

STEPS FOR BANK ACCOUNT MODIFICATIONS AT OSMS

For some security reason, change of Bank Account has been disabled at DDO login under OSMS. Change of Bank Account now will be permitted followed by the procedure below.

1. Concerned Employee will take a NOC from the Bank where his/her salary account exists at present.
2. He/She will apply to the school authority with the NOC to allow such change.
3. S/A will approve such change at the meeting of MC, simultaneously the HM/TIC will send a request through HOI login (online) and apply to DDO (offline) with details of New Account (Bank Name, A/c No, IFSC), copy of MC Resolution & NOC

Step – 1 : From HOI Login Click Request for Bank account update under Teacher Information Main Menu



Step – 2 : Click “Send Bank Account update request” for the concerned employee

TEACHER LIST UNDER XYZ HIGH SCHOOL				
Sl No.	Teacher Name	Code	Status	Action
1	Name 1	BBLA5587		Send Bank Account update request
2	Name 2	LFVC8447		Send Bank Account update request
3	Name 3	NEOW1899		Send Bank Account update request
4	Name 4	VGZB3269		Send Bank Account update request
5	Name 5	GKJM3744		Send Bank Account update request
6	Name 6	HSEV5686		Send Bank Account update request
7	Name 7	OBNH2927		Send Bank Account update request
8	Name 8	BFOO8263		Send Bank Account update request

Step – 3 : : If Name 6 is clicked a Status “Request received by DDO” will be displayed

TEACHER LIST UNDER XYZ HIGH SCHOOL				
Request has been sent successfully to DDO.				
Sl No.	Teacher Name	Code	Status	Action
1	Name 1	BBLA5587		Send Bank Account update request
2	Name 2	LFVC8447		Send Bank Account update request
3	Name 3	NEOW1899		Send Bank Account update request
4	Name 4	VGZB3269		Send Bank Account update request
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4. The concerned DDO will send a request online to Admin from his/her login to enable the Bank Field and send a mail to DSE through DI.
5. The System Administrator will unlock the Bank Details field of the concerned employee so that DDO can change the Bank Details.
6. After re-submission by changing bank details from DDO login it will be locked automatically.