

The HOI's responsibility is to identify the Profile Status as per pull down menu. So if the employee continues to exist in current month, with Salary Table Open (Yes) should be identified as "IN-SERVICE" else to be identified according to other options.

If the employee is already under "Stop Salary" mode, with Salary Table Open (NO) should be identified according to the available options.

In some districts duplicate profiles were generated (with same employee name) by HOIs during updating profiles as per COSA. HOIs need to identify the profile which drew Salary in last month as "In-Service" and the other as "Duplicate".

For Temporary Teachers appointed against deputation / leave vacancy, if terminated, to be identified as "Terminated"

At the end of the table the following options appear :

49	SUBHRA SIDHYA	AT	PRLT1487	NO	-Please Select-
50	CHANDIDAS MANDAL	AT	JYOO9212	NO	-Please Select-
51	MEGHA BISWAS	AT	TQHL0102	NO	-Please Select-

The HOI may click "Save" for the time being. He / she should click "Finalize" to get the Salary Table of September. The Table will open with the name of "In-Service" marked only, others will be made under "Stop Salary" mode automatically.

Please check the profile status before finalizing, as once finalized the table will be locked.

TEACHER PROFILE IDENTIFICATION						
HOME OF HEAD OF INSTITUTION, ADHATA HIGH SCHOOL						LOGOUT
SL NO.	EMPLOYEE NAME	DESIGNATION	CODE	SALARY TABLE OPEN	BASIC PAY OF LAST MONTH	PROFILE STATUS
1	DEBASHIS CHAKRABARTY	HT/HM	IFTB1796	YES	33430	IN-SERVICE
2	NUPUR CHANDRA DAS	HT/HM	HIUO6324	NO		RESIGNED
3	GOUTAM CHATTOPADHYAY	AHM	HNCL6383	YES	29840	IN-SERVICE
4	ASHOKE KR DAS	AT	MMDE7429	YES	32180	IN-SERVICE
5	GURUDEV CHAKRABORTY	AT	GXAM0059	YES	32630	IN-SERVICE
6	GOPAL CHANDRA BISWAS	TIC	ETJY8487	NO		RETIRED

NOTE : HOIs cannot get access to the salary table of September,2015 without finalising the above table.