USER MANUAL

FOR

MANAGEMENT INFORMATION SYSTEM

(MIS Version 1.0)

FOR

DEPARTMENT OF SECONDARY EDUCATION/

DIRECTORATE, UP

Submitted By:

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Introduction

Information is a tool for Management in any business environment and is in use for effective decision-making. The data collected is processed and the desired information obtained. Our document is focused for using the present infrastructure and application software all across the globe to enable quick decision making and faster response related to departmental requirements.

"As a rule, [s]he who has the most information will have the greatest success".

Computerization is the need without which, there is no possibility to sustain the Organization. I.T has to be implemented in a phased manner in order to evaluate the different phases of the computerization. The various phases relate to various objectives as a whole sum exercise i.e. faster access of Information, for Speedier reporting, better planning and Quick decision making.

Benefits of MIS

- As a part of our System study it has been observed that Department of Secondary Education is spending more than Rs. 3000 Crores on salary & other expenses of Teaching and Non-Teaching Staff. There was no such accurate system to calculate exact amount spent under various heads. After due diligence with the Secretary, Director, Finance Officer and other Relevant officer of the Department of Secondary Education, UP., The Implementation of MIS was initiated. With the help of the System there will be a proper and Management of record (Monthly) regarding the above mentioned expenditure(s) which would be tracked at any level right from acceptance & disbursement by the Department of Secondary Education, UP.

- Software will not only benefits the presently employed Teaching and Non-Teaching Staff but will also keep record of Retired Teaching and Non-Teaching Staff with their Salaries and other benefits.

- MIS will require less Men power resources.

- MIS will be Quick, reliable & shall maintain financial data as per the input provided/ fed into the MIS Software.

- Well maintained records that can be accessed in a manner of reduced transaction time.

- Time-effective decision making & quick access of Records available Online.

- Fixing of liability regarding transaction error leading to Better Accounting control.
E-Governance Vision

Establishing a Networked Government for greater transparency and accountability in delivery of public service to facilitate moral and material progress of all citizens of the State.

The e-Governance Vision of U.P necessitates:

- Localised implementation and decision-making and deployment of the core infrastructure to deliver services to the Third Tier of Governance.
- Manage all initiatives as “Capital investments” which can be evaluated in terms of pre-defined goals and measurable targets.
- Make various Teaching & Non-Teaching Staff capable of conceptualizing, developing and managing e-Governance tools themselves for their betterment.
- Aim at service-oriented approach of Governance and create an integrated, modular and scalable framework to bring about transparency in various functions.

e-Governance Strategy

Establishing a Networked Government for greater transparency and accountability in delivery of public services to facilitate moral and material progress of all citizens.

The e-Governance Strategy for U.P outlines the initiatives to be undertaken across the State. It also defines an internally consistent set of options to lead to realization of State’s e-Governance Vision. The detailed e-Governance Strategic Framework discusses is critical to issues like Institutional Framework, Policy & Legal Framework, Capacity Building, Government Process Reengineering, Risk Analysis, Funding Strategy (including PPP) and the State’s e-Governance Architecture.

E-Governance Blueprint

The Blueprint is a depiction of the outcomes of Visioning and Strategic Planning Processes, setting out the Big Picture of the key target areas of e-Governance initiative and their relationships. Its essential use is a communication tool that hides the complex details of the internal workings of the initiative and provides a snapshot of the approach to which all the stakeholders could relate to. The Core of the Big Picture comprises of Institutional framework, Reengineering Framework and Capacity Building Framework interfacing seamlessly with Core Policies, Core Infrastructure and Core Applications. The objective of the Core area of the structure is to provide an overall direction, standardizations and consistency across all initiatives.

Objectives aimed to achieved with the MIS for Department of Secondary Education/Directorate, UP

- Organization aims at achieving 99% completed integrated system

- MIS should have excellent User Interface and MIS with Decision Support System

- Proper documentation for the future linkage between different systems, to be implemented and integrated in the next phases

- MIS is simple and easy to operate, even by computer semi-literate user.

- MIS is open for the future scope of expansion

---------------------------------------------------------------
• To fulfill the functional requirement of the Department and Organization as a whole.

• MIS runs on client pc on LAN/WAN Internet within the area of connectivity.

