

**Government of West Bengal  
Department of School Education  
Data Input Sheet for COSA**

“ For timely preparation of accurate salary bills and also with a view to building up a comprehensive Employee’s database, the Governor has now been pleased to decide implementation of “ Computerization of Salary Accounts (COSA)” software package *mandatorily* in all State Government Offices and other Autonomous Bodies (Municipalities / Panchayats / Educational Institutions) which draw their pay bills and Grant-in-Aid Salary Bills from Government Treasuries/ Pay & Accounts Offices.”— vide G.O. No. 1829-F(Y) dated 1<sup>st</sup> March 2012 of Audit Branch, Finance Department, Government of West Bengal

**School Details  
(To be filled in at DI/ ADI Office)**

|   |                  |  |
|---|------------------|--|
| 1 | DDO code         |  |
| 2 | H/ Account       | (Salary Head-of Account)   |
| 3 | DDO Sl. No.      | (4 digits which ranges from 001 to 0067)   |
| 4 | DISE Code        | (DISE Code of School related with this employee)   |
| 5 | Institution Name |  |
| 6 | Employee Id.     | Employee Id. comprises of 11 digits. 1 digit for school Type + 4 digits for DDO Serial+ 1 digit for Teaching/Non-Teaching Staff + 5 digits for Running Serial under that DDO. School Type : Primary School= 1, Secondary School=2. Teaching Staff=1, Non-Teaching Staff=2. |

**Employee Details**

**(To be filled in by the Employee in Block Letters neatly or, Tick the appropriate option if required)**

|    |                    |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----|--------------------|--|-----------------|---------------------|-------------------|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 7. | Bill Type          | 1. Non SSA School  | 2. SSA School   | 3. New Setup School | 4. Contractual    |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    |                    | 5. Non-SSA Madrasah  | 6. SSA Madrasah |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8  | Employee Name      |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    | 8a. First Name     |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    | 8b. Middle Name    |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    | 8c. Last Name      |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9  | Service Type       | 1.GOI  | 2.GoWB          | 3.Judicial          | 4.Higher Judicial |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Service Category   | 1.Regular  | 2. Contractual  | 3. Works-Charged    | 4. Re-employed    | 5. Attendant to MOS |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    |                    | 6. Part time Sweeper   |                 | 7. Suspension       | 8. Deputation     | 9. Part time        |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Service Status     | Not Applicable   |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Service Group      | Not Applicable   |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | ROPA Option        | 1. 1998  | 2. 2009         |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Present Pay Scale  |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Grade Pay (Rs.)    |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Pay Band Pay (Rs.) |  |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |
|    |                    | DA & some other allowances are calculated on Basic Pay i.e. (Grade Pay + Pay band pay) |                 |                     |                   |                     |  |  |  |  |  |  |  |  |  |  |  |  |  |

