



Government of West Bengal
Directorate of Forests

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31.05.2018

OFFICE ORDER

One of the essence of an efficient institution is availability of in-time information for proper decision making- management of information is an integral part of efficient planning process. Collection of data and proper presentation is essential features of such MIS system.

Forest Directorate has standard proforma for submission of monthly information from different field officers. Now, to streamline the submission, consolidation and presentation of data, "Online Monthly MIS Module" is being launched. The site can be accessed in the website

"www.westbengalforest.gov.in → for officers → monthly MIS report online module"

The different online formats have been created for –

a) Field Officers for uploading the data;

b) Staff Officers for viewing and downloading the data.

- The detailed Operational Guidelines are enclosed as **Annexure – 'A' & 'B'**.
- The list of User Name & Password is also enclosed as **Annexure-'C'**. The Officers are requested to change the password within one week of this order for security reasons.

All Field Officers should upload the monthly information with retrospective effect from April, 2018. The information of a particular month should be filled up within **15th of next month and once submitted, the data cannot be edited.** CCF, MIS will be the Nodal Officer and for assistance on the module, they may contact on Ms Tania Paul (Mobile No.8240504696).

The month wise compiled report should be generated by CCF, MIS and e-governance and kept in safe custody.


(N K Pandey, IFS)

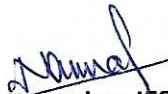
Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal

No. 2164 / STC / 2 M-1069/14

Date: 02/06/2018

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, West Bengal
5. All Conservator of Forests, West Bengal
6. All DCFs, DFOs & DFDs.


(N K Pandey, IFS)

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



MONTHLY MIS REPORT USER MANUAL FOR FIELD OFFICER

LOG IN PAGE :-



MONTHLY MIS REPORT

Sign In

User Name
1 Username

Password
2 Password

LOGIN 3

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

POINT 2:-In here give your password.

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

UNIVERSAL DASHBOARD:-

FIELD OFFICERS

Monthly MIS

UNIVERSAL DASHBOARD

PMc

HQR

FINANCE

PGLI/MIS

SDP

Sign Out

1-5

1

1-1

UNIVERSAL DASHBOARD

REPORTS SUBMISSION STATUS - APRIL 2018

SELECT MONTH: April.2018(ACTIVE)

Not Required: Not Submitted: Submitted:

1-6 1-7 1-8 1-4

Name-In-Charge	IA	IB	2.1	2.2	2.3	2.4	1	2.1	2.1.1	2.1.2	2.1.3	2.1.4	1	2	3	1	2	1	
	PMC						HQR						FINANCE			PGLI-MIS		SDP	
DFO (Central --> Bankura (North))	Green	Red	Red	Green	Red	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
DFO (Central --> Bankura (South))	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
DFO (Central --> Panchet)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
CCF (Research)	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black
CCF (Soil Conservation)	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black	Black

1-2

1-3

1-4

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- After Login user can see this page. In here user sees the Field Officers reports fill up status.
- Black indicate reports fill up is not required .Red is for not submitted and Green shows which reports are submitted.

POINT 1:-In this side-menu of this user can see the blue highlighted section which indicate the current page .In this case universal dashboard.

POINT 2:-In this side-menu it shows PMC Reports Dashboard.

POINT 3:-In this side-menu it shows HQR Reports Dashboard.

POINT 4:-In this side-menu it shows FINANCE Reports Dashboard.

POINT 5:-In this side-menu it shows PGLI/MIS Reports Dashboard.

POINT 6:-In this side-menu it shows SDP Report.

POINT 7:- Using this menu user can sign out from this application.

POINT 8:- User can change the user password here .

POINT 1-1:-User can choose which month's report he/she going to fill up.

POINT 1-2:- Using this download button field officer can download all reports in Excel sheet filled by that field officer.

POINT 1-3:- Using this download button field officer can download that particular reports group like PMC, HQR, Finance etc. Excel sheet filled by that field officer.

POINT 1-4:-This row shows the reports name.

POINT 1-5:- This column shows the field officers name.

