



**COMPUTERIZATION OF SALARY ACCOUNTS  
(COSA)  
VERSION 2.0**

**USER MANUAL**

**Department of Finance  
Government of West Bengal**

Document ID: NIC-WBSC-COSA -001  
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Version 2.0.0



**National Informatics Centre  
West Bengal State Unit  
Department of Information Technology  
Ministry of Communications and Information Technology  
Government of India**

# User Manual

For

## COMPUTERIZATION OF SALARY ACCOUNTS

### VERSION 2.0

To be used at Finance Department, Government of West  
Bengal

Document ID: NIC-WBSC-COSA -001

Release Date: 27/02/2012

Version 2.0.0

### Amendment Log

Version Number	Date	Change Number	Brief Description	Sections change
1.0	-	-	First Release for Finance Department	
1.0	2002	-	Second release for all Department	Almost all section changed.
1.0	26/05/2008	-	Release for WBSSC	-
2.0.0	27/02/2012	-	Release for WBSSC	-

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## Chapter – 1 Introduction

### OVERVIEW

**The Finance Department, Government of West Bengal** is responsible for management of finances of the State Government. It is concerned with all economic and financial matters affecting the State as a whole including mobilization of resources and allocation of resources for infrastructural development, social welfare, human development and administrative purposes. The major functions and activities of the Finance Department are budgeting and preparation of the Annual Financial Statement, approval of schemes pertaining to various Departments, monitoring of expenditure, facilitating collection of taxes through the Directorates under its administrative control, administration of Treasuries, Institutional Finance and internal audit of Government Departments. The Department also keeps a watch on current economic trends at the national and international levels.

**National Informatics Centre (NIC)** is a premiere S&T organization of the Government of India in the field of Informatics Services and Information Technology (IT) applications, and has been instrumental in steering Information and Communication Technology (ICT) applications in Government Departments at Central, State and Districts in government services, wider transparency in government functions, and improvement in decentralized planning and management. To facilitate this, NIC has established nationwide ICT Network-NICNET-with gateway nodes in Central Government Departments, 35 State/UT Secretariats, and in almost all 602 district Collectorates for IT services. The Government has designated the nation-wide Computer-Communication Network, NICNET, as the Government Network. The Organizational set up of NIC encompasses its Headquarters at New Delhi, State Units in all 28 State capitals and 7 Union Territory Headquarters and District centers in almost all the Districts of India. The Organization employs a large pool of efficient technical manpower. At the State level, the NIC State Units provide informatics support to their respective State Government and at the District level; The NIC District Centers provide effective Informatics support to the Development, Revenue and Judiciary administration of the District.

## INTRODUCTION TO COSA

Payroll is one of the basic functions in every office for effective disbursement of salary and other allowances. It was around 2002 that the Finance Department of West Bengal Government decided to implement a standardized accounting system across the State covering around 8000 Drawing and Disbursing Officers towards computerization of salary accounts. NIC was entrusted by the State Government to design the software in such manner so that: -

Investment towards DDO Office computerization is minimum for around 8,000 locations

Ease to operate the software as maximum DDO offices did not have any kind of computer exposure and located at remote corners from the district headquarters and hence necessary technical support could not be provided by the implementing agencies.

NIC came out with a low-cost solution entitled "**Computerization of Salary Accounts**" (**COSA**) for generation of Pay bills, Schedules, Supplementary Bills, Arrear Bills, Pay Slip, Form-16 etc. The software was approved by Finance Department & was advised to implement the same in all the DDO offices of the State vide G.O no 9491-F dated 20.09.2002.

The highlighting feature of COSA in standalone environment is that it neither needs any DBMS to be installed in the user machine nor any sort of Programming/Reporting Software tool and thus it is proved to be a cost-effective solution. Strength of COSA lies in its user friendliness with ample online helps and can be installed by simply downloading from the website [www.wbfin.nic.in](http://www.wbfin.nic.in).

COSA has already been implemented in around 2500+ DDO offices of the State Government in West Bengal. Salary Bills, Schedules are being generated regularly through COSA in successful manner.

**Because of its user friendliness & cost-effectiveness, COSA has gained immense popularity. This is a rare instance in which any application software is implemented in such a large number of locations. COSA was handed over also to NIC, Orissa after necessary customization for implementation in State Government offices of Orissa.**

Now, the Government has taken an initiative to redesign COSA with latest technologies. A suitable strategy has been modelled to provide a cost-effective solution. Existing COSA software may be redesigned as a web-enabled solution with a secure, robust, easy to use as well as open source Database at backend. There are around 8,000 DDO offices located throughout the State involving Block Headquarters, Subdivision Headquarters, District Headquarters. & State Capital Kolkata. The redesigned application software along with database may be hosted at

State Data Centre. Offices of DDOs may connect State Data Centre to perform salary accounting related activities using COSA.

### **SALIENT FEATURES**

Computerization of Salary Accounts (COSA) has been developed as a low-cost Windows based Desktop Application for implementation in the State Government offices after a series of meetings with the Finance Department, Government of West Bengal and the officials of the AG, West Bengal. The minimum requirement for its implementation is just a Personal Computer with MS Windows 98 or, higher version pre-loaded. The highlighting feature of COSA is that it neither needs any DBMS to be installed in the user machine nor any sort of Programming/Reporting Software tool and hence proved to be a cost-effective solution in conformation with the policy of NIC in implementing E-Governance in the State Government Offices. COSA is provided free of any charge to the user departments with necessary training for its successful implementation. Besides, COSA has incorporated the Head-of-Accounts concept in the Salary Accounts for integration with the Treasury Software and State Budget Software. New Performa for the Computerized Pay Bills has been devised by NIC in consultation with the Finance Department which has already been approved by the AG, West Bengal.

## **Chapter – 2: Hardware and Software Requirement**

### **HARDWARE REQUIRED**

The Required Hardware Specifications are as follows:

#### **Configuration of PC ( 2 Nos.)**

- Intel Pentium 4 Processor 2 GHz
- Intel Original 845/850 family Mother Board
- 400 MHz Bus Speed
- 256 MB DDR RAM ( 256 MHz)
- 40 GB Hard Disk Drive with Ultra ATA -100 Controller ( 5400 Rpm )
- 15" Color Monitor
- 1 Serial, 1 Parallel and 2 USB ports
- 52x CD-ROM Drive
- 1.44 MB Floppy Disk Drive
- 32 MB 128 Bit 2D / 3D Graphics Accelerator Card
- Multimedia Key Board
- P4 Cabinet with 300 Watt SMPS
- Microsoft Scroll Mouse
- Pre-Loaded Windows XP/ 2000 Professional

#### **Configuration of Printer (2 Nos.)**

24 Pin 136 Column 400 cps Dot Matrix Printer

Related Printer Ribbons (consumable items)

#### **Uninterrupted Power Supply (UPS)**

0.5 KVA Line-Interactive Desktop UPS ( 2 No.)

#### **(Consumable items)**

#### **Back Up Device**

1.44 MB Floppy Disk (at least 10 Boxes at the time installation)

#### **Printing Stationeries**

Good Quality 80 Column Printing Stationery (2 Boxes at the time of installation)

Good Quality 132 Column Printing Stationery (2 Boxes at the time of installation)

## SOFTWARE REQUIRED

The Required Software's are as follows:

No	Purpose	Product/Tools
1.	Operating System	Windows xp/Windows 7/Vista
2.	Database	SqlServer 2005 Express Edition
3.	Required Software for Installing Sql Server	a. Dot Net Framework 2.0
		b. Windows Installer 3.1

\*\*Dot Net Framework and Windows Installer is not required for Windows 7 operating system.

### HOW TO GET THESE SOFTWARES

1. Download **SqlServer Express Edition 2005** from the following link given below <http://www.microsoft.com/download/en/details.aspx?id=21844>. Click on SQLEXPRESS.EXE to download the software.

2. Download **DOT NET FRAMEWORK 2.0** from the following link given below <http://www.microsoft.com/download/en/details.aspx?id=19>. Click on dotnetfx.exe to download the software.

3. Download **Windows Installer 3.1** from the following link given below <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=25>. Click on WindowsInstaller-KB893803-v2-x86.exe to download the software.

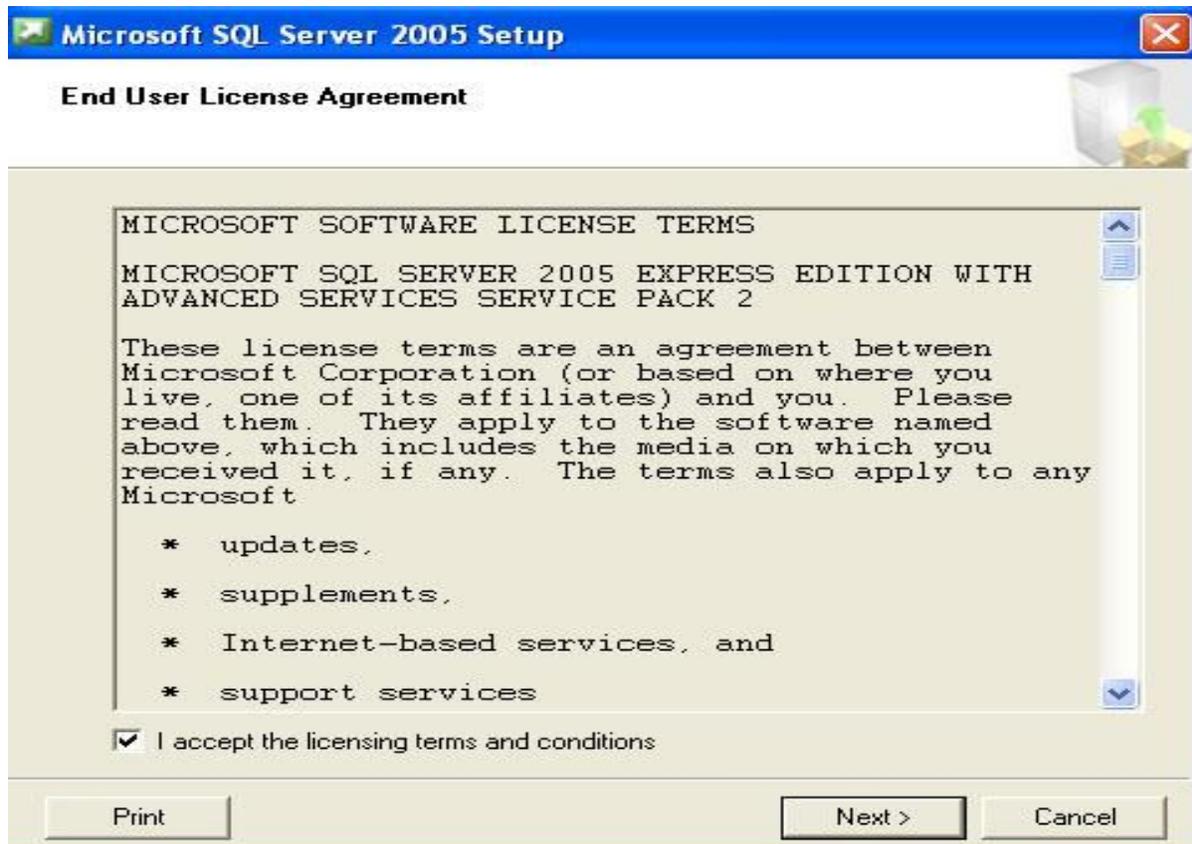
## Chapter – 03: Setup For COSA

### How to Install SQL Server 2005 - Step by Step

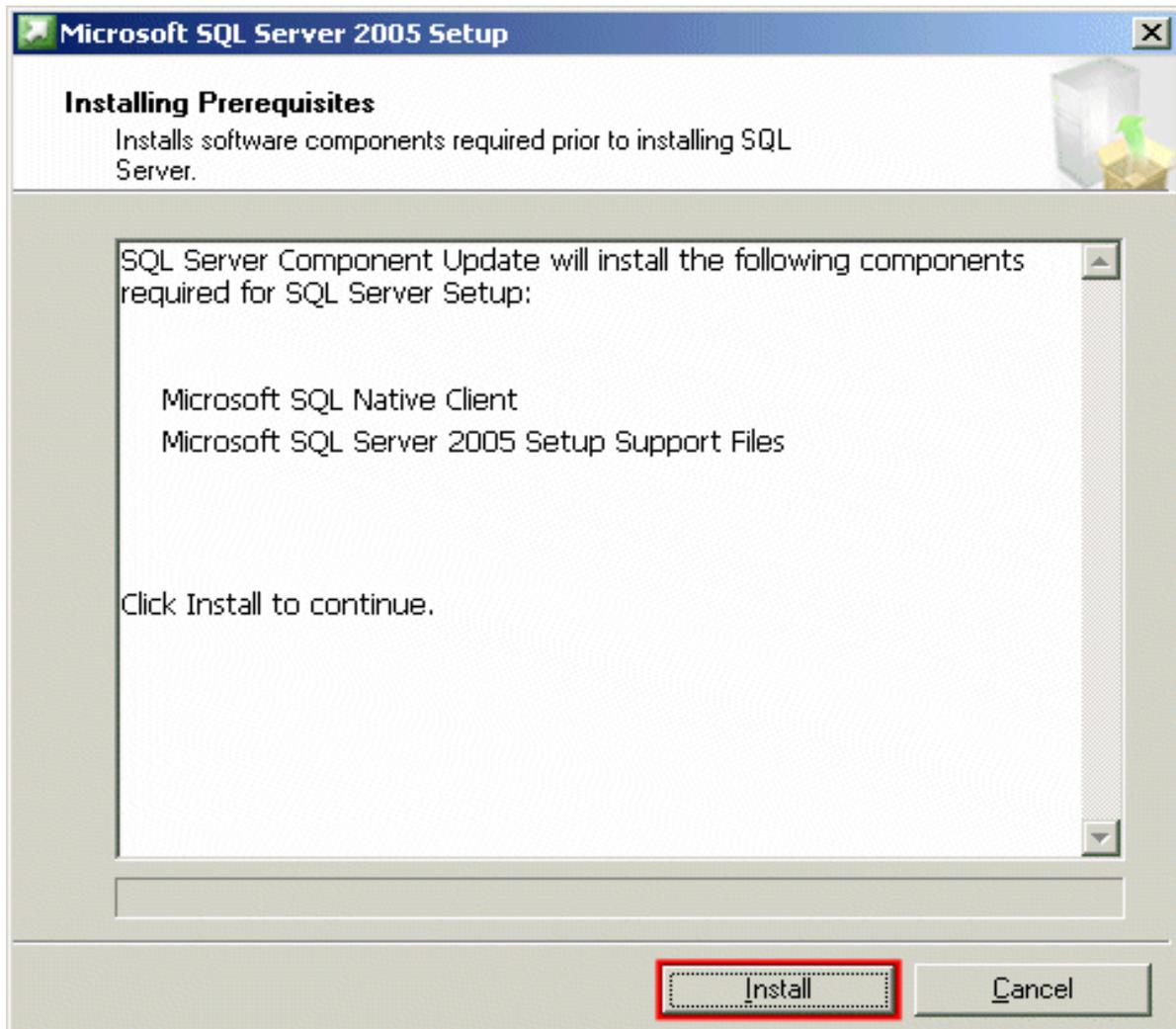
1. Open Setup folder ->Then open folder “SqlServerExpress2005”->Double click on “SQLEXPRESS\_ADV.EXE” file.
- 2.



