



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
BIKASH BHABAN, 7TH FLOOR, SALT LAKE CITY, KOLKATA - 700 091.

Memo No : 71-TSC

Date : 11.07.2019

From : Commissioner of School Education,
West Bengal.

To : The District Inspector of Schools (PE & SE) - All Districts.

Sub : Fresh requisition for NTB for Academic Year 2020 through the web portal
BDMS.

Enclosed please find the guidelines and the format for uploading the NTB requisition for Academic Year 2020. This is to be circulated to all the Sub-Inspector of Schools for uploading the School-wise, Class-wise and Medium-wise requisition of NTB through the BDMS web portal within 19.07.2019 positively.

He/She is to monitor the uploading process to get it completed within the target date i.e. 19/07/2019.

(Dr. Saumitra Mohan, IAS)
Commissioner of School Education,
West Bengal.

Guidelines for uploading fresh requisition of NTB for the Academic Year 2020.

School-wise, Class-wise and Medium-wise requisition for NTB for the academic year 2019 was uploaded in the WBTBCL web portal BDMS by the Sub-Inspector of Schools within 30.06.2019 and the web portal was locked.

On Scrutiny, it was found that the requisition from almost all the districts were inflated and since that data-base requisition has been rejected/cancelled/erased.

Now, the concerned Sub-Inspector of Schools have to collect class-wise and medium-wise actual enrolment in 2019 from all the schools within his/her jurisdiction, through Siksha Bandhus/Education Supervisors/others, as per the format enclosed duly signed by the HM/HT/TIC of the school and the surveyor.

The BDMS web portal is being opened again for uploading NTB requisition for the academic year 2020 afresh.

On the basis of the enrolment report collected from the schools requisition for the academic year 2020 has to be uploaded/entered in the following manner:

1. In case of Primary Schools – PP enrolment of 2019 will be the PP requisition of Academic Year 2020. Class – I enrolment of Academic Year 2019 will be the requisition for the classes I & II of Academic Year 2020. Enrolment of classes II & III of Academic Year 2019 will be the requisition for classes III & IV of Academic Year 2020 respectively.
2. In case of Upper primary Schools – Enrolment of class – V in the Academic Year 2019, will be the requisition for classes V & VI both in the Academic Year 2020. Enrolment of classes VI & VII in the Academic Year 2019, will be the requisition for classes VII & VIII of Academic Year 2020 respectively.
3. For Secondary Schools – same like Upper Primary Schools up to class VIII, the enrolment of class IX in the Academic Year 2019, will be the requisition for classes IX & X both for the Academic Year 2020.

Uploading of requisition following the above noted principle has to be completed within 19th July, 2019 positively, and the web portal shall be locked/closed at 12:00 AM mid-night.

CLASS-WISE, MEDIUM-WISE ENROLLMENT IN ACADEMIC YEAR 2019				
District				
Circle				
School				
UDISE				
Medium/s				
Class	Medium wise Enrollment			
	Medium_1	Medium_2	Medium_3	Total
	
PP				
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

Signature of Surveyor

Signature of HM/HT/TIC

CLASS-WISE, MEDIUM-WISE ENROLLMENT IN ACADEMIC YEAR 2019				
District				
Circle				
School				
UDISE				
Medium/s				
Class	Medium wise Enrollment			
	Medium_1	Medium_2	Medium_3	Total
	
PP				
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				

Signature of Surveyor

Signature of HM/HT/TIC