

Government of West Bengal
Education Directorate
Bikash Bhavan, Salt Lake, Kolkata-91

No. ED-591/2016

Dated, Kolkata, the 2nd April, 2016.

From : The Director of Public Instructions
West Bengal, Bikash Bhavn,
Salt Lake, Kol. -91

To : The Principal / Teacher in charge of
Government-aided colleges
West Bengal

Sub: Modalities for payment of salary to the teachers and non-teaching staff of govt.- aided colleges through e-Pradan of IFMS.

In pursuance of G.O. No. 8531-F(Y) dt. 18.12.2015, a meeting has been held on 1st April, 2016 at Bikash Bhavan Conference Room to discuss modalities for payment of salary to the teachers and non-teaching staff of non govt. aided colleges through e-Pradan of IFMS. Accordingly the following steps will be taken for smooth implementation of HRMS in all colleges (Govt./govt. aided):-

- i) Pay will be drawn through HRMS w.e.f. 1st July, 2016;
- ii) In Govt. aided colleges, where Principal acts as DDO of his / her college, Pay bill will be drawn by the Principal through HRMs. Data entry will be done by respective colleges in the format prescribed by the Finance Department (enclosed);
- iii) Form for HRMS will be slightly different from the form used in Govt. offices / colleges;
- iv) In Govt.-aided colleges, where BDO / SDO acts as DDO of the college, Pay Bill be drawn by the BDO / SDO through HRMS. Data entry will be done by respective colleges in the format prescribed by the Finance Department. Soft copies of HRMS will be submitted by Govt.-aided colleges to the respective BDO/SDO by 15th May, 2016;

- v) Govt.-aided colleges will submit claim for allotment of funds towards pay packet to DPI in three phases, viz, (1) for April-July, 2016, (2) for August – December, 2016 and (3) for January – March, 2017. Such pay packet claim for instalments will be submitted to the concerned Jt. DPI (Pay Packet) by 10th April, 2016, 10th August, 2016 & 10th January, 2017 respectively by the said Govt.-aided colleges;
- vi) The Govt.-aided colleges of Coochbear, Jalpaiguri, Darjeeling (excluding GTA), Uttar Dinajpur & Dakshin Dinajpur districts will submit claim for pay packet to the DREO, Jalpaiguri instead of Jt. DPI ⁱⁿ Bikash Bhavan;
- vii) Colleges will draw pay bill through HRMS on receipt of allotment from Jt. DPI / DREO as the case may be. **Colleges shall not be allowed to release pay & allowances from their own fund, under any circumstances;**
- viii) Declarations regarding HRA of teaching and non-teaching employees are to be submitted by respective colleges only once a year i.e. along with the pay packet claim of August –December, 2016;
- ix) In case of any confusion regarding data entry & drawal of pay bill under HRMS, the concerned Treasury Officer of the district / sub-division may be consulted by the Principal / TIC of the Govt.-aided college.
- x) After completion of data entry in the prescribed HRMS format, the college authority shall obtain approval from the link Treasury Officer of the concerned Treasury;
- xi) Each teaching & non-teaching employee shall open zero (0) balance bank account and inform bank account details to the college authority immediately;
- xii) The teachers & non-teaching staff of Govt. aided colleges will get salary through e-Pradan of IFMS, which will be credited directly to their respective salary bank accounts.

He is hereby requested to follow the schedule and modalities for payment of salary to the teachers and non-teaching staff of Govt.-aided colleges through e-Pradan of IFMS w.e.f. 1st July, 2016, without fail.

12.4.16

Director of Public Instruction

EMPLOYEE INFORMATION SHEET FOR GRANT-IN-AID COLLEGES

Employee General Information

Name of the employee

Block Name	Field Name		Remarks
Employee Details	Employment Type*	Permanent	
	Employee Type *	Employeed	
	Govt. Order No/Dt For Emp Type *		Applicable for Suspended and Re-employed employees
	WEF (date)		
	Previous Employee No		
	Remarks		
	Cadre (If any)		Please mention whether Teaching/ Non-Teaching/Administrative
	Group *	A	
	Date Of Birth (date)*		
	Date Of Joining At Service (date)*		
	End of Service (date) *		Date of Superannuation/retirement
	PF No (If any)		
	Service Pensionable	Yes	
	Name*		

