Department of School Education, TS

User Manual for

"NOC PASSPORT"

By

TSOnline

TSOnline Internal Approval:

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NOC - Passport

1. 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

Teachers traveling abroad/applying for passport need to take permission from the department. The process was time consuming and did not have facility to update on status, hence it was desired to have an online application to bring reduce turn-around time and bring transparency on the status.

Activities Involved:

- 1. Application form
- 2. Work flow to be configured as per approval levels of Telangana
- 3. SMS alert on status of application
- 4. Escalation level SMS to Senior Officials.
- 5. Reports

3. SCOPE

The scope of this document is to explain the process flow for getting approvals request raised for NOC Passport .

4. SOFTWARE AND TECHNOLOGIES

Table 1: software and technologies

Software	Version
JDK	1.7
J2EE	NA
Struts	1.0
MS SQL Server	2012
JBOSS	7.0

5. **PROCESS - Actor: Teacher**

User required to browse to URL <u>http://schooledu.telangana.gov.in/ISMS/</u>, the below shown Screen is displayed. Click NOC- Passport link under Online Services tab as shown in the image



Figure 1: NOC- Passport Service Selection Screen

Click NOC- Passport blink on above screen, services will be displayed as below screen as shown below Figure-2

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Entler Tressury Int	NEXT	
Figure 2: Noc Objection Certific	ate Selection Screen	

SOnline Enter Treasu	ary ID Number a	nd click on Next Button as shown below Fig	ure-3
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# Home	About us Siludent Info	Confact Us	٩
		No Objection Certificate (NOC) Exter Treasury IO: 1329309	
		Figure 3: Treasury ID Entry Screen	

Enter OTP number, received by registered mobile number and click on Go button as shown below Figure-4

ime :	About us	Student Info	Contact Us	
			No Objection Certificate (NOC)	
			OTP will be send to your mobile number Which is XXXXX	2662
			Enter Your OTP	
			11460	
			Ca	
			Figure 4: OTP Validation Screen	
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No Objection Certificate Claim Registration Form will be displayed as shown below Figure--5

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Figure 5: No Objection Certificate Claim Registration Screen

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Enter School Details, Address for Communication, Details of dependents as per Service, Details Of First Appointment ,Details Of Case Pending and Loans Availed Upload Supporting Documents as and click on **Submit** button shown below Figure-6

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A message will get display as **"NOC Passport Details Inserted Successfully with Reference Id:** XXXXXXXX" as shown below Figure-7

	R AND DIRECTOR OF SCHOOL EDUCATION	TS Online
GOVERNMENT OF TELANGANA		
	NUX, Passport Geraus inserted successfully with Reference in 36043000602MUCP1	EACK
	Figure 7: Registration Number Generate Screen	

6. MEO -Login Page:

Login with valid credentials (User name and Password) and enter captcha then click **on** Login button to login as shown in figure-8

🚨 User Login	Θ
Usemame	
A Password	
% 5 4 1 1 4 Enter Captcha	
Login Reset	
Figure 8: Login Page	

> Once user get login with valid credentials, he will get redirect to **welcome page** as shown in below figure- 9

									<mark>TS</mark> Ønl	ine
			DNER A	ND DIRECTOR O	F SCHOO		CATION			
	Home	Process	Services	Medical Reimbursement	Reports	Others	Logoit			
				Welcome Commiss	ioner and Dir	ector of	School Education			
© ISMS Telar	ngana. All Ric	uhts Reserved.						Designe	ed & Developed by	TSOnline
				Fi	gure 9: Welco	ome Pag	e			

 \succ On welcome page user can see tab like Services. Under this tab , services like Passport Approval at MEO as shown in figure-10

111	cess Services Modeux Rompursement	L Neporta Others Logarit
	Cadre Strength Updation	User
	Teacher Transfer	
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	PASSPORT Approval at NEO	
	Deputation	
inter all the late to		
		Figure 10: Service Page
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> >	ine Click	Passp	oort Approv	al At MEO sul	b tab under S	ervices tab	as shown in Fig	gure-11
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			an a					
	C ISMS Tota	angana All I	Rights Reserved			De	signed & Developed by TSO	nline
				Figure 11: Pass	port Approval At N	/IEO Screen		

Click Pending at MEO Hyper Link as shown below Figure-12

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	(S.N		Teacher Name			No Object Certificate Num	
	1		L BHUPATHE REDOV			36043900602N002P1	

Figure 12: Pending At MEO Screen



> A message will get display as "Application has been Forwarded by MEO and is now available with CLERK at DEO office for further action" as shown below Figure-14

Homu Process	Services Medical Germania	erautt. Biguita	Othan Logna		
MEO APPROVAL FO	RPASSPORT				
	Application has been For	rwarded by MEO and is now	available with CLERK at DEO off	ice for further action	

