

-:User Manual:-

By NIC, Hooghly

On www.wbpps.gov.in

For Office Users

1. First the office user after receiving their user id and password from their respective districts must visit www.wbpps.gov.in.

2.



In the web portal click on either 'Get Started' or 'Signin' in the upper right corner.

3.

You will be asked here for your user id and password. The form also requires a CAPTCHA verification (encircled in red) to be entered along with valid credentials.

4.

The screenshot shows the WBPPMS dashboard for the user 'ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK'. The header includes the WBPPMS logo, the text 'General Elections To The Lok Sabha - 2019', the date and time '03-12-2018 MON 17:58:36', and the user's code and district 'Code: 1201010015 District: HOWRAH'. The left sidebar contains a menu with 'Dashboard', 'Office', 'Personnel', 'MIS Report', and 'Password Change'. The main content area features a 'WELCOME' message and four summary cards: 'Total EMP as per office : 8', 'Total EMP Registered : 4', 'Total Male Registerd : 4', 'Total Female Registerd : 0', and 'Total Employee Registerd : 4'. Below the cards, there is a 'Welcome to PPMS' message and 'West Bengal CEO's PP Portal.' A footer contains an important notice: 'Important : For security reason this application will logout user if page refresh done manually. Designed & Developed by NIC and Maintained by WBCEO. National Informatics Center All Rights Reserved © 2018'.

After successful login, the dashboard for the respective user will be displayed. The dashboard will bear information pertaining to office employee strength and etc. The left hand menu list identifies the actions which are to be performed by the user.

5.

This screenshot is identical to the one above, but with a red circle highlighting a 'Profile' menu item in the upper right corner of the dashboard header. The menu item is located next to the user's code and district information.

At the first login User is advised to visit the 'Profile' Menu in the upper right corner of the page to update the User information.

6.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:00:34 Code: 1201010015 District : HOWRAH

Edit Your Profile

Name of the User	ASSTT. DIRECTOR OF AGRICULTURE, BALLY	Designation of User	1755
Email	adaballyjagacha@gmail.com	Mobile of User	9433710794

SAVE

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The information regarding the User needs to be updated here.

7.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:01:00 Code: 1201010015 District : HOWRAH

WELCOME : ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK

Total EMP as per office : 8	Total Male Registerd 4	Total Female Registerd 0	Total Employee Registerd 4
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WELCOME to PPMS

West Bengal CEO's PP Portal.

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The office User is presented with the menu of 'Edit Office' to update the Office record.

8.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:01:21 Code: 1201010015 District : HOWRAH

Edit your Office

Office Name(*)
ASSTT. DIRECTOR OF AGRICULTURE,BALLY-JAGACHA BLOCK

Identification Code eg. DDO Code/IFSC/DISE Code alike(*)
DDO

Designation of Head of Office(*)
HEAD

Office Address(*)
SAHEBBAGAN, .

Post Office(*)
SAMABAYAPALLY

Pincode(*)
711205

Block or Municipality(*)
120101-BALLY JAGACHA

Select Police Station(*)
BALLY

Assembly Constituency(*)
170-HOWRAH UTTAR

Parliamentary Constituency(*)
HOWRAH

Office Category(*)
STATE GOVERNMENT

Office Institute(*)
DEPARTMENT/DIRECTORATE/OTHER SUBORDINATE GOVT. OFFICE

Email(*)
adaballyjagacha@gmail.com

Phone No
0332671004

Mobile of Head of Office(*)
9433710794

Fax
0

Male Staff (in count)(*)
6

Female Staff (in count)(*)
2

Total Staff
8

(*) Fields are mandatory

DECLARATION

Certified that the details information furnished earlier in PP-1 format is verified with office records and genuine. Names of all officials will be included in PP-2 format and no information has been concealed.

CANCEL SAVE

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Here all the fields are self-explanatory, and constraints are imposed to evaluate the correctness of the inputs. Users are advised to enter the information correctly and proper checking the data fields.

9.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:04:59 Code: 1201010015 District : HOWRAH

Create New Personnel

1 Personal Details (*) Fields are mandatory

Officer Name(*) 0 / 50

Officer Designation(*) 0 / 50

Date of Birth(*)

Gender(*)
Male

Qualification(*)

Language known other than English(*)
BENGALI

Remarks(*)
NONE

CONTINUE

2 Salary Details (*) Fields are mandatory

3 Address Details (*) Fields are mandatory

4 Electoral Details (*) Fields are mandatory

5 Bank Details (*) Fields are mandatory

SAVE

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Here office Users would be able add their Employee Details one by one. The information is categorised into various sections Like Personal, Salary, Address, Electoral and Bank Details. Employee Data is very crucial for effective operationalisation of Election Management, hence utmost care must be taken while giving the details against each employee.