Employee Details

Mobile No		
Email		
Present Address:		
WEF (date)		
House No./St/Lane*		
City/Town/Village*		
District(chosen from LOV)*		
State(chosen from LOV)*		
Post Office*		
Police St *		
PIN*		
Permanant Address		
WEF (date)		
House No./St/Lane		
Post Office		
Police St		
District(chosen from LOV)*		
State(chosen from LOV)*		

PIN		
Gender*	Male	
Caste	General	
Nationality *	Indian	
Religion	--Religion--	
Adhar		
Marital Status *	Single	
WEF (date)		
Blood Group	A(+)	
Height		
PH/VH *	None	
% of PH * (If PH/VH is 'Both' and 'PH')		
% of VH * (If PH/VH is 'Both' and 'VH')		
Mark of identification		

Pay Information

Block Name

	% of Basic * (For Suspended Employees only)	
	WEF	
	If Employee Status is "Employed"	
	ROPA *	
	WEF	
	Pay Band/Min Entry Point	
	Pay Scale/Min Entry Point (Chosen from Lov)	
	Band Pay * (If Pay Band)	
	Basic * (If Pay Scale)	
	WEF	
Pay Details	Grade Pay (If Pay Band applicable)	
	WEF	
	If Employee Status is "Re Employed" Then fillup the details below	
	ROPA *	
	WEF	
	Treasury Name(Chosen from Lov) *	

	PPO ID *	
	last Basic*	
	last DA*	
	last Grade Pay	
	last HRA *	
	Basic Pension*	
	Dearness relief for Pension*(current)	
Accommodation Details	Residence Type *	Own/Rental House
	Quarter Type * (If Residence Type is Govt Quarter)	Accessed/Licensed
	Govt. Quarter(Chosen from Lov) * (If Residence Type is Govt Quarter/ govt/Pwd Mess)	
	Quarter Rent * (If Residence Type is Govt Quarter/ govt/Pwd Mess/Circuit House)	
	WEF(date)	
Bank Details*	Beneficiary Name *	
	Bank Account No	
	Bank Name	
	Bank Branch	
	IFSC Code	

Office Information		
Block Name	Field Name	
	PAN No	
	Place of Posting *	
	WEF(date)*	
	Time *	Forenoon
	Department *	Higher Education Department
	WEF(date)*	
	Post (Chosen from Lov)*	
	WEF(date)*	
	Designation (Chosen from Lov)*	
	WEF(date)*	
	Office of DDO	Name of the College
	WEF(date)	
	If Employee Status is not Re-Employed / Temp(prob)	

Family Information		
Block Name	Field Name	
Relationship Details	Name*	
	Relationship Type*	
	Date of Birth	
	Employed *	Yes
	Marital Status*	Single
	PH/VH	None
	% of PH	
	% of VH	
	House No./St/Lane	
	City/Town/Village	
	Post Office	
	Police St	
	District (Chosen from Lov)*	
	State (Chosen from Lov)*	
	PIN	
	Mobile No	

	Email Id	
	Active Flag(Check-box)	
	WBHS*	Yes/No
	Card No (activate when WBHS is Y) *	
	Monthly Income	
Employee's Spouse Details	If Relationship Status is Spouse	
	Government/PSU Service *	Yes
	Service Type* (If Government/PSU Service is Yes)	State Government
	Employee No	
	HRA Drawn *	No
	HRA Amount * (HRA Drawn is Yes)	
	Distance more than 200Km	No
	WBHS*	Yes/No
	Card No (activate when WBHS is Y) *	
	Remarks	

Qualification Details		
Block Name	FieldName	
	Qualification*	
	Academic Group/ Discipline	Non Available
	Name of Qualification *	
	Qualification Type	Academic
	Year of Passing	

