



**Government of West Bengal**  
**Office of the District Inspector of Schools**  
**Secondary Education : Bankura**

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Memo No..1326 /S

Date 16/08/2021

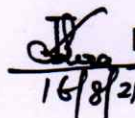
From: **The District Inspector of Schools (SE), Bankura**

To: The HOI of all schools under the control of this office.

**Sub: Verification of Post Sanction Module (Sanction post, in position and vacancy)**

This is to inform all HOI of Schools under the control of this Office, that a large number of schools have not yet finalized the Post Sanction module and for this reason applicants and HOI in Utsashree Portal are facing huge problems while processing General Transfer applications. Some have finalized Part-A and some have finalized both Part-A and Part-B with incorrect information or sanction details. Reports of subject, section and vacancy mismatch have also been received from various ends. To overcome this situation and to make error free post sanction module and to run the process of General Transfer in smooth way, all HOIs are requested to login with existing iosms user ID & Password of HOI under Utsashree portal and download their vacancy section wise first and check whether it is correct or not and fill up the google form which is already uploaded in our official site for rectification/processing of the same. They are also requested to finalize their Post Sanction Module if not yet finalized or unlocked from state for correction without any further delay. They can communicate any issue relating to this only to [postsanctionsebankura@gmail.com](mailto:postsanctionsebankura@gmail.com). **Filling up the Google form for Post sanction report is mandatory for all HOI within 22.08.2021 without fail.**

This process is extremely urgent and important in view of Utsashree and to be complied strictly.

  
16/8/21

  
District Inspector of Schools(SE)  
Bankura

## How to check Sanction Post status and Vacancy from HOI log in

School Education Department  
Government of West Bengal

শিক্ষা আনে সভ্যতা  
সভ্যতা আনে মানবিকতা

‘উৎসর্গী’

বাংলার শিক্ষা

Home Resource center Latest News User Manual Apply for Transfer **Dashboard**

OSMS Technical Support Number: 8902602519

Back Logout

**WELCOME: HOI  
SUPUR HIGH SCHOOL HS**

- Sanction Post Management
- Employee Profile Management
- General Transfer of Teacher
- Report Directory Management (General Transfer)
- Settings

Click to check your Sanction Post status & Vacancy


**WELCOME: HOI  
SUPUR HIGH SCHOOL HS**

- Sanction Post Management
  - SANCTION POST UPLOADING
  - SANCTION POST DETAILS VACANCY NORMAL SECTION REPORT (EXCEL)
  - SANCTION POST DETAILS VACANCY HS SECTION REPORT (EXCEL)
  - SANCTION POST DETAILS VACANCY HM & NON-TEACHING SECTION REPORT (EXCEL)
- Employee Profile Management

Click to modify Sanction Post uploading if unlocked form DDO/State

Click section wise vacancy list as per your Sanction post module to download excel file and check.

## How to update email & mobile no. of employee from HOI log in

Serial	Employee's Name	Date of First Joining	Contact Details
8	Employee Name Test	04-09-2009	

Click here to update contact details of employee

**Contact Details**

Land Tel. No.

Mobile No.\*

Email Id

Date Of First Joining In The Present School At Present Post\*

**Update**

HOI can update data as per verification from his/her end

## District Inspector of Schools (SE) Bankura

জেলা বিদ্যালয় পরিদর্শক (মাধ্যমিক শিক্ষা) বঁকুড়া

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**Send signed Scanned copy of Salary Requisition to salaryrequisitionsebankura@gm**



Notification Submit Teaching Material

**Sanction Post Status report**

HOI Feedback Online Class Inspecting Officers report

Click on this button to enter Sanction Post uploading status related information