10.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:06:18 Code: 1201010015 District : HOWRAH

All Personnel

Search

ID ↑	Office ID	Personnel Name	Designation	Permanent Address	Mobile	Actions	Updated at
12010100633	1201010015	HITANGSU CHAKROBORTY	UPPER DIVISION CLERK	D N CHATTERJEE RD (N)24 PGNS KOL-35.	9681705638		26/09/2018 1:18 pm
12010100634	1201010015	JAGADISH CH GHATAK	CHOWKIDER	SAMAPRASAD PALLY NISCHINDA HOWRAH.	9804481974		26/09/2018 1:18 pm
12010101222	1201010015	SUBHAS SAHA	AS DIRECTOR OF AGRICULTURE	A82/1 PURBAYAN . SOADPUR . (N) 24 PGS 700110.	9433710794		26/09/2018 1:18 pm
12010101224	1201010015	JAGADISH CHANDRA GHATAK	CHOWKIDAR	VILL NISCHINDA SAMAPRASAD PALLY PO GHOSHPARA . 711227. HOWRAH	9804481974		26/09/2018 1:18 pm

Rows per page: 5 1-4 of 4

Already Added Employee data can be updated from the Personnel List Menu.

11.

WBPPMS General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:08:06 Code: 1201010015 District : HOWRAH

Dashboard
Office
Personnel
Create new personnel
Personnel Lists
MIS Report
Password Change

Edit Personnel

1 Personal Details
(* Fields are mandatory)

Officer Name(*)
HITANGSU CHAKROBORTY 20 / 50

Officer Designation(*)
UPPER DIVISION CLERK 20 / 50

Date of Birth(*)
1957-01-28

Gender(*)
Male

Qualification(*)
HIGHER SECONDARY

Language known other than English(*)
BENGALI

Remarks(*)

CONTINUE

2 Salary Details
(* Fields are mandatory)

3 Address Details
(* Fields are mandatory)

4 Electoral Details
(* Fields are mandatory)

5 Bank Details
(* Fields are mandatory)

SAVE

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Existing data must be corrected here.

12.

Office Details in PP1 Format As On 03/12/2018 6:17 pm
ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK(1201010015), HOWRAH

Office	Details
Office Name	ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK (1201010015) Identification code(Like DDO/IFSC/DISE CODE) : DDO
Office Address	SAHEBBAGAN, Post Office : SAMABAYAPALLY, Pin : 711205 Subdivision : SADAR, Block/ Municipality : BALLY JAGACHA Police Station : BALLY, Assembly Constituency : HOWRAH UTTAR
Office Category & Office type	State Government , Department/Directorate/Other subordinate Govt. Office
Email	adaballyjagacha@gmail.com
Contact Details(Mobile/Phone/fax)	9433710794 / / 0
Total Employees	8
Male	6
Female	2
PP1 Last Updated at	03/12/2018 6:17 pm
Employee Details registered so far online	
Total Employees	4
Male	4
Female	0
DECLARATION : Certified that the details information furnished earlier in PP-1 format is verified with office records and genuine. Names of all officials will be included in PP-2 format and no information has been concealed.	
Date :	
Place : Signature with Office Seal of Officer-in-Charge (ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK)

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The head of Office can take a print out of this page as glimpse of Office related information also known as PP1.

13.

PP2 Report As On 12/3/2018, 6:09:16 PM
ASSTT. DIRECTOR OF AGRICULTURE, BALLY-JAGACHA BLOCK(1201010015)

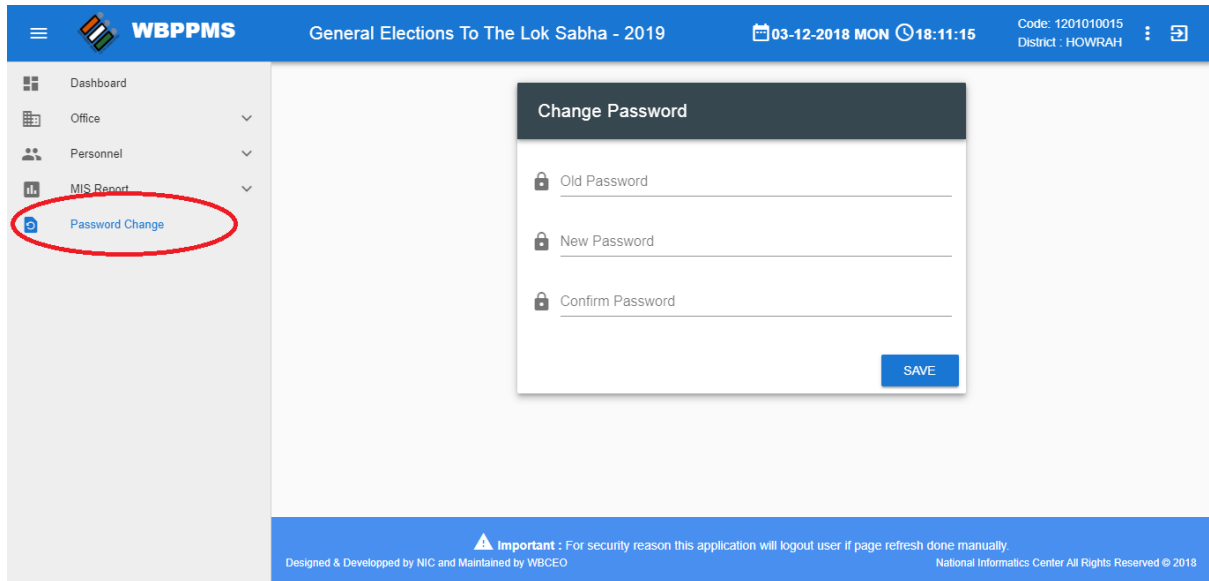
Check List :

