


GUIDELINE FOR VIEWING EMPLOYEE DETAILS AND ADDING NEW EMPLOYEE DETAILS

Goto Main menu of HOI's login, Click **TEACHER INFORMATION** Menu to expand, Click Teacher Details sub-menu

 DATA PUBLISHING (News, Admission, Exam Schedule, Exam Result)



TEACHER INFORMATION

Click here to open the following Teacher entry form.

• Teacher Details





Employee Approval



School Profile

The next screen will appear as below

SCHOOL TEACHERS

 HOME OF HEAD OF INSTITUTION, KOLSUR HIGH SCHOOL  LOGOUT

ADD NEW STAFF

SL NO.	LIST OF TEACHERS	CODE	STATUS	ACTIONS	PENSION DETAILS	CHANGE RANK
1	RAMESH CHANDRA MAITY	IHDV1023	Profile Finalized		Entry	↑ ↓
2	SABYASACHI CHAKRABORTY	TQNU1643	Profile Finalized		Entry	↑ ↓
3	SWAPAN KUMAR PODDAR	PNYR1630	Profile Finalized		Entry	↑ ↓
4	RATNA SAHA BHADRA	FEKC4705	Profile Finalized		Entry	↑ ↓
5	SOMA BHATTACHARYA	BKOH6510	Profile Finalized		Entry	↑ ↓
6	DEBASHIS CHAKRABARTY	DWJG8449	Profile Finalized		Entry	↑ ↓
7	SUBAL KUMAR MANDAL	TNGL1509	Profile Finalized		Entry	↑ ↓
8	NAZRUL ISLAM	LSBE9332	Profile Finalized		Entry	↑ ↓

To enter a new staff details click on ADD NEW STAFF.

The next screen will appear as below

STAFF DETAILS

<<BACK

PRIMARY DETAILS OF EMPLOYEE

Name *:	<input type="text" value="FIRST"/>	<input type="text" value="MIDDLE"/>	<input type="text" value="LAST"/>		
Date of Birth *:	<input type="text"/>				
Sex *:	<input type="text" value="-Please Select-"/>	↓	Caste *:	<input type="text" value="-Please Select-"/>	↓
Voter ID No *:	<input type="text"/>		Vacancy Status *:	<input type="text" value="-Please Select-"/>	↓
Designation *:	<input type="text" value="-Please Select-"/>	↓			
Date of joining the present post *:	<input type="text"/>				
Educational Qualification *:	<input type="text" value="-Please Select-"/>	↓			
Academic Group *:	<input type="text" value="-Please Select-"/>	↓	Bill Type/Salary Source *:	<input type="text" value="-Please Select-"/>	↓
Approval of Appointment Number :	<input type="text"/>		Employee Group *:	<input type="text" value="-Please Select-"/>	↓
Approval of Appointment Date :	<input type="text"/>				
Pay in Pay Band *:	<input type="text" value="-Please Select-"/>	↓	Grade Pay *:	<input type="text"/>	
Bank Name *:	<input type="text" value="-Please Select-"/>	↓	Pay Scale *:	<input type="text" value="-Please Select-"/>	↓
Bank Branch:	<input type="text"/>		Bank Branch Code:	<input type="text"/>	
Bank MICR Code *:	<input type="text"/>				
Bank Account No *:	<input type="text"/>		Bank IFSC Code *:	<input type="text"/>	
Date of Next Increment :	<input type="text"/>		Amount of Increment :	<input type="text"/>	

PERSONAL DETAILS

CONTACT DETAILS

PROFESSIONAL DETAILS

Fill up the Primary Details, Personal Details, Contact Details and Professional Details as below. All the data given below is only to show an example. All the * marked fields are mandatory fields. At first fill and submit the Primary Details, otherwise you cannot fill the personal, contact and professional details.