• MIS to maintains database security at every possible level

• Easy availability of Reports: The reports can be generated/Printed from the system as a when required.

• Automatic Update of records: The records are updated automatically on completion of the transaction in the centralized database. Any other user can not access this data in the system without relevant authorisation.

• Security and Integration of data: Data can be modified, deleted and added only by authorized personnel.

• Transparency of transactions: The transaction data is available and can be scrutinized if required.

• Speed of execution of transactions: Due to automation and less of paperwork the transactions are executed speedily.

• Smooth flow of information across various levels: Information can flow in different levels of the hierarchy.
• The above page is home screen for MIS Version 1.0 Software of Madhyamik Shiksha Vibhag, UP.

• For Client Login Click on Client Login link.

• To download Instruction Manual click on Download Instruction Manual
INSTRUCTION MANUAL

FOR

WEB MIS VERSION 1.0

SOFTWARE

FOR

SECRETARY
For Secretary:

- Login page appears as shown above.
- Enter secretary password.
- Press login.
- Press Cancel button if wrong password has entered.
• Home page appears as shown above.

• Login ID, User name and Date appear as shown above.

• For detail of Employee Monthly Salary & Advance click on Employee salary & Advance Menu.

• For detail of total salary (i.e. Sum of total of Male employee, Sum of total of Female employee and Sum of total Male & Female employee Salary) click on School Total Salary Menu.

• Click on Summary Menu for getting report (i.e. Gross Salary (Financial Year), No. of Students (Class wise), No. of School (Division wise) etc.)

• For searching any Employee click on Employee Search Menu.

• User can change password if needed. For changing password click on Change Password Menu.

• FOR QUERIES/COMPLAINT’S click on Contact us Menu.

• On click over Logout Menu user will logout & login page will appear again.
• On click over **Employee Monthly salary & Advance** web page appears as shown above.

• Select Month, Year, Division Name, District Name and School Name from dropdown given above.

• If selected item in Sex dropdown is Male then you will get the detail of male employees only.

• If selected item in Sex dropdown is Female then you will get the detail of female employees only.

• For getting the detail of Male & Female together you have to select All.

• Click on Search button to view detail.

- Salary details of respective Employee appears as shown above.

- Salary details contain the details of Employee Basic Salary, Pay Band and DA etc.

- Advance detail contains Advance Type, Advance date, No. of Installment etc.

- For closing that window click on close link.
MONTHLY CUMULATIVE SCHOOL SALARY:

- For Monthly Cumulative School Salary click on **School Total Salary** Menu.
- Select the desired Month, Year, Division Name, District Name & School name from given dropdowns.
- On click over Search button web page appears as shown above.
- On this page you will get the detail regarding total number to Male & Female employee working in that selected Division/District/School along with sum of their salary.
YEARLY NO. OF STUDENTS IN SCHOOLS:

- To view report No. of students (Class Wise) click on **No. of students (Class Wise)** Menu.

- Select the desired Year, Division Name, District Name & School name from given dropdowns.

- On above page you will get class wise number of boys & girls in particular school.

- For printout click on print button.
On click over Menu **No. of School (Division wise)** Report get generated as shown above.

Choose Division Name & Distt. Name from these dropdown & click on search button.

Generated report contains name of all the school in selected district along with their address.

For printout click on print button.
NO. OF EMPLOYEE (DESIGNATION WISE):

- To view report designation wise No. of Employee click on Menu **No. of Employee (Designation wise)**.

- Select Division name, District Name & School Name from dropdown and click on search button.

- Generated report contains designation wise number of employee in selected school.
EMPLOYEE INCOMETAX (DISTRICT/SCHOOL WISE):

- To view a report containing details of Employee Income tax click on Menu Employee Income Tax (District/School wise).

- Select Division name, District Name & School Name from dropdown and click on search button.

- Generated report contains the details Employee Income tax of selected school.

- For printout click on print button.
To Search any Employee click on Employee search Menu.

Select Month, Year, Division Name, District Name & School Name from given dropdown and click on Search button.
• Here user can search employee either by its designation or by its name.
• Enter Employee designation or name in search text and click on Find button.
• Searched Employee Name appears as shown on previous page.
• To change password click on Search link.

