Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata:: 700 106
Phone - Fax:: (033) 2335 8581/7751, e-mail : pccfwb@vsnl.net
Visit us at: www.westbengalforest.gov.in

O.O. No. : 59 - MISC/STC/18   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 f 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.
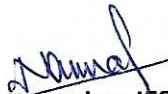
(N K Pandey, IFS)
Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal

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

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:-

- 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 :-

- 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?
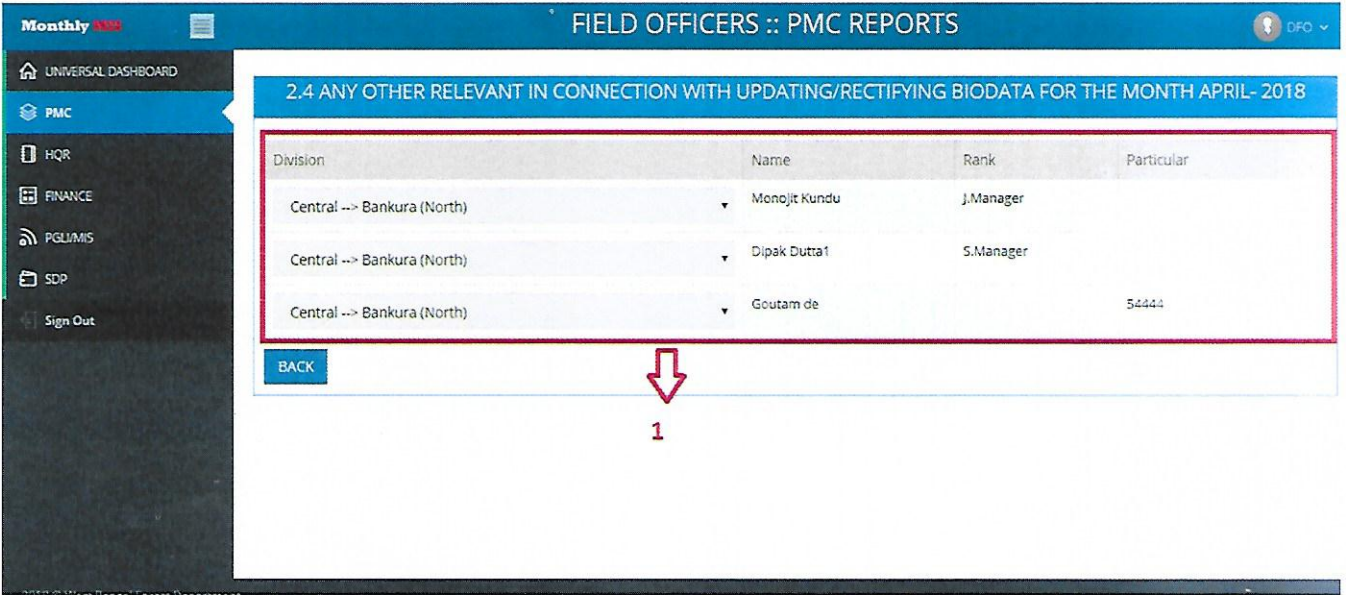
- After opening the report and fill up the first row use the 'SAVE' button(point 5) to save that data and after saving a successful massage will show. That means the data is successfully saved. If you want to add another row you have to click 'ADD ROW' (point 3)button to add new row. If you want to delete a row use 'Red Cross' button(point4) 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 :-

Division	Name	Rank	Particular
Central --> Bankura (North)	Monojit Kundu	J.Manager	
Central --> Bankura (North)	Dipak Dutta1	S.Manager	
Central --> Bankura (North)	Goutam de		54444

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

8

MONTHLY MIS REPORT

USER MANUAL FOR STAFF OFFICERS

LOG IN PAGE :-

MONTHLY MIS REPORT

Sign In

User Name

Username

Password

Password

LOGIN

2018 © Wes

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

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

3 → click here to login to portal

UNIVERSAL DASHBOARD:-

Annotations on the dashboard screenshot:

- STAFF OFFICERS
- UNIVERSAL DASHBOARD
- Monthly
- STAFF

1. Login As Staff
2. View Reports for the Selected Month
3. Color Index for Dash Board — Submitted: / Not Submitted:
4. Fields Officer Names
5. Download for indivisual reports (PMC,HRQ,FINANCE,PGLI,SDP)
6. Sign Out from portal

REPORTS SUBMISSION STATUS - APRIL'2...

Name-In-Charge		PGLI-MIS	SDP
	IA / IB / CE		
		3 / 1	1
		3 / 1 0	2 0
			1 0

April,2018(ACTIVE)

- DFO (Central --> Bankura (North))
- DFO (Central --> Bankura (South))
- DFO (Central --> Panchet)
- DFO (Western --> Medinipur)
- DFO (Western --> Jhargram)
- DFO (Western --> Rupnarayan)

Monthly

UNIVERSAL DASHBOARD

Sign Out

STAFF

STAFF OFFICERS

UNIVERSAL DASHBOARD

REPORTS SUBMISSION STATUS - APRIL 2018

SELECT MONTH: April,2018(ACTIVE)

Not Required: | Not Submitted: | Submitted:

Name-In-Charge	PMC						HQR						FINANCE			PGLI-MIS		SDP
	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
DFO (Central --> Bankura (North))																		
DFO (Central --> Bankura (South))																		
DFO (Central --> Panchet)																		
DFO (Western --> Medinipur)																		
DFO (Western --> Purba Medinipur)																		
DFO (Western --> Kharagpur)																		
DFO (Western --> Jhargram)																		
DFO (Western --> Rupnarayon)																		
DFO (South East --> Birbhum)																		

Point 1: Login as Staff Officer Header.

Point 2: Select for the month to view the reports and it will be generate the reports.

Point 3: Color Index for view Dashboard.

Point4: list of DFO/CCF/CF of field officer who filled the reports.

Point 5: Download individual reports for the DFO/CCF/CF of reports (PMC, HQR, FINANCE, PGLI, SDP).

Point 6: Sign Out from the portal.

Point 7: Download all PMC Reports for all fields Office in one reports.

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	soueas_ccf	pas123
South-West		CCF		a	souwes_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	norwes_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	P
Western Circle	Medinipur	DFO		a	medi_dfo	pas12
Wildlife North		CCF		a	wilnor_ccf	pas123
Western Circle	Purba Medinipur	DFO		a	purbamedi_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_jtdir	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

tle	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	NTFP	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