POINT 1-6:- Black indicate reports fill up is not required.

POINT 1-7:- Red is for not submitted.

POINT 1-8:- Green shows which reports are submitted.

PMC/DASHBOARD :-

The screenshot displays the 'PMC/DASHBOARD' interface for 'FIELD OFFICERS :: PMC REPORTS'. The dashboard is organized into several rows, each representing a different report category. The rows are color-coded: red for reports not submitted, black for reports where fill-up is not required, and green for submitted reports. The interface includes a sidebar on the left with navigation options: 'UNIVERSAL DASHBOARD', 'PMC', 'HQR', 'FINANCE', 'PGLUMIS', 'SDP', and 'Sign Out'. The top header shows 'FIELD OFFICERS :: PMC REPORTS' and a user profile 'DFO'. The main content area lists the following reports with their respective action buttons:

- 1 A PRESENT STATUS OF COMPLAINTS RECEIVED AGAINST EMPLOYEES FOR THE MONTH APRIL-2018 (Red background, 'VIEW' button)
- 1 B PRESENT STATUS ON PROGRESS OF DEPARTMENTAL PROCEEDINGS FOR APRIL-2018 (Black background, 'FILL UP' button)
- 2.4 ANY OTHER RELEVANT IN CONNECTION WITH UPDATING/RECTIFYING BIODATA FOR THE MONTH APRIL-2018 (Red background, 'VIEW' button)
- 2.3 NAME OF INCUMBENTS AGAINST WHOM PROCEEDING HAVE BEEN STARTED/CONTEMPLATED FOR THE MONTH APRIL-2018 (Green background, 'UPDATE' button)
- 2.2 NAME OF THE INCUMBENTS JOINING/RESUMING DUTY DURING THE MOUNTH STATING REASONS FOR APRIL-2018 (TRANSFER,RETIREMENT,RESIGNATION,TERMINATION,DEATH ETC.) (Red background, 'VIEW' button)
- 2.1 NAME OF THE INCUMBENTS JOINING/RESUMING DUTY DURING THE MONTH STATING REASONS FOR THE MONTH APRIL-2018 (NEW APPOINT,TRANSFER,RETURN FROM TRAINING,DEPUTATION,REINSTATEMNT ETC.) (Green background, 'UPDATE' button)

At the bottom left, the footer reads '2018 © West Bengal Forest Department'.

- In this page user sees the reports status under PMC. Which report is filled ,submitted or not fill up yet.

POINT 1:-Its showing the reports status under PMC.

POINT 2:-Its showing the reports name under PMC.

POINT 3:-"VIEW" it means that form or report is submitted. Click on this button will show that report page. Submitted reports color is red.

POINT 4:-"FILL UP" it means that form or report is not filled yet. Click on this button will show that report page. Fill Up reports color is white.

POINT 4:-"UPDATE" it means that form or report is filled but not yet submitted. Click on this button will show that report page. Update reports color is green.

How to fill up the Report?

