

# **USER MANUAL OF SANCTION POST DETAILS MODULE (HOI)**

## ➤ **SANCTION POST UPLOADING**

Sanction Post module is required for calculating the total sanctioned post and their subject details of each school.

### **Follow the below steps:**

1. Click on **SANCTION POST UPLOADING** link from Master Directory Management dropdown menu at HOI dashboard.

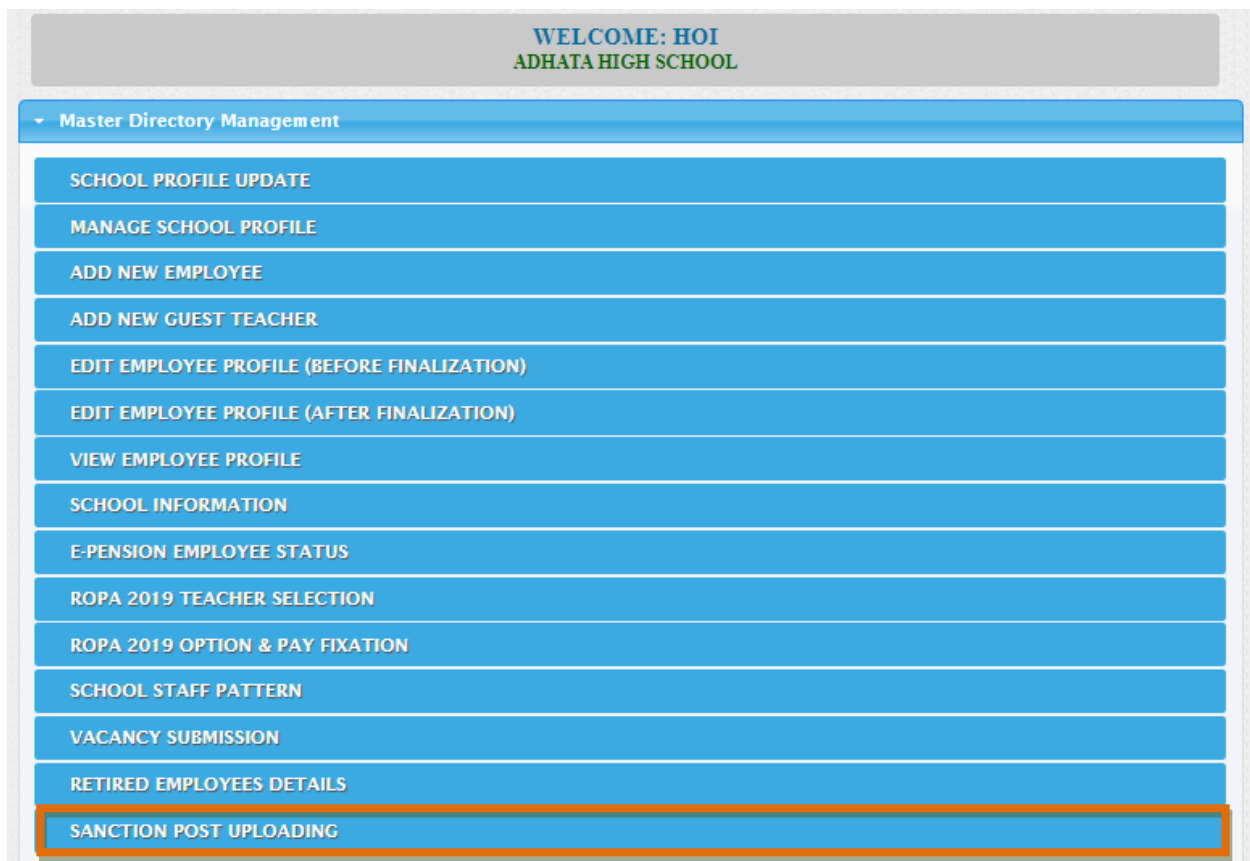


Figure: 1

2. Here you can see as below (**SCHOOL SANCTION POST DETAILS PART-A**)

### SCHOOL SANCTION POST DETAILS (PART-A)

SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII)   
 ☒ SECONDARY SECTION (IX - X)   
 ☒ HS SECTION(XI -XII)

SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

UPLOAD sanctioned MEMO or Equivalent documents (like approval memo) and fill up the table below (insert more rows if required).

