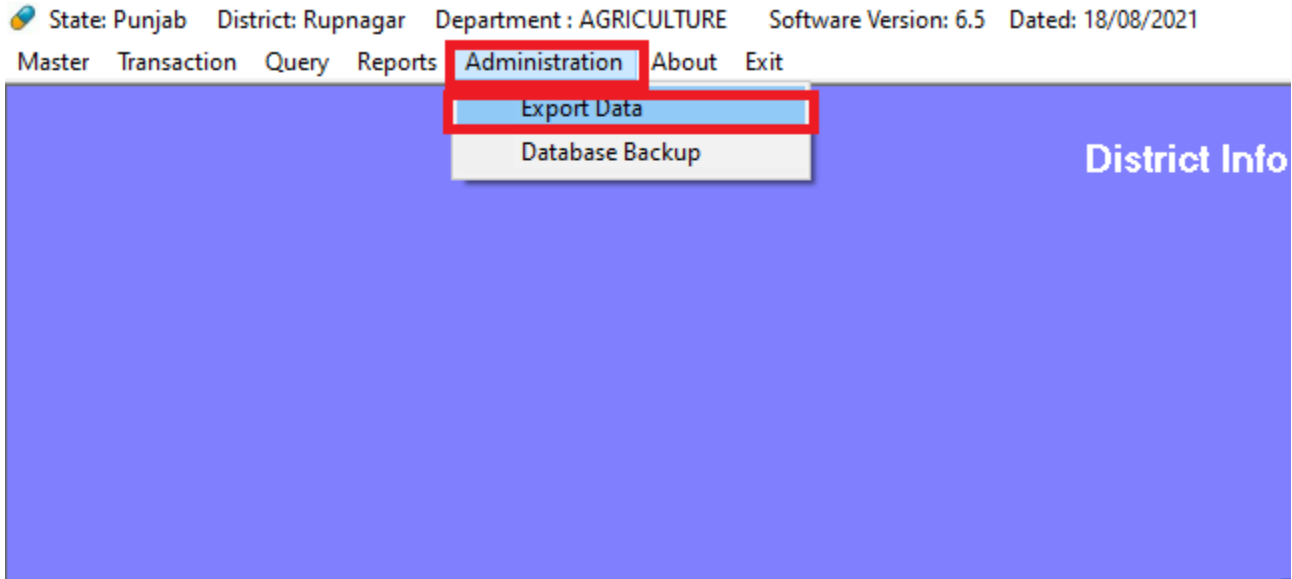
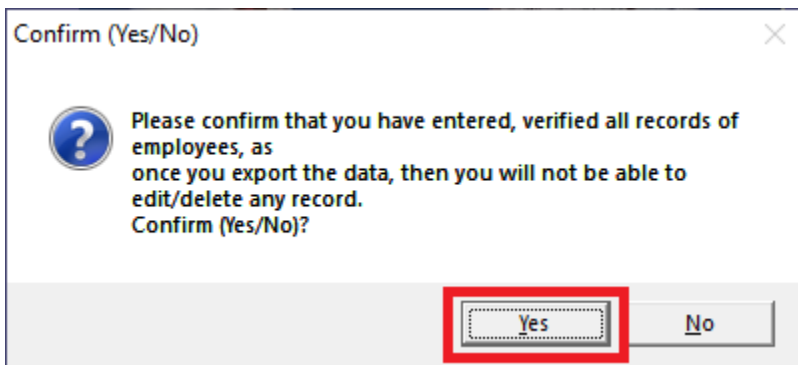


To export data click on administration and then on Export data.



Click on yes and again on yes. Then ok.



First you have to print the summary. Click on Print Summary.

