



MANAGEMENT INFORMATION SYSTEM FOR PRIMARY TEACHERS
An Effective Office Management Product

From



KOLHAPUR DISTRICT UNIT

For

Primary Education Department
Zilla Parishad, Maharashtra State

LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Planning and Administration.
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[***** VERSION 1.0 *****]

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KOLHAPUR DISTRICT UNIT

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Primary Education Department
Zilla Parishad, Maharashtra State

NIEPA DC



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F O R E W O R D

In July 1990 when I first joined as Chief Executive Officer. Zilla Parishad, Kolhapur. The task to handle in such a big organization is so vast and network of the employees working in the remotest corner of the 12 Talukas in different departments, before me was not easy one. In the year 1990 NIC Pune had organized the seminar for all the Chief Executive Officers of Zilla Parishads in order to introduce computer in the working of Zilla Parishads in Maharashtra. I was one of them to attend the said seminar. When I note the procedure to put the ideas into practice I found it is easy job. The computerization was to be introduced in Zilla Parishad with the aim of decision making objective at the different departments level. Earlier it was being done manually and it consumed several working hours and lot of task to take decision. I wanted to stop this waste of time and energy and to save employees from the usual harassment and agony of awaiting for months together to come before his or her case could be settled. The requirement of such software was the more basic demands of the employees. We have relied on it and we have developed software. We had to work of our own. It was like a grope in dark. We started with the department of Education i.e. preparation of seniority list. Salary conditions, posting and transfer etc. of different

categorywise of teachers had to be worked out. Gradually, it started taking shape and today everybody can see how well this software has been developed and found it nicely meeting all the requirements of the department of Education in Zilla Parishads in Maharashtra State. However, this task could not have been met with, if I would not have get help of someone like Mr. Subbarao, D.I.O. Kolhapur, who put all my ideas in reality. His skill in creating different files, in fact whole software, is the result of his hard work. He has shown tremendous interest to make this hard job possible.

He has been more cooperative and has understood Zilla Parishad requirements and put the same into shape which is now before you. My attempt for computerization of Zilla Parishad record may not have been so fruitful as it is today. I wish all the best for his efforts.

Date : 1/1/1992
Kolhapur

Bijay Kumar
Chief Executive Officer

A C K N O W L E D G E M E N T S

There are no words to express my gratitude to Shri Bijay Kumar, Chief Executive Officer, Zilla Parishad, Kolhapur for educating me on Primary Education Department's activities in particular and Zilla Parishad functions in general.

A number of discussions were held with Shri. Shrikant Singh, Chief Executive Officer, Zilla Parishad, Sangli and Shri. Bipin Mallik, Chief Executive Officer, Zilla Parishad, Sindhudurg to understand their requirements.

I am also very grateful to Dr. P. Chandrasekhar, Director, NIC(WR), Pune and Mrs. S. P. Sardesai, Principal Systems Analyst, NIC(WR), Pune for their whole-hearted support.

My thanks are also due to Shri C P Mugali, Programmer Assistant, NIC, Kolhapur, Shri S Powar, Data Processing Assistant, Collector Office, Kolhapur and Shri K. B. Jadhav, Data Processing Assistant, Zilla Parishad, Kolhapur for their co-operations and active participation in the discussions.

January 1992.

K. V. Subbarao.

MIS-PT WRITEUP

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MIS-PT WRITEUP

INTRODUCTION

IT IS A MATTER OF IMMENSE PLEASURE FOR US TO INTRODUCE YOU TO THIS ONE OF THE MOST POWERFUL SOFTWARE KNOWN AS "MIS-PT" (MANAGEMENT INFORMATION SYSTEM OF PRIMARY TEACHERS). MIS-PT IS DESIGNED BASICALLY TO HANDLE THE ESTABLISHMENT MATTERS RELATING TO THE PRIMARY TEACHERS IN THE ESTABLISHMENT OF ZILLA PARISHAD UNDER MAHARASTRA PATTERN TAKING THE BASE ENVIRONMENT OF KOLHAPUR DISTRICT.

THE USERS OF THIS SOFTWARE WILL FIND THAT IT OFFERS THEM WITH FACILITIES:

TO HAVE COMPLETE INFORMATION IN CONCERN WITH TEACHERS PROFILE, STUDENTS ENROLLMENT AT THEIR FINGER TIPS.

TO PREPARE PAYBILLS AND VARIOUS RELATED SCHEDULES. ALSO ENABLES THEM TO FINALISE SENIORITY LIST ON ANY GIVEN DATE AND GET VALUABLE INFORMATION ABOUT ANNUAL INCREMENTS, E.B. CROSSING AND PENSION CASES...ETC.

MIS-PT IS NOT ONLY POWERFUL BUT ALSO USER FRIENDLY. ONCE YOU GET TO KNOW HOW TO USE IT FOR YOUR ORGANISATION YOU FACE, WHICH OTHERWISE MAY BE GLOOMY BECAUSE OF YOUR INABILITY TO TAKE THIS ASPECT AS A CHIEF EXECUTIVE IN ZILLA PARISHAD, MAY BLOSSOM PERFECTLY.

THIS SYSTEM GENERATES A LARGE NUMBER OF DAY TO DAY USEFUL REPORTS FOR THE ADMINISTRATIVE SECTION OF THE PRIMARY EDUCATION DEPARTMENT. THE LIST OF THE REPORTS THAT THE SYSTEM SUPPORTING IS GIVEN BELOW.

I. ESTABLISHMENT:

- * Seniority List
- * Category List
- * Retiering List
- * Increment Contral Register
- * Seniority List on the basis of Last Transfer Within
the Block
- * Seniority List on the basis of Last Transfer Among
the Blockks
- * Employee Profile

- * Expenditure Report
- * School Status
- * Kami Jasti Patrak
- * Enrollment Check List
- * 100% Roster List
- * Waiting List (Category Wise)
- * Selection List Against Posts Sanctions
- * Selection List Against Expected Retirements

It also supports the following Screen Oriented Reports.

- * Teachers at a Glance (Whole District)
- * Teachers at a Glance (Block wise)
- * Employee Profile
- * Schools at a Glance(Dist. Level)
- * Schools at a Glance(Tal. Level)
- * School Profile

Apart from this it supports a dynamic query module, with which one can generate any ad hoc reports. I try to explain how this query modules of School Information and Establishment Sections be helpful.

1. Suppose you want to transfer all the employees working in a taluka for the last 5/6 years and are not resident of that taluka.

For this you required the persons who are all due. Also you required schoolwise status of the teachers requirement and posted. Since the transfers should not effect school functioning. Manually this takes a very long time and also a lot of efforts.

With this computer system the District and the Block status of the establishment query module will give you a glance at the present status. Field selection of establishment query module provides you the list of persons due. School reporting section provides you Kami Jasti Patrak. With these the task would become so simple that the transfers can be made within 1/2 days.

2. Suppose a person came to you with a request for transfer. reveals that he is working for the last 15 years away from his residential Taluka and his juniors got transfered.

For this proceed to field selection of the establishment query module, get the list of employee codes, employee name, designation, birth date, residential Taluka and last transfer date among Blocks for that particular school in which he is working.

Check validity of his claim, then get the school status of the two schools from the school query module. From the status one can check the feasibility of his transfer.

Once he was satisfied on the spot, it certainly boost the image of the officer in particular and the Zilla Parishad in general.

Like this the query modules are very useful for decision makers in attending teachers grievances.

: ABOUT THE SYSTEM

THE COMPLETE SOFTWARE PACKAGE CAN BE CLASSIFIED
BROADLY INTO :-

- I) ESTABLISHMENT
- II) CANDIDATE SELECTION
- III) SCHOOL INFORMATION AND
- IV) PAYROLL

MODULES FOR SIMPLICITY TO UNDERSTAND AND TO OPERATE. NOW LOOK AT EACH ONE OF THESE MODULES, ONE BY ONE, WHAT DOES IT PROVIDES TO YOU.

I) ESTABLISHMENT MODULE ::

UNDER THIS MODULE THE VARIOUS INFORMATION RELATED TO THE PRIMARY TEACHERS IS AVAILABLE. THE REPORTING SECTION OF THIS MODULE WOULD GENERATE VARIOUS REPORTS SUCH AS :

THE SENIORITY LIST, CATEGORY WISE LIST, E.B. CROSSING LIST, RETIRING PERSONS LIST (FOR A GIVEN PERIOD)...ETC. FOR YOU, WHICH YOU GENERALLY REQUIRED AT VARIOUS INTERVALS OF TIME.

A GOOD AND USEFUL FEATURE OF THE MIS-PT LIES IN ITS ON-LINE QUERY SECTION OF THIS MODULE, WITH WHICH ONE CAN GENERATE ANY TYPE OF REPORT WITH ANY COMBINATION OF THE FOLLOWING PARAMETERS.

PLACE OF POSTING, NAME OF THE SCHOOL, DESIGNATION, RELIGION, CAST, CATEGORY, BIRTH DATE, APPOINTMENT DATE, PRESENT POSTING DATE, PERMANENT RESIDENTIAL PLACE, TYPE OF APPOINTMENT, EDUCATIONAL & TECHNICAL QUALIFICATIONSETC.

IN OTHER WORDS YOU CAN SAY THAT A DYNAMIC REPORTING FEATURE. ALSO IT GIVES YOU THE STATUS OF TALUKA AND DISTRICT AT A GLANCE.

II) CANDIDATE SELECTION MODULE::

UNDER THIS MODULE INFORMATION ABOUT THE BACK LOGS, ROSTER POINT, CANDIDATES WAITING LIST AND SANCTION ORDERS DETAILS WERE AVAILABLE.

WITH THIS ONE CAN MAKE RECRUITMENTS IN ADVANCE AGAINST NEW SANCTIONS OR/AND RETIRMENTS. A USEFUL TOOL TO THE EXECUTIVES.

III) SCHOOLS INFORMATION MODULE ::

UNDER THIS ONE CAN FIND COMPLETE SCHOOL INFORMATION. THIS CONSISTS OF INFORMATION SUCH AS THE NAME OF THE SCHOOL, STUDENTS ENROLLMENT IN EACH STANDARD, SEX WISE AS WELL AS CATEGORY WISE. NUMBER OF SECTIONS CREATED, AVAILABILITY OF ROOMS UNDER DIFFERENT HEADS AND RENT PAID.

THIS MODULE GENERATES A VERY USEFUL REPORT - THAT IS, KAMI-JASTI PATRAK. A USEFUL TOOL TO EXECUTIVES TO REDISTRIBUTE THE MANPOWER. FOR THIS WE FOLLOWED THE OFFICIAL PROCEDURES FOR CALCULATING THE TEACHERS REQUIREMENT.

BY ADJUSTING THE RELATED VARIABLES IN TEACHERS REQUIREMENT CALCULATIONS ONE CAN USE THIS FACILITY AS A SIMULATION.

ALSO IT PROVIDES THE ENROLLMENT ANALYSIS REPORT, WITH WHICH ONE CAN HAVE THE KNOWLEDGE OF DROPOUTS..

IN THE SIMILAR LINES OF ESTABLISHMENT, HERE ALSO ONE CAN HAVE THE STATUS OF SCHOOLS AT A GLANCE AT TALUKA LEVEL AS WELL AS AT DISTRICT LEVEL.

IV) PAYROLL MODULE ::

UNDER THIS A COMPLETE PAYROLL SYSTEM IS AVAILABLE, WHICH WILL GENERATE PAYBILLS AND THE RELATED SCHEDULES. THE VARIOUS OPTIONS THAT ARE AVAILABLE HERE ARE:

- . AUTOMATIC LEASE OF ANNUAL INCREMENTS, BUT NOT E.B.
- . LEAVE SALARY
- . SUSPENSION
- . CALCULATION OF DA, PT AND GIS
- . THE FACILITY FOR THE FOLLOWING DEDUCTIONS WAS AVAILABLE:

GIS, PROFESSIONAL TAX, LIC PREMIUM, GPF SUBSCRIPTION POSTAL R.D SUBSCRIPTIONS, GPF/FESTIVAL/HOUSE BUILDING ADVANCES RECOVERIES. PROVISION WAS MADE FOR PRIMARY TEACHERS BANK DEDUCTION, PROFESSIONAL TAX ARREARS RECOVERY, TEACHER'S SOCIETY DEDUCTIONS, PAY ADVANCE DEDUCTIONS, INCOME TAX DEDUCTION AND OTHER DEDUCTIONS.

ALSO A PROVISION FOR DA ARREARS ENTRY (NO ARREARS CALCULATIONS) WAS MADE.

AN EXPENDITURE STATEMENT WAS MADE AVAILABLE AT DISTRICT LEVEL, WHICH WILL GIVE THE EXPENDITURE UNDER DIFFERENT HEADS WAS MADE AND ALSO RENT & CONTINGENCY EXPENDITURE.

