



## **Jharkhand State Portal and SSDG Project**

**Directory Updation User Manual**

**February 2016**

**Help Desk IP Phone No- 12112**

**JAPIT, Govt. of Jharkhand**

## Step for update the DESIGNATION field in the Directory with a new View

Step 1 :- Go to the website [www.jharkhand.gov.in](http://www.jharkhand.gov.in)

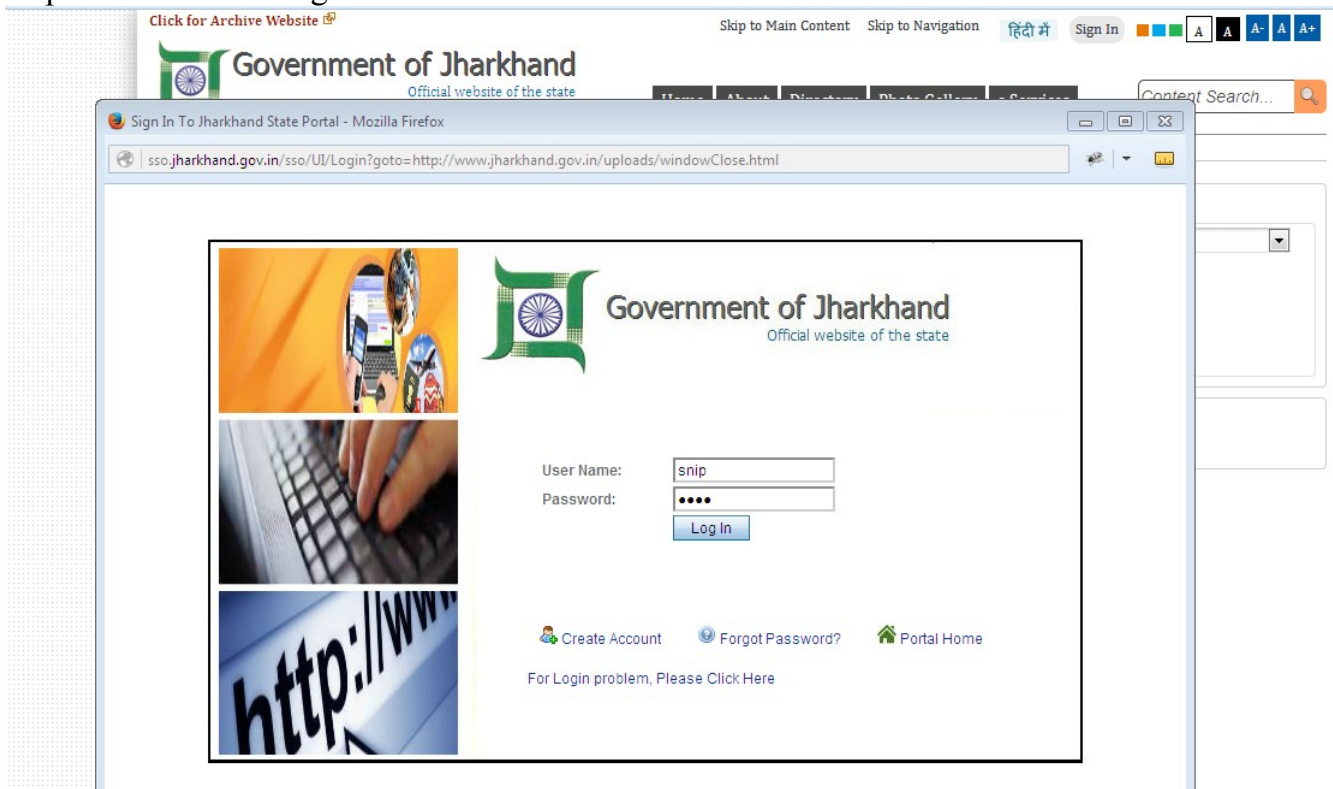
Step 2:- Click on directory tab

The screenshot shows the homepage of the Government of Jharkhand. At the top, there is a navigation bar with links for Home, About, Directory, Photo Gallery, and e Services. A search bar is located on the right. Below the navigation bar, there are several service icons for various departments like Health & Services, Safety & Security, etc. A central banner features a circular diagram with various e-governance services such as Request Verification, Certificate Issuance, Government to Citizen, IT-Filing, e-Auction, e-Procurement, Micro Finance, Business to Government, Business to Citizen, Premium Filing, Fee Collect, Health Insurance, and Data Digitalization. Below the banner, there are sections for What's New, Statistics, Photo Gallery, and Feedback. Further down, there are sections for EMPLOYMENT, EVENT & CALENDAR, and LEGISLATURE. At the bottom, there are sections for State Finance, My Government, and My Neighborhood. A footer bar displays the STATE E-TRANSACTION COUNT TODAY: 279.

