Government of West Bengal

Office of the District Inspector of Schools

(Secondary Education); Bankura

Phone No. 03242-253305; e-mail: disebankura@gmail.com

Memo No: **357** /S   Date: 07.02.2020.
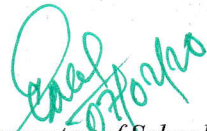
From   : The District Inspector of Schools (S.E.), Bankura.

To   : *The HOI of all Jr. High/Secondary & Higher Secondary Schools under this district.*
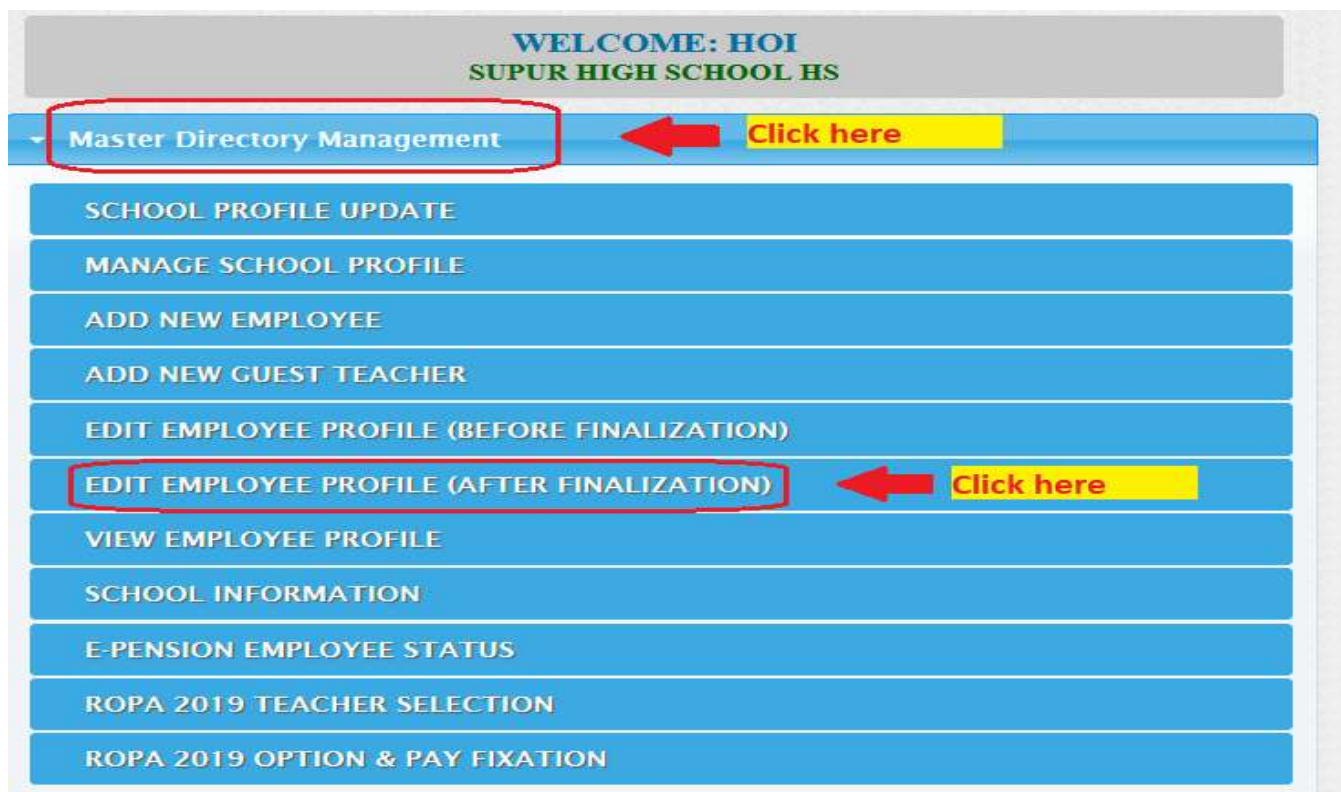
Sub:- Updating of Permanent & Present address fields in Employee profile in iosms portal of Teaching & Non Teaching Staff

