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.

WELCOME: HOI ADHATA HIGH SCHOOL
 Master Directory Management
SCHOOL PROFILE UPDATE
MANAGE SCHOOL PROFILE
ADD NEW EMPLOYEE
ADD NEW GUEST TEACHER
EDIT EMPLOYEE PROFILE (BEFORE FINALIZATION)
EDIT EMPLOYEE PROFILE (AFTER FINALIZATION)
VIEW EMPLOYEE PROFILE
SCHOOL INFORMATION
E-PENSION EMPLOYEE STATUS
ROPA 2019 TEACHER SELECTION
ROPA 2019 OPTION & PAY FIXATION
SCHOOL STAFF PATTERN
VACANCY SUBMISSION
RETIRED EMPLOYEES DETAILS
SANCTION POST UPLOADING



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

		50		UL S.	ANC	HOP	N POS	DI DI		LS (P		-A)
					so		ADEMIC SEC	TION DET	AILS			
			• ر	JPPER PRIMA	RY SECTION	(V - VIII)	SECONDARY	SECTION (IX	- X) 🔮 HS S	SECTION(XI -)	XII)	
							SCHOOL TY	PE				
					UPPER PR	IMARY WITH	SECONDARY A	ND HIGHER	SECONDARY			
	PLOAD sar	ctioned I	MEMO or	Fauivalen	t docume	nts (like a	pproval me	mo) and t	fill un the	table belo	w (insert	more rows if required
	LOAD Sui	reconcert		Equivalen	t uocume		pprovarime	ino) ana	in up the			more rows in requiree
L.	MEMO NO	MEMO	НМ	NORMAL	HS	UPPER	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD F
1	MEMO NO	SELECT DATI	HM SANCT	NORMAL S	HS SANCT	UPPER PR:	SECONDAI	TOTAL SAI	LIBRARIA	CLERK SAI	GROUP-D	Choose File No file c
			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).

				S	SCHOOL A		ECTION D	ETAILS		
			OUPPER PR	IMARY SECTIO	N (V - VIII)	SECONDA	RY SECTION	(IX - X) 🔮	HS SECTION(XI -XII)	
						SCHOOL	ТҮРЕ			
				UPPER P	RIMARY WIT	TH SECONDA	RY AND HIGH	HER SECOND	ARY	
								and the second second		
JPLOAD	sanctione	d MEMO	or Equiva	lent docum	ents (like	approval	nemo) an	id fill up t	he table below (insert more rows	if required
			UPPER	SECONDARY	TOTAL	LIBRARIAN	CLERK	GROUP-D	UPLOAD FILE	ACTIO
HM	NORMAL	HS	PRIMARY	BLCONDAN						
HM HM SANCT	NORMAL S	HS HS SANCT	PRIMARY UPPER PR:	SECONDAI	TOTAL SAI	LIBRARIA	CLERK SAI	GROUP-D	Choose File No file chosen	SUBMI
					TOTAL SAI	LIBRARIA!	CLERK SAI	GROUP-D	Choose File No file chosen	SUBMI



 After 1st 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).



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)**.

1 FILE VIEW FIN 1 FILE VIEW FIN 2 2	1	1	6	1	1				DATE		NO.
	1				1	1	2	1	01-07-2020	TEST1	1
2			6	1	1	1	2	1	08-07-2020	TEST2	2
	2	2	12	2	2	2	4	2	L	TOTAL	
	-		_								
	-A)	(PART-	LIZED	LS FINA	O DETAI	MEMO					
	-A)	(PART-	LIZED	LS FINA	O DETAI	MEM					



- 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 S	ECTION DETAILS	
O UPPER PRI	MARY SECTION (V - VIII) SECONDAR	IV SECTION (IX - X) SECTION(XI -XI	0
	SCHOOL 1		
	UPPER PRIMARY WITH SECONDAR	TANU HIGHER SECONDARY	
SU	BJECT DETAILS AS PER RE	CORD IN THE SCHOOL	
Normal section :			
SL			
NO. GROUP	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1 -PLEASE SELECT-	-PLEASE SELECT-	BENGALI V	
2 -PLEASE SELECT- V	-PLEASE SELECT-	BENGALI	
3 -PLEASE SELECT-	-PLEASE SELECT-	BENGALI V	
4 -PLEASE SELECT- V	-PLEASE SELECT-	BENGALI	
· · · · · · · · · · · · · · · · · · ·			
HS section :			
L NO. SUBJECT	ME	DIUM	REMARKS (OPTIONAL)
1 -PLEASE SELECT- V	BENGALI	~	
2 PLEASE SELECT- V	BENGALI	~	
Secondary section(Only if spcif	fically sanctioned for seco	<u>ndary)</u> :	
L NO. SUBJECT	ME	DIJM	REMARKS (OPTIONAL)
1 PLEASE SELECT- V	BENGALI	~	
2 PLEASE SELECT- V	BENGALI	~	
Unner primary section/Only if	uncifically constioned for		
Upper primary section(Only if			
L NO. SUBJECT		DIUM	REMARKS< (OPTIONAL)
1 -PLEASE SELECT- V	BENGALI	~	
2 -PLEASE SELECT- V	BENGALI	~	
Group-D section :			
	IGNATION		S (OPTIONAL)
	ELECT- V		
2 -PLEASE S	elect. V		
	SUBMI		
Iro: 7			

