

Important Instructions regarding Data Entry in DISE Capsule

1. GENDER (SEX) of the employee must be entered correctly.
2. Data of **Class IV** employees **should not be entered** in the DISE Capsule Software.
3. Any employee who is already deputed on any Election Duty in any Office should also be entered in Software but the list of such employees should be sent to our Office along with **copy of Order/Relieving** from your department/Office. (BLO, Technical Staff etc.)
4. Any employee other than Handicapped/ Long Leave who is recommended for any exemptions due to any genuine reasons like (CHRONIC DISEASE, NEWLY BORN BABY etc.) must be recommended by Office/Department Head **along with the reason/proof** compulsorily.
5. EPIC Number Should be blank in case any employee's EPIC is not known or is not searchable in the software. In this case **proper remarks must be given in Remarks column. (E.g. EPIC _____ not found or EPIC not available).**
6. Submit the Hard Copy of the data (**Duly Signed and Stamped by HEAD of department**) entered in the DISE software as mentioned below.
 - I. Employee Check List. **(Duly stamped and signed by the head of the department)**
 - II. Certificate. **(Duly stamped and signed by the head of the department)**
 - III. Print Summary. **(Duly stamped and signed by the head of the department)**
 - IV. Details of Class IV employees.(Excel Performa)
7. Submit the Soft Copy of the final data DISE output folder (containing backup folder and lot file) in the **CD/DVD only** to our Office.

Note: For any query related to DISE Capsule Software can be Contacted to email address: - electionsbarnala@gmail.com or Office Address: NIC Office, Room No. 68, Third Floor, New DAC Complex Barnala.