

# USER MANUAL OF STAFF PATTERN MODULE(SCHOOL)

Staff pattern module is required for find out the vacancy on the basis of academic level, group and particular subject. From this module HOI and DDO can see the vacancy of a particular school.

For this we can follow below steps:

**Step 1:** At first need to update school medium which is newly included in school update form for staff pattern module, where HOI can select the medium of school whether it is Bengali or English or other medium. In case of multilingual school user can select multiple medium here.

The screenshot displays the 'SCHOOL UPDATE FORM' interface. At the top, there is a header for the 'Integrated Online Salary Management System (IOSMS v2)' for the Government of West Bengal. Below the header, there are navigation tabs: Home, About Us, Coverage, Key Officials, and Contacts. A welcome message reads 'WELCOME: HOI ADHATA HIGH SCHOOL'. The form is divided into two main sections: 'SCHOOL UPDATE FORM' and 'SCHOOL ADDRESS'. The 'SCHOOL UPDATE FORM' section includes fields for DISE Code\*, School Name\*, Circle\*, Name of HOI\*, Designation\*, and Contact No. of HOI\*. The 'SCHOOL ADDRESS' section includes fields for Road Name, Village/Town Name\*, Post Office\*, Police Station\*, Pin Code\*, Contact No. of School\*, Email ID, School Category\*, School Type\*, School Status\*, and School Medium\*. The 'School Medium\*' field is currently open, showing a list of languages: ASSAMESE, BENGALI, GUJARATI, HINDI, and KANNADA. Below this, there is an 'Academic Section\*' section with checkboxes for PRIMARY SECTION(I - IV), UPPER PRIMARY SECTION (V - VIII), SECONDARY SECTION (IX - X), and HS SECTION(XI -XII). The 'Update' button is located at the bottom of the form. At the very bottom, there is a disclaimer and copyright information: 'All efforts have been made to make the information as accurate as possible, Govt. of West Bengal or National Informatics Centre (NIC), will not be responsible for any loss to any person caused by inaccuracy in the information available on this Website. Any discrepancy found may be brought to the notice of Govt. of West Bengal or NIC. WBSED © 2014 - 2019 Human Resource Management System - All Rights Reserved. DESIGNED & DEVELOPED BY NIC'.

**Step 2 :** Now user click on School Staff pattern menu under Master Directory Management from HOI end. Staff pattern form 1 will appear as like below image, where user can put the count of teaching and non-teaching staff. In case of normal section user can put the total number of employee and as per subject wise teacher count matrix which is provided by School Education Department it will divide the count of total teacher in upper primary and secondary section these two field are auto fetched after of submission of staff pattern 1<sup>st</sup> form.

School Information

School Name : NETAJI BIDYAPITH HIGH      Block/Municipality : ALIPURDUAR-I      District : ALIPURDUAR

**Teaching Staff**

HM	<input type="text" value="HM"/>	PRIMARY SECTION(I - IV)	<input type="text" value="0"/>
NORMAL SECTION - (EXCLUDING HM)	<input type="text" value="NORMA"/>		
UPPER PRIMARY SECTION (V - VIII)	<input type="text" value="UPPER"/>	SECONDARY SECTION (IX - X)	<input type="text" value="SECONI"/>
HS SECTION(XI -XII)	<input type="text" value="HS SEC"/>		

**Non-Teaching Staff**

LIBRARIAN	<input type="text" value="LIBRAR"/>		
CLERK	<input type="text" value="CLERK"/>	GROUP D	<input type="text" value="GROUP"/>

■ Negative vacancy (Excess) indicates Red.

After submission a matrix table will appear to the user end where user can see subject wise count of Sanctioned, In-position and vacant post of HM, Primary, Upper Primary, Secondary, HS, Librarian, Clerk, Group D. Here in sanctioned column user can see the count of staff as per matrix which is given by the school education department. In position column will contain the record as per teacher data of school and vacant will calculated on the basis of sanctioned and in position post. If the count of vacant will less than zero, then then it will become red as for excess number of teacher found on that particular subject or academic level.