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 <u>DOWNLOAD</u>**) 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
♥ UPPER PRIMARY SECTION (V - VIII) ♥ SECONDARY SECTION (IX - X) ♥ 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 : Choose Files No file chosen
2.HS section
Upload files in support of subject details : Choose Files No file chosen
3.Secondary section (Only if spcifically sanctioned for secondary)
Upload files in support of subject details : Choose Files No file chosen
4.Upper primary section(Only if spcifically sanctioned for upper primary)
Upload files in support of subject details : Choose Files No file chosen
5.Group-D section
Upload files in support of subject details : Choose Files No file chosen
6.Sanction post details document (Sanction document signed by HM)
Upload files in support of subject details : Choose Files No file chosen
SUBMIT

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

	SC	HOOL ACADEMIC SECTION DETAIL	LS	
	UPPER PRIMARY SECTION (V - VIII) 🔮 SECONDARY SECTION (IX - X) 🔮 HS SECTION(XI -XII)	
		SCHOOL TYPE		
	UPPER PRI	MARY WITH SECONDARY AND HIGHER SE	CONDARY	
			PART-B UPDATE	PART-B FINALIZE
	SUBJECT DET	TAILS AS PER RECORD IN T	HE SCHOOL	
Normal sec	<u>:tion</u> :			FILE VI
L 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	
IS section	SUBJECT		IEDIUM	FILE VI
1	COMPUTER SCIENCE		ENGALI	NEW MACH
2	COMPUTER SCIENCE	В	ENGALI	
secondary	section(Only if spcifically sand	tioned for secondary) :		FILE VI
SL. NO.	SUBJECT	MEDIUM		REMARKS
1	GEOGRAPHY ENGLISH	BENGALI BENGALI		
				SSINGLAR STREET
<u>Ipper prin</u>	nary section (Only if spcifically	<u>y sanctioned for upper prin</u>	<u>mary)</u> :	FILE VI
SL NO.	SUBJECT	MEDIUM		REMARKS
	ORIYA	BENGALI		
1	HISTORY	BENGALI		
1				FILE VI
	section :			FILE VI
2		DESIGNATION		REMARKS
2 Froup - D		DESIGNATION NIGHT GUARD		

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 PO	ST DETAILS (P	'ART-B)
		SCHOOL ACADEMIC S		
_	O UPPER PR		RY SECTION (0X - X) O HS SECTION(0) ->	aŋ
		SCHOOL 1		
		UPPER PRIMARY WITH SECONDAR	Y AND HIGHER SECONDARY	
	รเ	JBJECT DETAILS AS PER RI	ECORD IN THE SCHOOL	
l. <u>Normal s</u>	section :			
SL. NO.	GROUP	SUBJECT	MEDIUM	REMARKS (OPTIONAL)
1	SOCIAL SCIENCE 💙	GEOGRAPHY V	BENGALI	
2	SCIENCE AND MA	BIO SCIENCE	BENGALI V	sdsf
3	SCIENCE AND MA	BIO SCIENCE	BENGALI	
4	SCIENCE AND MA		BENGALI	
2. <u>HS secti</u>	<u>on</u> :			
SL NO.	SUBJECT	ME	DIJM	REMARKS (OPTIONAL)
1	COMPUTER SCIEF 💙	BENGALI	~	
2	COMPUTER SCIEF 🗸	BENGALI	~	
3. <u>Seconda</u>	ry section(Only if spci	fically sanctioned for seco	ndary) :	
SL.NO.	SUBJECT	ME	DIUM	REMARKS (OPTIONAL)
1	ENGLISH 🗸	BENGALI	~	
2	GEOGRAPHY	BENGALI	~	
t Unner n	rimary section(Only if	spcifically sanctioned for	unner nrimery) -	
SL NO.	SUBJECT		DIJM	REMARKS (OPTIONAL)
1	DRIYA 🗸	BENGALI	~	
2	HISTORY V	BENGALI	~	
5. Group-I	D section :			
SL NO.		IGNATION	REMAR	KS (OPTIONAL)
1	NIGHT G			
2	LABORAT	TORY AT		
		SUBMI	T	
<i>(</i>)	10			