District Information System for Election Capsule Module
GENERAL ELECTIONS 2019

Summary of Entered Data

District: Rupnagar
Department: AGRICULTURE

Data Already Exported				
Lot No.	Code	Office Name	Address	Total
▶ 1	0001	ASSTT AGRICULTURE ENGG IMP CHIEF AGF	O O CHIEF AGRICULTURE OFFICE RUPNAGAR	1
1	0004	DISTT TRAINING OFFICER RUPNAGAR	ZILA PARISHAD COMPLEX RUPNAGAR	1

Total records already exported: 2

Data Available for Export			
Code	Office Name	Address	Total
▶ 0001	ASSTT AGRICULTURE ENGG IMP CHIEF.	O O CHIEF AGRICULTURE OFFICE RUPNAGAR	1

Total Records: 1

Print SummaryPrint DeclarationExport DataExit

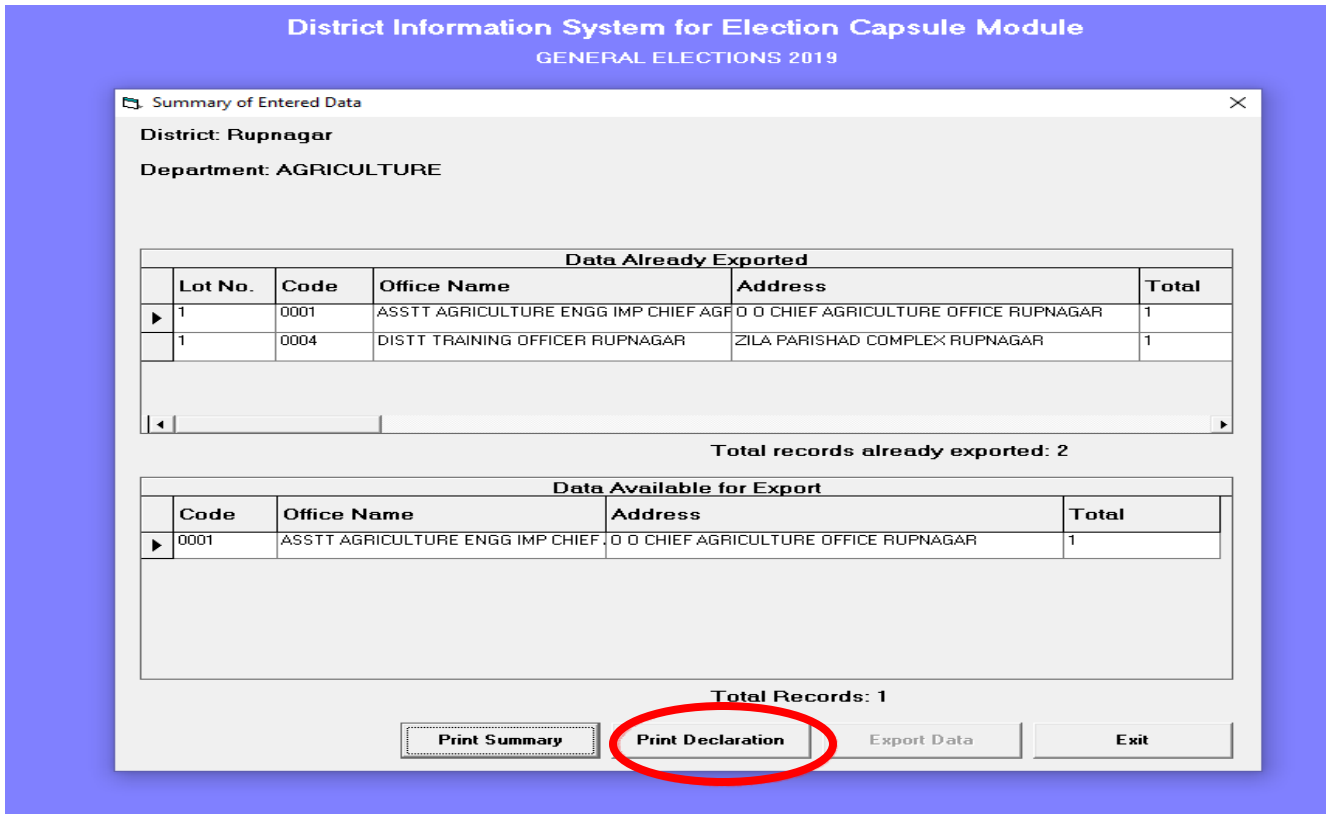
Summary of employees data available for export