:: CODIFICATION

IN ORDER TO AVOID CLERICAL ERRORS IN DATA ENTRY AND FOR EASY ACCESSING, SEVERAL CODES WERE INTRODUCED, WHEREVER IT IS FEASIBLE. PRIOR TO USE THE SOFTWARE, FIRST TIME, IT IS ADVISABLE TO HAVE THE KNOWLEDGE OF THESE CODES AND WHAT THEY STANDS FOR IN THIS PACKAGE.

(1) EMPLOYEE CODE :-

THIS IS A 8 CHARACTER LENGTH CODE. THE FIRST TWO CHARACTERS STANDS FOR THE FIRST CHARACTER OF THE SURNAME OF THE EMPLOYEE, FOLLOWED BY '-'. THE NEXT 3 CHARACTERS STANDS FOR RECRUITMENT YEAR FOLLOWED BY '/'. THE LAST 3 CHARACTERS STANDS FOR A 3 DIGITS SERIAL NUMBER OF ALL THE EMPLOYEES WHOSE SURNAME'S FIRST CHARACTER IS ONE AND SAME FOR THAT YEAR OF RECRUITMENT.

THIS CAN EASILY BE UNDERSTOOD BY AN EXAMPLE. LET US TAKE AN EMPLOYEE WHOSE SURNAME IS 'PATIL' RECRUITED IN 1968 AND 22 IS HIS SERIAL NUMBER IN THE SELECTION LIST FOR THAT YEAR WHEN IT IS SORTED ON FIRST CHARACTER OF THE SURNAMES. THEN HIS EMPLOYEE CODE WOULD BE EITHER 'P-68/22' OR 'P-68/022'.

SINCE THE NORMAL PRACTICE OF WRITING A 3 DIGITS NUMBER WHOSE VALUE IS TWENTY TWO IS 22 INSTEAD OF 022. SO IT IS ADVISABLE TO FOLLOW THE FIRST PATTERN, THAT IS, 'P-68/22'.

(2) TALUKA CODE :-

IT IS OF 2 CHARACTERS LENGTH. WHERE THE FIRST CHARACTER REPRESENTS SUB-DIVISION AND NEXT ONE REPRESENTS TALUKA WITHIN THE SUB-DIVISION.

SUPPOSE YOU HAVE 3 SUB-DIVISIONS AS IN THE CASE OF KOLHAPUR DISTRICT(KARVIR, SHAHUWADI & GADINGLAJ) AND 12 TALUKAS. THEN THE TALUKA CODES BE ::

| | SUB-DIVISION | TALUKA | CODE |
|----|--------------|-----------------|------|
| | ----- | ----- | ---- |
| 1) | KARVIR | 1) KARVIR | 11 |
| | | 2) HATKANANGALE | 12 |
| | | 3) SHIROL | 13 |
| | | 4) KAGAL | 14 |
| 2) | SHAHUWADI | 1) SHAHUWADI | 21 |
| | | 2) PANALHA | 22 |
| | | 3) G. BAVADA | 23 |

| | | | |
|----|------------|----------------|----|
| | | 4) RADHANAGARI | 24 |
| 3) | GADHINGLAJ | 1) GADHINGLAJ | 31 |
| | | 2) AJARA | 32 |
| | | 3) CHANDGAD | 33 |
| | | 4) BHUDARGAD | 34 |

THIS CODIFICATION BE DONE BY THE 'EDUINIT.PRG' PROGRAM AT THE TIME INITIALISATION. IT IS ADVISABLE TO FOLLOW THIS PATTERN, SO THAT, IN CASE YOU NEED CONSOLIDATORY FIGURES AT SUB-DIVISION LEVEL, LATER ON, CAN BE ACHIEVED EASILY.

(3) PAY-CIRCLE CODE :-

THIS IS A 2 CHARACTERS LENGTH FIELD, WHICH REPRESENTS A SERIAL NUMBER OF THE PAY-CIRCLE WITHIN THE TALUKA.

THE PAY CIRCLE IS A CLUSTER OF SCHOOLS. IN EVERY TALUKA DEPENDING UPON THE NUMBER OF SCHOOLS, THERE MAY BE TWO OR MORE PAY CIRCLES (PAGAR - BHEETS). IN THE MANUAL PROCESS THE BLOCK EDUCATION OFFICER (B.E.O) WILL SENT ALL OTHER DEDUCTIONS TO PAY-CIRCLES AND HEAD MASTERS WILL SENT LEAVE DETAILS TO PAY-CIRCLES. AT THESE PAY-CIRCLES, WITH THE HELP OF TEACHERS, THE PAYBILLS BE PREPARED.

TAKE THE EXAMPLE OF GAGAN BAVADA TALUKA WHICH HAS TWO PAY CIRCLES - GAGAN BAVADA & NIWADE. WE CODIFIED THEM AS FOLLOW.

Ø1 - GAGAN BAVADA

Ø2 - NIWADE

(4) SCHOOL CODE :-

THIS IS OF 3 CHARACTERS LENGTH FIELD WHERE THE FIRST 2 CHARACTERS REPRESENTS THE SERIAL NUMBER, AS REPRESENTED IN SCHOOL MONTHLY PROGRESSIVE REPORT OR M.P.R (MASIK PATRAK), WITHIN EACH PAY CIRCLE.

THE THIRD CHARACTER MIGHT BE 'A' 'B' 'S' 'O' OR BLANK. THE CHARACTER 'A' AND 'B' INDICATES BHAG SHALA, 'S' REPRESENTS SINGLE TEACHER SCHOOL AND 'O' REPRESENTS OPERATION BLACK BOARD (O.B.B) SCHOOL.

ONE SHOULD BE CLEAR THAT ALL THE TEACHERS, POSTED IN OBB SCHOOLS NEED NOT BE RECRUITED UNDER OBB SCHEME. BUT THE SCHOOLS ARE UNDER OBB SCHEME AND ONE TEACHER UNDER OBB SCHEME SHOULD BE POSTED.

FOR EXAMPLE CONSIDER A SCHOOL, WHOSE SERIAL NUMBER AS PER THE

PRESENT SCHOOL MASIK PATRAK IS 12 AND HAS A BHAG SHAL, THEN THE THE CODES BE AS GIVEN BELOW.

12 - THE MAIN SCHOOL

12A - THE BHAG SHALA

GENERALLY NO TWO BHAG SHALAS ARE ATTACHED TO A SINGLE SCHOOL, SO 'A' IS ENOUGH. BUT AS A SPECIAL CASE IF ANY SCHOOL HAS TWO BHAG SHALAS THEN THE OTHER BHAG SHALA CODE BE - '12B'.

IF IT IS OPEARTION BLACK BOARD SCHOOL BUT DO NOT HAS ANY BHAG SHALA THEN THE CODE WOULD BE - '120'. OR ELSE IF THE SCHOOL IS A SINGLE TEACHER SCHOOL THE THEN CODE BE - '12S'.

(5) BANK CODE :-

THIS IS A 3 CHARACTERS LENGTH FIELD. ALL THE BANKS IN THE DISTRICT BE CODIFIED, SAY, STATE BANK OF INDIA, AS 'SBI' AND LIKE THAT.

FOR EXAMPLE STATE BANK OF INDIA BE CODIFIED AS 'SBI', BANK OF MAHARASTRA AS 'BOM', DENA BANK AS 'DB ' AND SO ON.

(6) BRANCH CODE :-

THIS IS OF SEVEN CHARACTERS LENGTH FIELD. EVERY BRANCH OF ANY BANK HAD THEIR OWN BRANCH CODE. ONE CAN GET IT FROM THE CONCERNED BANK. THIS IS REQUIRED FOR DELIVERING THE BANK SCHEDULES BRANCH WISE.

(7) SOCIETY CODE :-

THIS IS A 4 CHARACTERS LENGTH FIELD. THE PURPOSE OF THIS CODE ALSO SAME AS THAT OF BANKS. THE TEACHERS MIGHT HAVE LOANS FROM MORE THAN ONE SOCIETY. THE DEDUCTIONS BE MADE UNDER ONE SINGLE HEADING "TEACHER'S SOCIETY" RECOVERY. BUT THE SCHEDULE BE GENERATED SEPARATELY, SOCIETY WISE.

IN KOLHAPUR WE FOLLOWED LIKE THIS - THE FIRST TWO CHARACTERS REPRESENTS THE TALUKA CODE AND THE NEXT TWO SOCIETY NUMBER.

FOR EXAMPLE IN KOLHAPUR WE HAVE 20 SOCIETIES AND CODIFIED THEM SERIALY 1 TO 20. SO WHILE GIVING CODES TO THE FOR A PARTICULAR BLOCK, SAY RADHANAGARI, WHICH HAS TWO PAT SANSTHAS - RADHA NAGARI PAT SANSTHA AND SIR M.R. DESAI PAT SANSTHA, THE CODES ARE:

2307 - RADHA NAGARI PAT SANSTHA

2313 - SIR M.R. DESAI PAT SANSTHA

(Where '23' stands for Radha Nagari in Kolhapur District and '07' and '13' are the serial number of those santhas at District as whole.)

(8) SCHOOL ROOM CATEGORY CODE

This is of Two character length field. The first character represents the category - A for Owned, B- for Rented and C- for Free rooms. The second character represents sub-category within the category. The codes that is followed in Kolhapur are given below. (Please refer 'schown.dbf' for this purpose).

| CATEGORY | SUB-CATEGORY | CODE |
|-----------|--------------------|-------|
| ===== | ===== | ===== |
| A. Owned | A. Ex. D.L.B. | AA |
| | B. Small Savings | AB |
| | C. Forestry Grant | AC |
| | D. M.L.A. Fund | AD |
| | E. Z.P. Grant | AE |
| | F. Others | AF |
| B. Rented | A. Private Rented | BA |
| | B. G.P. Rented | BB |
| C. Free | A. Temple | CA |
| | B. Rent Free Rooms | CB |
| | C. Open Space | CC |
| | D. Others | CD |

(9) RECRUITMENT SCHEME CODE :

This is of two character length field, represents the scheme under which the employee was recruited. The following codes were used in this software. In case additional schemes, one has to make appropriate changes in the code database file - 'recsch'.

| CODE ===== | DESCRIPTION ===== |
|---------------|--|
| NP | Non-Plan Scheme |
| OB | Operation Black Board Scheme |
| P1 | Teachers to open new Schools in School-less Village. |
| P2 | Posts Created on creation of New-Sections |
| P3 | Augment single teacher Schools with an additional Teacher. |

:: SWITCHING OVER TO COMPUTER SYSTEM

AS YOU KNOW THE SUCCESS OF ANY COMPUTER SYSTEM LIES IN ITS ADOPTABILITY OF THE MANUAL SYSTEM. MORE IT ADOPTS THE MANUAL SYSTEM, LESS THE AMOUNT OF DISTURBANCE AND MORE THE AMOUNT OF ACCEPTANCY. FURTHER HOW FREQUENTLY THE SYSTEM BE UPDATED WITHOUT BURDENING THE STAFF. WE HAD TAKEN UTMOST CONSIDERATION, OF THESE TWO ACCEPTS WHILE DESIGNING THIS SYSTEM.

AT THE INITIAL STAGE ONE HAS TO TAKE THE PAINS IN DATA COLLECTION AND DATA ENTRY AND IS WORTHWHILE ALSO. IF IT IS TAKEN, THE PEOPLE AT ALL THE LEVELS-THE ESTABLISHMENT STAFF, THE PAYBILL PREPARING STAFF, THE TEACHERS, THE EXECUTIVES AND THE DECISION MAKERS GET BENEFITED.

AS ANY COMPUTER SYSTEM IMPLEMENTATION STARTS WITH THE DATA COLLECTION, THE SAME HOLDS GOOD IN THIS CASE ALSO.

IN CONSULTATION WITH THE DISTRICT INFORMATICS OFFICER, GET READY WITH CODIFICATIONS. THEN TRAIN BLOCK/TALUKA LEVEL PERSONNEL IN COLLECTING DATA AS PER THE FORMATS (PLEASE REFER APPENDIX - 'A' FOR INPUT FORMATS). THERE IS ALTOGETHER 14 INPUT FORMS THE SCHOOL INPUT FORMS IS ALMOST SIMILAR TO THE SCHOOL MASIK PATRAK. THE ONLY EXCEPTION IS OWNERSHIPWISE ROOMS DETAILS, WHICH CAN BE FED LETTER ON. SO FIRST COLLECT MASTER DATA AND POSTAL RECURRING DEPOSITS DETAILS. PER SCHOOL DATA TAKE ALREADY EXISTING MONTHLY REPORTS OF EITHER MAY OR SEPTEMBER. THESE ARE THE TWO MONTHS OF WHICH THE ENROLMENT FIGURES FOR CONSIDERED EITHER FOR ENROLMENT DROP-OUT ANALYSIS OR FOR CALCULATING TEACHERS REQUIREMENT.

AND FOR OTHER PAYROLL MONTHLY DEDUCTIONS ONE CAN GET LAST MONTH SCHEDULES FROM THE BLOCK EDUCATION OFFICER. HENCE THE MAIN THING IN DATA COLLECTION IS MASTER DATA AND POSTAL R.D. DETAILS.