FIELD OFFICERS :: PMC REPORTS

2.3 NAME OF INCUMBENTS AGAINST WHOM PROCEEDING HAVE BEEN STARTED/CONTEMPLATED FOR THE MONTH APRIL- 2018

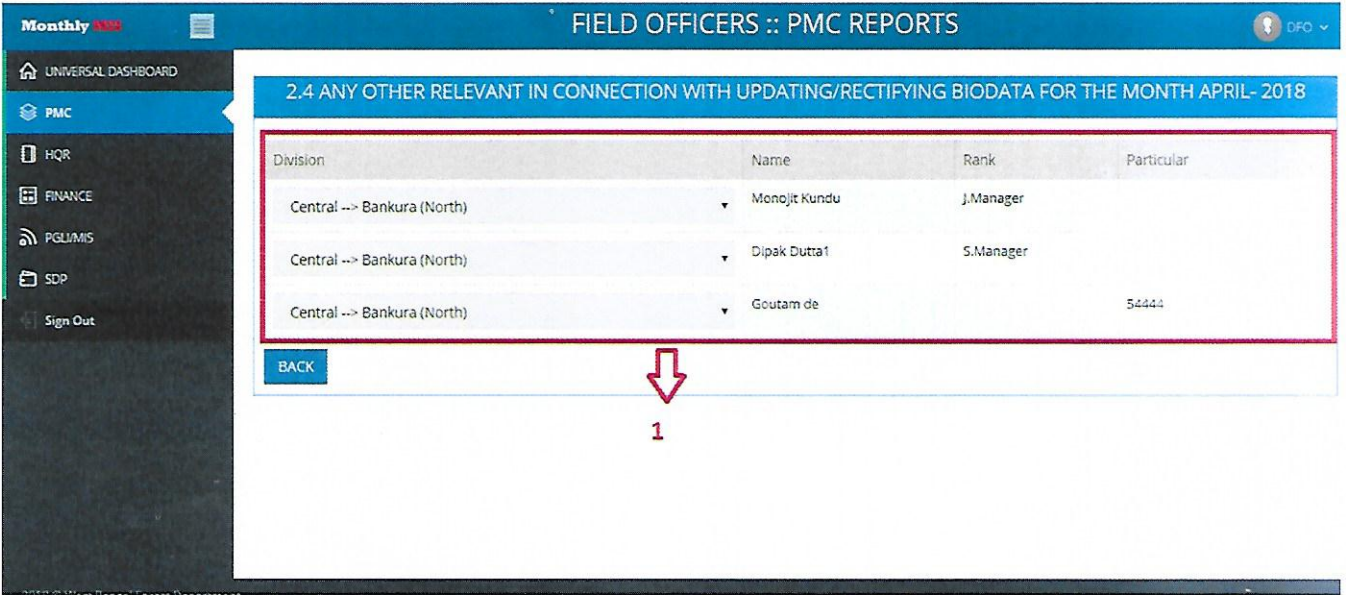
Sl No	Division	Name	Designation	Particulars Of Case	Action Taken	Action Date
1	Central --> Bankura (No	Monojit Kundu	sidsfs	/	/	dd----yyyy
2	Central --> Bankura (No	Dipak Dutta		vssgsdg	/	18-May-2018
3	Central --> Bankura (No	somnath khan			ascasca	dd----yyyy

Buttons: BACK, ADD ROW, SUBMIT, SAVE, DISCARD

- After opening the report and fill up the first row use the 'SAVE' button(point 5) to save that data and after saving a successful message will show. That means the data is successfully saved. If you want to add another row you have to click 'ADD ROW' (point 3)button to add new row. If you want to delete a row use 'Red Cross' button(point 4) to delete that entire row. If you want to delete all the data in that report use 'DISCARD' button(point 7) to delete all. After filling up all the data

of that report use 'SUBMIT' button(point 6) to lock that report permanently. After successfully submitted the report, you can only view the filled data . You can't edit or update that report. Use 'BACK' button(point 8) to go to 'DASH BOARD' page of that report.

Submit Page view :-



The screenshot displays the 'FIELD OFFICERS :: PMC REPORTS' interface. The main content area is titled '2.4 ANY OTHER RELEVANT IN CONNECTION WITH UPDATING/RECTIFYING BIODATA FOR THE MONTH APRIL- 2018'. It contains a table with the following data:

Division	Name	Rank	Particular
Central --> Bankura (North)	Monojit Kundu	J.Manager	
Central --> Bankura (North)	Dipak Dutta	S.Manager	
Central --> Bankura (North)	Goutam de		54444

Below the table is a 'BACK' button. A red arrow points to this button, and the number '1' is written below the arrow, indicating the location of the 'BACK' button as described in the text.

- After Submitting the report you can only view the filled data(point 1). You can't edit or update that fill up sdata .