|    |                                    |   |              |                  |
|----|------------------------------------|---|--------------|------------------|
| 17 | Designation                        | 1. HM/ HT 2. TIC 3. AHM 4. AT 5. Librarian 6. Clerk 7. Group-D                    |              |                  |
| 18 | Acquisition Section                | Not Applicable  |              |                  |
| 19 | Residential Status                 | 1. Govt. Housing 2. Private Rental 3. Own House 4. Spouse House 5. Relative House |              |                  |
| 20 | Next Increment Date                | (in DD/MM/YYYY format)  |              |                  |
| 21 | Increment Amount (Rs.)             |   |              |                  |
| 22 | Personal Scale ? (Y/N)             | Not Applicable  |              |                  |
| 23 | Deputation ? (Y/N)                 |   |              |                  |
| 24 | Physically Challenged?(Y/N)        |   |              |                  |
| 25 | Village Worker ? (Y/N)             | Not Applicable  |              |                  |
| 26 | GIS Type (1983/1987)               | Not Applicable  |              |                  |
| 27 | GIS Group (A/B/C/D)                | Not Applicable  |              |                  |
| 28 | PF Account Type                    | 1. GPF 2. AISPF 3. CPF  |              |                  |
| 29 | PF Group (A/B/C/D)                 | Not Applicable  |              |                  |
| 30 | BP% as NPA                         | Not Applicable  |              |                  |
| 31 | PAN                                |   |              |                  |
| 32 | Aadhar UID, if any                 |   |              |                  |
| 33 | Last Pay (Rs.)                     | (In case of Re-employed employee)   |              |                  |
| 34 | Pension (Rs.)                      | (In case of Re-employed employee)   |              |                  |
| 35 | Date of Birth                      | (in DD/MM/YYYY format)  |              |                  |
| 36 | Date of Joining<br>(DD/MM/YYYY) in | Service   | Present Post | Present Location |
|    |                                    |   |              |                  |
| 37 | Religion                           | 1. Hindu 2. Muslim 3. Christian 4. Buddhist 5. Jain 6. Parsi 7. Others            |              |                  |
| 38 | Gender                             | 1. Male 2. Female   |              |                  |
| 39 | Caste                              | 1. General 2. SC 3. ST 4. OBC-A 5. OBC-B  |              |                  |
| 40 | Approval No. of Present Post       |   |              |                  |
| 41 | Post Approval Date                 | (in DD/MM/YYYY format)  |              |                  |
| 42 | Pension Option                     | 1. DCRB 2. NPS 3. Others 4. None  |              |                  |
| 43 | PRAN No., if any                   | (In case of New pension Scheme)   |              |                  |
| 44 | Marital Status                     | 1. Married 2. Un-Married 3. Widow 4. Widower 5. Divorcee 6. Separate              |              |                  |
| 45 | Spouse Service Status              | 1. GOI 2. GoWB 3. Others 4. None  |              |                  |
| 46 | Spouse Pay & HRA in Rs.            |   |              |                  |
| 47 | Present Address                    |   |              |                  |
|    |                                    | Police Station  |              |                  |
|    |                                    | District  |              |                  |
|    |                                    | Pin Code  |              |                  |

|    |  |  |  |
|----|--|--|--|
| 48 | Permanent Address  |  |  |
|    |  | <i>Police Station</i>  |  |
|    |  | <i>District</i>  |  |
|    |  | <i>Pin Code</i>  |  |
| 49 | Contact Number   | <i>Mobile Number</i>   | <i>Land Line Number including STD Code</i> |
|    |  |  |  |
| 50 | Email Id., if any  |  |  |
| 51 | Father's Name  |  |  |
| 52 | Mother's Name  |  |  |
| 53 | Spouse's Name  |  |  |
| 54 | Joining Designation  |  |  |
| 55 | Educational Qualification  |  |  |
| 56 | Academic Group   | <i>1.HM 2. Language 3. Science 4.Social Science<br/>5.Work Education &amp; Physical Education 6.HS Section</i> |  |
| 57 | Professional Qualification   | BT/ BEd/ PGBT/ BPed/ MPed/ Spl.BEd/ JBT/ PTTI/ DEd/<br>DEIED/ OTHERS, please mention                           |  |
| 58 | Pay Related Qualification  |  |  |
| 59 | Mother Tongue  | <i>1. Bengali 2. Hindi 3. Nepali 4.Santali 5. Urdu 6. English 7.Others</i>                                     |  |
| 60 | Height in Inches   |  |  |
| 61 | Blood Group  |  |  |
| 62 | Identification Mark  |  |  |
| 63 | <i>Bank Account Details at which Salary is disbursed electronically.<br/>(please write CANCELLED diagonally on a Cheque of your Cheque Book and attach Cancelled Cheque with this sheet)</i> |  |  |
| a. | Bank Name  |  |  |
| b. | Branch Name  |  |  |
| c. | Bank MICR Code   |  |  |
| d. | Bank IFSC Code   |  |  |
| e. | Bank Account Number  |  |  |
| 64 | <i>Salary Earnings Part (as per salary for the month of September 2012)</i>  |  |  |
|    | <i>Item Name</i>   | <i>Amount in Rupees</i>  |  |
| a. | Band Pay   |  |  |
| b. | Grade Pay  |  |  |
| c. | Special Pay  |  |  |
| d. | Dearness Allowance   |  |  |
| e. | House Rent Allowance   |  |  |
| f. | Special Allowance (Conveyance Cost For PH. Category)   |  |  |
| g. | CPF (Government Share) , if any  |  |  |
| h. |  |  |  |
| i. |  |  |  |
| j. |  |  |  |
| k. |  |  |  |

