

Note: Use Laptop/ Desktop to fill details and submit





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21-Jul-2020





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Welcome Admin							uch for	Gol
FRAL	Pernosal Information							~ F ×
Exam 🗸	Name	Manmohan Arya	A	adharno.	790205808912 Please Enter Only 12 Digit Addhar			
Exam Full Detail Add Exam Staff	Mobile No	8689080404			NO.			
Exam Student Attendance	Bank Information []							
Exam Staff Attendance And Payment	437689076		4	4376890	76	4		
Exam Payment Venty	A HDFC000	00155	Check	HDFC B	ank	~	ation	Action
xam Chief Supdt. Bill xam Supdt. Bill	IFSC Code must b	e 11 digits		HDFC B	nk	<u>.</u>		
xam Employee Bank Detail	🛔 HISSAR H	HARYANA		Manmoh	an Arya	2		
xam Attendance & Payment								

### Fill Staff Details and Submit. Add All the Staff.

21-Jul-2020

Note: Do not Enter same information i.e account no/mobile for two or more employees. You cannot follow to next step if enter a staff or account no. or mobile no twice

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#### ☆ Exam Full Detail Aadhar No. Add Exam Staff Aadhar No Exam Student Attendance Please Enter Only 12 Digit Addhar No Exam Staff Attendance And **Employee List** Payment Bank Name Mobile No. Designation Smo **Beneficiary Name** Account Number Ifsc Code Action Exam Payment Verify Ravinder Kumar State Bank of India 30668138641 SBIN0002481 1 [X] 9466320765 Depty Superintendent Exam Chief Supdt, Bill Exam Supdt. Bill 2 JASBIR SINGH State Bank of India 65151903585 SBIN0050724 [X] 8901709960 Supervisor v Exam Employee Bank Detail 3 SAVITA BHATT State Bank of India 65146245862 SBIN0050724 [X] 9050145973 × Supervisor Exam Attendance & Payment Report 4 SHARUTI JAIN State Bank of India 65151782093 SBIN0050724 [X] 9416073635 × Supervisor 5 LAXMI DUA State Bank of India 65151935449 SBIN0050724 [X] 9466509734 v Supervisor 6 SONIA MAHNA State Bank of India 55157994437 SBIN0050724 [X] 8708809446 Supervisor × 7 **BALDEV RAJ** State Bank of India 10487936472 SBIN0000608 [X] 9467469295 Superintendent v Vinod Saini 31562383775 8 State Bank of India SBIN0000608 [X] 9466264432 Supervisor × 9 State Bank of India 20004757659 SBIN0050724 [X] Anju (ھ) 0 × 7015226991 Observer

Once All Staff Created, Add Mobile no. and Select correct Designation of staff and submit. You can submit after selecting one by one or all at once. Note: If any duplicate Staff created then Delete from Action Button 'X'. You cannot follow to next step if duplicate staff or account no. or mobile given

m Student Attendance	submit	lattendence.aspx		Step 2	K K
m Staff Attendance And ment	Cubint	Ste	p 1	Enter No. of Student date wise	
m Payment Verify	Student Dro	Click	Here		
m Chief Supdt. Bill	Student Pre	esent Detail			~ / ×
m Supdt. Bill	Sr.No	Exam Name	Exam Date	Total Student Present	
m Employee Bank Detail	1	10th/12th	03 Mar 2020	230	
m Attendance & Payment wort	2	10th/12th	04 Mar 2020	302	
	3	10th/12th	05 Mar 2020	142	
	4	10th/12th	06 Mar 2020	0	
	5	10th/12th	07 Mar 2020	302	
	6	10th/12th	11 Mar 2020	116	
	7	10th/12th	12 Mar 2020	302	
	8	10th/12th	13 Mar 2020	27	
5.3 al. (b)	9	10th/12th	14 Mar 2020	0	

