

USER MANUAL

Update Polling Personnel Data online

The application is designed, developed and hosted by NIC,
Chikkamagaluru

This manual is prepared by DIO, NIC, Chikkamagaluru

1. Open website **59.90.137.200/hrms**
2. Click on **login**
3. User name: your **DDO Code (for example 1800ZZ0017)**
4. Password will be shared by DC Office
5. After logging in Click on **Pending Employees List**

HRMS Data Update by DDO,Employees

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- 6.
7. It will show the list of employees to be updated. **By default Working, Native and Voting constituencies will be 999(Other)**

HRMS Data Update by DDO, Employees

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EMPLOYEES
Update Employees Information(Self)

List of Employees

	KGID NO	Name	SEX	DGN	OFFICE	WORK	NATIVE	VOTING
Select	577102	JAYAKUMAR S	MALE	JUNIOR ENGINEER	ACCOUNTS SUPERINTENDENT	999	999	999
Select	749513	A K KALASESHWARA	MALE	ACCOUNTS OFFICER	ACCOUNTS SUPERINTENDENT	999	999	999
Select	1075009	R RUKMINI	FEMALE	ACCOUNTS SUPERINTENDENT	ACCOUNTS SUPERINTENDENT	999	999	999
Select	1075215	KANTHARAJU L C	MALE	FIRST DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT	999	999	999
Select	1075975	DAKSHAYANAMMA N	FEMALE	FIRST DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT	999	999	999
Select	1076341	SOMASHEKARAPPA S	MALE	MANAGER	ACCOUNTS SUPERINTENDENT	999	999	999
Select	1076674	RAMAMANI T	FEMALE	STENOGRAPHER	ACCOUNTS SUPERINTENDENT	999	999	999

8. Click on Select Link to update the employee details

9.

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DEPT NAME	ZZ-CHIEF EXECUTIVE OFFICER (ZILLA PANCHAYATH)
KGIDNO	577102
EMP NAME	JAYAKUMAR S
PARENT/SPOUSE	SAMUEL ALEXANDER
GRP	C
DESIGNATION	JUNIOR ENGINEER
GENDER	MALE
WORKING TALUK	1
OFFICE NAME/ADDRESS	ACCOUNTS SUPERINTENDENT
MOBILE	9886718532
WORKING	999
NATIVE	999
VOTING	999
EPIC NO (Ex-IWQ97XXX6)	
EPIC PART/PollingStation NO (http://electoralsearch.in/)	
EPIC SL NO (http://electoralsearch.in/)	
PREVIOUS ELECTION DUTY AS	NA
BANK NAME	
IFSC CODE	
BANK ACCOUNT NO	
REMARKS	NA
Edit & Update	

10. Click on Edit & Update link to update

11. All the details can be filled as collected.

Employee Details Update

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Department Name	ZZ-CHIEF EXECUTIVE OFFICER (ZILLA PANCHAYATH)
KGID Number	577102
Employee Name	JAYAKUMAR S
Parent / Spouse	SAMUEL ALEXANDER
Group	C
Designation	JUNIOR ENGINEER
Gender	MALE
Working Taluk	Chikkamagaluru
Office Name / Address	ACCOUNTS SUPERINTEN
Mobile Number	9886718532
Working Constituency	123-Shringeri
Native Constituency	Others
Voting Constituency	Others
EPIC Number (Ex-IWQ97XXX6)	YPJ1254633
EPIC Part/PollingStation Number (http://electoralsearch.in/)	12
EPIC SI Number (http://electoralsearch.in/)	125
Previous Election Duty As (PRO/APRO/PO)	PRO
Bank Name	SBI
IFSC CODE	SBIN001254
Bank Account Number	1421456452
Remarks	DEPLOYED ON ELECTION DUTY

