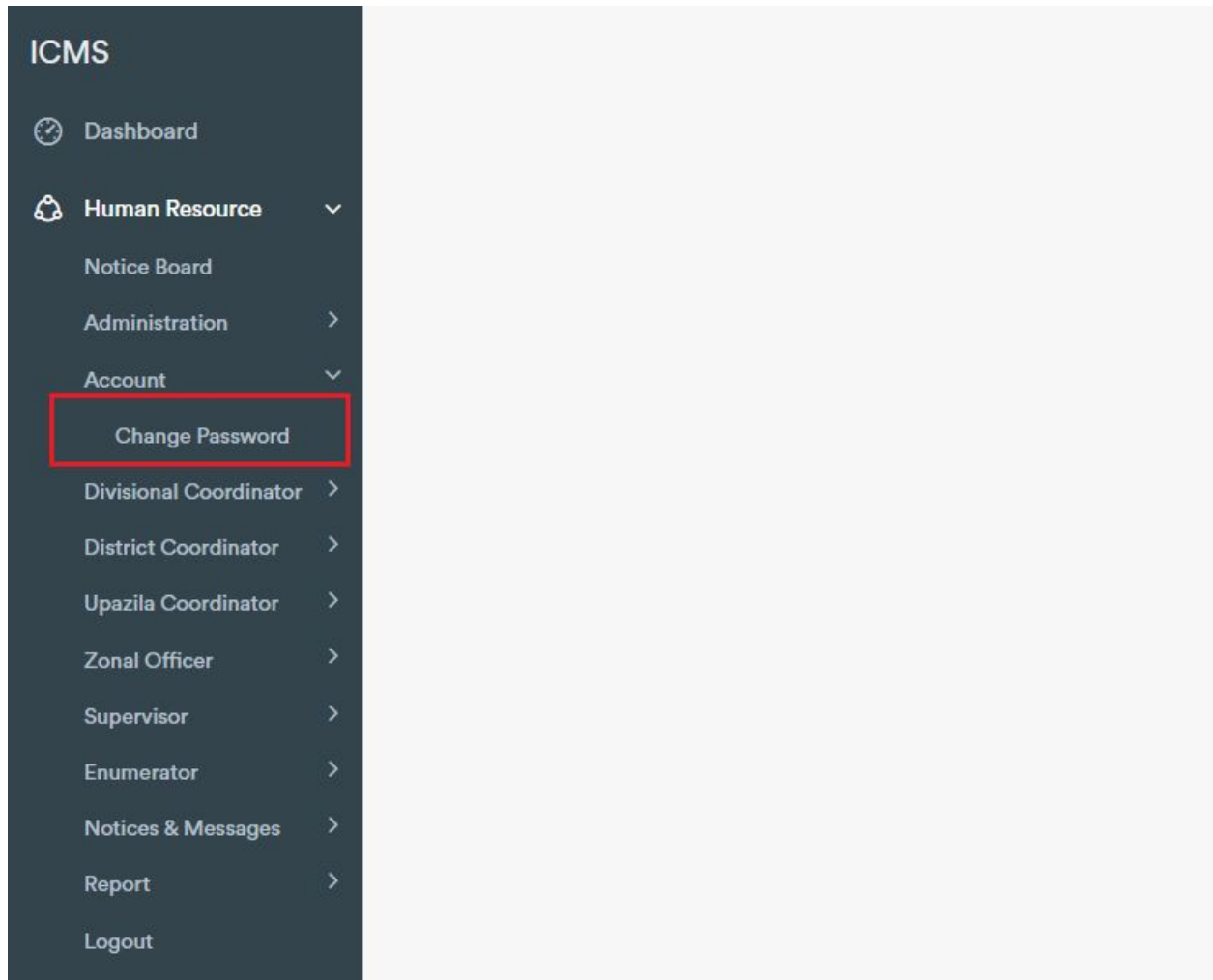


ICMS Manual

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Change Password

1. Click on Change Password



2. Then insert old password, new password, and repeat new password field.

Phase Current Phase : **Zonal Operation**

Change Password

Old Password

New Password

Repeat New Password

SAVE

3. Click 'save'.


Phase Current Phase : **Zonal Operation**

Change Password

Old Password

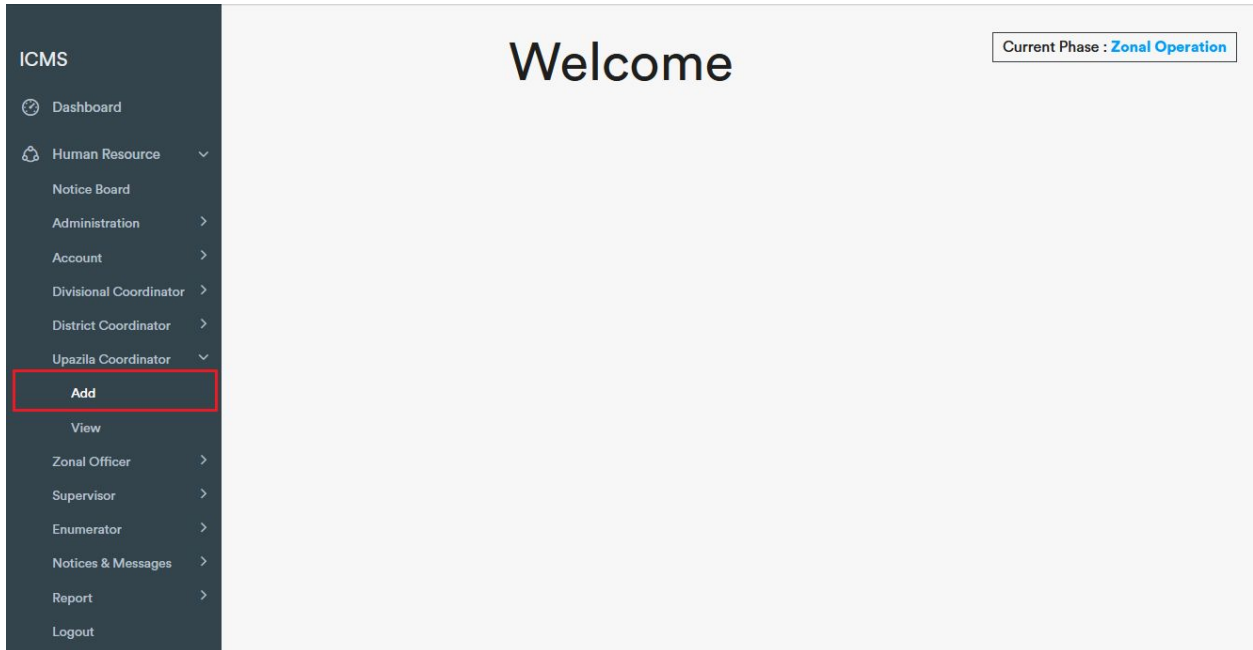
New Password

Repeat New Password

SAVE 

Add Upazila Census Coordinator

1. Expand Upazila Coordinator menu and click on 'Add'



2. Insert Name(mandatory), 11 digit (e. g. 016860767XX) Mobile Number(Mandatory), Designation, NID, Email, Workplace, Employee Status.

The screenshot shows the 'New Upazila Census Coordinator' form. At the top right, it indicates 'Current Phase : Zonal Operation'. Below the title is a 'Back to List' button. The form is divided into two main sections: 'Upazila Coordinator Info' and 'Upazila Coordinator Area'. The 'Upazila Coordinator Info' section contains several input fields: 'Name *' (with a sub-label 'Name'), 'Mobile Number *' (with a sub-label '11 Digit Mobile Number'), 'Designation', 'NID', 'Email', 'Workplace', and 'Employee Status' (a dropdown menu currently showing 'BBS Officials'). The 'Upazila Coordinator Area' section is currently collapsed.

