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











	Go Back	SCHOOL Click here to go to p	- DETAILS revious menu /
HOME ABOUT US DEPARTMENT OF WEST BENGAL HOME ABOUT US DEPARTMENT STUDENT TEACHERS EMPLOYEES RTT ME ME SCHOOL UNDER (CIR Add/Edit School SCHOOL UNDER (CIR Add/Edit School SCHOOL NAME SCHOOL NAME	Circle Nai Circle Nai to go to Main Menu Cocor RCLE NAME) re Add School BLOCK NAME WARD/SANSAD	me : (CIRCLE NAME ) a *: me *: Please Select nsad *: Please Select enter valid 11 digit DISE code and click on v School entry do not click on "Check Here" Submit	Check Here
IS & RULES THICATIONS JOET 0. 10NS 	8. Typ tha Sel	e School DISE Code & Click t can be edited, if not previo ect Block / Municipality Nam	"Check Here", if already added, busly added, type School Name, he & Sansad / Ward Name from Mer school and to got a pow black form
7. Shows the list of school added, e	else "Data Not Found"	wever, you may Click "Go Ba	ack" to see the list of school added.
7. Shows the list of school added, €	Click here to go to	Main Menu	LOGOUT
7. Shows the list of school added, e HOME OF SI/CLRC  Add/Edit School	Click here to go to SCHOOL UNDER ( CIR Click here Add New School	Main Menu CLE NAME )	LOGOUT
7. Shows the list of school added, € ↑ HOME OF SI/CLRC ← Add/Edit School ← SI No. DISE CODE	Click here to go to SCHOOL UNDER ( CIR Click here Add New School SCHOOL NAME	Main Menu CLE NAME ) I / Edit Existing School BLOCK NAME	LOGOUT
7. Shows the list of school added, ∉ ↑ HOME OF SI/CLRC ← Add/Edit School ← SI No. DISE CODE 1 1911XXXXXX 9	Else "Data Not Found" Click here to go to SCHOOL UNDER ( CIR Click here Add New School SCHOOL NAME ABC FP SCHOOL	Main Menu CLE NAME ) I / Edit Existing Scho BLOCK NAME (BLOCK NAME)	LOGOUT WARD/SANSAD (SANSAD NAME)

LOGOUT HOME OF SI/CLRC OSMS SCHOOL UNDER ( CIRCLE NAME ) Add/Edit School Submit / Edit / View Teacher Profile Submit Salary
Download Salary Bill in Excel Sl No. School Name Sent for Approval Approved Entry Action Download DCF ABC FP SCHOOL 1 0 0 View Teache CHANGE PASSWORD Total 0 0 0 11 10 10. Click Submit/Edit/View Teacher Profile to add teacher 11. Click View Teachers to Add / edit profile of added teachers

🍿 HOME OF SI/CLRC

TEACHER LIST UNDER ABC FP SCHOOL Click Here to Add New Teacher Profile Add New Teacher 🔶 Go Back SI No. **Teacher** Name Code Status Action Data Not Found. 12

LOGOUT

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

ame *:	FIRST	MIL	IDLE	LAST		
ate of Birth *:		-	Date of Retiremen	it *:		
ex *:	-Please Select-	v	Caste *:		-Please Select-	v
oter ID No *:						
esignation *:	-Please Select-	×				
ate of joining (present school) *:						
ducational Qualification *:	-Please Select-	~				
ppointment Letter Memo No :			Employee Group *	4	Gr-C	¥
ppointment Letter Date :						
ay Band *:	PB2	~	Grade Pay *:		-Please Select-	×
ank Name *:	-Please Select-	~	Pay Scale *:		5400-25200	Y
ank Branch:		14.1	Bank Branch Code	в:		
ank MICR Code :						
ank Account No *:			Bank IFSC Code *	'a -		
ate of Next Increment :			Amount of Increm	ent :		
13	Submit/	Forwa	rd			
SONAL DETAILS						
TACT DETAIL O						

