

AvÂwj K cwi Pyj tKi Kvhfj q

evsj v`k Kwi Mwi wkyv Avâ`Bi

Ljbr wefvM

I tqemvBUt rdodtekhumna.gov.bd

B-tgBj t rdokhumna@gmail.com

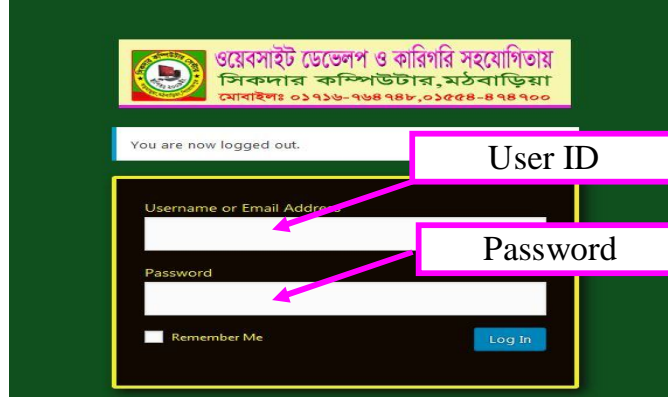
wb` Kkv fvj fvte cto wteb/

- 01/ **Re-order= Re-order** Acktb wKK Kij mKj Z_` GKmv_ t` LtZ cvteb/ tmLvfb WvUvi Dcti gvDm t`L tPtc ati (wM Kti) Dcti A_ev wbP wbtq tQto w` tq WvUvK Bt`O gZ mvrvtZ cvteb/ wtkl Kti wkyv/KgPvixi WvUv AvtM tcQtB GwU` Kij wmbqwi wU i`yvi Rb` mvrvtbv `i Kvi nZ cvti / mvrvtbvi ci Aek`B **Update** w`teb/
- 02/ **Title Case =**mKj Z_` BstiwRtZ wj Lt`eb Ges **Title Case** e`envi Ki`teb/
- 03/ **Date=**Zwii L dig`vUt w` b-gvm-eQi thgb (31-12-2019)
- 04/ **Edit=**tgbyv`ti wewfbatgbj Dci gvDm`i KvmP i vL`ij H tgbj **All Institute/All Employee** BZ`w` Ackb Avt`e/ tmLvfb wKK Kij mKj WvUv tkv Ki`te/ H WvUvi Dci KvmP i vL`ij **Edit, Quick Edit, Trash** Ackb t`Lv hvte/ **Edit** G wKK Kij mKj wdti Z_` I tcb nte/ GwU Kti Aek`B **Update** w`teb/ mKj **Edit** KvR GKB fvte Ki`teb/ **Trash** G wKK Kti WvUv gQtZ cvteb/ Zte WvUv bv gQtZ GwU Kti w`teb/
- 05/ **Institute Category** tZ Aek`B `w Ackb wmtj ± Ki`tZ nte/ **Schoo / College** t`tk GKw Ges **MPO / Non MPO** t`tk GKw/
- 06/ **cAZôvb cAvbmn** tKej gv` Kwi Mwi kvLvq KgPZt`i Z_` w`teb/
- 07/ th mKj wdti i Z_` tbB/c`hvR` b`tn tmLvfb **N/A** wj Lt`eb/
- 08/ **Tradewise Students** cAZ eQi All Students t`tk **Edit** Kti w`teb/ bZb Kti Z_` **Add** w`teb bv/
- 09/ WvUv GwU` tnj c j vBbt 01716-764748 (I tqemvBU tWt`fj cri)
- 10/ KtqKevi f`z ciml qvW`v`ij Avcbvi **IP Lock** n`q hvte/ GgbUv n`j I tqemvBU I tcb nte bv/ Zvntj Dcti i`tni j vBtb thvMvthvM Ki`teb/