|    |  |                              |                                      |                                      |  |  |
|----|--|------------------------------|--------------------------------------|--------------------------------------|--|--|
| 65 | <i>Salary Deduction Part ( as per salary for the month of September 2012)</i>  |                              |                                      |                                      |  |  |
|    | <i>Item Name</i>   |                              |                                      | <i>Amount in Rupees</i>              |  |  |
| a. | Professional Tax   |                              |                                      |                                      |  |  |
| b. | Income Tax, if any   |                              |                                      |                                      |  |  |
| c. | PF Subscription, if any  |                              |                                      |                                      |  |  |
| d. | CPF Subscription (Own Share), if any   |                              |                                      |                                      |  |  |
| e. | CPF Subscription (Government Share), if any  |                              |                                      |                                      |  |  |
| f. |  |                              |                                      |                                      |  |  |
| g. |  |                              |                                      |                                      |  |  |
| h. |  |                              |                                      |                                      |  |  |
| 66 | <i>PF Loan Recovery Part (as per Salary for the month of September 2012)</i>   |                              |                                      |                                      |  |  |
|    | <i>Total Loan in Rs.</i>   | <i>Total Installment No.</i> | <i>Cumulative Recovery in Rupees</i> | <i>Current Installment Number</i>    | <i>Current Installment Amount in Rs.</i> |  |
| a. |  |                              |                                      |                                      |  |  |
|    |  |                              |                                      |                                      |  |  |
|    |  |                              |                                      |                                      |  |  |
| 67 | <i>Out-of-Account Deduction (LIC/PLI/ Cooperative etc.) Part (as per Salary for the month of September 2012)</i>     |                              |                                      |                                      |  |  |
|    | <i>Item Name</i>   |                              |                                      | <i>Amount in Rupees</i>              | <i>Policy Number, if any</i>             |  |
| a. |  |                              |                                      |                                      |  |  |
| b. |  |                              |                                      |                                      |  |  |
| c. |  |                              |                                      |                                      |  |  |
| d. |  |                              |                                      |                                      |  |  |
| e. |  |                              |                                      |                                      |  |  |
| 68 | <i>Loan Recovery (all types of Govt. loans &amp; Bank Loan) Part (as per salary for the month of September 2012)</i> |                              |                                      |                                      |  |  |
|    | <i>Loan Name</i>   | <i>Total Loan in Rs.</i>     | <i>Total Installment No.</i>         | <i>Cumulative Recovery in Rupees</i> | <i>Current Installment Number</i>        | <i>Current Installment Amount in Rs.</i> |
| a. |  |                              |                                      |                                      |  |  |
| b. |  |                              |                                      |                                      |  |  |
| c. |  |                              |                                      |                                      |  |  |
| d. |  |                              |                                      |                                      |  |  |
| e. |  |                              |                                      |                                      |  |  |
| f. |  |                              |                                      |                                      |  |  |

Place :

Date:

(Signature of the Employee)

Signature with dt & Seal of HM/HT/TIC/AHM)

**\*\* Please write CANCELLED diagonally on a Cheque of your Cheque Book and attach the cancelled Cheque with this sheet to nullify any mistake relating to data entry of some important parameters viz. IFSC Code, MICR Code & Account Number of your Bank Account at which your Salary is disbursed.**