3. Then expand Upazila Coordinator Area by clicking on 'Upazila Coordinator Area'

New Upazila Census Coordinator Current Phase : **Zonal Operation**

[Back to List](#)


Upazila Coordinator Info

Name * **Mobile Number ***

Designation **NID**

Email **Workplace**

Employee Status




Upazila Coordinator Area 

New Upazila Census Coordinator Current Phase : **Zonal Operation**

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
<input type="text" value="Select Division"/>	<input type="text" value="Select Upazila / Thana"/> 	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select District"/>	<input type="text" value="Select Municipal Corporation"/> 			
<input type="text" value="Select City Corporation"/>	<input type="text" value="Select Union"/> 			

[CREATE](#)

- From the dropdown menu at first select 'Division' then 'District' then 'City Corporation'. If there is no city corporation select 'Others Upazila / Thana'

New Upazila Census Coordinator

Current Phase : [Zonal Operation](#)

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division

Rajshahi

- Select Division
- Barishal
- Chattogram
- Dhaka
- Khulna
- Mymensingh
- Rajshahi**
- Rangpur
- Sylhet

Upazila / Thana

Select Upazila / Thana



Area (Upazila / Thana)

Area (Municipal Corporation)

Area (Union/Ward)

Municipal Corporation

Select Municipal Corporation



Union/Ward

Select Union



CREATE

New Upazila Census Coordinator

Current Phase : [Zonal Operation](#)

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division

Rajshahi

District

Select District

- Select District
- Bogura**
- Joypurhat
- Naogaon
- Natore
- Chapainabganj
- Pabna
- Rajshahi
- Sirajganj

Upazila / Thana

Select Upazila / Thana



Area (Upazila / Thana)

Area (Municipal Corporation)

Area (Union/Ward)

Municipal Corporation

Select Municipal Corporation



Union/Ward

Select Union



New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Select Upazila / Thana +			
District	Municipal Corporation			
Bogura	Select Municipal Corporation +			
City Corporation	Union/Ward			
Select City Corporation	Select Union +			
Select City Corporation				
Others Upazila / Thana				

[CREATE](#)

- To add Upazila/Than, select the upazila/thana and click on the plus button beside the Upazila/Thana dropdown. Selected Upazila/Thana will be added under 'Area (Upazila/Thana)' section .

New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Select Upazila +			
District	<ul style="list-style-type: none"> Select Upazila Adamdighi Bogura Sadar Dhunat Dupchachia Gabtali Kahaloo Nandigram Sariakandi Shajahanpur Sherpur Shibganj Sonatala 			
City Corporation				
Others Upazila / Thana				




[CREATE](#)

New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar			
District	Municipal Corporation			
Bogura	Select Municipal Corporation			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			





[CREATE](#)

New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar	 		
District	Municipal Corporation			
Bogura	Select Municipal Corporation			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			

[CREATE](#)

- To remove an added Upazila/Thana, click on the red minus button beside the added upazila/thana.

New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar	Bogura Sadar		
District	Municipal Corporation			
Bogura	Select Municipal Corporation			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			

[CREATE](#)

7. Click on 'ok'. The upazila/thana will be deleted.

New Upazila Census Coordinator Current Phase : Zonal Operation

[Back to List](#)

Upazila Coordinator Info

Upazila Coordinator Area

Do you want to remove Upazila?
[OK](#) [Cancel](#)

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar	Bogura Sadar		
District	Municipal Corporation			
Bogura	Select Municipal Corporati			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			

[CREATE](#)

Back to List

Upazila Coordinator Info

Upazila Coordinator Area

Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar			
District	Municipal Corporation			
Bogura	Select Municipal Corporation			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			

CREATE

- 8. In the same way we can add or remove Municipal Corporation and Union/Ward.
- 9. After adding area, click on the 'Create' button. Upazila Coordinator will be added.

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Upazila Coordinator Info

Upazila Coordinator Area

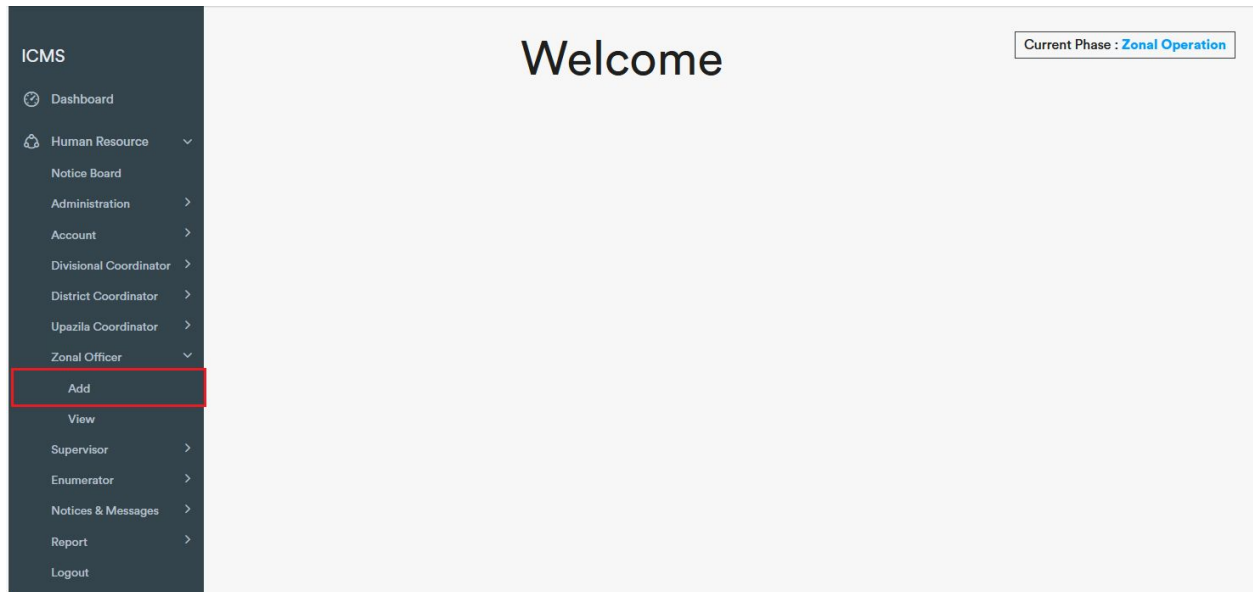
Division	Upazila / Thana	Area (Upazila / Thana)	Area (Municipal Corporation)	Area (Union/Ward)
Rajshahi	Bogura Sadar	Bogura Sadar		
District	Municipal Corporation			
Bogura	Select Municipal Corporation			
City Corporation	Union/Ward			
Others Upazila / Thana	Select Union			

CREATE



Add Zonal Officer

1. Expand Zonal Officer menu and click on 'Add'



2. Insert Name(mandatory), 11 digit (e. g. 016860767XX) Mobile Number(Mandatory), Designation, NID, Email, Zone No. , Workplace, Employe Status.

New Zonal Officer

Current Phase : **Zonal Operation**

[Back to List](#)

Zonal Officer Info

Name *

Name

Mobile Number *

11 Digit Mobile Number

Designation

Designation

NID

NID

Email

Email

Zone No.

Zone No.

Employee Status

BBS Officials

Workplace

Workplace

Zonal Officer Area

CREATE

3. Then expand Zonal Officer Area by clicking on 'Zonal Officer Area'

New Zonal Officer

Current Phase : **Zonal Operation**

[Back to List](#)

Zonal Officer Info

Name *

Name

Mobile Number *

11 Digit Mobile Number

Designation

Designation

NID

NID

Email

Email

Zone No.

Zone No.

