

# **KULTALI Dr. B.R. AMBEDKAR COLLEGE**

Vill- 11 No. Jalaberia P.O- Jamtala P.S- Kultali South 24 Parganas  
Pin- 743338 West Bengal Ph- 8017954453

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Date-03.11.2020

## **NOTICE**

**All teaching and non teaching staff are requested to fill up the format mentioned below and send it to the Principal's Email ID :**

**[siulisahadalal@gmail.com](mailto:siulisahadalal@gmail.com) within tomorrow with utmost urgency.**

**Dr. Siuli Saha Dalal,  
Principal,  
Kultali Dr. B.R.Ambedkar College.**

**Election Urgent**



**GOVERNMENT OF WEST BENGAL**  
**Office of the District Magistrate & District Election Officer**  
**South 24 Parganas**  
**New Treasury Building (9<sup>th</sup> floor), Alipore, Kolkata - 700 027,**  
**(P P Cell)**

Memo No. : 01/PP Cell

Date : 12.10.2020

User Name : 1002220539

Password : eMiWr7fa

To  
The Head of Office,  
KULTALI DR. B.R. AMBEDKAR COLLEGE, 11 NO. JALABERIA,  
JAMTALA, KULTALI, P.O. : JAMTALA, PIN : 743338

Sub: - Preparation of prospective Polling Personnel Database i.c.w  
forthcoming Assembly General Election-2021.  
Ref: - Letter of Jt. CEO, West Bengal dated 07.10.2020.

Madam/Sir,

With reference to the subject cited above, I am to inform you that Office of The Chief Electoral Officer, West Bengal has introduced an Online Portal for entry and updation of particulars of all the Govt. Offices and their Staff. As per the instruction of Jt. CEO, West Bengal [as mentioned in the above referred letter] the data entry/updation will be done by the parent/ Sponsoring offices on their own by logging into the portal with their unique ID and Password provided herewith.

This will be a simple data entry in the portal having web address [www.wbpps.gov.in](http://www.wbpps.gov.in):

1. Updation / Edit of Office details (PP1)
2. Updation of the existing employees
3. New Entry of the employee in the portal if not exist in the portal.

Information of all Staff both male and female including Head of the Offices/ Institution must be given. Incomplete or partial information will not be accepted.

The online data entry is to be completed mandatorily within **21.10.2020**. After completion take the printout of both the two proforma sheets from MIS Report sections. The hard copies containing all the entered information will be signed by the Head of the Office and submit it at the Polling Personnel Cell of the concerned Block Office.

Your active Co-operation will be highly appreciated in this regard for timely completion of this statutory process.

Thanking you,

**Help Desk : 8013078925/9804938038**

**Mail ID : ppcellsouth24@gmail.com**

Yours faithfully,

**District Magistrate  
&  
District Election Officer  
South 24 Parganas**

Enclose :- 1) Working Guideline of updation of PP1 and entry  
of PP2 Database.  
2) Model Individual information Collection Sheet

Kultali

## FORMAT PP-2

Detail information of all employee to be collected in separate sheets

Name of Office

KULTALI DR. B.R.AMBEDKAR COLLEGE

Office Code

1002220539

**A. Personal Details** [\*] Fields are mandatory]

1. Officer Name(*)			
2. Officer Designation(*)		3. Date of Birth (*)	4. Gender(*) (M/F/T)
5. Qualification(*)		6. Language known other than English(*)	7. Remarks(*)

**B. Salary Details** [\*] Fields are mandatory]

8. Pay Scale(*)		9. Basic Pay (*)		10. Permanent/ Contractual
11. Employee Group(*) [A/B/C/D]		12. Working Status(*) [Y/N]		

**C. Address Details** [\*] Fields are mandatory]

13. Present Address (*)			
14. Permanent Address(*)			
15. Email		16. Phone(with STD)	17. Mobile(*)
18. Present Block or Municipality		19. Permanent Block or Municipality	
20. Office Block or Municipality			

**D. Electoral Details** [\*] Fields are mandatory]

21. EPIC No (*)		22. Part no	23. Serial No
24. Present Assembly Constituency(*)			
25. Permanent Assembly Constituency(*)			
26. Office Assembly Constituency(*)			

**E. Bank Details** [\*] Fields are mandatory]

27. Bank Name		28. Branch Name	
29. IFSC (*)		30. Bank Account no(*)	

Signature & Date of  
Employee