

INCREMENT – INTERIM RELIEF MODULE : JULY 2016

STEP – 1 : Click Employee Increment Details under TEACHER MONTHLY SALARY INFORMATION (Main Menu)

TEACHERS' MONTHLY SALARY INFORMATION

- View Teachers' Bank Details
- **Employee Increment Details**
- Print Teachers' Monthly Salary Details
- Deduction Statement
- Print Annual Salary Statement
- Print Bonus Pay Details
- New Employee Form

STEP – 2 : Click SUBMIT

SCHOOL TEACHERS SALARY

HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL LOGOUT

EMPLOYEE INCREMENT

Employee Increment For The Month: July 2016

SUBMIT
RESET

STEP – 3 : A new pop-up window will open with Pay in PB & Grade Pay from June-2016 Salary data

STEP – 4 : Select Increment Option

- Option – 1 : No Increment (No Increment in July)
- Option – 2 : Single Periodical Increment (Normal Annual Increment in July)
- Option – 3 : Single Non-Periodical Increment (No Annual Increment but 1 increment for 10/20 year)
- Option – 4 : Double Increment (1 Annual Increment + 1 increment for 10/20 year)

By selecting Increment Option Revised Pay in PB & Interim Relief will be calculated by the system
Click Submit at the end of the List

ADHATA HIGH SCHOOL										
School Type: HIGHER SECONDARY Increment Submission : Jul,2016										
NAME	AS PER JUNE 2016			INCREMENT		REVISED JULY 2016			Interim Relief	
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP		
CHAKRABARTY,(HM)	27830	5600	33430	--Select Type			5600			
ATTOPADHYAY ,(AHM)	24840	5000	29840	--Select Type			5000			
DAS,(AT)	27480	4700	32180	--Select Type			4700			
HAKRABORTY ,(AT)	27830	4800	32630	--Select Type			4800			

ADHATA HIGH SCHOOL										
School Type: HIGHER SECONDARY Increment Submission : Jul,2016										
NAME	AS PER JUNE 2016			INCREMENT		REVISED JULY 2016			Interim Relief	
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP		
HUIYA,(GROUP-D)	8870	1800	10670	Single Period	320	9190	1800	10990	919	
HAR ,(GROUP-D)	6950	1700	8650	Single Period	260	7210	1700	8910	721	
(GROUP-D)	5520	1700	7220	Single Period	220	5740	1700	7440	574	
TERJEE,(GROUP-D)	5520	1700	7220	Single Period	220	5740	1700	7440	574	
AR,(GROUP-D)	5520	1700	7220	Single Period	220	5740	1700	7440	574	

Total No. of Teacher's : 40

Submit

Please note the following :

1. If Double Increment is selected Interim Relief will be calculated @10% on revised Pay in PB after giving one Annual Increment only

ADHATA HIGH SCHOOL									
School Type: HIGHER SECONDARY Increment Submission : Jul,2016									
NAME	AS PER JUNE 2016			INCREMENT		REVISED JULY 2016			Interim Relief
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP	
VTI PAL,(AT)	12590	4100	16690	Double Incre	1020	13610	4100	17710	1309
LAM,(AT)	12590	4100	16690	Double Incre	1020	13610	4100	17710	1309
SH ,(AT)	14280	4800	19080	Single Period	580	14860	4800	19660	1486
NDAL,(AT)	13150	4700	17850	Single Period	540	13690	4700	18390	1369

2. If any Employee enjoyed higher Grade Pay only (No Additional Increment) in between Jan & June due to promotion (AT to HM etc.) change Grade Pay in June – 2016 to his/her previous Grade Pay to calculate Increment. Select Double Increment to give Normal Annual Increment & Promotional Increment

ADHATA HIGH SCHOOL									
School Type: HIGHER SECONDARY Increment Submission : Jul,2016									
NAME	AS PER JUNE 2016			INCREMENT		REVISED JULY 2016			Interim Relief
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP	
HAKRABARTY,(HM)	27830	4800	32630	Double Incre	1990	29820	5600	34620	2881
ATTOPADHYAY ,(AHM)	24840	5000	29840	Single Period	900	25740	5000	30740	2574
DAS,(AT)	27480	4700	32180	Single Period	970	28450	4700	33150	2845
HAKRABORTY ,(AT)	27830	4800	32630	Single Period	980	28810	4800	33610	2881

3. If promotional benefit (18yrs) is due (PP issued already by DDO) in between Jan & June this year, the concerned HOI to save Increment module first giving him/her Double Increment, but should contact DDO immediately to modify Grade Pay. After that the HOI should submit Salary of July.
4. If any of the promotional increment becomes due with effect from any day in July (except 1st July), Double Increment option may be selected, but Basic Pay to be reduced proportionately in Salary Table of July to avoid overdrawn.

STEP – 5 : After Clicking Submit button at the bottom of the list the entire page will be reloaded
Click SKIP to open Salary Table of July - 2016

ADHATA HIGH SCHOOL									
School Type: HIGHER SECONDARY Increment Submission : Jul,2016									
You have already provided increment details. SKIP this page									
NAME	AS PER JUNE 2016			INCREMENT		REVISED JULY 2016			Interim Relief
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP	
HAKRABARTY,(HM)	27830	5600	33430	Single Period	1010	28840	5600	34440	2884
ADHYAY ,(AHM)	24840	5000	29840	Single Period	900	25740	5000	30740	2574
DAS,(AT)	27480	4700	32180	Single Period	970	28450	4700	33150	2845