Employee Status

BBS Officials

Workplace

Workplace

Zonal Officer Area



CREATE

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
Select Division <input type="text"/>	Select Municipal Corporation <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
District	Union/Ward			
Select District <input type="text"/>	Select Union <input type="text"/> <input data-bbox="755 667 792 695" type="button" value="+"/>			
City Corporation	Mauza			
Select City Corporation <input type="text"/>	Select Mauza <input type="text"/> <input data-bbox="755 758 792 785" type="button" value="+"/>			
Upazila / Thana	Village			
Select Upazila / Thana <input type="text"/>	Select Village <input type="text"/> <input data-bbox="755 848 792 875" type="button" value="+"/>			

- From the dropdown menu at first select 'Division' then 'District' then 'City Corporation'. If there is no city corporation select 'Others Upazila / Thana'. Then select 'Upazila/Thana', then select Municipal Corporation. If there is no municipal corporation, select 'Others Union/Ward'.

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<div><p>Select Division</p><ul style="list-style-type: none">Select DivisionBarishalChattogramDhakaKhulnaMymensinghRajshahiRangpurSylhetSelect Upazila / Thana</div>	<div><p>Select Municipal Corporation</p><ul style="list-style-type: none">Select Municipal Corporation</div>	<div><p>Union/Ward</p><p>Select Union</p></div>	<div><p>Mauza</p><p>Select Mauza</p></div>	<div><p>Village</p><p>Select Village</p></div>

[CREATE](#)

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Zonal Officer Info

Zonal Officer Area

Division

Dhaka

Municipal Corporation

Select Municipal Corporation

Area (Union/Ward)

Area (Mauza)

Area (Village)

District

Select District

- Select District
- Dhaka
- Faridpur
- Gazipur
- Gopalganj
- Kishoreganj
- Madaripur
- Manikganj
- Munshiganj
- Narayanganj
- Narsingdi
- Rajbari
- Shariatpur
- Tangail

Union/Ward

Select Union



Mauza

Select Mauza



Village

Select Village



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Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<input type="text" value="Dhaka"/>	<input type="text" value="Select Municipal Corporation"/>			
District	Union/Ward			
<input type="text" value="Gazipur"/>	<input type="text" value="Select Union"/> <input type="button" value="+"/>			
City Corporation	Mauza			
<input type="text" value="Select City Corporation"/>	<input type="text" value="Select Mauza"/> <input type="button" value="+"/>			
<input type="text" value="Select City Corporation"/>				
<input type="text" value="Gazipur City Corporation"/>				
<input type="text" value="Others Upazila / Thana"/>				
	Village			
	<input type="text" value="Select Village"/> <input type="button" value="+"/>			

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
Dhaka	Select Municipal Corporation			
District	Union/Ward			
Gazipur	Select Union +			
City Corporation	Mauza			
Gazipur City Corporation	Select Mauza +			
Upazila / Thana	Village			
Select Upazila / Thana	Select Village +			
Select Upazila / Thana				
Tongi Pashchim				
Joydebpur				

[CREATE](#)

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Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<input type="text" value="Dhaka"/>	<input type="text" value="Select Municipal Corporation"/>			
District	<input type="text" value="Select Municipal Corporation"/>			
<input type="text" value="Gazipur"/>	<input type="text" value="Others Union/Ward"/>			
City Corporation	<input type="text" value="Select Union"/>			
<input type="text" value="Gazipur City Corporation"/>	<input type="text" value="Select Mauza"/>			
Upazila / Thana	<input type="text" value="Select Village"/>			
<input type="text" value="Tongi Pashchim"/>				

[CREATE](#)

- To add Union/Ward, select the union/ward and click on the plus button beside the Union/Ward dropdown. Selected Union/Ward will be added under 'Area (Union/Ward)' section .

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<input type="text" value="Dhaka"/>	<input type="text" value="Others Union/Ward"/>			
District	Union/Ward			
<input type="text" value="Gazipur"/>	<input type="text" value="Select Union"/>			
City Corporation	Select Union			
<input type="text" value="Gazipur City Corporation"/>	Ward No. 50 (Part)			
Upazila / Thana	Ward No. 51			
<input type="text" value="Tongi Pashchim"/>	Ward No. 52			
	Ward No. 53			
	Ward No. 54			
	Ward No. 55 (Part)			
	Ward No. 57 (Part)			

[CREATE](#)

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<input type="text" value="Dhaka"/>	<input type="text" value="Others Union/Ward"/>			
District	Union/Ward			
<input type="text" value="Gazipur"/>	<input type="text" value="Ward No. 52"/>	<input type="button" value="+"/>		
City Corporation	Mauza			
<input type="text" value="Gazipur City Corporation"/>	<input type="text" value="Select Mauza"/>	<input type="button" value="+"/>		
Upazila / Thana	Village			
<input type="text" value="Tongi Pashchim"/>	<input type="text" value="Select Village"/>	<input type="button" value="+"/>		



[CREATE](#)

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
Dhaka	Others Union/Ward			
District	Union/Ward	Ward No. 52 -		
Gazipur	Ward No. 52 +			
City Corporation	Mauza			
Gazipur City Corporation	Select Mauza +			
Upazila / Thana	Village			
Tongi Pashchim	Select Village +			

[CREATE](#)

- To remove an added Union/Ward, click on the red minus button beside the added union/ward.

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
Dhaka	Others Union/Ward	Ward No. 52		
District	Union/Ward			
Gazipur	Ward No. 52			
City Corporation	Mauza			
Gazipur City Corporation	Select Mauza			
Upazila / Thana	Village			
Tongi Pashchim	Select Village			

CREATE

7. Click on 'ok'. The union/ward will be deleted.

Back to List

Zonal Officer Info

Zonal Officer Area

Do you want to remove the Union/Ward?

Division

Dhaka

Muni

Others Union/Ward

Area (Union/Ward)

Area (Mauza)

Area (Village)

District

Gazipur

Union/Ward

Ward No. 52

Ward No. 52



City Corporation

Gazipur City Corporation

Mauza

Select Mauza

Upazila / Thana

Tongi Pashchim

Village

Select Village

CREATE

[Back to List](#)

Zonal Officer Info

Zonal Officer Area

Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
<input type="text" value="Dhaka"/>	<input type="text" value="Others Union/Ward"/>			
District	Union/Ward			
<input type="text" value="Gazipur"/>	<input type="text" value="Ward No. 52"/> <input type="button" value="+"/>			
City Corporation	Mauza			
<input type="text" value="Gazipur City Corporation"/>	<input type="text" value="Select Mauza"/> <input type="button" value="+"/>			
Upazila / Thana	Village			
<input type="text" value="Tongi Pashchim"/>	<input type="text" value="Select Village"/> <input type="button" value="+"/>			

- In the same way we can add or remove Mauza and Village.
- After adding area, click on the 'Create' button. Zonal Officer will be added.