Pay Information

For Pay related Information please enclose previous month's Pay Slip

Signature

Place:-
Date:-

SAMPLE FILL UP FORM

EMPLOYEE INFORMATION SHEET FOR GRANT-IN-AID COLLEGE

Employee General Information

NAME OF EMPLOYEE

Block name	Field name		Remarks
	Employment type	Permanent	Permanent
	Employment type	Employed	Employed
	Govt. order No./Dt. For Emp Type	732-Edn.(CS)/10M-84/1998 dt. 10/05/1998	
	WEF (date)	10/05/1998	
	Previous Employee No.	NA	
	Remarks	NA	
Employee Details	Cadre (if any)	Teaching staff/Non-teaching staff	
	Group	A/B/C/D	
	Date of Birth (date)	12/07/1972	
	Date of Joining at Service (date)	15/06/1998	
	End of service (date)	31/07/2032	
	PF No. (If any)		Optional
	Service Pensionable	Yes	Yes
	Name	X	
	Mobile no.	9831056754	
	Email	x72@gmail.com	
	WEF (date)	01/10/2001	
Present Address	Home No./Flat No./St./Lane	112 Keyatala Road	
	City/Town/Village	Kolkata	
	District	South 24 pgs	
	State	West Bengal	
	P.O.	Keyatala	
	P.S.	Keyatala	
	Pin	700000	
	Permanent Address	As above / If different Pl. mention details	
	Gender	Male/Female/transgender	
	Caste	General/SC/ST/OBC	
	Nationality	Indian/other	
	Religion	System generated	
	ADHAR No.	Optional option	
	Marital status	Single/Married/Divorce/Legally Separated/Widow/Widower	
	WEF (date)	20/07/2000	
	Blood Group	A (+)	

	Height	5fit 6"	
	PH/VH	If yes Mention % of PH/VH	
	Mark of identification	Cast eye	
	% of basic (for suspended employees only)	If yes mention % of basic	
	WEF	Mention efficient	
	UGC	UGC-2010	
	ROPA	ROPA-2009	
	WEF	01/01/2006	
	PAY BAND	5	
	Pay Scale	Applicable if UGC/10UGC/99/ROPA/98/90	
	Band Pay	RS. 45,000/-	
	Basic (if pay scale)	Applicable of UGC/99/2010/ROPA 98/90	
	WEF	02/07/2014	
	Grand Pay	Rs. 10,000/-	
	WEF	02/07/2014	
	Re-employed status	NA	
	Residence type	Own/rental	
	Beneficiary Name		
	Bank A/C	10836586612	
	Bank Name	S.B.I	
	Bank Branch	Keyatala	
	IFSC Code	SBIN000816	
	PAN No.	AXJPX80674	
	Place of Posting	Keyatala Mahavidyalaya	
	WEF	02/07/2014	
	Time	Forenoon / afternoon	
	Deptt.	HED	
	WEF	02/07/2014	
	Office of DDO	Keyatala Mahavidyalaya	
	WEF	System generated	
	Increment allowed	Yes	
	Reason (if increment is not allowed)	Specify reason	
	Last increment date	01/07/2015	
	Next increment date	01/07/2016	
FAMILY INFORMATION	Name	Y	
	Relationship	Spouse	System generating
	Date of Birth	01/02/1969	
	Employed	Yes/No/Re-employed	
	Marital status	Married/Single	

	PH/VH	NA	If yes detail
	%of PH	As earlier	
	%of VH	As earlier	
	House No./St./Lane	8 No. Kadamtala Lane,	
	Town/city	Kolkata	
	Post Office	Kadamtala	
	Police Station	Kadamtala	
	District	North 24 pgs	
	State	West Bengal	
	Pin	700705	
	Mobile No.	9831011852	
	Email Id	y69@gmail.com	
	Active flag		
	WBSH	Yes/No.	
	Card No.	If yes	
	Monthly income	1,75,000/-	
If relationship status is spouse	State Govt./Central Govt./PSU	Yes/No.	
	Service time	State Govt./Central Govt./PSU	Tik
	Employee No.		
	HRA Drawn	No	
	HRA amount (if drawn)	6,000/-	
	Distance more than 200 Km	No	
	WBHS	Yes/No	
	Card No.	Yes	
Qualification details	Qualification	System generated	
	Academic group/discipline	Science/commerce/arts/engg.	
	Name of qualification	System generated	
	Qualification type	Academic/professional	
	Year of passing	1994	