STEP – 6 : Salary Table of July will be opened

Please re-calculate HRA field, manually enter HRA if fixed

ADHATA HIGH SCHOOL																		
School Type: HIGHER SECONDARY Salary Requisition Submission : Jul,2016																		
Please check the Pay In Pay Band,Grade Pay,HRA,MA,P.Tax Before Submission of salary.																		
*Shaded fields are disabled for editing. *Basic Pay field is enabled to edit upto the maximum of Pay in PB + G.P *If Basic Pay is lowered due to Without Pay etc , the value will take effect in current month only. *A.G.P : Additional Grade Pay (Rs 100 for HS, Rs 75 for High)(Applicable to TIC, if any, as per profile designation & approval from DI SE concern) *HRA field is enabled to edit upto the Maximum of 15% of Basic. *CONV. Allowance : Field enabled only for Employee under PH category in Profile For PH Category P.Tax =0. *I.Tax : Field disabled for employee without PAN.																		
Sl No.	Name	PAY & ALLOWANCES										DEDUCTIONS					NET PAY	
		PAY IN PAY BAND	GRADE PAY	A.G.P.	BASIC	DA @75%	HRA	MA	CPF	CONV ALLOW	INTERIM RELIEF	GROSS	GPF	CPF	RECOVERY OF PF LOAN	P. TAX		I. TAX
1	HAKRABARTY,(HM)	28840	5600	0	34440	25830	5166	300	0	0	2884	68620	2500	0	0	200	3000	62920
2	ADHYAY ,(AHM)	25740	5000	0	30740	23055	4611	300	0	0	2574	61280	3000	0	0	200	1000	57080
3	DAS,(AT)	28450	4700	0	33150	24863	3000	300	0	0	2845	64158	10000	0	0	200	3000	50958

STEP - 7 : Click Save at the bottom of the list after checking entire salary table

36	YA,(GROUP-D)	9190	1800	0	10990	8243	1649	300	0	0	919	22101	4000	0	0	130	0	17971
37	R ,(GROUP-D)	7480	1700	0	9180	6885	1377	300	0	0	721	18463	4500	0	0	130	0	13833
38	ROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1500	0	0	130	0	13380
39	ERJEE,(GROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1000	0	0	130	0	13880
40	AR,(GROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1000	0	0	130	0	13880

Save

STEP - 8 : Next Screen

Check the entire table, Click BACK TO SALARY TABLE OR CONFIRM TO FINALIZE at the bottom of list

ADHATA HIGH SCHOOL

School Type: **HIGHER SECONDARY**
Salary Requisition View : Jul,2016

You have successfully entered the salary data.

*Please verify the data and finalize.

Sl No.	Name	PAY IN PAY BAND	GRADE PAY	A.G.P.	PAY & ALLOWANCES							GROSS	DEDUCTIONS				NET PAY	
					BASIC	DA @75%	HRA	MA	CPF	CONV ALLOW	INTERIM RELIEF		GPF	CPF	RECOVERY OF PF LOAN	P. TAX		I. TAX
1	IRABARTY,(HM)	28840	5600	0	34440	25830	5166	300	0	0	2884	68620	2500	0	0	200	3000	62920
2	JPADHYAY ,(AHM)	25740	5000	0	30740	23055	4611	300	0	0	2574	61280	3000	0	0	200	1000	57080
36	YA,(GROUP-D)	9190	1800	0	10990	8243	1649	300	0	0	919	22101	4000	0	0	130	0	17971
37	R ,(GROUP-D)	7480	1700	0	9180	6885	1377	300	0	0	721	18463	4500	0	0	130	0	13833
38	ROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1500	0	0	130	0	13380
39	ERJEE,(GROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1000	0	0	130	0	13880
40	AR,(GROUP-D)	5740	1700	0	7440	5580	1116	300	0	0	574	15010	1000	0	0	130	0	13880

BACK TO SALARY TABLE
CONFIRM TO FINALIZE

STEP - 9 : Download pdf file from Main Menu, it looks like

Salary Requisition of ADHATA HIGH SCHOOL for the month: July, 2016 (NON-SSA SCHOOL)																				
SALARY REQUISITION NOT YET FINALIZED																				
NAME	DOA	APPVL NO & DATE	PAY BAND	BANK IFSC	ACCOUNT NO.	Pay							Deduction				Net Salary			
						AGP	BP	DA	HRA	MA	CPF	Conv Allow	IR	Gross Salary	GPF	CPF		Recovery of PF Loan	P. Tax	I. Tax
1) IRABARTY, HM	23-04-2015	938/g 08-05-2015	PB4	SBIN000024			34440	25830	5166	300			2884	68620	2500			200	3000	62920
2) JPADHYAY, AHM	23-02-2007	234/G 11-04-2007	PB4	SBIN008354			30740	23055	4611	300			2574	61280	3000			200	1000	57080
3) JAS, AT	19-03-1981	2144(g)/H- 1(275) 20-07-1981	PB4	SBIN008354			33150	24863	3000	300			2845	64158	10000			200	3000	50958
4) ORTY, AT	11-05-1987	4147/G 17-07-1987	PB4	SBIN008354			33810	25208	5042	300			2881	67041	5000			200	2500	59341
5) EN, AT	15-05-1987	4147/G 15-05-1987	PB4	SBIN008354			33810	25208	3000	300			2881	64999	5000			200	1000	58799
6) OY, AT	08-09-1988	1298/G 13-10-1988	PB4	SBIN008354			32890	24868	3000	300			2809	63667	5000			200	2500	55967

i) Certified that the claim in this bill was not drawn before & said claim has been calculated against the approved teaching and non-teaching staff.

ii) Certified that none of the incumbent has drawn HRA (both husband and wife) exceeding Rs. 6000/- per month.

iii) This bill is prepared as per applicable ROPA's, G/A rules and proper verification of monthly attendance and leave registers of each employee strictly.

Signature of Secretary / Administrator	Signature of the Head of the Institution	Signature of DIS(SE) / ADI(S/SE)

Salary Requisition not yet Finalized