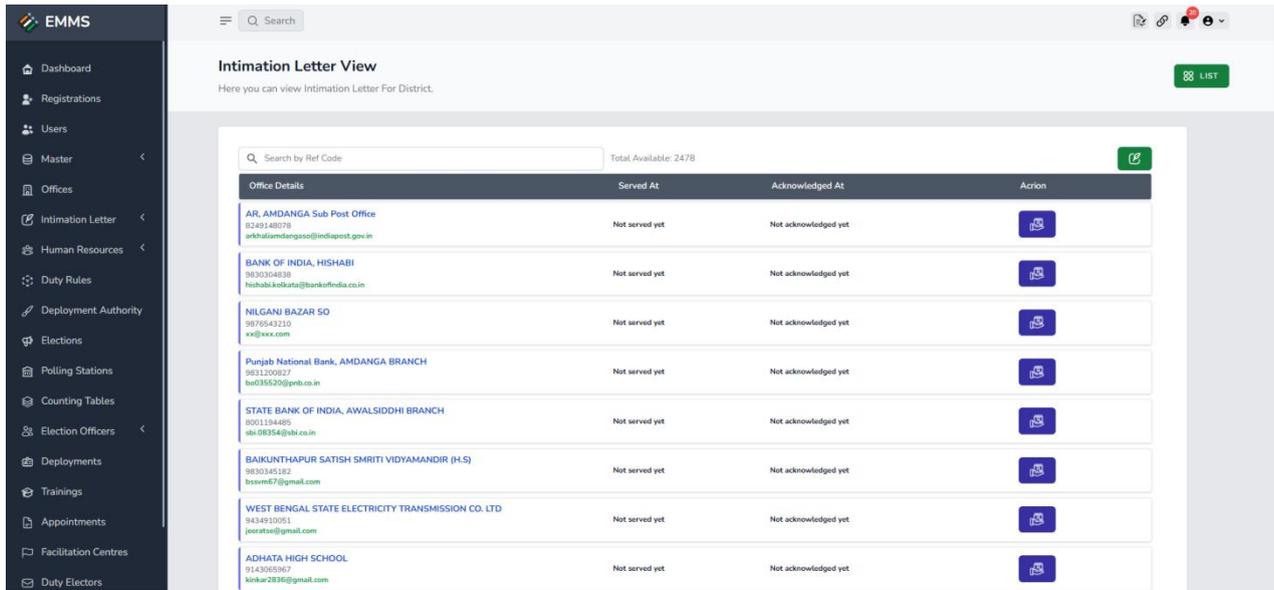
Then complete the all steps and click on Save.



In the list you can see this and there you have to publish it only then it can be send.

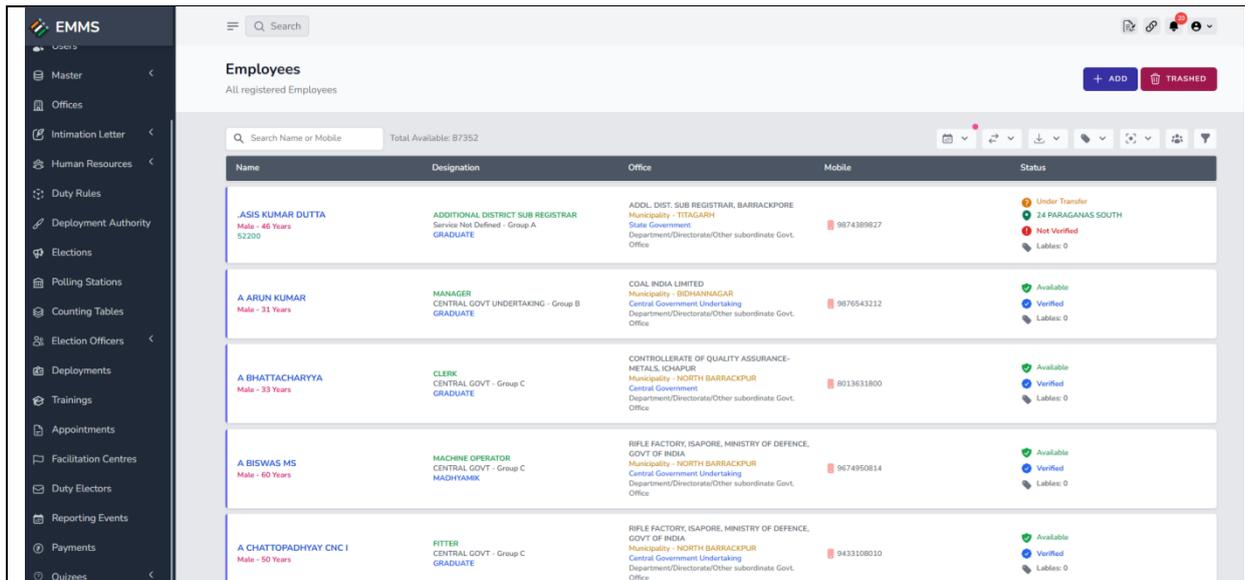


When click on view button it will show all the district and there a button serve and send the letter.



If District Magistrate want to undo the serve can do that.

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



**Purpose :** Add/ Edit Employees belonging to an Office

**Functions :** Add New Employees. Edit an Existing Employees.

There are Seven Section out of which 5 sections are mandatory and two sections are optional.



