



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
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O.O. No. 102 - MIS C/MIS / 2018

date: 07.12.2018

OFFICE ORDER

Whereas, Hon'ble Chief Minister of West Bengal had desired to have institutionalized monthly & daily monitoring and supervision of works of the forest department and accordingly proformas were developed and circulated. Vide Office order 07-SO/PCCF/14 dt 10.07.2014 all concerned were directed to send these reports through email. It was always felt necessary & appropriate to have this reporting process through an online module in line with the e-governance initiative of the Government.

Whereas, In compliance of this initiative and this office order cited above, vide O.O. No. :28-SO/PCCF/18 dated: 29.10.2018, detailed instructions were issued on the online module for "Daily MIS Report for Field Officers"


Whereas, several issues were raised by the field officers subsequently after the module was accessed by them and therefore, addressing the issues, daily MIS online module is launched by the directorate and is now available on our website under the caption "**Daily MIS Report for Field Officers**" under the drop down menu of "**For Officers**" on the top menu bar. The submission can also be done through mobile app "**WB Forest Daily MIS**" which can be downloaded from the Google on android phones. The Operational Manuals both for Desktop as well as Mobile based App, for "DAILY MIS REPORT " are enclosed herewith along with the user name and pass words to access the module. It is directed that all the DFOs will access the module and fill up the information on daily basis.

Daily report for the previous day should be submitted by 10.30 am. For example, report for 4th December 2018 will have to be filled up online and submitted before 10.30 am on 5th December 2018. Daily reports should be submitted only on this online module and the present system of daily monitoring report submission via email stands discontinued.

1. The input format displays two dates
 - 'Current Date' which can be accessed upto 10.30 AM on subsequent date after which it gets locked
 - 'Previous date' ie., the day before which can be viewed only
2. The android version has been lowered to the lowest version possible to enable access by the officers still using lower version android mobile phones
3. DFOs after submitting the report can view the same and generate pdf / print for up till one day for the previous day's report.
4. DFOs can do multiple inputs and submissions through the day
5. Access has been provided to PCCF (HoFF) and other PCCFs to view the reports of any given day of the preceding three months.

It is to be noted that **nil reports need not be submitted and in others category important reports, if any, only should be submitted.**

CCF, MIS will be the Nodal Officer for the module. Further, any technical issues faced with the module may please be sorted out by discussing with Ms Tania Paul (Mobile No.8240504696) and it should necessarily be followed by an email specific to the point indicating the problem so that the developer can be notified for correction of the same immediately.


(N K Pandey, IFS)

**Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal**

No. 8324 / MIS / 2M-32/2016(Part II)

dt.

Copy forwarded for information and necessary action to:

1. The Principal Chief Conservator of Forests, Wildlife & CWLW West Bengal
2. The Principal Chief Conservator of Forests, RMD, West Bengal
3. All Addl. Principal Chief Conservator of Forests, West Bengal
4. All Chief Conservator of Forests / Field Directors
5. All Conservator of Forests
6. All DCFs, DFOs and DFDs
7. Ms Tania Paul


**Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal**

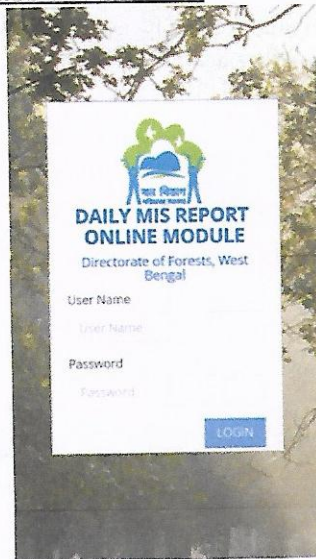


OPERATIONAL MANUAL FOR DAILY MIS REPORT ONLINE MODULE (DFO-Mobile APPS)

URL: <https://play.google.com/store/apps/details?id=tipl.android.WBDailyMISR>

On Play Store Search by: WB Forest Daily MIS

The Login Screen appears as follows:



POINT 1:-To log in user have to give user name.

POINT 2:- Here give your password.