ONCE THE DATA WAS READY NEXT STEP IS ITS ENTRY. FOR THIS ONE CAN EITHER ENGAGE PRIVATE AGENCY OR TO DEPUTE SOME PERSONNEL FROM THE STAFF. IT IS ADVISIBLE TO DEPUTE THE STAFF INSTEAD OF GOING FOR AN AGENCY SERVICE. BECAUSE AT ON OR OTHER STAGE THE STAFF HAS TO LEARN TO OPERATE THE SYSTEM.

IN KOLHAPUR TO PERSONS FROM EACH BLOCK WAS ASSIGNED FOR DATA COLLECTION AND ENTRY AND THEY ARE USING THE SYSTEM WITHOUT ANY DIFFICULTY. START DATA ENTRY WITH SCHOOL DATA AND THEN GO TO MASTER DATA ENTRY. WHILE ENTERING THE MASTER DATA THE FIRST HURDLE IS THE EMPLOYEE CODE SO WHAT ONE HAS TO DO IT ENTER GPF NUMBER AS EMPLOYEE CODE. YES COMING TO YOUR POINT - WHAT ABOUT THE NEW RECRUITEES WHO DOESN'T HAVE ANY PF NUMBER. IN THOSE CASES ENTER FIRST TWO CHARACTERS OF THE TALUKA NAME FOLLOWED BY SOME SERIAL NUMBER.

FOR EXAMPLE - THE EMPLOYEE PRESENTLY WORKING IN KARVIR TALUKA AND IS A NEW RECRUITEE THEN ENTER " KA 1 " AS EMPLOYEE CODE AND NOTE IT DOWN IN POSTAL R.D. INPUT FORM OF THAT EMPLOYEE.

ONCE ALL THE BLOCKS DATA ENTRY WAS OVER, CLUB THESE MASTER FILES, SORT IT ON RECRUITMENT YEAR AND SURNAME. (PLEASE NOTICE THAT THE SORTING SHOULD BE ON THE RECRUITMENT YEAR AND EITHER ON SURNAME COMPLETELY OR FIRST CHARACTER OF SURNAME. BUT NOT ON COMPLETE NAME). THEN REPLACE EMPLOYEE CODE WITH SURNAME FIRST CHARACTER + '-' + RECRUITMENT YEAR + '/' + SERIAL NUMBER. AFTER THIS COPY ALL THE RECORDS BASED ON TALUKA CODE TO THE CONCERNED BLOCK. TAKE THE LIST OF EMPLOYEE NAME, EMPLOYEE CODE, GPF NUMBER KEEP THIS WHILE ENTERING R.D. DETAILS AND OTHER DATA.

ONCE THE DATA ENTRY IS OVER RUN THE PAYROLL MODULE FROM THE MONTH ON WHICH DATA COLLECTION WAS MADE AND COMPARE WITH MANUAL REPORTS. THOUGH WE HAD TAKEN ALL THE NECESSARY CARE AND IS IN IMPLEMENTATION AT KOLHAPUR FOR THE LAST 6/7 MONTHS, IT IS ADVISABLE TO MAKE 2/3 PARALLEL RUNS.

FOR SMOOTH SWITCHING OVER TO COMPUTER SYSTEM FROM THE MANUAL ONE, IT IS ADVISED TRY TO AVOID TRANSFERS DURING THE PERIOD OF DATA COLLECTION AND DATA ENTRY.

IN THE MASTER DATA ENTRY BANK, BRANCH AND A/C DETAILS WERE PROVIDED. IF YOUR DISTRICT DOESNOT HAVE THE PROCEDURE OF PAYING SALARIES THROUGH BANKS THERE IS NO NEED OF THESE FIELDS.

ALSO IN CANDIDATE SELECTION MODULE WE PROVIDED WAITING LIST, BACKLOG, AND ROSTER DETAILS. IF THE RECRUITMENTS ARE NOT MADE AT A DISTRICT FROM WAITING LIST AND NOT MAINTAINING ANY ROSTER, ONE CAN SKIP THIS MODULE AS A WHOLE.

:: OPERATIONAL MANUAL

NOW YOU KNOW THE FACILITIES OF THE SYSTEM PROVIDES TO YOU AND THE CODES USED IN THE SYSTEM. BUT BEFORE GOING TO OPERATE THE SYSTEM, IT HAS TO BE INITIALIZED AT YOUR SITE.

FOR THIS THE CONCERNED DEPARTMENT, IN THIS CASE THE PRIMARY EDUCATION DEPARTMENT, HAS TO SUPPLY THE FOLLOWING INFORMATION TO THE SYSTEM ADMINISTRATOR. HERE THE SYSTEM ADMINISTRATOR IS ONE OF THE NIC-STAFF, SAY, DISTRICT INFORMATICS OFFICER AT YOUR DISTRICT CENTRE.

- 1) DISTRICT NAME
- 2) NO. OF SUB-DIVISIONS
- 3) NO. OF TALUKAS AND THEIR NAMES IN EACH SUB DIVISION
- 4) NO. OF PAY-CIRCLES AND THEIR NAMES IN EACH TALUKA
- 5) BANKS AND WITH THEIR BRANCH CODES WITHIN THE DISTRICT
- AND 6) SOCIETIES LIST.

ONCE THE INITIALIZATION WAS DONE, THE D.I.O WILL INFORM YOU THE USER-NAME AND PASS-WORD FOR EACH BLOCK/TALUKA AND SUPER-USER NAME AND PASSWORD FOR DISTRICT LEVEL. THE DEPARTMENT CAN ASSIGN THE RESPONSIBILITIES OF ONE OR MORE TALUKA(S) TO A PERSON.

N.B:- THE USER-NAMES AND PASSWORDS CAN BE CHANGED AT ANY STAGE OF ANY LEVEL IN CONCERN WITH THE DIO AND THE USER DEPARTMENT.

THERE ARE TWO LEVELS OF OPERATIONS AVAILABLE, ONE IS BLOCK/TALUKA LEVELS AND OTHER IS DISTRICT LEVEL. DEPENDING UPON THE OPERATIONAL LEVEL THE OPTIONS DIFFERS.

: BLOCK/ TALUKA LEVEL OPERATIONS

TO EXECUTE THIS MIS-PT (MANAGEMENT INFORMATION SYSTEM FOR PRIMARY TEACHERS) THE USER HAS TWO WAYS. HE CAN EXECUTE IT BY TYPING 'do mispt' AT THE FOXPLUS DOT PROMPT OR BY TYPING 'foxplus mispt' AT THE XENIX SYSTEM PROMPT, AS SHOWN BELOW.

First method :-

. do mispt <Enter>

Second method :-

\$ foxplus mispt <Enter>

A display as shown below be displayed on your monitor.

- NOTE: (1). <Enter> indicates to press 'Enter key' or 'Return key' as the case may be with your key-board.
- (2). The Data/Information used in this write-up is of Primary Education Department, Kolhapur.

[***** VERSION 1.0 *****]

WELCOME TO MANAGEMENT INFORMATION SYSTEM FOR PRIMARY TEACHERS

An Effective Office Management Product

From

```
# # # ####
## # # # #
# # # # #
# # # # #
# ## # # #
# # # ####
```

KOLHAPUR DISTRICT UNIT

For

Primary Education Department
Zilla Parishad, Maharashtra State

Press any key to continue...

After pressing any key the following START-UP MENU be displayed.

| | |
|-------------------------|-------------------|
| MIS-PT::V1.0 | D.I.C. |
| Date: 10/12/1991 | Zilla Parishad |
| Time: 16:16:34 | Dist: KOLHAPUR. |
| MIS-PT :: START-UP MENU | |
| User Name :: | 11 - Karvir |
| Code Number :: | 12 - Hatkanangale |
| Password :: | 13 - Shirol |
| | 14 - Kagal |
| | 21 - Shahuwadi |
| | 22 - Panhala |
| | 23 - Radhanagari |
| | 24 - Gagan Bavada |
| | 31 - Gadhinglaj |
| | 32 - Ajara |
| | 33 - Chandgad |
| | 34 - Bhudargad |

For each block a person be identified to operate the software. He will be trained to use the software. A password will be given to each block. In the above menu, name of the authorised person, his block code and password is asked to enter. If this information is correctly entered, the system will allow the user to work, otherwise it will abort execution with appropriate error message.

After the successful entry of above information, following menu will be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                          Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT :: MAIN MENU |
+-----+
| 1. Establishment |
| 2. Schools Information |
| 3. Payroll |
| 4. Indexing |
| 5. Manuals |
| 0. Exit |
+-----+
| Enter yours choice (0-5): |
+-----+
```

The user can select any one of the options of his interest, that is, Establishment / Schools Information or Payroll. In addition to these, he is supposed to exercise the option 3 - Indexing, before selecting any other options and as and when needed. This will rebuilds all the index files. In option 4 - Manuals, a copy of this write-up is available for ready reference.

This write-up was planned to explain each step of the operations in the same order as they are in the menus. But for the first time users the order is as explained in the following note. In order to avoid any complications the first time users are advised to follow the same order as explained below.

NOTE ::

AFTER INVOKING THE SOFTWARE AS EXPLAINED ABOVE, FIRST SELECT THE OPTION 4 - INDEXING FOLLOWED BY OPTION 2 - SCHOOLS INFORMATION. IN SCHOOLS INFORMATION MENU SELECT OPTION 1 - SCHOOL DATA MAINT. AND ENTER THE SCHOOL DATA, COLLECTED ACCORDING TO THE SCHOOL INPUT FORM (PLEASE REFER APPENDIX - 'A' FOR INPUT FORMATS).

AFTER THE SCHOOL DATA IS OVER COME BACK TO MAIN MENU AND SELECT OPTION 4 - INDEXING ONCE AGAIN. THEN OPTION 1 - ESTABLISHMENT. IN ESTABLISHMENT MENU SELECT OPTION 1 - MASTER FILE MAINT. AND ENTER THE DATA, COLLECTED ACCORDING TO THE MASTER INPUT FORM. (PLEASE REFER APPENDIX - 'A' FOR INPUT FORMATS).

ONCE THE MASTER DATA ENTRY IS OVER, COME BACK TO MAIN MENU AND SELECT OPTION 4 - INDEXING AND RESELECT OPTION - 1 FROM MAIN MENU ONCE AGAIN FOLLOWED BY OPTION 2 - MASTER VALIDATION OF ESTABLISHMENT SECTION. TAKE THE ERROR REPORT AND RECTIFY THE ERRORS BEFORE GOING FURTHER.

ONCE THIS IS OVER SELECT THE OPTION 3 - PAYROLL FROM THE MAIN MENU. IN PAYROLL MENU SELECT OPTION 1 - MONTHLY CHANGES. SELECT THE APPROPRIATE MONTHLY CHANGES OPTIONS, 'A' - 'O', ACCORDINGLY AND ENTER THE DATA AS COLLECTED. (PLEASE REFER APPENDIX - 'A' FOR INPUT FORMATS). ONCE THE DATA ENTRY WORK WAS COMPLETED, COME BACK TO PAYROLL SECTION AND SELECT OPTION 2 - CHECKING FOR DUPLICATIONS. IN CASE OF DUPLICATE RECORDS TAKE THE HELP OF YOUR DISTRICT INFORMATICS OFFICER IN REMOVING THEM.

NOW YOU ARE FREE TO SELECT ANY OPTION OF ANY SECTION.

1. :: MISPT - ESTABLISHMENT

By pressing the numeric key '1' - the Establishment option, the following menu be displayed on the screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT SECTION |
+-----+
| 1. Master File Maint. |
| 2. Master Validation |
| 3. Queries |
| 4. Reports |
| 0. Back to Main Menu |
+-----+
| Enter your choice (0-4): |
+-----+
```

In this section the user has four options. One can select any option by pressing the suitable number, that is, 1 - Master File Maintenance / 2 - Master Validation / 3 - Queries and 4 - Reports. By pressing numeric key 1 the following screen be displayed.

1.1. :: ESTABLISHMENT - MASTER FILE MAINTENANCE

PTMASTER FILE

ENTER YOUR CHOICE (A/M/D/V/E)

MESSAGE A-ADD, M-MODIFY, D-DELETE, V-VIEW, E-EXIT

After selecting the Master File Maintenance option from the Establishment Section one can get the above screen. Here depending upon the option selected either A/M/D or V the operation differs. But the screen display is same as in the case of option A - ADD, as shown below.