SL-NO	MEMO NO	MEMO DATE	HM	NORMAL	HS	UPPER PRIMARY	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE
1	MEMO NO	SELECT DATE	HM SANCT	NORMAL S	HS SANCT	UPPER PR	SECONDAI	TOTAL SA	LIBRARIAT	CLERK SAI	GROUP-D	Choose File    No file chose
TOTAL			0	0	0	0	0	0	0	0	0	

**Figure: 2**

3. Provide valid MEMO NO, MEMO DATE, HM SECTION, NORMAL SECTION, UPPER PRIMARY SECTION, SECONDARY SECTION, LIBRARIAN SECTION, CLERK SECTION, GROUP-D SECTION, Upload file (pdf/jpg/jpeg/png, Max uploading file size is 500kb) and click on submit button. TOTAL column will be calculated automatically (HM SECTION + NORMAL SECTION + UPPER PRIMARY SECTION, + SECONDARY SECTION).

### SCHOOL SANCTION POST DETAILS (PART-A)

SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII)   
 ☒ SECONDARY SECTION (IX - X)   
 ☒ HS SECTION(XI -XII)

SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

UPLOAD sanctioned MEMO or Equivalent documents (like approval memo) and fill up the table below (insert more rows if required).

HM	NORMAL	HS	UPPER PRIMARY	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE	ACTION
HM SANCT	NORMAL S	HS SANCT	UPPER PR	SECONDAI	TOTAL SA	LIBRARIAT	CLERK SAI	GROUP-D	Choose File    No file chosen	SUBMIT
0	0	0	0	0	0	0	0	0		

1. Finalize button is for Memo finalization and submit button is for Memo details submission.

2. At first Submit the all Memo Details and then finalize the Memos.

3. After memo finalization data is not editable.

**Figure: 3**

4. After 1<sup>st</sup> row submission clicking on “+” “User can upload multiple rows if required; to remove the row click on “-”. FILE VIEW is for showing the uploaded document.(Max uploading file size is 500kb).

UPLOAD sanctioned MEMO or Equivalent documents (like approval memo) and fill up the table below (insert more rows if required).

HS	UPPER PRIMARY	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE	ACTION
1	1	1	6	1	1	1	FILE VIEW Choose File No file chosen	SUBMIT + -
1	1	1	6	1	1	1		

Figure: 4

UPLOAD sanctioned MEMO or Equivalent documents (like approval memo) and fill up the table below (insert more rows if required).

HS	UPPER PRIMARY	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE	ACTION
1	1	1	6	1	1	1	FILE VIEW Choose File No file chosen	SUBMIT -
HS SANCT	UPPER PR	SECONDAI	TOTAL SA	LIBRARIAN	CLERK SA	GROUP-D	Choose File No file chosen	SUBMIT + -
1	1	1	6	1	1	1		

FINALIZE

Figure: 5

5. After successfully submitted, **FINALIZE** button will be appeared below (**Figure 5**). After click on this, Memo details will be finalized (**PART A**) from HOI end. Then you cannot change anything only you can view the details of sanction post details (**PART-A**). Table status will be shown as **FINALIZED** and ‘**GO TO PART-B**’ option will be appeared below.
6. End of the table you can see the **Row of TOTAL (Figure 6)**, where display the total no of sanction post (**PART-B depends on it**).

UPLOAD sanctioned MEMO or Equivalent documents (like approval memo) and fill up the table below (insert more rows if required).

SL NO.	MEMO NO	MEMO DATE	HM	NORMAL	HS	UPPER PRIMARY	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE	ACTION
1	TEST1	01-07-2020	1	2	1	1	1	6	1	1	1	FILE VIEW	FIN.
2	TEST2	08-07-2020	1	2	1	1	1	6	1	1	1	FILE VIEW	FIN.
TOTAL			2	4	2	2	2	12	2	2	2		

MEMO DETAILS FINALIZED (PART-A)

GO TO PART-B

Figure: 6

7. You can see the all sections row count of **PART-B**; is equal to the **PART-A** individual total no of post sanctions (**TOTAL ROW**) count in below screenshot (**Figure 7**).
8. You select the subject details as per records in the school in **PART-B**. You can select the data from related dropdown for all sections (**Except CLERK and LIBRARIAN**). If your school medium is only one then medium dropdown is automatically selected and school medium is multiple then you select the suitable medium for the all sections (Remark (Optional)). Fill up the all data for all section and submit the **PART-B** form. **PART-B** form screenshot (**Figure 7**) is given below.