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Zonal Officer Info

Zonal Officer Area

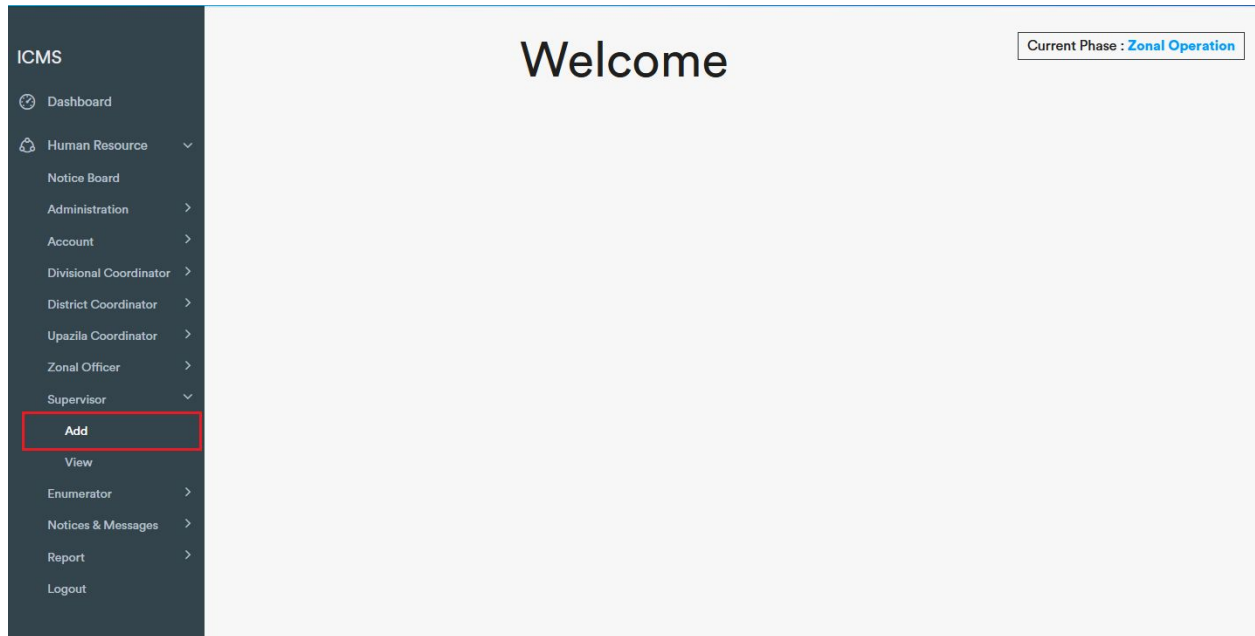
Division	Municipal Corporation	Area (Union/Ward)	Area (Mauza)	Area (Village)
Dhaka	Others Union/Ward			
District	Union/Ward	Ward No. 52		
Gazipur	Ward No. 52			
City Corporation	Mauza			
Gazipur City Corporation	Select Mauza			
Upazila / Thana	Village			
Tongi Pashchim	Select Village			

CREATE



Add Supervisor

1. Expand Supervisor menu and click on 'Add'



2. Insert Name(mandatory), 11 digit (e. g. 016860767XX) Mobile Number(Mandatory), Designation, NID, Email, Number of Khana, Zone No. , Workplace, Employe Status.

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Name *

Name

Zone No.

Zone No.

Email

Email

Number of Khana

0

Mobile Number *

11 Digit Mobile Number

NID

NID

Employee Status

BBS Officials

Workplace

Workplace

Supervisor Area

[CREATE](#)

3. Then expand Supervisor Area by clicking on 'Supervisor Area'

New Supervisor

Current Phase : [Zonal Operation](#)

[Back to List](#)

Supervisor Info

Name *

Name

Zone No.

Zone No.

Email

Email

Number of Khana

0

Mobile Number *

11 Digit Mobile Number

NID

NID

Employee Status

BBS Officials

Workplace

Workplace

Supervisor Area



CREATE

New Supervisor

Current Phase : Zonal Operation

Back to List

Supervisor Info

Supervisor Area

Division

Select Division

Municipal Corporation

Select Municipal Corporation

Area (Mauza)

Area (Village)

District

Select District

Union/Ward

Select Union/Ward

City Corporation

Select City Corporation

Mauza

Select Mauza



Upazila / Thana

Select Upazila / Thana

Village

Select Village



CREATE

- From the dropdown menu at first select 'Division' then 'District' then 'City Corporation'. If there is no city corporation select 'Others Upazila / Thana'. Then select 'Upazila/Thana', then select Municipal Corporation. If there is no municipal corporation, select 'Others Union/Ward'.

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

Division

Select Division

- Select Division
- Barishal
- Chattogram
- Dhaka
- Khulna
- Mymensingh
- Rajshahi**
- Rangpur
- Sylhet
- Select Upazila / Thana

Municipal Corporation

Select Municipal Corporation

Union/Ward

Select Union/Ward

Mauza

Select Mauza

Village

Select Village

Area (Mauza)

Area (Village)

[Back to List](#)

Supervisor Info

Supervisor Area

Division Rajshahi	Municipal Corporation Select Municipal Corporation	Area (Mauza)	Area (Village)
District Select District Select District Bogura Joypurhat Naogaon Natore Chapainabganj Pabna Rajshahi Sirajganj	Union/Ward Select Union/Ward	Mauza Select Mauza	Village Select Village

[CREATE](#)

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
Rajshahi	Select Municipal Corporation		
District	Union/Ward		
Naogaon	Select Union/Ward		
City Corporation	Mauza		
Select City Corporation	Select Mauza		
Select City Corporation			
Others Upazila / Thana			
Select Upazila / Thana	Village		
	Select Village		

CREATE

New Supervisor

Current Phase : [Zonal Operation](#)

[Back to List](#)

Supervisor Info

Supervisor Area

Select Upazila / Thana

- Atrai
- Badalgachhi
- Dhamoirhat
- Manda
- Mahadebpur
- Naogaon Sadar**
- Niamatpur
- Patnitala
- Porsha
- Raninagar
- Sapahar

Select Upazila / Thana

Municipal Corporation

Select Municipal Corporation

Union/Ward

Select Union/Ward

Mauza

Select Mauza



Village

Select Village



Area (Mauza)

Area (Village)

[CREATE](#)

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

Division

Rajshahi

Municipal Corporation

Select Municipal Corporation

Select Municipal Corporation

Naogaon Poursabha

Others Union/Ward

Area (Mauza)

Area (Village)

District

Naogaon

City Corporation

Others Upazila / Thana

Mauza

Select Mauza



Upazila / Thana

Naogaon Sadar

Village

Select Village



CREATE

[Back to List](#)

Supervisor Info

Supervisor Area

Division

Rajshahi

Municipal Corporation

Naogaon Pourasabha

Area (Mauza)

Area (Village)

District

Naogaon

Union/Ward

Select Union/Ward

- Select Union/Ward
- Ward No. 01
- Ward No. 02
- Ward No. 03
- Ward No. 04
- Ward No. 05
- Ward No. 06
- Ward No. 07
- Ward No. 08
- Ward No. 09

City Corporation

Others Upazila / Thana

Upazila / Thana

Naogaon Sadar

CREATE

- To add Mauza, select the mauza and click on the plus button beside the Mauza dropdown. Selected Mauza will be added under 'Area (Mauza)' section .

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info



Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Pourasabha"/>		
District	Union/Ward		
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
City Corporation	Mauza		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Select Union/Ward"/> <input type="button" value="+"/>		
Upazila / Thana	<input type="text" value="Select Union/Ward"/> <input type="text" value="Araji Naogaon (Part)"/> <input type="text" value="Hat Naogaon"/> <input type="button" value="+"/>		

Back to List

Supervisor Info

Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Poursabha"/>		
District	Union/Ward		
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
City Corporation	Mauza		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Hat Naogaon"/> 		
Upazila / Thana	Village		
<input type="text" value="Naogaon Sadar"/>	<input type="text" value="Select Village"/> 		

CREATE

New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

Division Rajshahi	Municipal Corporation Naogaon Pourasabha	Area (Mauza) Hat Naogaon	Area (Village)
District Naogaon	Union/Ward Ward No. 05		
City Corporation Others Upazila / Thana	Mauza Hat Naogaon		
Upazila / Thana Naogaon Sadar	Village Select Village		

CREATE

6. . To remove an added Mauza, click on the red minus button beside the added mauza.

New Supervisor

Current Phase : [Zonal Operation](#)

[Back to List](#)

Supervisor Info

Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Pourasabha"/>	<input type="text" value="Hat Naogaon"/>	
District	Union/Ward	<input type="text" value="-"/>	
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
City Corporation	Mauza		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Hat Naogaon"/>	<input type="text" value="+"/>	
Upazila / Thana	Village		
<input type="text" value="Naogaon Sadar"/>	<input type="text" value="Select Village"/>	<input type="text" value="+"/>	

[CREATE](#)

7. Click on 'ok'. Mauza will be deleted.

New Supervisor

Current Phase : Zonal Operation

Back to List

Supervisor Info

Supervisor Area

Do you want to remove the Mauza?