POINT 3:-After giving username and password then click the Login button to log in.

The Daily MIS Report Screen appears as follows: -



Now submitted report can be download after complete submission on and after every day 10:30 am to 12:00 PM midnight for previous day report.



DEATH OF STAFF

Now report can be submitted on day for the day 00:01 AM midnight to next day 10:30AM for previous day report.

After login user can see this page where user can entry daily report data.

If DFO wants to submit report for that day please select the date with “submit report” and if wants to download previous day report which is submitted by him, he can download next day after 10:30am to midnight 12:00PM.

DAILY MIS REPORT FOR: 07-12-2018 [Submit Report]

DEATH OF STAFF	Details
DEATH OF VILLAGER BY WILD ANIMAL / FIRING / ETC	Details
HUMAN INJURY CAUSED BY WILD ANIMAL	Details
DEATH OF IMPORTANT WILD ANIMAL	Details
ASSAULT ON STAFF	Details
ACCIDENT INVOLVING STAFF	Details
ARREST OF STAFF	Details
FOREST FIRE	Details
ANY OTHER IMPORTANT INCIDENT	Details
SUBMIT	

POINT A:- Only put data for which incident have to report other should be leave as blank.
POINT B :- This is the list of incidents. User have to submit data against this incidents.
POINT C :- Click this buttons to entry data against that incident. This "Details" button will expand that incident form to entry data against it.

The screenshot shows the incident entry form with a modal dialog box titled "Confirm!". The dialog box contains the text: "Are you sure you want to submit this form. After submit you will not allow to edit." Below the text are two buttons: "CONFIRM" and "CANCEL". In the background, the form is partially visible, showing incident categories like "ARREST OF STAFF", "FOREST FIRE", and "ANY OTHER IMPORTANT INCIDENT", each with a "Details" button. A "SUBMIT" button is also visible at the bottom left of the form area.

POINT D :- After fill up the data against incidents form user have to click this button to save this data. Without clicking this incidents entry data will not be saved. After Submit user can see a confirm dialog box if click yes user can't change those data and form will be submitted.

The Daily MIS Report Incidents Entry Form Screen appears as follows: -



After Clicking "Details"(point 6) button this screen will appears where user can fill up data against that incident.

POINT 1:- Here user have to give the date of that incident occur.

POINT 2 :- Here user have to give the time of that incident occur.

POINT 3 :- Give the incident's details.

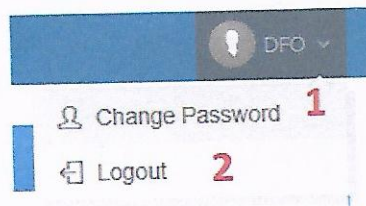
POINT 4 :- Upload files for that incident.

POINT 5 :- If multiple events occur against that incident then click "New Addi. incident" button.

Same entry fields will appear this time for fill up data.

POINT 6 :- This button will expands all the form against that incident. Re-click will close the forms.

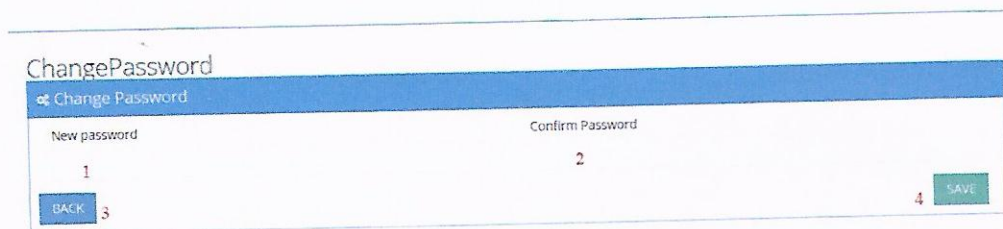
The Change Password & Logout appears as follows:-



POINT 1:- To change password click this button.

POINT 2:- To sin out or Logout from this application use this button.

The Change Password appears as follows:-



POINT 1:- Give the new password here.

POINT 2:- Again give the new password here to confirm.

POINT 4:- Then click the save button. To activate the new password.

POINT 3:- click this button to go back to dashboard page.