

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	Field Value	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)	

**Employee's
Increment Details**

Increment Allowed *	Yes
Reason (If increment is not allowed)	
Last Increment Date (date)	
Next Increment Date (date)	

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:-