PTMASTER FILE

ENTER YOUR CHOICE (A/M/D/V/E)

Employee Code: Name of the PT:
Taluka Code: Pay Circle Code: School Code:
GPF Type (S/Z): GPF No: Desig.Code: Scale Code:
Bank Code: Branch Code: Account No:
Religion & Cast: Category (SC/ST/OBC/GEN): Sex(M/F):
Birth Date: App.Date: Type of App.(T/F):
Recruitment Under (P1/P2/NP/OB/OT): Last Transfer W.Blk:
Last Transfer Among Blks: Is he(she) a P.H.C. (Y/N):
Edu. Qly: Tech. Qly: Next Increment (MMYY):
Residential Taluka Code: Residential Village:
Off. Pay Rs: Sp. Pay Rs: C.L.A. Rs:

Type 'END' to stop entry

Though all the fields were displayed here, it is not the case at the time of new data entry. After filling the Employee Code, the next two fields that is, Name of the PT and Taluka Code be displayed. The Taluka code must be the same code, as entered in the Start-up Menu. After this Pay Circle Code, School Code and GPF Type be displayed one by one. If the GPF Type is entered either 'S' or 'Z' then only the GPF No. field be displayed. Then the fields Desig.Code, Scale Code and Bank Code be displayed one by one. While entering the data the system checks its validity from the respective code file. Once the Bank Code entered correctly then all the fields upto the field Residential Taluka Code field be displayed. Enter the Residential Taluka Code if the employee belongs to one of the talukas of the district. Otherwise enter a wrong code excluding your taluka codes and '99'. Then you will be prompted with Residential Taluka Name field. If the employee belongs to one of the Taluka of your district, you enter that taluka code, system will display the name of that taluka and the remaining fields.

Once all the fields are entered, one can get a prompt for conforming to save the data. Here one can save the data entered or leave it, without saving.

In case of option M - Modify, after entering the Employee Code whose record to be modified, the complete screen be displayed with the contents of that employee, if it is existing already in the Master File. And waits for a reply with a prompt, whether to Modify the record or not, at the bottom. Otherwise an appropriate message be displayed.

In case of option D - Delete, after entering the employee code, if it is existing, the complete screen be displayed with a prompt for confirmation, whether to delete or not, at the bottom. Once it is confirmed to delete, password prompt be displayed. An appropriate pass-word be entered. Then only the record be deleted for ever. One has to consult the District Informatics Officer for the pass-word.

In case of option V - View, after entering the employee code, if it is existing, the complete screen be displayed. Otherwise an appropriate message be displayed.

By selecting option E - Exit one can go back to Establishment Section. That is all about the option 1 - Master File Maint.

1 3.1 :: QUERIES - Block Status

By selecting option 1 - Block Status of the Query Menu one can get the status of the Taluka of which one is working. After pressing the option number one has to wait for a few minutes depending upon the volume of data. Suppose the Taluka of which one is working is Gagan Bavada, whose code was entered at Start-up Menu, then the display would be as shown below.

| | | | | | |
|----------------------------|------|-------------------------|-----------------------------|------------------------|--|
| Taluka Name:Gagan Bavada | | | | | |
| No.of. Employees:(128)113 | | No.of Pay Circles:2 | | No.of Schools:48 | |
| Head Masters:(7)6 | | Asstt.Teachers:(114)103 | | Graduate Teachers:(7)4 | |
| Teachers Under:- | | | | | |
| Plan Scheme(New Schools):2 | | | Plan Scheme(New Sections):0 | | |
| Non-Plan Scheme:91 | | | Operation Black Board:20 | | |
| Teachers Under Category:- | | | | | |
| General: | | S.C.: | | S.T.: | |
| O.B.C.: | | DT/NT: | | P.H.C: | |
| Classes | Boys | Girls | Total Enr. | Divisions | |
| 1- 4 | 1497 | 1241 | 2738 | 0 | |
| ; | 182 | 87 | 269 | 0 | |
| ; | 146 | 36 | 182 | 0 | |
| ' | 133 | 39 | 172 | 0 | |

----- Press any Key to Continue...-----

The figures in bracket are the requirement of teachers based on the Enrollment. As it displayed below the screen, by pressing any key on your key-board, takes you to the previous menu, the Establishment Query Menu.

Suppose one does not have any idea of Employee Code and pressed some random keys, say, 'SASAS'. Then the system prompts you whether you want some help. By pressing 'Y' to the system's prompt the following screen be displayed.

```

+-----+
| Emp. Code: SASAS                                     |
|                                                     |
| +-----+                                           |
| | Enter First 1/4 letter(s) of the surname:       |
| | and/or                                           |
| | Enter Year of Recruitment:                       |
| +-----+                                           |
|                                                     |
|-----Wrong Emp. Code. Do You need some help (Y/N): Y-----|
+-----+

```

One can enter either one of the first 1/4 character(s) of surname or the Year of recruitment or both. Suppose first character of the surname was entered as 'P' and left the year of recruitment blank. Then the system will prompt you with all the names and their employee codes, 15 names at a time, whose surname's first character was 'P'.

```

+-----+
| Emp. Code: SASAS                                     |
|                                                     |
|                                                     |
| +-----+                                           |
| | Enter First 1/4 letter(s) of the surname:       |
| | and/or                                           |
| | Enter Year of Recruitment:                       |
| +-----+                                           |
|                                                     |
| P-58/74      POTNIS SUSHILA PRABHAKAR             |
| P-58/77      PRABHAVALI SHANKAR DNYANU            |
| P-59/5       PANARI LAXMAN SAKHARAM               |
| P-59/58      PATIL VISHNU APPA                    |
| P-60/43      PATIL SAYJI SAKHARAM                 |
| P-64/82      PATIL TUKARAM GANPATI                |
| P-70/53      PATIL RAJARAM JYOTI                  |
| P-71/60      POTDAR SUBASH SADASHIV               |
| P-72/22      PATIL HARI TUKARAM                   |
| P-79/1       PATIL ASHOK NAMADEV                  |
| P-82/4       PASALE ANIL UMRAO                    |
| P-86/1       PALAV GANAPATI MARUTI                 |
| P-86/104     PATOLE MADHUKAR VISHNU               |
| P-86/117     POWAR VIJAYA RAMU                    |
| P-86/17      PATIL ASHOK RAJARAM                  |
|-----E->Exit/C-Cont...-----|
|                                                     |
|-----Wrong Emp. Code. Do You need some help (Y/N): Y-----|
+-----+

```

Suppose you just pressed 'E' at system prompt for "E->Exit/C->Cont.." and followed by <Enter> key twice. By default you can get the profile of the last employee displayed. In this case the profile of the employee, whose employee code is 'P-86/17'

```

-----+-----
Emp. Code: P-86/17           Employee Name: PATIL ASHOK RAJARAM
Seniority No: 6733         Desig.Name: Asstt.Teacher       Sex:M
Taluka: Gagan Bavada      Pay Circle: NIWADE             Shcool : V.M.NIVADE

Birth Date: 01/06/1965 App. Date: 17/01/1986  Recruited Under: NF
Last Transfer Date W.Blk:09/06/1986 Last Transfer Date Amg.Blks:17/01/1986

Scale: 1200-30-1560-EB-40-2040           Next Inc. Month : 0192
Basic Rs: 1350      Sp.Pay Rs:           H.R.A. Rs: 50      C.L.A. Rs:

Edu. Quali.: SSC           Tach. Quali.: D.ED.

Resi. Taluka:Hatkanangale  Resi. Village: SAVARDE
Religion & Cast: H/MARATA  SC/ST/OBC/GEN: GEN
-----+-----

```

-----Press any key to Continue.-----

Entering 'END' for Employee Code followed by <Enter> key system takes you back to the Establishment Query Menu.

1.3.3 :: QUERIES - Fields Selection

This is a very useful feature of this MISPT by which one can generate, any adhoc reports. By selecting option 3 - Fields Selection, of the Establishment Query Menu, the following screen be displayed.

```

-----+-----
1. SENIORITY NUMBER           19. EDUCATIONAL QUALIFICATIONS
2. EMPLOYEE CODE             20. TECHNICAL QUALIFICATIONS
3. TALUKA CODE               21. APPOINTMENT TYPE
4. PAY CIRCLE CODE          22. APPOINTMENT DATE
5. SHCOOL CODE              23. RECRUITMENT CATAGORY
6. DESIGNATION CODE         24. LAST TRANSFER DATE W.BLK
7. SCALE CODE               25. LAST TRANSFER DATE AMG.BLKS
8. BANK CODE                26. OFFICIATING PAY
9. BRANCH CODE              27. SPECIAL PAY
10. BANK ACCOUNT            28. C.L.A.
11. GPF NUMBER              29. GPF SUBSCRIPTION
12. NAME                    30. NEXT INCREMENT MONTH
13. MALE/FEMALE            31. EB DUE?
14. RELIGION & CAST         32. TYPE OF GPF A/C
15. CATEGORY                33. NATURE OF NEXT INC.
16. BIRTH DATE              34. RESIDENTIAL TALUKA CODE
17. RESIDENTIAL VILLAGE     ENTER THE FIELDS NO:
18. RESIDENTIAL TALUKA
-----+-----

```

-----S->TO SELECT /E->END FIELD SELECTION...-----

By pressing 'S' one can select the fields by their number given on left hand side. Suppose you want to know the Seniority Number, Employee Code and Names. Then you have to select the relevant field numbers, that is in this case, 1, 2 & 12. After selecting the fields required, end the selection by pressing 'E' to the system prompt. Then system prompts you whether you want to put up a condition or not.

For building up conditionality one has to know the type and names of the Data-base fields and a little knowledge of computer command logic.

The actual field names, used by the data-base files is as given below:

| FIELD_NAME | FIELD_LENGTH | FIELD_DESC |
|--------------|--------------|-----------------------------|
| 1 SR_NUM | 5N | SENIORITY NUMBER |
| 2 EMP_CODE | 8C | EMPLOYEE CODE |
| 3 T_CODE | 2C | TALUKA CODE |
| 4 PC_CODE | 2C | PAYCIRCLE CODE |
| 5 SH_CODE | 3C | SHCOOL CODE |
| 6 DESIG_CODE | 1C | DESIGNATION CODE |
| 7 SCALE_CODE | 2C | SCALE CODE |
| 8 BANK_CODE | 3C | BANK CODE |
| 9 BR_CODE | 7C | BRNACH CODE |
| 10 BANK_AC | 8C | BANK ACCOUNT |
| 11 GPF_NO | 8C | G.P.F NUMBER |
| 12 NAME | 30C | NAME OF THE EMPLOYEE |
| 13 SEX | 1C | MALE/FEMALE |
| 14 REL_CAST | 8C | RELIGION & CAST |
| 15 SCST_CAT | 5C | SC/ST/OBC CATEGORY |
| 16 BIRTH_DT | D | DATE OF BIRTH |
| 17 RES_VILL | 10C | RESIDENTIAL VILLAGE |
| 18 RES_TAL | 15C | RESIDENTIL TALUKA |
| 19 EDU_QLY | 5C | EDUCATIONAL QUALIFICATIONS |
| 20 TECH_QLY | 7C | TECHNICAL QUALIFICATIONS |
| 21 APP_TYPE | 1C | APPOINTMENT TYPE |
| 22 APP_DT | D | APPOINTMENT DATE |
| 23 REC_SCH | 2C | RECRUITMENT UNDER |
| 24 WB_DT | D | LAST TRANSFER DATE W.BLK |
| 25 AB_DT | D | LAST TRANSFER DATE AMG.BLKS |
| 26 BASIC | 6N | PRESENT BASIC PAY |
| 27 SP_PAY | 3N | SPECIAL PAY |
| 28 CLA | 3N | C.L.A. |
| 29 GPF_SUB | 4N | G.P.F SUBSCRIPTION |
| 30 NI_DT | 4C | NEXT INCREMENT MONTH |
| 31 EB_FLAG | 1C | E.B. DUE?.. |
| 32 GPF_TYPE | 1C | TYPE G.P.F. A/C |
| 33 NI_FLAG | 1C | NATURE OF NEXT INC. |
| 34 RT_CODE | 2C | RESIDENTIAL TALUKA CODE |

Here we intended to inform you how to run each option. But for specimen copy of a report you please refer Appendix - 'B'.

1.4.1 :: REPORTS - Category-wise List

Selection option 1 - Category-wise List, the system prompts you to enter the Category as shown below.

```
-----+
MIS-PT::V1.0                               D.I.C.
Date: 10/12/1991                           Zilla Parishad
Time: 16:16:34                              Dist: KOLHAPUR.
-----+
MIS-PT::ESTABLISHMENT REPORTING MENU
-----+
Enter Category(SC/ST/OBC/GEN):
-----+
-----+
```

After entering the category to the system's prompt, you will be prompted that the out-put is of 120 characters length, please adjust the paper and press any key to proceed. (Please refer the Appendix - 'B' for a specimen copy). After finishing the task, again you are prompted with the Establishment Reporting Menu.

