

INCREMENT MODULE : JULY-2015

Due to integration of OSMS with IFMS, a major change in the Increment Module of July made. Please follow instructions before using the module.

While opening salary table of July the screen will look like

SCHOOL TEACHERS SALARY									
HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL									
LOGOUT Back									
NAME	AS PER JUNE 2015			INCREMENT OPTION	AMOUNT	REVISED JULY 2015			
	PAY IN PB	GRADE PAY	TOTAL BP			PAY IN PB	GRADE PAY	TOTAL BP	
GOUTAM CHATTOPADHYAY	23970	5000	28970	--Select Type--					
ASHOKE KR DAS	26540	4700	31240	--Select Type--					
GURUDEV CHAKRABORTY	26880	4800	31680	No Increment					
SIPRA SEN	26880	4800	31680	Single Increment					
				Double Increment					
				--Select Type--					

The column structure in the table as :

Name | Band Pay (June) | Grade Pay (June) | Total BP | Increment Option | Amount
| Band Pay (July) | Grade Pay (July) | Total BP |

Please check Total BP as per your school record in June
Now proceed to next steps as per different cases

Case 1 : Normal Single increment of July > Select Single Increment

SCHOOL TEACHERS SALARY									
HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL									
LOGOUT Back									
NAME	AS PER JUNE 2015			INCREMENT OPTION	AMOUNT	REVISED JULY 2015			
	PAY IN PB	GRADE PAY	TOTAL BP			PAY IN PB	GRADE PAY	TOTAL BP	
GOUTAM CHATTOPADHYAY	23970	5000	28970	Single Incren	870	24840	5000	29840	
ASHOKE KR DAS	26540	4700	31240	--Select Type--					
GURUDEV CHAKRABORTY	26880	4800	31680	--Select Type--					
SIPRA SEN	26880	4800	31680	--Select Type--					

Increment Amount, Pay in Pay Band (Band Pay), Grade Pay & Total Basic Pay will be calculated automatically, Incremented Band Pay (July) will be sum of previous Band Pay plus Increment Amount, please note total Basic Pay which is equal to Band Pay (July) plus Grade Pay. Proceed to next employee.

Case 2 : Double Increment (due to 10 yr / 20 yr benefit between Jan & June)
> Select Double Increment

SCHOOL TEACHERS SALARY									
HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL									
LOGOUT Back									
NAME	AS PER JUNE 2015			INCREMENT OPTION	AMOUNT	REVISED JULY 2015			
	PAY IN PB	GRADE PAY	TOTAL BP			PAY IN PB	GRADE PAY	TOTAL BP	
GOUTAM CHATTOPADHYAY	23970	5000	28970	Double Incre	1770	25740	5000	30740	
ASHOKE KR DAS	26540	4700	31240	--Select Type--					
GURUDEV	26880	4800	31680	--Select Type--					

Increment Amount, Pay in Pay Band (Band Pay), Grade Pay & Total Basic Pay will be calculated automatically.

Case 3 : Got 18 yrs benefit (between Jan & June) with prior permission from DI/ADI

- Select Double Increment
- Change the revised Grade Pay

NAME	AS PER JUNE 2015			INCREMENT		REVISED JULY 2015		
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP
GOUTAM CHATTOPADHYAY	23970	5000	28970	Double Incre	1770	25740	5000	30740
ASHOKE KR DAS	26540	4700	31240	--Select Type				
GURUDEV CHAKRABORTY	26880	4800	31680	--Select Type				
SIPRA SEN	26880	4800	31680	--Select Type				
SABITA ROY	26200	4800	31000	--Select Type				
HARIPADA MALLICK	16390	4100	20490	Double Incre	1260	17650	4100	21750
ARITRA SUNDAR	21210	4800	26010	--Select Type				

NAME	AS PER JUNE 2015			INCREMENT		REVISED JULY 2015		
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP
GOUTAM CHATTOPADHYAY	23970	5000	28970	Double Incre	1770	25740	5000	30740
ASHOKE KR DAS	26540	4700	31240	--Select Type				
GURUDEV CHAKRABORTY	26880	4800	31680	--Select Type				
SIPRA SEN	26880	4800	31680	--Select Type				
SABITA ROY	26200	4800	31000	--Select Type				
HARIPADA MALLICK	16390	4100	20490	Double Incre	1260	17650	4400	22050
ARITRA SUNDAR MUKHERJEE	21210	4800	26010	--Select Type				

Total Basic Pay (Revised : July) will be calculated automatically

Case 4 : No Increment > Select No Increment

Please note if a teacher already took one increment for B.Ed under ODL mode in between Jan & June to be treated as No Increment, otherwise such cases to be treated as Single Increment

SCHOOL TEACHERS SALARY

HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL LOGOUT

NAME	AS PER JUNE 2015			INCREMENT		REVISED JULY 2015		
	PAY IN PB	GRADE PAY	TOTAL BP	OPTION	AMOUNT	PAY IN PB	GRADE PAY	TOTAL BP
GOUTAM CHATTOPADHYAY	23970	5000	28970	--Select Type				
ASHOKE KR DAS	26540	4700	31240	No Incremen	0	26540	4700	31240
GURUDEV CHAKRABORTY	26880	4800	31680	--Select Type				

Case 5 : Joined as Headmaster in between Jan & June, took no additional Increment just enjoyed additional Grade Pay. In such a case his/her increment to be calculated as per his / her previous Grade Pay

Change Previous Grade Pay first > Select Double Increment then > Edit Grade Pay in July

RAKIB ISLAM	11160	4800	15960	--Select Type				
DEBASHIS CHAKRABARTY	25950	5600	31550	--Select Type				
Total No. of Teacher's : 42								
RAKIB ISLAM	11160	4700	15960	--Select Type				
DEBASHIS CHAKRABARTY	25950	4800	30750	Double Incre	1880	27830	4800	32630
Total No. of Teacher's : 42								
RAKIB ISLAM	11160	4800	15960	--Select Type				
DEBASHIS CHAKRABARTY	25950	4800	30750	Double Incre	1880	27830	5600	33430
Total No. of Teacher's : 42								

Case 6 : Teacher retired on 30th June / deputed teachers terminated on 30th June
 Put 0 in both fields of Band Pay & Grade Pay (June) > Select No Increment

SANDIP BISWAS	9040	4100	13140	--Select Type				
SUJOY CHATTERJEE	13720	4800	18520	--Select Type				
JAYANTA MONDAL	8650	4100	12750	--Select Type				
YOGASHIS CHAKRABORTY	13720	4800	18520	--Select Type				
RATNA SAHA	20100	4800	24900	--Select Type				
RAKIB ISLAM	0	0	0	No Incremen	0	0	0	0
DEBASHIS CHAKRABARTY	25950	4800	30750	Double Incre	1880	27830	5600	33430

Total No. of Teacher's : 42

Finally Click Save to proceed to Salary Table of July

DEBASHIS CHAKRABARTY	25950	4800	30750	Double Incre	1880	27830	5600	33430
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Total No. of Teacher's : 42



The salary table will open automatically with incremented Basic Pay

Press TAB key on Basic Pay field for each employee to re-calculate DA, HRA, MA, P.Tax etc. But in case of Fixed HRA, no MA, no P.Tax the amount to edited to recalculate Net Pay.