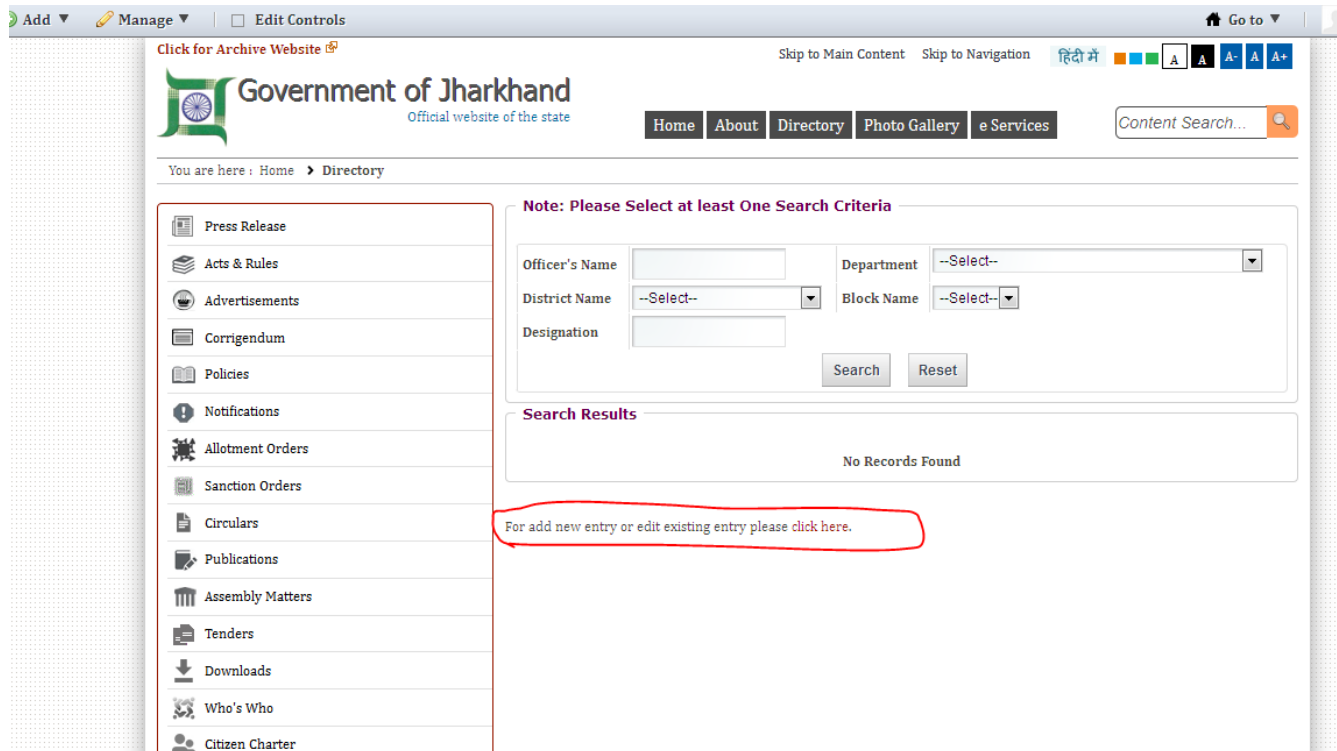
Step 3:- Click sign In button in the directory page

The screenshot shows the directory page of the Government of Jharkhand. The 'Sign In' button in the top navigation bar is circled in red. Below the navigation bar, there is a search form with the following fields: Officer's Name, Department (dropdown), District Name (dropdown), Block Name (dropdown), and Designation. There are Search and Reset buttons. Below the search form, there is a section for Search Results, which currently displays 'No Records Found'. The left sidebar contains a list of links for various services and documents.