1.4.2 :: REPORTS - Retiring List for a Specified Period

The option 2 - Retiring List for a Specified Period of the Establishment Reporting Menu would generate all the expected retiring Employees List for the given period. By pressing numeric key 2, the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT REPORTING MENU |
+-----+
| Enter Starting Month : |
| Enter Starting Year  : |
| Enter Ending Month   : |
| Enter Ending Year    : |
+-----+
+-----+
```

After entering the period, the system prompts you that the report is of 120 character length, please adjust the paper and press any key to proceed. Once the task is completed, again the Reporting Menu be displayed. (Please refer Appendix - 'B' for a specimen copy of the report).

1.4.3 :: REPORTS - Next Inc. Details

The option 3 - Next Inc. Details of the Establishment Reporting Menu would generate all the employees, whose next increment falling in a specified month and a specified nature. There are four types (M/N/O/P). M - indicates Normal Increment, N - for E.B. bar, O - for Scale Ceiling and P - for Technically not qualified Graduate Teachers. By selecting the option 3, the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT REPORTING MENU |
+-----+
| Enter M-> Normal/N-> E.B. Cases/O-> Ceiling/P-> Unqly GTs |
+-----+
```

One can select any type of the Increment. Suppose one had selected 'M' for Normal Increment List. Then system prompts you to enter Month & Year else '9999' for complete List of the Employees whose Next Increment is Normal type.

One can get this list be displayed on the screen or to sent to printer, by entering the appropriate reply to the system's prompt. Once the task is completed, again the Reporting Menu be displayed. (Please refer Appendix - 'B' for a specimen copy of the report).

1.4.4 ::REPORTS -Seniority on the basis of Last Transfer Within the Blk

The option 4 - Seniority on the basis of Last Transfer Within the Blk of the Establishment Reporting Menu would generate all the Employees List in ascending order, on the basis of last transfer within the block date, that is the employee was transferred to some other school in the same block. By pressing numeric key 3, the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C.
| Date: 10/12/1991                           Zilla Parishad
| Time: 16:16:34                             Dist: KOLHAPUR.
+-----+
| MIS-PT::ESTABLISHMENT REPORTING MENU
+-----+
|
|
|
|
|
|
|
|
|
|
+-----+
| Enter P->for printer/S->for Screen
+-----+
```

After answering either 'S' or 'P' to the system prompt one can send the list either to printer or to the screen. Once the task is completed, again the Reporting Menu be displayed. (Please refer Appendix - 'B' for a specimen copy of the report).

1.4.5 ::REPORTS -Seniority on the basis of Last Transfer Among Blks

The option 5 - Seniority on the basis of Last Transfer Among Blks of the Establishment Reporting Menu would generate all the Employees List in ascending order, on the basis of transfer among blocks that is date on which the the employee came to the block. By pressing numeric key 5, the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                              Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT REPORTING MENU |
+-----+
|                                     |
|                                     |
|                                     |
|                                     |
+-----+
|                                     |
| Enter P->for printer/S->for Screen |
+-----+
```

After answering either 'S' or 'P' to the system prompt one can send the list either to printer or to the screen. Once the task is completed, again the Reporting Menu be displayed. (Please refer Appendix - 'B' for a specimen copy of the report).

1.4.6 ::REPORTS - Master File Listing

The option 6 - Master File Listing of the Establishment Reporting Menu would generate the Employee profile List , similar to the one that generated in Employee Status option of the Query Module. By pressing numeric key 6, the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                              Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT REPORTING MENU |
+-----+
|                                     |
|                                     |
|                                     |
|                                     |
+-----+
|                                     |
| Enter P->for printer/S->for Screen |
+-----+
```

After answering either 'S' or 'P' to the system prompt one can send the list either to printer or to the screen. Once the task is completed, again the Reporting Menu be displayed. (Please refer Appendix - 'B' for a specimen copy of the report).

That is all about the Reporting Module. By pressing <Enter> key takes you to the Establishment Section. Once again pressing the <Enter> key takes you to the Main Menu.

2. :: MISPT - SCHOOLS INFORMATION

By Selection Option 2 - Schools Information from the MISPT MAIN MENU one can see the following screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C.
| Date: 10/12/1991                           Zilla Parishad
| Time: 16:16:34                             Dist: KOLHAPUR.
+-----+
| MIS-PT:: SCHOOL INFORMATION SECTION
+-----+
|
| 1. School Data Maint.
|
| 2. Teachers Req. Calculations
|
| 3. Reports
|
| 4. Queries
|
|
| 0. Back to Main Menu
|
+-----+
| Enter your choice (0-3):
+-----+
```

This Section was intended to provide you about the Enrollment Information Category wise as well as standard wise, types of rooms ownership and rent paid, Teachers requirement based on enrollment and other related information. Let us select the options one by one. By pressing 1 - School Data Maint of the School Information Section one can get the following screen.

LIBRARY & DOCUMENTATION CENTRE
National Institute of Educational
Planning and Administration,
17th Sri Aurobindo Marg,
New Delhi-110016
DOC. No. D-9925
Date 06-28-198

2.1. :: SCHOOL INFORMATION - SCHOOL DATA MAINTENANCE

MIS-PT::V1.0
Date: 10/12/1991
Time: 16:16:34

D.I.C.
Zilla Parishad
Dist: KOLHAPUR.

MIS-PT:: SCHOOL INFORMATION SECTION

Enter the Enrollment Month(M/S):

One has to reply either 'M' for May or 'S' for September Month Data. The system keeps the data for these two months separately for generating the Enrollment Check List later on. After entering 'M' or 'S' system will display the following screen.

SCHOOL FILE

ENTER YOUR CHOICE (A/M/D/V/E)

MESSAGE A-ADD, M-MODIFY, D-DELETE, V-VIEW, E-EXIT

After selecting the School File Maintenance option from the School Information Section one can get the above screen. Here depending upon the option selected either A/M/D or V the operation be differs. But the screen display is same as in the case of option A - ADD, as shown below. (For School Information Input Form, please refer Appendix-'A').

| SCHOOL FILE | | ENTER YOUR CHOICE (A/M/D/V/E) | | | | | | | | | | |
|-----------------------------------|-------|-------------------------------|--------------|-------|--------|-------------|-------------------|---|------|-------|-------|---|
| Pay Circle Code: | | | School Code: | | | | Urban/Rural(U/R): | | | | | |
| Name of School: | | | | | | Account No: | | | | | | |
| CATEGORY WISE STUDENTS ENROLLMENT | | | | | | | | | | | | |
| Std. Div. | S. C. | | S. T. | | DT/NT | | OBC | | GEN | | TOTAL | |
| | B | G | B | G | B | G | B | G | B | G | B | G |
| 1. | | | | | | | | | | | 0 | 0 |
| 2. | | | | | | | | | | | 0 | 0 |
| 3. | | | | | | | | | | | 0 | 0 |
| 4. | | | | | | | | | | | 0 | 0 |
| 5. | | | | | | | | | | | 0 | 0 |
| 6. | | | | | | | | | | | 0 | 0 |
| 7. | | | | | | | | | | | 0 | 0 |
| CLASS ROOMS: | | | | | | | | | | | | |
| | | | Owned | | Rented | | Rent | | Free | | | |
| | | | Code | Rooms | Code | Rooms | Paid | | Code | Rooms | | |
| | | | A | | A | | | | A | | | |
| | | | B | | B | | | | B | | | |
| | | | C | | | | | | C | | | |
| | | | D | | | | | | D | | | |
| | | | E | | | | | | | | | |
| | | | F | | | | | | | | | |

Though all the fields were showed here, it is not the case in practice. Depending upon the option either A/M/D/V or E the operational part differs though the screen is one and the same as shown above. In A->ADD option, after entering the Pay Circle Code system checks it in its code file. If it is existing, then the school code fields be displayed else an error message be displayed.

After entering the school code, the system checks its code in its code file. If the code already exists an error message be displayed. After a new code is entered all the fields upto the first standard be displayed.

Before going further one has to notice that the school code which is three character field, displayed in two parts. The first part is of 2 Characters and second part is one Character. The first two characters indicates a serial number and the second part, that is, one character field indicates either the school is O->OBB School, S->Single Teacher School, and A or B-> Bhag Shala.

Once all the fields were entered, their totals be displayed by the system and followed by the next row. Like this it will continue upto 7th Standard. Once this is entered all the remaining fields be displayed. Once the data entry was completed, system prompts you whether to save the record or leave it as it is.

One can select Modify option by pressing key 'M'. As in the case 'A' option, system displays the Pay Circle code and after entering the correct Code, it displays School Code field. By entering the correct Code one can get the data record associated with that code else an error message. If the record is existing, system displays it and waits for your reply whether you want to Edit the record or not. Even after editing the record one can leave it as it is without updating it by answering to the next systems prompt - Do You want to save the Changes(Y/N).

In case of option D - Delete, the system prompts with the following message:

```
NO DELETIONS OF BASIC DATA....  
CONSULT SYSTEM ADMINISTRATOR FOR  
DETAILS ...PRESS ANY KEY TO CONTINUE.
```

In case of option V - View, after entering the Pay Circle Code and School Code, if it is existing, the complete screen be displayed. Otherwise an appropriate message be displayed.

By selecting option E - Exit one can go back to School Information Section. That is all about the option 1 - School Data Maint.

2.2. :: SCHOOL INFORMATION - TEACHERS REQ. CALCULATIONS

By selecting option 2 - Teachers Req. Calculations of the School Information one can get the following screen.

| | |
|---|-----------------|
| MIS-PT::V1.0 | D.I.C. |
| Date: 10/12/1991 | Zilla Parishad |
| Time: 16:16:34 | Dist: KOLHAPUR. |
| MIS-PT:: SCHOOL INFORMATION SECTION | |
| 1. For Standards 1 to 4: | |
| A. Minimum No. of Students : 5 | |
| B. Normal Class Boundary : 40 | |
| C. Maximum Class Boundary : 55 | |
| 2. For Standards 5 to 7: | |
| A. Minimum No. of Students for | |
| 5th Standard : 20 | |
| 6th Standard : 15 | |
| 7th Standard : 15 | |
| B. Normal Class Boundary : 40 | |
| C. Maximum Class Boundary : 60 | |
| 3. Minimum No of Students for HM Posting: 200 | |
| Do you want to change these values(Y/N): | |

The Calculation be done under the following assumptions:

1. A. Minimum one Asst. Teacher is required, if the Students from standard 1 to 4 is 5.
- B. For every 40 students one Asst. Teacher for standards 1 to 4. This holds good even if the students go upto 55.
- C. The minimum of (A,B and the no. of sections of 1 to 4) is the requirement of the Asst. Teachers for standard 1 to 4.
2. A. One Head Master is required if the total strength of the School is above 200 or the School has 7th Standard. The Head Master is recruited from the total requirement. So one Asst. Teacher be deducted from total requirement.
3. A. If the strength in Standard 5,6 & 7 is 20,15 & 15, one Graduate Teacher plus two Asst. Teachers are required. The boundary limits for the class 60.
4. A. If the school is a 'S' type, that is, Single Teacher School, only one Asst. Teacher is required irrespective of the strength.
- B. If the School type is 'O', that is Operation Black Board, one additional Asst. teacher be posted.

The values displayed are the system defaults, based on the procedures adopted at Kolhapur Primary Education Department. One can change these values according to one's needs.

Once the calculation were completed, the system prompts you accordingly. By Pressing any key you can get the same School Information Section screen again.

2.3. :: SCHOOL INFORMATION - REPORTS

By selecting the option 3 - Reports of the School Information Section, one can get the following screen.

```
-----+-----
MIS-PT::V1.0                               D.I.C.
Date: 10/12/1991                           Zilla Parishad
Time: 16:16:34                              Dist: KOLHAPUR.
-----+-----
MIS-PT:: SCHOOL INFORMATION REPORTING MENU
-----+-----

1. School Data Listing
2. Kami Jasti Patrak
3. Enrollment Check List

0. Back to Previous Menu

-----+-----
Enter the choice(0-3):
-----+-----
```

The option 1 - School Data Listing, generates a report which is nothing but a Database File Listing. By selecting this option, the system prompts you that the report being spooled to 'schlstnn.txt'. Where nn represents the Taluka Code. If the report is that of a taluka, whose code is '24' then the report file be 'schlst24.txt'.

The option 2 - Kami Jasti Patrak, generates a Kami Jasti List of Schools, based on the calculation of the option 2 - Teachers Req. Calculations of the School Information Section. The report be spooled to 'kjpnn.txt'. Where nn indicates the code number of the Taluka. For example, if the Taluaka code is '24', then the file name be 'kjp24.txt'.

The option 3 - Enrollment Check List, generates a comparative report based on the strength of the students in May and September. This is very useful report to analyse the dropouts. By selecting this option the system prompts you that the report being spooled to 'enrnn.txt', where nn stands for the Taluka code. For instance if the taluka code is '24' then the report be spooled to the file 'enr24.txt'.

That is all about the reports of the School Information Section. Please refer Appendix - B for specimen copies of the above reports. By pressing the <Enter> one can go back to MISPT Main Menu from this - School Information Reporting Section.

2.4 :: SCHOOL INFORMATION - QUARIES

The Query Module of this School Information Section was developed in similar lines as that of Establishment Section Query Module and is very useful one for Executives and Decision Makers.

