

**Government of West Bengal ,
Office of the District Inspector of Schools(S.E),
Jalpaiguri**

“ Office Memorandum ”

Sub: Guideline for submission of Salary for the month of July , 2014.

It is within the knowledge that Periodical Increment in favour of the Teaching & Non-Teaching employees working under Govt. Aided / Sponsored Institutions in terms Rule – 10 of order no. 46-SE(B), Dt.27/2/2009 to be read with Finance Department G.O.No.6605-F(P), Dt.29/6/2011 needed to be drawn in the month of July , 2014 .

To simplify the process of calculation of increment minor changes has been made in OSMS . Hence the HOI's are requested to follow the guidelines as noted below while submitting Salary Requisition online .

Point - 1 : Select “No-Increment” for those employee who will not get any increment (Viz.Non completion of B.Ed within 5 years, E.O.L,L.W.P , Non completion of 6 months service etc.)

Point - 2 : Select “One Increment” for those employees who will get only one increment i.e the periodical increment only.

Point -3 : Select “Two Increment” for those employees who will get periodical increment along with 10/20 yrs benefit (whose 10/20 years continuous & satisfactory service completed between the period 2nd January to 30th June,2014) in terms of Rule – 2 of G.O.No.181-SE(B), Dt.8/10/2009.

Point - 4 : After completion of the Task related to Point 1 to 3 , Please press “Save” button (below) and then press “ SKIP”(above marked with red) to view the salary requisition sheet and use “TAB” to calculate the D.A , H.R.A etc. in new B.Pay and upon verification of the same proceed towards finalization of salary as usual .

The HOI's are also requested to keep it in mind that the cases in which G.Pay has to be changed (Viz 18 yrs benefit upto P.B-3 in terms of Rule 1 of G.O.No.181-SE(B), Dt.8/10/2009 , H.M Promotion , Sanctioning of Higher Scale etc.) proper value(B.Pay) has to be put manually in salary requisition sheet . Salary Requisition will have to be finalized within 12th July , 2014 and hard copies (in duplicate) accompanying H.R.A declaration in terms of G.O.No. 97-SE(B), Dt.7/3/2001 will have to be submitted within 15th July, 2014.

All concerned are being informed .

Sd/- S.SAMANTA
District Inspector Schools(S.E),
Jalpaiguri

Memo No. 02/OSMS/2014

Dated , 3rd July , 2014

Copy forwarded for information to the :

- 1.Head of the Institutions , ALL JH/ New Set Up /High / H.S Schools including Madrasah under Jalpaiguri District .
- 2.Guard file .

Sd/- S.SAMANTA
District Inspector of Schools(S.E),
Jalpaiguri