• Webpage appears as shown above.

• User ID is autogenerated.

• Enter old password & new password.

• Re-enter password & click on change password button to change password.
• On click over **Contact Us** Menu web page appears as shown above.
• For any queries/complaints/support email us on Email Id provided.
• On click over **Logout** Menu user will logout & login page will appear.
INSTRUCTION MANUAL
FOR
WEB MIS VERSION 1.0
SOFTWARE
FOR
DIOS USER(S)
For **DISTRICT:**

- Login page appears as shown above.
- Select District name from dropdown and enter password.
- Press login.
- Press Cancel button to Exit.
- Home page appears as shown above.
- Login ID, User name and Date appear as shown above.
- Division name & District name is auto selected for **DISTRICT WISE** web form.
- For details of Employee Monthly Salary & Advance click on **Employee salary & Advance** Menu.
- For detail of total salary (i.e. Sum of total of Male employee, Sum of total of Female employee and Sum of total Male & Female employee Salary) click on **School Total Salary** Menu.
- Click on **Summary** Menu for getting report (i.e. Gross Salary (Financial Year), No. of Students (Class wise), No. of School (Division wise) etc.)
- For creating School login click on **Create School Login** Submenu in **Update** Menu.
- For Adding new school click on **Add School** Menu.
• For searching any Employee click on Employee Search Submenu in Search Menu.

• User can change password if needed. For changing password click on Change Password Menu.

• FOR QUERIES/COMPLAINT’S click on Contact us Menu.

• On click over Logout Menu user will logout & login page will appear again.
On click over Employee Monthly Salary & Advance web page appears as shown above.

Select Month, Year and School Name from dropdown given above Division Name will appear.

If selected item in Sex dropdown is Male then you will get the detail of male employees only.

If selected item in Sex dropdown is Female then you will get the detail of female employees only.

For getting the detail of Male & Female together you have to select All.

Click on Search button to view detail.
To view Salary & Advance detail of particular employee click on Emp.Code of respective Employee.

Salary details of respective Employee appears as shown above.

Salary details contain the details of Employee Basic Salary, Pay Band and DA etc.

Advance detail contains Advance Type, Advance date, No. of Installment etc.

For closing that window click on close link.
MONTHLY CUMULATIVE SCHOOL SALARY:

- For Monthly Cumulative School Salary click on **School Total Salary** Menu.
- Select the desired Month, Year & School name from given dropdowns.
- On click over Search button web page appears as shown above.
- On this page you will get the detail regarding total number to Male & Female employee working in that selected Division/District/School along with sum of their salary.
YEARLY NO. OF STUDENTS IN SCHOOLS:

- To view report No. of students (Class Wise) click on No. of students (Class Wise) Menu.
- Select the desired Year & School name from given dropdowns.
- On above page you will get class wise number of boys & girls in particular school.
- For printout click on print button.
**NO. OF SCHOOL DIVISION/DISTRICT WISE:**

- On click over Menu **No. of School (Division wise)** Report get generated as shown above.
- Click on search button.
- Generated report contains name of all the school in selected district along with their address.
- For printout click on print button.
NO. OF EMPLOYEE (DESIGNATION WISE):

- To view report designation wise No. of Employee click on Menu **No. of Employee (Designation wise)**.

- School Name from dropdown and click on search button.

- Generated report contains designation wise number of employee in selected school.
EMPLOYEE INCOMETAX (DISTRICT/SCHOOL WISE):

- To view a report containing details of Employee Income tax click on Menu Employee Income Tax (District/School wise).

- School Name from dropdown and click on search button.

- Generated report contains the details Employee Income tax of selected school.

- For printout click on print button.
On click over Create login Menu web page appear as shown above.

District name will be auto selected.

On selecting school from dropdown User Id get generated.

Enter password for that ID & click on Create User Button.

On click over Create User button School name, User ID and Password move to table No. of Schools in this Zone/Districts.
• To Add new school in click on Add School Menu.

• Enter School Name, Address and Aided year.

• On click over Save button School name it's Address and Aided year, move to table No. of Schools in this Zone/Districts.
To Search any Employee click on **Employee search** Menu.