Summary of E employees Data Available for Export, District Rupnagar

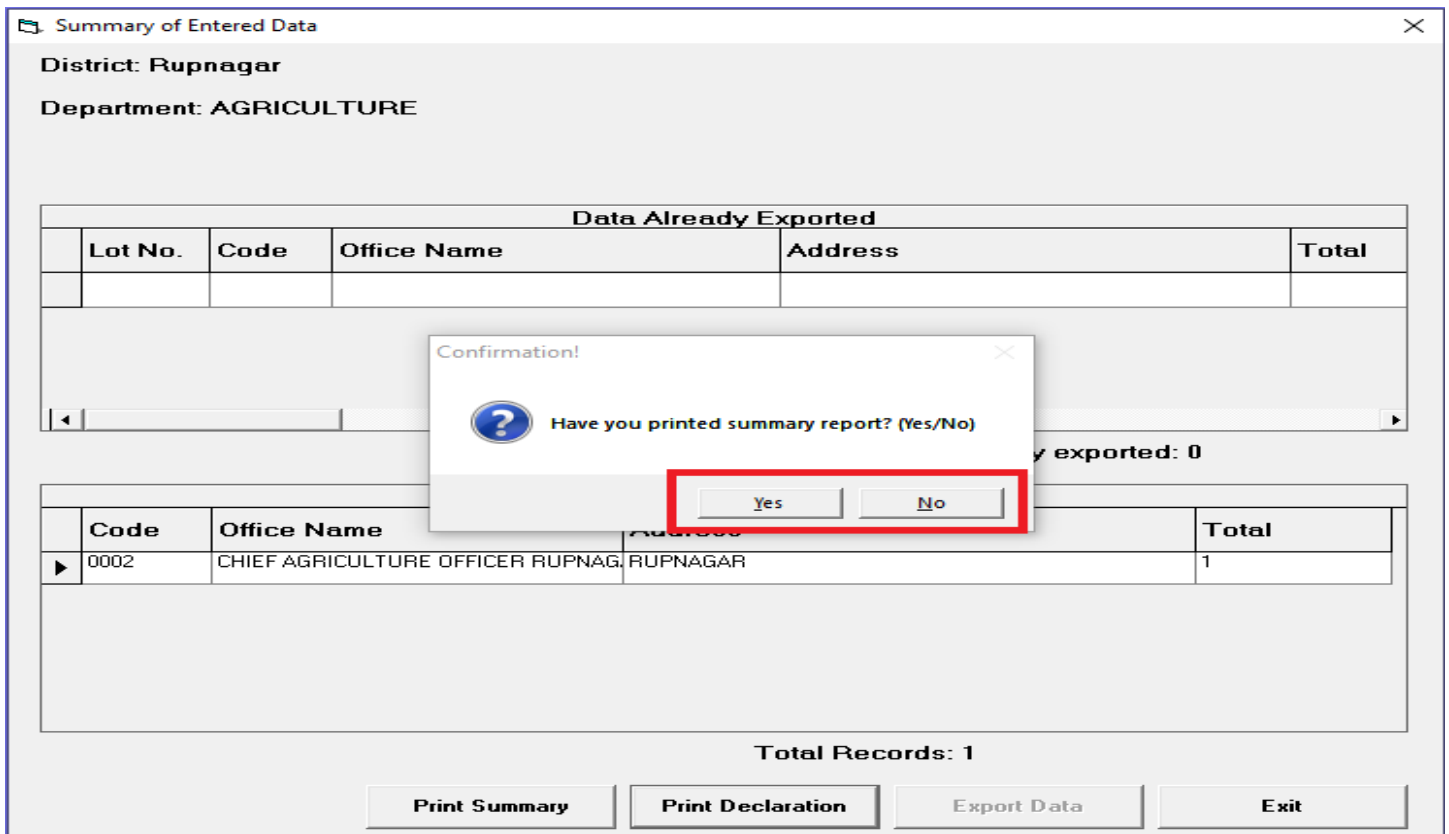
Department: AGRICULTURE 07/09/2021

Code	Office Name	Address	Total Employees
0002	CHIEF AGRICULTURE OFFICER RUPNAGAR	RUPNAGAR	1
Total Records Entered			1

After printing of Print Summary the “Print Declaration” button will enable. Click it.



It will ask whether you have printed the summary report or not? If printed click “Yes”



On clicking "Yes" button following screen will display. Print the declaration Certificate. Fill it and it should be signed and stamped by the head of the department.

Print Declaration Certificate

1 of 1 100% Total:0 100% 0 of 0

CERTIFICATE

It is certified that the data is accurate and complete in all respects and no employee other than the class 4 (peon/helpers) has been left out. The total employees in this office except class 4 employees are _____, total Regular employees entered in the software are _____, total Contractual employees entered in the software are _____.

Further It is certified that the data submitted in CD and checklist report generated after feeding the data is correct and we are responsible for any wrong data entered. Supporting documents for BLO, Long Leave, Handicapped are enclosed. List for Class 4 employees is also attached along with excel file in CD.

<p>Signature of Data Entered By Name: Designation: Contact No:</p>	<p>Signature of Office Superintendent Name: Designation: Contact No:</p>
--	--

Signature of Head of Office
Name:
Designation:
Contact No:
Stamp of Office