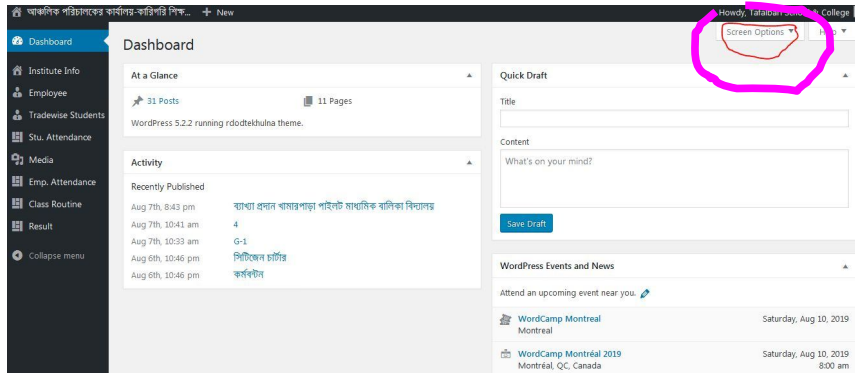
wb`æ` EbkU`n we`vwi Z t` qv AvtQ

WwUv GwU^ag'vbgvj t

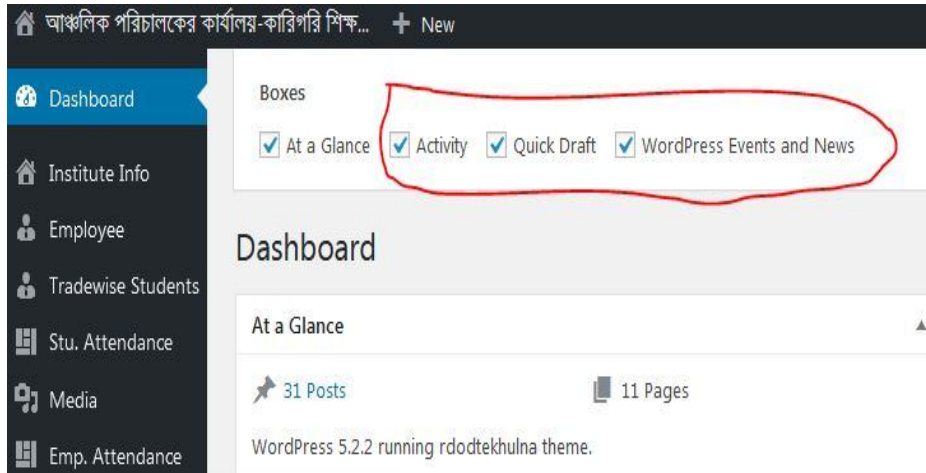
- 01/ c0tg Dcti t`qv AvAj K Awdmi I tqemvBtU c0ek Kiab/
- 02/ Zvici tgbvri t_tK j MBb G wKK Kiab/
- 03/ Zvici AvAj K Awdm t_tK c0E BDRvi AvBwW I cvmI qvWw b/
- Zvici j MBb G wKK Kiab/



- 04/ wPci QveI gZ GKwU W'vmtvW@Avmtv/ Zvici jvj wPwYz Screen Option G`v#b wKK Kiab/



- 05/ Zvici wbtPi jvj wPwYz Nti i wZbW wJK (w) wPy DwTq w`b/



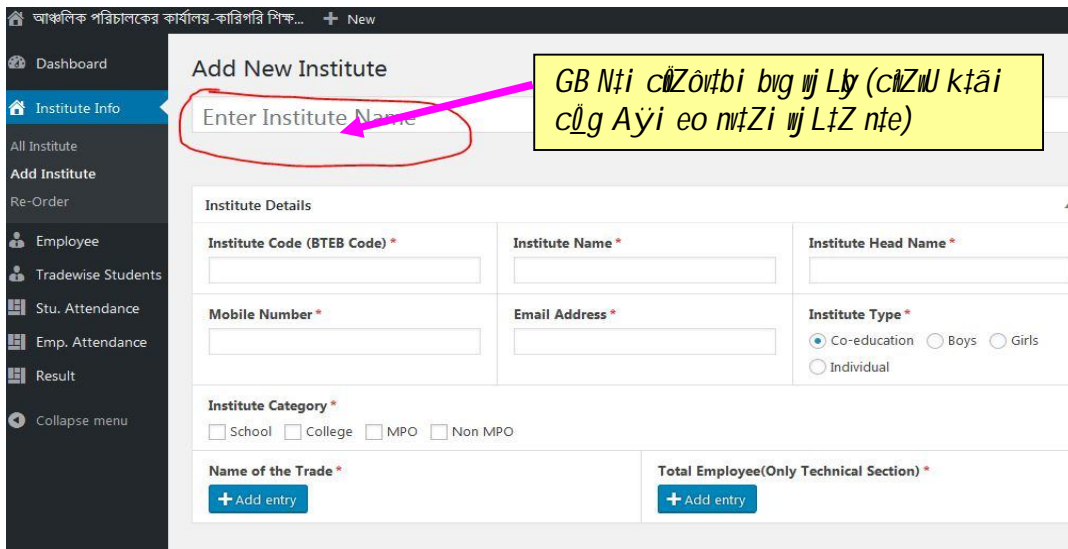
- 06/ Avevi I Screen Option G wKK Kiab/

cāZôv̄bi Z_ " GwU^a

vet` t mKj Z_ " Bst̄i wR̄tZ GwU^a Ki tZ n̄te/

01/ evg cv̄tki W̄im̄teW̄Gi Institute Info tZ gv̄D̄tmi K̄vm̄P̄ iv̄L̄t̄j
`w̄ m̄ve tgbyAv̄m̄te/ GK̄w̄ All Institute Ac̄īw̄ Add New Institute