Personal Details of Employee screen

<<BACK

PRIMARY DETAILS OF EMPLOYEE

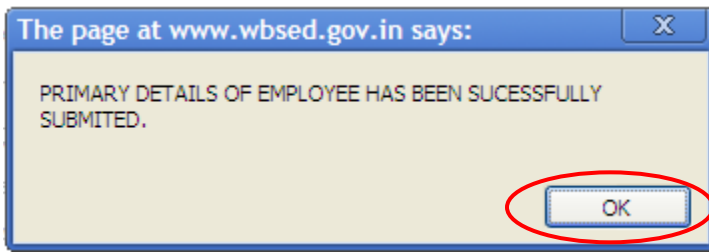
Name *:	TEST	TEST	TEST
Date of Birth *:	07-02-1989		
Sex *:	FEMALE	Caste *:	GENERAL
Voter ID No *:	123456	Vacancy Status *:	PERMANENT
Designation *:	HT/HM		
Date of Retirement *:	28-02-2049		
Date of joining the present post *:	04-02-2014		
Educational Qualification *:	POST GRADUATE	Subject name *:	test
Bill Type/Salary Source *:	NON-SSA SCHOOL		
Approval of Appointment Number :	123456	Employee Group *:	Gr-B
Approval of Appointment Date :	04-02-2014		
Pay in Pay Band *:	PB2	Grade Pay *:	1234
Bank Name *:	STATE BANK OF I	Pay Scale *:	4900-16200
Bank Branch:	test	Bank Branch Code:	123456
Bank MICR Code *:	12345		
Bank Account No *:	12345678901	Bank IFSC Code *:	SBIN0123456
	11 digits		
Date of Next Increment :	07-02-2014	Amount of Increment :	1234

Submit/Forward

Give appropriate data in all the fields and click on the **Submit/Forward** to save your data.

1. If Temporary is selected as vacancy status then Date of Termination will appear, where you have to mention your termination date of your work.
2. If Education Qualification is selected below graduate, then Subject Name is not necessary to mention.

A Confirmation will be displayed as below



Click on ok and Personal Details of Employee Screen will appear automatically.

Personal Details of Employee Screen

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

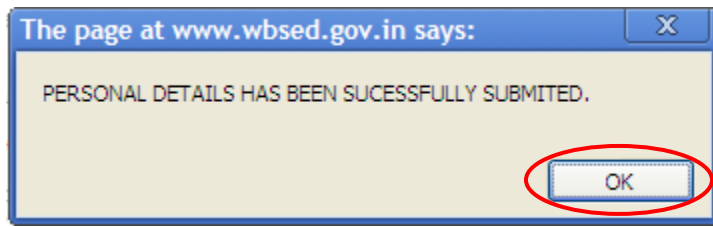
Father's Name * :	TEST	TEST
	TEST	
Mother's Name * :	TEST	TEST
	TEST	
Religion * :	HINDU	Mother Tongue * : BENGALI
Marital status * :	MARRIED	3
Spouse Name * :	TEST	TEST
	TEST	
Whether spouse is employed :	<input checked="" type="checkbox"/>	Details of employment * : TEST
Spouse pay * :	1234	Spouse HRA * : 1234
Spouse opted for enrolment in West Bengal Health Scheme * :	Yes	
Residential Status * :	GOVT. HOUSING	Housing Scheme Name: test
PAN no:	1234	Aadhar ID no : 1234
Assembly Constituency No. :	1234	Assembly Part No : 1234
Voter sl.No. in the part :	1234	Blood Group : O+
Whether Differently Able :	Yes	State details * : TEST
Height (In Inch) :	5	Identification Mark : test

Submit/Forward

Give appropriate data in all the fields and click on the **Submit/Forward** to save your data.

3. If you are un- married then the spouse details field will not appear.

A Confirmation will be displayed as below



Click on ok and Contact Details of Employee Screen will appear automatically.