7. Clerk -Login Page:

Login with valid credentials (User name and Password) and enter captcha then click on Login button to login as shown in figure-15

🐣 User Login	0
Usemame	
a, Password	
% 5 4 1 1 4 Enter Captcha	
Login Reset	
Figure 15: Login Page	
Figure 15: Login Page	

> Once user get login with valid credentials, he will get redirect to **welcome page** as shown in below figure- 16

		DNER A	ND DIRECTOR O	F SCHOOI	EDUC	ATION		
Home	Process	Services	Medical Reimbursement	 Reports 	Others	Logout		
			Welcome Commissi	ioner and Dir	ector of	School Education		
							Designed & Developed by	SOnline
			Fig	ure 16: Welco	ome Pag	e		

> On welcome page user can see tab like Services. Under this tab , services like Passport Approval at DEO CLERK as shown in figure-17

Services	Madical Rélation noment	Reports	Others	Logaut	
PASSPORT /	Approval at DEO CLERK				User
	Welcome Commiss	ioner and Dir	ector of	School Education	
	41	Figure 17: Cor	vice Dogo		
	- 11	Figure 17: Serv	vice Page		
 		Figure 17: Sen	vice Page		

Click Passport Approval At DEO Clerk sub tab under Services tab as shown in Figure-18

	OP PASSPORT					
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1 DASTU	IARABAD		1	1	0	0

Figure 18: Passport Approval At DEO Clerk Page

Click Pending at DEO Clerk Hyper Link as shown below Figure-19

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EO CLE	RK APPROVAL FO	OR PASSPORT					
	14					Back	
	5.80	Teacher Name		No Objectio	n Certificate Number		
	1	L BHUPATHI REODY	360419066028	IQCP1			

Click No Object Certificate Number Hyper Link, Select Action, Enter Date, Remarks and RC. No then Click Submit button as shown below Figure-20

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Figure 20: No Object Certificate Number Screen



A message will get display as "Application has been Forwarded by CLERK at DEO's office and is now available with SUPERINTENDENT at DEO office for further action." as shown below Figure-21

me P	ocess	Services	Medical Robobsenament:	Reporte	- Conserve	Logout)
O CLER	APPRO	VAL FOR PA	SSPORT			
	Ap	plication has b	een Forwarded by CLERK at D	EO's office and is now	available with	SUPERINTENDENT at DEO office for further action.

Figure 21: DEO CLERK Approval For Passport Successful Screen

8. Superintendent -Login Page:

Login with valid credentials (User name and Password) and enter captcha then click on Login button to login as shown in figure-22

🚨 User Login	۲
La Usemame	
a, Password	
% 5.4.1.1.4 Enter Captcha	
Login Reset	
Figure 22: Login Page	

> Once user get login with valid credentials, he will get redirect to **welcome page** as shown in below figure- 23

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	Home Proc	ess Services	Medical Reimbursement	Reports	Others	Logout		
			Welcome Commiss	ioner and Dir	ector of	School Education		
© ISMS Telan	igana. All Rights Res	served.					Designed & Developed by	TSOnline
			Fig	ure 23: Welco	ome Pag	e		

> On welcome page user can see tab like Services. Under this tab , services like Passport Approval at DEO Superintendent as shown in figure-24

ome Piocesa	Services	Medicel Reindursement	Others :	Logoist	
	PASSPORT Ap	proval at DEO SUPERDENT			User:
	We	lcome Commissioner	and Director o	f School Education	
		Figur	e 24: Service Pag	e	

Click Passport Approval At DEO Superintendent sub tab under Services tab as shown in Figure-25

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	a .0	DASTUARABAD	Applications 1	1	0	JPERLINTENDENT	0	SUPERINTENDENT	

Figure 25: Passport Approval at DEO Superintendent Page

Click Pending at DEO Superintendent Hyper Link as shown below Figure-26

	Process	Services Medical Relationsemant	- Others Logost	
EO SUI	PERINTENDENT	APPROVAL FOR PASSPORT		
	-			Back
	S.No	Tracher Name	No Objection Certificate Number	
	1	L SHUPATHI REDDY	36041900602N002FL	

Figure 26: Pending At DEO Superintendent Screen

Click No Object Certificate Number Hyper Link, Select Action, Enter Date and Remarks then Click Submit button as shown below Figure-27

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		189.6				

Figure 27: No Object Certificate Number Screen

A message will get display as "Application has been Forwarded by SUPERINTENDENT at DEO's office and is now available with AD at DEO office for further action." as shown below Figure-28

	awivitan	Medical Réimburnement	Ottlani	Logout		
SUPERINTEN	IDENT APPROVA	L FOR PASSPORT				
	Application has bee	PRIFORWARDING BY SUPERINTERIOERT	at DEO sioffice and is n	ow available with AU a	UEO office for further	action

