

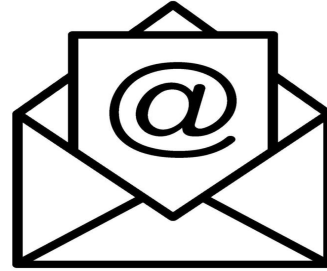


கல்வித் தகவல்
மேலாண்மை முறைமை

Educational Management
Information System

TN-EMIS

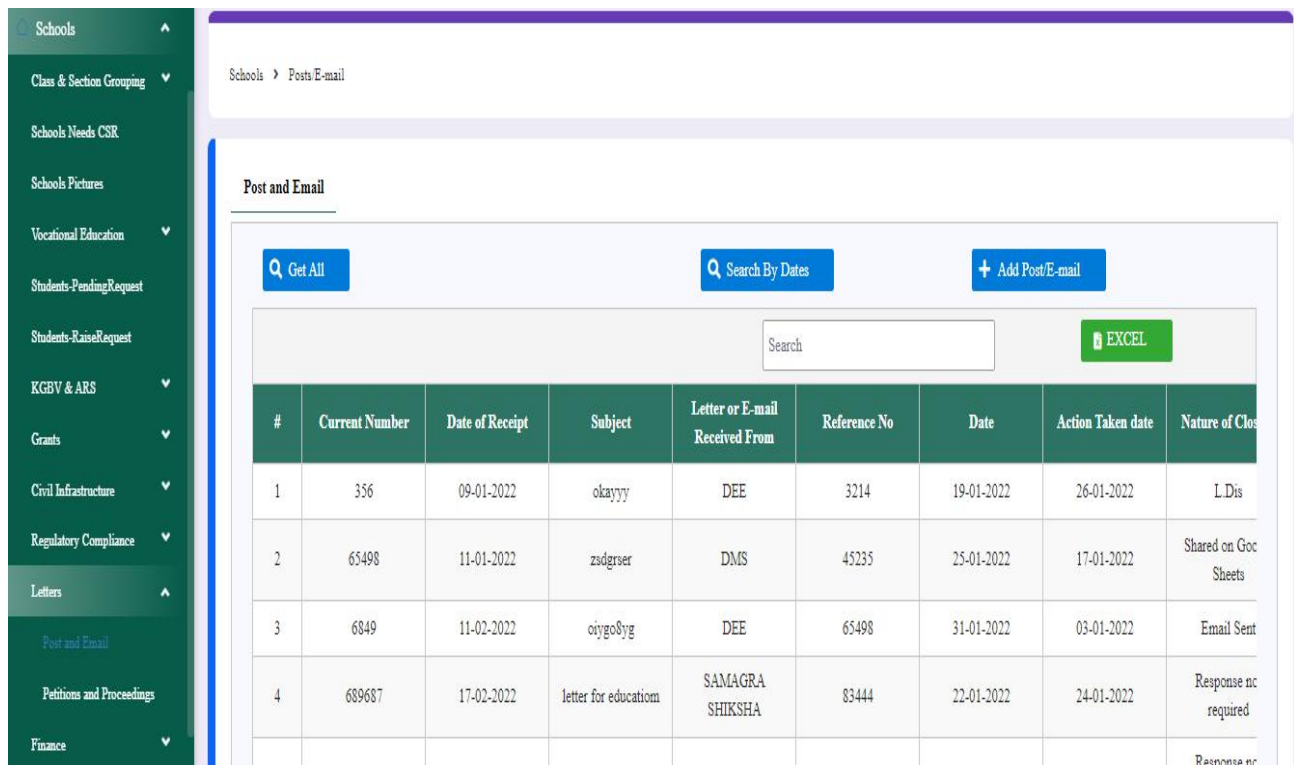
Post and Email Register



Petition and Proceedings Register

I.) Post and Email - Input

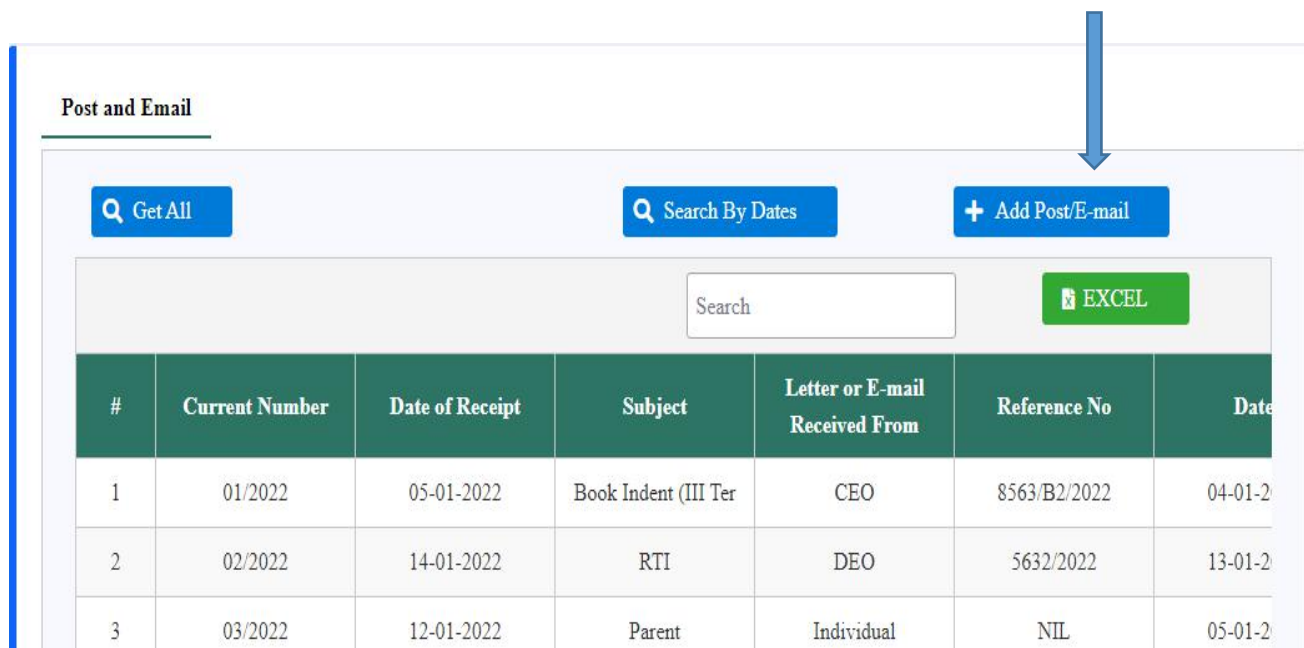
a.) To access “Post & Email” please click on “Letters” under “Schools” on the left hand side menu once you log in.



The screenshot shows the 'Post and Email' section of a web application. On the left is a dark green sidebar menu with options like 'Schools', 'Class & Section Grouping', 'Schools Needs CSR', 'Schools Pictures', 'Vocational Education', 'Students-PendingRequest', 'Students-RaiseRequest', 'KGBV & ARS', 'Grants', 'Civil Infrastructure', 'Regulatory Compliance', 'Letters', 'Post and Email', 'Petitions and Proceedings', and 'Finance'. The 'Letters' option is highlighted. The main content area has a breadcrumb 'Schools > Posts/E-mail' and a title 'Post and Email'. Below the title are three buttons: 'Get All', 'Search By Dates', and 'Add Post/E-mail'. A search bar and an 'EXCEL' button are also present. A table with 9 columns is displayed, showing a list of posts and emails.

#	Current Number	Date of Receipt	Subject	Letter or E-mail Received From	Reference No	Date	Action Taken date	Nature of Clos
1	356	09-01-2022	okayyy	DEE	3214	19-01-2022	26-01-2022	L.Dis
2	65498	11-01-2022	zsdgrser	DMS	45235	25-01-2022	17-01-2022	Shared on Goc Sheets
3	6849	11-02-2022	oiygo8yg	DEE	65498	31-01-2022	03-01-2022	Email Sent
4	689687	17-02-2022	letter for education	SAMAGRA SHIKSHA	83444	22-01-2022	24-01-2022	Response nc required
								Response nc

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



This screenshot is similar to the previous one, showing the 'Post and Email' section. A large blue arrow points from the text above to the 'Add Post/E-mail' button. The table below shows a different set of records.