School Information

School Name : ICHAPUR GIRLS HIGH SCHOOL Block/Municipality : HOWRAH MUNICIPAL CORPORATION District : HAORA

Teaching Staff

HM	1	PRIMARY SECTION (I - IV)	0
NORMAL SECTION - (EXCLUDING HM)	5		
UPPER PRIMARY SECTION (V - VIII)	5	SECONDARY SECTION (IX - X)	0
HS SECTION(XI -XII)	1		
<b>Non-Teaching Staff</b>			
LIBRARIAN	1		
CLERK	1	GROUP D	1

	HM	PRIMARY SECTION	UPPER PRIMARY (V-VIII)										SECONDARY (IX-X)						HS	LIBRARIAN	CLERK	GROUP D			
			LANGUAGE			SC & MATH			SO_SC		W.ED - P.ED		LANGUAGE			SC & MATH							SO_SC		
			1st Lan	2nd Lan	3rd Lan	Math	Ph Sc	B. Sc	His	Geo	Phy Edn	W Edn	1st Lan	2nd Lan	Math	Ph Sc	B. Sc	His					Geo		
SANCTIONED	1	0	1	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1
IN POSITION	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	1	1
INFERENCE	1	0	1	1	0	1	0	-1	1	0	0	0	0	0	0	-1	0	-1	0	0	0	1	0	0	0

■ Negative vacancy (Excess) indicates Blue.

In the bottom end of matrix teacher profile update form will appear from where user can update the profile of existing teacher. when the teacher profile will update then in position teacher count will change at runtime environment when all teacher details will updated then finalize and continue button will appear for go to the next form. When user click on Finalize and Continue then data will save and new employee staff details form appear.

SL. NO.	TEACHER NAME	EMPLOYEE CODE	DOJ IN SERVICE	ACADEMIC SECTION	ACADEMIC GROUP	SUBJECT TAUGHT	MEDIUM	ACTION
1.	BISWARANJAN MANDAL (AT)	MRNZ9264	05-02-1987	UPPER PRIMARY	LANGUAGE	BENGALI	BENGALI	Submit UPDATED
						1st LANGUAGE		
2.	RABINDRA NATH GHOSH (AT)	FFPO6064	03-06-1988	UPPER PRIMARY	LANGUAGE	ENGLISH	BENGALI	Submit UPDATED
						2nd LANGUAGE		
3.	CHANDAN BHATTACHARYA (AT)	AYWH7886	03-07-1992	UPPER PRIMARY	LANGUAGE	HINDI	BENGALI	Submit UPDATED
						3rd LANGUAGE		
4.	GOUTAM KUMAR PANIGRAHI (AT)	GTYR4125	12-06-1995	SECONDARY SECT	SOCIAL SCIENCE	GEOGRAPHY	BENGALI	Submit UPDATED

CONTINUE

**Step 3:** Staff pattern 2<sup>nd</sup> form (employee details) will generate dynamically on the basis of 1<sup>st</sup> form data submission. Here user put sanction memo no and memo date. If sanction memo no and date is not available for that particular employee then user must input in palace of, memo no, memo date, status, vacant since field and submit the details. After submit data will save into the table and auto fetch the result. After submission of single row user must save the details. When all teacher details will save then finalize button will appear. After finalize user cannot be modified the data of staff pattern, user can only view the staff pattern details and can download the staff pattern details as pdf format.

School Information

School Name : ICHAPUR GIRLS HIGH SCHOOL      Block/Municipality : HOWRAH MUNICIPAL CORPORATION ( HAORA )

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Employee Details [Download PDF](#) Back

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANCY TYPE	SUBJECT	EMPLOYEE NAME	CODE
HM	NA	NOT REQUIRED	REAL	NA	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	Please Select	Please Select	1st LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	Please Select	Please Select	2nd LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	INPOSITION	BIO SCIENCE	BABY DAM	XVCI4736
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	INPOSITION	BIO SCIENCE	LOPAMUDRA DEY	GUUB515

**NOTICE**

1. Firstly you select School Medium (For Vacant Post).
2. Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the all details and when vacancy type is SYSTEM GENERATED, all feild are disable only press the submit button. After that rgive sanction details for all teache and vacant post Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the give sanction details for all teachers and when vacancy type is SYSTEM GENERATED then all feilds are inactive, only click on submit button.
3. After submit the all teacher details, after that 'CONTUNUE' button will be appear.