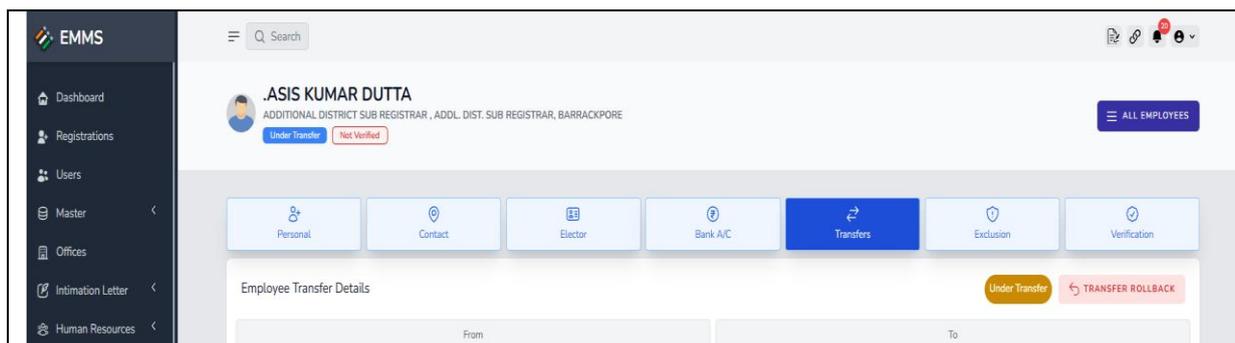
### THE MANDATORY SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Personal
- 2) Contact
- 3) Elector
- 4) Bank A/C
- 5) Verification

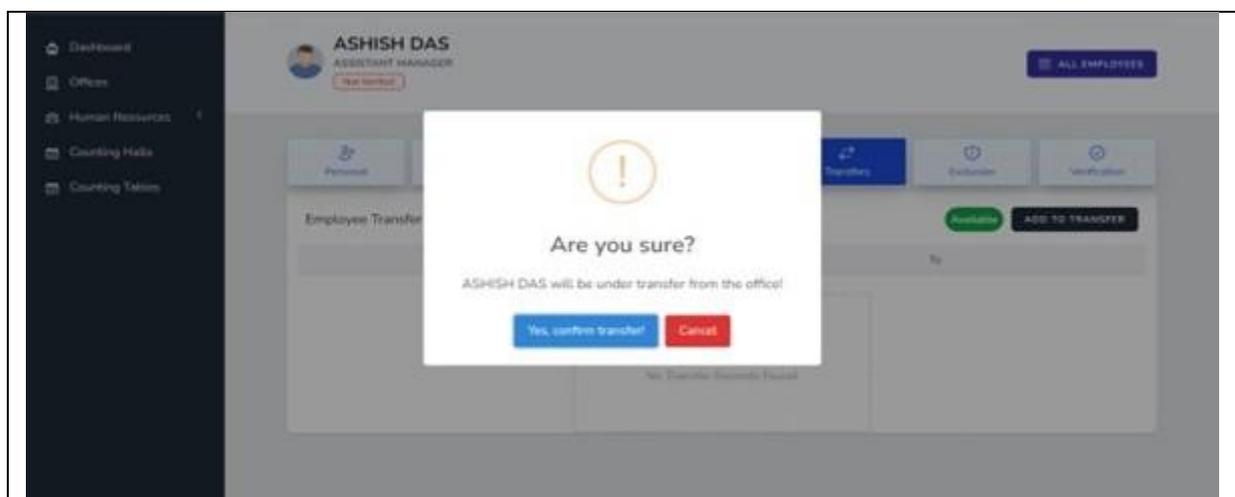
### THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Transfer
- 2) Exclusion

**MARKING THE TRANSFERRED EMPLOYEES :** The Employees already transferred from the Office can be easily marked by Clicking the Transfer Tab

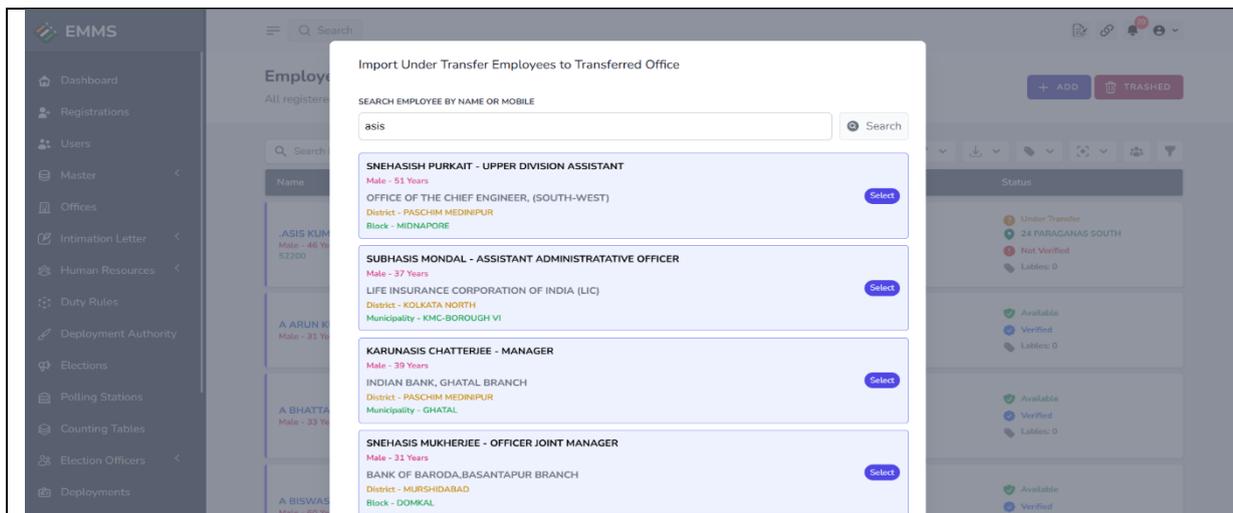


Click on ADD TO TRANSFER button to Transfer – Out an Employee from an Office. A transferred Employee is indicated by Under Transfer Status in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the transferred employee is returned back to his original office by the System

