



STAFF COMMON POOL MODULE

STAFF COMMON POOL MODULE IN EMIS AND TNEMIS LOGIN

USER MANUAL: SCHOOL LOGIN

[HTTPS://EMIS.TNSCHOOLS.GOV.IN/DASHBOARD](https://emis.tnschools.gov.in/dashboard)

STEP 1: LOG IN TO THE SCHOOL PORTAL AND SELECT STAFF

The screenshot shows the EMIS dashboard for Government High School, Kilambakkam-602025. The top navigation bar includes links for Home, Student, School, Staff, Approvals, Registers, Report, Search, Ennum Ezhutham, NILP Mapping, and Internet Connectivity. The main content area displays various statistics and reports, including Today's Special, Today's Birthday, Today's Quotes, and Children Movie Screening. The Staff section is highlighted, showing a list of staff members with columns for Name, ID, Gender, and Post.

STEP 2: UNDER STAFF → STAFF LIST

The screenshot shows the EMIS Staff List page. The top navigation bar includes links for Home, Student, School, Staff, Approvals, Registers, Report, Search, Ennum Ezhutham, NILP Mapping, and Internet Connectivity. The main content area displays a list of staff members with columns for Name, ID, Gender, Post, and Date. The Staff List is highlighted, showing a list of staff members with columns for Name, ID, Gender, Post, and Date.

Name	ID	Gender	Post	Date
DINESH KUMAR G	11088263	Non-Teaching	JUNIOR ASSISTANT	06-10-2023



STEP 3:

CLICK THE COMMON POOL ICON FOR THE SPECIFIC USER YOU WANT TO MOVE TO THE COMMON POOL.

Staff > Staff List

Staff List

+ Add

junior

Download

#	Staff Name	Staff ID	Category	Designation	Main Subject	DOJ(Present School)	Deputation Status	Action
1	DINESH KUMAR G	11088263	Non-Teaching	JUNIOR ASSISTANT	other	06-10-2023	Not Applicable	

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STEP 4:

TO BRING A STAFF MEMBER BACK TO THE SCHOOL, CLICK THE SEARCH BUTTON AND ENTER ANY OF THE AVAILABLE STAFF DETAILS TO LOCATE THE STAFF MEMBER:

- STAFF EMIS ID
- STAFF NAME
- AADHAAR NUMBER
- PHONE NUMBER
- UDISE CODE
- DATE OF BIRTH (DOB)

USE THE AVAILABLE DETAILS TO SEARCH AND IDENTIFY THE REQUIRED STAFF MEMBER AND DOUBLE CLICK TO ADD

Search > Staff Details

Search Staff Details

☒ Staff EMIS ID ☐ Staff Name ☐ Aadhar Number ☐ Phone Number ☐ UDISE ☐ DOB

11088263

Search Search in Common Pool

Common Pool Staffs (1)

Search Details

S.No	Staff EMIS ID	Name	Designation	School/Office Name	UDISE Code	District
1	11088263	DINESH KUMAR G	JUNIOR ASSISTANT	GOVERNMENT HIGH SCHOOL, KILAMBAKKAM-602025	33010101302	TIRUVALLUR

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STEP 5:

DOUBLE-CLICK ON THE STAFF MEMBER TO ADMIT THEM TO THE SCHOOL.

The screenshot shows the 'Staff Details' page in the TNEMIS portal. A 'Staff Transfer' dialog box is open, asking 'Do You Want To Admit DINESH KUMAR G To This School?'. A red arrow points to the 'Yes' button. Below the dialog box, a table lists common pool staff.

S.No	Staff EMIS ID	Name	Designation	School/Office Name	UDISE Code	District
1	11088263	DINESH KUMAR G	JUNIOR ASSISTANT	GOVERNMENT HIGH SCHOOL, KILAMBAKAM-602025	33010101302	TIRUVALLUR

Note: For office staff, follow the same steps in the TNEMIS Login Portal to complete the process.

https://tnemis.tnschools.gov.in/approval/staff_details



TO CREATE NEW STAFF IN EMIS AND TNEMIS LOGIN

STEP 1:

FOR STAFF WHOSE EMIS ID HAS NOT BEEN CREATED FOR A PARTICULAR SCHOOL OR DESIGNATED OFFICE, CREATE A STAFF RECORD BY CLICKING ADD UNDER STAFF LIST.