By selecting option 4 - Queries from the School Information Section the following screen be displayed.

```
-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
|-----+
| MIS-PT:: SCHOOL INFORMATION QUERY MENU |
|-----+
|                                     |
| 1. Schools at a Glance |
| 2. School Status |
| 3. Field Selection |
|                                     |
| 0. Back to Previous Menu |
|                                     |
|-----+
| Enter the choice(0-3): |
|-----+

```

One can select any option, that is, Schools at Glance, School Status or Field Selection.

2.4.2 :: QUARIES - SCHOOL STATUS

By selecting option 2 - School Status of the School Information Query Module, one can get the status of any school in the Taluka to which one logged in.

Suppose you logged into Gagan Bavada and would like to see a school status whose Pay Circle Code is '01' and School Code is '02', then the the screen be displayed as shown below.

```

-----
Pay Circle Code:01                               Taluka Name:Gagan Bavada
                                                Pay Circle Name:GAGANBAVADA

School Code: 02      School Name:V.M.SANGASHI      No.of. Employees:(5)5
Head Masters:(1)1    Asstt.Teachers:(3)3           Graduate Teachers:(1)1

Teachers Under:-
    Plan Scheme(New Schools):0      Plan Scheme(New Sections):0
    Non-Plan Scheme:4                Operation Black Board:1

Teachers Under Category:-
    General: 5                        S.C.: 0                S.T.: 0
    O.B.C.: 0                          DT/NT: 0               P.H.C: 0

Classes      Boys      Girls      Total Enr.      Divisions
1- 4         10       17         27              0
5            28       8          36              0
6            19       10         29              0
7            14       8          22              0
-----Press any Key to Continue...-----

```

By pressing any key takes you back to School Information Query Module Screen.

After the fields selection system prompts you, whether you want to build a condition or to display. Suppose you pressed 'D' to the prompt, then system will displays the following screen.

```
-----+
2401010 V.M. KATALI
240102 V.M. SANGASHI
2401030 V.M. NARVELI
2401040 V.M. SAITAVDE
240105 V.M. PARGOKAR.V
240106 V.M. REVYACHIWDI
2401070 TALYE KHURDA
2401080 LAKHAMAFUR V.M.
240109 V.M.G. BAVADA
2401100 V.M. VESARAF
240111 V.M. ASALAJ
240112 V.M. ANDUR
240113 ASHRAM PALSAMBE
240114 V.M. RUPANIWADI
2401150 V.M. TADVALWADI
2401160 V.M. SHENAVADE
2401170 V.M. PALSAMBE
2401180 V.M. KHOKURLE
240119 V.M. KODE BK.
-----+

```

-----E->EXIT/C->CONTINUE...-----

After a screenful of information displayed, the system prompts you whether you want to continue the display or to exit. Suppose you entered 'E' to the system prompt, then system will once again prompts you, whether you want to send this to printer or not. Once this is over you are taken back to the School Information Query Module Screen.

That is all about the School's Query Module. By pressing <Enter> key twice, system takes you back to the MISPT Main Menu.

3. :: MISPT - PAYROLL

In this module all the facilities to enter monthly changes and generating all the required paybilling schedules were incorporated. The special feature of this module with any other Payroll programs lies in its automatic release of the increments excluding the E.B crossing and Unqualified Employees.

By selecting option 3 - Payroll of the MISPT || Main Menu one can get the following screen.

```
-----+-----
MIS-PT::V1.0                                     D.I.C.
Date: 10/12/1991                                Zilla Parishad
Time: 16:16:34                                  Dist: KOLHAPUR.
-----+-----
MIS-PT:: PAYROLL SECTION
-----+-----
1. Monthly Changes
2. Checking for Duplications
3. Process
4. Reports
0. Back to Main Menu
-----+-----
Enter your choice (0-4):
-----+-----
```

Altogether there are 4 options as shown above. The option 1 - Monthly Changes is used for entering different monthly transactions of the payroll for primary teachers. By selecting the option one can get the following screen.

3.1 :: PAYROLL - MONTHLY CHANGES

MIS-PT::V1 Ø
Date: 10/12/1991
Time: 16:16:34

D.T.C.
Zilla Parishad
Dist: KOLHAPUR.

MIS-PT:: PAYROLL MONTHLY DATA ENTRY MENU

| | | | |
|---|-------------------------------|---|---------------------------|
| A | Transfers Within Block | B | GPF Subscription Changes |
| C | New Postal Rec. Deposit Entry | D | Advances/ Loans Entry |
| E | DA App/Prof Tax Rec Entry | F | IT Entry |
| G | Leave Data Entry | H | Death/ Termination Entry |
| I | New LIC Policy Entry | J | P.T.Bank Deductions Entry |
| K | Teacher's Society Deductions | L | Other Deductions Entry |
| M | Suspend Data Entry | N | FHC Allowance Entry |
| O | Quarters Data Entry | | |

3. Back to Previous Menu

Enter your choice (A -O/Z):

In this monthly changes one has to enter the Employee Code first. Then the system checks the existence of this Employee in the Master. If it exists it displays the corresponding Employee Name else flashes a message. In all these modules same as far as the logic is concerned. After any entry it ask the you whether you want to save the changes or not. After to this prompt one more prompt is that whether is there any more records to enter/change. The screens of the each of these options are shown below. For the corresponding input formats, please refer Appendix A.

3.1 A :: MONTHLY CHANGES - Transfers Within Block

Employee Code: A 5573 Name of the IT: AWALKAR MAHAMULAL KASIM

Transfer From Transferred To:

Pay Circle Code: 01
School Code: 09
Bank Code: KDC
Branch Code: 0108
Bank A/c No: T07

Enter Date of Transfer

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1 B :: MONTHLY CHANGES - GPF Subscription Changes

Employee No: A 5573 Name of the IT: AWALKAR MAHAMULAL KASIM

Current Sub New Sub

GPF 100

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.C :: MONTHLY CHANGES - New Postal Rec. Deposit Entry

In this Data Entry Module after entering the P.R.D A/c number, starting Month&Year and ending Month& Year, system calculates the number of months and displays it with a prompt, whether it is correct or not. By answering 'N', one can re-enter these fields again. After that it displays the remaining fields.

Though the system Deletes the A/cs that are matured after some period, a delete option also provided here. Mainly for wrong entries deletions.

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Enter N-> to New Entry/ D-> to Delete: N

PRD Account No:
PRD Starting Month & Year (MMYY):
PRD Ending Month & Year (MMYY) :
PRD Monthly Depositing Amount Rs:
Post Office Pin Code :

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.D :: MONTHLY CHANGES - Advances/Loans Entry

The module is same for all types of Loans/Advances. The system supports G->GPF, F->Fesitival, H->House Building and P->Pay Advances.

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Advance Type(G/F/H/P):

Date of Advance Taken:
Advance Amount Rs:
Total No. of Installments:
Total No. of Installments Recovered:
Balance of Advance to be recovered Rs:
Monthly Deduction/Recovery Rs:
Month of Last Recovery Made:

Do you want to save this(Y/N):

Any more records to enter ?

3.1.E :: MONTHLY CHANGES - D.A.Arr/Pro.Tax Rec. Entry

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Month in which the Deductions to be Made:

D. A. Arrears Rs:

P. T. Recovery Rs:

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.F :: MONTHLY CHANGES - IT Entry

Enter the Month from which the Deductions to be Made:

| Employee Code | Name | Monthly Ded |
|---------------|------|-------------|
|---------------|------|-------------|

| | | |
|--------|-------------------------|--|
| A-55/3 | AWALKAR MAHAMULAL KASIM | |
|--------|-------------------------|--|

| | | |
|-----|-------|--|
| ... | | |
|-----|-------|--|

| | | |
|-----|-------|--|
| ... | | |
|-----|-------|--|

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.G :: MONTHLY CHANGES - Leave Date Entry

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Full Pay Leave Days:

Half Pay Leave Days:

Without Pay Leave Days:

Month in which the Deductions be Made:

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.H :: MONTHLY CHANGES - Death/Termination Entry

The Pension Cases Monitoring Module is Under Development. The Same be available in Ver1.1 Please use the Delete Option of Master File Till that time.Press Any key to Continue..

3.1.I :: MONTHLY CHANGES - New LIC Policy Entry

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Enter N-> to New entry/ D-> to Delete: N

Current Status New Policy Details

No.Of Policies: 1 Policy No:
Total Premium: 14 Monthly Pre.:
Mat. Date:

Do you want to save this changes(Y/N):

Any more policies to enter ?

any more Changes (Y/N):

3.1.J :: MONTHLY CHANGES - P.T.Bank Deductions Entry

Enter the Month from which the Deductions to be Made:

Employee Code Name Monthly Ded

A-55/3 AWALKAR MAHAMULAL KASIM

...

...

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.K :: MONTHLY CHANGES - Teacher's Society Deductions

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

Enter N-> to New entry/ D-> to Delete: N

| | Current Status | New Soc. Details |
|-------------------|----------------|------------------|
| No.Of Policies: | 1 | Soc. Code: |
| Total Deductions: | 500 | Monthly Ded.: |
| | | Ded. Month: |

Do you want to save this changes(Y/N):

Any more deductions to enter ?

Any more Changes (Y/N):

3.1.L :: MONTHLY CHANGES - Other Deductions

Enter the Month from which the Deductions to be Made:

| Employee Code | Name | Monthly Ded |
|---------------|------|-------------|
|---------------|------|-------------|

| | | |
|--------|-------------------------|--|
| A-55/3 | AWALKAR MAHAMULAL KASIM | |
|--------|-------------------------|--|

| | | |
|-----|-----|-----|
| ... | ... | ... |
|-----|-----|-----|

| | | |
|-----|-----|-----|
| ... | ... | ... |
|-----|-----|-----|

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.M :: MONTHLY CHANGES - Suspend Data Entry@@

Employee Code: A-55/3 Name of the PT: AWALKAR MAHAMULAL KASIM

| | |
|------------------|----|
| Taluka Code: | 24 |
| Pay Circle Code: | 01 |
| School Code: | 09 |

Enter the % of Suspension:

Enter the month of suspension:

Do you want to save this changes(Y/N):

Any more records to enter ?

3.1.N :: MONTHLY CHANGES - PHC Allowance Entry

After the Employee Code Entry, if the Employee is not a Physically Handicap Person as per the Master, system would not allow you to enter any PHC Allowance. If he/she is a P.H.C. then it allow you to enter the allowance amount. In our example the candidate is not a PHC. So the screen be as shown below.

```
-----+
Employee Code: A-55/3   Name of the PT: AWALKAR MAHAMULAL KASIM
|
```

```
HE/SHE NOT A P.H.C CANDIDATE
NOT ENTITLED FOR ALLOWANCE
PRESS ANY KEY TO CONTINUE...
|
```

```
-----+
Any more records to enter ?
```

3.1.O :: MONTHLY CHANGES - Quarters Data Entry

Here Deletion Option also provided to Delete those employees records who left the Quarters.

```
-----+
Employee Code: A-55/3   Name of the PT: AWALKAR MAHAMULAL KASIM
|
```

```
Enter N->for new entry/D->for deletion(N/D): N
|
```

```
-----+
Do you want to save this changes(Y/N):
```

```
Any More Entries(Y/N):
```

That is all about the Monthly Changes of Payroll.

3.4 :: PAYROLL - REPORTS

The various payroll reports or schedules being generated by this module was shown below. By selecting the option 4 - Reports of the Payroll Section, the system displays the following screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT:: PAYROLL REPORTING MENU |
+-----+
| A. Form - 26                               B. Pay Circle-wise Paybill |
| C. Individual Payslips                     D. Bank-wise Schedule |
| E. School-wise Schedule                    F. GPF Schedule |
| G. Prof. Tax Schedule                       H. GIS Schedule |
| I. LIC Schedule                             J. Adv. /Loans Schedule |
| K. P.R.D. Schedule                          L. I.T. Schedule |
| M. Increment Release List                  N. Rent & Contingency |
| O. Teacher's Bank Schedule                 P. Teacher's Society Schedule |
| Q. Other Recoveries Schedule |
|                                           |
|                                           Z. Back to Pre. Menu |
+-----+
| Entre your choice (A..Q/Z): |
+-----+
```

These options doesn't require any explanation. By selecting any one of the A to Q Schedule, system displays, the so and so schedule being spooled to so and so file. Once the operation was completed the same Payroll Reporting Screen be displayed. The Specimen copy of the above reports are given in APPENDIX 'B'.

5 (B) :: DISTRICT LEVEL OPERATIONS

Starting the District Level Operations are same as that of Block Level Operation. The Operations differs, if enter the District User Name (Super User) and Password in response to the system prompt at the MIS-PT Startup Menu as shown below.

| | |
|-------------------------|-------------------|
| MIS-PT::V1.0 | D.I.C. |
| Date: 10/12/1991 | Zilla Parishad |
| Time: 16:16:34 | Dist: KOLHAPUR. |
| MIS-PT :: START-UP MENU | |
| User Name :: | 11 - Karvir |
| Code Number :: | 12 - Hatkanangale |
| Password :: | 13 - Shirol |
| | 14 - Kagal |
| | 21 - Shahuwadi |
| | 22 - Panhala |
| | 23 - Radhanagari |
| | 24 - Gagan Bavada |
| | 31 - Gadhinglaj |
| | 32 - Ajara |
| | 33 - Chandgad |
| | 34 - Bhudargad |

Enter District Level User Name, Password and Code number as '99'. Then the system allows you for district level operations. For District Level User Name and Password contact District Informatics Officer.

After the successful entry of above information, following menu will be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C.
| Date: 10/12/1991                           Zilla Parishad
| Time: 16:16:34                             Dist: KOLHAPUR.
+-----+
| MIS-PT :: MAIN MENU
+-----+
|
| 1. Establishment
| 2. Candidate Selection
| 3. Schools Information
| 4. Compilation
| 5. Indexing
| 6. Manuals
|
+-----+
| Enter yours choice (0-6):
+-----+
```

For first time users advised to select the options 4 followed by 5 to generate the data at District Level.

