

# **User Manual**

for

Employee Database Portal  
for Election

**Developed for**

**Formation of polling parties**

**to conduct**

**General Election of State Assembly-2013**

**ELECTION DEPARTMENT**

# GOVERNMENT OF RAJASTHAN

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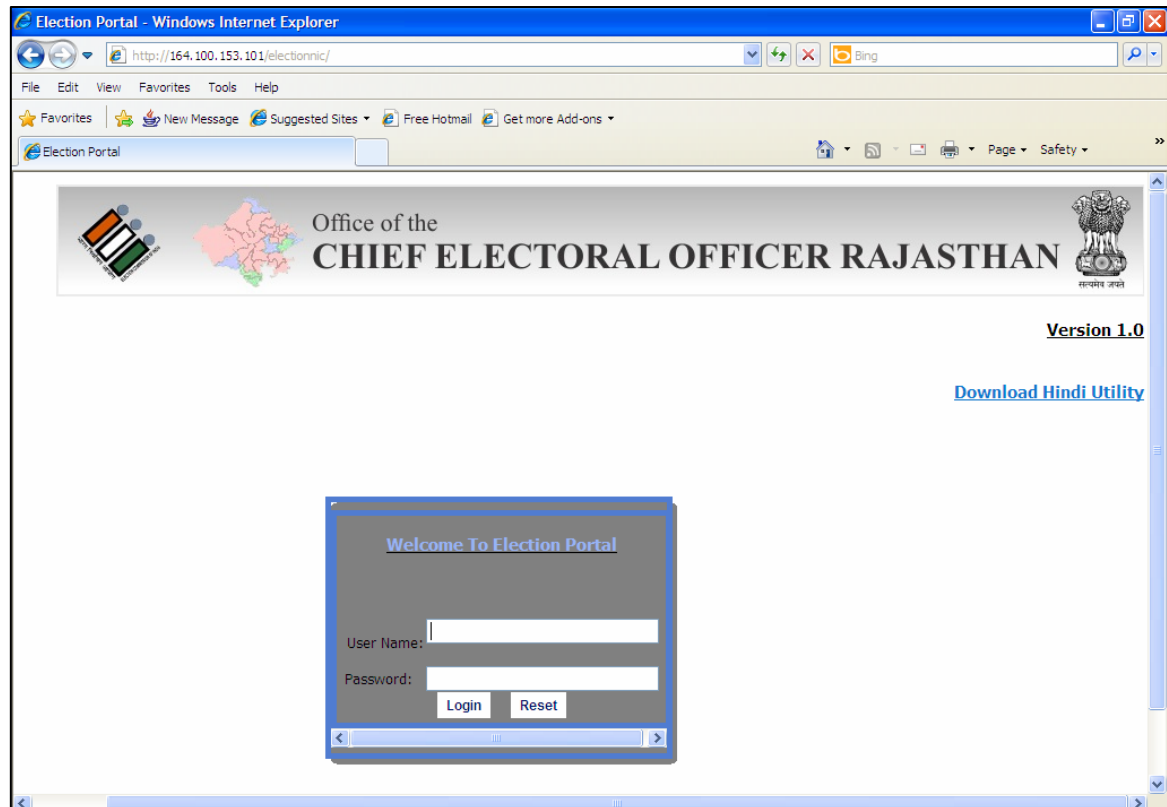
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## 1. How to Login

The steps for accessing the Employee Database Portal for Election are as:

- Open Microsoft Internet explorer 6.0 or higher.
- **Type the URL <http://ems-emp.raj.nic.in>**
- Enter the username and password.
- Click on Login button.

The login screen appeared is shown below:



**Note:** First of all you are required to download Hindi Font from the option available in top of the above screen. We are using Mangal Hindi Unicode for entering the data in Hindi.

## 2. MAIN MENU

After login the Main Menu screen would be as shown below:



Sr.No.	Menu	Sub Menu	Operation
A.	Master	<ul style="list-style-type: none"> <li>• DDO information</li> <li>• Sub ordinate office entry</li> <li>• Employee master</li> </ul>	For master data entry.
B.	Reports	<ul style="list-style-type: none"> <li>• Employee report</li> <li>• Monitoring report</li> <li>• Export data</li> </ul>	Various types of reports
C.	System Admin	<ul style="list-style-type: none"> <li>• Freeze data</li> <li>• Change password</li> </ul>	Administrator's
D.	Help	<ul style="list-style-type: none"> <li>• Election presentation</li> <li>• Download hindi utility</li> </ul>	Latest directions and user manual.
E.	Logout		Exit from application.