Enter No. of Students Present Date wise and Submit

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Exam Fu Add Exa	ull Detail m Staff	bsen.net,	/10/20/2	Sel Step 1 Click Her	re e			• S	Submit					4	
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Exam St Payment	aff Attenda t	ance And		Kuldeep Kaur(Chief Superintendent)	9140110022894	UCBA0000914	AMBALA CITY	Р	Р	Р		Р	Р	Р	
Exam Pa Exam Ch	ayment Ve hief Supdt	erify Bill		Ravinder Kumar(Depty	30668138641	SBIN0002481	SHAHABAD MARKANDA	Р	Р	P		Р	Р	P	
Exam Su	updt. Bill			BALDEV RAJ(Superintendent)	10487936472	SBIN0000608	COURT ROAD	Р	P	Р		P	Р	P	
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				MANOJ KUMAR(Clerk)	55147282966	SBIN0050724	CITY	Р	Р	Р		Р	Р	Р	
				DAMYANTI(Supervisor)	65151782333	SBIN0050724		Ρ	Р	Ρ		Р	Р	Р	
				Nitin(Supervisor)	30775969195	SBIN0002420	MODEL TOWN, AMBALA CITY	Ρ	Р	Ρ		Р	Ρ	Ρ	
				Rajiv Kumar(Supervisor)	10487941347	SBIN0000608	AMBALA CITY	Ρ	Ρ	Ρ		Р	Ρ	P	
53	C (	<b>/</b> > (	(ئ	Rajwant Kaur(Supervisor)	10487933391	SBIN0000608	AMBALA CITY								
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•Mark P for Staff attendance date wise & Leave Blank when there was no exam or staff not present
•Supervisor= Over each 24 Student next Supervisor's attendance can be marked
•Upto 150 Student 1 Waterman can be marked and above 150 two waterman can be marked
Note: Opening & Closing Day Remuneration are automatically calculated for Suptt. And Clerk when for
First Exam date and Last Exam date attendance marked.

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• E	Exam Student /	Attendance		1Mar 0	24Mar 0	25Mar 0	26Mar 0	27Mar 0	28Mar 0	30Mar 0	31Mar 0	Multiply	FixedAmount	Amount	AdvanceAmount	NetPayment
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e e	Exam Supdt. B	ill 										Х	150.00	900	0	900
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• E   F	Exam Attendan Report	ice & Payment										Х	150.00	900	0	900
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•Staff Remuneration will be automatically calculated based as per BSEH Rules.



Put Advance Amount Issued to Staff if any in second last column
Cross Check Details Carefully before submit
Submit Detail proceed to Final Submission Step.

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•Check Each Details carefully

•If any change is needed Go to previous menu, change it and submit and again come to this menu, then verify.

•Press Final Submit button when you are assured about details filled.

Note: Once 'Final Submit' Button Pressed you cannot edit any information. So verify and correct information before final submit in this menu.

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Add Exam Staff Exam Student Attendance		Exam Name	10th/12th Select Exam Name	~			
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# Note: Once Final Submit Button Press you cannot edit any information.

Print bill one by one clicking on respective menu and submit it to designated office.

# **Frequently Asked Questions**

- Q. Centre Superintendent didn't receive any SMS for Exam Bill?
- Ans. Your mobile no. is not updated with board/or switch off/not reachable for sometime.
- Put below mentioned link on Internet explorer/Chrome bar.

#### Your Centre Code is your Centre Code is your login user id and your 10 Digit Mobile no. is password. (A OTP will verify your login)

Q. Not received OTP?

- Ans. OTP is valid for 5 mins so wait till then otherwise resend OTP.
- Q. I have filled Staff Detail But Not showing in 'Exam Staff Attendance & Payment' ?
- Ans. You may have duplicate Staff Entry, Mobile No. or Account No., Correct Account No. and Mobile or Delete Duplicate Staff by click on X in Last Column and submit it. If there is duplicate entry/info it will not proceed.
- Q. What should is mark in Staff Attendance ?
- Ans. Put P for present in which date staff was present system will automatically calculate remuneration as last column. For Absent or anything else leave blank.
- Q. Is there separate panel for Superintendent Bill.
- Ans. No. Mark All Staff Attendance including supdett.
- Q. Why there is no option for Opening and closing date for Suptt/Clerk?
- Ans. Opening and Closing are automatically calculated based on Exam Date Entered and Attendance Marked . you have to put details on exam date wise only.
- Q. Should I add class 4 staff, when I have already paid them cash ?
- Ans. Yes, you have to add details therein and also advance cash amount given in Exam Staff Attendance and payment menu, otherwise you will not get payment against the cash advance paid to class 4 staff.
- Q. I filled all details but not showing now ?
- Ans. Either you have not saved it by click on submit button of respective menu or you have final submitted. Check Exam Supdtt Bill and Exam Student Attendance report in below menus.
- Q. Suptt. Bill \Chief Suptt print is coming blank.
- Ans. You may have filled the attendance without marking Suptt. \Chief Suptt. Attendance while 'Exam Staff Attendance & Payment.'