3. Read the terms and conditions of the license agreement and click the check box to accept it.

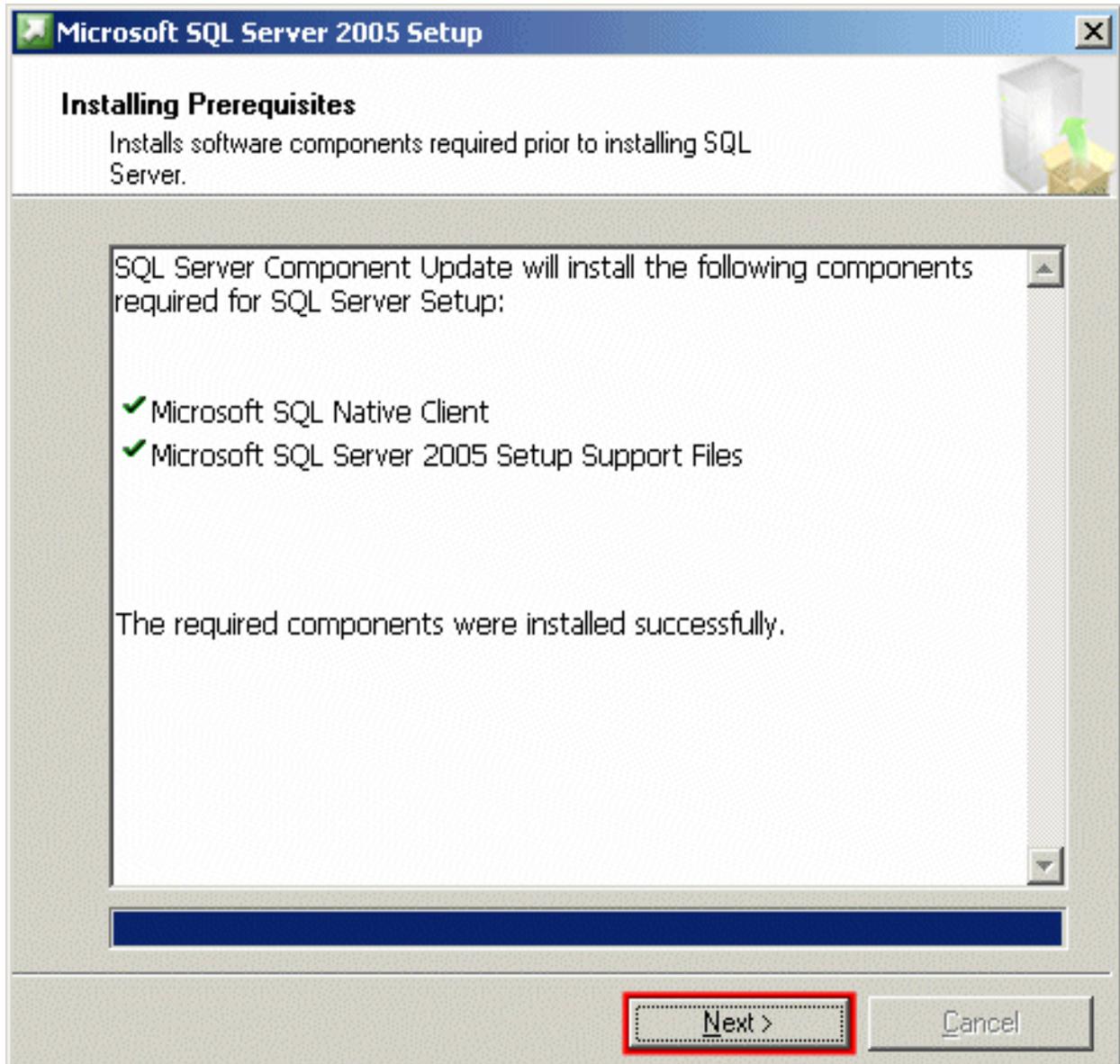


4. The Installing Prerequisites screen appears:



Click on the Install button and wait while the system components are configured.

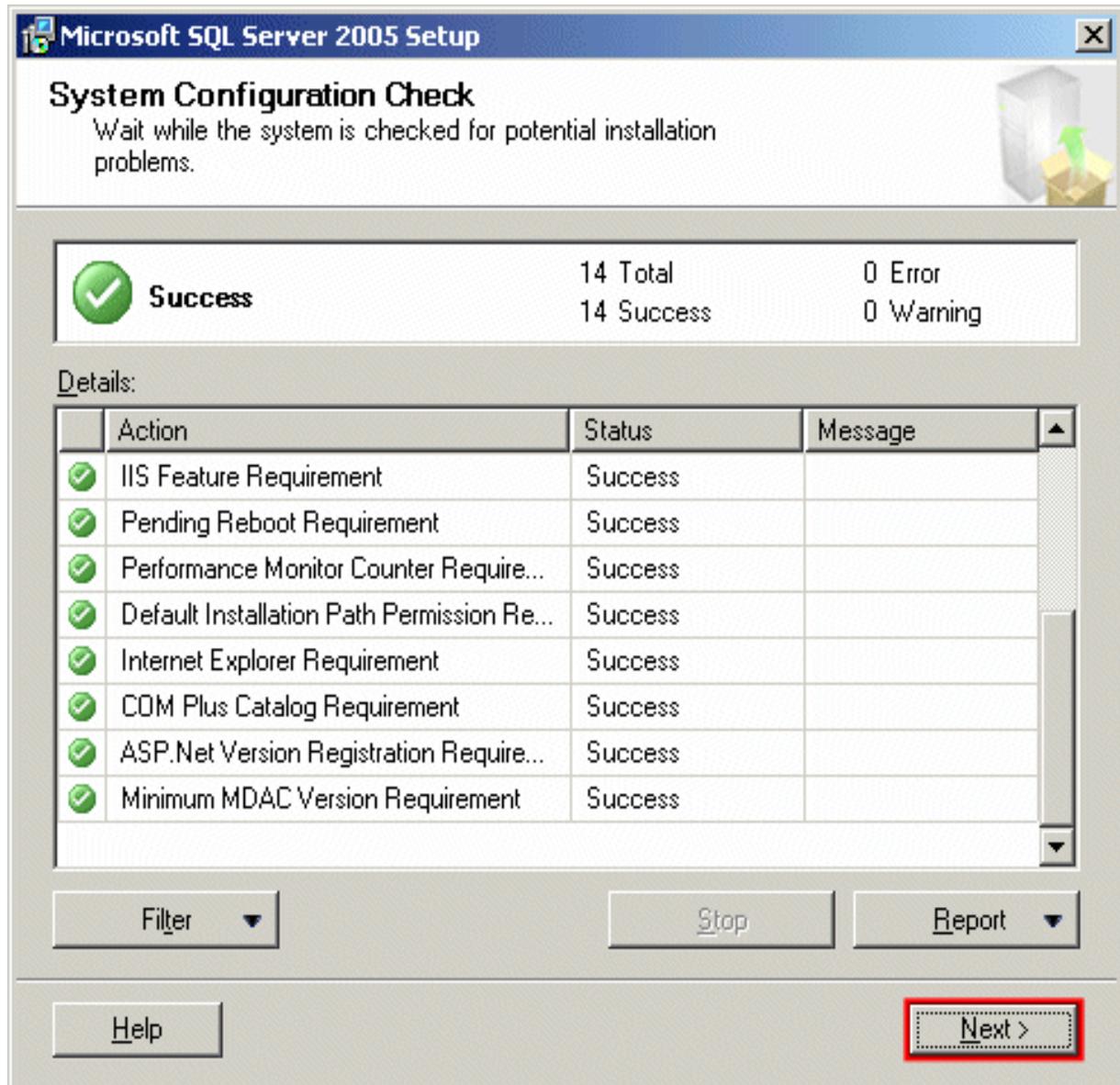
5. Once the prerequisites are installed, click on the Next:



6.Wait for a few seconds for the following screen to appear, and then click on Next:

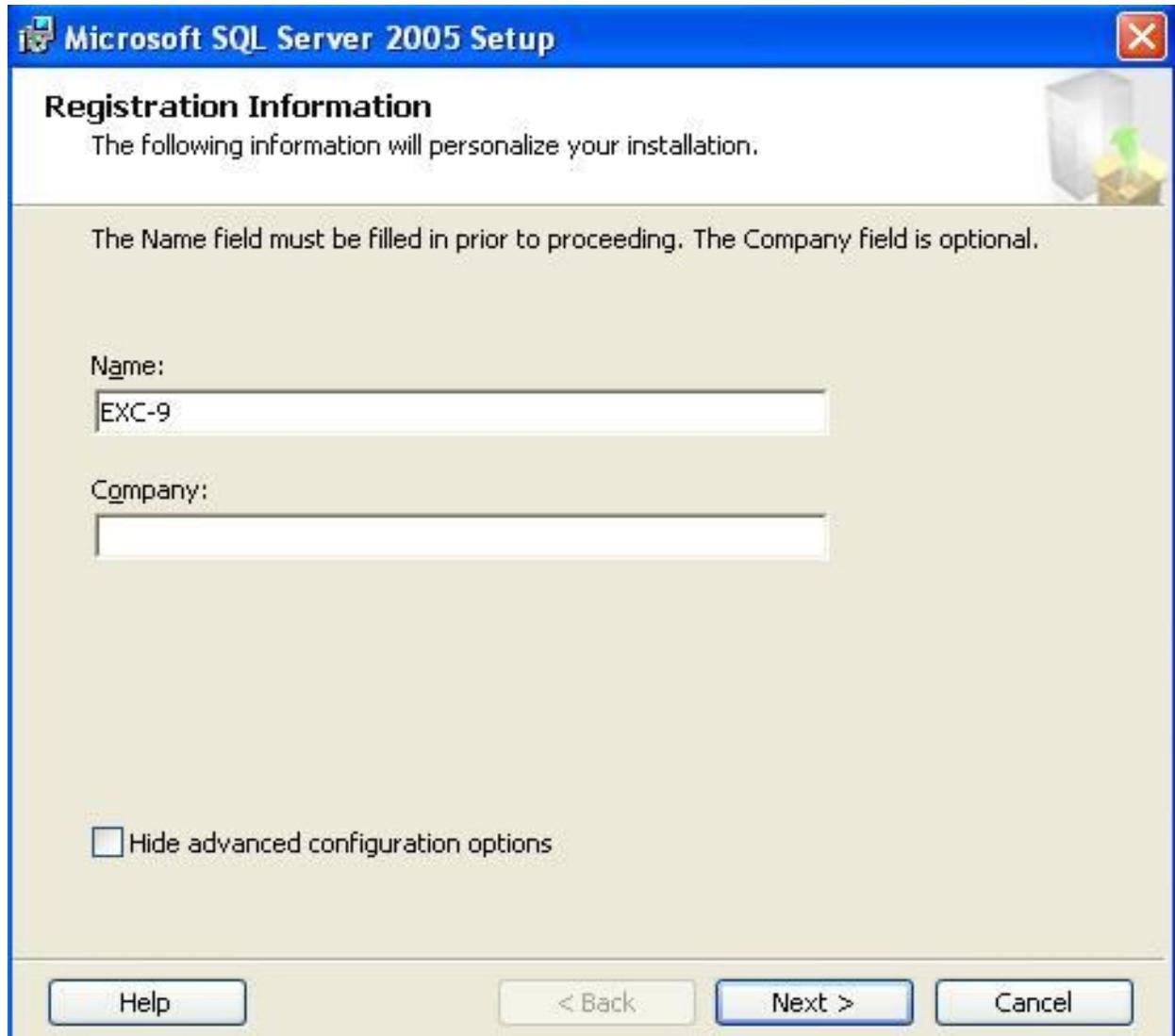


7. The System Configuration Check screen appears:



If the configuration check completes successfully (Success appears in the top panel, all ticks in the Details panel), click on **Next**.