Firstly, you select the SCHOOL MEDIUM only for vacant post to identify the medium of vacant post. Secondly you select the Vacancy Type, vacancy type depends on your vacant details. If you select REAL, you must submit the all teacher sanction details and if you select SYSTEM GENERATED, all details will be blank then click the submit button and row colour will be yellow. All excess employee row colour is blue.

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANCY TYPE	SUBJECT	EMPLOYEE NAME	CODE
HM	NA	NOT REQUIRED	REAL	NA	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	Please Select	Please Select	1st LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	Please Select	REAL	2nd LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	SYSTEM GENERATED	BIO SCIENCE	BABY DAM	XVCI4736
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	INPOSITION	BIO SCIENCE	LOPAMUDRA DEY	GUUB515:

### NOTICE

1. Firstly you select School Medium (For Vacant Post).
2. Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the all details and when vacancy type is SYSTEM GENERATED, all feild are disable only press the submit button. After that rgive sanction details for all teache and vacant post Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the give sanction details for all teachers and when vacancy type is SYSTEM GENERATED then all feilds are inactive, only click on submit button.
3. After submit the all teacher details, after that 'CONTUNUE' button will be appear.

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANCY TYPE	SUBJECT	EMPLOYEE NAME	CODE
HM	NA	NOT REQUIRED	REAL	NA	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	Please Select	Please Select	1st LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	LANGUAGE	BENGALI	Please Select	2nd LANGUAGE	VACANT	
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	INPOSITION	BIO SCIENCE	BABY DAM	XVCI4736
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	INPOSITION	BIO SCIENCE	LOPAMUDRA DEY	GUUB515:

### NOTICE

1. Firstly you select School Medium (For Vacant Post).
2. Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the all details and when vacancy type is SYSTEM GENERATED, all feild are disable only press the submit button. After that rgive sanction details for all teache and vacant post Secondly you select Vacancy Type (For Vacant Post), in case of vacancy type REAL then you submit the give sanction details for all teachers and when vacancy type is SYSTEM GENERATED then all feilds are inactive, only click on submit button.
3. After submit the all teacher details, after that 'CONTUNUE' button will be appear.

School Sanction Control panel Dashboard > School Sanction

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School Information

School Name : ICHAPUR GIRLS HIGH SCHOOL      Block/Municipality : HOWRAH MUNICIPAL CORPORATION ( HAORA )

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Employee Details [Download PDF](#) Back

School Sanction Details Successfully Saved for SUMITA MURMU .

VACANT VICE APPROVAL MEMO									
MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	STATUS	VACANT SINCE	REFRESH	SUBMIT	ACTION	
02-12-2019	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
SANCTION MEMO DATE	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
SANCTION MEMO DATE	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
SANCTION MEMO DATE	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
02-12-2019	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	

After submit the all teacher details, after that 'CONTUNUE' button will be appear.

School Sanction Control panel Dashboard > School Sanction

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School Information

School Name : ICHAPUR GIRLS HIGH SCHOOL      Block/Municipality : HOWRAH MUNICIPAL CORPORATION ( HAORA )

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Employee Details [Download PDF](#) Back

School Sanction Details Successfully Saved for VACANT .

VACANT VICE APPROVAL MEMO									
MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	STATUS	VACANT SINCE	REFRESH	SUBMIT	ACTION	
SANCTION MEMO DATE	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
SANCTION MEMO DATE	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
02-12-2019	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
02-12-2019	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	
02-12-2019	IN PLACE OF	OTHER SANCTION MEMO ▶	OTHER SANCTION MEMO ◀	Please Select ▼	VACANT SINCE	Reset	Save as Draft	Final Submit	

CONTINUE

By clicking on download pdf button staff pattern pdf view will download as per below screenshot.



