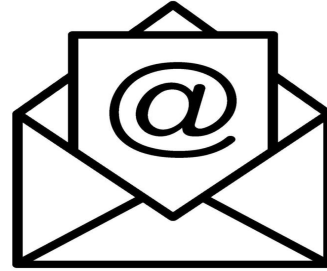கல்வித் தகவல்
மேலாண்மை முறைமை

**Educational Management
Information System**

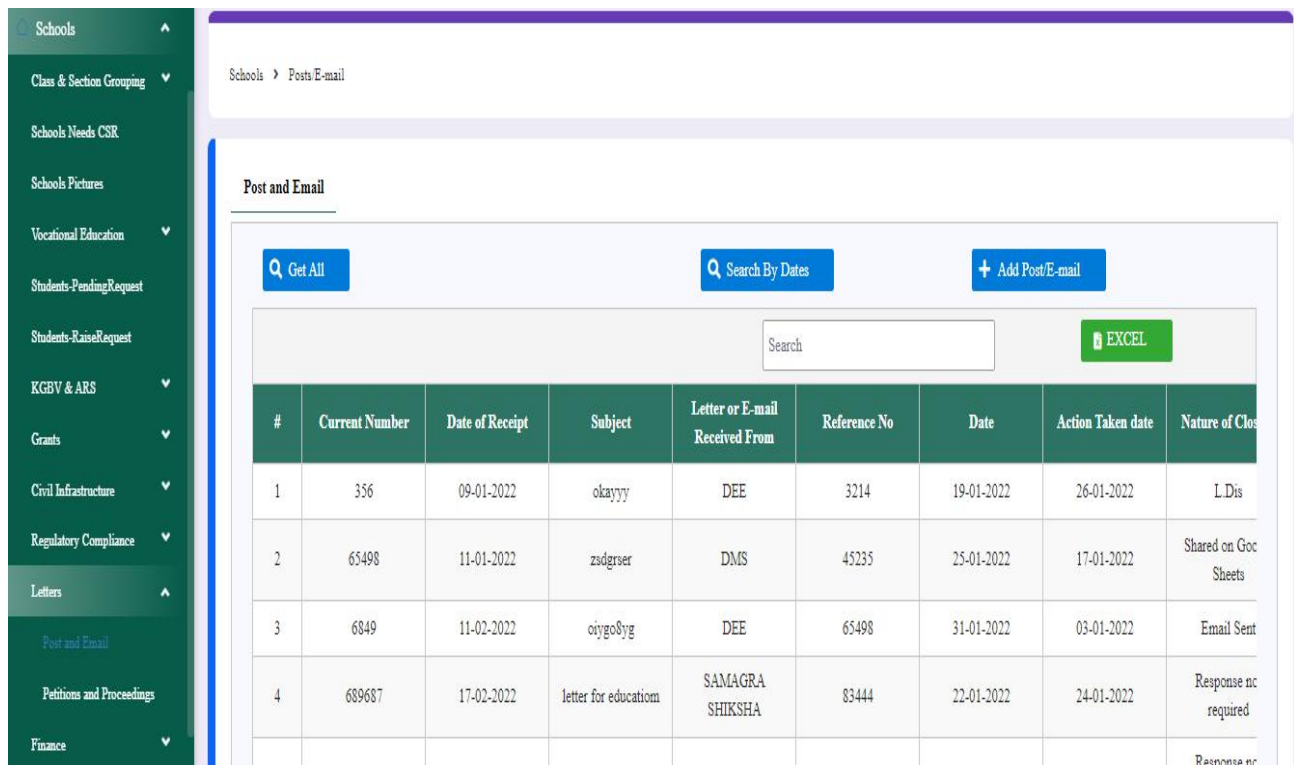# TN-EMIS

Post and Email Register

Petition and Proceedings Register
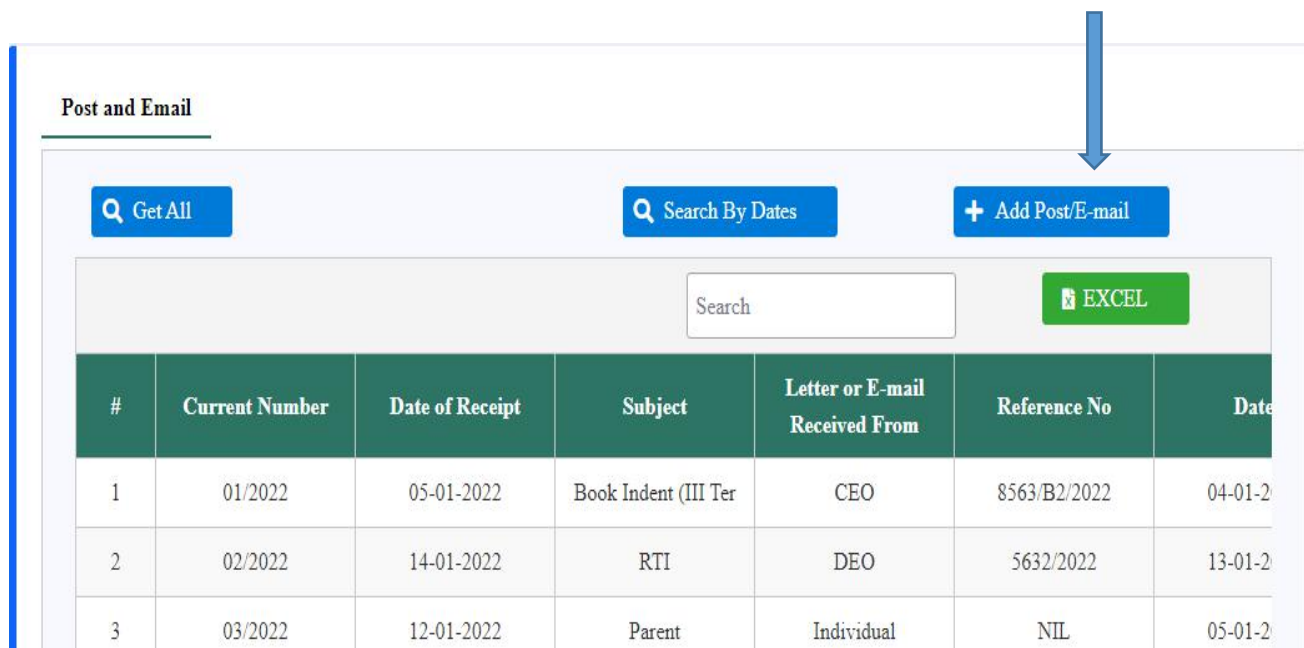
I.) **Post and Email - Input**

a.) To access "Post & Email" please click on "Letters" under "Schools" on the left hand side menu once you log in.

b.) To enter the details of a post or email, please click on "Add Post/Email" option

c.) Please enter the details of the email/post and click on "Submit".

Add > Posts/Petitions

Current No. *	15/2022	Date of Receipt*	20-01-2022
Subject*	Minority Scholarship	Letter or E-mail Received From*	CEO
Reference No. *	5856/BC/2022	Letter Date*	19-01-2022

Submit

d.) The details entered will be displayed as shown below.

Post and Email

Q Get All   Q Search By Dates   + Add Post/E-mail

Search   EXCEL

#	Current Number	Date of Receipt	Subject	Letter or E-mail Received From	Reference No	Date	Action Taken date	Nature of Closure	Date o
1	01/2022	05-01-2022	Book Indent (III Ter	CEO	8563/B2/2022	04-01-2022	11-01-2022	N.Dis	14-0