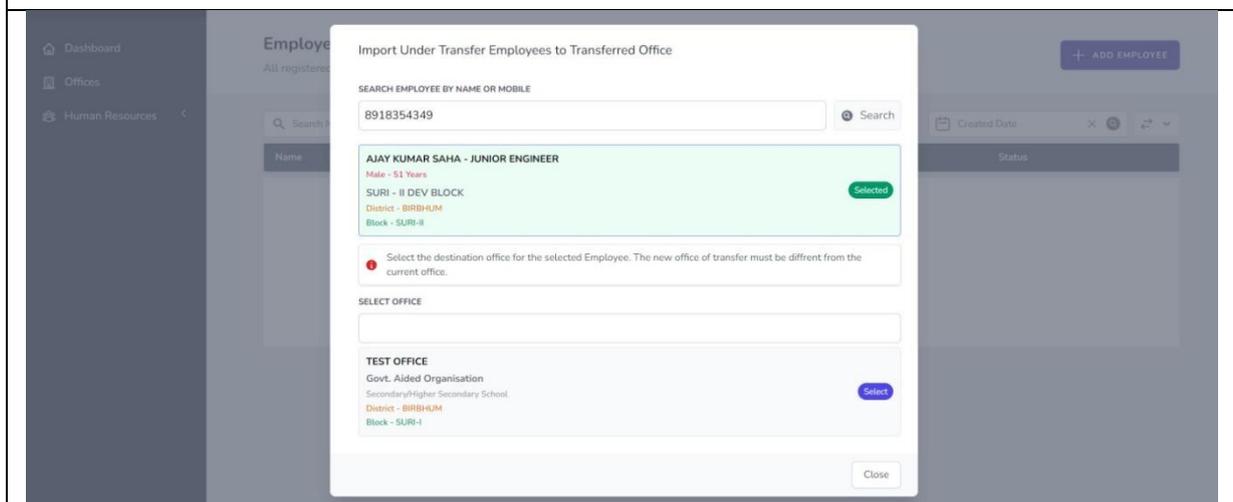


The System generates a Message to confirm the Transfer the Employee. On confirmation the Employee is added to the Transfer List. Other Office can search and Transfer-In the Employee into their Office.

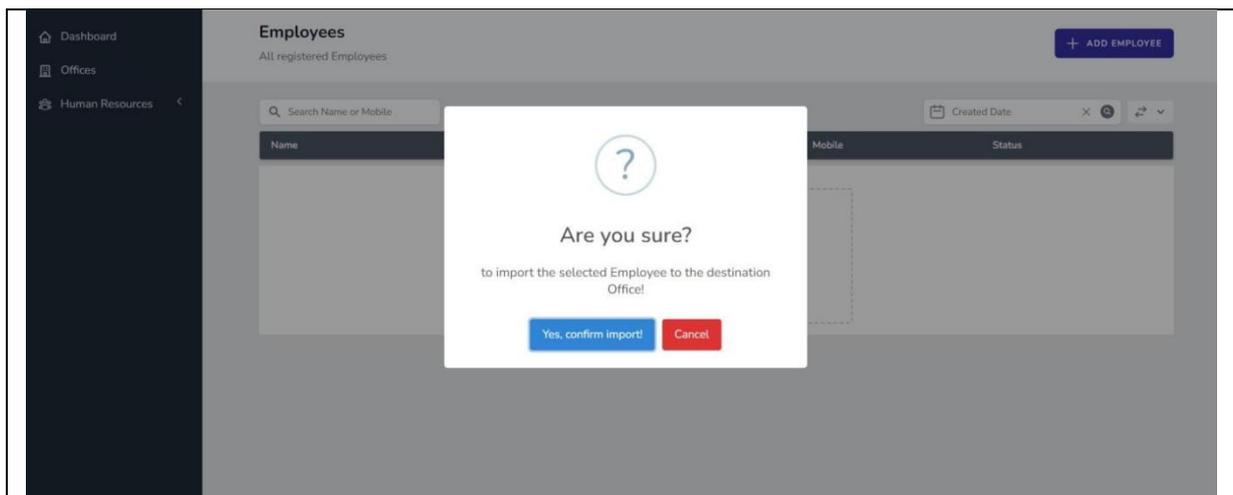
The User has to click the Import Sub Menu and Put the Employee Mobile Number to get Employee Details



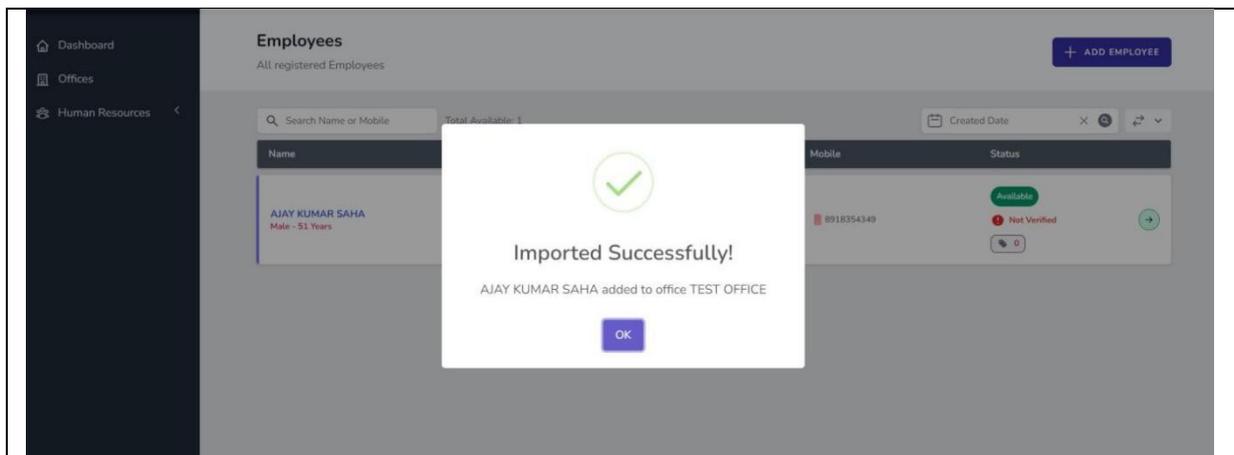
Select the Employee and Click the Select button