#	Current Number	Date of Receipt	Subject	Letter or E-mail Received From	Reference No	Date
1	01/2022	05-01-2022	Book Indent (III Ter	CEO	8563/B2/2022	04-01-2022
2	02/2022	14-01-2022	RTI	DEO	5632/2022	13-01-2022
3	03/2022	12-01-2022	Parent	Individual	NIL	05-01-2022

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-C
2	02/2022	14-01-2022	RTI	DEO	5632/2022	13-01-2022	14-01-2022	R.Dis	14-C
3	03/2022	12-01-2022	Parent	Individual	NIL	05-01-2022	18-01-2022	L.Dis	20-C
4	01/2022	20-01-2022	SPD SMC Fund UC	SAMAGRA SHIKSHA	5263/A/2022	08-01-2022	20-01-2022	F.Dis	20-C
5	06/2022	20-01-2022	Transport Charges	CEO	5632/2022	19-01-2022	20-01-2022	Email Sent	20-C
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.

Case 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	
15/2022	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	
12/2022	18-01-2022	21-01-2022	L.Dis	08-12-2021		
C/2022	19-01-2022		0			

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

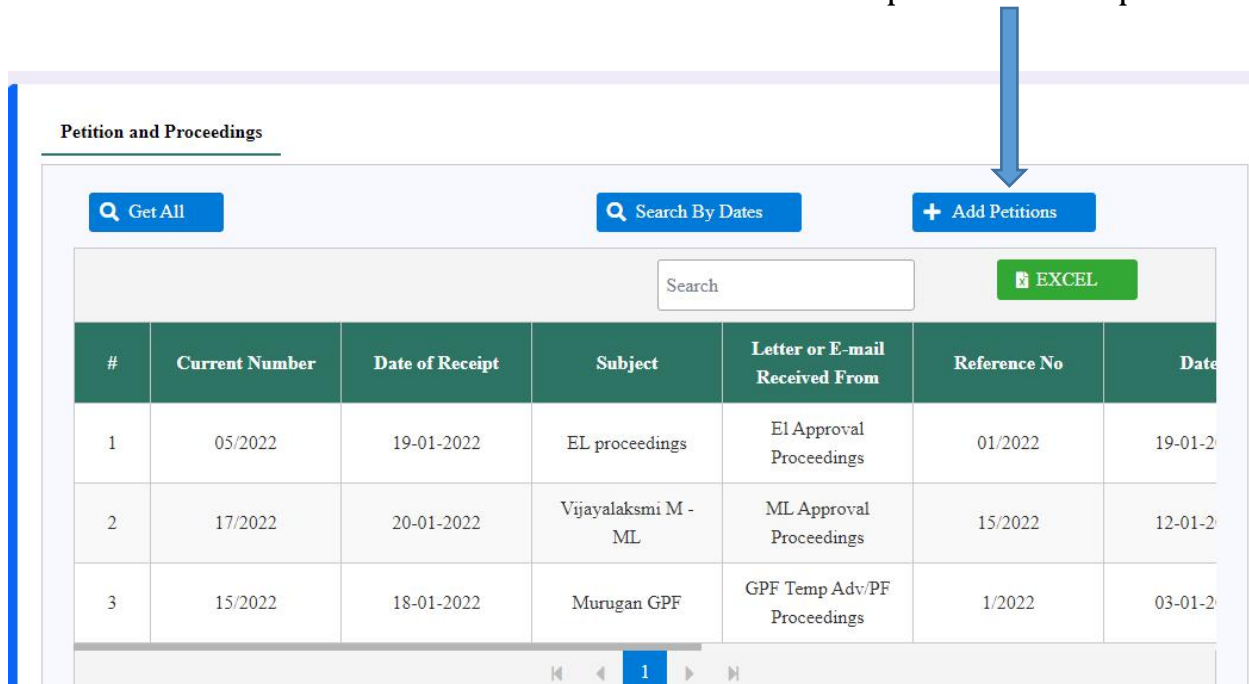
Remarks*

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.