1) Name : HITANGSU CHAKROBORTY Designation : UPPER DIVISION CLERK Present Address : D N CHATTERJEE RD (N)24 PGNS KOL-35, Permanent Address : D N CHATTERJEE RD (N)24 PGNS KOL-35, Date of Birth : 1957-01-28 Gender : M Pay Scale : 7100-37600 Basic Pay : 17612 Grade Pay : 3600 Pay Level : Employee Group : C Working Status : Y Email : Phone : Mobile : 9681705638 Epic No : TBI0520858 Part No : 49 Serial No : 784 Post Status : Qualification : Bank AC Number : 31843162350 Branch IFSC Number : 382 Subdivision : SADAR Temporary Assembly Constituency : PANIHATI Permanent Assembly Constituency : PANIHATI Office Assembly Constituency : BALLY Remark :
2) Name : JAGADISH CH GHATAK Designation : CHOWKIDER Present Address : SAMAPRASAD PALLY NISCHINDA HOWRAH, Permanent Address : SAMAPRASAD PALLY NISCHINDA HOWRAH, Date of Birth : 1957-11-24 Gender : M Pay Scale : 54 Basic Pay : 9490 Grade Pay : 1900 Pay Level : Employee Group : C Working Status : Y Email : Phone : Mobile : 9804481974 Epic No : MLN0902577 Part No : 179 Serial No : 166 Post Status : Qualification : Bank AC Number : 31873196827 Branch IFSC Number : 362 Subdivision : SADAR Temporary Assembly Constituency : PANIHATI Permanent Assembly Constituency : PANIHATI Office Assembly Constituency : BALLY Remark :
3) Name : SUBHAS SAHA Designation : AS DIRECTOR OF AGRICULTURE Present Address : A82/1 PURBAYAN, SOADPUR, (N) 24 PGS 700110, Permanent Address : A82/1 PURBAYAN, SOADPUR, (N) 24 PGS 700110, Date of Birth : 1972-10-04 Gender : M Pay Scale : Basic Pay : 32780 Grade Pay : 6600 Pay Level : Employee Group : C Working Status : Y Email : Phone : Mobile : 9433710794 Epic No : UWN1435775 Part No : 79 Serial No : 1043 Post Status : Qualification : Bank AC Number : 20005416493 Branch IFSC Number : 440 Subdivision : SADAR Temporary Assembly Constituency : PANIHATI Permanent Assembly Constituency : PANIHATI Office Assembly Constituency : BALLY Remark :
4) Name : JAGADISH CHANDRA GHATAK Designation : CHOWKIDAR Present Address : VILL NISCHINDA, SAMAPRASAD PALLY, PO GHOSH PARA, 711227, HOWRAH Permanent Address : VILL NISCHINDA, SAMAPRASAD PALLY, PO GHOSH PARA, 711227, HOWRAH Date of Birth : 1957-11-24 Gender : M Pay Scale : Basic Pay : 12670 Grade Pay : 2100 Pay Level : Employee Group : C Working Status : Y Email : Phone : Mobile : 9804481974 Epic No : MLN0902577 Part No : 179 Serial No : 166 Post Status : Qualification : Bank AC Number : 31873196827 Branch IFSC Number : 891 Subdivision : SADAR Temporary Assembly Constituency : PANIHATI Permanent Assembly Constituency : PANIHATI Office Assembly Constituency : BALLY Remark :

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Here the head of office can take a stock of the employees under his office with all his/her details.

14.



The screenshot displays the WBPPMS (West Bengal Public Personnel Management System) interface. The header includes the WBPPMS logo, the title 'General Elections To The Lok Sabha - 2019', the date and time '03-12-2018 MON 18:11:15', and the user's code and district: 'Code: 1201010015 District: HOWRAH'. The left sidebar contains a menu with options: Dashboard, Office, Personnel, MIS Report, and Password Change. The 'Password Change' option is highlighted with a red oval. The main content area shows a 'Change Password' form with three input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a lock icon. A 'SAVE' button is located at the bottom right of the form. At the bottom of the page, there is a blue footer with an important notice: 'Important: For security reason this application will logout user if page refresh done manually. Designed & Developed by NIC and Maintained by WBCEO. National Informatics Centre All Rights Reserved © 2018'.

All users are advised to change their password after first login.

06/12/2018

Thank You