DEPARTMENT OF SCHOOL EDUCATION, GOVT. OF WB  
**ICHAPUR GIRLS HIGH SCHOOL**  
 DISTRICT : HAORA, SUBDIVISION : SADAR  
**STAFF PATTERN**



	HM	PRIMARY SECTION	UPPER PRIMARY (V-VIII)										SECONDARY (IX-X)						HS	LIBRARIAN	CLERK	GROUP D			
			LANGUAGE			SC & MATH			SO SC		W.ED - P.ED		LANGUAGE		SC & MATH			SO SC							
			1st Lan	2nd Lan	3rd Lan	Math	Ph Sc	B. Sc	His	Geo	Phy Edn	W Edn	1st Lan	2nd Lan	Math	Ph Sc	B. Sc	His					Geo		
SANCTIONED	1	0	1	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1
IN POSITION	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	1	0	1	0	1	1	1
INFERENCE	1	0	1	1	0	1	0	-1	1	0	0	0	0	0	0	0	-1	0	-1	0	0	1	0	0	0

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANT TYPE	SUBJECT	EMPLOYEE NAME	CODE	GENDER	QUALIFICATION	APPROVAL DETAILS		SANCTION DETAILS		VACANT VICE APPROVAL MEMO					
									MEMO NO.	MEMO DATE	MEMO NO.	MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	MEMO NO.	MEMO DATE	
HM	NA	NOT REQUIRED	REAL	NA	VACANT (HM)	--	--	--	--	--	--	--	--	--	--	--	--	--
UPPER PRIMARY	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	BABY DAM (AT)	XVCH796	FEMALE	POST GRADUATE	4943M	27-03-1990	naet	01-12-2019	--	--	--	--	--	
UPPER PRIMARY	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	LOPAMEIDRA DEY (AT)	2UUB111	FEMALE	POST GRADUATE	2843M	20-05-1999	456436	02-12-2019	--	--	--	--	--	
UPPER PRIMARY	SCIENCE AND MATH	NOT REQUIRED	SYSTEM GENERATED	BIO SCIENCE	VACANT (AT)	--	--	--	--	--	--	--	--	--	--	--	--	
UPPER PRIMARY	SOCIAL SCIENCE	NOT REQUIRED	SYSTEM GENERATED	HISTORY	VACANT (AT)	--	--	--	--	--	--	--	--	--	--	--	--	
SECONDARY	LANGUAGE	NOT REQUIRED	SYSTEM GENERATED	2nd LANGUAGE	VACANT (AT)	--	--	--	--	--	--	--	--	--	--	--	--	
SECONDARY	SCIENCE AND MATH	BENGALI	IN POSITION	PHYSICAL SCIENCE	RUMITA MEJEMU (AT)	PKZUR516	FEMALE	PASS GRADUATE	86/RESIC	19-02-2010	fg	02-12-2019	--	--	--	--	--	
SECONDARY	SOCIAL SCIENCE	BENGALI	IN POSITION	HISTORY	SOUMETA DEY PAUL (AT)	8YVU1126	FEMALE	POST GRADUATE	276/RESIC	22-06-2006	kkk	02-12-2019	--	--	--	--	--	
HS	HS SECTION	BENGALI	IN POSITION	ENGLISH	KAMA SAMADDAR (AT)	TTTT3144	FEMALE	HONS GRADUATE	6005M	22-06-1989	yoy	02-12-2019	--	--	--	--	--	
LIBRARIAN	NA	NOT REQUIRED	REAL	NA	VACANT (HM)	--	--	--	--	--	naet	02-12-2019	--	--	--	--	--	
CLERK	NA	NOT REQUIRED	IN POSITION	NA	SOBTAM PRAMANICK (CLERK)	ARDYK248	MALE	POST GRADUATE	3065M	07-07-2009	dggfg	02-12-2019	--	--	--	--	--	
GROUP D	NA	NOT REQUIRED	IN POSITION	NA	HUPTI DAS HALDER (GROUP D)	8FNG2392	FEMALE	PASS GRADUATE	4143M	02-10-2007	ttt	02-12-2019	--	--	--	--	--	

Staff Pattern Finalized

Signature of the Head of the Institution

**Step 4:** After finalize the staff pattern details user will automatically redirect to view staff pattern details. where user can only view the staff details and can download staff pattern details as pdf format.

School Information

School Name : ICHAPUR GIRLS HIGH SCHOOL Block/Municipality : HOWRAH MUNICIPAL CORPORATION District : HAORA

View Staff Details [Download PDF](#) Back

School Sanction Details Finalized Successfully.