9. AD(Assistant Director) -Login Page:

Login with valid credentials (User name and Password) and enter captcha then click on Login button to login as shown in figure-29

🚨 User Login	۲
Lesemame	
A Password	
% 5.4.1.1.4 Enter Captcha	
Login Reset	
Figure 29: Login Page	

> Once user get login with valid credentials, he will get redirect to **welcome page** as shown in below figure- 30

		MMISSIC MENT OF TELA		ND DIRECTOR O	F SCHOOI	EDUC	JCATION	
	Home	Process	Services	Medical Reimbursement	 Reports 	Others	Logout	
				Welcome Commissi	oner and Dir	ector of	of School Education	
© ISMS Telan							Designed & Developed by TSC	Inline
				Figu	ure 30: Welco	ome Pag	age	

> On welcome page user can see tab like Services. Under this tab , services like Passport Approval at DEO AD as shown in figure-31

PASSPORT Approval at DEO AD				User
Welcome Co	ommissioner and	Director of S	chool Education	
3 10	Figure 31: S	Service Page		

- Click Passport Approval At DEO AD sub tab under Services tab as shown in Figure-32 \triangleright

me Process	Services	Medical Reliaborsement	Reporte	Others Logoul		
O AD APPROV	AL FOR PASSPOR	RT				
s	No	Mandal Name	Totel Applicatio	Pending at DEO	Reject By DEO AD	Approved By DEO AD
2	DASTUARABAD		1	1	0	0

Figure 32: Passport Approval At DEO AD Page

Click Pending at DEO AD Hyper Link as shown below Figure-33 ۶

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DEO AD	APPROVAL FO	R PASSPORT					
							Back
	S.No		Teacher Name			No Object Certificate Num	
	1	L BHUPAT	HE REDOY	390	11000607NOCP1		1
	······						
			Figure 33	3: Pending At	DEO AD S	creen	
			Figure 33	3: Pending At	DEO AD S	creen	

 Click No Object Certificate Number Hyper Link , Select Action, Enter Date and Remarks then Click Submit button as shown below Figure-34

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Figure 34: No Object Certificate Number Screen

 A message will get display as "Application has been Forwarded by AD at DEO's office and is now available with DEO's Office for further action." as shown below Figure-35

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Figure 35: DEO AD Approval For Passport Successful Screen

10. DEO -Login Page:

Login with valid credentials (User name and Password) and enter captcha then click on Login button to login as shown in figure-36

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La Usemame	
a, Password	
% 5 4 1 1 4 Enter Captcha	
Login Reset	
Figure 36: Login Page	

 Conce user get login with valid credentials, he will get redirect to welcome page as shown in below figure- 37

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	Home	Process	Services	Medical Reimbursement	- Reports	Others	Logout		
				Welcome Commissi	oner and Dir	ector of	School Education		
© ISMS Telar	ngana. All Ri	ghts Reserved						Designed & Develop	od by TSOnline
				Fig	ure 37: Welco	ome Pag	e		

On welcome page user can see tab like Services. Under this tab, services like Passport \triangleright Approval at DEO as shown in figure-38

Services Medical Reinbursement Reports Others Logoal	
Teacher Transfer PASSPORT Approval at DEO cader Strength Updation Deputation	Use
Welcome Commissioner and Director of School Education	
Figure 38: Service Page	

Click Passport Approval At DEO sub tab under Services tab as shown in Figure-39 ۶

O APPRO	VAL FOR P	ASSPORT					
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Figure 39: Passport Approval At DEO Page

 \triangleright Click Pending at DEO Hyper Link as shown below Figure-40

Teacher Name: No Object Certificate Num TH REDDY: 26041900002NGCP1 Figure 40: Pending At DEO Screen	
Figure 40: Pending At DEO Screen	
Figure 40: Pending At DEO Screen	
Figure 40: Pending At DEO Screen	
Figure 40: Pending At DEO Screen	

- Click No Object Certificate Number Hyper Link , Select Action, Enter Date and
 Remarks there Click Columnia and the select Action in the select Action is a select Action in the select Action in Remarks then Click Submit button as shown below Figure-41

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A message will get display as "Application has been Approved by DEO and Click On Proceeding Button to Generate Proceedings" as shown below Figure-42

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11			Application has been Approved	d by DEO and Click On P	oceeding Button to	Generate Proceeding	12			
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Figure 42: DEO Approval For Passport Successful Screen

Click General Proceedings Hyper Link as shown below Figure-43

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11. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Department of School Education team and shall be the basis for using of NOC Passport for ISMS Project. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

==== END OF DOCUMENT ===

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