Select Month, Year & School Name from given dropdown and click on Search button.
• Here user can search employee either by its designation or by its name.
• Enter Employee designation or name in search text and click on Find button.
• Searched Employee Name appears as shown on previous page.
• To change password click on **Change Password** Menu.

• User Id will be auto generated.

• Enter old password.

• Enter new password in New Password text box.

• Re-enter that password again and click on Change password button.

• Now user will have new password for that ID.
INSTRUCTION

MANUAL

FOR

WEB MIS VERSION 1.0

FOR

DIVISION LEVEL USER
For Division:

- Login page appears as shown above.
- Select division name from dropdown and enter password.
- Press login.
- Press Cancel button if wrong password has entered.
• Home page appears as shown above.

• Login ID, User name and Date appear as shown above.

• Division name is auto selected for **DIVISION WISE** webform.

• For detail of Employee Monthly Salary & Advance click on **Employee salary & Advance** Menu.

• For detail of total salary (i.e. Sum of total of Male employee, Sum of total of Female employee and Sum of total Male & Female employee Salary) click on **School Total Salary** Menu.

• Click on **Summary** Menu for getting report (i.e. Gross Salary (Financial Year), No. of Students (Class wise), No. of School (Division wise) etc.)

• For searching any Employee click on **Employee Search** Menu.
• User can change password if needed. For changing password click on Change Password Menu.

• FOR QUERIES/COMPLAINT'S click on Contact us Menu.

• On click over Logout Menu user will logout & login page will appear again.
• On click over Employee Monthly salary & Advance web page appears as shown above.

• Select Month, Year, District Name and School Name from dropdown given above Division Name will appear.

• If selected item in Sex dropdown is Male then you will get the detail of male employees only.

• If selected item in Sex dropdown is Female then you will get the detail of female employees only.

• For getting the detail of Male & and Female together you have to select All.

• Click on Search button to view detail.
To view Salary & Advance detail of particular employee click on Emp.Code of respective Employee.

Salary details of respective Employee appears as shown above.

Salary details contain the details of Employee Basic Salary, Pay Band, and DA etc.

Advance detail contains Advance Type, Advance date, No. of Installment etc.

For closing that window click on close link.
MONTHLY CUMULATIVE SCHOOL SALARY:

- For Monthly Cumulative School Salary click on School Total Salary Menu.
- Select the desired Month, Year, District Name & School name from given dropdowns.
- On click over Search button web page appears as shown above.
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- Select the desired Year, District Name & School name from given dropdowns.
- On above page you will get class wise number of boys & girls in particular school.
- For printout click on print button.
NO. OF SCHOOL DIVISION/DISTRICT WISE:

- On click over Menu **No. of School (Division wise)** Report get generated as shown above.
- Choose Distt. Name from dropdown & click on search button.
- Generated report contains name of all the school in selected district along with their address.
- For printout click on print button.
NO. OF EMPLOYEE (DESIGNATION WISE):

- To view report designation wise No. of Employee click on Menu No. of Employee (Designation wise).

- Select District Name & School Name from dropdown and click on search button.

- Generated report contains designation wise number of employee in selected school.
EMPLOYEE INCOMETAX (DISTRICT/SCHOOL WISE):

- To view a report containing details of Employee Income tax click on Menu Employee Income Tax (District/School wise).

- Select District Name & School Name from dropdown and click on search button.

- Generated report contains the details Employee Income tax of selected school.

- For printout click on print button.
To Search any Employee click on Employee search Menu.

Select Month, Year, District Name & School Name from given dropdown and click on Search button.
Here user can search employee either by its designation or by its name.

Enter Employee designation or name in search text and click on Find button.

Searched Employee Name appears as shown on previous page.
• To change password click on Change Password Menu.

• User Id will be auto generated.

• Enter old password.

• Enter new password in New Password text box.

• Re-enter that password again and click on Change password button.

• Now user will have new password for that ID.