02/ Z̄vi ci Add New Institute G w̄KK Kiab/ w̄bt̄Pi Q̄nei gZ GK̄w̄ DB̄t̄Û̄v̄
Av̄m̄te/



03/ Z̄vi ci Institute Code(BTEB Code) , Institute Name, Institute Head Name,Isntitute Mobile Number,Email Address w̄j L̄t̄j/
Ḡici **Institute Type Select** Kiab/

04/ Z̄vi ci **Institute Category** t_ t̄K th̄t̄K̄vb `w̄t̄Z w̄KK Kiab/
th̄gbt Av̄cb̄vi cāZôvb **ē̄ḡ ev gv̄` t̄m̄v̄ n̄t̄j** School G w̄UK w̄ b
Ges Ḡgw̄c̄l f̄Z̄ n̄t̄j **MPO** t̄Z w̄UK w̄ b/ A_ f̄ **School** /
College t_ t̄K **GK̄w̄** t̄Z w̄UK w̄ b Ges **MPO** A_ ev **Non-MPO**
t_ t̄K GK̄w̄ t̄Z w̄UK w̄ b/

†UW/†UK†bvj †Ri Z_ " G†Uª

01/ Add Entry †Z †KK Kiab/ Zvici dvKiv N†i tU†Wi bvg †j L†y/
GK†maK tUW_†K†j Add Entry †KK K†i †KK K†i G†Ki ci GK tU†Wi
bvg G†UªKiab/ †Kvb tUW †W†j U ††Z Pvb†j j †j †P†yZ AvBK†i †KK K†i
†W†j U ††Z cvi†eb/

Name of the Trade *

1	Trade Name				
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Trade Name *

+ Add entry

K†wi M†wi kvLvq Kg†Z Rb†ej i Z_ " G†Uª†

01/ Add Entry †Z †KK Kiab/ Zvici dvKiv Ni ,†j ††Z Z_ " †j L†y/
Employ Class=(First,Second,Third,Forth)
Approver Post=Avcbri c†Z†††bi K†wi M†wi kvLvq KZU† c`
Ab†g†`b Av†Q/
In-Service=Avcbri c†Z†††bi K†wi M†wi kvLvq eZ†††b KZRB
Kg†Z Av†Qb/
Vaccant Post=K†wi M†wi kvLvq k††c†`i msL`†v/

Total Employee *

1	Add Employee Information				
---	--------------------------	--	--	--	--

Employee Class *

Approved Post *

In-service *

Vacant Post *

+ Add entry

02/ mKj Z_ " G†Uª† ci Publish evU†b †KK Kiab/

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

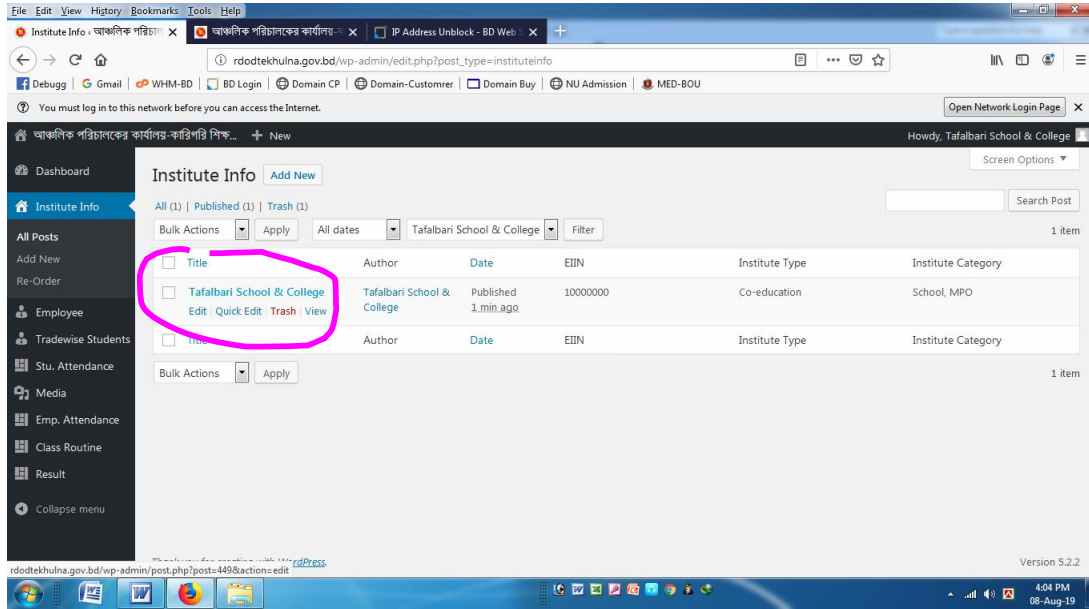
[Publish immediately](#)