CERTIFICATE

It is certified that the data is accurate and complete in all respects and no employee other than the class 4 (peon/helpers) has been left out. The total employees in this office except class 4 employees are _____, total Regular employees entered in the software are _____, total Contractual employees entered in the software are _____ .

Further It is certified that the data submitted in CD and checklist report generated after feeding the data is correct and we are responsible for any wrong data entered. Supporting documents for BLO, Long Leave, Handicapped are enclosed. List for Class 4 employees is also attached along with excel file in CD.

Signature of Data Entered By
Name:
Designation:
Contact No:

Signature of Office Superintendent
Name:
Designation
Contact No:

Signature of Head of Office
Name:
Designation:
Contact No:
Stamp of Office

Click on Export Data

District Information System for Election Capsule Module

GENERAL ELECTIONS 2019

Summary of Entered Data

District: Rupnagar

Department: AGRICULTURE

Data Already Exported					
	Lot No.	Code	Office Name	Address	Total
▶	1	0001	ASSTT AGRICULTURE ENGG IMP CHIEF AGF	O O CHIEF AGRICULTURE OFFICE RUPNAGAR	1
	1	0004	DISTT TRAINING OFFICER RUPNAGAR	ZILA PARISHAD COMPLEX RUPNAGAR	1

Total records already exported: 2

Data Available for Export				
	Code	Office Name	Address	Total
▶	0001	ASSTT AGRICULTURE ENGG IMP CHIEF	O O CHIEF AGRICULTURE OFFICE RUPNAGAR	1

Total Records: 1

It will ask for confirmation that “Have you printed Declaration Certificate” ? Click “YES”

