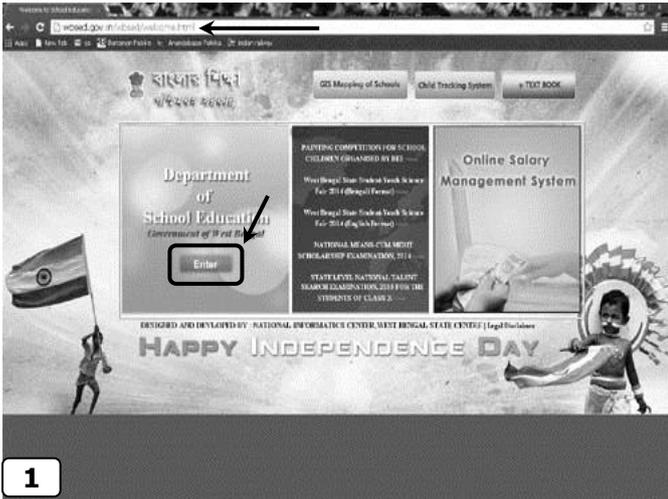# ONLINE SALARY MANAGEMENT SYSTEM (PRIMARY)
CIRCLE LEVEL USER MANUAL
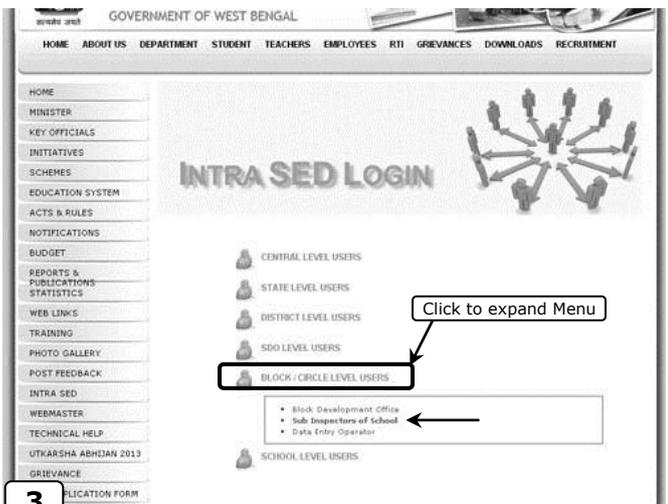

1

1. Type www.wbsed.gov.in in address bar, Click Enter

2

2. Click Intra SED

3

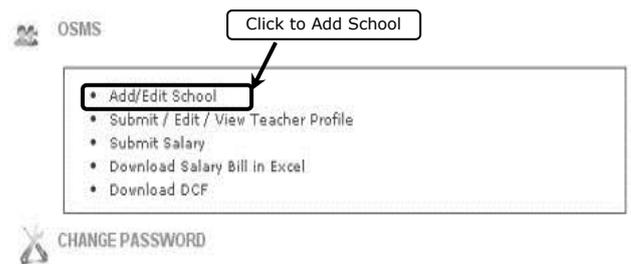3. Click Sub Inspector of School

4

4. Type Username, password, captcha, click Login

5

5. OSMS & CHANGE PASSWORD in Main Menu

6

6. Click OSMS to expand and to get sub-menus

DEPARTMENT OF
SCHOOL EDUCATION
GOVERNMENT OF WEST BENGAL

HOME   ABOUT US   DEPARTMENT   STUDENT   TEACHERS   EMPLOYEES   RTI   GRIEVANCES   DOWNLOADS   RECRUITMENT

HOME
MINISTER
KEY OFFICIALS
INITIATIVES
SCHEMES
EDUCATION SYSTEM
ACTS & RULES
NOTIFICATIONS
BUDGET
& TIONS
STATISTICS

HOME OF SI/CLRC   ← Click here to go to Main Menu   LOGOUT

SCHOOL UNDER (CIRCLE NAME)

Add/Edit School   ← Click here Add School

Sl No.	DISE CODE	SCHOOL NAME	BLOCK NAME	WARD/SANSAD

Data Not Found.

7

7. Shows the list of school added, else "Data Not Found"

HOME OF SI/CLRC   LOGOUT

SCHOOL DETAILS

Go Back ← Click here to go to previous menu

Circle Name :   (CIRCLE NAME)
Dise Code * :   Check Here
School Name * :
Block Name * :   Please Select ▼
Ward/Sansad * :   Please Select ▼

* Please enter valid 11 digit DISE code and click on 'Check Here' link and update School details.
* For new School entry do not click on 'Check Here' link.

Submit   ←

8

8. Type School DISE Code & Click "Check Here", if already added,
   that can be edited, if not previously added, type School Name,
   Select Block / Municipality Name & Sansad / Ward Name from Menu
   Finally Click Submit to add this school and to get a new blank form
   However, you may Click "Go Back" to see the list of school added.

