

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani**  
**(Rawdon Street)**  
**Kolkata – 700 017**  
**Ph No. 2280-5805;**  
**FAX: 2280-7373**

**No. 1093(5)-SEC/6W-2/2008**

**Date: 13.04.2012**

From : The Secretary,  
West Bengal State Election Commission

To : The District Municipal Election Officer &  
District Magistrate, Jalpaiguri / Nadia /  
Purba Medinipur / Burdwan / Birbhum.

Sub. : Guidelines for uploading of information relating to Municipal General Elections, to be held in June, 2012 in the Website of the Commission.

Sir,

I am directed to refer to the subject mentioned above and to forward herewith a copy of the Guidelines for your information and taking necessary action.

Yours faithfully,

Sd/  
(Tapas Ray)  
Secretary,  
West Bengal State Election Commission

**No. 1093(5)/1(6)-SEC/6W-2/2008**

**Date: 13.04.2012**

Copy forwarded for information and necessary action to the Municipal Returning Officer & Sub-Divisional Officers, Jalpaiguri (Sadar) / Ranaghat / Tamluk / Haldia / Durgapur / Rampurhat.

**He is requested to immediately contact the District Informatics Officer to obtain his user id and password.**

Sd/  
(Tapas Ray)  
Secretary,  
West Bengal State Election Commission

**No. 1093(5)/2-SEC/6W-2/2008**

**Date: 13.04.2012**

Copy forwarded for information and necessary action to Shri Amitava Bose, Technical Director, NIC, West Bengal, 18, Sarajini Naidu Sarani, Kolkata-700017.

Sd/  
(Tapas Ray)

## **Uploading of information relating to Municipal Elections in the website of West Bengal State Election Commission (W.B.S.E.C.)**

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- 1) The WBSEC website should be hosted with the name of www.wbsec.gov.in through National Informatics Centre (NIC).
- 2) It has been decided that information pertaining to Municipal constituencies, information relating to contesting candidates and results would be uploaded to the website. The uploading would be done at the end of the **SDO** to the website.
- 3) At the sub-division level a team may be formed consisting of computer knowing officers and staff under the leadership of the Executive Magistrate-in-charge of Municipal General Elections.
- 4) The major tasks would be :-
  - Verification of information relating to Municipal constituencies uploaded to the Website at the S.D.O. level.
  - Entry of details of contesting candidates for all constituencies.
  - **Scanning of declarations submitted by contesting candidates and uploading of the same to the website.**
  - **Entry of results (winning position as well as details) after the election.**
- 5) Data relating to contesting candidates may be entered into the website on the date of finalization of Form-7. Entry of results (Winning position and detailed) should be completed immediately after counting is over.
- 6) W.B.S.E.C. will not provide any vendor for data entry / scanning job. This may be done with the help of data entry staff working under the establishment of S.D.O.
- 7) The following modalities would be adhered to for scanning and uploading of Declaration of candidates :-
  - The copies of Declarations may be collected by the team at the S.D.O.'s office.

- At the S.D.O.'s office, the Declarations may be scanned, converted to .pdf format (all three pages should be joined to form one .PDF file per candidate). This task may be completed before scrutiny of nomination papers.
  - The scanned files would be stored in folders in S.D.O.'s office.
  - After finalization of Form-7, the scanned declaration of candidates who have withdrawn would be moved to other folders kept for the purpose.
  - Using (preferably) the broadband connection, the team at S.D.O.'s office would upload the Declaration .PDF files to the website immediately after finalization of Form 7. The declaration document should be scanned in such a manner, so that the file size should not exceed 500 KB. This is possible if scanning option is set to "grey scale" and resolution to 200dpi.
- 8) There will be no trial for uploading process as the procedure is now familiar to the S.D.O.'s establishments. If any problem is faced, contact should be made with Shri Amitava Bose, Technical Director, NIC, West Bengal, Kolkata (Mobile: 9830610378) or the District Informatics Officer of your district.
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