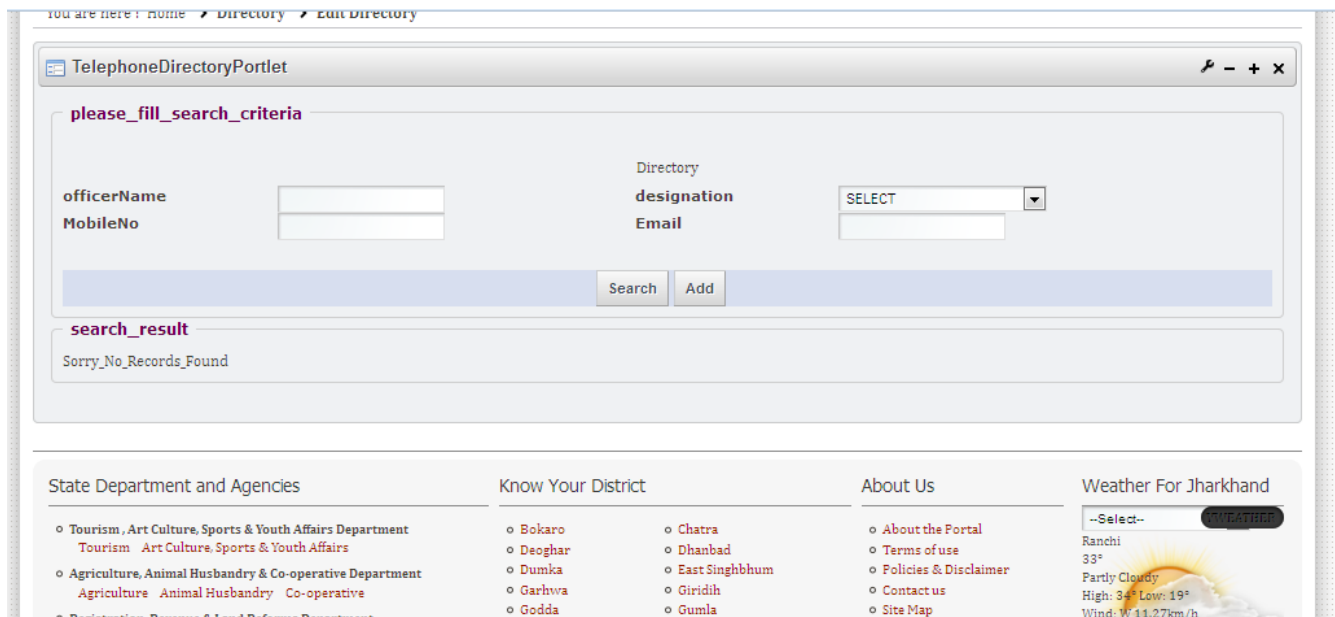
Step 4 – Once clicking on Sign In button. Sign In pop Up will come. Log-In with your respective reviewer log In credential



Step 5:- Once Log In Click On For add new entry or edit existing entry please [click here](#).

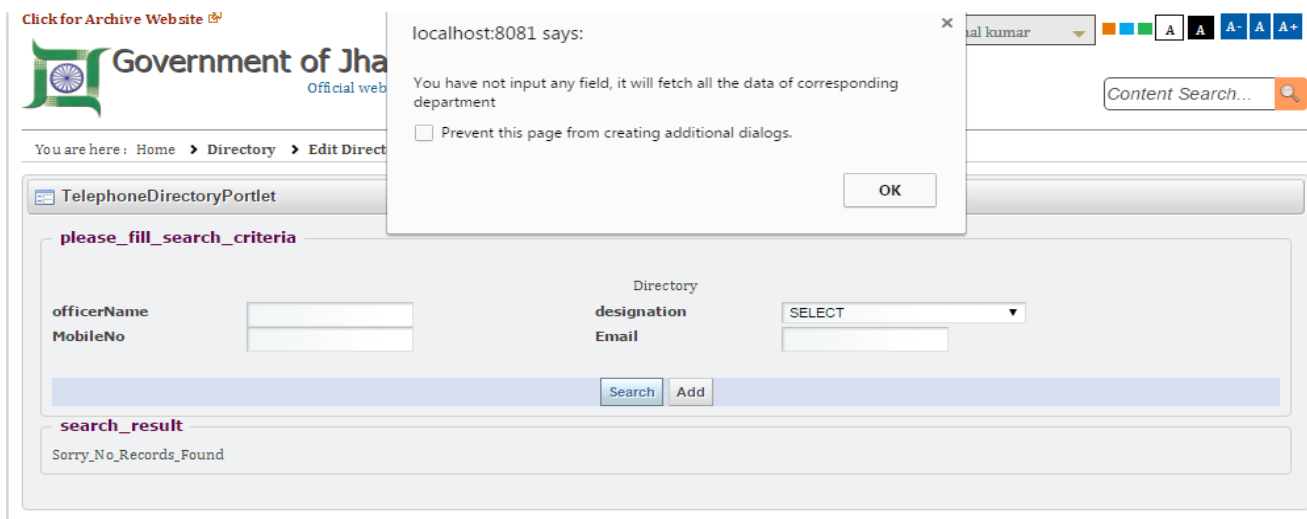


Step 6:- Once clicked, Page will redirect to edit-directory page having following UI



Step 7 :- Now click on search button without input or selecting any field to get records