As per discussion on V.C held on 06/02/2020 all are requested to check & update the Present & Permanent address field (in case of any modification) for all employee of his/her institution in iosms portal within 20.02.2020. HOI should take proper care while checking & updating these fields and no filed remains blank. To check and update the above mentioned field, the HOI should visit **Edit employee profile after finalization** *option available under* **Master Directory Management**. *A step by step guide with screen shat has been attached with this notification for ready reference.*

District Inspector of Schools(SE)
Bankura

07/2/20

HOW TO CHECK & UPDATE PRESENT & PERMANENT ADDRESS FIELD IN iOSMS PORTAL

1. After log in, Go to Master Directory Management and follow the process as in the screenshot here:

WELCOME: HOI
SUPUR HIGH SCHOOL HS

Master Directory Management ← **Click here**

SCHOOL PROFILE UPDATE

MANAGE SCHOOL PROFILE

ADD NEW EMPLOYEE

ADD NEW GUEST TEACHER

EDIT EMPLOYEE PROFILE (BEFORE FINALIZATION)

EDIT EMPLOYEE PROFILE (AFTER FINALIZATION) ← **Click here**

VIEW EMPLOYEE PROFILE

SCHOOL INFORMATION

E-PENSION EMPLOYEE STATUS

ROPA 2019 TEACHER SELECTION

ROPA 2019 OPTION & PAY FIXATION

2. Select edit button to update each employee as shown in the screenshot here:

WELCOME: HOI
SUPUR HIGH SCHOOL HS

EDIT EMPLOYEE'S DETAILS

NOTE : After successfully updated, you have to update teacher from Banglarshiksha in employee list to access the employee details.

Serial	Employee's Name	Date of First Joining	Opted For Swastha Sathi	Personal Details	Contact Details
1	SK ABDUL MANNAN	07-11-1990	NO	✎	✎
2	TARUN KANTI PATRA	08-11-1990	NO	✎	✎
3	BHASKAR CHANDRA MANDI	11-09-2002	NO	✎	✎
4	JAYDEB MANDAL	08-08-2006	NO	✎	✎
5	AMIT KUMAR PAUL	16-10-2007	NO	✎	✎
6	CHANDANA KUNDU	09-01-2008	NO	✎	✎
7	UTPAL DANGAR	04-09-2009	NO	✎	✎

Click on the edit button of Contact Details to check & update

3. Check & Update Present & Permanent Details as shown in the screenshot here:

CONTACT DETAILS

AMIT KUMAR PAUL — **Check & update all the fields carefully. Select Sub Division & Block from the dropdown list**

Present Address

State *	West Bengal
House No.	N0063
Town/ Village *	ASRAM PARA
Pin *	722155
Sub Division *	---Please Select---
Police Station *	

Street	
Post Office *	KESHIAKOLE
District *	BANKURA
Block *	---Please Select---

Whether permanent address is equal to present address ☐

Permanent Address

Check & fill this section if Permanent address is different from Present Address

State *	West Bengal
House No.	N0063
Town/ Village *	ASRAM PARA
Pin *	722155
Sub Division *	---Please Select---
Police Station *	

Street	
Post Office *	KESHIAKOLE
District *	BANKURA
Block *	---Please Select---

Contact Details

Land Tel. No.	
Email Id	

Mobile No.*	9749409913

Click on Update to finally save your data

[Update]

4. Final success message as shown here in the picture will complete update of each employee:

This success message for update of each employee will ensure successful data update at the end

EDIT EMPLOYEE'S DETAILS

Personal Details has been updated successfully.

NOTE : After successfully updated, you have to update teacher from Banglarshiksha in employee list to access the employee details.

Serial	Employee's Name	Date of First Joining	Opted For Swastha Sathi	Personal Details	Contact Details