## SCHOOL SANCTION POST DETAILS (PART-B)

### SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII)  
 ☒ SECONDARY SECTION (IX - X)  
 ☒ HS SECTION(XI -XII)

### SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

### SUBJECT DETAILS AS PER RECORD IN THE SCHOOL

#### 1. Normal section :

SL. NO.	GROUP	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
2	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
3	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
4	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>

#### 2. HS section :

SL. NO.	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
2	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>

#### 3. Secondary section(Only if specifically sanctioned for secondary) :

SL. NO.	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
2	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>

#### 4. Upper primary section(Only if specifically sanctioned for upper primary) :

SL. NO.	SUBJECT	MEDIUM	REMARKS- (OPTIONAL)
1	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>
2	<input type="text" value="-PLEASE SELECT-"/>	<input type="text" value="BENGALI"/>	<input type="text"/>

#### 5. Group-D section :

SL. NO.	DESIGNATION	REMARKS (OPTIONAL)
1	<input type="text" value="-PLEASE SELECT-"/>	<input type="text"/>
2	<input type="text" value="-PLEASE SELECT-"/>	<input type="text"/>

SUBMIT

Figure: 7

9. After entering all required details, click on submit then **PART-C** form will open where upload the related files of all sections. PART-B sanction subject details data will display in PDF (**CLICK ON DOWNLOAD**) format. **Download** the **PDF** file of sanction subject details. Then print the photocopy of this PDF and must be signed by the **HM/TIC** of school. **Download** link is available in this page. After signing upload the PDF file in **6 number** section.



## SCHOOL SANCTION POST DETAILS DOCUMENT UPLOAD (PART-B)

SCHOOL ACADEMIC SECTION DETAILS
<input checked="" type="checkbox"/> UPPER PRIMARY SECTION (V - VIII) <input checked="" type="checkbox"/> SECONDARY SECTION (IX - X) <input checked="" type="checkbox"/> HS SECTION(XI -XII)
SCHOOL TYPE
UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

 Download PDF

**1.Normal section**  
Upload files in support of subject details :  No file chosen

**2.HS section**  
Upload files in support of subject details :  No file chosen

**3.Secondary section (Only if specifically sanctioned for secondary)**  
Upload files in support of subject details :  No file chosen

**4.Upper primary section(Only if specifically sanctioned for upper primary)**  
Upload files in support of subject details :  No file chosen

**5.Group-D section**  
Upload files in support of subject details :  No file chosen

**6.Sanction post details document (Sanction document signed by HM)**  
Upload files in support of subject details :  No file chosen

Figure: 8

- 10 . After successfully uploaded, click on submit to save the details. After that, Page will redirect the view page. Uploaded sanction files and details can view in post sanction view page. View page screenshot following below.
- 11 . If you do some changes in **PART-B** details and related documents then you can click on **PAR-B UPDATE** button.
12. Click on **PART-B FINALIZE** to finalize the sanction post details(**Figure 9**). If you finalize the **PART-B** then you cannot update the details, only you seen the subject details and related document of sanction post details.
13. You can view the all sanction subject details and related document of **PART-B (Figure 9)**.



## SCHOOL SANCTION SUBJECT DETAILS VIEW

### SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII) ☒ SECONDARY SECTION (IX - X) ☒ HS SECTION (XI - XII)

### SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

PART-B UPDATE

PART-B FINALIZE

### SUBJECT DETAILS AS PER RECORD IN THE SCHOOL

#### 1. Normal section :

FILE VIEW

SL. NO.	GROUP	SUBJECT	MEDIUM	REMARKS
1	SOCIAL SCIENCE	GEOGRAPHY	BENGALI	
2	SCIENCE AND MATH	BIO SCIENCE	BENGALI	sdsf
3	SCIENCE AND MATH	BIO SCIENCE	BENGALI	
4	SCIENCE AND MATH	MATHEMATICS	BENGALI	

#### 2. HS section :

FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	COMPUTER SCIENCE	BENGALI	
2	COMPUTER SCIENCE	BENGALI	

#### 3. Secondary section(Only if spcifically sanctioned for secondary) :

FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	GEOGRAPHY	BENGALI	
2	ENGLISH	BENGALI	

#### 4. Upper primary section (Only if spcifically sanctioned for upper primary) :

FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	ORIYA	BENGALI	
2	HISTORY	BENGALI	

#### 5. Group - D section :

FILE VIEW

SL. NO.	DESIGNATION	REMARKS
1	NIGHT GUARD	
2	LABORATORY ATTENDANT	

#### 6. Signed document :

FILE VIEW

Figure: 9

13. After click on **PART-B UPDATE**, update form of **PART-B** will open where you update the subject details of sanction post. **PART-B** update form following below(**Figure 10**).