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 ACADEMIC SECTION DETAILS	
	UPPER PRIMARY SECTION (V - VIII) SECONDARY SECTION (IX - X) SHS SE	ection(XI -XII)
	SCHOOL TYPE	
	UPPER PRIMARY WITH SECONDARY AND HIGHER SECONDARY	
		Go For Finalization 🛛 🕒 Download P
.Normal section		
Jpload files in support of su	bject details : Choose Files No file chosen	FILE VIEV
2.HS section		
Jpload files in support of su	bject details : Choose Files No file chosen	FILE VIEV
Secondary section (O	nly if spcifically sanctioned for secondary)	
Jpload files in support of su	bject details : Choose Files No file chosen	FILE VIEV
.Upper primary section	n(Only if spcifically sanctioned for upper primary)	
	bject details : Choose Files No file chosen	
i.Group-D section		
Jpload files in support of su	bject details : Choose Files No file chosen	FILE VIEV
5.Sanction post details	document (Sanction document signed by HM)	



	SO	HOOL ACADEMIC SECTION DETAILS		
	UPPER PRIMARY SECTION (V - VIII) SECONDARY SECTION (IX - X)	HS SECTION(XI -XII)	
		SCHOOL TYPE		
	UPPER PRI	VARY WITH SECONDARY AND HIGHER SECO	NDARY	
		PART-B FINALIZED		
	SUBJECT DET	AILS AS PER RECORD IN TH	E SCHOOL	
Normal sect	tion :			FILE VIE
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	
SL NO.	SUBJECT	MED	NUM	REMARKS
1 2	COMPUTER SCIENCE COMPUTER SCIENCE	BEN	GALI GALI	
1 2 <u>Secondary s</u>	COMPUTER SCIENCE COMPUTER SCIENCE Section(Only if spcifically sanc	BEN BEN tioned for secondary) :	GALI	FILE VIE
1 2 <u>Secondary s</u> SL NO.	COMPUTER SCIENCE COMPUTER SCIENCE section(Only if spcifically sanc SUBJECT	BEN BEN <u>tioned for secondary</u>) : MEDIUM	GALI	
1 2 <u>Secondary s</u>	COMPUTER SCIENCE COMPUTER SCIENCE Section(Only if spcifically sanc	BEN BEN tioned for secondary) :	GALI	FILE VIE
1 2 <u>Secondary s</u> <u>SL NO.</u> 1 2	COMPUTER SCIENCE COMPUTER SCIENCE section(Only if spcifically sanc SUBJECT GEOGRAPHY	BEN BEN tioned for secondary) : MEDIUM BENGALI BENGALI	GALI GALI	FILE VIE
1 2 Secondary s SL NO. 1 2 Upper prim SL NO.	COMPUTER SCIENCE COMPUTER SCIENCE section(Only if spcifically sanc SUBJECT GEOGRAPHY ENGLISH arry section (Only if spcifically SUBJECT ORIYA HISTORY	BEN tioned for secondary) : MEDIUM BENGALI BENGALI SENGALI SENGALI MEDIUM	GALI GALI	FILE VIE REMARKS FILE VIE REMARKS
1 2 Secondary s SL NO. 1 2 Upper prim 5L NO. 1 2	COMPUTER SCIENCE COMPUTER SCIENCE Section(Only if spcifically sanc SUBJECT GEOGRAPHY ENGLISH MARY Section (Only if spcifically ORIYA HISTORY Section :	BEN tioned for secondary) : MEDIUM BENGALI SENGALI Sanctioned for upper prima MEDIUM BENGALI	GALI GALI	FILE VIE REMARKS FILE VIE REMARKS
1 2 Secondary s SL NO. 1 2 Upper prim SL NO. 1 2 Group - D s	COMPUTER SCIENCE COMPUTER SCIENCE Section(Only if spcifically sand SUBJECT GEOGRAPHY ENGLISH MARY Section (Only if spcifically ORIYA HISTORY Section :	BEN tioned for secondary) : MEDIUM BENGALI SENGALI SENGALI BENGALI BENGALI BENGALI BENGALI	GALI GALI	FILE VIE REMARKS FILE VIE REMARKS

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