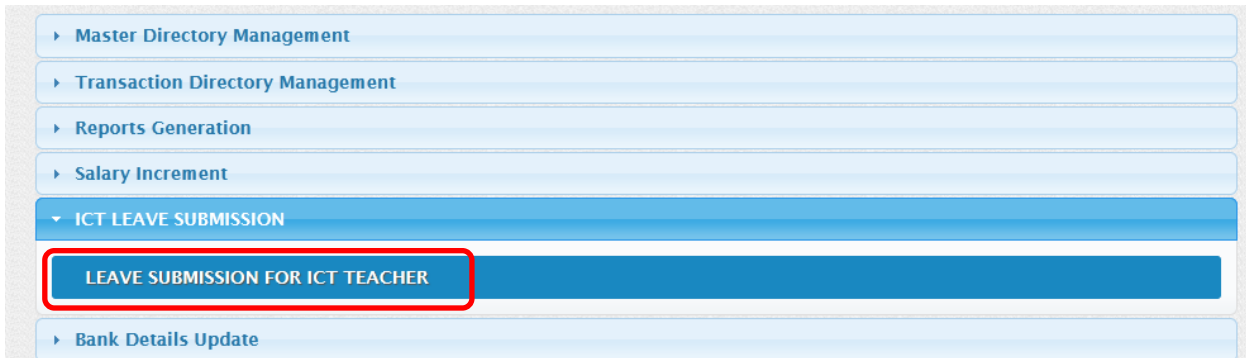


# ONLINE SUBMISSION OF MONTHLY ATTENDANCE OF ICT INSTRUCTOR

## STEP - 1

Under main menu > Leave Submission for ICT Teachers



## STEP - 2

Select Year, Month (Start from January, 2021) and click Proceed

A screenshot of the 'ICT TEACHER LIST FOR LEAVE ATTENDANCE SUBMIT' form. The 'Year' dropdown is set to '2021' and the 'Month' dropdown is set to 'Please Select'. A red box highlights these two dropdowns and the 'PROCEED' button below them. A red arrow points to the 'PROCEED' button.

Click Attendance Submit

A screenshot of the 'ICT TEACHER LIST FOR LEAVE ATTENDANCE SUBMIT' form. The 'Year' dropdown is set to '2021' and the 'Month' dropdown is set to 'January'. A red box highlights the 'ATTENDANCE SUBMIT' button in the table below. A red arrow points to the 'ATTENDANCE SUBMIT' button.

SL NO.	TEACHER NAME	CODE	DESIGNATION	TOTAL MONTH DAY	ACTION	PDF DOWNLOAD
1	SUSANTA SUTRADHAR	LPBC0146	COMPUTER INSTRUCTOR	31	ATTENDANCE SUBMIT	

## STEP - 3

Day-wise table for the month will appear, Red marked rows indicate Sundays.

A screenshot of the 'ATTENDANCE OF SUSANTA SUTRADHAR(COMPUTER INSTRUCTOR)' table. The table shows the attendance for the month of January 2021. The first two rows are for 01-01-2021 and 02-01-2021. The third row, for 03-01-2021, is highlighted in red, indicating it is a Sunday. The fourth row is for 04-01-2021.

ATTENDANCE OF SUSANTA SUTRADHAR(COMPUTER INSTRUCTOR)				
TOTAL CL		TOTAL ML		
30		10		
SL NO.	DATE	DAY STATUS	LEAVE STATUS	ACTION
1	01-01-2021	Please Select	Please Select	
2	02-01-2021	Please Select	Please Select	
3	03-01-2021	Please Select	Please Select	
4	04-01-2021	Please Select	Please Select	

**STEP - 4**

Vide Memo No 192-IT/06/2020/P&AR-e-Gov dated 16/10/2020, nature of leave

1. 30 days Casual Leave in a calendar year
2. 10 days on Medical Ground
3. 180 days Maternity Leave for female

Starting from Day-1, fill up Day Status (A), Leave Status (B) and Save (C) and proceed to Day-2

- A) Day Status > Available options Weekday & Holiday, except red marked rows as Sunday.  
If school kept "closed" by any valid reason, select Holiday.
- B) Leave Status > For Holidays & Sundays, available options are X (no count) or ML (Medical Leave) or MAT (Maternity Leave, for female)  
> For Weekday (School open), available options are PR(Present), CL (Casual Leave), ML (Medical Leave) or MAT (Maternity Leave, for female)  
if CL & ML exhausted, the option (CL / ML) will be removed from Leave Status drop-down and a new item AB(Absent) will appear. Salary will be deducted in case of such absents.
- C) Action > Click Save button and proceed to Day-2 and so on till last day of month
- D) After completion of A, B & C in last day of the month, Finalize button will appear at bottom.  
By clicking this button you will get successive 2 alerts to confirm finalization.