o Back				
RIMARY DETAILS OF EMPLOYEE				
ERSONAL DETAILS				
20 M 80			-	_
Father's Name *:	FIRST	MIDDLE	LAST	
Mother's Name *:	FIRST	MIDDLE	LAST	
Religion *:	-Please Select-	Mother Tongue *:	-Please Select-	
Marital status *:	-Please Select-			
Spouse Name *:	FIRST	MIDDLE	LAST	
Whether spouse is employed :				
Residential Status *:	-Please Select-	78		
PAN no:		Aadhar ID no :		1
Assembly Constituency No. :		Assembly Part No	1	
Voter sl.No. in the part :		Blood Group :	-Please Select-	
Whether Differently Able :	-Please Select-			
Height (In Inch) :		Identification Mark	k i	-
		-		
14	Sub	mit		
ONTACT DETAILS				
ROFESSIONAL DETAILS				
Conception and Concepticatina and Concepticatina and Conception and Conception an				

EMPLOYEE DETAILS	EMPLOYEE DETAILS
Go Back	Co Back
PRIMARY DETAILS OF EMPLOYEE PERSONAL DETAILS	PRIMARY DETAILS OF EMPLOYEE
CONTACT DETAILS	PERSONAL DETAILS
	CONTACT DETAILS
Present Address	PROFESSIONAL DETAILS
State *: -Please Select- ▼ House No. : Street :	Click here if any previous service record
Town/ Village *: Post Office *:	Service Type : Please Street V Oualification : -Please Select V
Whether permanent address is equal to present address:	
Permanent Address	Details of Previous Employment
State *: -Please Select- Y	Status of previous of employment, if any :
House No. :         Street :           Town/ Village *:         Post Office *:	Opted Under DCRB Scheme : -Please Select- V
PIN*:	If opted under post 1981 pension : -Please Select- V
Contact Details	whether any Court Case filed by the employee in connection with his/her service No T
Land Tel. No : Mobile No. :	
	16 Submit
15 Submit	
PROFESSIONAL DETAILS	16 Enter Professional Details of the Teacher
	Please click the check box to add previous service record
15. Enter Contact Details of the Teacher & Click Submit	It will open a new window to add previous record
	17
EMPLOYEE DETAILS	
Go Back	For the previous school
PRIMARY DETAILS OF EMPLOYEE	1. Select District
PERSONAL DETAILS	2. Select Circle
CONTACT DETAILS	3 Select School (if school not listed select OTHER)
PROFESSIONAL DETAILS	and type Coheel Name
Professional	
Service Type : Please Select V Qualification :	4. Select Designation (HT / AT / TIC)
Details of Previous Employment	5. Select Qualification at that time
	6.Select "From Date" & "To Date" in that school
Status of previous of employment, if any : 🗹	7. Give Transfer Memo No & Date
District Circle School nation fration From Date To Date Memo Date Memo No	1 8 Click (+) button at right to add more school
Opted Under DCRB Scheme I No T	0. Finally Click Cubmit
If opted under post 1981 pension : No 🔻	
Whether any Court Case filed by the employee in connection with his/her service No	
17 Submit	

FEACHER LIST UNI	DER ABC	FP	SCHOOL
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Add New Teacher	Go Back		
SI No. Teacher Name     Code     Stat       1     TEST     Send for A       18	us Action Approval Edit View Delete Send for Approval		
18. Click View to see the submitted data, take printout of it in pdf f After physical verification of the printout by the teacher, Click E Click Delete only when a teacher of other school is wrongly ent If every record is found Ok, Click "Send for Approval", no data After Approval from DPSC login, the Status will be changed to The Circle SIS can submit Salary online in each month for the	format by clicking the pdf icon (for verification by the teacher) Edit to change data (if needed) tered under this school. can be edited after sending it to DPSC for approval "Approved" and a Code will be generated by the system teacher.		
SSMS • Add/Edit School • Submit / Edit / View Teacher Profile • Submit Salary • Download Salary Bill in Excel • Download DCF • CHANGE PASSWORD 19. From the Main Menu Click "Submit Salary"	SCHOOL UNDER ( CIRCLE NAME )		
SALARY REQUISITION OF Teacher Name PAY & ALLOWANCES CONT RENT G * TEST 0 0 0 0 0 0 0 0 0 0 0 * Total Teacher : 1 * CONT & RENT only applicable for HT / TIC 21	F ABC FP SCHOOL		
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	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)		