GOVERNMENT HIGH SCHOOL, KILAMBAKKAM-602025
33010101302

Home Student School Staff Approvals Registers Report Search Ennum Ezhuthum NILP Mapping Internet Connectivity
HS & HSS SCHOOL SURVEY Thiran Assessment SLAS Assessment

Staff > Staff List

Staff List

Add Search... Download

#	Staff Name	Staff ID	Category	Designation	Main Subject	DOJ(Present School)	Deputation Status	Action
1	GAYATHRI R	10000250	Teaching	GRADUATE TEACHER (BT ASSISTANT)	Science	17-12-2012	Not Applicable	
2	KAMATCHI D	10000254	Teaching	SECONDARY GRADE TEACHER	All Subjects	04-07-2000	Not Applicable	
3	CLARA JEYA SUNDARI L	10000255	Teaching	SECONDARY GRADE TEACHER	All Subjects	01-08-2005	Not Applicable	
4	SUGANTHI D	10000430	Teaching	GRADUATE TEACHER (BT ASSISTANT)	English	16-03-2022	Not Applicable	
5	SUJATHA D	10000437	Teaching	GRADUATE TEACHER (BT ASSISTANT)	Serial Science	08-07-2025	Not Applicable	

STEP 2:

FILL IN ALL THE REQUIRED STAFF DETAILS AND CLICK SUBMIT. ONCE SUBMITTED SUCCESSFULLY, THE STAFF EMIS ID WILL BE GENERATED. NOTE: FOR STAFF WORKING UNDER AN OFFICE, FOLLOW THE SAME PROCESS AND CREATE THE STAFF RECORD THROUGH THE CONCERNED OFFICE HEAD LOGIN.

GOVERNMENT HIGH SCHOOL, KILAMBAKKAM-602025
33010101302

Create Staff (or) Instructors (Including Head Master/Mistress)

Training Received* Select One Training Need* Select One
Trained In Computers for Teaching* Trained to Teach CWSN Students*
Class Taught*
No. of working days spent on non teaching assignments in Last Academic Year* Enter Number of Days

Bank Details

Indian Financial System Code (IFSC) Enter IFSC Branch Name Get Branch Name
Bank Name Get Bank Name Account Number Enter Account Number
Permanent Account Number (PAN) Enter PAN

Save **Cancel**



ADMINISTRATIVE TRANSFER MODULE

The screenshot shows the 'Administrative Transfer Form' interface within the TN EMIS - ARIYALUR system. The top navigation bar includes links for Student Admission, IPHRMS / Service Register, Home, Mail Request, Component, Staff List, Approvals, ITK Support, 14417, and Competition. Below this, a secondary bar contains Assessment, Staff Service Grievance, Reports, Inbox, Search, EMIS Tickets, and Document Center. The main form area is titled 'Administrative Transfer Form' and features a 'Select Type' dropdown set to 'Administrative Transfer' and a 'Choose a type' section with radio buttons for 'Search by ID' (selected) and 'Select by School / Office'. A 'Back' button is located to the right. The form is divided into two main sections: 'Present School/Office' and 'New School/Office'. The 'Present School/Office' section includes fields for 'Enter Staff ID' (with a red error message 'Staff ID is required'), 'Staff Name', 'Staff Designation', 'Staff School / Office', and 'Staff Status'. The 'New School/Office' section includes fields for 'Transfer To' (a dropdown menu), 'Select District' (a dropdown menu showing 'ARIYALUR'), 'Select School/Office' (a dropdown menu), 'Proceedings Date' (a date picker showing 'dd--yyyy'), and 'Order Reference Number' (a text field with a placeholder 'Enter Reference Number').

For staff who have been transferred, use the Administrative Transfer module to transfer the staff member from one school or office to another within the district from concern CEO login.

Use the following link to access the module:

<https://tnemis.tnschools.gov.in/approval/deputation-transfer>