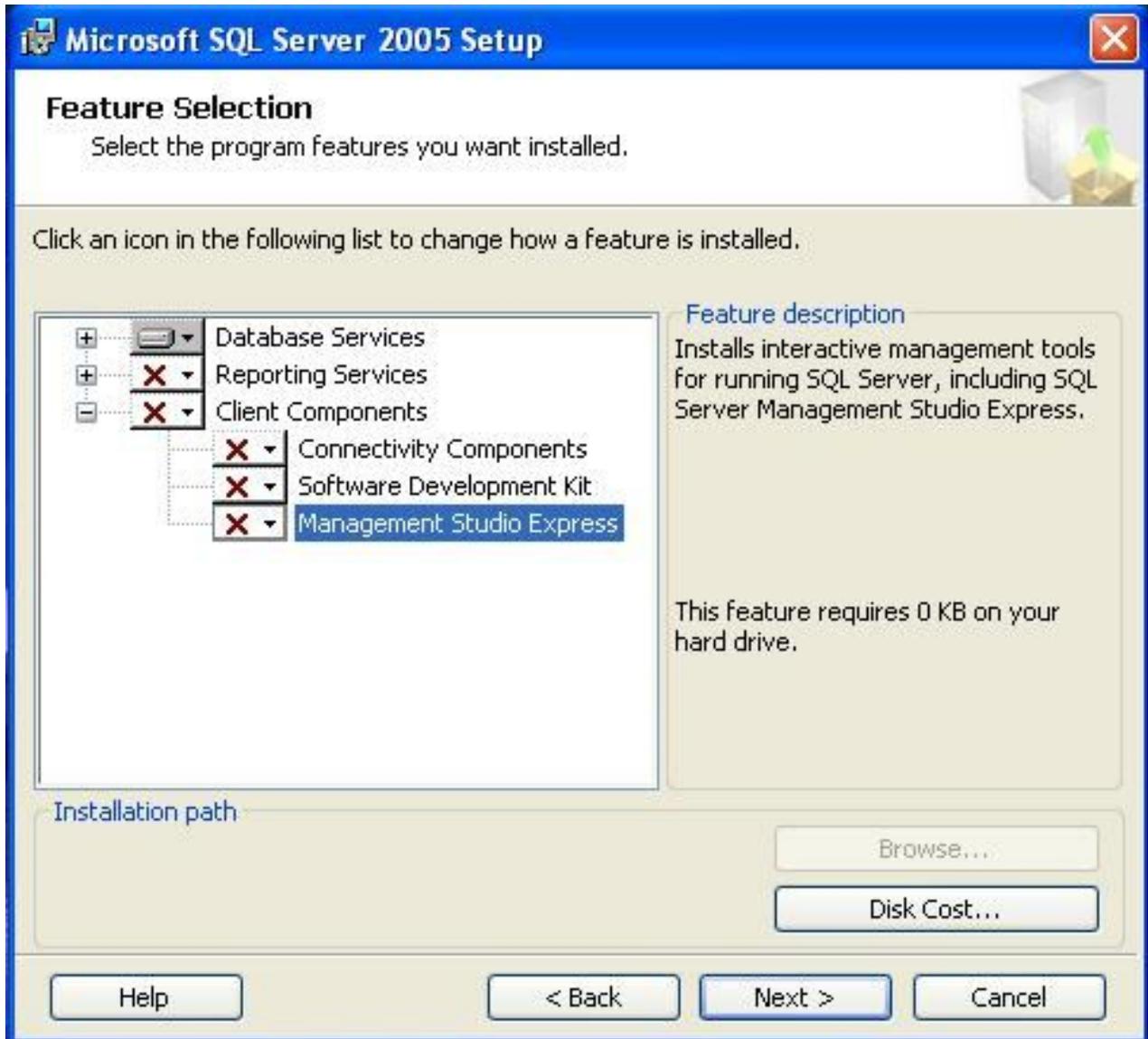
8. Fill in the Registration Information details:



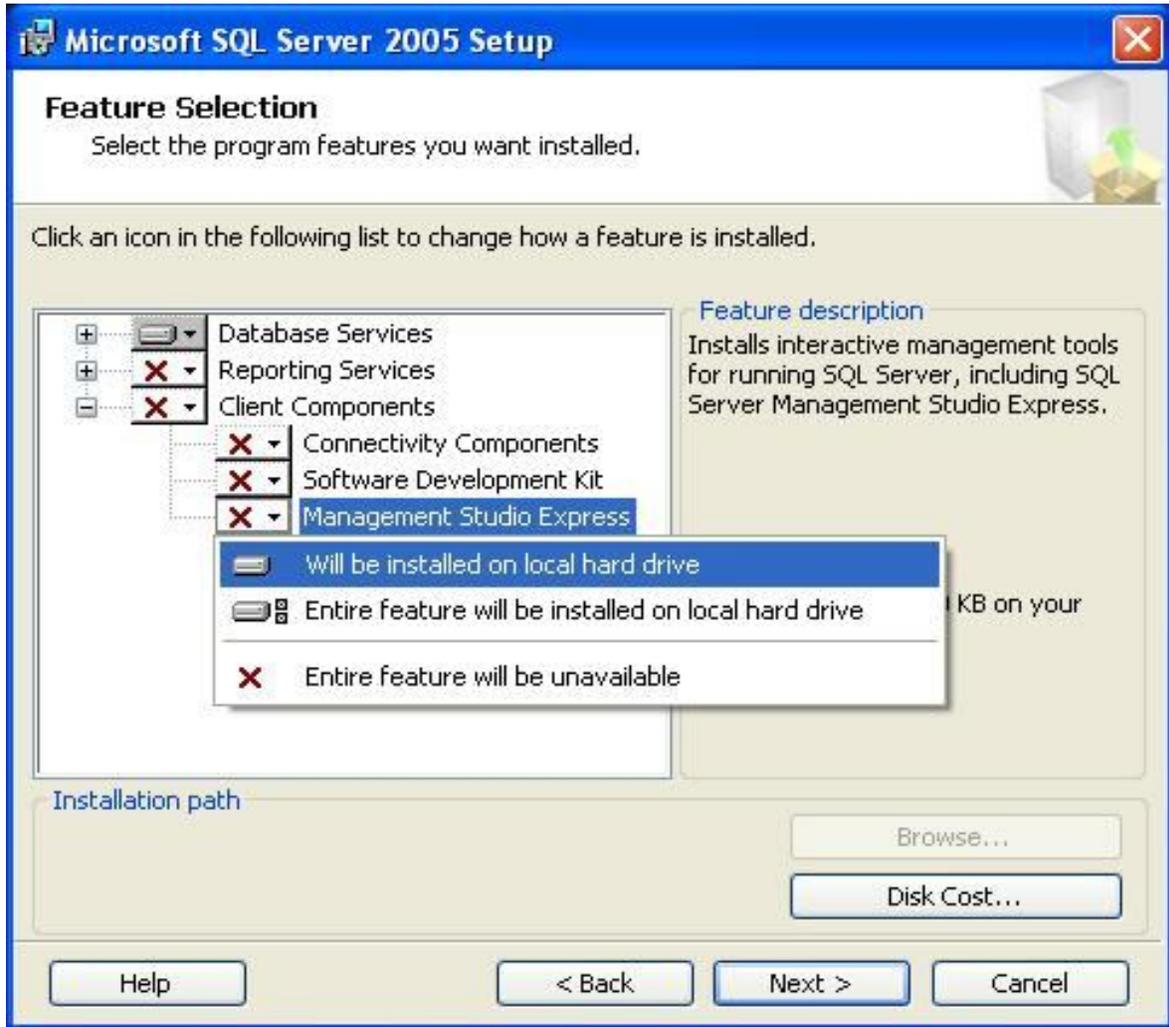
The screenshot shows the 'Microsoft SQL Server 2005 Setup' dialog box, specifically the 'Registration Information' step. The title bar reads 'Microsoft SQL Server 2005 Setup'. The main heading is 'Registration Information', followed by the text 'The following information will personalize your installation.' Below this, a note states: 'The Name field must be filled in prior to proceeding. The Company field is optional.' There are two input fields: 'Name:' with the text 'EXC-9' entered, and 'Company:' which is empty. At the bottom left, there is a checkbox labeled 'Hide advanced configuration options' which is currently unchecked. At the bottom right, there are four buttons: 'Help', '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border, indicating it is the next step to be taken.

Click on Next.

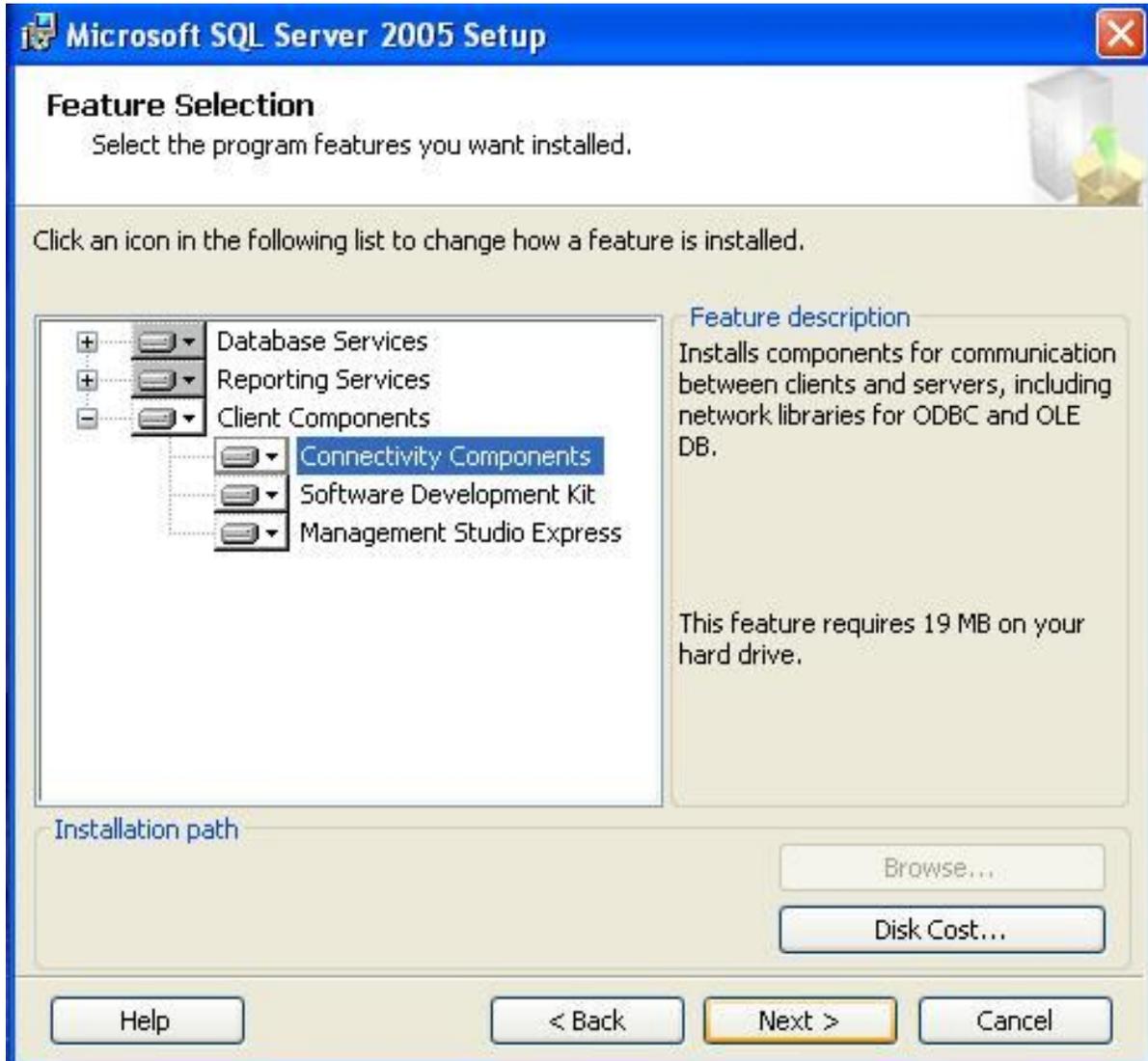
9. The advanced Features Selection screen opens:



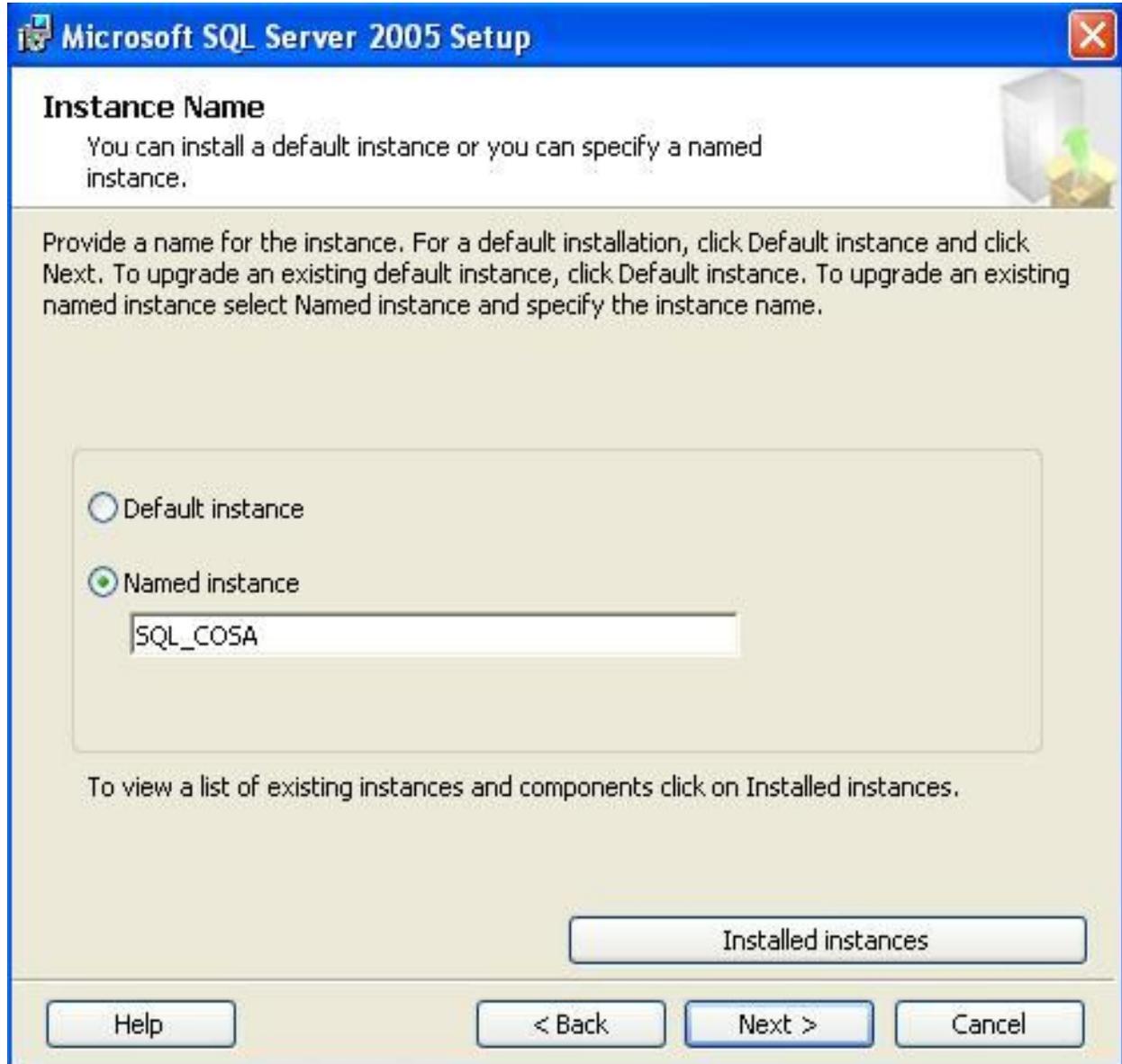
10. Click on Management Studio Express->Then Select “will be installed on local hard drive”



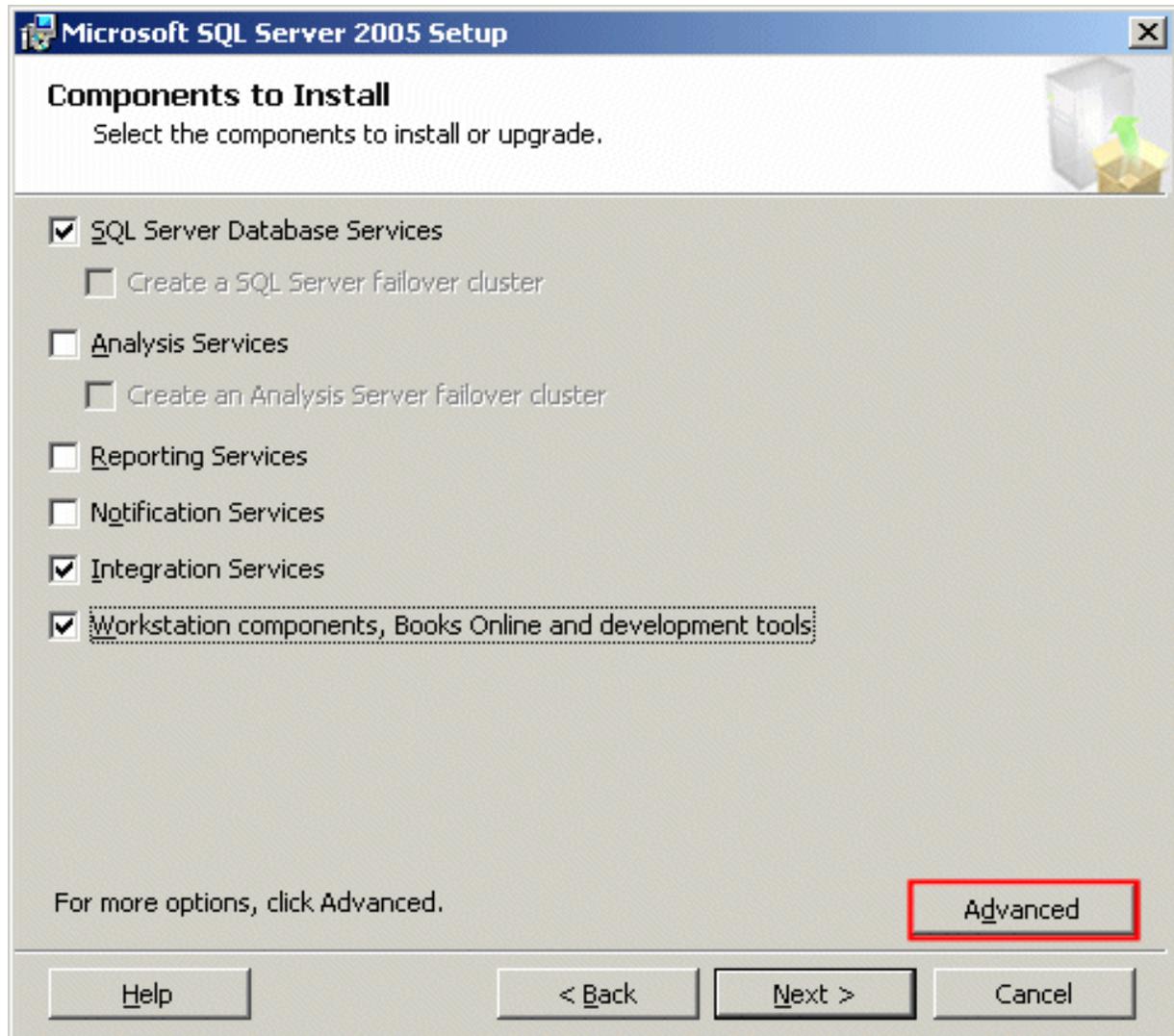
11. Do the same for all services and then click on “next”



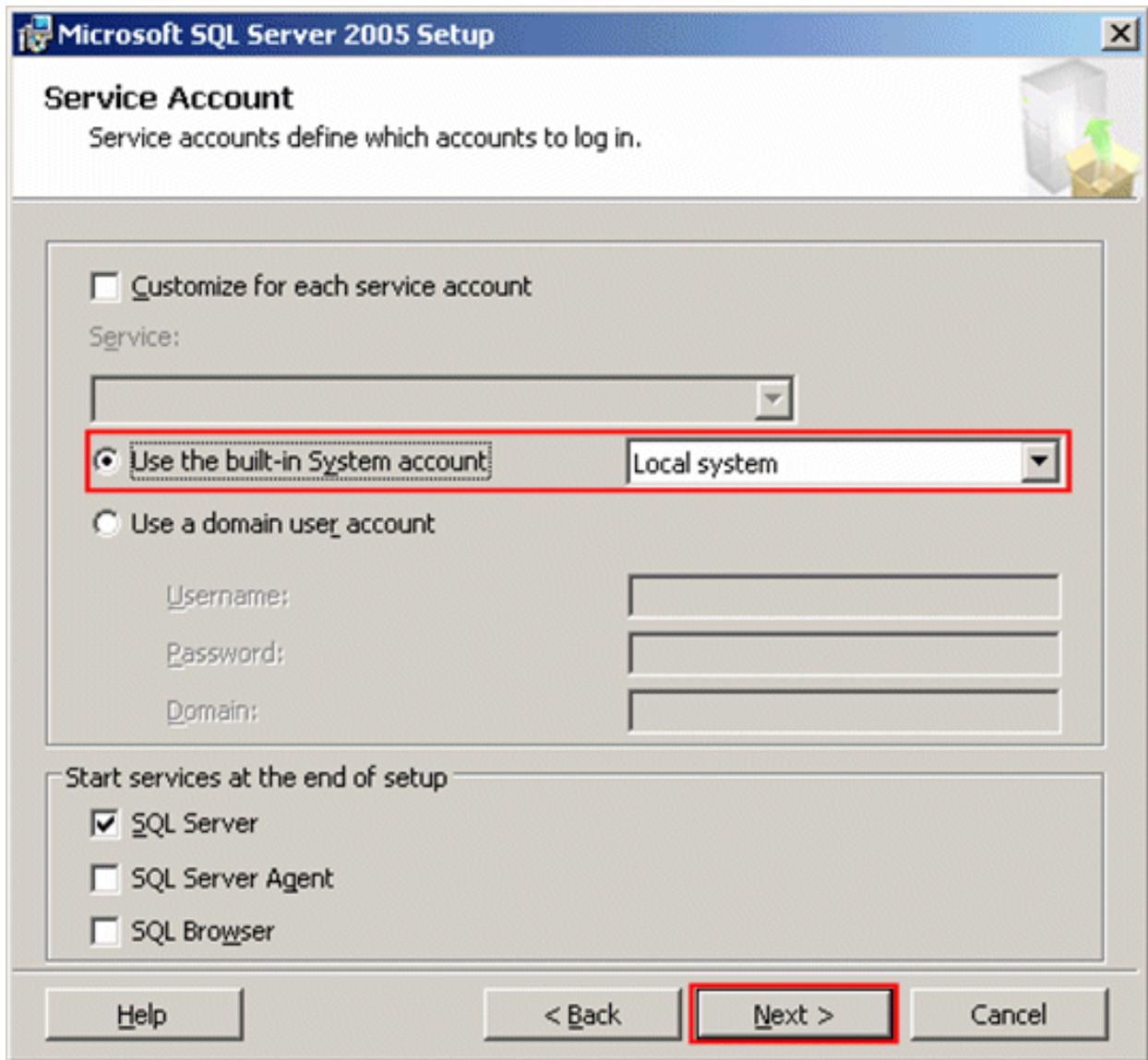
12. Select the Named instance. And give name "SQL\_COSA". Then click on next.



13. Select the components to install:



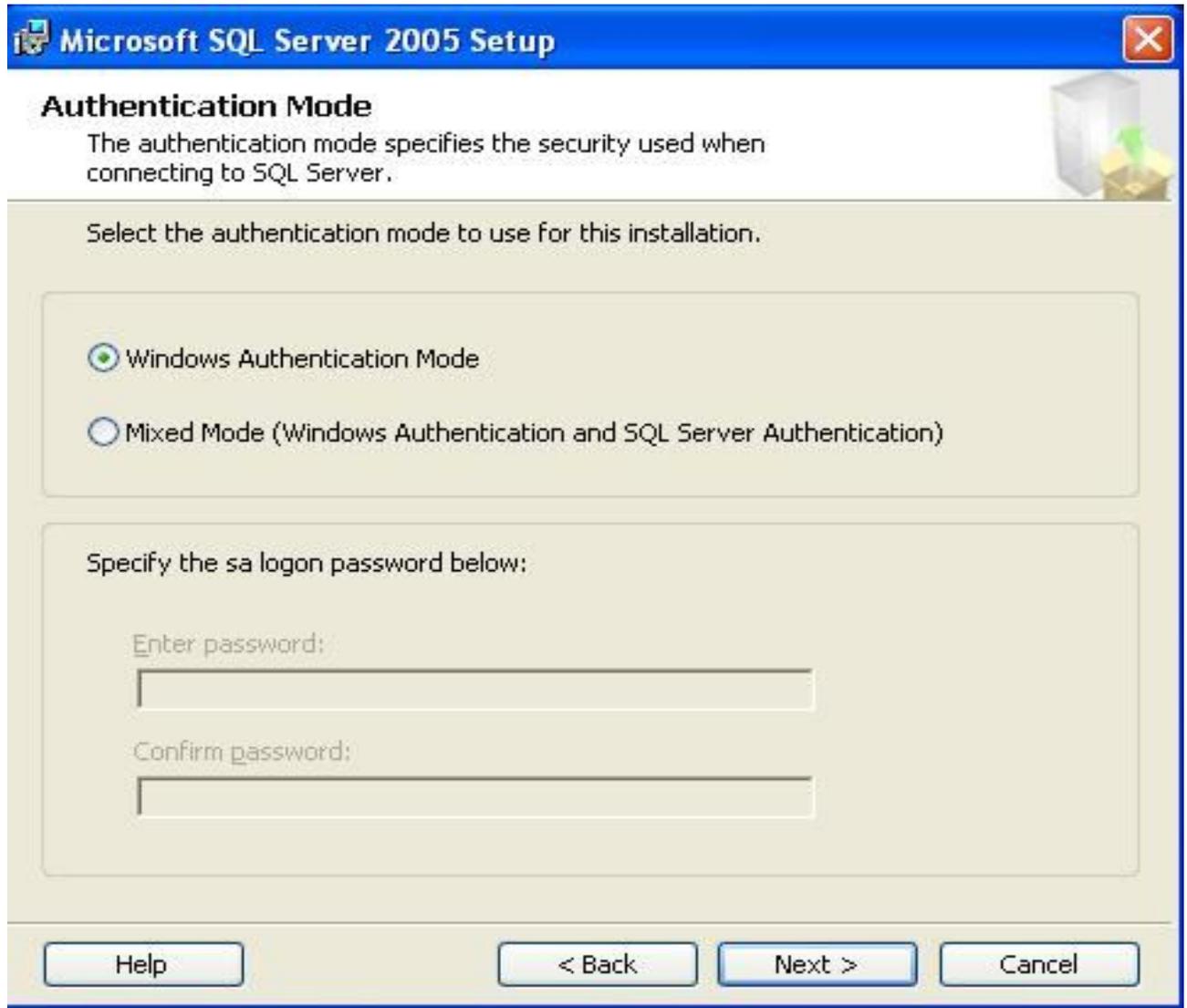
14. Select the radio button Use the built-in System account:



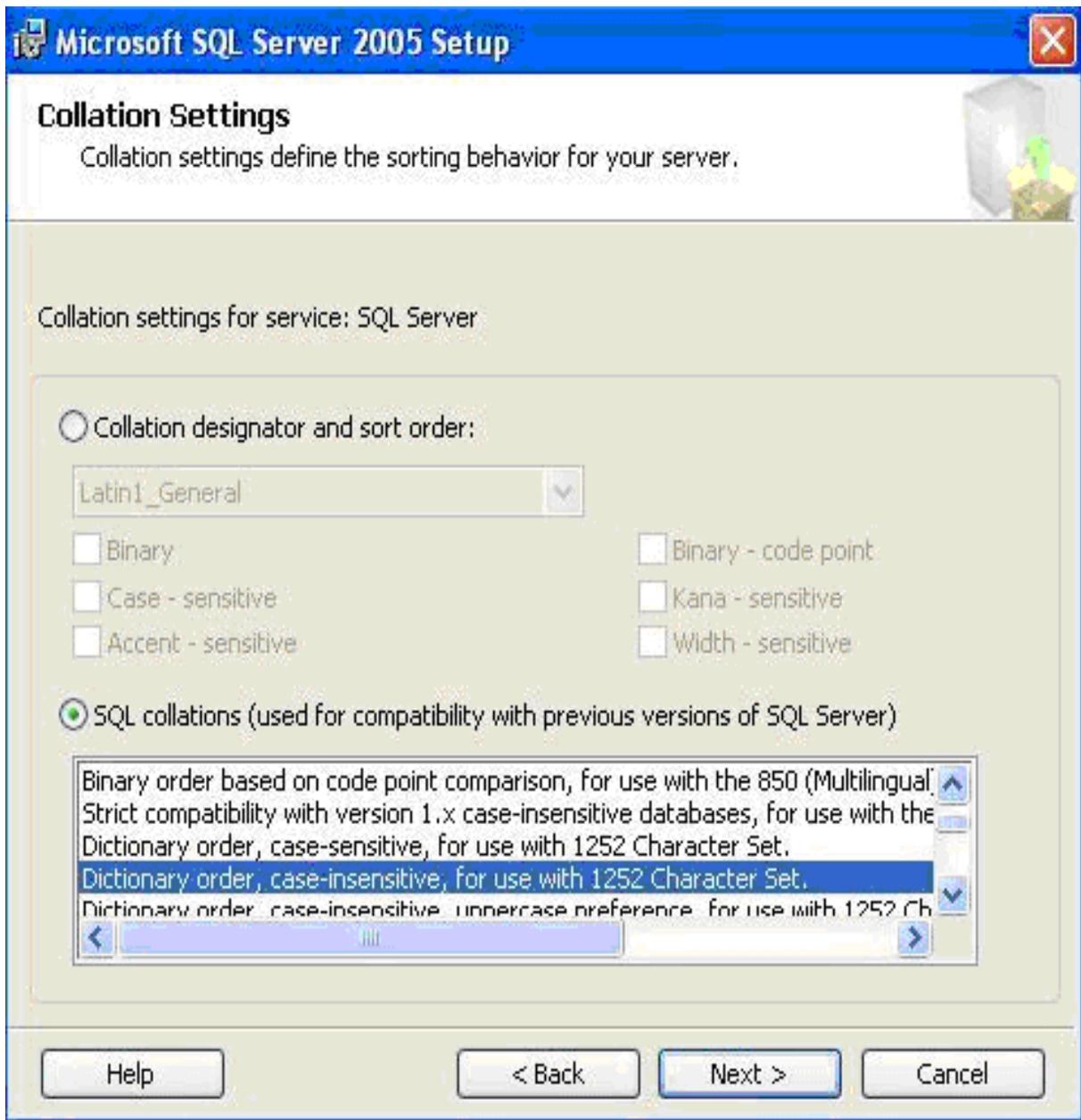
Click on Next.