2	02/2022	14-01-2022	RTI	DEO	5632/2022	13-01-2022	14-01-2022	R.Dis	14-0
3	03/2022	12-01-2022	Parent	Individual	NIL	05-01-2022	18-01-2022	L.Dis	20-0
4	01/2022	20-01-2022	SPD SMC Fund UC	SAMAGRA SHIKSHA	5263/A/2022	08-01-2022	20-01-2022	F.Dis	20-0
5	06/2022	20-01-2022	Transport Charges	CEO	5632/2022	19-01-2022	20-01-2022	Email Sent	20-0
6	10456	20-01-2022	Education Developmen	SAMAGRA SHIKSHA	45678/A2/2022	18-01-2022	21-01-2022	L.Dis	08-1
7	15/2022	20-01-2022	Minority Scholarship	CEO	5856/BC/2022	19-01-2022		0	

e.) Please click on the "Action" button once you wish to update the action taken details and close the email/post.

nce No	Date	Action Taken date	Nature of Closure	Date of Closure	Remarks	Action
2/2022	04-01-2022	11-01-2022	N.Dis	14-01-2022	None	
2022	13-01-2022	14-01-2022	R.Dis	14-01-2022	None	
L	05-01-2022	18-01-2022	L.Dis	20-01-2022	Closed	
/2022	08-01-2022	20-01-2022	F.Dis	20-01-2022		
2022	19-01-2022	20-01-2022	Email Sent	20-01-2022	Email sent	
2/2022	18-01-2022	21-01-2022	L.Dis	08-12-2021		
C/2022	19-01-2022		0			✏️

|◀ ◀ 1 ▶ ▶|

f.) Please enter the details in the box and click on "Submit".