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANT TYPE	SUBJECT	EMPLOYEE NAME	CODE	GENDER	QUALIFICATION	DESIGNATION	ME
HM	NA	NOT REQUIRED	REAL	NA	VACANT				HM	
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	BABY DAM	XVC14736	FEMALE	POST GRADUATE	AT	494/N
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	LOPAMUDRA DEY	GUUB5151	FEMALE	POST GRADUATE	AT	284/N
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	NOT REQUIRED	SYSTEM GENERATED	BIO SCIENCE	VACANT				AT	
UPPER PRIMARY SECTION (V)	SOCIAL SCIENCE	NOT REQUIRED	SYSTEM GENERATED	HISTORY	VACANT				AT	
SECONDARY SECTION (IX - X)	LANGUAGE	NOT REQUIRED	SYSTEM GENERATED	2nd LANGUAGE	VACANT				AT	
SECONDARY SECTION (IX - X)	SCIENCE AND MATH	BENGALI	IN POSITION	PHYSICAL SCIENCE	SUMITA MURMU	FKZU5516	FEMALE	PASS GRADUATE	AT	84/RS
SECONDARY SECTION (IX - X)	SOCIAL SCIENCE	BENGALI	IN POSITION	HISTORY	SOUMITA DEY PAUL	EHYG1128	FEMALE	POST GRADUATE	AT	276/R
HS SECTION(XI -XII)	HS SECTION	BENGALI	IN POSITION	ENGLISH	RAMA SAMADDAR	ITTF3144	FEMALE	HONS GRADUATE	AT	600/N

[Click Here For Sanction Document Upload](#)

**Step 5:** Now after finalize the staff details form user must have to upload the document of sanction post, a button will appear in view staff pattern details form for upload the sanction post document. Sanction document upload form will appear after click.

View Staff Details [Download PDF](#) Back

School Sanction Details Finalized Successfully.

ACADEMIC LEVEL	ACADEMIC GROUP	MEDIUM	VACANT TYPE	SUBJECT	EMPLOYEE NAME	CODE	GENDER
HM	NA	NOT REQUIRED	REAL	NA	VACANT		
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	BABY DAM	XVC14736	FEMALE
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	BENGALI	IN POSITION	BIO SCIENCE	LOPAMUDRA DEY	GUUB5151	FEMALE
UPPER PRIMARY SECTION (V)	SCIENCE AND MATH	NOT REQUIRED	SYSTEM GENERATED	BIO SCIENCE	VACANT		
UPPER PRIMARY SECTION (V)	SOCIAL SCIENCE	NOT REQUIRED	SYSTEM GENERATED	HISTORY	VACANT		
SECONDARY SECTION (IX - X)	LANGUAGE	NOT REQUIRED	SYSTEM GENERATED	2nd LANGUAGE	VACANT		
SECONDARY SECTION (IX - X)	SCIENCE AND MATH	BENGALI	IN POSITION	PHYSICAL SCIENCE	SUMITA MURMU	FKZU5516	FEMALE
SECONDARY SECTION (IX - X)	SOCIAL SCIENCE	BENGALI	IN POSITION	HISTORY	SOUMITA DEY PAUL	EHYG1128	FEMALE
HS SECTION(XI -XII)	HS SECTION	BENGALI	IN POSITION	ENGLISH	RAMA SAMADDAR	ITTF3144	FEMALE

[Click Here For Sanction Document Upload](#)

**Step 6:** From staff sanction vacancy file upload form user can upload multiple file at a time. After upload the document, user can also see the document which is already uploaded into our server. "Upload comment of HOI" button is for further memo no and memo date documentation upload in below.

School Sanction Control panel Dashboard > School Sanction

UPLOAD VACANCY DOCUMENT Back

ROUP D	653/G	29-05-2006	5678	01-08-2019	78	7878	01-08-2019	Upload
ROUP D	94/1(3)g	14-01-2013	45345	01-08-2019	45	345345	01-08-2019	Upload
ROUP D	94/1(3)g	14-01-2013	56	01-08-2019	56	456456	01-08-2019	Upload
ROUP D	288/G	04-02-1998	67	01-08-2019	34	3434	01-08-2019	Upload

SIGNATION	APPROVAL DETAILS		SANCTION MEMO		VACANT VICE APPROVAL MEMO			UPLOADING
	MEMO NO.	MEMO DATE	MEMO NO.	MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	ACTION

[Upload comment of HOI](#)