MONTHLY MIS REPORT USER MANUAL FOR STAFF OFFICERS

LOGIN PAGE :-



MONTHLY MIS REPORT

Sign In

User Name
Username

Password
password

LOGIN

[click here to login to portal](#)

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1 Put Username for staff officer.
i.e: for now default username:
staffadmin

2 put password for staff office
ie: default password: pas123

UNIVERSAL DASHBOARD:-

The screenshot displays the 'UNIVERSAL DASHBOARD' interface. At the top left, there is a 'Monthly' dropdown menu and a 'Sign Out' button. The main header area includes 'UNIVERSAL DASHBOARD' and 'REPORTS SUBMISSION STATUS - APRIL 2018'. A 'STAFF OFFICERS' link is highlighted with a red circle and labeled '1'. Below this, there are several menu items: 'April, 2018 (ACTIVE)' (labeled '2'), 'View Reports for the Selected Month' (labeled '3'), and 'Download for individual reports (PMC, HRQ, FINANCE, PGLI, SDP)' (labeled '5'). A 'Sign Out from portal' callout '6' points to the 'Sign Out' button. A 'Fields Officer Names' callout '4' points to a list of officer names. A 'Color Index for Dash Board' callout '3' points to a legend with 'Not Submitted' (black) and 'Submitted' (red) categories. A 'Login As Staff' callout points to a user profile icon. A table at the bottom right shows submission counts for various categories: CE (3), PGLI-MIS (1), SDP (2), and SDP (1).

Category	Count
CE	3
PGLI-MIS	1
SDP	2
SDP	1

UNIVERSAL DASHBOARD

REPORTS SUBMISSION STATUS - APRIL 2018

SELECT MONTH: April, 2018 (ACTIVE) 2

Not Required: Not Submitted: Submitted: 3

Name-in-Charge	IA	IB	2.1	2.2	2.3	2.4	2.1	2.1.1	2.1.2	2.1.3	2.1.4	FINANCE	PGLMIS	SDP
DFO (Central --> Bankura (North))	5													
DFO (Central --> Bankura (South))														
DFO (Central --> Panchet)														
DFO (Western --> Medinipur)														
DFO (Western --> Purba Medinipur)														
DFO (Western --> Kharsigpur)														
DFO (Western --> Jhargram)														
DFO (Western --> Rupnarayan)														
DFO (South East --> Birbhum)														

USER ID ACTIVATION

Add New User (/User/Create?Length=0)

Circle	Division	Designation	Name-In-Charge	Email	User Name	Password
WP & GIS		CF		a	wpgis_cf	pas123
Publicity & Marketing	Publicity	DCF		a	pubmar_dcf	pas123
Central Circle		CCF		a	cencir_ccf	pas123
Publicity & Marketing	Utilization	DFO		a	pubmar_dfo	pas123
Western Circle		CCF		a	wescir_ccf	pas123
South-East		CCF		a	soueast_ccf	pas123
South-West		CCF		a	souwest_ccf	pas123
WP & GIS	WP North	DFO		a	wpnorth_dfo	pas123
WP & GIS	WP South-I	DFO		a	wpsouth1_dfo	pas123
WP & GIS	WP South-ii	DFO		a	wpsouthII_dfo	pas123
Central Circle	Bankura North	DFO		a	bankuranorth_dfo	pas123
Park & Gardens		CF		a	pargar_cf	pas123
Central Circle	Bankura South	DFO		a	bankurasouth_dfo	pas123
North-West		CF		a	norwest_cf	pas123
Hill Circle		CCF		a	hilcir_ccf	pas123
Central Circle	Panchet	DFO		a	panchet_dfo	pas123
Northern Circle		CCF		a	norcir_ccf	pas123

