



Government of West Bengal  
Directorate of Forests

**Office of the Principal Chief Conservator of Forests, Head of Forests**  
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O.O. No. : 28-SO/PCCF/18

Date: 29/10/2018

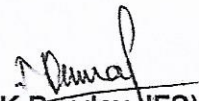
**OFFICE ORDER**

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.

In compliance of this initiative and this office order cited above, therefore, a 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 12th October 2018 will have to be filled up online and submitted before 10.30 am on 13th October 2018. Daily reports should be submitted only on this online module from 01.11.2018 onwards and the present system of daily monitoring report submission via email stands discontinued w.e.f. 01.11.2018

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)

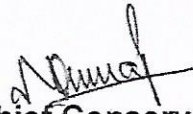
**Principal Chief Conservator of Forests,  
Head of Forest Force, West Bengal**

No. 7084 / 2M-32/2016(Part II)

dt. 29/10/18

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)

The Login Screen appears as follows:

  
**DAILY MIS REPORT  
ONLINE MODULE**  
Directorate of Forests, West Bengal

User Name

User Name 1

Password

Password 2

3 LOGIN

**POINT 1:-** Enter your user name.



**POINT 2:-** Enter your password.

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

**The Daily MIS Report Screen appears as follows: -**

The screenshot displays the 'Daily MIS Report' interface for the Publicity Division. At the top, a blue header contains the text 'PUBLICITY DIVISION' and a date range 'DAILY MIS REPORT OF 20-09-2018 FOR 19-09-2018'. Below the header, a list of incident types is presented in a box labeled 'B'. These include: 'DEATH OF STAFF', 'DEATH OF VILLAGER BY WILD ANIMAL / FIRING / ETC', 'HUMAN INJURY CAUSED BY WILD ANIMAL', 'DEATH OF IMPORTANT WILD ANIMAL', 'ASSAULT ON STAFF', 'ACCIDENT INVOLVING STAFF', 'ARREST OF STAFF', 'FOREST FIRE', and 'ANY OTHER IMPORTANT INCIDENT'. A 'SUBMIT' button is located at the bottom left of this list. To the right of the list, a vertical column of 'Details' buttons is shown, labeled 'C'. A date range 'A' is also visible at the top of the report area.

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

**POINT A:-** Here user can entry data against this date, which is always one day back from current date.

**POINT B :-** This shows 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 enter data against it.

**POINT D: -** After fill up the data against incidents form user must have to click this button to save this data. If any incident is not selected then entered data will not be saved. After Submit user can't change those data.

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

The screenshot shows a web-based form titled "DEATH OF STAFF" under the "PUBLICITY DIVISION" header. The form contains several input fields: "Date of occurrence" (labeled 1), "Time(Approx)" (labeled 2), and a large text area for "Details" (labeled 3). At the bottom left, there are three "Choose File" buttons (labeled 4) for uploading files. At the bottom right, there is a "New Addl. Incident" button (labeled 5). In the top right corner, there is a "Details" button (labeled 6). The header also displays "DAILY MIS REPORT OF 20/05/2018 FOR 13/05/2018".

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 occurs.

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

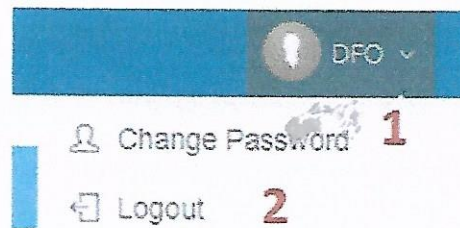
**POINT 3 :-** Provide the incident's details.

**POINT 4 :-** Upload files for that incident.

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

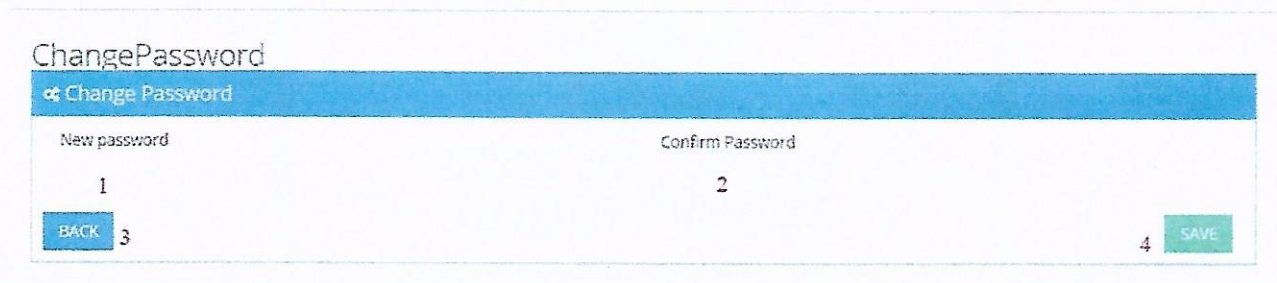
## The Change Password & Logout appears as follows:-



**POINT 1:-** To change password click this button.

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

## The Change Password appears as follows:-

A screenshot of a web form titled 'ChangePassword'. The form has a blue header bar with a white arrow icon and the text 'Change Password'. Below the header, there are two input fields: 'New password' with a red number '1' below it, and 'Confirm Password' with a red number '2' below it. At the bottom left, there is a blue 'BACK' button with a red number '3' to its right. At the bottom right, there is a green 'SAVE' button with a red number '4' to its left.