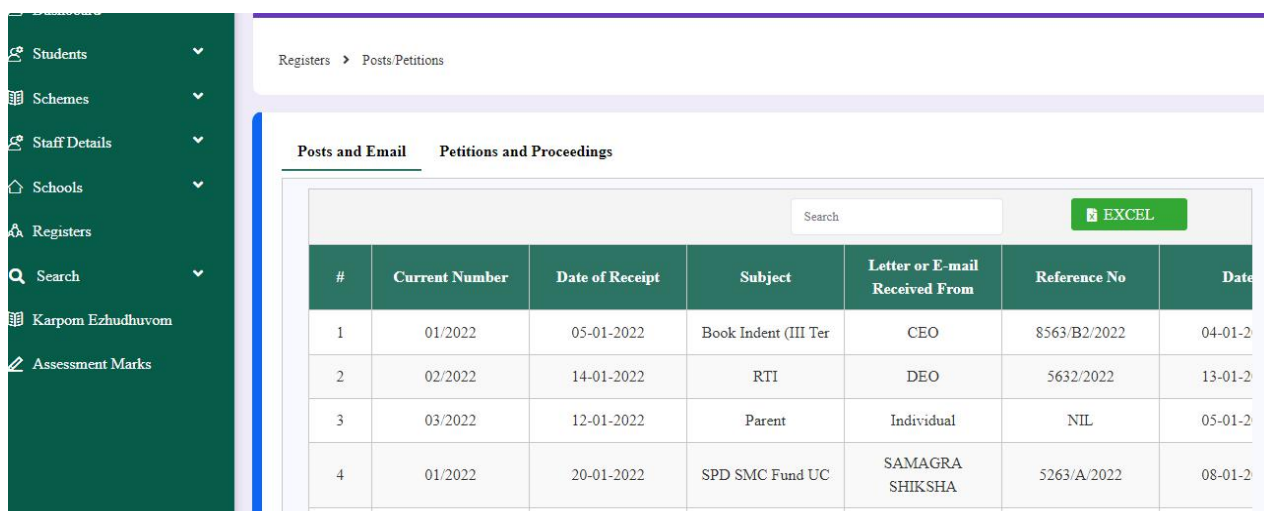


The screenshot shows the 'Petition and Proceedings' interface. At the top, there are three buttons: 'Get All', 'Search By Dates', and '+ Add Petitions'. Below these is a search bar and an 'EXCEL' button. The main table has the following columns: #, Current Number, Date of Receipt, Subject, Letter or E-mail Received From, Reference No, and Date. The table contains three rows of data.

#	Current Number	Date of Receipt	Subject	Letter or E-mail Received From	Reference No	Date
1	05/2022	19-01-2022	EL proceedings	El Approval Proceedings	01/2022	19-01-2022
2	17/2022	20-01-2022	Vijayalaksmi M - ML	ML Approval Proceedings	15/2022	12-01-2022
3	15/2022	18-01-2022	Murugan GPF	GPF Temp Adv/PF Proceedings	1/2022	03-01-2022

III.) Registers

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



The screenshot shows the 'Registers' interface. The left sidebar has a menu with 'Registers' selected. The main area shows the 'Posts and Email' register. At the top, there are two tabs: 'Posts and Email' and 'Petitions and Proceedings'. Below the tabs is a search bar and an 'EXCEL' button. The main table has the following columns: #, Current Number, Date of Receipt, Subject, Letter or E-mail Received From, Reference No, and Date. The table contains four rows of data.

#	Current Number	Date of Receipt	Subject	Letter or E-mail Received From	Reference No	Date
1	01/2022	05-01-2022	Book Indent (III Ter	CEO	8563/B2/2022	04-01-2022
2	02/2022	14-01-2022	RTI	DEO	5632/2022	13-01-2022
3	03/2022	12-01-2022	Parent	Individual	NIL	05-01-2022
4	01/2022	20-01-2022	SPD SMC Fund UC	SAMAGRA SHIKSHA	5263/A/2022	08-01-2022