Select The Office and click on IMPORT button to Import the Employee

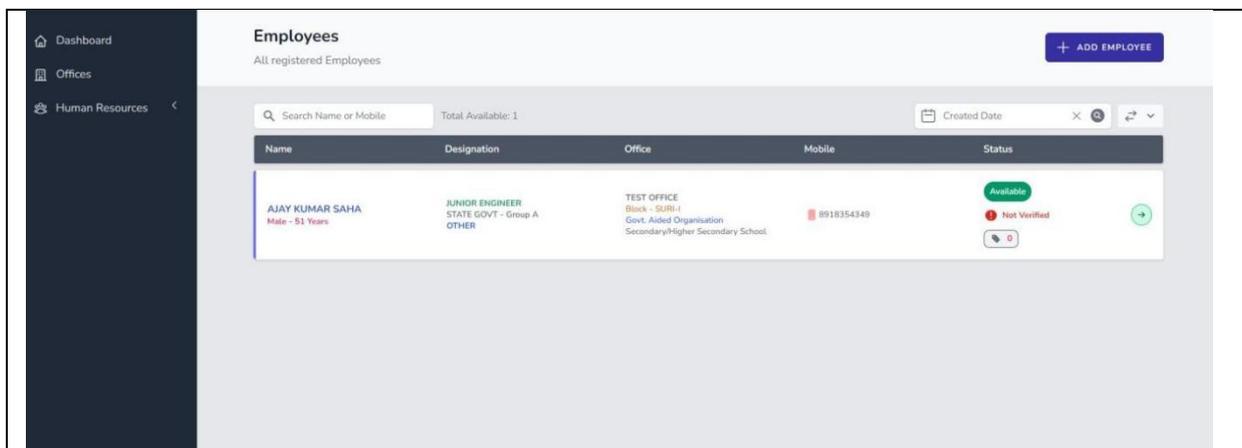


Confirm the Import to complete the Transfer-In process



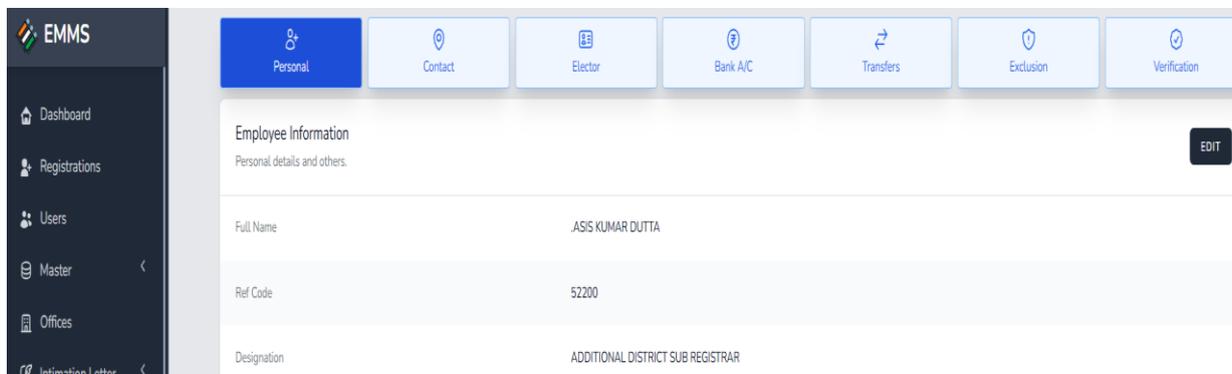
The Employee is now Imported into the New Office under which he is presently posted. The Details of the imported employees must be verified against all the five mandatory tabs

**EDITING AND VERIFYING EXISTING EMPLOYEE DATA BY OFFICE :** The Menu to Edit and Verify an Employee can be invoked by Selecting an Employee from the available List and Clicking on Employee Name or clicking the right arrow against an Employee



All the Employee Information will be displayed- There are 5 mandatory section and 2 optional section that needs to be edited to complete an Employee editing and verifying the edited data by office

**SECTION-1 PERSONAL DETAILS :** Employees Personal Details are to be added / edited in this section. Click on Edit to Edit Data



The required fields may be edited and the Save Button may be clicked to Save Data. The Mobile Number value in this field is unique through out the State and must be carefully entered. Duplicate value will be checked for validation . The Employee Group ,Service and Basic Pay must be entered correctly to ensure correct categorisation of employee at later stage.

**SECTION-2 CONTACT** : Here Contact details of Employee and his alternate mobile or phone number may be entered. Email if available may be entered. The data may be Saved by clicking the Save button

**SECTION-3 ELECTOR** : In this Tab, the EPIC Card Data , Temporary Assembly Constituency ,Permanent Assembly Constituency, Workplace Assembly Constituency Data and Residency Location Data ( District,Block/ Municipality, GP/Ward) information is collected for the Employee, All the Data must be entered correctly and upto date information must be provided as far as possible

DUTY ASSEMBLY CONSTITUENCY \*  
 Sainthia(SC) (289) ▼

TEMPORARY RESIDENCY LOCATION

DISTRICT \* BIRBHUM ▼ LOCATION TYPE \* Municipality ▼

LOCATION \* BOLPUR ▼ PANCHAYAT / WARD \* Bolpur (M) - Ward No.20 ▼

PERMANENT RESIDENCY LOCATION

DISTRICT \* BIRBHUM ▼ LOCATION TYPE \* Municipality ▼

LOCATION \* BOLPUR ▼ PANCHAYAT / WARD \* Bolpur (M) - Ward No.20 ▼

DUTY LOCATION

DISTRICT \* BIRBHUM ▼ LOCATION TYPE \* Block ▼

LOCATION \* SURI-II ▼ PANCHAYAT / WARD \* PURANDARPUR ▼

Cancel Save

**SECTION 4 BANK ACCOUNT :** The Bank Account Information of the Employee must be entered in this tab . Correct Information will facilitate smooth payment of Election Remunerations through e-Payment mode

Personal Contact Election **Bank A/C** Transfers Exclusion Verification

Employee Bank Account Details EDIT

Bank

Branch

IFSC

Account No.

**Searching A Bank :** A Bank is searched by typing its IFSC Code in the Branch field and selecting the branch from search menu

**Bank Account**  
 This section captures the bank account details. The information from here will be used for election related payments.