OK

Cancel

Division

Rajshahi

Municipal Corporation

Naogaon Poursabha

Area (Mauza)

Area (Village)

District

Naogaon

Union/Ward

Ward No. 05

Hat Naogaon



City Corporation

Others Upazila / Thana

Mauza

Hat Naogaon



Upazila / Thana

Naogaon Sadar

Village

Select Village



CREATE

New Supervisor

Current Phase : [Zonal Operation](#)

[Back to List](#)

Supervisor Info

Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Pourasabha"/>		
District	Union/Ward		
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
City Corporation	Mauza		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Hat Naogaon"/> <input data-bbox="743 766 787 808" type="button" value="+"/>		
Upazila / Thana	Village		
<input type="text" value="Naogaon Sadar"/>	<input type="text" value="Select Village"/> <input data-bbox="743 865 787 907" type="button" value="+"/>		

8. In the same way we can add or remove Village.
9. After adding area, click on the 'Create' button. Supervisor will be added.




New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

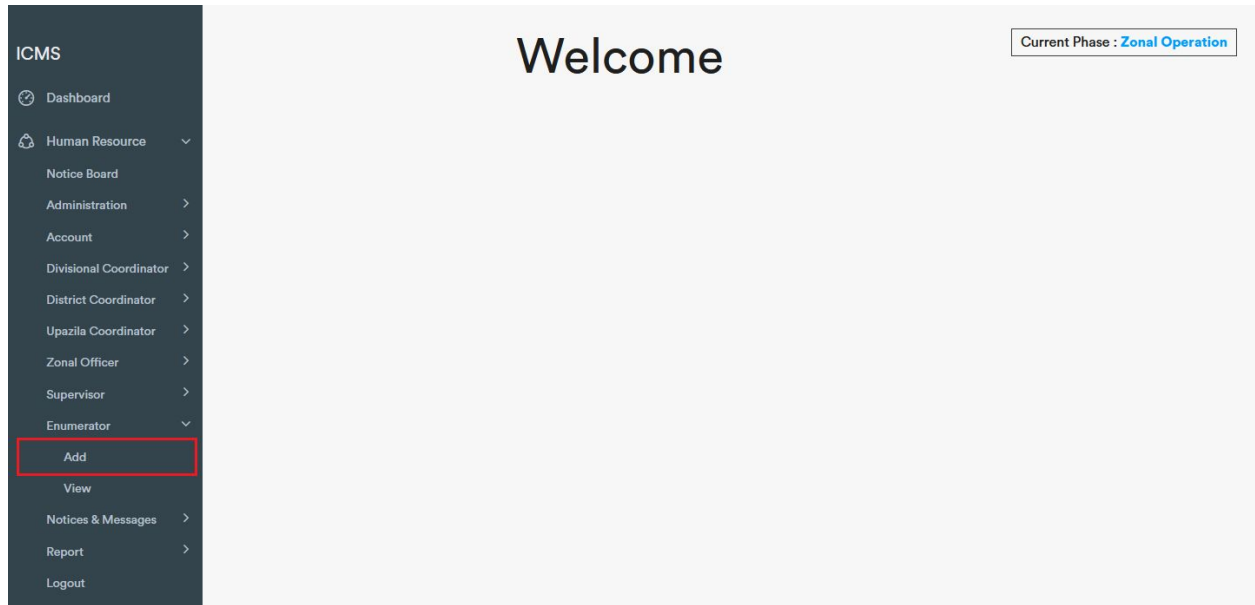
Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Pourasabha"/>	<input type="text" value="Hat Naogaon"/> 	
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Hat Naogaon"/> 		
<input type="text" value="Naogaon Sadar"/>	<input type="text" value="Select Village"/> 		

[CREATE](#)



Add Enumerator

1. Expand Enumerator menu and click on 'Add'



2. Insert Name(mandatory), 11 digit (e. g. 016860767XX) Mobile Number (Mandatory), Designation, NID, Email, Number of Khana, Zone No. , Workplace, Employe Status.

New Enumerator

Current Phase : [Zonal Operation](#)

[Back to List](#)

Enumerator Info

Name *

Name

Zone No.

Zone No.

Email

Email

Number of Khana

0

Mobile Number *

11 Digit Mobile Number

NID

NID

Employee Status

BBS Officials

Workplace

Workplace

Enumerator Area


CREATE

3. Then expand Enumerator Area by clicking on Enumerator Area'

[Back to List](#)

Enumerator Info

Name *	<input type="text" value="Name"/>	Zone No.	<input type="text" value="Zone No."/>
Email	<input type="text" value="Email"/>	Number of Khana	<input type="text" value="0"/>
Mobile Number *	<input type="text" value="11 Digit Mobile Number"/>	NID	<input type="text" value="NID"/>
Employee Status	<input type="text" value="BBS Officials"/>	Workplace	<input type="text" value="Workplace"/>

Enumerator Area 

[CREATE](#)

New Enumerator
Current Phase : **Zonal Operation**

Back to List

Enumerator Info

Enumerator Area

<p>Division</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Division"/>	<p>Union/Ward</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Union/Ward"/>	<p>Enumeration Area</p> <hr style="border: 0.5px solid #ccc;"/>
<p>District</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select District"/>	<p>Mauza</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Mauza"/>	
<p>City Corporation</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select City Corporation"/>	<p>Village</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Village"/>	
<p>Upazila / Thana</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Upazila / Thana"/>	<p>Enumeration Area</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Enumeration Area"/> +	
<p>Municipal Corporation</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Select Municipal Corporation"/>		

CREATE

4. From the dropdown menu at first select 'Division' then 'District' then 'City Corporation'. If there is no city corporation select 'Others Upazila / Thana'. Then select 'Upazila/Thana', then select Municipal Corporation. If there is no municipal corporation, select 'Others Union/Ward' . Then select union/ward, then select mauza, after that select village.

New Enumerator

Current Phase : Zonal Operation

Back to List

Enumerator Info

Enumerator Area

Division

Select Division

- Select Division
- Barishal
- Chattogram
- Dhaka
- Khulna**
- Mymensingh
- Rajshahi
- Rangpur
- Sylhet
- Select Upazila / Thana

Union/Ward

Select Union/Ward

Mauza

Select Mauza

Village

Select Village

Enumeration Area

Select Enumeration Area



Enumeration Area

Municipal Corporation

Select Municipal Corporation

CREATE

Back to List

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Select Union/Ward

Enumeration Area

District

Select District

- Select District
- Bagerhat
- Chuadanga
- Jashore
- Jhenaidah
- Khulna
- Kushtia
- Magura
- Meherpur
- Narail
- Satkhira

Mauza

Select Mauza

Village

Select Village

Enumeration Area

Select Enumeration Area



CREATE

Back to List

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Select Union/Ward

Enumeration Area

District

Jashore

Mauza

Select Mauza

City Corporation

Select City Corporation
Select City Corporation
Others Upazila / Thana
Select Upazila / Thana

Village

Select Village

Enumeration Area

Select Enumeration Area +

Municipal Corporation

Select Municipal Corporation

CREATE

Back to List

Enumerator Info

Enumerator Area

Division

Khulna
Select Upazila / Thana
Abhaynagar
Bagharpara
Chaugachha
Jhikargachha
Keshabpur
Jashore Sadar
Manirampur
Sharsha
Select Upazila / Thana

Union/Ward

Select Union/Ward

Mauza

Select Mauza

Village

Select Village

Enumeration Area

Select Enumeration Area +

Enumeration Area

Municipal Corporation


Select Municipal Corporation

CREATE

Back to List

Enumerator Info

Enumerator Area

Division Khulna	Union/Ward Select Union/Ward	Enumeration Area <hr/>
District Jashore	Mauza Select Mauza	
City Corporation Others Upazila / Thana	Village Select Village	
Upazila / Thana Jashore Sadar	Enumeration Area Select Enumeration Area	
Municipal Corporation Select Municipal Corporation		

- Select Municipal Corporation
- Select Municipal Corporation
- Jashore Pourasabha
- Others Union/Ward

CREATE

[Back to List](#)