Contact Details of Employee Screen

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

CONTACT DETAILS

Present Address

State *:

House No. : Street :

Town/ Village *: Post Office *:

PIN *: District *:

Whether permanent address is equal to present address: 4

Permanent Address

State *:

House No. : Street :

Town/ Village *: Post Office *:

PIN *: District *:

Contact Details

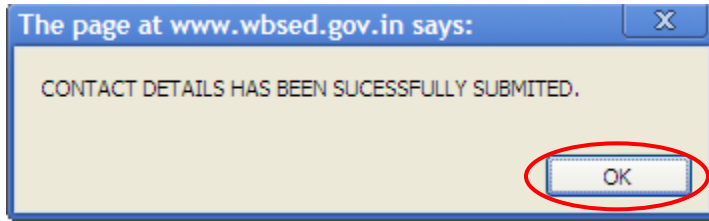
Land Tel. No : Mobile No. :

Email Id :

Give appropriate data in all the fields and click on the **Submit/Forward** to save your data.

4. If the box is checked then the Permanent Address fields will take data automatically From the present address. If present address and permanent address are different then don't check the box.

A Confirmation will be displayed as below



Click on ok and Professional Details of Employee Screen will appear automatically.

Professional Details of Employee Screen

PROFESSIONAL DETAILS

Service Type : Professional Qualification :

Year of possessing the professional qualification *:

Approval of Appointment

Post Status *:

Appointment Letter No : Date :

MC Resolution No. : Date :

Memo No/ DI'S PP Memo No(for temporary post) : Date :

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

Details of Previous Employment

Status of previous of employment, if any :

District	Block	School	Designation	Qualification	From Date	To Date	Add School
<input type="text" value="BANKU"/>	<input type="text" value="BARJOI"/>	<input type="text" value="BAGABARI"/>	<input type="text" value="AHM"/>	<input type="text" value="SECONDA"/>	<input type="text" value="09-02-20"/>	<input type="text" value="06-02-20"/>	<input type="text" value="+"/>
<input type="text" value="BIRBHI"/>	<input type="text" value="KHOYR"/>	<input type="text" value="ANANDA N/"/>	<input type="text" value="AT"/>	<input type="text" value="HONS GR"/>	<input type="text" value="07-02-20"/>	<input type="text" value="07-02-20"/>	<input type="text" value="+ -"/>

Opted Under DCRB Scheme : Option Exercise Under *:

If opted under post 1981 pension :

Date of refund of employer's share of CPF to the Govt. Treasury *:

Name of Treasury *: Amount Refunded *:

Whether any Court Case filed by the employee in connection with his/her service is pending before the Hon'ble Court:

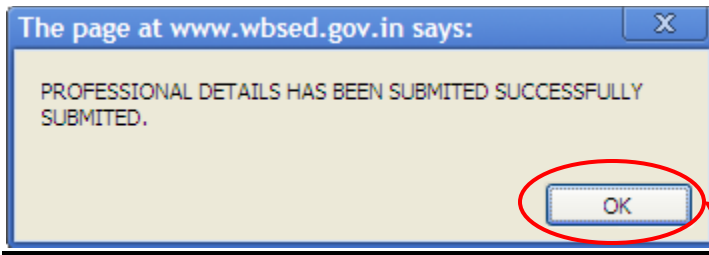
Case No *: Year *:

Related with *:

Give appropriate data in all the fields and click on the **Submit/Forward** to save your data.

5. To add previous employment in school click on the '+' sign.
6. To delete data of previous employment in school click on the '-' sign.

A Confirmation will be displayed as below




Click on ok. All the data have been saved successfully and sent for approval of Head of the Institution.

To view the details of employee

Click on Teacher's Details sub menu.