## B.1 DDO Information

Click on the menu “**Master -> DDO Information**” in the main menu.  
The screen shot for data entry is shown below:

The screenshot shows a web application interface for entering DDO information. The header includes the logo of the Office of the Chief Electoral Officer Rajasthan and the text 'Office of the CHIEF ELECTORAL OFFICER RAJASTHAN'. Below the header, there is a navigation menu with 'Master', 'Reports', 'System Admin', 'Help', and 'LogOut'. The main content area is titled 'Voter Assembly Information For Election' and contains a form with the following fields:

1.कार्यालय का नाम हिन्दी में:	संयुक्त निदेशक सामान्य निधि अंकेक्षण विभाग
2.डी डी ओ का नाम:	RAM PRATAP SONKARIA(RJP198219)
3.पद:	सहायक लेखाधिकारी
4.मोबाइल:	9584245785
5.लैंडलाइन:	
6.ईमेल:	
7.ज़िला:	जयपुर
8.कार्यालय विधानसभा:	--विधानसभा चुने--
9.तहसील:	जयपुर
10.पता:	सहायक लेखाधिकारी
Police DDO	No

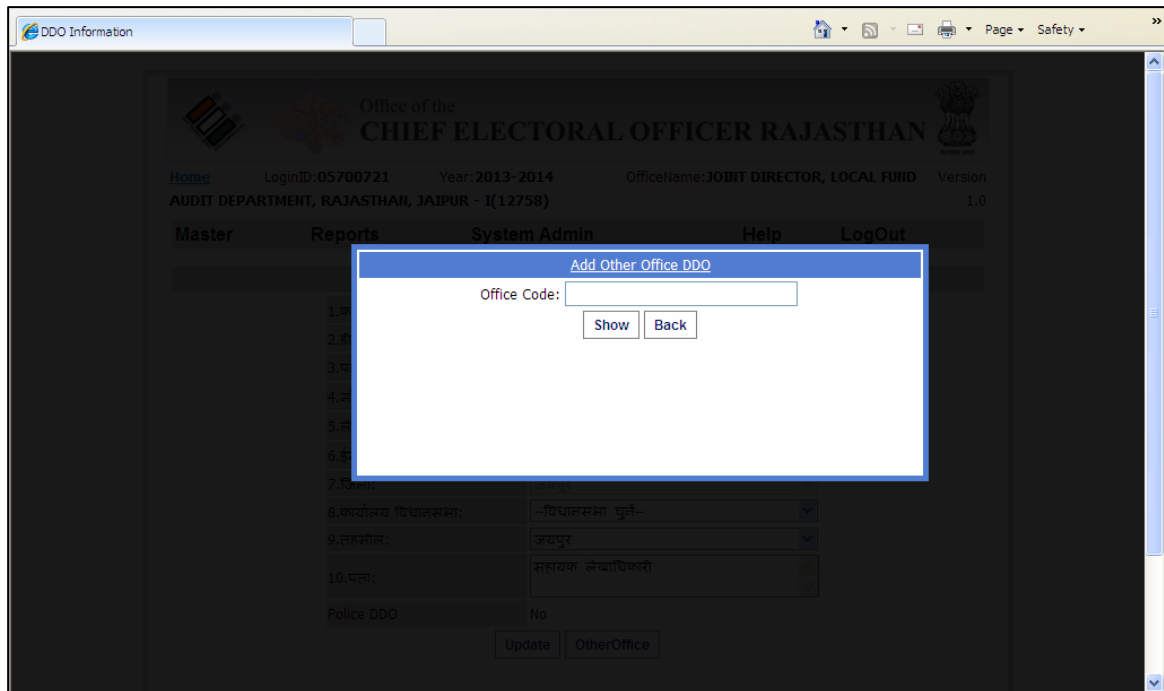
At the bottom of the form, there are two buttons: 'Update' and 'OtherOffice'. Both buttons are circled in red in the screenshot.

**User operation:** You are required to fill-up the details of DDO in this screen. Mostly DDO is one of the employees under his DDO jurisdictions.

- In this scenario, you can select the name of the DDO from the pop-up list available at Column no 2.
- After filling up all the details of concerned DDO, you are required to click "**Update**" button. It will save all information submitted by you.
- In case, Name of the DDO is not available in this list, only then, you are required to select "**Other Office**" option available bottom of the screen.

