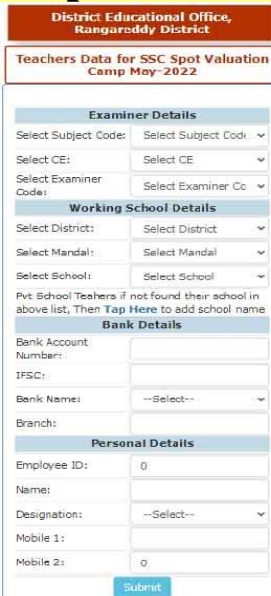





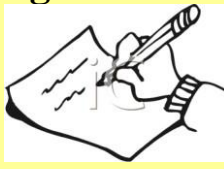


User Manual for CEs, AEs and Spl Assts on How to Fill the Data Online

(Please Read All the Pages First)

Flow Chart on processing of the Data entered by CEs, AEs and Spl Assts

Step 1	Step 2	Step 3	Step 4
<p>Data Entry By CEs, AE & Spl Asst</p> 	<p>CEs, AE & Spl Asst has to note down their Reference ID after data submission online</p> 	<p>CEs, AE & Spl Asst can Check their Details at any time by entering their unique Reference ID</p> 	<p>CEs, AE & Spl Asst must write their Reference ID In the proforma given by DEO</p> 
Step 5	Step 6	Step 7	Step 8
<p>DEO will Confirm your details through the Reference ID written in proforma by you</p> 	<p>You can check the details confirmed by the DEO using the same Reference ID Which you have submitted to DEO.</p> 	<p>The printed copy of confirmed details will be sent to you for your verification and for physical signature.</p>  <p>If found any mistake, write a letter to DEO mentioning your Reference ID & hand it over to your ACO.</p>	<p>After completion of the 7 steps and after completion of spot, the Remuneration will get credited to the same Bank A/c No. submitted by you with respect to the reference ID.</p>

Steps to Fill the Online Data Entry Form:

1. Open the Website link Provided by DEO
2. Click/Tap On the “Enter Your Details (New Entry)”
3. Data Entry Form will be opened.
4. Perform the following steps as shown below.

**District Educational Office,
Rangareddy District**

**Teachers Data for SSC Spot Valuation
Camp May-2022**

Examiner Details

Select Subject Code: Select Subject Code:

Select CE: Select CE:

Select Examiner Code: Select Examiner Co:

Working School Details

Select District: Select District:

Select Mandal: Select Mandal:

Select School: Select School:

Pvt School Teachers if not found their school in above list, Then [Tap Here](#) to add school name

Bank Details

Bank Account Number:

IFSC:

Bank Name: --Select--

Branch:

Personal Details

Employee ID: 0

Name:

Designation: --Select--

Mobile 1:

Mobile 2: 0

Callouts:

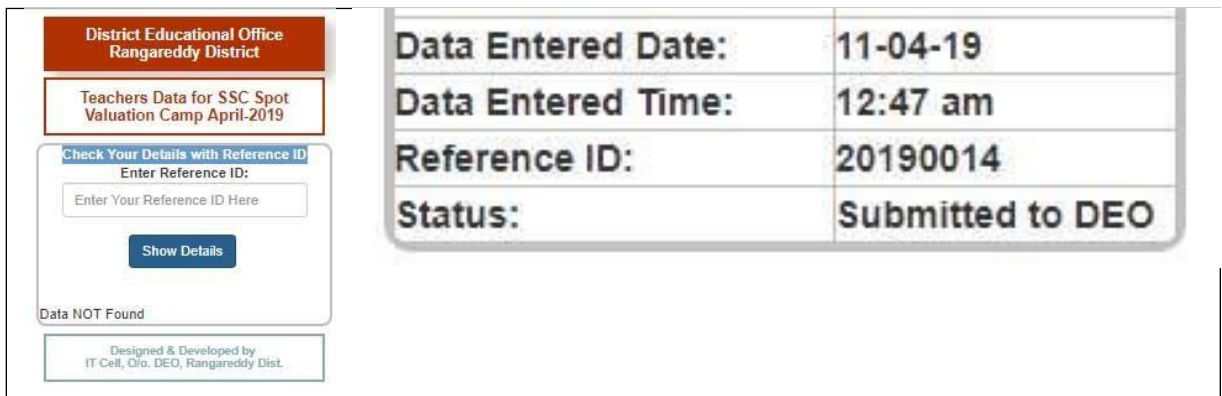
- Select Subject
- Select CE
- Select AE/Spl Asst Code
- Select Working District
- Select Working Mandal
- Select Working Mandal
- If not found school then PVT Teachers should add their school Here
- Enter Bank Account Number
- Enter IFSC
- Select Bank
- Enter Bank Branch
- Enter Employee ID(Pvt Teachers enter zero(0))
- Enter Name
- Select School Designation
- Enter Mobile Number1
- Enter Mobile Number2
- Tap on Submit

After submission online

5. After Submission a unique Reference ID will be generated online and it will be displayed on the screen immediately after clicking on “Submit”.



6. Examiner must note down the Reference ID for future correspondence.
7. Examiners can check their submitted details using the Reference ID. (Status will be shown as “Submitted to DEO”)



8. Through the Reference ID only all your details can be retrieved by the DEO/Office staff.
9. All Examiners must submit their Reference ID, Examiner code, Mobile Number in the prescribed proforma as shown below which will be supplied to you after completion of data entry by all the Examiners.

Proforma			
Online Reference ID	Mobile Number	Examiner Code	Signature

10. The Reference IDs only which are submitted through this proforma will be considered for final confirmation of your details by the DEO.
11. Then DEO will confirm your details using the Reference ID submitted by you.

12. After confirmation of DEO, the status will be shown as “Confirmed by DEO”.

Data Entered Date:	11-04-19
Data Entered Time:	12:47 am
Reference ID:	20190014
Status:	Confirmed by DEO

13. The Printed copies of confirmed details will be supplied to you for verification and physical signature. (The Remunerations will be processed to the same Bank A/c which verified and signed by examiners.)

14. If any mistake entered by you and it was confirmed by DEO, in this case examiner must letter to DEO mentioning your Reference ID and the mistake entered done by you while entering the data.

Benefits of Online Data Entry

All Examiners can submit their details to DEO in easy manner

Submitted details can be checked by the examiner at any time around the clock.

Data accuracy and transparency will 100%.

The entire process is easy and simple.

Thank You