HOME OF SI/CLRC   ← Click here to go to Main Menu   LOGOUT

SCHOOL UNDER (CIRCLE NAME)

Add/Edit School ← Click here Add New School / Edit Existing School

Sl No.	DISE CODE	SCHOOL NAME	BLOCK NAME	WARD/SANSAD
1	1911XXXXXX	ABC FP SCHOOL	(BLOCK NAME)	(SANSAD NAME)

9

9. The newly added School will appear in the list

OSMS

- Add/Edit School
- Submit / Edit / View Teacher Profile
- Submit Salary
- Download Salary Bill in Excel
- Download DCF

CHANGE PASSWORD

10

10. Click Submit/Edit/View Teacher Profile to add teacher

HOME OF SI/CLRC   LOGOUT

SCHOOL UNDER (CIRCLE NAME)

Sl No.	School Name	Sent for Approval	Approved	Entry	Action
1	ABC FP SCHOOL	0	0	0	View Teachers
	Total	0	0	0	

11

11. Click View Teachers to Add / edit profile of added teachers

---

HOME OF SI/CLRC   LOGOUT

TEACHER LIST UNDER   ABC FP SCHOOL

Add New Teacher ← Click Here to Add New Teacher Profile   Go Back

Sl No.	Teacher Name	Code	Status	Action

Data Not Found.

12

12. If no teacher profile previously added "Data Not Found" will appear, else the screen will show list of teachers under this
    school added. Click Add New Teacher to add new Teacher Profile

Please Enter the Teacher Profile carefully as per DCF submitted by the teacher

13. Enter Primary Details of the Teacher & Click Submit

14. Enter Personal Details of the Teacher & Click Submit

15. Enter Contact Details of the Teacher & Click Submit

16. Enter Professional Details of the Teacher
Please click the check box to add previous service record
It will open a new window to add previous record

17.

For the previous school
1. Select District
2. Select Circle
3. Select School (if school not listed, select OTHER)
   and type School Name
4. Select Designation (HT / AT / TIC)
5. Select Qualification at that time
6. Select "From Date" & "To Date" in that school
7. Give Transfer Memo No & Date
8. Click (+) button at right to add more school
9. Finally Click Submit

TEACHER LIST UNDER ABC FP SCHOOL

Add New Teacher   Go Back

Sl No.	Teacher Name	Code	Status	Action
1	TEST		Send for Approval	Edit View Delete Send for Approval

18

18. Click View to see the submitted data, take printout of it in pdf format by clicking the pdf icon (for verification by the teacher)
    After physical verification of the printout by the teacher, Click Edit to change data (if needed)
    Click Delete only when a teacher of other school is wrongly entered under this school.
    If every record is found Ok, Click "Send for Approval", no data can be edited after sending it to DPSC for approval
    After Approval from DPSC login, the Status will be changed to "Approved" and a Code will be generated by the system
    The Circle SIS can submit Salary online in each month for the teacher.

OSMS

- Add/Edit School
- Submit / Edit / View Teacher Profile
- **Submit Salary**
- Download Salary Bill in Excel
- Download DCF

CHANGE PASSWORD

19

19. From the Main Menu Click "Submit Salary"

SCHOOL UNDER (CIRCLE NAME)

Sl No.	School Name	Sent for Approval	Approved	Entry	Action
1	ABC FP SCHOOL	0	1	1	Salary Table

20

20. Click "Salary Table" for the school

SALARY REQUISITION OF ABC FP SCHOOL

Teacher Name	PAY & ALLOWANCES					CONT	RENT	GROSS	DEDUCTIONS							NET PAY
	BP	DA	HRA	MA	Sp. Al				PF	PF-LOAN	P. TAX	I.TAX	OVERDRAWN	F. Adv.	MISC	
* TEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Total Teacher : 1
* CONT & RENT only applicable for HT / TIC

Submit   Close

21

21
Enter Basic Pay (B.P), the following fields will be auto calculated
D.A., H.R.A., M.A., GROSS, P.TAX, NET PAY, however every field is editable except GROSS and NET PAY
Change HRA, MA etc if required, the GROSS and NET PAY will be re-calculated
Enter Sp. Allowance, Contingency (applicable for HT/TIC only), PF, PF-LOAN etc and finally Click "Submit"
All teachers' monthly salary data of a school will be submitted at a time.
Submit Salary all schools 1 by 1
After Submitting the status under "Action" in the previous menu will be changed to "Saved"

OSMS

- Add/Edit School
- Submit / Edit / View Teacher Profile
- Submit Salary
- **Download Salary Bill in Excel**
- Download DCF

CHANGE PASSWORD

22

22
After salary submission for all teachers in all schools of the Circle, Click "Download Salary Bill in Excel" under "OSMS" of the Main Menu.
It will download an excel file School-wise & Teacher-wise Salary data of the month including Salary Account details of the teacher.
Printout of the entire table may be taken on legal size paper in landscape mode (with 70% ratio at page setup)