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If you have selected "Other Office" option, following screen will be appeared:



The screenshot displays a web application interface for the Office of the Chief Electoral Officer, Rajasthan. The page title is "DDO Information". The user is logged in as "LoginID: 05700721" for the "Year: 2013-2014" at the "OfficeName: JOBITI DIRECTOR, LOCAL FUND". The page is for the "AUDIT DEPARTMENT, RAJASTHAN, JAIPUR - I (12758)" and is version 1.0. The navigation menu includes "Home", "Master", "Reports", "System Admin", "Help", and "LogOut". A modal dialog box titled "Add Other Office DDO" is open, featuring an "Office Code:" input field and "Show" and "Back" buttons. Below the dialog, the main form contains fields for "7. Town:", "8. कर्मचारी विभागसंज्ञा:", "9. तहसील:", "10. पत्ता:", and "Police DDO:" with a dropdown menu for "विभागसंज्ञा" and a "No" option for "Police DDO". "Update" and "OtherOffice" buttons are located at the bottom of the form.

- Please enter the Office Code of the DDO concerned and click "Show" button, list of all employee of this office will be displayed and you are only required to select the name of your DDO from this list.
- After filling up all the details of concerned DDO, you are required to click "Update" button. It will save all information submitted by you.

## B.2 Subordinate office entry

(Only for those DDO, who have drawing salary for more than one office like BDO of primary schools)

Click on the menu “**Master -> Sub ordinate office entry**” in the main menu.  
The screen shot for data entry is shown below:

अधीन कार्यालय का नाम अंग्रेजी में	अधीन कार्यालय का नाम हिन्दी में	
office	ऑफिस	<a href="#">Edit</a>
rajkiya balika	rajkiya balika	<a href="#">Edit</a>
fgfg	ghghg	<a href="#">Edit</a>

**User operation:** Now, if there is more than one office under single DDO only that scenario this option will be utilized. For example one BDO not only drawing the salary of employee of their office but he is also DDO for few primary schools under his jurisdiction.

- You are required to enter the name of other offices/schools in both the column (i.e. English as well as in Hindi) and click on the **submit** button to save the information you have entered.
- List of all subordinate offices/schools under the jurisdiction of concerned DDO will be displayed on the screen for your verification. If you have not required make further entry click the Log Out button and re-login again.
- There is a provision to edit the details of subordinate office. For same, please select the edit button appears with the details of the subordinate office. It will allow you to update the details, which you have previously entered.

## B.3 Employee Information

Click on the menu “**Master -> Employee Master**” in the main menu.

The screen shot for data entry is shown below:

### User operation:

- This screen will be further divided into the sections. Information from Column no 1 to 15 displays in RED section available form Pay manger module of the employee. You can view this information but can't change yourself.
- Information displayed in GREEN & BROWN sections will be update for all employees.
- First of all you are required to select the name of the concerned employee from the list of employee from the top of the screen.
- Information with respect to Column no 1 to 15 of selected employee will be displayed automatically.
- Please select the name of the office at Column no 16. In almost cases, Office of the DDO will be available in this pop window and you are only required to select it but in case of BDO, in addition of Office of BDO, name of other primary schools are available in this window. You are required to select the Office/school of concerned employee in this field.
- In Column no 17, you are required to enter the name of the concerned employee in Hindi.
- In Column no 18, you are required to enter the mobile number of the concerned employee. It will be useful to pass on the information to concerned employee through SMS.
- In Column no 19, you are required to enter the email address of the concerned employee, if available. It will be useful to pass on the information to concerned employee through email.
- In Column no 20, you are required to select the assembly constituency of present resident address of the concerned employee.



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- In Column no 21, you are required to select the assembly constituency of permanent resident address of the concerned employee. In case, it is out of State, then only select "vU;" at the time of selecting district.
- In Column no 22, you are required to select the assembly constituency of place of posting of the concerned employee. In almost cases, it will be constituency of office of the DDO. However, there is subordinate offices under the jurisdiction of DDO, than please carefully check the assembly constituency of place of posting of employee of subordinate offices.
- Information with respect to Column no 23, 24, 25 and 26 will be required for issuing of ballot paper for those employees who have appointed in polling parties. It is clear that non availability of this information, any employee couldn't be exempted from polling duty but non-availability of this information he/she may not avail the facility of postal ballot. Therefore, it is advisable that please fill-up this information, so that, postal ballot can be issued such employee, if they have deputed for elections duty.
- In Column no 27, you are supposed to update the status of the employee if he is already appointed as BLO. In case, he is already a BLO, please also update his constituency and part no for which he has appointed as BLO in column no 28.
- In column no 29, you are supposed to update the status of the employee if he is appointed as Home Guard.
- In column no 30, you are required to update the status of employee if required.
- In column no 31, please mentioned remarks, if any.
- Click the "**Submit**" button to save the information you have updated.