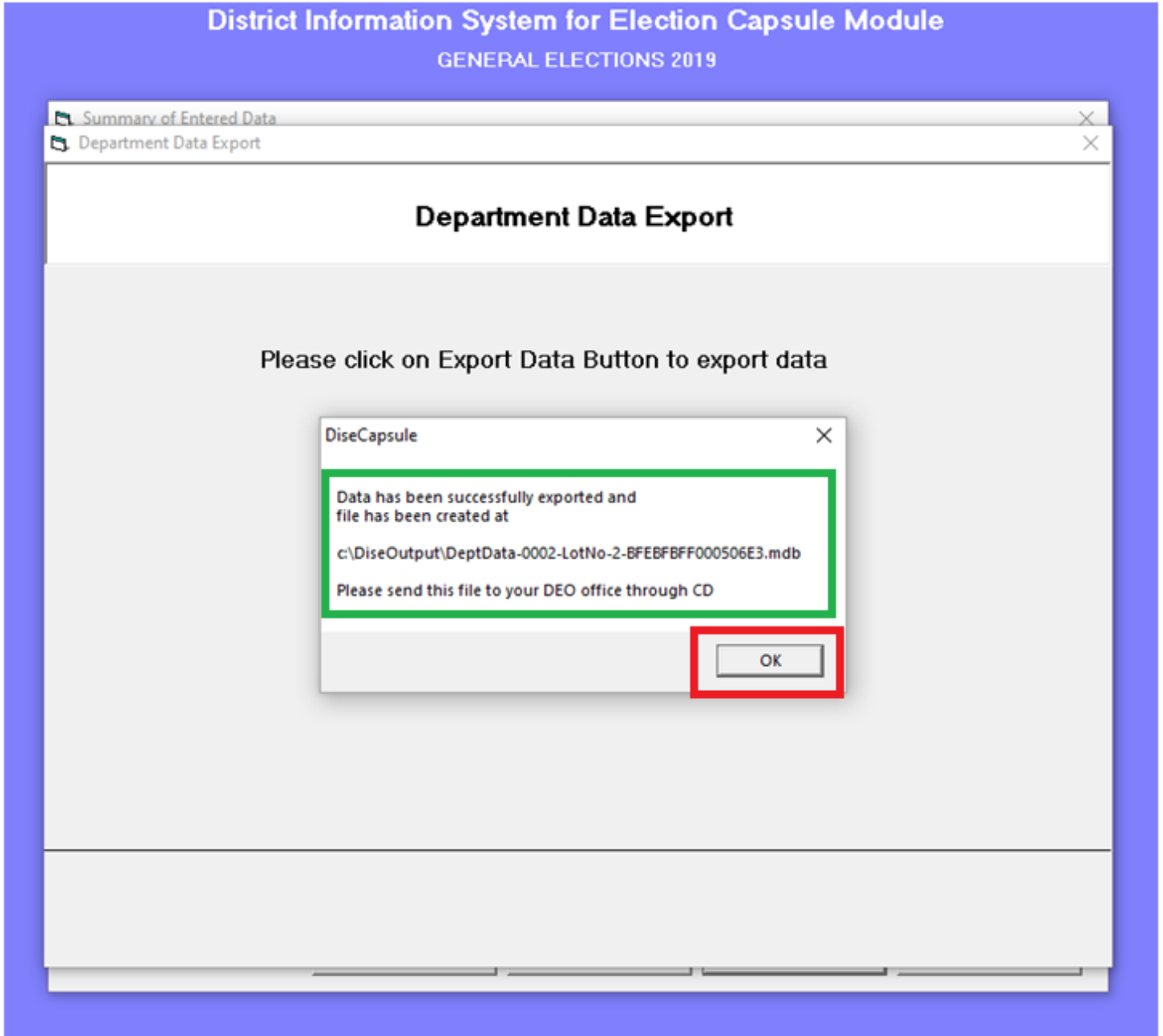
The screenshot shows a software window titled "Summary of Entered Data". At the top, it displays "District: Rupnagar" and "Department: AGRICULTURE". Below this is a table with the heading "Data Already Exported". The table has five columns: "Lot No.", "Code", "Office Name", "Address", and "Total". The table is currently empty. A red-bordered dialog box titled "Confirmation!" is overlaid on the window. It contains a question mark icon and the text "Have you printed Declaration Certificate? (Yes/No)". There are two buttons: "Yes" and "No". Below the table, it says "Total Records: 1". At the bottom of the window are four buttons: "Print Summary", "Print Declaration", "Export Data", and "Exit".