BANK \* STATE BANK OF INDIA

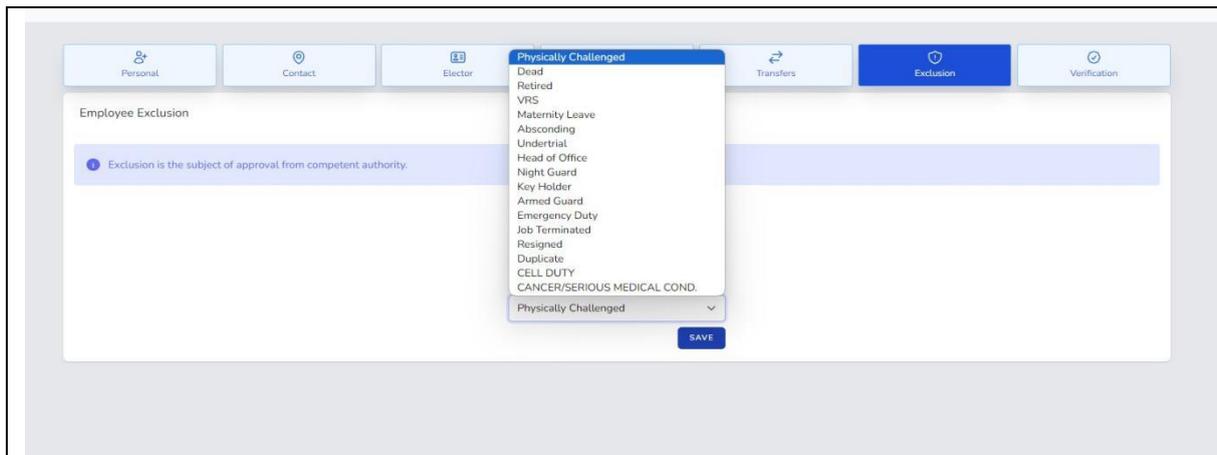
BRANCH \* SBIN0000197

SUPAUL IFSC  
 DIST SUPAUL BIHAR 852131 SBIN0000190

SURI IFSC  
 DIST BIRBHUM, WEST BENGAL 731101 SBIN0000191

Cancel Save

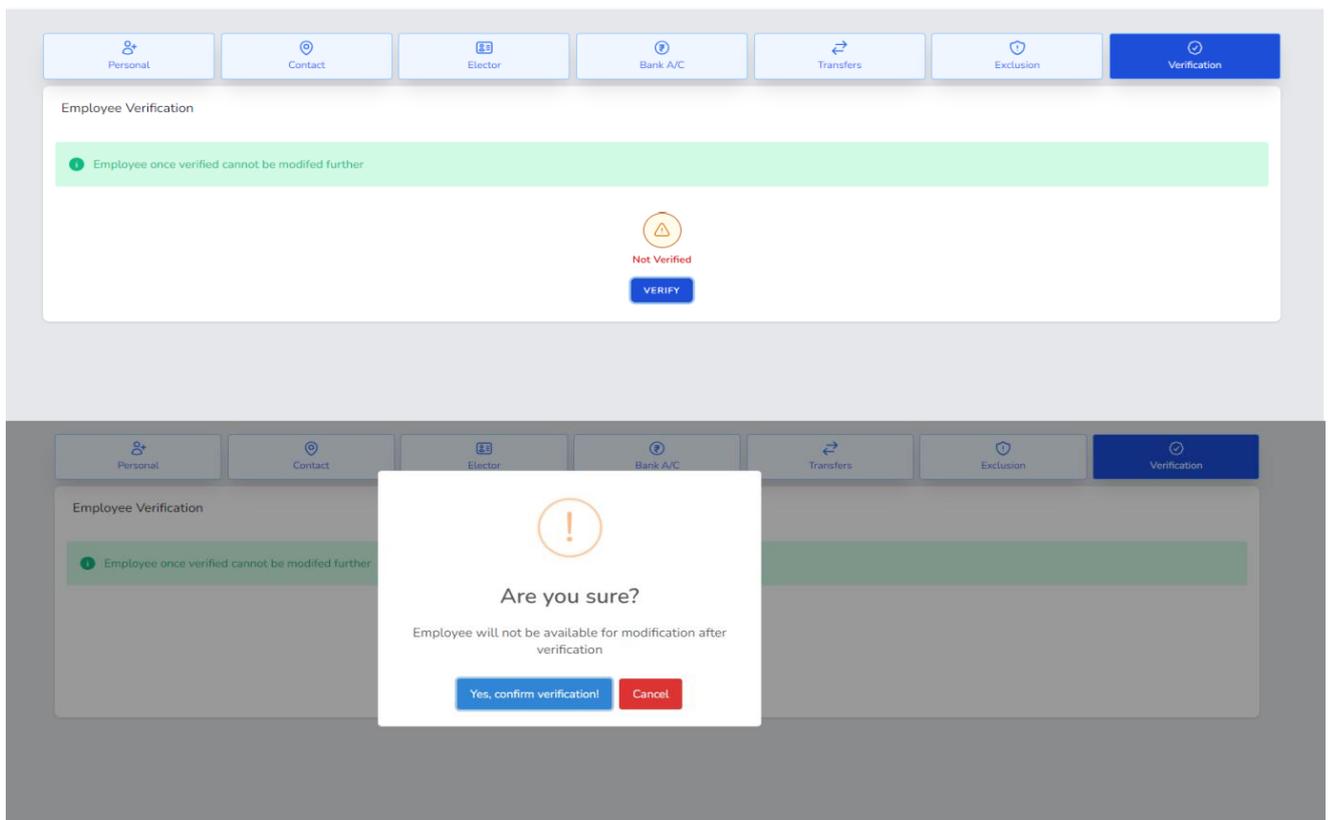
**EXCLUSIONS** : Exclusions like PH, Armed Guard, VRS, Retired , Dead may be added to an Employee if it exists. Otherwise the Field may be kept blank.



