

Government of West Bengal  
Office of the District Inspector of Schools (SE), Nadia  
Krishnagar, Nadia.  
OFFICE MEMORANDUM

Sub: - Online Salary Management System  
Ref: 1) Resolution of State level MIS cell meeting dated-10-04-2014

With reference to above, it is notified to all concerned that Online Salary Management System in new format has been introduced to all the Sub-Divisions of Nadia District successfully. While operationalizing the said system, it has been noticed by us some gaps in maintaining time-schedule from the ends of various Categories of users.

Now in order to streamline the process and bring the uniformly in the system, the following schedule is to be maintained hence forth by all the stake holders

- ❖ 1) The School Authority will upload/update profile and submit the Salary requisition by 10th of each month.
- ❖ 2) The verification and checking of the aforesaid submission by School Authority has to be completed within 18<sup>th</sup> of each month .If any discrepancy/objection arises, that also has to be complied by School authority within the said date.
- ❖ 3) The Sub-division will send requisition on the basis of salary requisition of each School for sub allotment by 13<sup>th</sup> of each month. No further requisition for allotment will be considered.
- ❖ 4) The District office will sum up the requisition by 15<sup>th</sup> of each month.
- ❖ 5) The School End will be blocked by 20<sup>th</sup> of each month.

It is reminded to all concerned that the system is integrated and any lacuna on the part of any stake holder will affect the timely disbursement of salary for all. Therefore strict compliance is required for maintenance of above time schedule.

District Inspector of Schools (SE), Nadia.

Memo No 383/3/SE  
Copy forwarded for information to;  
1) Commissioner of School Education

Date 06.05.2014

District Inspector of Schools (SE), Nadia.

Memo No 383/2(4)/3/SE

Date 06.05.2014

Copy forwarded for information & necessary action to;  
1) Additional District Inspector of Schools (S.E.), Ranaghat.  
2) Assistant Inspector of Schools (S.E.), Sadar, Kalyani, Tehatta.

District Inspector of Schools (SE), Nadia.

Memo No 383/3(64)/3/SE

Date 06.05.2014

Copy forwarded for information & necessary action to;  
All the Head of the Institutions

District Inspector of Schools (SE), Nadia