

GUIDELINES FOR VERIFICATION OF SCHOOL INFORMATION DATA

Website – www.sikkimhrdd.org

Click on **School Info.** tab and on the School Info. Section click on “**Click here to enter this section**”

Select and Search Establishment- One could search through district, sub-division, school level, BRC name or CRC name.

Example

Select District as **East** and School level as **SSS** – The complete list of SSS schools under East district would be displayed

- Select the school for instance **Assam Linzey Government Senior Secondary School** and click on **view**
- On the First tab i.e. **School Information** verify the information displayed.

- On the fourth tab i.e. **Employee Details**, verify the figures of male and female teachers.
 - Click on the total figure to view and verify the employee code, employee name, guardian name and the date of birth.
 - Click on the view button against the selected employee to view and verify the complete information of the selected employee i.e. **Employee Details** tab
 - Click on the tab **Qualification Details** to view and verify the qualification details of the selected employee.
 - Click on the tab **Service History** to view and verify the service history of the selected employee

- On the fifth tab i.e. **Student Details**, verify the figures of male and female students.
 - Click on the total figure to view and verify the student code, student name, guardian name and the date of birth.
 - Click on the view button against the selected student to view and verify the complete information of the selected student i.e. i.e. **Employee Details** tab
 - Click on the tab **Service History** to view and verify the service history of the selected student.

Note: In case of missing information related to employees and students, a downloadable format is available on the website. Please first download the format on the desktop and fill up the format with the correct information and send it to either PME section of the HRDD Department or SIBin Group, Indira Bye-Pass Gangtok, East Sikkim.