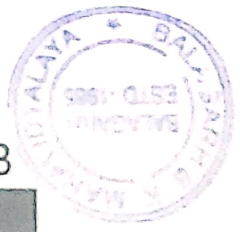


NOTICE NO-174/BBKM/ADM/2022-23 DATED 04.02.23



THIS IS FOR INFORMATION FOR STAFF MEMBERS ERP
TO BE INTRODUCED IN THE FOLLOWING STAGES

1. Last 3 years data & information to be uploaded in ERP (2020-21)(2021-22) & (2022-23)
2. Past data & information recording roster:
 - (i) Uday Ghosh-Leaves records, admission, administration and master creation.
 - (ii) S Marik-File tracking
 - (iii) Sanjukta Das-Body/Committee-
 - (iv) Sanjukta Das- Grievance
 - (v) Debolina Ghosh-Assets& Stock
 - (vi) Namrata Saha-Assets& Stock
 - (vii) Sanjukta Das-Examination
 - (viii) Mitali Ghosh- Library & Reports uploading- Scholarship Reports, Kanyashree Reports, Feed Back reports, Results, Specially disabled students report
 - (ix) Prasanta Mondal & Suman Chatterjee - Clerical Support

B
04/02/2023

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.




- Paromita Banerjee-
- Salary
- PF
- Income Tax
- Earn Master (Arrear Salary/Bonus/Pension)
- PROFESSIONAL TAX
- Other Deduction Master

- Others

- Leave
- File Tracking
- Body/Committee
- Grievance
- Examination

- Library

- Home
- Catalogue
- Link Upload
- Other Master


04/02/23

Principal
Balagarh B. K. Mahavidyalaya
Balagarh, Hooghly, W.B.



• **Asset/Stock**

- **1. Unit Master**
- **2. Product Group Creation**
- **3. Supplier Details**
- **4. Source Details**
- **5. Item Master**
- **6. Makers**
- **7. Item Wise Opening Stock Entry**
- **8. Transfer Type Name**
- **9. Purchase PRINCIPA**

*B*04/02/23
Principal
Principal
Balagan B. K. Mahavidyalaya
Balagan, Hooghly, W.B.