Circle	Division	Designation	Name-In-Charge	Email	User Name	F.
Western Circle	Medinipur	DFO		a	medi_dfo	pas123
Wildlife North		CCF		a	wilnor_ccf	pas123
Western Circle	Purba Medinipur	DFO		a	purbamed_i_dfo	pas123
BTR		CCF & FD		a	btr_ccf	pas123
Western Circle	Kharagapur	DFO		a	kgp_dfo	pas123
Wildlife HQR		CF		a	wilhqr_cf	pas123
STR		CCF & FD		a	str_ccf	pas123
Western Circle	Jhargram	DFO		a	jhar_dfo	pas123
SBR		Jt. Director		a	sbr_jt_dir	pas123
Park & Gardens		DFO		a	rup_dfo	pas123
Monitoring & Evaluation		CCF		a	moneva_ccf	pas123
South-East	Birbhum	DFO		a	bir_dfo	pas123
Monitoring & Evaluation		CF		a	moneva_cf	pas123
Soil Cons.		CCF		a	soicon_ccf	pas123
South-East	Burdwan	DFO		a	bwn_dfo	pas123
Soil Cons.		CF		a	soicon_cf	pas123
South-East	Durgapur	DFO		a	dur_dfo	pas123
Soil Cons.	Kurseong Soil Cons	DFO		a	kursoicon_dfo	pas123
South-East	Nadia-Murshidabad	DFO		a	namur_dfo	pas123

MONTHLY MIS REPORT

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Title	Division	Designation	Name-In-Charge	Email	User Name	Password
South-West	Purulia	DFO		a	purulia_dfo	pas123
Soil Cons.	Kalimpong Soil Cons	DFO		a	kalsoicon_dfo	pas123
Soil Cons.	Jalpaiguri Soil Cons	DFO		a	jalsoicon_dfo	pas123
South-West	Kangsabati North	DFO		a	kangnorth_dfo	pas123
Monitoring & Evaluation	Monitoring (North)	DFO		a	monnor_dfo	pas123
South-West	Kangsabati South	DFO		a	kangsouth_dfo	pas123
Monitoring & Evaluation	Monitoring (South)	DFO		a	monsou_dfo	pas123
SBR	24-Pgs (South)	DFO		a	24pgssou_dfo	pas123
South-West	Extension Forestry	DFO		a	ext_dfo	pas123
SBR	24-Pgs (North)	DFO		a	24pgsnor_dfo	pas123
Park & Gardens	URF	DFO		a	urf_dfo	pas123
STR	STR	DFO		a	str_dfo	pas123
Park & Gardens	P & G (N)	DFO		a	pgn_dfo	pas123
Wildlife HQR	Wildlife	DCF		a	willif_dcf	pas123
Park & Gardens	Howrah	DFO		a	hw_dfo	pas123
North-West	Siliguri S.F	DFO		a	silisf_dfo	pas123
North-West	Jalpaiguri S.F	DFO		a	jalpsf_dfo	pas123
BTR	BTR (E)	DFD		a	btre_dfd	pas123
North-West	Malda	DFO		a	malda_dfo	pas123

Circle	Division	Designation	Name-In-Charge	Email	User Name	Password
North-West	Raigunj	DFO		a	rai_dfo	pas123
BTR	BTR (W)	DFD		a	btrw_dfd	pas123
Hill Circle	Darjeeling	DFO		a	dar_dfo	pas123
Wildlife North	Darjeeling Wildlife	DFO		a	darwil_dfo	pas123
Hill Circle	Kurseong	DFO		a	kur_dfo	pas123
Wildlife North	Gorumara Wildlife	DFO		a	gouwil_dfo	pas123
Hill Circle	NTPF	DFO		a	ntfp_dfo	pas123
Wildlife North	Jaldapara Wildlife	DFO		a	jalwil_dfo	pas123
Northern Circle	Jalpaiguri	DFO		a	jalpai_dfo	pas123
Northern Circle	Baikunthapur	DFO		a	baikun_dfo	pas123
Northern Circle	Cooch Behar	DFO		a	cooch_dfo	pas123
Research		CF		a	res_cf	pas123
Development		CF		a	dev_cf	pas123
Research	Siviculture Hill	DFO		a	sivhil_dfo	pas123
Research	Siviculture North	DFO		a	sivnor_dfo	pas123
Research	Siviculture South	DFO		a	sivsou_dfo	pas123
Development	WB Forest School	Director		a	wbforsch_dir	pas123
Development	SFTI, Hizli	Director		a	sfti_hiz	pas123