The screenshot shows a software window titled "Department Data Export" within the "District Information System for Election Capsule Module GENERAL ELECTIONS 2019". The window contains the text "Please click on Export Data Button to export data". Below this text, there are two buttons: "Export Data" and "Exit". The "Export Data" button is highlighted with a red border.

Before Clicking the “Export data” button please ensure that you have entered all employees data and the data is fully correct. Because Once you export data, you cannot make any editing or deletion or any other change in the data entry of employees

A folder namely "DiseOutput" will be created on C Drive.

The location of diseoutput folder is mention on the tab. Click ok.



District Information System for Election Capsule Module

GENERAL ELECTIONS 2019

Summary of Entered Data

District: Rupnagar

Department: AGRICULTURE

Data Already Exported					
	Lot No.	Code	Office Name	Address	Total
▶	1	0001	ASSTT AGRICULTURE ENGG IMP CHIEF AGR O O CHIEF AGRICULTURE OFFICE RUPNAGAR		1
	1	0004	DISTT TRAINING OFFICER RUPNAGAR	ZILA PARISHAD COMPLEX RUPNAGAR	1
	2	0001	ASSTT AGRICULTURE ENGG IMP CHIEF AGR O O CHIEF AGRICULTURE OFFICE RUPNAGAR		1

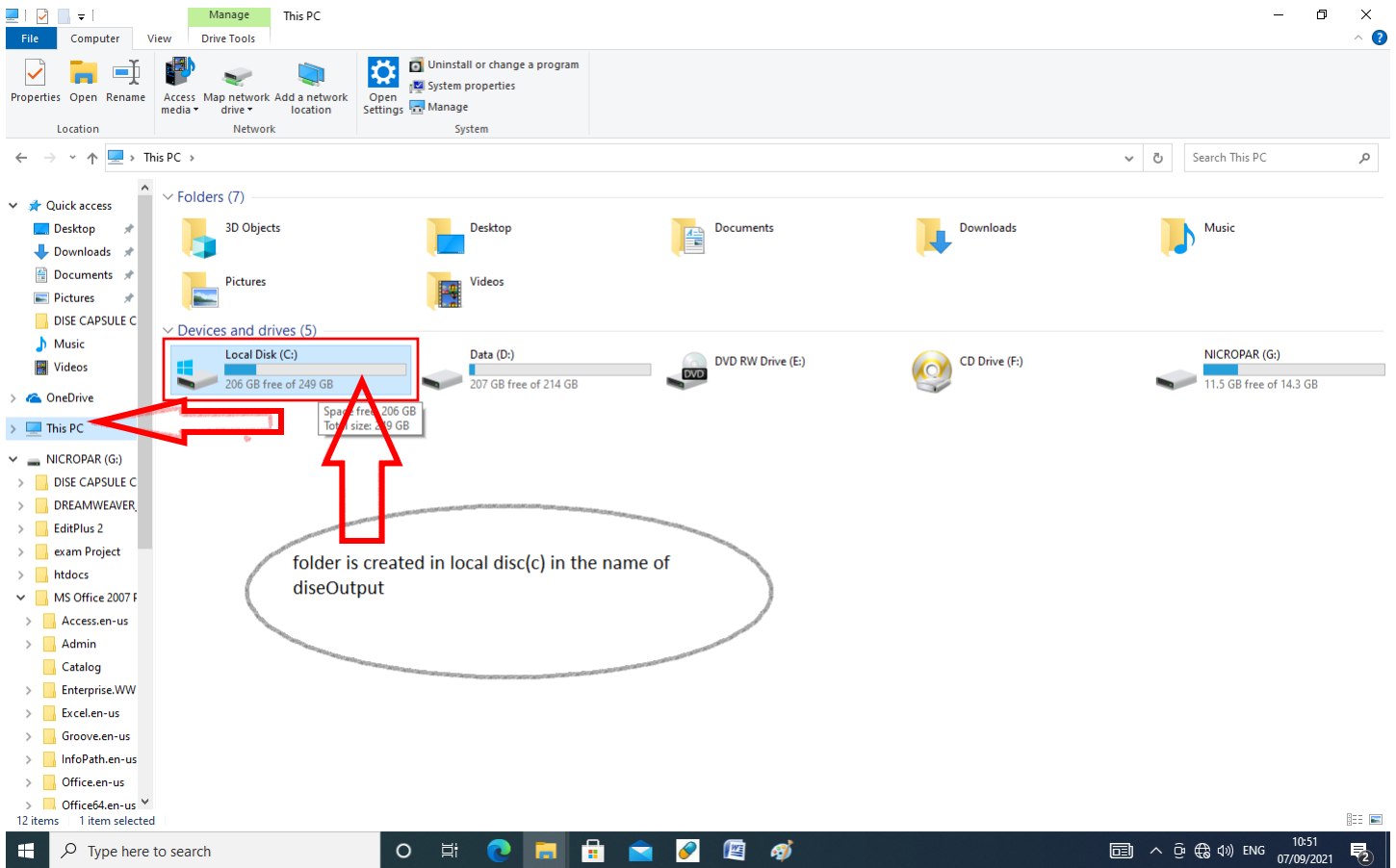
Total records already exported: 3

Data Available for Export				
	Code	Office Name	Address	Total
▶	0001	ASSTT AGRICULTURE ENGG IMP CHIEF AGR O O CHIEF AGRICULTURE OFFICE RUPNAGAR		1

Total Records: 0

Print Summary Print Declaration Export Data **Exit**

Click Exit and close the DISE CAPSULE Application



Name	Date modified	Type	Size
DiseCapsule	06/09/2021 11:35	File folder	
DiseOutput	07/09/2021 10:42	File folder	
Intel	07/09/2021 09:11	File folder	
Microsoft		File folder	
PerfLogs		File folder	