Enumerator Info

Enumerator Area

Division Khulna	Union/Ward Select Union/Ward	Enumeration Area
District Jashore	Select Union/Ward Arabpur Basundia Chanchra Churamankati Diara Fatepur Haibatpur Ichhali Kachua Kashimpur Lebutala Narendrapur Noapara Ramnagar Upashahar Jashore Cantonment	
City Corporation Others Upazila / Thana		
Upazila / Thana Jashore Sadar		
Municipal Corporation Others Union/Ward		

[CREATE](#)

[Back to List](#)

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Basundia

Enumeration Area

District

Jashore

Mauza

Select Union/Ward

City Corporation

Others Upazila / Thana

Select Union/Ward

Baniarganti

Basundia

Gaidgachhi

Upazila / Thana

Jashore Sadar

Ghuni

Jagannathpur

Jangal Badhal

Joyanta

Municipal Corporation

Others Union/Ward

Kholadanga

Padmabila

Shibanandapur

CREATE

[Back to List](#)

Enumerator Info

Enumerator Area

Division	Union/Ward	Enumeration Area
Khulna	Basundia	
District	Mauza	
Jashore	Ghuni	
City Corporation	Village	
Others Upazila / Thana	Select Village	
Upazila / Thana	Select Village	
Jashore Sadar	Ghoperdanga	
Municipal Corporation	Select Enumeration Area	
Others Union/Ward		

CREATE

- To add Enumeration Area, select the enumeration area and click on the plus button beside the Enumeration Area dropdown. Selected Enumeration Area will be added under 'Enumeration Area' section .

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Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Basundia

Enumeration Area

District

Jashore

Mauza

Ghuni

City Corporation

Others Upazila / Thana

Village

Ghoperdanga

Upazila / Thana

Jashore Sadar

Enumeration Area

Select Enumeration Area



Select Enumeration Area

EA-001

Municipal Corporation

Others Union/Ward

CREATE

[Back to List](#)

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Basundia

Enumeration Area

District

Jashore

Mauza

Ghuni

City Corporation

Others Upazila / Thana

Village

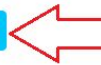
Ghoperdanga

Upazila / Thana

Jashore Sadar

Enumeration Area

EA-001



Municipal Corporation

Others Union/Ward

CREATE

Back to List

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Basundia

District

Jashore

Mauza

Ghuni

City Corporation

Others Upazila / Thana

Village

Ghoperdanga

Upazila / Thana

Jashore Sadar

Enumeration Area

EA-001



Municipal Corporation

Others Union/Ward

Enumeration Area

EA-001





CREATE

- To remove an added Enumeration Area, click on the red minus button beside the added Enumeration Area.

Back to List

Enumerator Info

Enumerator Area

Division Khulna	Union/Ward Basundia	Enumeration Area EA-001
District Jashore	Mauza Ghuni	
City Corporation Others Upazila / Thana	Village Ghoperdanga	
Upazila / Thana Jashore Sadar	Enumeration Area EA-001 	
Municipal Corporation Others Union/Ward		

CREATE

7. Click on 'ok'. Enumeration Area will be deleted.

New Enumerator

Current Phase : Zonal Operation

Back to List

Enumerator Info

Enumerator Area

Do you want to remove the Enumeration Area?

OK

Cancel

Division

Khulna

Basundia

District

Jashore

Mauza

Ghuni

City Corporation

Others Upazila / Thana

Village

Ghoperdanga

Upazila / Thana

Jashore Sadar

Enumeration Area

EA-001

Municipal Corporation

Others Union/Ward

Enumeration Area

EA-001



CREATE

[Back to List](#)

Enumerator Info

Enumerator Area

Division

Khulna

Union/Ward

Basundia

Enumeration Area

District

Jashore

Mauza

Ghuni

City Corporation

Others Upazila / Thana

Village

Ghoperdanga

Upazila / Thana

Jashore Sadar

Enumeration Area

EA-001



Municipal Corporation

Others Union/Ward

CREATE

8. After adding Enumeration Area, click on the 'Create' button. Enumerator will be added.




New Supervisor

Current Phase : **Zonal Operation**

[Back to List](#)

Supervisor Info

Supervisor Area

Division	Municipal Corporation	Area (Mauza)	Area (Village)
<input type="text" value="Rajshahi"/>	<input type="text" value="Naogaon Pourasabha"/>	<input type="text" value="Hat Naogaon"/> 	
<input type="text" value="Naogaon"/>	<input type="text" value="Ward No. 05"/>		
<input type="text" value="Others Upazila / Thana"/>	<input type="text" value="Hat Naogaon"/> 		
<input type="text" value="Naogaon Sadar"/>	<input type="text" value="Select Village"/> 		

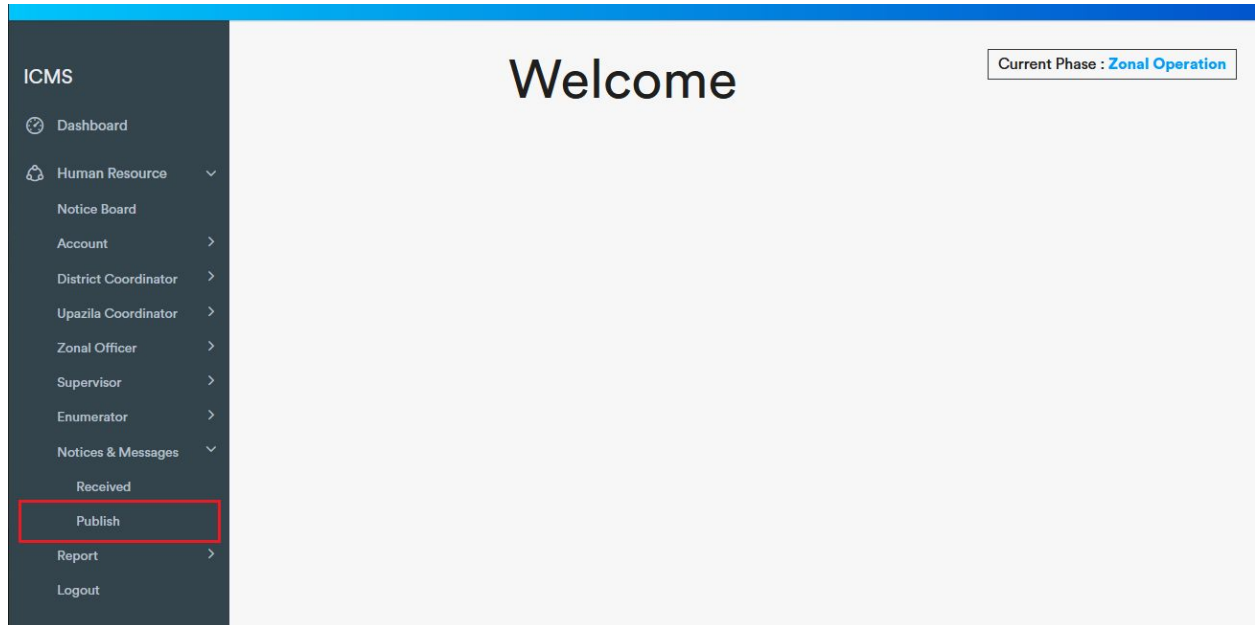
[CREATE](#)



Notice & Message

Send Message

1. Expand Notices & Messages and click on 'Publish'.



Publish Notice

Current Phase : **Zonal Operation**

Publish Message

Publish Notice File

Published By You

Recipient

Superior

Subordinates

Topic

Message

1000 Character(s) Remaining

Publish Message

2. Select recipient.

To send a message to coordinators/officers under you, check the Subordinates checkbox.

Publish Notice Current Phase : **Zonal Operation**

Publish Message Publish Notice File Published By You

Recipient

Superior

Subordinates

Topic

Message

1000 Character(s) Remaining

Publish Message

To send a message to the coordinator/officer above you, check the Superior checkbox.