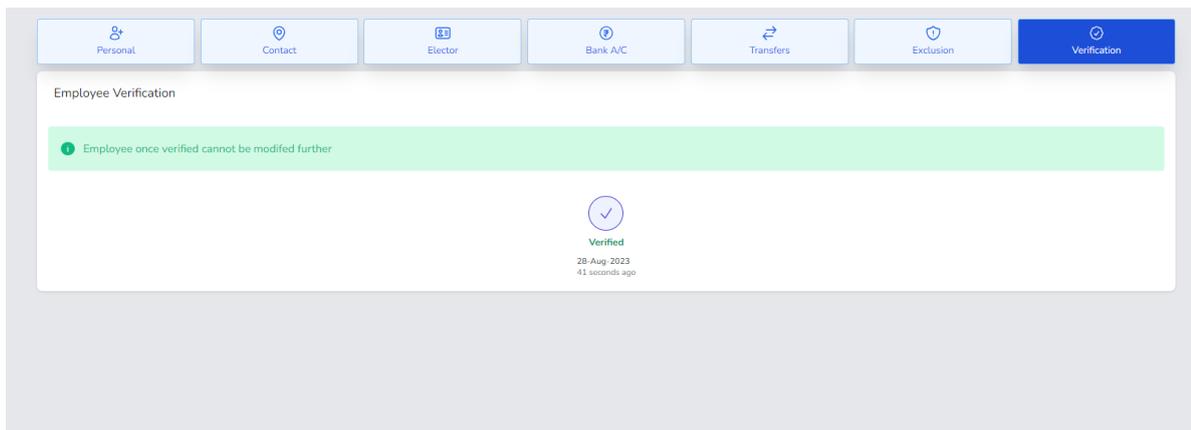
Exclusions must be added carefully and correctly to identify employees for Exclusions by MM&W Cell at District/ Block Level.

After Adding Exclusion , the Save button must be clicked to Saver Data.

**VERIFICATION** : After Entering / Updating all Information , the Employee Data must be verified

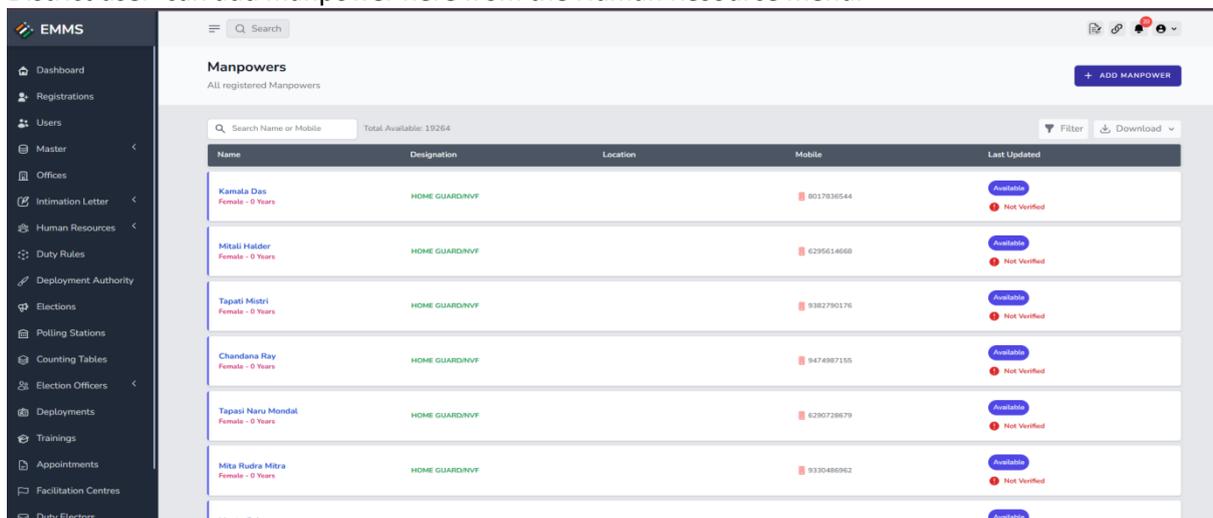


by Clicking the VERIFY button.

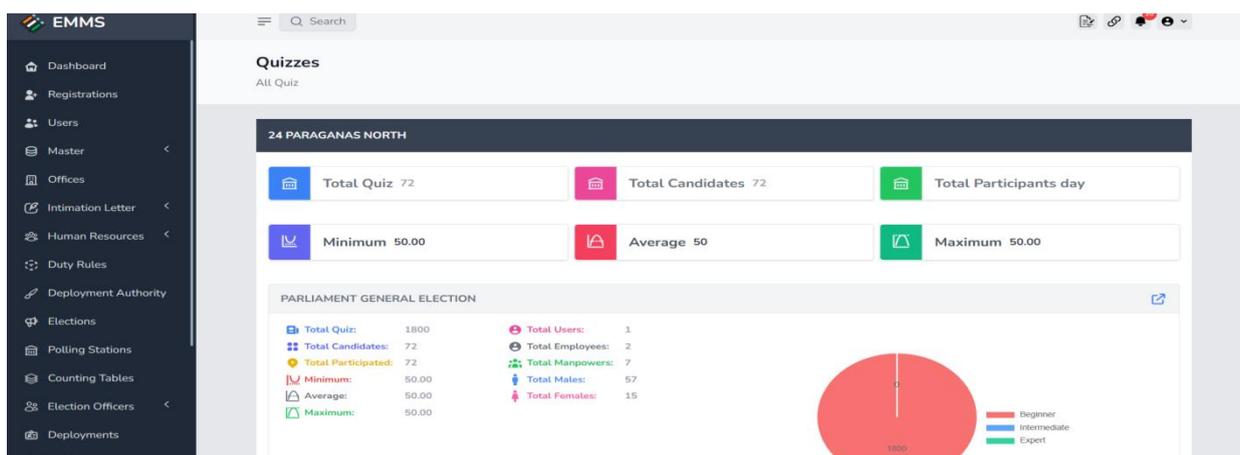


The Employee Data is now Verified.

District user can add manpower here from the Human Resource menu.