## SCHOOL SANCTION POST DETAILS (PART-B)

**SCHOOL ACADEMIC SECTION DETAILS**

☒ UPPER PRIMARY SECTION (V - VIII)  
 ☒ SECONDARY SECTION (IX - X)  
 ☒ HS SECTION(XI - XII)

**SCHOOL TYPE**

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

**SUBJECT DETAILS AS PER RECORD IN THE SCHOOL**

**1. Normal section :**

SL. NO.	GROUP	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	SOCIAL SCIENCE ▼	GEOGRAPHY ▼	BENGALI ▼	
2	SCIENCE AND MA ▼	BIO SCIENCE ▼	BENGALI ▼	sdif
3	SCIENCE AND MA ▼	BIO SCIENCE ▼	BENGALI ▼	
4	SCIENCE AND MA ▼	MATHEMATICS ▼	BENGALI ▼	

**2. HS section :**

SL. NO.	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	COMPUTER SCIE ▼	BENGALI ▼	
2	COMPUTER SCIE ▼	BENGALI ▼	

**3. Secondary section(Only if spcifically sanctioned for secondary) :**

SL. NO.	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	ENGLISH ▼	BENGALI ▼	
2	GEOGRAPHY ▼	BENGALI ▼	

**4. Upper primary section(Only if spcifically sanctioned for upper primary) :**

SL. NO.	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	DRIYA ▼	BENGALI ▼	
2	HISTORY ▼	BENGALI ▼	

**5. Group-D section :**

SL. NO.	DESIGNATION	REMARKS (OPTIONAL)
1	NIGHT GUARD ▼	
2	LABORATORY AT ▼	

SUBMIT

**Figure: 10**

14. After **PART-B** form updating **PART-C** form will open where you can update the related document of sanction post details and view the uploaded file. If you nothing to change in **PART-C** then you click on **GO FOR FINALIZATION** button for PART-B finalization. Following screenshot is given bellow.

## SCHOOL SANCTION POST DETAILS DOCUMENT UPLOAD (PART-B)

SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII) ☒ SECONDARY SECTION (IX - X) ☒ HS SECTION(XI -XII)

SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

[Go For Finalization](#) [Download PDF](#)

1.Normal section

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

2.HS section

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

3.Secondary section (Only if spcifically sanctioned for secondary)

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

4.Upper primary section(Only if spcifically sanctioned for upper primary)

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

5.Group-D section

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

6.Sanction post details document (Sanction document signed by HM)

Upload files in support of subject details : [Choose Files](#) No file chosen [FILE VIEW](#)

[SUBMIT](#)

**Figure: 11**

15. **PART-B** finalization screenshot is given below (**Figure 12**).

SCHOOL ACADEMIC SECTION DETAILS

☒ UPPER PRIMARY SECTION (V - VIII)   
 ☒ SECONDARY SECTION (IX - X)   
 ☒ HS SECTION(XI -XII)

SCHOOL TYPE

UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY

**PART-B FINALIZED**

SUBJECT DETAILS AS PER RECORD IN THE SCHOOL

**1. Normal section :** FILE VIEW

SL. NO.	GROUP	SUBJECT	MEDIUM	REMARKS
1	SOCIAL SCIENCE	GEOGRAPHY	BENGALI	sdsf
2	SCIENCE AND MATH	BIO SCIENCE	BENGALI	
3	SCIENCE AND MATH	BIO SCIENCE	BENGALI	
4	SCIENCE AND MATH	MATHEMATICS	BENGALI	

**2. HS section :** FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	COMPUTER SCIENCE	BENGALI	
2	COMPUTER SCIENCE	BENGALI	

**3. Secondary section(Only if spcifically sanctioned for secondary) :** FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	GEOGRAPHY	BENGALI	
2	ENGLISH	BENGALI	

**4. Upper primary section (Only if spcifically sanctioned for upper primary) :** FILE VIEW

SL. NO.	SUBJECT	MEDIUM	REMARKS
1	ORIYA	BENGALI	
2	HISTORY	BENGALI	

**5. Group - D section :** FILE VIEW

SL. NO.	DESIGNATION	REMARKS
1	NIGHT GUARD	
2	LABORATORY ATTENDANT	

**6. Signed document :** FILE VIEW

**Figure: 12**

**NOTE:** If any wrong after finalizing the details from HOI end, HOI must contact to their DDO. DDO will unlock the particular school so that HOI will rectify the details and re-send it for approval.