Publish Notice Current Phase : [Zonal Operation](#)

[Publish Message](#) [Publish Notice File](#) [Published By You](#)

Recipient

Superior

Subordinates

Topic

Message

1000 Character(s) Remaining

[Publish Message](#)

3. Enter the message topic and then type the message.

Publish Notice

Current Phase : **Zonal Operation**

Publish Message

Publish Notice File

Published By You

Recipient

Superior

Subordinates

Topic

Message

1000 Character(s) Remaining

Publish Message

4. Finally click on publish.

Publish Notice Current Phase : **Zonal Operation**

Publish Message
Publish Notice File
Published By You

Recipient

Superior
 Subordinates


Topic

Test

Message

Test message

988 Character(s) Remaining

[Publish Message](#) 

5. You can see your published message on the 'Published By You' tab.

Publish Notice Current Phase : **Zonal Operation**

Publish Message
Publish Notice File
Published By You

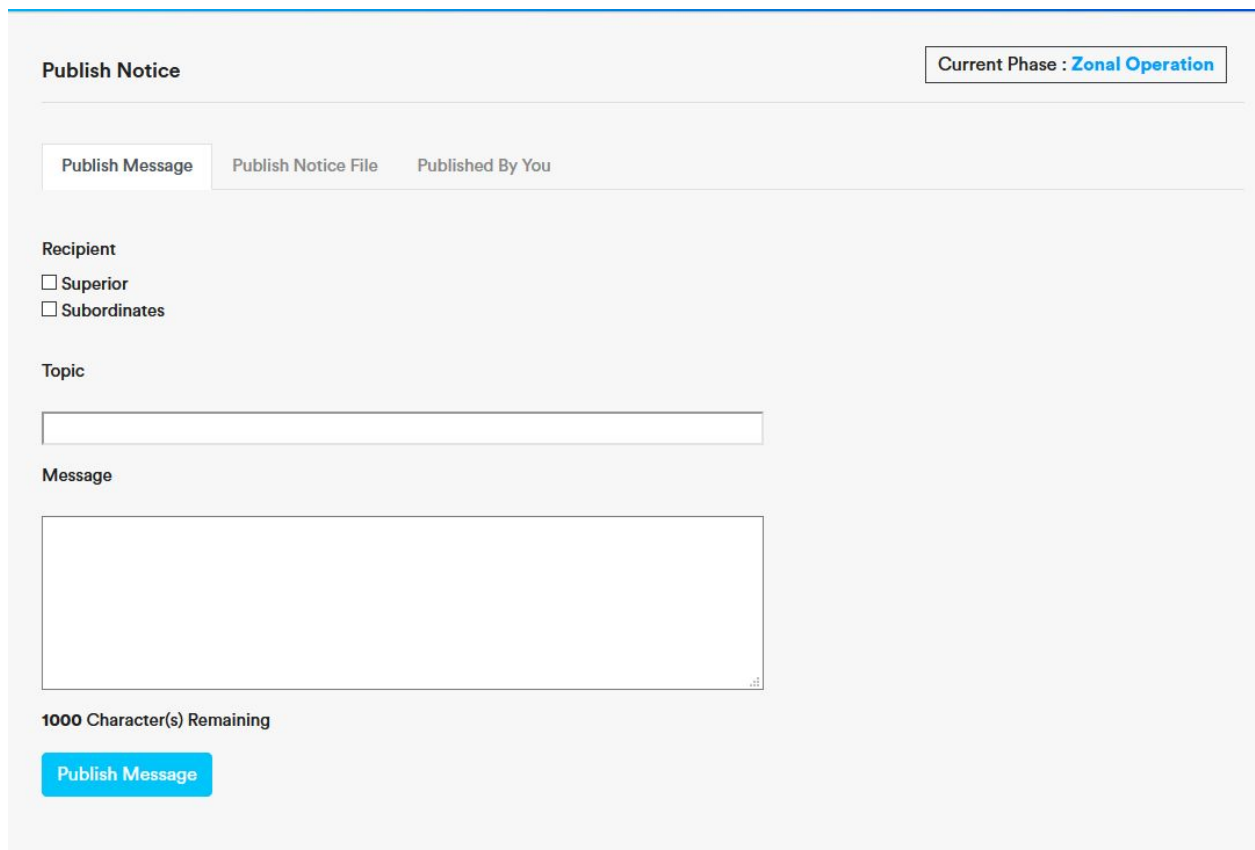
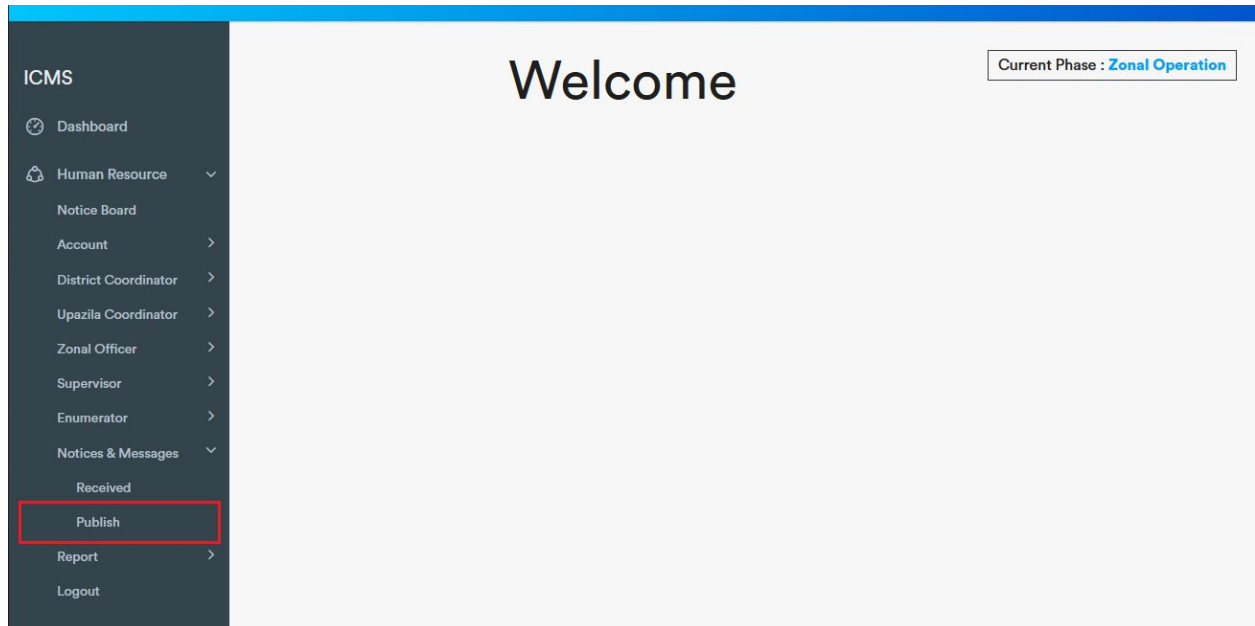
Show entries Search:

Date Time	Notice / Message Subject	Action
Thursday, January 21, 2021 02:14 PM	Test	View

Showing 1 to 1 of 1 entries
[Previous](#)
1
[Next](#)

Publish/Send File

1. Expand Notices & Messages and click on 'Publish'.



2. Click on the 'Publish Notice File' tab.

The screenshot shows a web interface for publishing a notice. At the top left, it says "Publish Notice". At the top right, there is a box labeled "Current Phase : Zonal Operation". Below this, there are three tabs: "Publish Message", "Publish Notice File" (which is selected and highlighted), and "Published By You". Under the "Publish Notice File" tab, there is a "Topic" label followed by an empty text input field. Below that is a "Notice" label followed by an "Add Notice File" text input field and a "Browse" button. At the bottom left of the form area, there is a blue "Publish Notice" button.

3. Enter topic name

This screenshot is similar to the previous one, but the "Topic" input field now contains the text "Test file upload". A red rectangular box highlights the "Topic" label and its input field. The "Add Notice File" field and "Browse" button are still present, and a small box below the "Browse" button says "No file selected.". The "Publish Notice" button remains at the bottom left.

