

Govt. of the West Bengal
Office of the District Inspector of Schools
(S.E), Jalpaiguri

=====

Office Memorandum

For the interest of Public Service as well Education and as part of School Education Departments "e-governance" initiative this Inspectorate has already successfully implemented "ON LINE SALARY SYSTEM". Following that to extent it further and as per directives received , this Inspectorate is introducing "On Line Approval System" both for permanent / Temporary employees .

Following instructions to be followed scrupulously to make this initiative a grand success.

Step 1 : Profile of newly appointed employee to be uploaded in WBSED portal within 3 days from his/ her joining, by going to the option "Add New Staff" .

Step 2 : Employee data to be uploaded by going to the option "Employee Approval". That is also be done within 3 days of his / her joining.

Step 3 : Papers as required for approval to be submitted (as before) in hard copies within 7 days from the date of his / her joining . Once the Approval is accorded from this end , the profile as uploaded will be finalized and the name of the employee will be put on salary table.

For further assistance the instruction manual as prepared (based on Screen Shot) may please be seen.

Encl : The instruction Manual .


District Inspector of Schools

(S.E), Jalpaiguri

Dated , Jalpaiguri the 17th December,2013

Memo No: 1561/105

Copy forwarded for information to :

- 1.The Additional District Inspector of Schools (S.E) , Alipurduar / Sadar, Jalpaiguri
2. The Head of the Institution , All Schools .
3. President / Secretary , All teachers Organisation.
4. All D.O & D.A
5. Office File


District Inspector of Schools

(S.E), Jalpaiguri

STEP NO : 1 ---- Go into the webpage by login to school page by using existing user id and password , then go into Employee Approval Tab .

The screenshot shows a school website dashboard. On the left is a vertical navigation menu with the following items: BUDGET, REPORTS & PUBLICATIONS, STATISTICS, WEB LINKS, TRAINING, PHOTO GALLERY, POST FEEDBACK, INTRA SED, WEBMASTER, TECHNICAL HELP, and UTKARSHA ABHIJAN 2013. Below the menu, it displays 'Visitors: 886695' and 'Online : 150'. There is also a small map and the word 'statistics' written vertically. The main content area shows the user name 'SALIL MUKHERJEE' and a profile picture. Below this is a list of links: DATA PUBLISHING (News, Admission, Exam Schedule, Exam Result), TEACHER INFORMATION (with a 'Click to Expand Menu' button), Employee Approval (with a dropdown menu showing 'Employee Approval'), TEACHERS' MONTHLY SALARY INFORMATION, ONILNE PROVIDEND FUND, FREQUENTLY ASKED QUESTIONS, FEEDBACK ON ONLINE SALARY REQUISITION SYSTEM, and MID DAY MEAL.

STEP NO : 2 ---- Select Add New Staff to upload new employees details into the Portal

The screenshot shows the 'APPROVAL STAFF' section of a school website. The left navigation menu includes: HOME, MINISTER, KEY OFFICIALS, INITIATIVES, SCHEMES, EDUCATION SYSTEM, ACTS & RULES, NOTIFICATIONS, and BUDGET. The main content area shows the user name 'HOME OF HEAD OF INSTITUTION, FALDI HIGH SCHOOL' and a 'LOGOUT' button. Below this is the heading 'ADD NEW STAFF FOR APPROVAL'. A table displays the following data:

SL NO.	LIST OF STAFF	CODE	STATUS	ACTIONS
1	SUSMITA DHAR	19110212201P003	Waiting For Approval	

STEP NO : 3 ---- Select the Post Type and press submit button a whole new page will open up just fill in the blank columns and press submit .

HOME ABOUT US DEPARTMENT STUDENT TEACHERS EMPLOYEES RTI GRIEVANCES DOWNLOADS RECRUITMENT

HOME **STAFF APPROVAL**

MINISTER HOME OF HEAD OF INSTITUTION, FALDI HIGH SCHOOL LOGOUT

KEY OFFICIALS

INITIATIVES

SCHEMES

EDUCATION SYSTEM

ACTS & RULES

NOTIFICATIONS

BUDGET

REPORTS & PUBLICATIONS

STAFF PRIMARY DATA

Select Post Type: PERMANENT POST TEMPORARY POST

MINISTER HOME LOGOUT <<BACK

School Name: FALDI HIGH SCHOOL Pin Code:*

Post Office:**

PERSONAL & PROFESSIONAL DETAILS:

Name:* FIRST NAME MIDDLE NAME LAST NAME
(Special characters such as . , () , etc should be avoided in Name)

Date of Birth:** Date of Retirement:**

Sex:* -- Please Select -- Caste:* -- Please Select --

Post Status:* --Please Select-- Category:* -- Please Select --

Qualification:* -- Please Select -- Subject:*

Group:* --Please Select--

Date of Joining:** Whether B.Ed:

School Letter No:* Date:*

RSSC/MSC Memo No:* Date:*

MC Resolution No:* Date:*

Post Sanctioning Memo(DSE/DME)No:* Date:*

Appointed in place of: FIRST NAME MIDDLE NAME LAST NAME

Vacancy Vice Designation:* -- Please Select -- Vacancy Caused w.e.f (Date):*

Vacancy caused due to: --Please Select--

<<BACK

Visitors: 886695 Online : 149

