

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 1st 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 (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 5.Work Education & Physical Education 6.HS Section</i>	
57	Professional Qualification	BT/ BEd/ PGBT/ BPed/ MPed/ Spl.BEd/ JBT/ PTTI/ DEd/ 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. (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 & 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.**