Department of School Education, TS

User Manual for

"DEO Approval Employees Database (HRMS)"

By

TSOnline

Internal Approval:

Function	Name	Date
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INTRODUCTION

Department of school education portal http://schooledu.telangana.gov.in/ISMS/ was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

2. OBJECTIVE

Teacher service details is captured

3. SCOPE

This document explains the process of capturing the Service profile of teachers

4. ABBREVIATIONS

HRMS	Human Resource Management System

Table 1 : Abbreviations

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5. PROCESS – Capturing of details by User (DEO)

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- Login with User Id and password as depicted in the below figure.

- Select HRMS teacher profile Service Approval as depicted in the below figure.

Figure 2 :- Service selection

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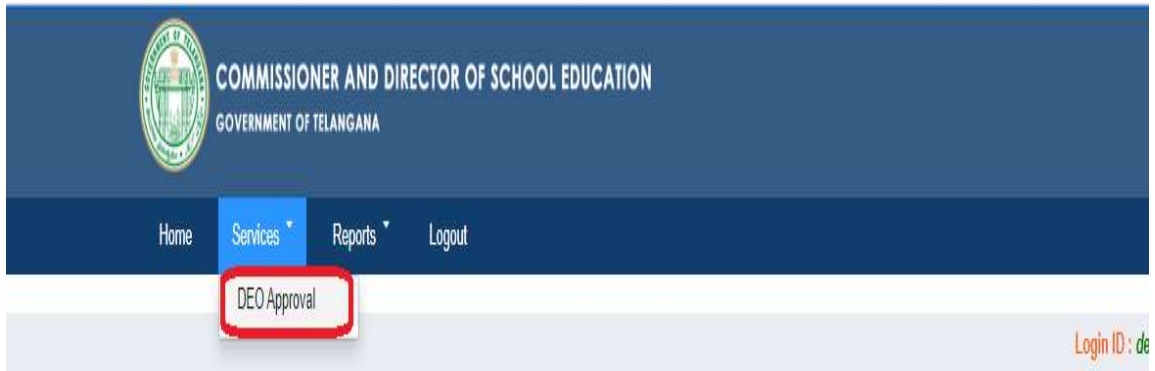- Select DEO approval service as depicted in the below figure.

- Select District, Mandal , School and click on GO button as depicted in the figure below.

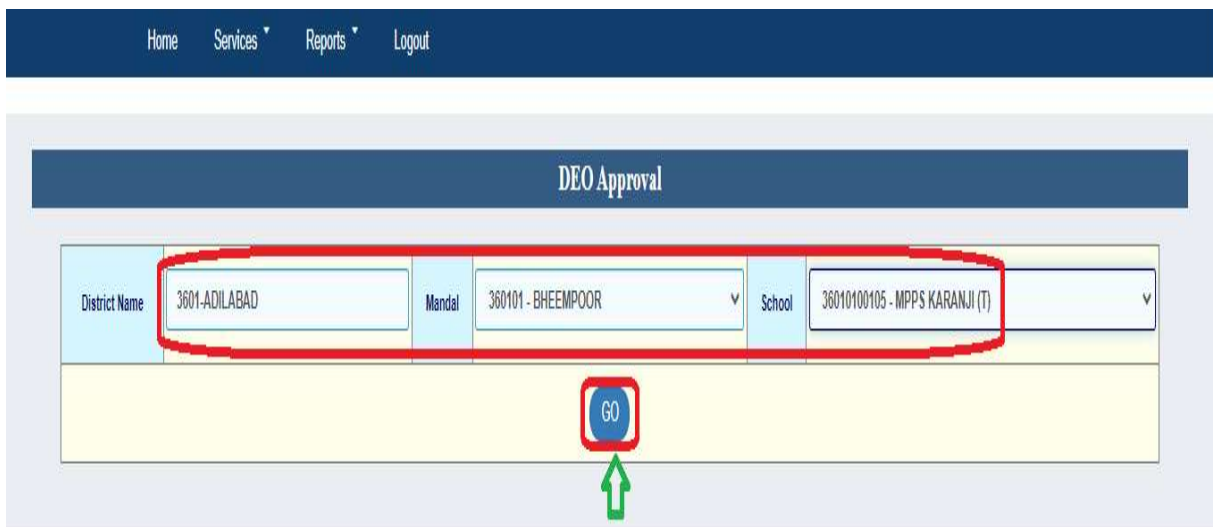- Below screen displayed Click on Edit button to view and edit (if required) details as depicted in the below figure.

COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

Home   Services ▾   Reports ▾   Logout

DEO Approval

District Name	3601-ADILABAD	Mandal	360101 - BHEEMPOOR	School	36010100105 - MPPS KARANJI (T)

GO

S.No	Treasury Code	Name of the teacher	Gender	Date of birth	Mobile	Action
1	1313113	M. ROOPA	Female	04/06/1980	8500743568	Edit
2	1354411	R GOVIND RAO	Male	14/06/1990	8985280584	Edit
3	1354412	SK RUBEENA	Female	15/07/1989	9490973442	Edit
4	1354409	PALEPU BHUMANNA	Male	29/06/1979	9490706152	Edit

Figure 5 :- Application view

- Below screen displayed with different Sections which is submitted by teacher, click on Professional details section to view/edit the details as depicted in the below figure.

Personal Details	Educational Qualifications	Service Details	Application Final Submit

Welcome to Teachers Information System

Submission Details

1.	Personal Details	Completed
2.	Educational Qualifications	Completed
3.	Service Details	Completed
4.	Approve	Pending

Figure 6 :- Home page

- Clicks on Professional section below Employ details displayed from TIS database, enter Father Name as depicted in the below figure.

Personal Details	Educational Qualifications	Service Details	Application Final Submit

Employee Personal Details View

✎ Edit Details

Form-I: Personal Details

Employee Details

Treasury Id	1313113	Teacher Name	M. ROOPA	Father's Name	MAHAJAN SHANKER
Date of Birth	04/06/1980	Gender	Female	Community	OC
E-mail	rupamahajan0406@gmail.com	Mobile Number	8500743568	Aadhaar Number	238629948222

Present Residential Address

Present Address	H NO 9-404/1, TEACHERS COLONY , DASNAPUR , ADILABAD		District Name	ADILABAD
Mandal Name	MAVALA	Village Name	Dasnapur	Pin code	504001

Additional Information

Type of Disability	Not applicable	Percentage of Disability	

Form-II: Spouse/Preferential Category

Personal Information

Marital Status	Married	Spouse is a Government Employee?	NO

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Figure 7 :- Employ details

- Click on Edit details (if required) as depicted in the below figure.

Personal Details	Educational Qualifications	Service Details	Application Final Submit		

Employee Personal Details View   ☑ Edit Details

Form-E Personal Details

Employee Details

Treasury Id	1313113	Teacher Name	M. ROOPA	Father's Name	MAHAJAN SHANKER
Date of Birth	04/06/1980	Gender	Female	Community	OC
E-mail	rupamahajan0406@gmail.com	Mobile Number	8500743568	Aadhaar Number	238629948222

Figure 8 : Address details

- Below screen displayed, edit the required details and click on Update as depicted in the below figure.

Note: - Edit Fields, which are entered by teacher

Non-editable fields, which are auto, populated from DB

Figure 9 : Edit and update

Note: - Same as above select educational qualification and Service details section s one by one and edit the required details and update the same,

- After completion of all sections click on final submission and followed by Approve button as depicted in the below figure.

Figure 10 :- Approve details

- Below alert message displayed Click on Ok button as depicted in the below figure.

Figure 11 :- Alert message

- Below Success message displayed Click on Ok button as depicted in the below figure.

Figure 12 :- Success message

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