15. Change Authentication Mode to Windows Authentication Mode

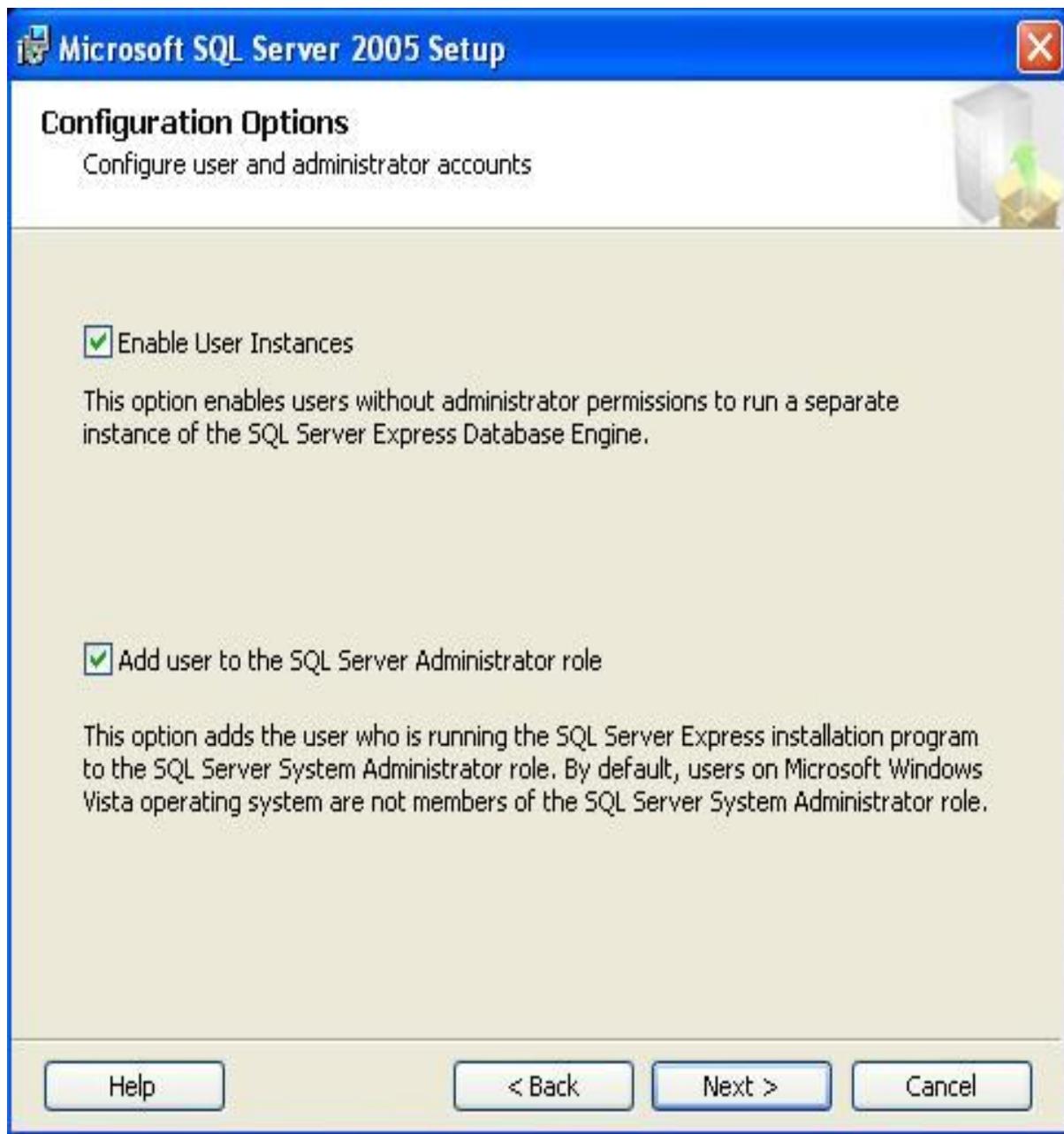
Click on Next



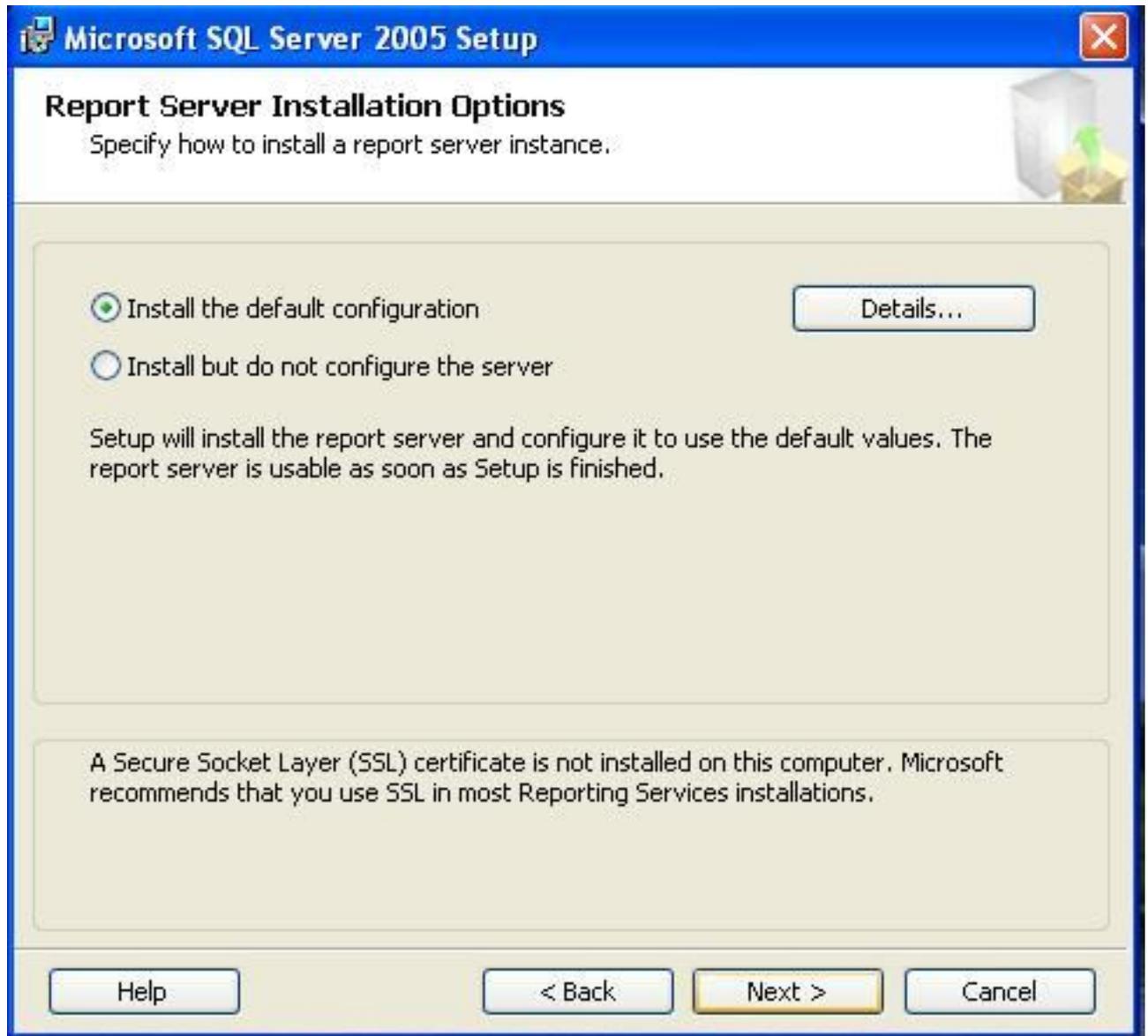
16. Keep the default collation settings



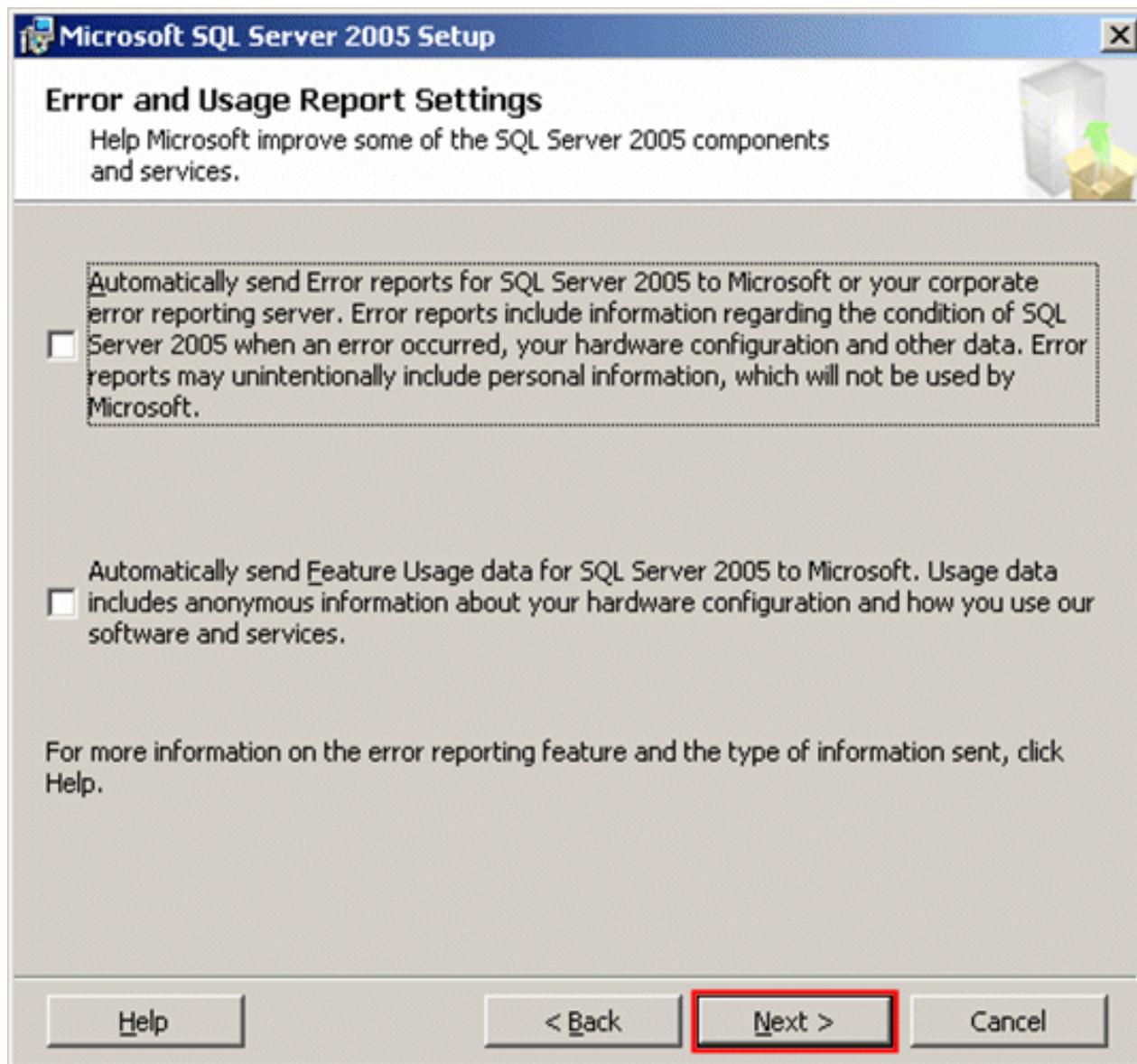
17. The configuration option window opens. Check the enable user instances and add user to the sql server Administrative role. Then click on Next.



18. Report Server Installation options Window opens. Install the default configuration. Click on Next.

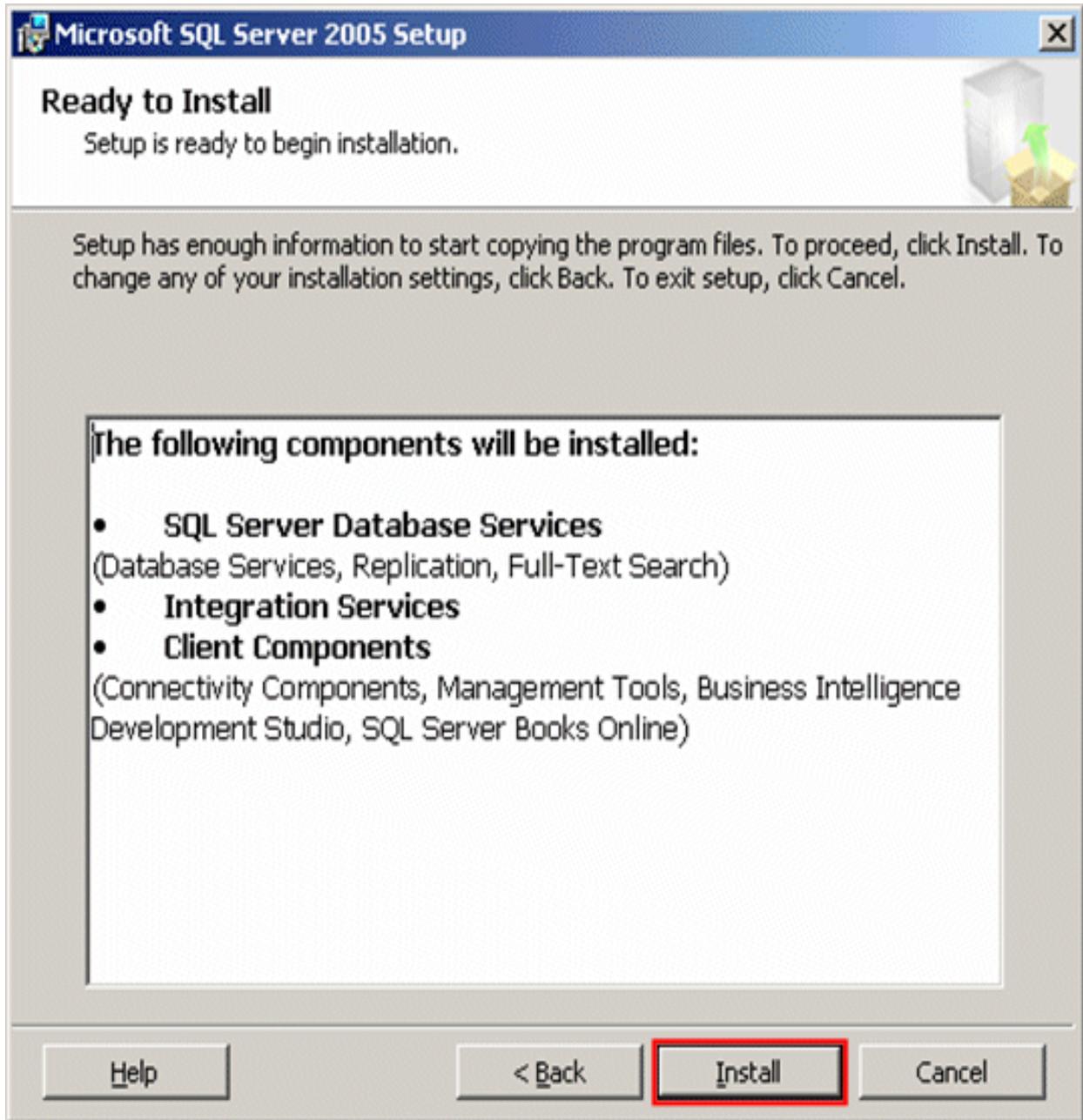


19. Select Error Reporting and Usage options – it does not matter what these are set to, as they are completely at your discretion:

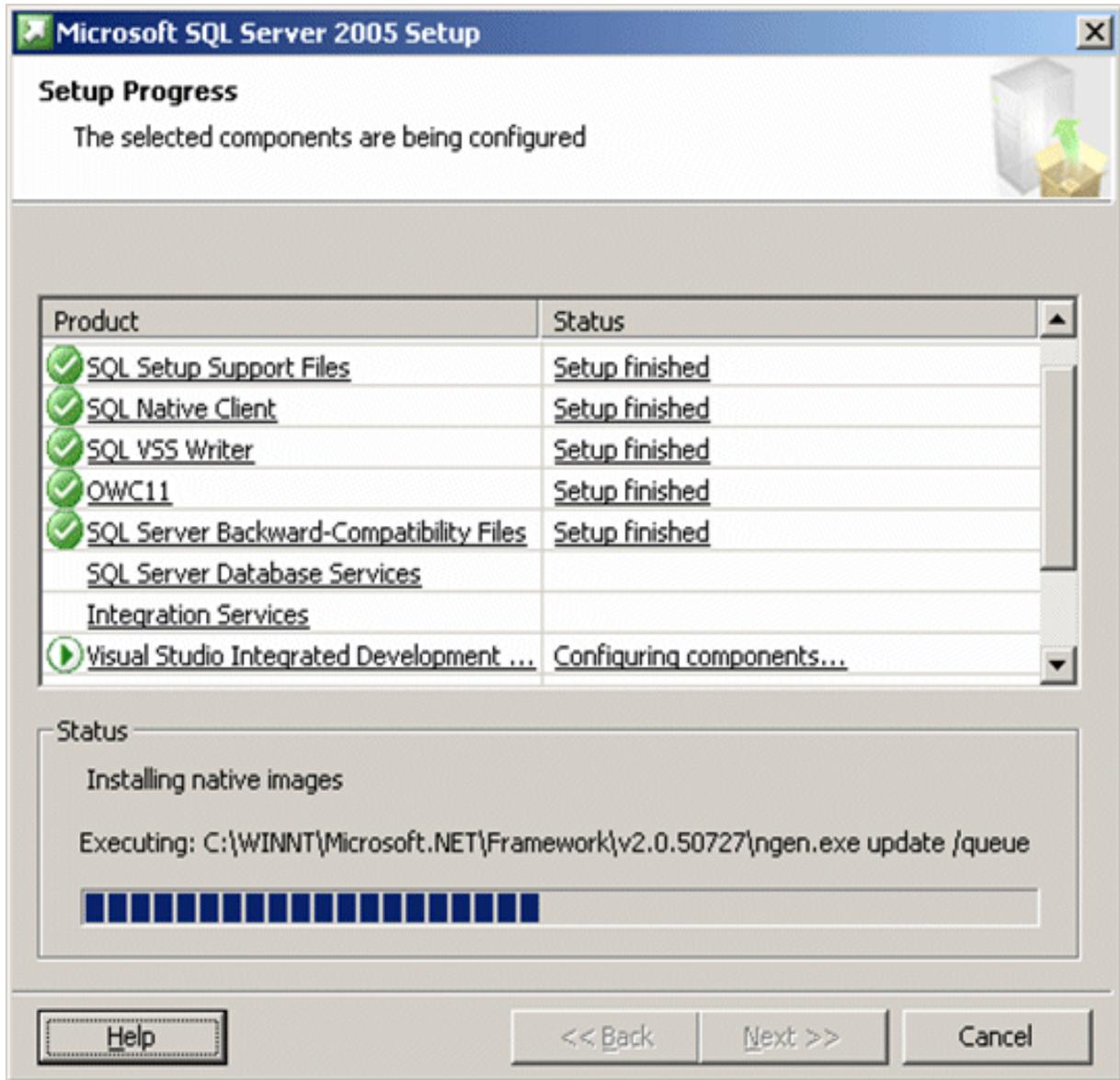


Click on **Next**.

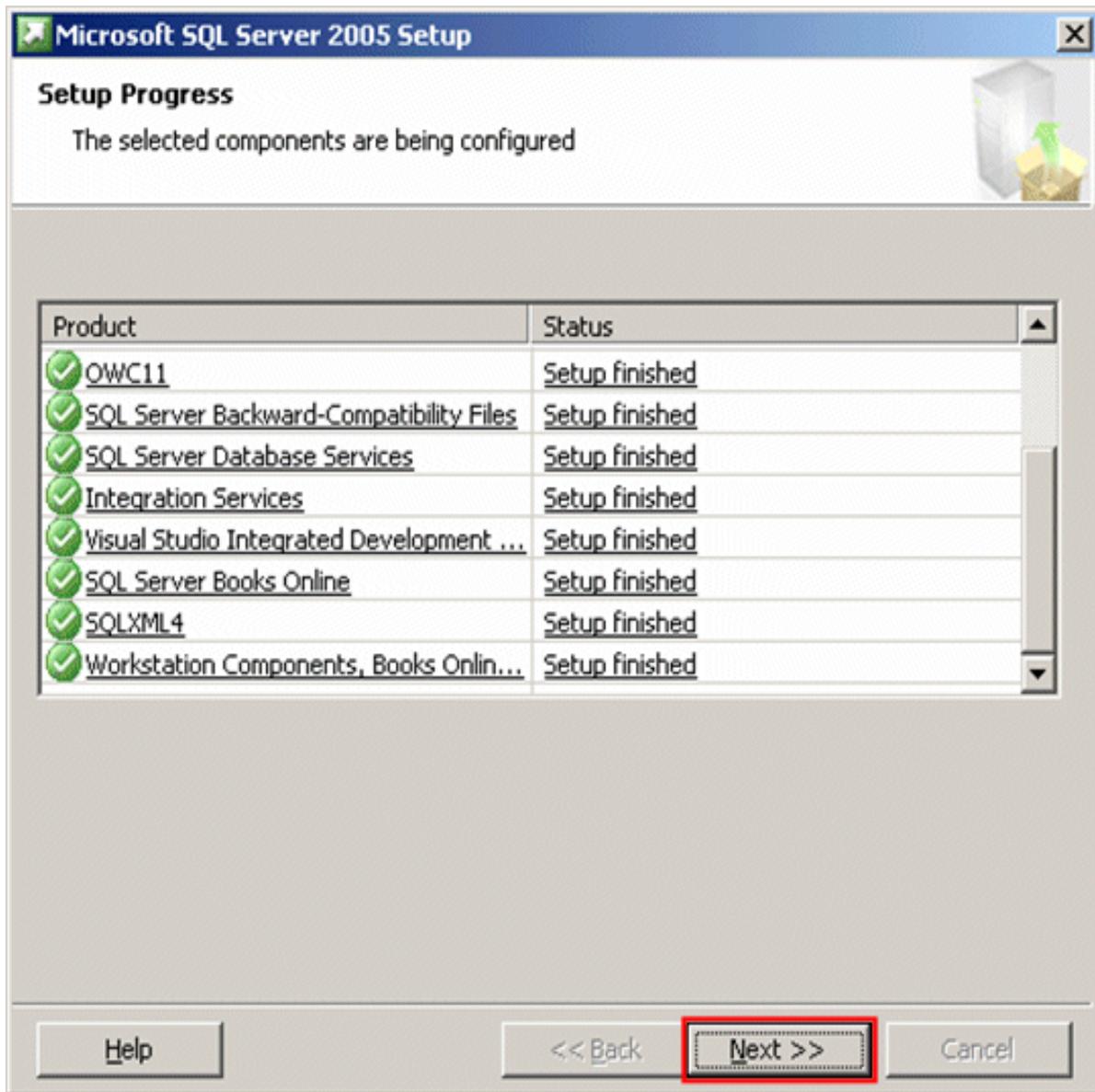
20. The pre-installation screen will now appear:



21. The Setup Progress screen will appear, informing you of installation progress:



22. The Setup steps have completed:



Click on Next.