• On click over Logout Menu user will logout & login page will appear.
INSTRUCTION

MANUAL

FOR

ADMIN USER(S)- DIOS

FOR

DESKTOP MIS VERSION 1.0
LOGIN PAGE:

![Login Page Screenshot]

**STEPS:**

1. For DIOS level user select DIOS.
2. Select District name from dropdown.
3. For DIOS School name is disabled.
4. Enter the valid password in given field.
5. Press the Login button.
6. On successful login given below the window appears as shown on next page.
1. Home page of MANAGEMENT INFORMATION SYSTEM (MIS) appears as shown above.
2. UESRID, District Name, School Name will appear on each form.
**Add New Employee (Entry):**

1. Go to Entry → Employee → Employee Detail
2. USER ID and District Name will appear on each form.
3. Enter Employee basic detail, Address detail and other detail in above form.
4. Select a checkbox if Permanent address & Correspondence address is same.
5. Their must be 18 year gap between Date of Birth & Date of Joining.
6. For account detail select Bank Name, Branch Name from dropdown & fill Account number in text box.
7. Select 6th Pay Revision from Pay Revision Dropdown.
8. Click Save button to save the detail and Reset to clear the details.
9. For closing a window click Exit.
10. On successful entry of employee an UNIQUE EMPLOYEE ID will be generated in light green text box on above page.
**Personal Pay Detail:**

On click Personal Pay Master window opens, as shown above.

1. Goto Master → Personal Pay Master
2. Select Pay revision 6 in pay revision dropdown.
3. On selecting 6th pay, Basic Salary Start (Rs.) and Basic Salary End text box get disabled.
4. Click Save button to save the detail and Reset to clear the details.
5. For closing a window click Exit.
HRA Details:

On click HRA Master Window opens, as shown above.

1. Goto Master → HRA Master
2. Select 6th pay from pay revision dropdown.
3. On selecting 6th pay, Basic Salary Start and Basic Salary End text box get disabled.
4. Click Save Button to save the details and Reset button to clear the detail.
5. For closing window click Exit.
Pay-Band Details:

On click Pay Band Master window opens, as shown above.

1. Goto Master → Personal PayMaster
2. Select 6th pay from Pay revision drop down.
3. Fill above form & click save button to save detail.
4. Reset button to clear the detail & for closing window click Exit.
Bank Detail:

1. Goto Master → Bank → Bank Detail.
2. Enter Bank Name in above form.
3. Click Save Button to save the details and Reset button to clear the detail.
4. On click over save button Bank Name move to table shown below.
5. For closing window click Exit.
Branch Detail:

1. Goto Master → Bank → Branch Detail
2. Select Bank Name from dropdown & enter Branch Name in text box.
3. Click Save Button to save the details and Reset button to clear the detail
4. On click over save button Bank name & Branch move table shown below.
5. For closing window click Exit.
Advance Detail:

1. Goto Master ➔ Master Details ➔ Advance Head Tab
2. Enter Advance head name.
3. Click Save Button to save the details and Reset button to clear the detail
4. On click over save button Advance head name move to table ADVANCE NAME shown below.
Department Detail:

1. Goto Master  → Bank → Department.
2. Enter the Department Name in above form.
3. Click Save Button to save the details and Reset button to clear the detail.
4. On click over save button Department name move to table DEPT. NAME.
5. For closing window click Exit.
DA % (6th Pay):

1. Goto Master → Bank → DA % (6th Pay)
2. Select Effective date from dropdown enter DA (%) in text box.
3. Click Save Button to save the details and Reset button to clear the detail
4. On click over save button Effective date & DA (%) move to table shown below.
5. For closing window click Exit.
CCA Master (6th Pay):

1. Goto Master → Bank → CCA (6th Pay)
2. Enter Basic Start, Basic End, and CCA Amount in text box.
3. Click Save Button to save the details and Reset button to clear the detail.
4. On click over save button the details in CCA Master (6th Pay) form move to table shown below.
5. For closing window click Exit.
2. Select Staff type from dropdown & enter designation in text box.
3. On click over save button Staff type & designation move to table shown below.
4. Press Reset button to clear & Exit button for closing window.
Advance Detail Entry:

1. Goto Entry ➔ Employee ➔ Advance Detail
2. Enter Employee Code and press tab button.
3. On press over tab button Employee name, Department and Designation appears on screen
4. Enter employee advance detail in Add Advance Detail form & click on Save button.
5. On click over Save button employee advance detail move to table No. of Advance(s) of an Employee.
6. Reset button to clear the detail & for closing window click Exit.
Salary Detail Entry:

1. Goto Entry ➔ Employee ➔ Salary detail
2. Enter Employee Code and press tab button.
3. On press over tab button Employee name, Department, Designation appears on screen.
5. Click Save Button to save the details and Reset button to clear the detail
6. For closing window click Exit.
Update/Delete:

Designation Detail:

1. Go to Update/Delete → Designation
2. Select Staff type (i.e. Teaching or Non teaching staff) from drop down.
3. To update designation edit designation & click update to update it.
4. If user have to delete designation name click on Delete button in front of that designation.
5. For closing window click Exit button.
Advance Detail:

1. Go to Update/Delete→Advance Head.
2. To update Advance name edit it & click update to update Advance name.
3. If user have to delete advance name click on Delete button in front of that advance name.
4. For closing window click close button.
Update Employee Advance Detail:

2. Enter Employee Id & click on tab button.
3. On click over tab button Employee name appears on above form.
4. To change any Advance detail, edit that detail & click on update button to update it.
5. To delete any advance detail click on delete button in front of that advance.
6. Click Reset button to clear details.
7. For closing window click Exit.
Update Employee Basic Information:

1. Enter Employee ID and click on Show Detail button.
2. On click over Show button Window appears as shown above.
3. Enter the Employee detail that is to be updated.
4. Their must be 18 year gap between Date of Birth & Date of Joining.
5. Select a checkbox if Permanent address & Correspondence address is same.
6. Click Update button to save the detail.
7. Click Reset button to clear the detail & exit button for closing the detail.
Update New Employee Entry:

1. Goto Update/DeleteÆEmployeeÆEmployee DetailÆUpdate Employee Salary Detail
2. To update Salary details, enter detail that is to be updated.
3. Click Update button to save and Reset to clear details
4. For closing window click Exit.
Employee Salary Update:

1. Enter Employee Code & press tab button.
2. On press over tab button Employee name, Department & Designation appears on screen.
3. Enter the employee Earning detail & Deduction Detail that is to be updated.
4. Click on Update button to save the detail.
5. Click on Reset button to clear the detail & for press Close button to exit.
Bank Details:

1. Goto Update ➔ Bank ➔ Bank Name ➔ Bank Detail
2. User can update Bank Name on this page.
3. To update Bank Name edit that Bank Name and click Update Button.
4. Click Delete button to delete bank name in front of that bank name.
5. For closing window click Close button.
On click Branch details window opens, as shown above.

1. Goto Update ➔ Bank ➔ Bank Name ➔ Branch Detail
2. To update Branch Name edit that Branch Name and click Update Button.
3. Click Delete button in front of bank name that is to be deleted.
4. For closing window click Close button.
Password Detail:

1. User can change password on this page.
2. UserId is auto generated.
3. Enter old password & new password.
4. Re enter new password again.
5. Press save button.
6. Now user have new password for that ID.
**Generate Pay Roll:**

2. Select Month, Year & School name from dropdown.
3. Click on print button to generate pay roll.
1. On click over print button PAY ROLL generated for the entire employee working in that selected school.

2. This pay roll contains salary detail of all the employee working in that school.
Employee Details:

2. Select School name from dropdown & click on print button.
3. On click over print button Bank Statement report get generated.
4. Report contains employee bank details such as Emp. Code, Emp. Name, Bank Name, Bank acc. No.
Employee Detail:

2. Select School name from dropdown & click on print button.
3. On click over print button Employee detail report get generated.
4. Employee detail report contains employee details (i.e. Emp .Name, Emp Father Name, Date of birth etc.).
**Employee Advance Detail Report:**

2. Select School name from dropdown & click on print button.
3. On click over print button Employee Advance Detail report get generated.
4. Advance detail report contains advance detail such as Emp ID, Emp Name, Advance date, Advance amount, No. of installment etc.
5. For closing window click on Close window.
LIST OF CCA Report:

2. LIST OF CCA report contains the detail of Employee Pay band Start, Pay Band End, CCA Amount & Pay Revision.
HRA MASTER Report:

2. HRA MASTER Report contains Employee salary detail such as Basic Start, Basic End, and HRA Amount & Pay Revision.
LIST OF PERSONNEL PAY Report:

2. Personnel Pay Report contains employee details such as Pay Band Amount, Personnel Pay Amount and Pay Revision.
GLIS Detail:

2. Select Month, Year and School Name from dropdown.
3. Click on print button for employees GLIS report.
4. GLIS report contain Emp. Code, Emp. Name and GLIS amount.
**GPF Detail Report:**

2. Select Month, Year and School Name from dropdown.
3. Click on print button for employees GPF report.
4. GPF report contains EMP code, EMP. Name, GPF Acc. No., GPF amt. GPF Extra, GPF total.
List of School Report:

2. List of School report contains School details such as School ID, District Name, School Address, Bank Name etc.
Employee Search Status:

2. User can search employee either by its Name or by its Code.
5. On entering Employee code or Employee Name employee detail get generated in Search Result table.
6. Press exit button for closing detail.
INSTRUCTION
MANUAL
FOR
SCHOOL USER(S) - PRINCIPAL
FOR
DESKTOP-MIS
LOGIN PAGE:

**STEPS:**

1. For Scholl level user select School.
2. Select District name and School Name from dropdown.
3. For DIOS School name is disabled.
4. Enter the valid password in given field.
5. Press the Login button.
6. On successful login given below the window appears as shown above.
1. Home page of MANAGEMENT INFORMATION SYSTEM (MIS) appears as shown above.
2. UESRID, District Name, School Name will appear on each form.
3. Master menu is disabled for School user.
**Leaves Taken:**

1. Enter Employee Code and press tab button.
2. On press over tab button Employee Name appears in Employee Name text box.
3. Select Year and Month from dropdown.
4. Enter leaves taken in given text box.
5. Press save button to save leaves taken for that employee.
Update/Delete:

2. Enter Employee Code and press tab button.
3. On press over tab button Employee Name, Department and Designation get appears.
4. Select Service status from dropdown and press save button to save service status of that employee.

Employee Status Detail:
Password Change:

2. User can change password on Password Detail form.
3. UserId is auto generated.
4. Enter old password & new password.
5. Re enter new password again.
6. Press save button.
7. Now user will have new password for that ID.
Generate Pay Roll:

2. Select Month and Year.
3. Click on print button to generate pay roll.
**Employee Detail Report:**

1. On click over print button PAY ROLL generated for the entire employee working in that school.
2. This pay roll contains salary detail of all the employee working in that school.
Employee Details:

2. School name will be auto selected.
3. On click over print button Bank Statement report get generated.
4. Report contains employee bank details such as Emp. Code, Emp. Name, Bank Name, Bank acc. No.
Employee Detail:

2. School name will be auto selected.
3. On click over print button Employee detail report get generated.
4. The generated report contains details of all the employee of that school.
5. Employee detail report contains employee details (i.e. Emp .Name, Emp Father Name, Date of birth etc.).
Employee Advance Detail:

2. School name will be auto selected.
3. On click over print button Employee Advance Detail report get generated.
4. Advance detail report contains advance detail such as Emp ID, Emp Name, Advance date, Advance amount, No. of installment etc.
5. For closing window click on Close window.
LIST OF CCA REPORT:


LIST OF CCA report contains the detail of Employee Pay band Start, Pay Band End, CCA Amount & Pay Revision.
HRA MASTER:

2. HRA MASTER Report contains Employee salary detail such as Basic Start, Basic End, and HRA Amount & Pay Revision.
LIST OF PERSONNEL PAY REPORT:

2. Personnel Pay Report contains employee details such as Pay Band Amount, Personnel Pay Amount and Pay Revision.
GLIS Detail:

2. Select Month and Year from dropdown.
3. School name will be auto generated.
4. Click on print button for employees GLIS report.
5. GLIS report contain Emp. Code, Emp. Name and GLIS amount.
GPF Detail:

2. Select Month and Year from dropdown.
3. School name will be auto generated.
4. Click on print button for employees GPF report.
5. GPF report contains EMP code, EMP. Name, GPF Acc. No., GPF amt. GPF Extra, GPF total.
2. User can search employee either by its Name or by its Code.
3. Select Emp. Code or Emp. Name from Search Employee dropdown
5. On entering Employee code or Employee Name employee detail get generated in Search Result table.
6. Press exit button for closing detail.