The screen will appear as below

SCHOOL TEACHERS						
HOME OF HEAD OF INSTITUTION, KOLSUR HIGH SCHOOL				LOGOUT		
ADD NEW STAFF						
SL NO.	LIST OF TEACHERS	CODE	STATUS	ACTIONS	PENSION DETAILS	CHANGE RANK
1	RAMESH CHANDRA MAITY	IHDV1023	Profile Finalized		Entry	↑ ↓
2	SABYASACHI CHAKRABORTY	TQNU1643	Profile Finalized		Entry	↑ ↓
3	SWAPAN KUMAR PODDAR	PNYR1630	Profile Finalized		Entry	↑ ↓
4	RATNA SAHA BHADRA	FEKC4705	Profile Finalized		Entry	↑ ↓
5	SOMA BHATTACHARYA	BKOH6510	Profile Finalized		Entry	↑ ↓
6	DEBASHIS CHAKRABARTY	DWJG8449	Profile Finalized		Entry	↑ ↓
7	SUBAL KUMAR MANDAL	TNGL1509	Profile Finalized		Entry	↑ ↓
8	NAZRUL ISLAM	LSBE9332	Profile Finalized		Entry	↑ ↓
9	TEST TEST TEST		Waiting for Approval			↑ ↓

Click on the employee you have created and the Primary Details of the Employee will be shown as below.

Primary Details

<<BACK

PRIMARY DETAILS OF EMPLOYEE

Name :	TEST TEST TEST	Caste :	
Date of Birth :	07-02-1989	Vacancy Status :	PERMANENT
Sex :			
Voter ID No :	123456		
Designation :			
Date of Retirement :	28-02-2049		
Date of joining the present post :	04-02-2014		
Educational Qualification :	POST GRADUATE	Subject name :	TEST
Academic Group :		Bill Type/Salary Source :	NON-SSA SCHOOL
Approval of Appointment Number :	123456	Employee Group :	Gr-B
Approval of Appointment Date :	04-02-2014		
Pay in Pay Band :	PB2	Grade Pay :	1234
Bank Name :	STATE BANK OF INDIA	Pay Scale :	4900-16200
Bank Branch:	TEST	Bank Branch Code:	123456
Bank MICR Code :	12345		
Bank Account No :	12345678901	Bank IFSC Code :	SBIN0123456
Date of Next Increment :	07-02-2014	Amount of Increment :	1234

PERSONAL DETAILS

CONTACT DETAILS

PROFESSIONAL DETAILS

Click on Personal Details to view.

Personal Details

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

Father's Name :	TEST TEST TEST		
Mother's Name :	TEST TEST TEST		
Religion :	HINDU	Mother Tongue :	BENGALI
Marital status :	MARRIED		
Spouse Name :	TEST TEST TEST		
Whether spouse is employed :	----	Details of employment :	test
Spouse pay :	1234	Spouse HRA :	1234
Spouse opted for enrolment in West Bengal Health Scheme :	No		
Residential Status :	GOVT. HOUSING	Housing Scheme Name:	test
PAN no:	1234	Aadhar ID no :	1234
Assembly Constituency No. :	1234	Assembly Part No :	1234
Voter sl.No. in the part :	1234	Blood Group :	O+
Whether Differently Able :	Yes	State details :	test
Height (In Inch) :	5	Identification Mark :	test

CONTACT DETAILS

PROFESSIONAL DETAILS

Click on Contact Details to view.

Contact Details

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

CONTACT DETAILS

Present Address

State :	WEST BENGAL	Street :	TEST
House No. :	1234	Post Office :	TEST
Town/ Village :	TEST	District :	KOLKATA
PIN :	123456		

Permanent Address

State :	WEST BENGAL	Street :	TEST
House No. :	1234	Post Office :	TEST
Town/ Village :	TEST	District :	KOLKATA
PIN :	123456		

Contact Details

Land Tel. No :	12345678901	Mobile No. :	1234567890
Email Id :	test@gmail.com		

PROFESSIONAL DETAILS

Click on Professional Details to view.