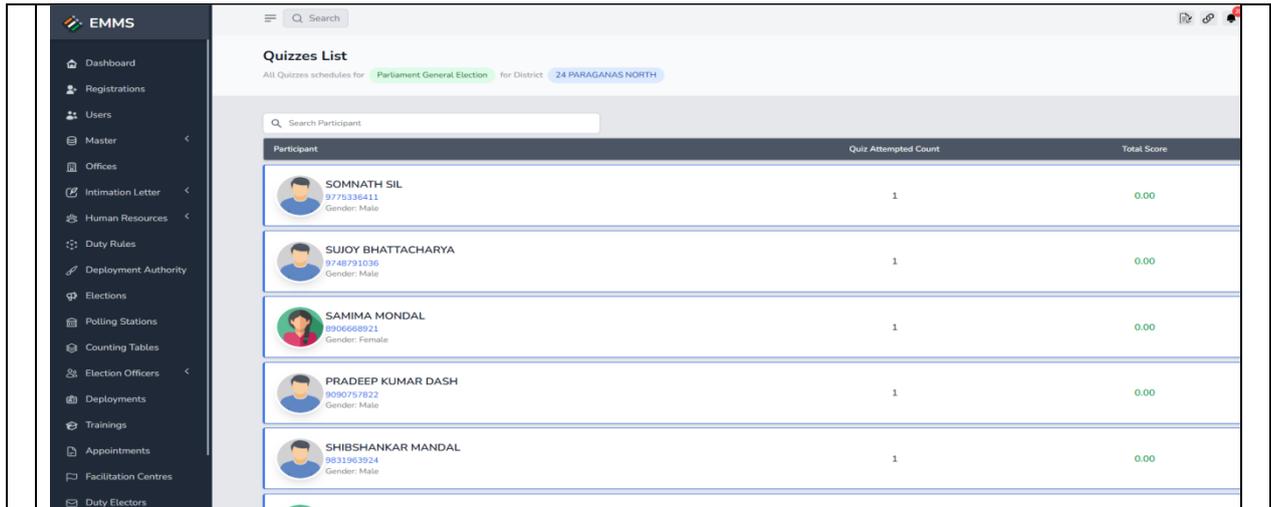


Quiz Dashboard: Invoked by Clicking quizzes dashboard under Quizzes in left menu bar.



Purpose: This dashboard provides an analytical summary of quizzes, candidates, participation, and performance statistics with visual insights.

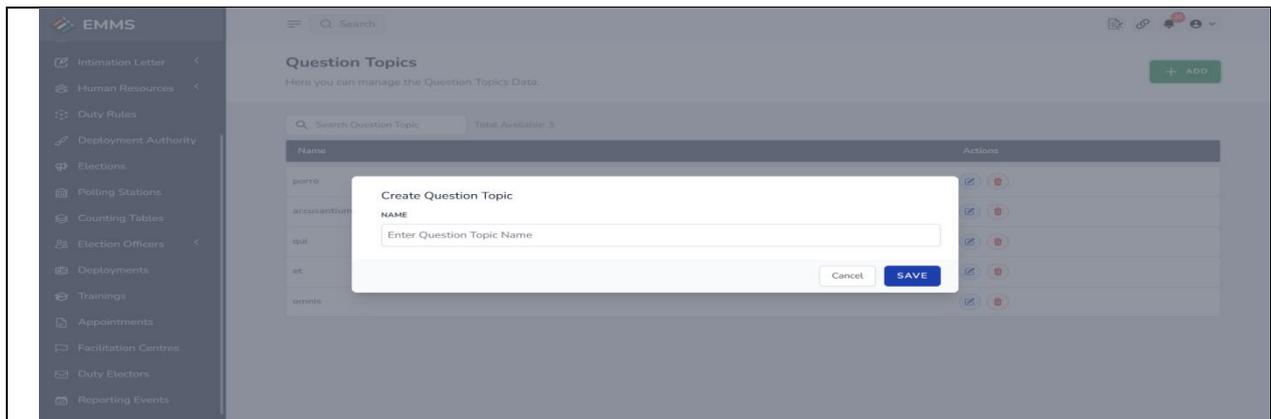
**Quizzes List:** Invoked by clicking the open icon on the right side of the election name.



