



## **Standard Operating Procedure for student profile Verification, Finalization & Validation under Saboojsathi Phase-XI (Class IX students of AY: 2025)**

<https://saboojsathi.webstep.in>

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### **1. Who are Eligible?**

Students of Class IX of Academic Year 2025 in Government Run and Government Aided Schools and Madrasahs.

### **2. SOP:**

In SaboojSathi Phase XI, student profiles (Class IX of AY: 2025) of eligible schools have been imported from Banglar Shiksha Portal (<https://banglarshiksha.gov.in>). Normally, the eligible schools/Madrasahs will find profiles of students of Academic Year 2025 already filled in. If student particulars are not available through Saboojsathi Login, particulars are to be entered afresh through clicking "New Entry (AY: 2025)". If any eligible school is not registered in Saboojsathi portal, a prayer in this regard may be sent to the Department through proper channel as per existing procedure.

**Step 1:** HOI will log in (<https://saboojsathi.webstep.in>) with respective credentials and go to "Student Profile Verification (AY: 2025)" menu.

**Step 2:** Verify records of each of the students. Rectification of address & phone number is permissible only. In case there is a need to update other fields, the concerned profile should be rejected & entered afresh. The verification of each student's profile is mandatory.

Information in respect of the field "Whether already received bi-cycle", is mandatory.

**Step 3:** Check Declaration box & click on "Submit" button after necessary verification and correction (if required) of each record.

**Step 4:** Finalization of all verified records: The "Finalize" button will only appear after completion of verification of all student profiles.

After clicking on "Finalize" button, school will not be able to change/modify any student profile.

**Step 5:** Validation by Sis/ASIs/DIs: The finalized particulars will have to be validated at the next higher level by Sis/ASIs/DIs. District Nodal Officers will also be able to validate through their respective logins.

**Step 6: Generation of Muster Roll:** Partially filled in Muster Roll (Distribution Record) shall be made available through the HOI Login after completion of validation.

**Step 7: Creation of Delivery Points and tagging of Schools and Madrasahs by BDOs:** The BDOs are required to create one delivery point per Block & tag all the schools of the block afresh with that delivery point in Phase-XI. The same process is to be followed for municipalities mutatis mutandis. This process is adopted for convenience in allocation of bicycles among schools & e-challan process. [Though there may be more than one actual delivery points at the field level.]

**Step 8: Uploading of distribution records:** Uploading of Records should be taken up immediately after distribution through HOI Login. Hard copy of filled in Distribution Record (Muster Roll) should be preserved at the school level for subsequent verification & audit purposes.

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