23. The Completing Microsoft SQL Server 2005 Setup screen will now appear:



Click on **Finish**.

**SQL Server 2005 installation is now complete.**

## SQL Server Express edition Installation problems

**Prerequisite software:** SQL Server Setup requires **Microsoft .NET Framework 2.0, Windows Installer 3.1, Microsoft Data Access Components (MDAC) 2.8 SP1 or later**. You can download MDAC 2.8 SP1 from Microsoft Web site.

There is executable file **SOLEXP32.EXE** available to install SQL Server Express:

**SOLEXP32.EXE: Install on x86-based computers only. This program will not run on any 64-bit platform (not even WoW64).**

If you are unable to install SQL Server 2005 Express successfully. Below are some basic troubleshooting guides to help you to fix the problems: -

### Step 1

You must be able to identify the source of error by open the installation log file which was generated by Microsoft during the installation process. The log file is normally can be found at C:\Program Files\Microsoft SQL Server\90\Setup Bootstrap\LOG\Summary.txt. However, if you have installed them at different path, you must change to your path accordingly to look out for the log file. The log file will indicate the installation status for every SQL components.

#### 1. Error message when you try to install SQL Server Express Edition: "The SQL Server service failed to start"

When you are going to install Sql Server 2005 in your machine run the .exe file with **administrative privilege**.

#### 2. Windows Installer is required

Install **WindowsInstaller-KB893803-v2-x86.exe** before you install Sql Server 2005 on Windows XP Service pack 2.

### 3. Dot Net framework 2.0 or above is required.

SQL Server Express Setup requires **.NET Framework 2.0** to be installed prior to running the sqlexpr.exe. If .NET Framework 2.0 is not present, you will encounter an error.

4. Error Message **“Access Denied”** when you want to run SQLEXP32.EXE software.

Install Microsoft Data Access Components (MDAC) 2.8 SP1 or later. Download **MDAC 2.8 for Windows XP** from the following link given below <http://www.microsoft.com/download/en/details.aspx?id=5793>. Click on MDAC\_TYP.EXE to download the software.

### MORE IN DETAILS:

#### 1. Error in Installing MS SQL Server Express in Windows XP SP3 / MSXML6 SP2

If you are trying to install SQL Server 2005 Express edition in Windows SP3 environment, it will most likely fail unless Microsoft has done something to fix this.

Symptoms include SQL Server Express edition installation return error and the error log mentioned MSXML 6 Service Pack 2 (KB954459) — Configuration failed. The root cause is Windows XP SP3 or MSXML 6 Service Pack 2 protects the MSXML 6 configuration file from update and changes. As a result, the setup fails to continue.

There are some ways to solve this, including

1. Uninstall Service Pack 3, install Microsoft SQL Server Express edition, and reinstall SP3.
2. Disable the File system protection temporarily using regedit.

But, the best way is

3. Uninstall MSXML6 SP2, by using Windows Installer Cleanup Utility which can be downloaded from <http://download.microsoft.com/download/e/9/d/e9d80355-7ab4-45b8-80e8-983a48d5e1bd/msicuu2.exe>. Then install SQL Server Express edition just like usual.

## **2. Error message when you try to install SQL Server Express or SQL Server Express Edition or SQL Server Express Edition with Advanced Services: "The SQL Server service failed to start"**

This problem occurs because the Network Service account does not have permissions on the following folder:

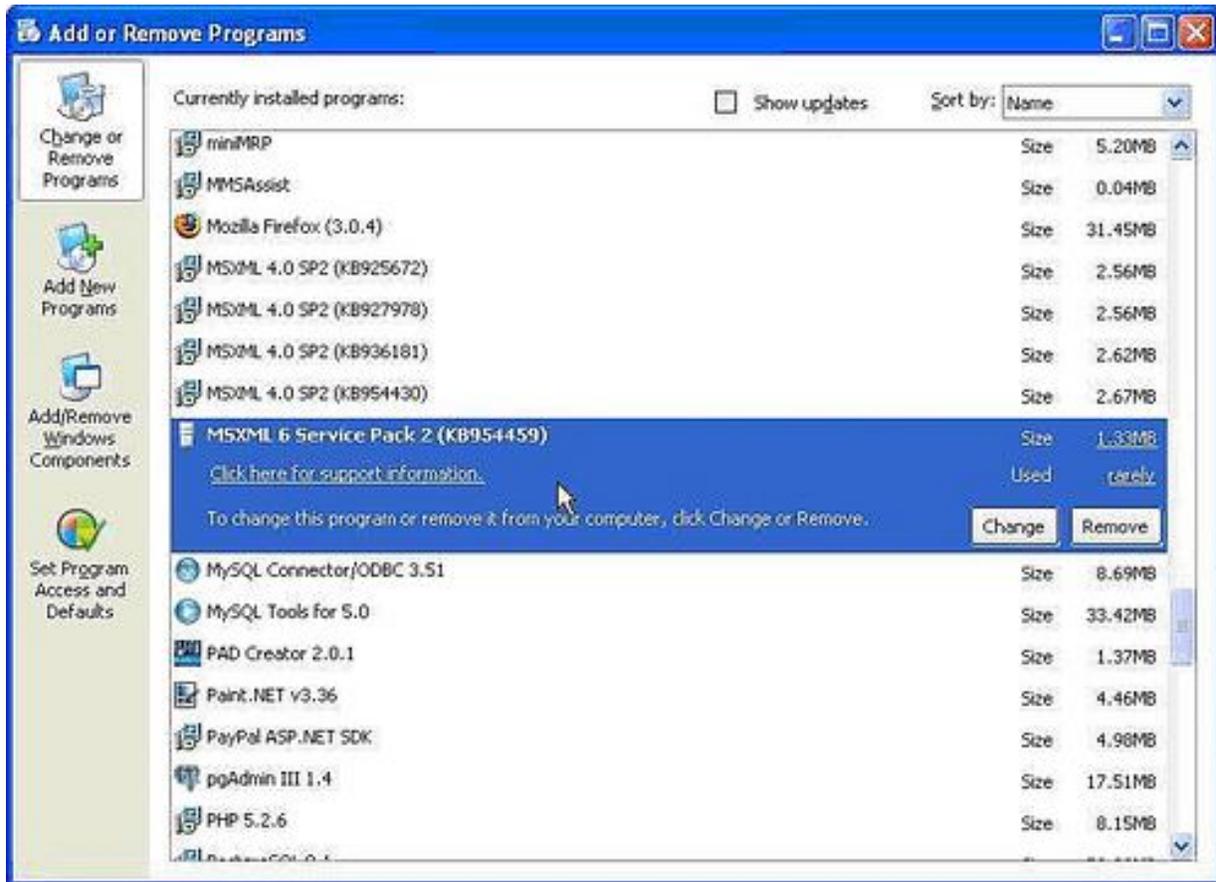
C:\Documents and Settings\NetworkService\Application Data\Microsoft\Protect

To work around this problem, grant the Network Service account the Full Control permission on the Protect folder. To do this, follow these steps:

1. Open My Computer.
2. Type C:\Documents and Settings\NetworkService\Application Data\Microsoft in the address bar, and then press ENTER.
3. Right-click the Protect folder, and then click Properties.
4. In the folder Properties dialog box, click the Security tab.
5. Under Group or user names, determine whether NETWORK SERVICE is listed. If NETWORK SERVICE is not listed, follow these steps to add this account:
  - A. Click Add to show the Select Users or Groups dialog box.
  - B. Click Locations, select your computer name in the Locations dialog box, and then click OK to return to the Select Users or Groups dialog box.
  - C. Type Network Service in the Enter the object names to select box, and then click Check Names.
  - D. Click OK to close the Select Users or Groups dialog box.
6. Click NETWORK SERVICE under Group or user names, and then click to select the Allow check box for Full Control under Permissions for NETWORK SERVICE.
7. Click OK to close the folder Properties dialog box.
8. Click Retry in the error message dialog box to continue to install SQL Server Express Edition or SQL Server Express Edition with Advanced Services.
9. Run the setup procedure again.

## How to solve “Failed on MSXML 6 Service Pack 2

1. Remove the MSXML 6.0 Parser and related components (with MSXML 6 \*.\* ) from Add and Remove Programs at Control Panel. Please refer to the following screen snapshot.



2. If you failed to remove them completely, you can download Windows Installer Clean Up from <http://www.eStockCard.com/Software/msicuu2.exe>.

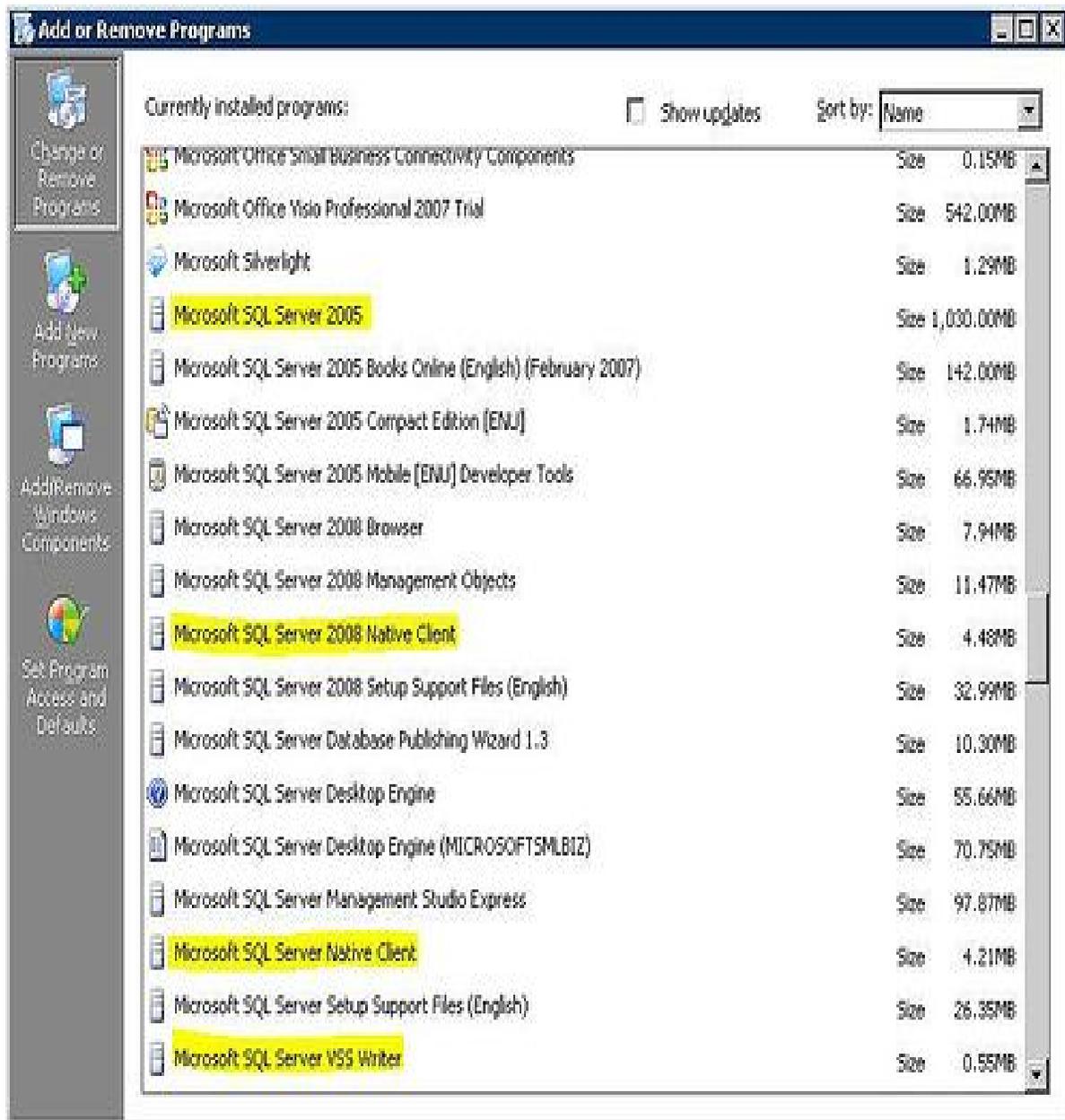
3. After you have successfully downloaded and installed it. Once installed successfully, go to All Programs and run Windows Install Clean Up. Try to look for “Microsoft SQL Server MSXML 6.0 Parser” and related components (MSXML 6.0 \*.\* ) and remove them completely. Here is the screen snapshot: -



Re-run again the install\_eStockCard.exe to perform re-installation.

