

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, SAROJINI NAIDU SARANI**  
**KOLKATA – 700 017**

**No. 1094(6)-SEC/6W-2/2008**

**Date : 13.04.2012**

From : The Secretary,  
West Bengal State Election Commission.

To : The Municipal Returning Officer &  
Sub-Divisional Officer, Jalpaiguri (Sadar) /  
Ranaghat / Tamluk / Haldia / Durgapur / Rampurhat.

Sir,

The instructions for uploading the details of Contesting Candidates along with their declaration file in connection with the Municipal General Election, 2012, in the 6(six) Municipalities are given below:

**Instruction for Uploading of information:**

1. Open the website ([www.wbsec.gov.in](http://www.wbsec.gov.in))
2. Select “User Login” tab in the right pane.
3. Select “Sub Division Level” option and choose the district and subdivision from the dropdown menu.
4. Select name of the corresponding district and Subdivision. Enter the password and click “Proceed” Button. For User Id and Password you should contact the District Informatics Officer of your district or Shri Sujoy Ray of State Election Commission (Mobile: 9836982520) as well.
5. After you get logged in, click the “Contesting Candidate Entry for Municipal” option. A new page will open.
6. Enter proper details of the constituency eg. (Municipality Name, Ward No., Polling Date and Election Type) and click “Submit” Button.
7. Again another new page will open. Submit the “Candidate Details” (like OSN, Name, Address, Party, Symbol and Declaration Form). Now, upload the “Declaration Form” for each Candidate (without that you will not be able to submit the Candidate Details). Check that all information about the candidate has entered properly, and then click “Submit”.
8. After submitting, in the same page the “Candidate details” will be shown to you having two option “Modify” and “Delete”. You can use those options for further modification of data.
9. Click Logout button after all entry are over.

Sd/

(Tapas Ray)  
Secretary,

West Bengal State Election Commission