Please note after finalization no data can be modified under any circumstances.

After finalization, you may proceed to next month as discussed in Step-2

TOTAL CL		TOTAL ML		
30		10		
		<b>A</b>	<b>B</b>	<b>C</b>
SL NO.	DATE	DAY STATUS	LEAVE STATUS	ACTION
1	01-01-2021	HOLIDAY	X	
2	02-01-2021	HOLIDAY	X	
3	03-01-2021	SUNDAY	X	
4	04-01-2021	WEEKDAY	PR	
5	05-01-2021	WEEKDAY	PR	
6	06-01-2021	WEEKDAY	PR	
7	07-01-2021	HOLIDAY	X	
8	08-01-2021	HOLIDAY	X	
9	09-01-2021	WEEKDAY	PR	
10	10-01-2021	Please Select	Please Select	
25	25-01-2021	HOLIDAY	X	
26	26-01-2021	HOLIDAY	X	
27	27-01-2021	HOLIDAY	X	
28	28-01-2021	HOLIDAY	X	
29	29-01-2021	HOLIDAY	X	
30	30-01-2021	HOLIDAY	X	
31	31-01-2021	SUNDAY	X	

**FINALIZE**

**D**

**STEP - 5**

Print submitted attendance record

As discussed in Step – 2, you may take printout by downloading pdf file. The pdf download button will be enabled, if data for the month is finalized

Year \*\*:

Month \*\*:

**PROCEED**

SL NO.	TEACHER NAME	CODE	DESIGNATION	TOTAL MONTH DAY	ACTION	PDF DOWNLOAD
1	SUSANTA SUTRADHAR	LPBC0146	COMPUTER INSTRUCTOR	31	ATTENDANCE SUBMIT	



OSMS v2

DEPARTMENT OF SCHOOL EDUCATION, GOVT. OF WB

**ADHATA HIGH SCHOOL**  
ATTENDANCE OF SUSANTA SUTRADHAR(January-2021)

**ATTENDANCE DETAILS**

DESIGNATION	CODE	TOTAL CL	ENJOJED CL	TOTAL ML	ENJOJED ML
COMPUTER INSTRUCTOR	LPBC0146	30	0	10	0

SL No	DATE	DAY STATUS	LEAVE STATUS
1	01/01/2021	HOLIDAY	X
2	02/01/2021	HOLIDAY	X
3	03/01/2021	SUNDAY	X
4	04/01/2021	WEEKDAY	PR
5	05/01/2021	WEEKDAY	PR
6	06/01/2021	WEEKDAY	PR
7	07/01/2021	HOLIDAY	X
8	08/01/2021	HOLIDAY	X
9	09/01/2021	WEEKDAY	PR
10	10/01/2021	SUNDAY	X
11	11/01/2021	HOLIDAY	X
12	12/01/2021	HOLIDAY	X
13	13/01/2021	HOLIDAY	X
14	14/01/2021	HOLIDAY	X
15	15/01/2021	HOLIDAY	X
16	16/01/2021	HOLIDAY	X
17	17/01/2021	SUNDAY	X
18	18/01/2021	HOLIDAY	X
19	19/01/2021	HOLIDAY	X
20	20/01/2021	HOLIDAY	X
21	21/01/2021	HOLIDAY	X
22	22/01/2021	HOLIDAY	X
23	23/01/2021	HOLIDAY	X
24	24/01/2021	SUNDAY	X
25	25/01/2021	HOLIDAY	X
26	26/01/2021	HOLIDAY	X
27	27/01/2021	HOLIDAY	X
28	28/01/2021	HOLIDAY	X
29	29/01/2021	HOLIDAY	X
30	30/01/2021	HOLIDAY	X
31	31/01/2021	SUNDAY	X

Signature of Head Master / TIC