

## **Important Instructions about Election Data Collection**

- **Make sure to check the “Election Corner” of the District Ferozpur Website (<http://ferozpur.nic.in>) on regular basis for any important information.**
- **All are advised to download the DISE Capsule software, database, Important Instructions, User Manual and Performa for collection of employee data**
- **from the website from 11.02.2019 and last date of submission of CD (stamp/signed by Head of Office) along with required documents is 25.02.2019 upto 5 PM.**
- **Submit the Hard Copies of the data entered in the DISE software as mentioned below.**
  - I. Employee Check List.
  - II. Undertaking.
  - III. Print Summary.
  - IV. Last month Employee Pay Statement
- **All the CD/documents/certificates/lists must have stamps/signs with mobile number, name of the signing authority and name preparer of the database (Data Entry Operator etc.).**
- **Above said documents/CD submit at the Computer Training Room, Room No: 206, 2<sup>nd</sup> Floor, DC Office, Ferozpur. The concerned person first compare the Employee Check list with Last month Pay Statement**

and CD data and give the receipt of submission after entry into the receipt register.

- Copy CD folder “Election2019” to your computer or Software along with other can be downloaded from official District Web Site “<http://ferozepur.nic.in>” under ‘Elections Corner/What’s New’ and clicking on the first link ‘Lok Sabha Elections 2019’.
- The DISE Application page will open which contain
  1. ‘DISE Capsule Setup 5.3 and **database**’
  2. DISE user manual
  3. Important instructions for DISE
  4. Performa to collect employee data for DISE Capsule
- Take printout of file ‘Dise\_Capsule installation and User manual available on the website.
- Take the printouts of file ‘Performa for polling staff data election.pdf’ and distribute it among your staff for data collection.
- Read the installation manual thoroughly and Install the software as per Installation instructions only.
- Scan photo of employee and its size should be less than 20 KB.
- If scanner is not available, capture photo directly with the help of camera attached to computer.

- To compress the photo size use 'ReSize Photograph' tool installed automatically with this setup and shortcut icon created on the desktop of your machine.
- **All Class IV employees like Drivers, Peon, Sweeper, Chowkidar, Security Gurad etc must be entered in excel sheet only and provided with the CAPSULE data in a CD and NOT to be entered into the CAPULE database using this software. Format for excel file is following:**

Name	Father Name	Designation	Office Address with Phone no.	Mobile No	Office Constituency (75/76/77/78)	Resi Address	Age	Gender (M/F)	Handicap/Long Leave	Scanned Photograph	Remarks

- Run the capsule setup available in the directory 'DISE Capsule Setup 5.3' in 'Administrator' user of your Windows PC/laptop.
- **Make sure to run epic.bat file available in 'EpicSearch' folder in 'Administrator mode' only on command prompt. For this right click on the 'Command Prompt' icon and select 'Run as Administrator' and then go to the path of 'EpicSearch' directory and then run 'epic.bat' file from there. You may copy the 'EpicSearch' folder to 'c:/' directory to make the path available to you easily.**
- Contact at Election Tehsildar Office (01632-242473), NIC-Distt Centre Ferozepur (01632-243806), Sh. Aman Batra 9779021320, Sh. Manish Sharma 9915300634, Sh.

Davinder Monga 9417452704, Sh. Rajat Gupta (Network Engr-9888106376), Sh. Gurpreet Singh (Network Engr-8146266099) for any query.

- For hands on session, you may contact at Room no. 210 (NIC-District Centre), 2nd floor, District Administrative Complex, Ferozepur Cantt.
- Make sure all the current BLOs must also be entered into the capsule and with relevant selection at Field No. No: 16 ('Select As') as 'BLO 11' (or in remarks )and further enter required field entries afterwards also.
- Don't manipulate database of capsule as later it may result into failure of importing data into the server. Re-entry of whole data may be the solution then.