NOTE :- Don't Input anything or select any field just click on search button so we can get all records



Step 8 :- Click OK

You are here: Home > Directory > Edit Directory

Directory

officerName  designation SELECT

MobileNo  Email

Search Add

**search\_result**

For any Updation or Deletion of the row kindly select the checkbox

EditName	Designation	Ext. Desig	Office No.	Fax	Home No	Residence Address
<input type="checkbox"/>	Sunil Kumar Barnawal	Chief Secretary		0651-2400001	0651-2400956	
<input type="checkbox"/>	Suraj Choudhary3456	Chief Secretary	(horti)			
<input type="checkbox"/>	Shri Raghubar Dassss	Additional Chief Secretary				
<input type="checkbox"/>	nishant pandey	Commisner	oo	1234567		
<input type="checkbox"/>	Sheela Mehtaedit 1234	Joint Secretary		123456	234	
<input type="checkbox"/>	Vikas Kumar sharmaedit	Director				
<input type="checkbox"/>	Shri S.V. Sahu1	Deputy Director		0651-2400611		
<input type="checkbox"/>	nishant kumar	Deputy Director	(agriculture)		123456	hinoo
<input type="checkbox"/>	Sunil Kumar Poddar1	Section Officer				
<input type="checkbox"/>	R PRASAD	Section officer		0651-2284367		

Save Delete

Step 9 :- Now check the row under Edit column and update the Designation field by selecting designation from the dropdown

Note :- we can add anything related to designation in Ext. Desig column.

You are here: Home > Directory > Edit Directory

Directory

officerName  designation SELECT

MobileNo  Email

Search Add

**search\_result**

For any Updation or Deletion of the row kindly select the checkbox

EditName	Designation	Ext. Desig	Office No.	Fax	Home No	Residence Address
<input checked="" type="checkbox"/>	Sunil Kumar Barnawal	Chief Secretary		0651-2400001	0651-2400956	
<input checked="" type="checkbox"/>	Suraj Choudhary3456	Principal Secretary	(horti)			
<input checked="" type="checkbox"/>	Shri Raghubar Dassss	Minister-in-Charge				
<input checked="" type="checkbox"/>	nishant pandey	Development Commissioner	oo	1234567		
<input checked="" type="checkbox"/>	Sheela Mehtaedit 1234	Special Secretary		123456	234	
<input checked="" type="checkbox"/>	Vikas Kumar sharmaedit	Director				
<input checked="" type="checkbox"/>	Shri S.V. Sahu1	Assistant		0651-2400611		
<input type="checkbox"/>	nishant kumar	Deputy Director	(agriculture)		123456	hinoo
<input checked="" type="checkbox"/>	Sunil Kumar Poddar1	SELECT				
<input type="checkbox"/>	R PRASAD	Section officer		0651-2284367		

Save Delete

## Step 10:- Now click on Save Button

Directory

officerName

MobileNo

designation **SELECT** ▼

Email

Search Add

**search\_result**

For any Updation or Deletion of the row kindly select the checkbox

Edit	Name	Designation	Ext. Desig	Office No.	Fax	Home No	Residence Add
<input checked="" type="checkbox"/>	Sunil Kumar Barnawal	Chief Secretary		0651-2400001	0651-2400956		
<input checked="" type="checkbox"/>	Suraj Choudhary3456	Principal Secretary	(horti)				
<input checked="" type="checkbox"/>	Shri Raghubar Dassss	Minister-in-Charge					
<input checked="" type="checkbox"/>	nishant pandey	Development Commissioner	oo	1234567			
<input checked="" type="checkbox"/>	Sheela Mehtaedit 1234	Special Secretary		123456	234		
<input checked="" type="checkbox"/>	Vikas Kumar sharmaedit	Director					
<input checked="" type="checkbox"/>	Shri S.V. Sahu1	Assistant		0651-2400611			
<input type="checkbox"/>	nishant kumar	Deputy Director	(agriculture)		123456		hinoo
<input checked="" type="checkbox"/>	Sunil Kumar Poddar1	<b>SELECT</b>					
<input type="checkbox"/>	R PRASAD	Section officer		0651-2284367			

Save Delete

## Step 11:- Following message will come after clicking on save button

Official website of the state

Home About bokaro Directory

Content Search...

You are here : Home > Directory > Edit Directory

TelephoneDirectoryPortlet

8 Records saved successfully

**please\_fill\_search\_criteria**

officerName

MobileNo

Directory designation **SELECT** ▼

Email

Search Add

**search\_result**

Sorry\_No\_Records\_Found

State Department and Agencies Know Your District About Us Weather For Jharkhand

Records will get saved with the respective designation that you have selected.