

CASH ADVANCE : STEPS AT A GLANCE

As per Finance Department Memo No 5970-F(Y) dated 21-11-2016, the HOIs to follow the steps below
 The Schools with no Group C or Group D employee / Contractual teacher, the concerned HOI should not bother the steps below, as nothing can be submitted from their Login, other HOIs to follow :
STEP – 1 : Collect Application for Advance in prescribed format from the employee

To
 The (Head of Office),

Sub : Application for Part Salary / Remuneration for the month of December, 2016

Sir,

In terms of G.O. No. 5970-F(Y) Dated 21.11.2016 issued by the Finance Department, Audit Branch, Government of West Bengal, I may be granted Part Salary of Rs. 5,000/- (Rupees five thousand) in cash only from the salary for the month of December, 2016. My Basic and Grade Pay are given below –

Basic Pay - Rs. Grade Pay - Rs.

The part salary is to be adjusted against my total salary due for the month of December, 2016.

Signature of the employees

Name of the employee :

Employee Code / Unique Code :

Designation

Dated,
 The, 2016

For Group C/D Employee

To
 The (Head of Office),

Sub: Application for Part remuneration for the month of December, 2016

Sir,

In terms of G.O. No. 5970-F(Y) Dated 21.11.2016 issued by the Finance Department, Audit Branch, Government of West Bengal, I may be granted Part remuneration of Rs. 2,000/- (Rupees two thousand) in cash only from the remuneration for the month of December, 2016. My remuneration for the month of November, 2016 is Rs.

The part remuneration is to be adjusted against my total remuneration due for the month of December, 2016.

Signature of the person

Name :

Dated,
 The, 2016

For Contractual Teacher

STEP – 2 : Login > A new Menu appears in main menu > Click Details of Employee



STEP – 3 : Name of eligible Employees will appear (By default willing status will be No)

SL NO.	STAFF NAME	GRADE PAY	RETIREMENT DATE	WILLING/UN-WILLING	AMOUNT
1	1800	30-06-2021	NO	0
2	2600	30-04-2039	NO	0
3	1700	29-02-2024	NO	0
4	1700	31-05-2048	NO	0
5	1700	31-05-2051	NO	0
6	1700	30-04-2046	NO	0

Please check carefully before clicking Submit Button below Once submitted cannot be changed or unlocked to resubmit again.

Submit

STEP – 4 : Change “NO” to “YES” > Amount will be 5000 (Gr C/D) or 2000 (Contractual)

SL NO.	STAFF NAME	GRADE PAY	RETIREMENT DATE	WILLING/UN-WILLING	AMOUNT
1	1800	30-06-2021	YES	5000
2	2600	30-04-2039	YES	5000
3	1700	29-02-2024	YES	5000
4	1700	31-05-2048	YES	5000
5	1700	31-05-2051	YES	5000
6	1700	30-04-2046	YES	5000

Please check carefully before clicking Submit Button below Once submitted cannot be changed or unlocked to resubmit again.

Submit

STEP – 5 : Click Submit

(Please check carefully before clicking Submit button,

in case of wrong submission, no request to unlock for re-submission will be entertained)

Next Screen will appear

Data has been submitted successfully.

[Download pdf of advance drawl of salary](#) ←

STEP – 6 : Download pdf file

The structure of pdf file will be like this

Advance Drawl of Salary/Remuneration or Wages and Payment in Cash of ASANSAR					
SL NO.	NAME OF THE SCHOOL	NAME OF EMPLOYEE	DESIGNATION	GRADE PAY	AMOUNT
1	ADARSH	ADARSH	CLERK	2600	5000
2	ADARSH	ADARSH	GROUP-D	1800	5000
3	ADARSH	ADARSH	GROUP-D	1700	5000
4	ADARSH	ADARSH	GROUP-D	1700	5000
5	ADARSH	ADARSH	GROUP-D	1700	5000
6	ADARSH	ADARSH	GROUP-D	1700	5000
				TOTAL	30000

Signature of HOI

STEP – 7 : Sign and staple this printout with the individual applications

STEP – 8 : The date of cash disbursement will be informed in due time. The HOIs to collect cash from DI/ADI office with the signed papers as stated in STEP – 7

Please Note : The advance amount will be deducted by OSMS while submitting Salary of December 2016.