Publish

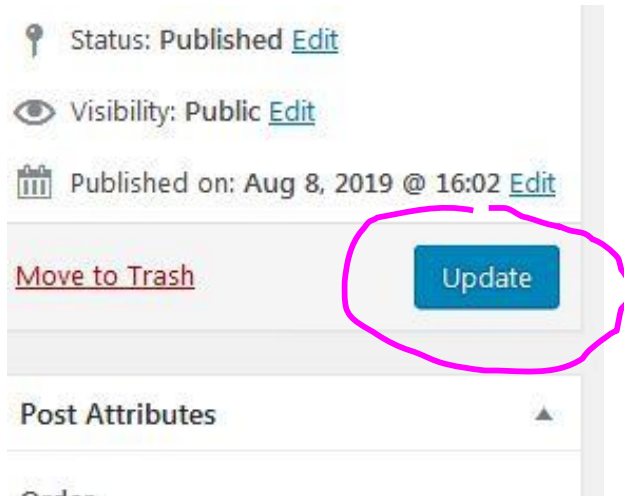
Post Attributes

Order

03/ cŏZŏtbi Z_ "Avc†WU/msthvRb/mstkvab Kivi Rb" All Institute G
WKK Kiab/ w†Pi w†bku†j y" Kiab/ Gfv†e GKW DB†Uv Av†te/



04/ j vj w†w†y†Z †v†b Avcbvi cŏZŏtbi b†g †`Lv hv†e/ tmLv†b Kvm† ivL†j B
Edit Ackb †`Lv hv†e/ GLvb †_†K Edit G WKK Ki†j c†e† b†vq mKj Z_`
I†cb n†e/ Gici Z_` msthvab K†i Wbc†v†k†† Update G WKK Kiab/

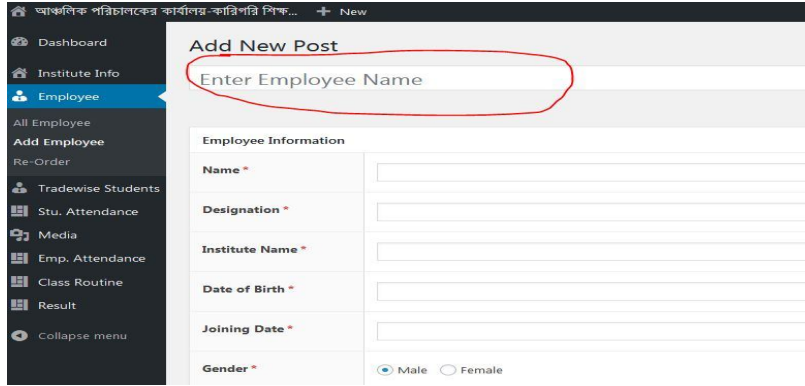


(w†et `† mKj †gb†y Z_` Avc†WU Kivi
Rb` GKB w†bqg e`envi Ki†Z n†e/)

Employee Information Menu

01/ evg cvtkp **Employee** tgyby_#K Add Employee G #KK Kiab/ #btPi gZ K#i GK#U

DB#Uv Avm#e/ Zvicvi jvj #P#yZ #v#b #k#yK/KgP#vixi bvg #j L#y/ Zvicvi #btPi mKj #d#i #tjv c#yb Kiab/