Document upload for Vacancy Dashboard > Document upload for Vacancy

School Information BACK

School Name :	KATHURIA JR HIGH SCHOOL	Block/Municipality :	BARASAT - I	District :	NORTH TWENTY FOUR PARGANA
Teacher Name :	SOUMI CHATTERJEE	Designation :	HM	Approval Memo No :	72/g
Sanction Memo No :	678	Vacant Vice Memo No :		In place of :	

Vacancy File Upload \*(Maximum File Size will be 2MB)

Browse Sanction Document for Upload [Browse](#)

[UPLOAD](#)



## Document upload for Vacancy

Dashboard > Document upload for Vacancy

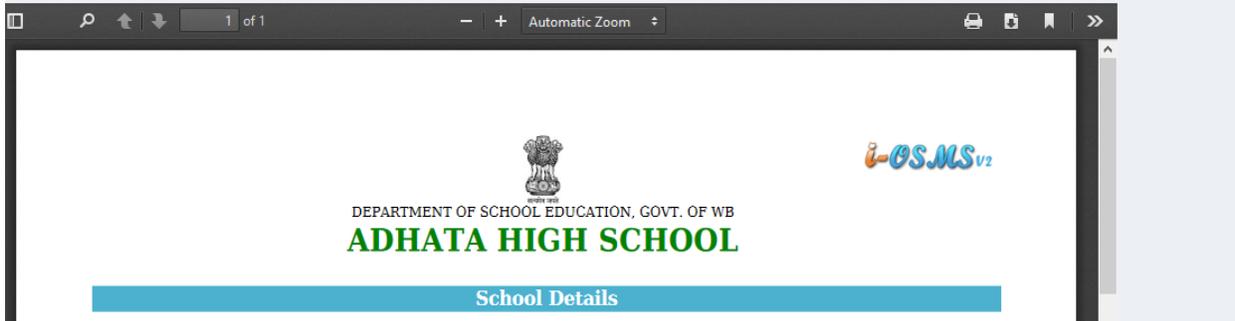
School Information

School Name : ADHATA HIGH SCHOOL      Block/Municipality : AMDANGA      District : NORTH TWENTY FOUR PARGANA

Vacancy File Upload \*(Maximum File Size will be 2MB)

Browse Sanction Document for Upload      Browse

BACK



User can show the status after submission of vacancy document upload.

**Step 7:** When all the documents of each teacher is successfully uploaded then finalize option will appear here. If the user clicks on finalize then the details will go to the upper level for verification, then user can't upload or modify the details of staff pattern and can view the comment of HOI.

School Sanction Control panel

Dashboard > School Sanction

UPLOAD VACANCY DOCUMENT

3/G	29-05-2006	5678	01-08-2019	78	7878	01-08-2019	Upload	UPLOADED
/1(3)g	14-01-2013	45345	01-08-2019	45	345345	01-08-2019	Upload	UPLOADED
/1(3)g	14-01-2013	56	01-08-2019	56	456456	01-08-2019	Upload	UPLOADED
8/G	04-02-1998	67	01-08-2019	34	3434	01-08-2019	Upload	UPLOADED

APPROVAL DETAILS		SANCTION MEMO		VACANT VICE APPROVAL MEMO			UPLOADING	STATUS
MEMO NO.	MEMO DATE	MEMO NO.	MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	ACTION	STATUS

Finalize      View comment of HOI

After click on finalize button user can show the approval message and send sanction details has been send for DDO and click on view document button user can show the document and user details.

School Sanction Control panel Dashboard > School Sanction

UPLOAD VACANCY DOCUMENT Back

D	653/G	29-05-2006	5678	01-08-2019	78	7878	01-08-2019	<a href="#">View Document</a>
D	94/1(3)g	14-01-2013	45345	01-08-2019	45	345345	01-08-2019	<a href="#">View Document</a>
D	94/1(3)g	14-01-2013	56	01-08-2019	56	456456	01-08-2019	<a href="#">View Document</a>
D	288/G	04-02-1998	67	01-08-2019	34	3434	01-08-2019	<a href="#">View Document</a>

ACTION	APPROVAL DETAILS		SANCTION MEMO		VACANT VICE APPROVAL MEMO			UPLOADING
	MEMO NO.	MEMO DATE	MEMO NO.	MEMO DATE	IN PLACE OF	MEMO NO.	MEMO DATE	ACTION
<a href="#">View comment of HOI</a>								