**Note:** After completing the exercise of Part-III for one employee repeat exercise from point no 19 to point no 33 of above for all employees under the jurisdiction of the DDO concerned.

## C. Reports

There are 3 types of reports:

- Employee Report
- Monitoring Report
- Export Data

**Employee Report** options will give the details report of every employee. This should be generated by all DDOs after updating elections details of all employees. DDO concerned is expected to generate one printout of its and send authenticated copy of its to Treasury Officer concerned for record and also keep office copy of its on his record.

**Monitoring Report:** These options show the updating status of all employees under his jurisdictions. It is the reports, which show/update the DDO about current status/progress of work.

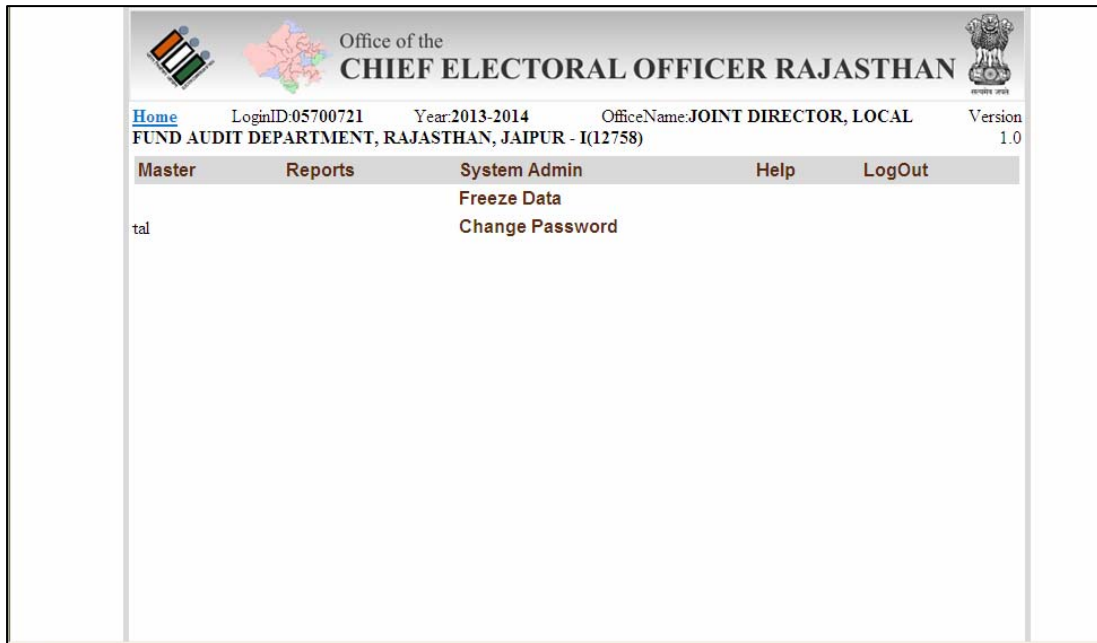
**Export Data:** This option is not for DDOs. This facility is developed for District Informatics Officer of NIC to export the data of their district from whole database for formation of polling parties.

## C. System Admin

There are following two options in this option:

1. Freeze Data
2. Change password

**Freeze Data option:** This is just like finally closed the system i.e. after selecting this option; you couldn't be able to update any information in this portal. It will be selected only after completing all tasks. Selection of this option means you have updated the details of all employees under your jurisdictions and your job is over. Therefore, use this option be carefully.



**Change Password:** Using this option you can change your default password with new password. After selecting this option, following option will be appear:

The screenshot shows the 'Change Password' form in the Employee Database Portal. The header is the same as the previous screenshot. The form title is 'Change Password'. Below the title, there is a 'Select Type:' section with two radio buttons: 'Self' (selected) and 'Other'. Below this, there are three input fields: 'Old Password:', 'New Password:', and 'ConfirmPassword:'. At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is circled in red.

In the above screen, first you are required to enter your old password and twice time new password. After selecting **submit** button new password is set for you.

## C. Help and Logout

- All the latest directions and user manual of this software is online available in this option. You are requested to download latest directions and user manual from this option and update the information as per the direction.



- Selecting of Logout option means quit from the system.