N.B.: This Part of the write-up planned to explain only those options which are addition to the Block Level Operations.

1. :: MISPT - ESTABLISHMENT

By pressing the numeric key '1' - the Establishment option, the following menu be displayed on the screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT SECTION |
+-----+
| 1. Transfers Among Blocks |
| 2. Queries |
| 3. Graphs |
| 4. Reports |
| 0. Back to Main Menu |
+-----+
| Enter your choice (0-4): |
+-----+
```

By selecting option 1 - Transfers Among Blocks, the following screen be displayed.

1.1. :: ESTABLISHMENT - TRANSFERS AMONG BLOCKS

Enter the Taluka Code from which the Employee be transferred to and the Taluka Code to where the employee be posted. The Taluka Codes be different and valid one. Then system prompts you to enter the Employee Code whom to be transferred. System checks its existence and displays the Name and other details of that employee and waits for entry of data. The screen be as shown below.

```
+-----+
| Enter Taluka Details :: From:
|                               To  :
|
| Employee Code :                Name of the PT:
|
|           Transfer From          Transferred To:
|
| Pay Circle Code:
| School Code   :
| Bank Code     :
| Branch Code   :
| Bank A/c No   :
|
|           Enter Date of Transfer :
|
+-----+
```

Once all the data was entered, system prompts for confirming the entered data is correct. Once answered 'Y' to this system prompt, you will be prompted to enter the password. Once the password entered correctly the employee be transferred along with his R.D. Accounts and LIC Details to the Taluka and the same be deleted from the Taluka. For the Transfer Password, consult the District Informatics Officer.

1.2 :: ESTABLISHMENT - QUERIES

The option 2 - Queries, is a very useful option. As soon as the option was selected the following Establishment Query Menu be displayed.

```
+-----+
| MIS-PT::V1.0                                D.I.C. |
| Date: 10/12/1991                            Zilla Parishad |
| Time: 16:16:34                              Dist: KOLHAPUR. |
+-----+
| MIS-PT::ESTABLISHMENT QUERY MENU |
+-----+
| 1. District Status |
| 2. Block Status |
| 3. Employee Status |
| 4. Fields Selection |
| 0. Back to Previous Menu |
+-----+
| Enter your choice (0-4): |
+-----+
```

Except option 1 - District Status remaining options are same as that of Block Level Operations.

1.2.1 :: QUERIES - District Status

By selecting option 1 - District Status of the Query Menu one can get the status of the District based on the last compilation.

KOLHAPUR District At A Glance

No.of. Employees:(8853)8346 No.of Pay Circles:61 No.of Schools: 1754

Head Masters:(861)782 Asstt.Teachers:(7330)6930 Graduate Teachers:(662)634

Teachers Under:-

Plan Scheme(New Schools):39 Plan Scheme(New Sections):24
Non-Plan Scheme:8195 Operation Black Board:87

Teachers Under Category:-

General: 5877 S.C.: 1218 S.T.:252
O.B.C.: 751 DT/NT: 248 P.H.C:

| Classes | Boys | Girls | Total Enr. | Divisions |
|---------|--------|--------|------------|-----------|
| 1- 4 | 117520 | 110570 | 228090 | 1454 |
| 5 | 15931 | 14392 | 30323 | 135 |
| 6 | 13164 | 11497 | 24661 | 84 |
| 7 | 11601 | 9168 | 20769 | 40 |

Press any Key to Continue...

The figures in bracket is the requirement of teachers based on the Enrollment. As it displayed below the screen, by pressing any key on your key-board, takes you to the previous menu, the Establishment Query Menu.

1.3 :: ESTABLISHMENT - GRAPHS

As soon as you selected this option system go to professional and opens the 'edugrph' work-sheet. By using /GNU and <-/-> arrow keys select the graph. Once it is completed you quit this by 'Q' and by /QY system takes you back to MISPT Main Menu.

1.4 :: ESTABLISHMENT - REPORTS

By opting the option 4 - Reports from the Establishment Section one can get the following display.

```
+-----+
MIS-PT::V1.0                               D.I.C.
Date: 10/12/1991                           Zilla Parishad
Time: 16:16:34                              Dist: KOLHAPUR.
+-----+
MIS-PT::ESTABLISHMENT REPORTING MENU
+-----+

1. Seniority List
2. Category-wise List
3. Retiering List for a Specified Period
4. Next Inc. Details
5. Seniority on the basis of Last Transfer Within the Blk
6. Seniority on the basis of Last Transfer Among the Blks
7. Master File Listing

8. Expenditure Report

      0. Back to Previous Menu
+-----+
Enter your choice (0-8):
+-----+
```

Except Reports 1 - Seniority List and 8 - Expenditure Report others are same as that of Block Level Reports. Only difference is that here the reports are based on complete district data. For specimen copy of a report you please refer Appendix - 'B'.

That is all about the Reporting Module. By pressing <Enter> key takes you to the Establishment Section. Once again pressing the <Enter> key takes you to the Main Menu.

2. :: MISPT - CANDIDATE SELECTION

This is a very useful option for the Executives and the Decision makers. In this option Roster Maintenance, Back Log Maintenance, Waiting List Maintenance were introduced. By selecting the option 2 - Candidate selection one can get the following Screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT:: CANDIDATE SELECTION SECTION |
+-----+
|                                     |
|      1. Initialization              |
|      2. Waiting List Maint.         |
|      3. Reports                     |
|      0. Back to Main Menu           |
|                                     |
+-----+
| Enter your choice (0-3):            |
+-----+
```

2.1. :: CANDIDATE SELECTION - INITIALISATION

The first option Initialization would initialises the values for different categories back-logs and Roster Starting point. This follows with a system prompt whether you want to enter the Roster 100% points. This can be done only once. Later on there is no need to enter the Roster again and again. So you can very well say 'N' to this system prompt.

By selecting option 1, the system prompts you that it already initialised, do you want to initialise again. By answering 'Y' to this system prompt the initialisation screen looks like the one as given below.

| | | |
|--|---------|-----------------|
| MIS-PT::V1.0 | | D.I.C. |
| Date: 10/12/1991 | | Zilla Parishad |
| Time: 16:16:34 | | Dist: KOLHAPUR. |
| MIS-PT:: CANDIDATE SELECTION SECTION | | |
| Category | Backlog | As on |
| O.B.C. | - | |
| DT/NT | - | |
| S.C. | - | |
| S.T. | - | |
| P.H.C. | - | |
| Roster Starting Point as on 10/12/1991 | | |

After entering these values system prompts you whether are you ready with 100% Roster. After this task you get back the CANDIDATE SELECTION MENU.

This is just like any other data screens. Enter appropriate option, the you will be prompted to enter Candidate Name and Address, as shown below.

GENERAL WAITING LIST

ENTER YOUR CHOICE (A/M/D/V/E)

Name of the Candidate :

Address:

Do you want to save this entry(Y/N):

Any more records to enter?

In the similar way you can enter the candidates names and addresses for other categories also.

2.3. :: CANDIDATE SELECTION - REPORTS

| | |
|---|---|
| MIS-PT::V1.0 Date: 10/12/1991 Time: 16:16:34 | D.I.C. Zilla Parishad Dist: KOLHAPUR. |
| MIS-PT:: CANDIDATE SELECTION REPORTING MENU | |
| 1. 100% Roster List 2. Waiting List 3. Pseudo Selection List 4. Final Selection List 0. Back to Previous Menu | |
| Enter your choice (0-4): | |

The first two options generates the Roster and Waiting List reports. For a specimen copy of the reports please refer Appendix - 'B'.

The options 3 & 4 are same as for as logic and operations are concerned. In option 4 - Final Selection the Waiting List and the Roster Point be updated where as in option 3 - Pseudo Selection these are not updated. By selecting either 3 or 4 the following screen be displayed.

| | |
|---|---|
| MIS-PT::V1.0 Date: 10/12/1991 Time: 16:16:34 | D.I.C. Zilla Parishad Dist: KOLHAPUR. |
| MIS-PT:: CANDIDATE SELECTION REPORTING MENU | |
| 1. Against Vacancies/Sanction 2. Against Retirements 0. Back to Previous Menu | |
| Enter your choice (0-2): | |

By selection option 1 - Against Vacancies one has to enter the number of vacancies, including the backlog. This number should always be greater than the total backlog.

By selection option 2 - Against Retirement one has to enter the month & year till which period retirements be considered. In this option system checks the number of expected retirements and takes that figure as the vacancies and selects the candidates from the waiting lists.

3. :: MISPT - SCHOOLS INFORMATION

By Selection Option 3 - Schools Information from the MISPT MAIN MENU one can see the following screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:54                             Dist: KOLHAPUR. |
+-----+
| MIS-PT:: SCHOOL INFORMATION SECTION |
+-----+
|                                     |
| 1. Reports                          |
|                                     |
| 2. Queries                          |
|                                     |
|                                     |
| 0. Back to Main Menu                |
|                                     |
+-----+
| Enter your choice (0-2):             |
+-----+
```

3.1. :: SCHOOL INFORMATION - REPORTS

By selecting the option 1 - Reports of the School Information Section, one can get the following screen.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT:: SCHOOL INFORMATION REPORTING MENU |
+-----+
| 1. School Data Listing |
| 2. Kami Jasti Patrak  |
| 0. Back to Previous Menu |
+-----+
| Enter the choice(0-2): |
+-----+
```

These reports are same as that of Block Level Reports.

3.2 :: SCHOOL INFORMATION-- QUARIES

By selecting option 2 - Queries from the School Information Section the following screen be displayed.

```
+-----+
| MIS-PT::V1.0                               D.I.C. |
| Date: 10/12/1991                           Zilla Parishad |
| Time: 16:16:34                             Dist: KOLHAPUR. |
+-----+
| MIS-PT:: SCHOOL INFORMATION QUERY MENU |
+-----+
| 1. Schools at a Glance(Dist. Level) |
| 2. Schools at a Glance(Tal. Level) |
| 3. School Status |
| 4. Field Selection |
| 0. Back to Previous Menu |
+-----+
| Enter the choice(0-4): |
+-----+
```

The only variation in this module from the Block Level is District Level Schools at a Glance. By selection this option the following screen be displayed.

4. :: MISPT - COMPILATION

```
+-----+
| MIS-PT::V1.0                               .   D.I.C.
| Date: 10/12/1991                           Zilla Parishad
| Time: 16:16:34                              Dist: KOLHAPUR.
+-----+
| MIS-PT:: DISTRICT LEVEL COMPILATION
+-----+
|
| THIS WILL TAKE AROUND 30 TO 40 MNTS
| BE PREPARE AND PRESS 'Y' TO CONTINUE
| ELSE 'N' ABORT THIS OPERATION.
|
| Do You want Compilation now(Y/N):
|
+-----+
```

This option be used once in a month atleast to keep the District
el Data upto date.

That is all about the District Level Operation.

SYSTEM ADMINISTRATION MANUAL

1. HARDWARE & O.S.:

This software was developed under Xenix Operating System of 386
based environment in foxplus 2.1.1.

Since to some extent the multi-user features and an additional
features of version 2.1.1. of Foxplus were used, the Software is
compatible only with upward versions of the Foxplus. The same can not
be run either on Foxplus 1.1.1. or any other downward versions.

The record length of the Master File is 201 Characters and
Payroll intermediate File is 248 Characters. The School File record
is that of 230 Characters. So depending upon the volume of data one
has to take care of the disk space.

In case of Kolhapur (Primary Education) the total number of
employees are around 9,000 and the number of Schools are around 1,800.
Next comes the bulk data from Postal Recurring Deposits. Here the
total number of P.R.D. Accounts are around 28,000. With this the
disk space requirement is around 20 - 25 MB. This is excluding the
space requirments of the spooled files (during reporting options).

2. DISTRIBUTION PACKAGE

The distribution package contains one additional floppy in addition to the software floppy, in which some data is available for trail run purpose.

The software package should contain the following files.

