

Tehsil Divas Software - Operational Guidelines

Ver. 1.2 Rel. Date 18-Aug.-2008

Functionality of Level -1 User (Super User)

1. The functionality of Level -1 (super user) has been added namely "Adhikari User Prabhandhan". Now you may create the user for the district level officers of your district.
2. Before creating the user ids for district level officers, please add the details of the officers concerned using "Adhikari Prabhandan" option.
3. All of you are requested to add the following two officers details using "Naya Adhikari Joden" sub option of "Adhikari Prabhandan" at the earliest.
 - a. District Magistrate officer Details
 - b. Tehsil Divas Nodal Officer details
4. On priority basis, please create two user-ids, one for District Magistrate and other for Tehsil Divas Nodal Officer of your district as per the List attached.
5. For these two user-ids, in the user-id creation form, the default selection option is "Sabhi Vibhagon ki Liye" for the label "Sambandith Vibhag". Please do not change this.
6. Once you login using either of the created user, you will get the option to enter the "Tehsil Divas Saransh Darj Karein" and update option namely "Tehsil Divas Saransh Sanshodith Karein" & options for other related reports.
7. The first two options namely, "Tehsil Divas Saransh Darj Karein" & "Tehsil Divas Saransh Sanshodith Karein", is only available to the user-ids of District Magistrate & Tehsil Divas Nodal officer.
8. Please provide user id and password to the DM and Tehsil Divas nodal officer of your district and get entered the "Tehsil Divas Saransh" of the received complaints since Tehsil Divas of 15-July-2008 at your earliest.
9. You may also create the user-ids for other district level officer user. But please do not select "Sabhi Vibhagon ki Liye" option for them.
10. For Example for district level officer of Revenue department, select the Related department as "Rajaswa" .

Functionality of Tehsil Divas Agency User (Level -3)

1. The option to enter the complaint has been removed. Please ask them to use Enter & Mark complaint option for feeding the complaints.