**POINT 1:-** Provide new password here.

**POINT 2:-** Again retype new password here to confirm.

**POINT 4:-** Then click the save button to update new password.

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





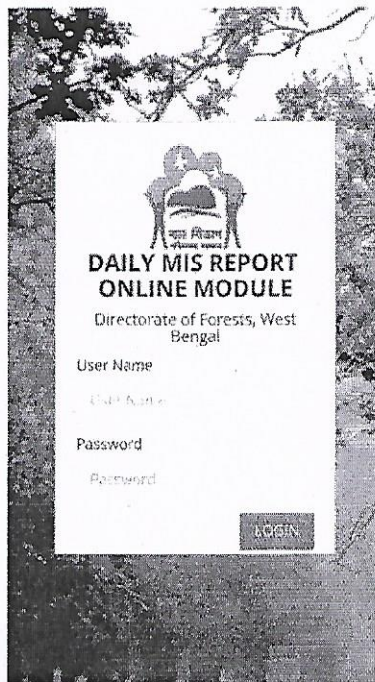
# OPERATIONAL MANUAL FOR DAILY MIS REPORT

## ONLINE MODULE (DFO-Mobile APPS)

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

On Play Store Search by: 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: -**

**UTILIZATION DIVISION** 

**DAILY MIS REPORT OF 28-09-2018  
FOR 27-09-2018**

<b>DEATH OF STAFF</b>	<a href="#">Details</a>
<b>DEATH OF VILLAGER BY WILD ANIMAL / FIRING / ETC</b>	<a href="#">Details</a>
<b>HUMAN INJURY CAUSED BY WILD ANIMAL</b>	<a href="#">Details</a>
<b>DEATH OF IMPORTANT WILD ANIMAL</b>	<a href="#">Details</a>
<b>ASSAULT ON STAFF</b>	<a href="#">Details</a>
<b>ACCIDENT INVOLVING STAFF</b>	<a href="#">Details</a>
<b>ARREST OF STAFF</b>	<a href="#">Details</a>
<b>FOREST FIRE</b>	<a href="#">Details</a>
<b>ANY OTHER IMPORTANT INCIDENT</b>	<a href="#">Details</a>
<b>SUBMIT</b>	

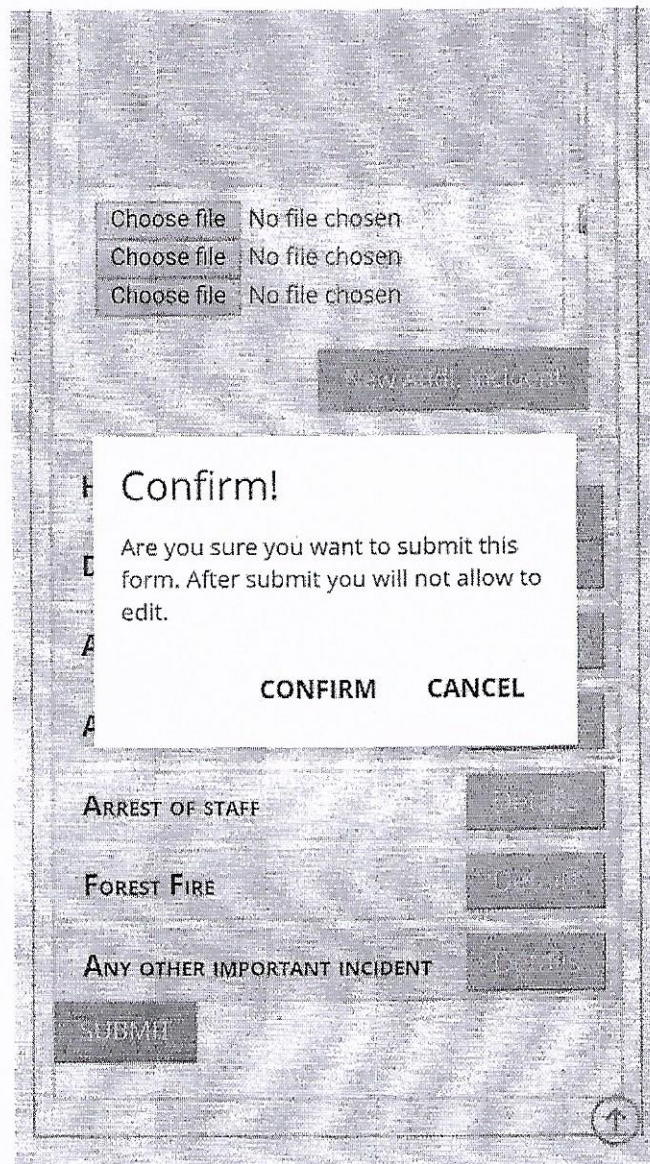
After login user can see this page where user can entry daily report data.