**Purpose:** Display and manage participants' quiz attempts and scores for a specific election and district.

**Functions:** View participant list, Search participant, View quiz attempted count, View total score.

**Create Question Topic:** Invoked by Clicking add button on top corner

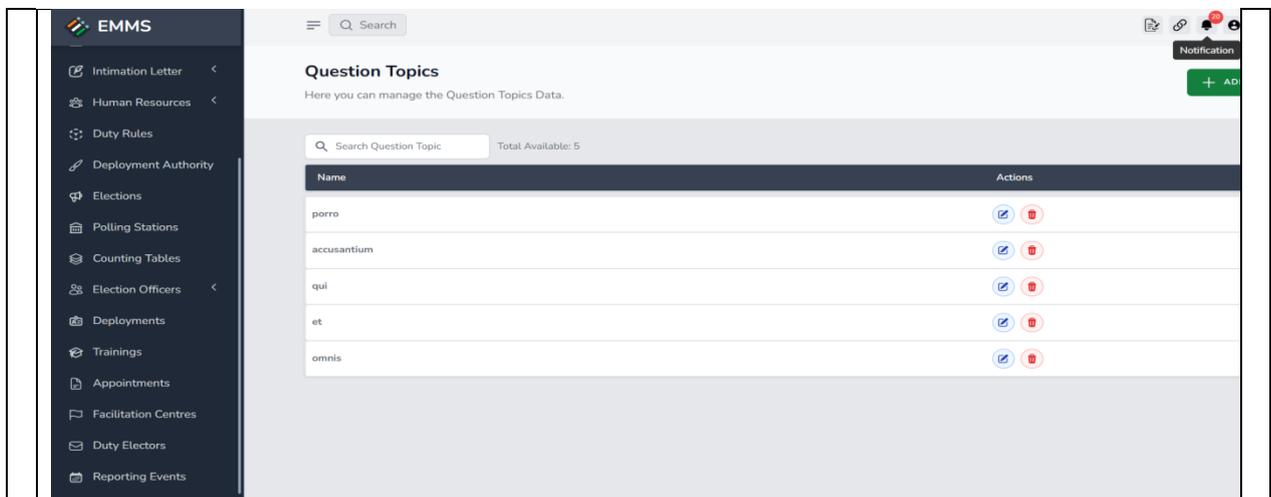


**Purpose :** Create a new quiz question topic.

**Function :** Enter topic name, Save topic, Cancel creation.

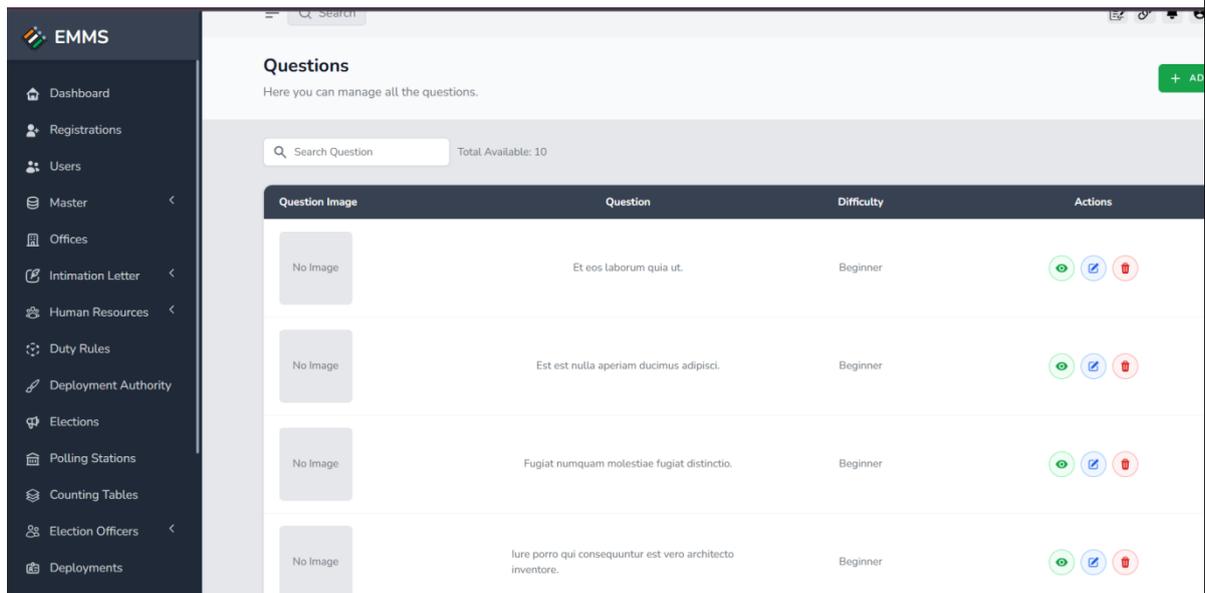
**Questions :** Invoked by Clicking question under Quizzes in left menu bar

**QUESTION TOPICS:** Invoked by Clicking quizzes dashboard under Quizzes in left menu bar



Purpose: Manage quiz question topics for organizing and categorizing quizzes.

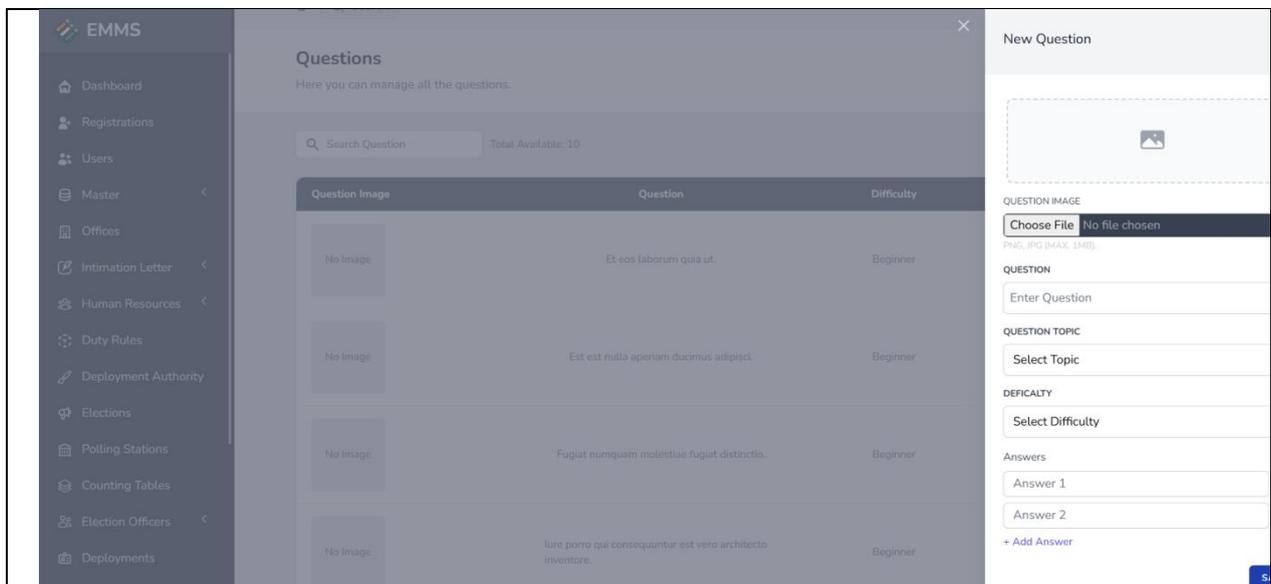
Functions: View topics, Search topics, add topic, edit topic, Delete topic.



Purpose : Manage all quiz questions with details like text, image, and difficulty level.

Function : View question, Search question, Add new question, Edit question, Delete question.

**New Question:** Invoked by clicking add button on top corner



Purpose : To build and maintain a reusable question bank for quizzes or assessments.

Function : Add, view, and manage quiz questions with images, topics, difficulty, and answers.