Professional Details

PROFESSIONAL DETAILS

Service Type : GOI **Professional Qualification :** B.ED
Year of possessing the professional qualification : 2011 **Others professional qualification :** ----

Approval of Appointment

Post Status : PERMANENT
Appointment Letter No : 1234 **Date :** 03-02-2014
MC Resolution No. : 1234 **Date :** 03-02-2014
Memo No/ DI'S PP Memo No(for temporary post) : 1234 **Date :** 03-02-2014
Post Sanctioning Memo(DSE/DME)No : 1234 **Date :** 03-02-2014

Details of Previous Employment

Status of previous of employment, if any : Yes

District	Block	School	Designation	Qualification	From Date	To Date
BANKURA	BARJORA	BAGABARI SSK	AHM	SECONDARY	09-02-2011	06-02-2013
BIRBHUM	KHOYRASOLE	ANANDA NAGAR PRY.SCHOOL	AT	HONS GRADUATE	07-02-2011	07-02-2012

Opted Under DCRB Scheme : Yes **Option Exercise Under :** Pension, Family Pension GPF with Gratuity
If opted under post 1981 pension : Yes
Date of refund of employer's share of CPF to the Govt. Treasury : 03-02-2014
Name of Treasury : test **Amount Refunded :** 1234
Whether any Court Case filed by the employee in connection with his/her service is pending before the Hon'ble Court: Yes
Case No : 1234 **Year :** 1993
Related with : TEST

Edit and Update the Employee Details

Click on Teacher's Details sub menu.


The screen will appear as below

SCHOOL TEACHERS

HOME OF HEAD OF INSTITUTION, KOLSUR HIGH SCHOOL

LOGOUT

ADD NEW STAFF

SL NO.	LIST OF TEACHERS	CODE	STATUS	ACTIONS	PENSION DETAILS	CHANGE RANK
1	RAMESH CHANDRA MAITY	IHDV1023	Profile Finalized		Entry	↑ ↓
2	SABYASACHI CHAKRABORTY	TQNU1643	Profile Finalized		Entry	↑ ↓
3	SWAPAN KUMAR PODDAR	PNYR1630	Profile Finalized		Entry	↑ ↓
4	RATNA SAHA BHADRA	FEKC4705	Profile Finalized		Entry	↑ ↓
5	SOMA BHATTACHARYA	BKOH6510	Profile Finalized		Entry	↑ ↓
6	DEBASHIS CHAKRABARTY	DWJG8449	Profile Finalized		Entry	↑ ↓
7	SUBAL KUMAR MANDAL	TNGL1509	Profile Finalized		Entry	↑ ↓
8	NAZRUL ISLAM	LSBE9332	Profile Finalized		Entry	↑ ↓
9	TEST TEST TEST		Waiting for Approval			↑ ↓

Click on the edit button shown in the screen above and the edit screen of employee details will appear.

Edit Primary Details of Employee

<<BACK

PRIMARY DETAILS OF EMPLOYEE

Name *:	TEST	TEST	TEST
Date of Birth *:	07-02-1989		
Sex *:	-Please Select-	Caste *:	-Please Select-
Voter ID No *:	123456	Vacancy Status *:	PERMANENT
Designation *:	-Please Select-		
Date of Retirement *:	28-02-2049		
Date of joining the present post *:	04-02-2014		
Educational Qualification *:	POST GRADUATE	Subject name *:	test
Academic Group *:	-Please Select-	Bill Type/Salary Source *:	NON-SSA SCHOOL
Approval of Appointment Number :	123456	Employee Group *:	Gr-B
Approval of Appointment Date :	04-02-2014		
Pay in Pay Band *:	PB2	Grade Pay *:	1234
Bank Name *:	STATE BANK OF I	Pay Scale*:	4900-16200
Bank Branch:	TEST	Bank Branch Code:	123456
Bank MICR Code *:	12345		
Bank Account No *:	12345678901	Bank IFSC Code *:	SBIN0123456
Date of Next Increment :	07-02-2014	Amount of Increment :	1234

Update

PERSONAL DETAILS

CONTACT DETAILS

PROFESSIONAL DETAILS

Click on the update to save the changed data.

Click on the Personal Details to change the data.