Program Files	06/09/2021 09:29	File folder	
Program Files (x86)	15/07/2021 11:55	File folder	
Users	06/09/2021 11:02	File folder	
Windows	06/09/2021 11:31	File folder	
Windows10Upgrade	15/07/2021 09:37	File folder	
xampp	08/07/2021 08:55	File folder	
Test	07/09/2021 10:25	JPG File	3 KB

Copy the DiseOutput folder in the CD

Important Instructions for Submitting DISE CAPSULE Data

1. Submit the Hard Copies of the data entered in the DISE software as mentioned below.
 - I. Employee Check List.
 - II. Undertaking.
 - III. Print Summary.
2. BLO, Handicapped and Long Leave employees of concerned departments should be marked clearly in the software while data entry and their proofs must be submitted along with the Undertaking Certificate. In case there is no option of a special case for any kind of exemption, like chronic disease or cancer patient etc. should be mentioned in the remarks column and proof of the same should also be submitted.
3. Copy of Salary bills, last drawn, of all the employees must be attached in the form of hard copy.
4. Submit the DISE output folder (containing backup folder and lot file) in the CD/DVD
5. The full and final complete data and all the hard copies of data will only be accepted in a single file cover, where CD/DVD should be in the cover also tagged with the same file.
6. **All the hard copies must be stamped and signed by the head of the department.**
7. Class IV employees data should not be entered in the software. Information regarding Class IV employees should be submitted in Excel Sheet having following columns :

Sr. No.	Name of Employee	Designation	Office Name	Date of Birth	Date of Retirement	Address of Employee	Mobile No.	Remarks

Hard and Soft copy of above Class IV employees information must be submitted in same CD/DVD.