Action Taken ✖

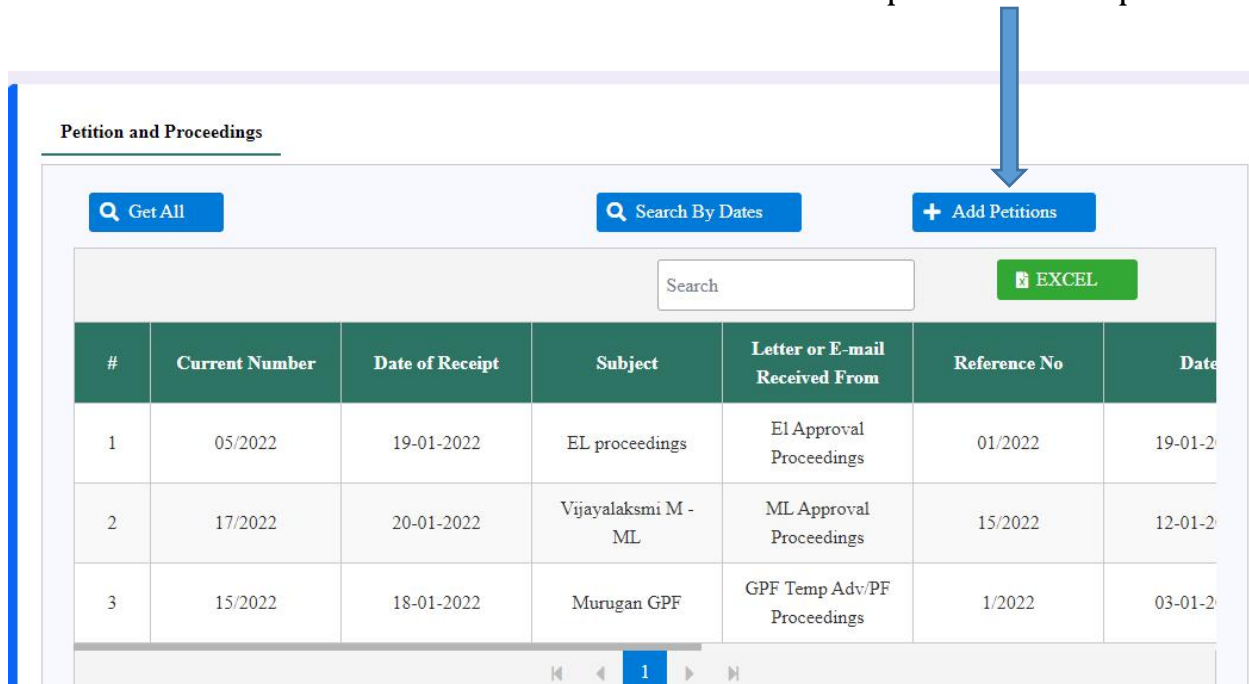| Current Number*	15/2022	Date of Receipt*	20-01-2022
Subject*	Minority Scholarship	Letter/Email From*	CEO
Reference Number*	5856/BC/2022	Letter Date*	19-01-2022
Action Taken Date*	21-01-2022		
Nature of Closure*	L.Dis	Date of Closure*	21-01-2022
Remarks*	Report Sent		**Submit**

II.) __Petition and Proceedings -Input__

a.) To access "Petition and proceedings" please click on "Letters" under "Schools" on the left hand side menu. Please follow the same steps as above to proceed.
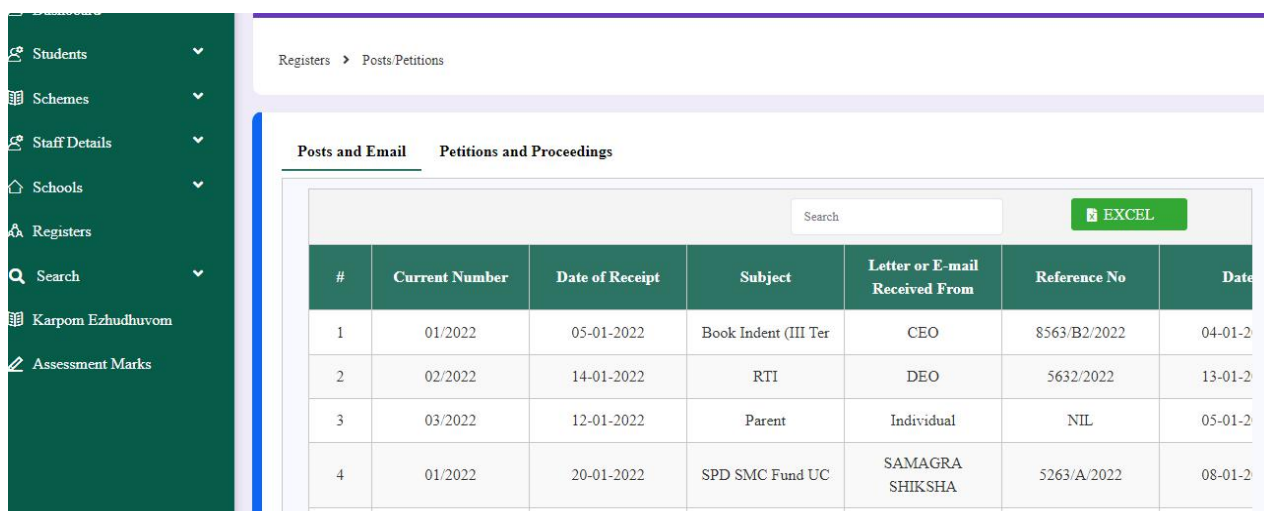

III.) __Registers__

Both Post & Email and Petition & Proceedings Register can be accessed by clicking on "Registers" on the left hand side menu.