Edit Personal Details of Employee

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

Father's Name *:	<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
	<input type="text" value="TEST"/>	
Mother's Name *:	<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
	<input type="text" value="TEST"/>	
Religion *:	<input type="text" value="HINDU"/>	Mother Tongue *:
	<input type="text" value="HINDU"/>	<input type="text" value="BENGALI"/>
Marital status *:	<input type="text" value="MARRIED"/>	
	<input type="text" value="MARRIED"/>	
Spouse Name *:	<input type="text" value="TEST"/>	<input type="text" value="TEST"/>
	<input type="text" value="TEST"/>	
Whether spouse is employed :	<input checked="" type="checkbox"/>	Details of employment *:
		<input type="text" value="TEST"/>
Spouse pay *:	<input type="text" value="1234"/>	Spouse HRA *:
		<input type="text" value="1234"/>
Spouse opted for enrolment in West Bengal Health Scheme *:	<input type="text" value="-Please Select-"/>	
Residential Status *:	<input type="text" value="GOVT. HOUSING"/>	Housing Scheme Name:
		<input type="text" value="test"/>
PAN no:	<input type="text" value="1234"/>	Aadhar ID no :
		<input type="text" value="1234"/>
Assembly Constituency No. :	<input type="text" value="1234"/>	Assembly Part No :
		<input type="text" value="1234"/>
Voter sl.No. in the part :	<input type="text" value="1234"/>	Blood Group :
		<input type="text" value="O+"/>
Whether Differently Able :	<input type="text" value="Yes"/>	State details *:
		<input type="text" value="TEST"/>
Height (In Inch) :	<input type="text" value="5"/>	Identification Mark :
		<input type="text" value="test"/>

Update

CONTACT DETAILS

PROFESSIONAL DETAILS

Click on the update to save the changed data.

Click on the Contact Details to change the data.

Edit Contact Details of Employee

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

CONTACT DETAILS

Present Address

State * :
House No. : Street :
Town/ Village * : Post Office * :
PIN * : District * :
Whether permanent address is equal to present address:

Permanent Address

State * :
House No. : Street :
Town/ Village * : Post Office * :
PIN * : District * :

Contact Details

Land Tel. No : Mobile No. :
Email Id :

Update

PROFESSIONAL DETAILS

Click on the update to save the changed data.

Click on the Professional Details to change the data.

Edit Professional Details of Employee

<<BACK

PRIMARY DETAILS OF EMPLOYEE

PERSONAL DETAILS

CONTACT DETAILS

PROFESSIONAL DETAILS

Service Type :	GOI	Professional Qualification :	B.ED				
Year of possessing the professional qualification * :	2011						
Approval of Appointment							

Post Status * :	PERMANENT						
Appointment Letter No :	1234	Date :	03-02-2014				
MC Resolution No. :	1234	Date :	03-02-2014				
Memo No/ DI'S PP Memo No(for temporary post) :	1234	Date :	03-02-2014				
Post Sanctioning Memo(DSE/DME)No :	1234	Date :	03-02-2014				
Details of Previous Employment							

Status of previous of employment, if any :	<input checked="" type="checkbox"/>						
District	Block	School	Designation	Qualification	From Date	To Date	Add School
BANKU	BARJOI	BAGABARI	AHM	SECONDA	09-02-20	06-02-20	+
BIRBHI	KHOYR	ANANDA N/	AT	HONS GR.	07-02-20	07-02-20	+ -
Opted Under DCRB Scheme :	Yes	Option Exercise Under * :	Pension, Family				
If opted under post 1981 pension :	Yes						
Date of refund of employer's share of CPF to the Govt. Treasury * :	03-02-2014						
Name of Treasury * :	test	Amount Refunded * :	1234				
Whether any Court Case filed by the employee in connection with his/her service is pending before the Hon'ble Court:	Yes						
Case No * :	1234	Year * :	1993				
Related with * :	TEST						

				Update			

Click on the update to save the changed data

For any further information you can mail us at helpdesk.wbsed@gmail.com