4. To upload a file click on browse. File explorer will open, then using file explorer select the file you want to send/publish.

Publish Notice Current Phase : **Zonal Operation**

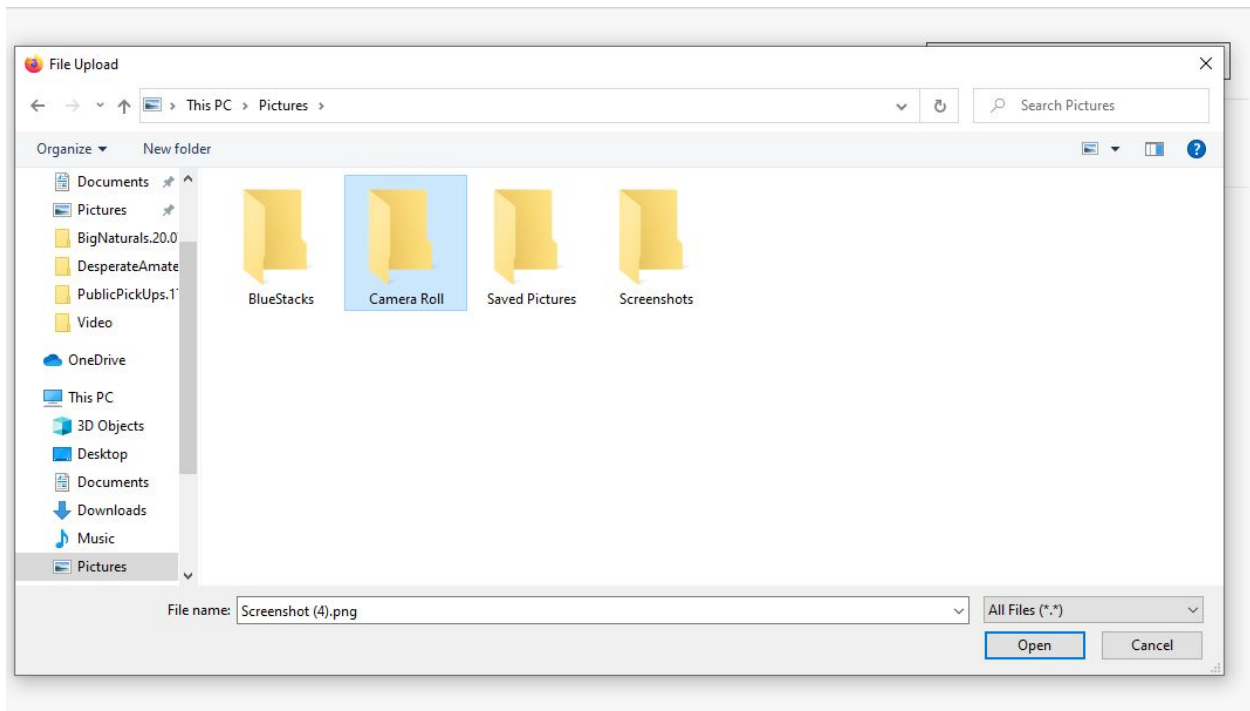
Publish Message **Publish Notice File** Published By You

Topic

Test file upload

Notice

Add Notice File




5. After choosing a file, click on 'Publish Notice'.

Publish Notice Current Phase : [Zonal Operation](#)

[Publish Message](#)
[Publish Notice File](#)
[Published By You](#)

Topic

Notice



6. You can see your published notices on the 'Published By You' tab.

Publish Notice Current Phase : [Zonal Operation](#)

[Publish Message](#)
[Publish Notice File](#)
[Published By You](#)

Show entries Search:

Date Time	Notice / Message Subject	Action
Thursday, January 21, 2021 02:37 PM	Test file upload	Download
Thursday, January 21, 2021 02:14 PM	Test	View

Showing 1 to 2 of 2 entries

Received Message/Notice

1. Expand 'Notice & Message' click on 'Received'.

Show 10 entries

Search:

Date Time	From	Notice / Message Subject	Action
Tuesday, January 19, 2021 12:52 AM	Admin	2021-01-19_12-52 AM_Dhaka.pdf	Download
Wednesday, November 25, 2020 11:37 AM	Admin	Test	View
Wednesday, November 25, 2020 11:36 AM	Admin	2020-11-25_11-36 AM_New Text Document.txt	Download
Wednesday, November 25, 2020 11:31 AM	Admin	Test 11.25.2020	View
Wednesday, November 25, 2020 10:59 AM	Admin	2020-11-25_10-59 AM_enumerator-list.xlsx	Download
Wednesday, November 25, 2020 05:33 AM	Admin	2020-11-25_05-33 AM_enumerator-list.xlsx	Download
Saturday, September 19, 2020 01:30 PM	Admin	2020-09-19_01-30 PM_test excel 1.xlsx	Download
Saturday, September 19, 2020 01:29 PM	Admin	Message For Divisional Coordinators	View
Tuesday, September 08, 2020 12:21 PM	Admin	test message	View
Tuesday, September 08, 2020 06:47 AM	Admin	This is a Test Subject	View

Showing 1 to 10 of 15 entries

Previous [1](#) [2](#) Next

2. To see a message click on 'View'.

Notices & Messages

Current Phase : **Zonal Operation**

Show 10 entries

Search:

Date Time	From	Notice / Message Subject	Action
Tuesday, January 19, 2021 12:52 AM	Admin	2021-01-19_12-52 AM_Dhaka.pdf	Download
Wednesday, November 25, 2020 11:37 AM	Admin	Test	View
Wednesday, November 25, 2020 11:36 AM	Admin	2020-11-25_11-36 AM_New Text Document.txt	Download
Wednesday, November 25, 2020 11:31 AM	Admin	Test 11.25.2020	View
Wednesday, November 25, 2020 10:59 AM	Admin	2020-11-25_10-59 AM_enumerator-list.xlsx	Download
Wednesday, November 25, 2020 05:33 AM	Admin	2020-11-25_05-33 AM_enumerator-list.xlsx	Download
Saturday, September 19, 2020 01:30 PM	Admin	2020-09-19_01-30 PM_test excel 1.xlsx	Download
Saturday, September 19, 2020 01:29 PM	Admin	Message For Divisional Coordinators	View
Tuesday, September 08, 2020 12:21 PM	Admin	test message	View
Tuesday, September 08, 2020 06:47 AM	Admin	This is a Test Subject	View

Showing 1 to 10 of 15 entries

Previous **1** 2 Next

Message

Current Phase : **Zonal Operation**

[Back](#)

Topic

Test

Message

Test

3. To download a notice file click on 'Download'. Download will automatically start.

Notices & Messages Current Phase : [Zonal Operation](#)

Show entries Search:

Date Time	From	Notice / Message Subject	Action
Tuesday, January 19, 2021 12:52 AM	Admin	2021-01-19_12-52 AM_Dhaka.pdf	Download
Wednesday, November 25, 2020 11:37 AM	Admin	Test	View
Wednesday, November 25, 2020 11:36 AM	Admin	2020-11-25_11-36 AM_New Text Document.txt	Download
Wednesday, November 25, 2020 11:31 AM	Admin	Test 11.25.2020	View
Wednesday, November 25, 2020 10:59 AM	Admin	2020-11-25_10-59 AM_enumerator-list.xlsx	Download
Wednesday, November 25, 2020 05:33 AM	Admin	2020-11-25_05-33 AM_enumerator-list.xlsx	Download
Saturday, September 19, 2020 01:30 PM	Admin	2020-09-19_01-30 PM_test excel 1.xlsx	Download
Saturday, September 19, 2020 01:29 PM	Admin	Message For Divisional Coordinators	View
Tuesday, September 08, 2020 12:21 PM	Admin	test message	View
Tuesday, September 08, 2020 06:47 AM	Admin	This is a Test Subject	View

Showing 1 to 10 of 15 entries Previous [1](#) [2](#) Next