

# *-: User Manual :-*

1. First the office user after receiving their user id and password from their respective districts must visit [www.wbppms.gov.in](http://www.wbppms.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.

**WBPPMS** General Elections To The Lok Sabha - 2019 03-12-2018 MON 17:58:36 Code: 1201010015 District : HOWRAH

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

Total EMP as per office : 8	Total Male Registeredd 4	Total Female Registeredd 0	Total Employee Registered 4
Total EMP Registered : 4			

Welcome to PPMS

West Bengal CEO's PP Portal.

**Important :** For security reason this application will logout user if page refresh done manually.  
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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.

**WBPPMS** General Elections To The Lok Sabha - 2019 03-12-2018 MON 17:59:27 Code: 1201010015 District : HOWRAH **Profile**

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

Total EMP as per office : 8	Total Male Registeredd 4	Total Female Registeredd 0	Total Employee Registered 4
Total EMP Registered : 4			

Welcome to PPMS

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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

36 / 40 4 / 40 25 / 30 10 / 10

**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 Registered 4	Total Female Registered 0	Total Employee Registered 4
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**Total EMP Registered : 4**

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

Dashboard

Office

Edit Office

Personnel

MIS Report

Password Change

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

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

### 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.

The screenshot displays the WBPPMS (West Bengal Public Personnel Management System) interface. The top header bar is blue and contains the WBPPMS logo, the text "General Elections To The Lok Sabha - 2019", the date and time "03-12-2018 MON 18:06:18", and the user code "Code: 1201010015 District: HOWRAH".

On the left sidebar, the "Personnel" menu is expanded, showing options: "Create new personnel", "Personnel Lists" (highlighted with a red circle), "MIS Report", and "Password Change".

The main content area is titled "All Personnel" and features a search bar. Below the search bar is a table with the following columns: ID ↑, Office ID, Personnel Name, Designation, Permanent Address, Mobile, Actions, and Updated at.

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

At the bottom of the table, there is a pagination bar showing "Rows per page: 5" and "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

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

20 / 50

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

Electional Details

(\*) Fields are mandatory

5

Bank Details

(\*) Fields are mandatory

SAVE

Important

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Existing data must be corrected here.

12.

WBPPMS

General Elections To The Lok Sabha - 2019

03-12-2018 MON 18:17:36

Code: 1201010015  
District : HOWRAH

Dashboard

Office

Personnel

MIS Report

Office Details In PP1 For

Personnel Details In PP...

Password Change

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
<b>DECLARATION :</b> 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)

Important

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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.

**WBPPMS** General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:10:11 Code: 1201010015 District : HOWRAH

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 : 9004401974 **Epic No :** MLN0902577 **Part No :** 179 **Serial No :** 166 **Post Status :** Qualification : Bank AC Number : 31873196827 **Branch IFSC Number :** 382 **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 :**

**Important :** For security reason this application will logout user if page refresh done manually.

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

14.

**WBPPMS** General Elections To The Lok Sabha - 2019 03-12-2018 MON 18:11:15 Code: 1201010015 District : HOWRAH

Change Password

Old Password

New Password

Confirm Password

SAVE

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