12. After filling all details click on **Update**

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Department Name	ZZ-CHIEF EXECUTIVE OFFICER (ZILLA PANCHAYATH)
KGID Number	577102
Employee Name	JAYAKUMAR S
Parent / Spouse	SAMUEL ALEXANDER
Group	C
Designation	JUNIOR ENGINEER
Gender	MALE
Working Taluk	1
Office Name / Address	ACCOUNTS SUPERINTENDENT
Mobile Number	9886718532
Working Constituency	123
Native Constituency	999
Voting Constituency	999
EPIC Number (Ex-IWQ97XXX6)	YPJ1254633
EPIC Part/PollingStation Number (http://electoralsearch.in/)	12
EPIC SI Number (http://electoralsearch.in/)	125
Previous Election Duty As (PRO/APRO/PO)	PRO
Bank Name	SBI
IFSC CODE	SBIN001254
Bank Account Number	1421456452
Remarks	DEPLOYED ON ELECTION DUTY
Edit & Update	

14. Click on **Back to Employees list** to update another employee details

HRMS Data Update by DDO,Employees

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List of Employees

	KGID NO	Name	SEX	DGN	OFFICE
Select	749513	A K KALASESHWARA	MALE	ACCOUNTS OFFICER	ACCOUNTS SUPERINTENDENT
Select	1075009	R RUKMINI	FEMALE	ACCOUNTS SUPERINTENDENT	ACCOUNTS SUPERINTENDENT
Select	1075215	KANTHARAJU L C	MALE	FIRST DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT
Select	1075975	DAKSHAYANAMMA N	FEMALE	FIRST DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT
Select	1076341	SOMASHEKARAPPA S	MALE	MANAGER	ACCOUNTS SUPERINTENDENT
Select	1076674	RAMAMANI T	FEMALE	STENOGRAPHER	ACCOUNTS SUPERINTENDENT
Select	1078711	BAGIRATHAMMA K S	FEMALE	FIRST DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT
Select	1079864	KUMAR T	MALE	STENOGRAPHER	ACCOUNTS SUPERINTENDENT
Select	1080473	VANAJAKSHAMMA U P	FEMALE	SECOND DIVISION ASSISTANT	ACCOUNTS SUPERINTENDENT

- 15.
16. Click on **Updated Employees List** to get the list of employees updated already. You can modify again from there also by clicking **Select**.

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List of Employees updated

	KGID NO	Name	SEX	DGN	OFFICE	WORK	NATIVE	VOTING
Select	77102	JAYAKUMAR S	MALE	JUNIOR ENGINEER	ACCOUNTS SUPERINTENDENT	123	999	999

- 17.
18. Click on **Report** to get the report after updation

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List of Employees updated

	KGID NO	Name	SEX	DGN	OFFICE	WORK	NATIVE	VOTING
Select	577102	JAYAKUMAR S	MALE	JUNIOR ENGINEER	ACCOUNTS SUPERINTENDENT	123	999	999

- 19.

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DEPT	OFFICE	W-TALUK	GROUP	KGIDNO	EMPNAME	PARENT/SPOUSE	GENDER	DESIG	POLL/DUTY	MOBILE	W-ASSEMBLY	N-ASSEMBLY	R-ASSEMBLY	EPIC_NO	EPIC_PARTNO	EPIC_SENO	BANK	IFSC	ACCNO	REMARKS
ZZ-CHIEF EXECUTIVE OFFICER (ZILLA PANCHAYATH)	ACCOUNTS SUPERINTENDENT	CHICKMAGALLUR	C	577102	JAYAKUMAR S	SAMUEL ALEXANDER	MALE	JUNIOR ENGINEER	PRO	9888718532	123	999	999	YPJ1254633	12	125	SBI	SBIN001254	1421468452	DEPLOYED ON ELECTION DUTY

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DEPT	OFFICE	W-TALUK	GROUP	KGIDNO	EMPNAME	PARENT/SPOUSE	GENDER
ZZ-CHIEF EXECUTIVE OFFICER (ZILLA PANCHAYATH)	ACCOUNTS SUPERINTENDENT	CHICKMAGALUR	C	577102	JAYAKUMAR S	SAMUEL ALEXANDER	MALE

- 21.
22. Click on Export to Excel to save in excel format.
23. After complete updation take printout and submit signed copy to Election Branch/DC Office.
24. Note: Please look for proper page setup before giving print.(In **PageSetup-> Scaling** adjust the percentage of the page)

For Details contact:

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