A. PRG/FOX and EXE Files:(5)

- | | | |
|------------|-------|---|
| 1) eduinit | ----- | Initialization Programme. |
| 2) mispt | ----- | MIS-PT Run Programme. |
| 3) cmd | ----- | Professional Command File |
| 4) graph | ----- | Professional Executable File (Contributed by DIO Nagpur) |
| 5) lprint | ----- | Local Print command File (Contributed by M/s Aftek) |

B. DATA BASE FILES: (41)

| Category | Database File | Description |
|--------------------------------|---------------|--------------------------|
| ----- | | |
| I. Establishment : (1) | | |
| | ptmaster | Master File. |
| II. School Information : (1) | | |
| | paysch | School Information File |
| III. Candidate Selection : (2) | | |
| | roster | % Points Roster |
| | rwait | Waiting List Maint. File |

IV. Payroll : (15)

| | |
|---------|-----------------------------|
| payadv | Pay Advances File |
| payhb | H.B. Advances File |
| payitax | Income Tax Deductions File |
| paylic | L.I.C. Deductions File |
| payarr | D.A Arr/P.T.Deductions File |
| payfest | Festival Advances File |
| paygpf | GPF Advances File |
| payptb | Teachers Bank Ded. File |
| payqrt | Quarters Allot. Details |
| paysusp | Suspension Details File |
| paytsoc | Soc. Deductions File |
| paylv | Leave Details File |
| payotr | Other Deductions File |
| payphc | Phy.Hand. Candidates File |
| payprd | Post R.D. Details File. |

V. Code Files : (9)

| | |
|----------|--|
| passwd | User-names, Passwords & Taluka Code File |
| paybnk | Bank Code File |
| paybr | Branch Code File |
| paydes | Designations Code File |
| payscale | Scale Code File |
| payscode | Society Code File |
| paypcc | Pay Circle Code File |
| schown | School Rooms Ownership File |
| payrem | Remarks Code File. |

VI. Query Files : (5)

| | |
|-----------|----------------------|
| ptfields | Ptmaster Fields File |
| schfields | School Fields File |
| qdate | ... |
| qlogic | |
| qsign | ... |

Query Help Files

VII. Intermediate Files : (8)

| | |
|----------|--------------------------|
| paymnt | Monthly Paybilling File |
| payinr | Increment Released File |
| students | Students Details File |
| expend | Expenditure Details File |
| edugrph | Graph Data File |
| test | ... |
| qry1 | |
| qry2 | ... |

Miscellaneous Files.

C. MEMORY FILES : (4)

| | |
|-------------|------------|
| edupass.mem | payda.mem |
| payroll.mem | roster.mem |

D. INDEXING FIELDS & FILES : (40)

| DBF FILE | INDEXING FIELD | INDEX FILE |
|----------|---|------------|
| PAYADV | EMP_CODE | PAYADV |
| * | | |
| PAYQRT | EMP_CODE | PAYQRT |
| * | | |
| PAYITAX | EMP_CODE | PAYITAX |
| * | | |
| PAYARR | EMP_CODE | PAYARR |
| * | | |
| PAYBNK | B_CODE | PAYBNK |
| * | | |
| PAYBR | BR_CODE | PAYBR |
| * | | |
| PAYDES | DESIG_CODE | PAYDES |
| * | | |
| PASSWD | T_CODE | PASSWD |
| * | | |
| PAYREM | REM_NO | PAYREM |
| * | | |
| PAYSCALE | SCLCOD | PAYSCALE |
| * | | |
| EDUGRPH | T_CODE | EDUGRPH |
| * | | |
| PTMASTER | EMP_CODE | PTMASTER |
| | SR_NUM | PTMSNUM |
| | BIRTH_DT | PTMMBDT |
| | WB_DT | FTMWBDT |
| | AB_DT | PTMABDT |
| | GPF_NO | PTMGPF |
| | NI_DT | PTMINC |
| * | | |
| PAYFEST | EMP_CODE | PAYFEST |
| * | | |
| PAYGPF | EMP_CODE | PAYGPF |
| * | | |
| PAYHB | EMP_CODE | PAYHB |
| * | | |
| PAYINR | EMP_CODE | PAYINR |
| * | | |
| PAYLIC | EMP_CODE | PAYLIC |
| | EMP_CODE+POLICY_NO | PAYLIC1 |
| * | | |
| PAYLV | EMP_CODE | PAYLV |
| * | | |
| PAYMNT | EMP_CODE | PAYMNT1 |
| | REC_SCH+T_CODE+PC_CODE+SH_CODE+EMP_CODE | PAYMNT |

| | | |
|----------|---------------------------------------|---------------------|
| * | | |
| PAYPCC | PC_CODE | PAYPCC |
| * | | |
| PAYPRD | PRD_PIN+EMP_CODE EMP_CODE+PRD_AC | PAYFRD1 PAYPRD |
| * | | |
| PAYPTB | EMP_CODE | PAYPTB |
| * | | |
| PAYSCH | SH_CODE | PAYSCH |
| * | | |
| PAYTSOC | EMP_CODE+S_CODE EMP_CODE+S_CODE TO | PAYTSOC PAYTSOC1 |
| * | | |
| PAYOTR | EMP_CODE | PAYOTR |
| * | | |
| PAYPHC | EMP_CODE | PAYPHC |
| * | | |
| PAYSUSP | EMP_CODE | PAYSUSP |
| * | | |
| STUDENTS | T_CODE | STUDENTS |
| * | | |
| EXPEND | T_CODE+MONTH | EXPEND |

If your distribution floppy does not contain the index files, one has to run the Index option of the MIS-PT Main Menu, which will rebuilds the files.

For File Structures please refer APPENDIX - 'C'.

3. INITIALIZATION:

Create a separate user for this purpose. Check all the above files are available. Load them on to your system with 'tar' command.

For initialisation you need the following information.

- 1) DISTRICT NAME
 - 2) NO. OF SUB-DIVISIONS
 - 3) NO. OF TALUKAS AND THEIR NAMES IN EACH SUB DIVISION
 - 4) NO. OF PAY-CIRCLES AND THEIR NAMES IN EACH TALUKA
 - 5) BANKS AND WITH THEIR BRANCH CODES WITHIN THE DISTRICT
- AND 6) SOCIETIES LIST.

Invoke foxplus and enter the data for paybank, paybr, payscode. Some times, if situations warrants, you also required to update the paydesig and payscale databases.

Another thing that is required to be change is the District Name in the *.frm files. This required to be changed in this version. In later version these be replaced by PRG Files. So no need of any changes.

The password for Master File Deletions and Transfers Among Blocks if one desire to change can be changed. These memory variables were kept in edupass.mem file. The related variable names are PASDEL and PASTRANS respectively.

After this step, you run the 'edunit' program, which will updates password and paypcc files and creates as many as sub directories. Keeps a copy of all database and memory files in each one of these directories.

Now you can run MISPT. Remember that the initialisation program ZAPs all databases and keeps a fresh copy of files in the sub directories.

Before selecting any other option, to make sure all the index files be there, select index option first. Then select school Information option, where the school code be generated. It is necessary to enter school data first, at least up to School Name field of the Data Entry screen. Then go for master Data entry. Once school data and Master data is available one can use all the options. Yes you are not entered any deductions, still it holds good.

At district level operations, it is compulsory to run compilation option followed by index option before selecting any other options. The compilation will generates graphs, seniority numbers and other related information.

So it is advisable to run the compilation every month once the paybills were issued to all Blocks.

Since the graph are created with the professional features, one should make sure that your system be loaded with professional version 2.0.1.

If your district dosen't have the same number of Blocks as that of Kolhapur (12 blocks), you have to adjust the rows accordingly in the work - sheet. Otherwise you either get blank portion in the graphs, if the number of blocks are more or additional graphs if the number is less. So one has to adjust these rows accordingly and save it to the same work-sheet. Please notice that while saving the cursor is at first cell of the work-sheet.

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New Delhi-110016
D-9925
06-08-98
Date

3 :: APPENDIX 'A'

FORM - 1 :: ESTABLISCHMENT INPUT FORM
FORM - 2 :: SCHOOL INFORMATION
FORM - 3 :: TRANSFERE
FORM - 4 :: GPF SUBSCRIPTION
FORM - 5 :: POSTAL R.D
FORM - 6 :: ADVANCES/LOANS
FORM - 7 :: ARREARS
FORM - 8 :: PTB/ IT/ OT - DEDUCTIONS
FORM - 9 :: SOCIETY DEDUCTIONS
FORM - 10 :: LEAVE SALARY
FORM - 11 :: DEATH/TERMINATION
FORM - 12 :: LIC PREMIUM
FORM - 13 :: SUSPENSION
FORM - 14 :: ROSTER IINPUT FORMM

FORM - 2 :: SCHOOL INFORMATION

Pay Circle Name : _____ Pay Circle code : _____

CATEGORY WISE STUDENTS ENROLLMENT :-

| SCHOOL URBAN/ACT.: | | FIRST STANDARD | | | | | | SECOND STANDARD | | | | | | THIRD STANDARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|------|----------------|----|----|-----|-------|-----|-----------------|------|----|----|-----|-------|----------------|-------|------|----|----|-----|-------|-----|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| NAME | CODE | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | | | | | | | | | | | | | | | | | | | | |
| : | : | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 |

| FOURTH STANDARD | | | | | | FIFTH STANDARD | | | | | | SIXTH STANDARD | | | | | | SEVENTH STANDARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|----|----|-----|-------|-----|----------------|------|----|----|-----|-------|----------------|-------|------|----|----|-----|------------------|-----|-------|------|----|----|-----|-------|-----|-------|------|----|----|-----|-------|-----|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| NO. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | | | | | | | | | | | | | | | | | |
| IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | IND. | SC | ST | OBC | NT/DT | GEN | TOTAL | | | | | | | | | | | | | | | | | |
| 44 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 |

CLASS ROOMS :-

| OWNED CODE | | | | | | RENTED | | | | FREE | | | |
|------------|----|----|----|----|-----|--------|------|-----|------|------|-----|-----|-----|
| A | B | C | D | E | F | A | RENT | B | RENT | A | B | C | D |
| 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 |

FORM - 3 :: TRANSFERS

Month Code :

| Employee | | F R O M | | | | | | T O | | | | | |
|----------|------|---------|----------|---------|------|--------|---------|--------|----------|---------|------|--------|---------|
| Code | Name | T.Code | P.C.Code | Sh.Code | Bank | Branch | A/c No. | T.Code | P.C.Code | Sh.Code | Bank | Branch | A/c No. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |

FORM - 4

:: GPF SUBSCRIPTION

Month Code :

| Employee Code | Employee Name | G.P.F. No | SUBSCRIPTION | |
|---------------|---------------|-----------|--------------|-----|
| Code | Name | No | Old | New |
| 1 | 2 | 3 | 4 | 5 |

FORM - 5

:: POSTAL R.D

Month Code:

| Employee Code | Employee Name | R.D. No | Start Date | End Date | Monthly Sub. | Post Off. Pin-code |
|---------------|---------------|---------|------------|----------|--------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

FORM - 7 :: ARREARS

Month Code :

| Employee Code | Employee Name | D.A. Arrears | Prof. Tax Ded. |
|---------------|---------------|--------------|----------------|
| 1 | 2 | 3 | 4 |

FORM -8 :: FTE/ OT/ OT DEDUCTIONS

Month Code :

| Employee Code | Employee Name | P.T.B. Ded. | I. T. Ded. | Other Ded. |
|---------------|---------------|-------------|------------|------------|
| 1 | 2 | 3 | 4 | 5 |

FORM - 9 :: SOCIET DEDUCTIONS

FORM - 10 :: LEAVE SALARY



Month Code :

| Employee Code | Employee Name | Society Code | Society Des. |
|---------------|---------------|--------------|--------------|
| 1 | 2 | 3 | 4 |

Month Code :

| Employee Code | Employee Name | Full Pay L. Days | Half Pay L. Days | Without Pay Leave Days |
|---------------|---------------|------------------|------------------|------------------------|
| 1 | 2 | 3 | 4 | 5 |

FORM - 11

:: DEATH/TERMINATION

Month Code :

| Employee Code | Employee Name | Date of Death/Term. | Remarks |
|---------------|---------------|---------------------|---------|
| 1 | 2 | 3 | 4 |

FORM - 12

:: LIC PREMIUM

Month Code:

| Employee Code | Employee Name | Policy Number | Monthly Premium | Maturity Date |
|---------------|---------------|---------------|-----------------|---------------|
| 1 | 2 | 3 | 4 | 5 |

FORM - 13 :: SUSPENSION

Month Code :

| Employee Code | Employee Name | 2 of | Suspension |
|---------------|---------------|------|------------|
| 1 | 2 | 3 | |

FORM - 14 :: ROSTER INFORMATION

| Sr.No. | NAME OF CANDIDATE | HOME ADDRESS |
|--------|-------------------|--------------|
| 1 | 2 | 3 |