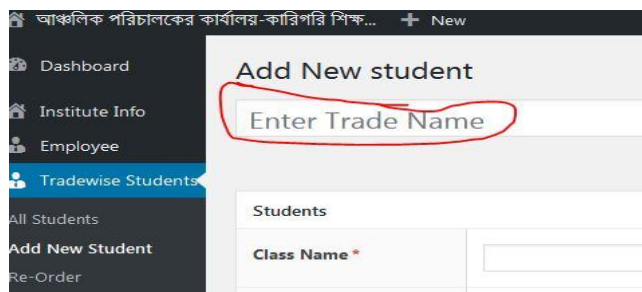
02/ Zvicvi #k#y#M#Z thvM#Zv G#U#t`qvi Rb# Add Entry #Z #KK Kiab Ges mKj #d#i c#yb Kiab/ Gfv#e c#k#y#t#Yi Z_#I G#U#Kiab/ metk#l Avf#Zv #j L#y/

03/ mKj Z_# G#U# ci **Publish** evU#b #KK Kiab/

04/ G#U# Kivi Rb# Menu #_#K All Employee Click Edit Kiab Ges Avc#WU #`b/

Tradewise Students Menu

01/ evg cvtkp **Tradewise Student** tgyby_#K Add New G #KK Ki#j #btPi Q#e gZ GK#U DB#Uv Avm#e/ tmL#v#b jvj #P#yZ #d#i tU#W#i bvg #j L#y/ AZtci mKj #d#i c#yb K#i **Publish** evU#b #KK Kiab/ Gfv#e Ab# tUW_#tjv G#Ki ci GK G#U#`#b/ Av# **Publish** evU#b #KK Kiab/



(met`# Tradewise Student c#Z eQi Edit K#i msL`v c#v#eZ# K#i #`#eb/ bZ# K#i tUW G#U#`#`#eb b#v)

Students Attendance Menu

- 01/ evg cvtkp **Stu. Attendance** tgbt_#K Add Attendance G #KK Ki#j #b#Pi Qwe gZ GK#U DB#Uv Av#te/ #mLv#b j vj #P#y#Z #d#i Class Gi bvg #j L#y (Class Nine)/
- 02/ #h Zv#i #Li n#v#Riv # #eb **Date** #d#i #mB Zv#i L #j L#y/
Zv#i L dig#v#U-DD-MM-YYYY(Zv#i L-g#v#-eQi) thg#t (31-07-2019)
AZ#ci mKj #d#i c#j#b K#i **Publish** ev#U#b #KK Ki#b/ Gf#v#e Ab# #k#i#Yi n#v#Riv
G#K#i ci GK G#U# #b/ Av# **Publish** ev#U#b #KK Ki#b/
- 03/ G#W#U Kivi Rb# Menu #_#K All Attendance G Click K#i mKj K#t#mi n#v#Riv #`L#Z
cv#eb/ Zv#i ci Edit Ki#b Ges Av# #W#U # #b/

Employee Attendance Menu

- 01/ K#v#i M#v#i kvLv#q #b#t#q#v#R#Z #k#y#K/Kg#P#v#i#i n#v#Riv G#U# #Ki#Z #b#Pi j vj #P#y#Z
#`#b #h#v# #b#i n#v#Riv # #eb #mB # #b#i Zv#i L #j L#y/ Zv#i ci #b#t#Pi #d#i #_#j#v c#j#b
Ki#b/ Zv#i ci **Publish** ev#U#b #KK Ki#b/
Zv#i L dig#v#U=31-07-2019 (# #b-g#v#-eQi)

- 02/ G#W#U Kivi Rb# Menu #_#K All Attendance G Click K#i mKj Zv#i #Li n#v#Riv #`L#Z
cv#eb/ Zv#i ci Edit Ki#b Ges Av# #W#U # #b/

Result Menu

01/ cŭtg evg crtk, tgby_#K Add Result G ũKK Kiab/ Zvi ci ũb#Pi jvj ũPnyZ ũd#i tU#Wi bvg ũj Lb/ Zvi ci mKj ũd#i cjb K#i Publish evU#b ũKK Kiab/

02/ GũWU Kivi Rb" Menu #_#K All Result G Click K#i mKj #U#Wi djvdj t`L#Z cr#eb/ Zvi ci Edit Kiab Ges Avc#WU ũb/

g'vbgvj ^Zwi I I #qemvBU tW#fj cvi t
ũmK`vi KũũDUvi
 (evsj v#`k Kwii Mwi ũk#v#evW@Ava#3 cŭZŕvb)
 gVemoqv, ũc#i vRc#j/
#gvevBj t 01716-764748,01755-906195
 Avcbvi cŭZŕ#bi Rb" I #qemvBU ^Zwi i Kiv#Z thvM#thvM Ki#Z cv#i b/