**POINT A:-**In here user can entry data against this date, which is always one day before current date.

**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.



**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: -**

The screenshot shows a web application interface for the 'PUBLICITY DIVISION'. The main heading is 'DEATH OF STAFF'. The form contains the following elements:

- 1:** A text input field for 'Date of occurrence'.
- 2:** A text input field for 'Time (Approx)'.
- 3:** A large text area for 'Details'.
- 4:** Three 'Choose File' buttons for uploading documents.
- 5:** A 'New Add. incident' button at the bottom right.
- 6:** A 'Details' button at the top right.

After Clicking "Details" (point 6) button this screen will appear 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.

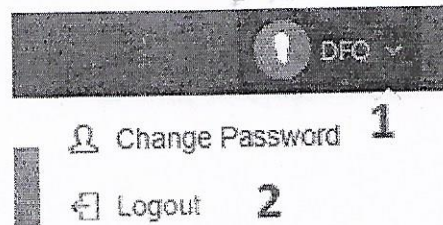
**POINT 4 :-** Upload files for that incident.

**POINT 5 :-** If multiple events occur against that incident then click "New Add. incident" button. Same entry fields will appear this time for fill up data.

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



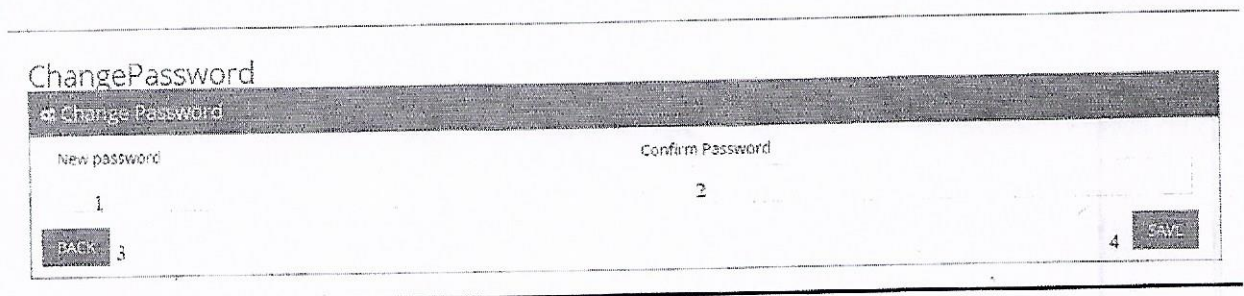
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## The Change Password appears as follows:-

A screenshot of a web form titled 'ChangePassword'. The form has a header bar with the title 'Change Password'. Below the header, there are two input fields: 'New password' and 'Confirm Password'. The 'New password' field has a red number '1' next to it, and the 'Confirm Password' field has a red number '2' next to it. At the bottom left of the form, there is a 'BACK' button with a red number '3' next to it. At the bottom right, there is a 'SAVE' button with a red number '4' next to it.

**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.

## USER ID ACTIVATION

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

Circle	Division	Designation	Name-In-Charge	Email	User Name	Password
Publicity & Marketing	Publicity	DCF		a	pubmar_dcf	pas123
Publicity & Marketing	Utilization	DFO		a	pubmar_dfo	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
Central Circle	Bankura South	DFO		a	bankurasouth_dfo	pas123
Central Circle	Panchet	DFO		a	panchet_dfo	1234567vq
Western Circle	Medinipur	DFO		a	medi_dfo	pas123
Western Circle	Purba Medinipur	DFO		a	purbamedidi_dfo	pas123
Western Circle	Kharagapur	DFO		a	kgp_dfo	pas123
Western Circle	Jhargram	DFO		a	jhar_dfo	pas123
South-East	Birbhum	DFO		a	bir_dfo	pas123
South-East	Burdwan	DFO		a	bwn_dfo	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



Circle	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	dfo_monsc
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	Dfd@btre1
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	Sanjib@76
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	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	sftiHijli201