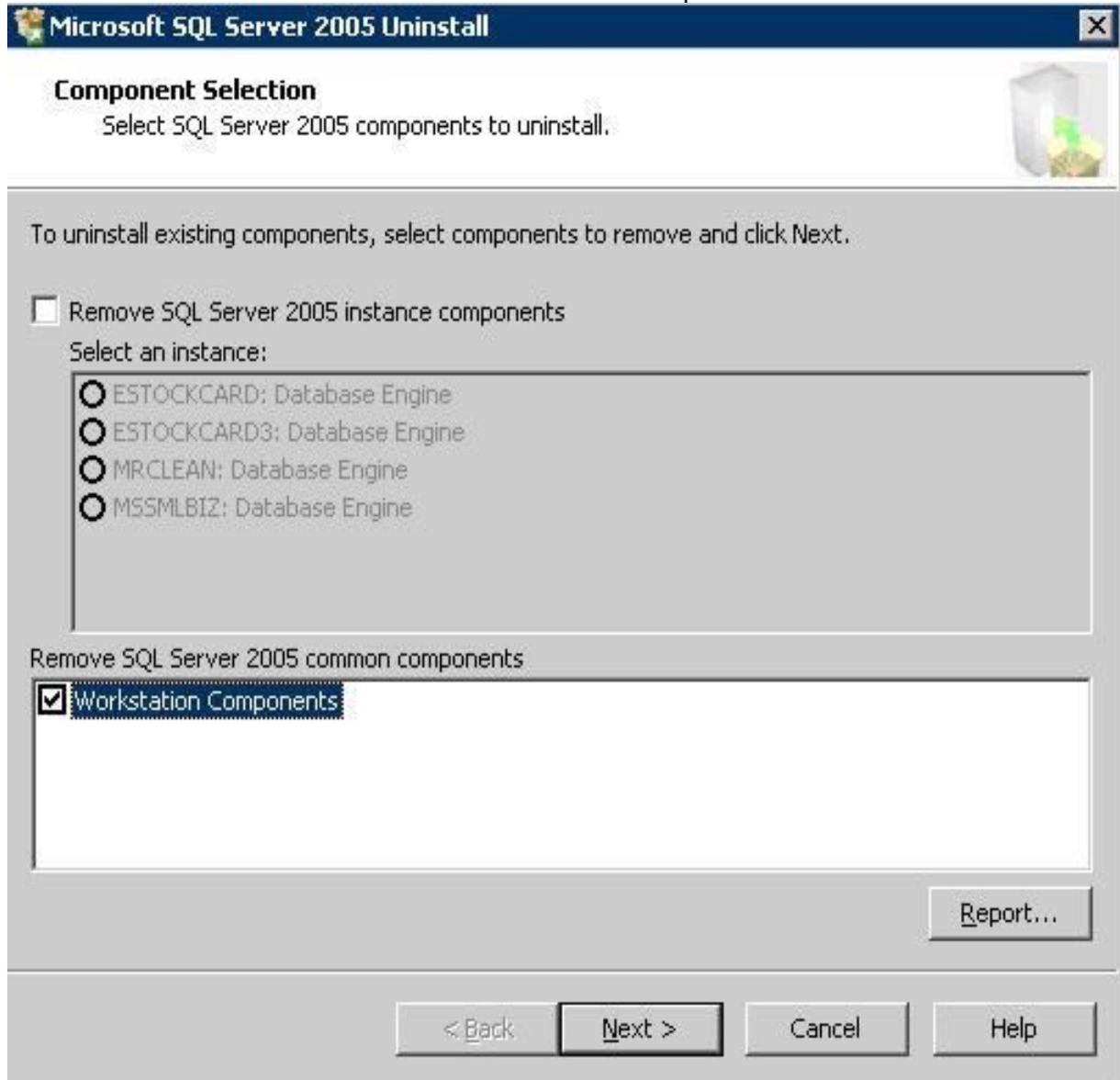
## 2. How to solve for “MS. SQL Server Native Client not being found during installation”

1. You are recommended to run the installation one more time. Our experience reveals that this error can be fixed after re-installation.
2. If Step 1 is not workable, then you have to manually uninstall several SQL components by open Add or Remove Program from control panel. Below is the screen snapshot :-



A. Microsoft SQL Server 2005

i. Choose to remove SQL Server 2005 Common Components ONLY.



b. Microsoft SQL Server 2005 Native Client.

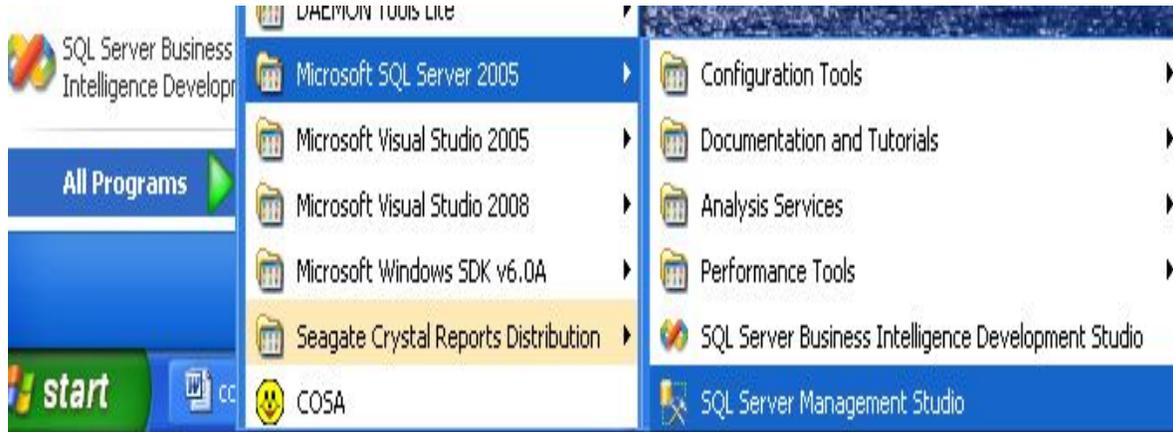
c. Microsoft SQL Server VSS Writer

d. Microsoft SQL Server Setup Support Files (English)

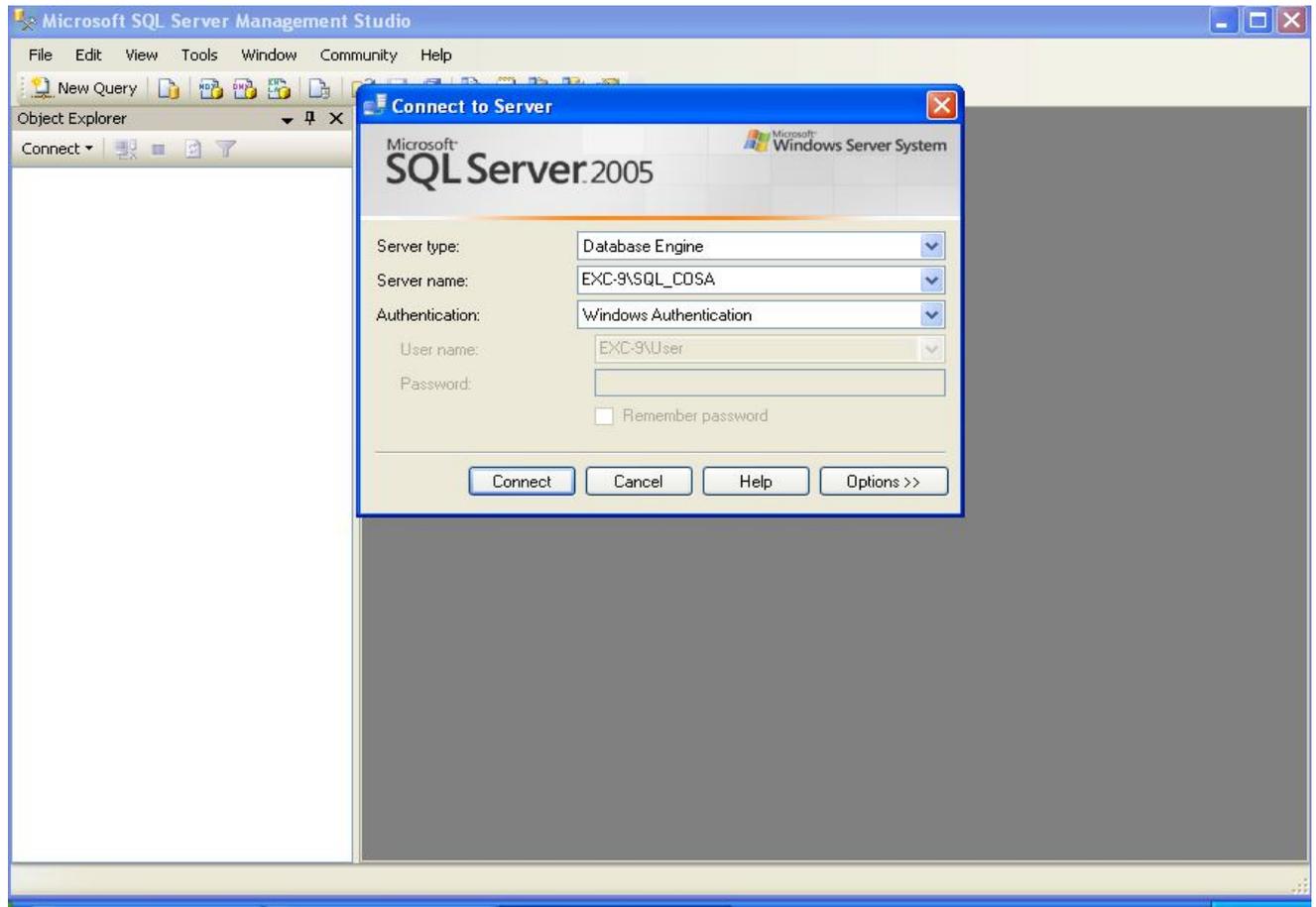
Upon the completion of Step 2, reboot your computer and re-run install\_eStockCard.exe again. It should solve the problem.

## HOW TO OPEN AND CONNECT SQL SERVER 2005

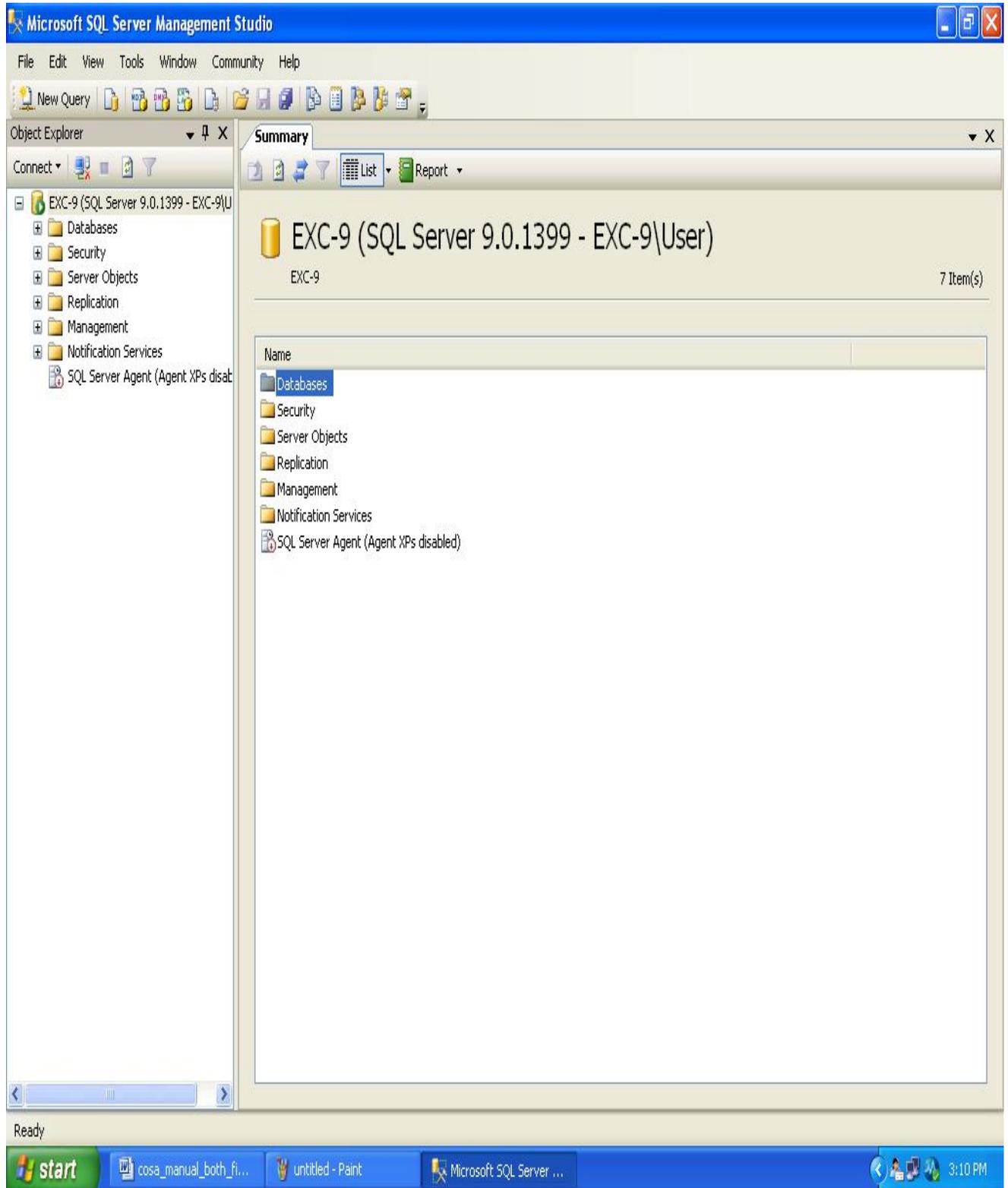
Click on <Start> go to All Programs->Microsoft Sql Server 2005->Sql Server Management Studio.



The following screen will appear. Click on connect.



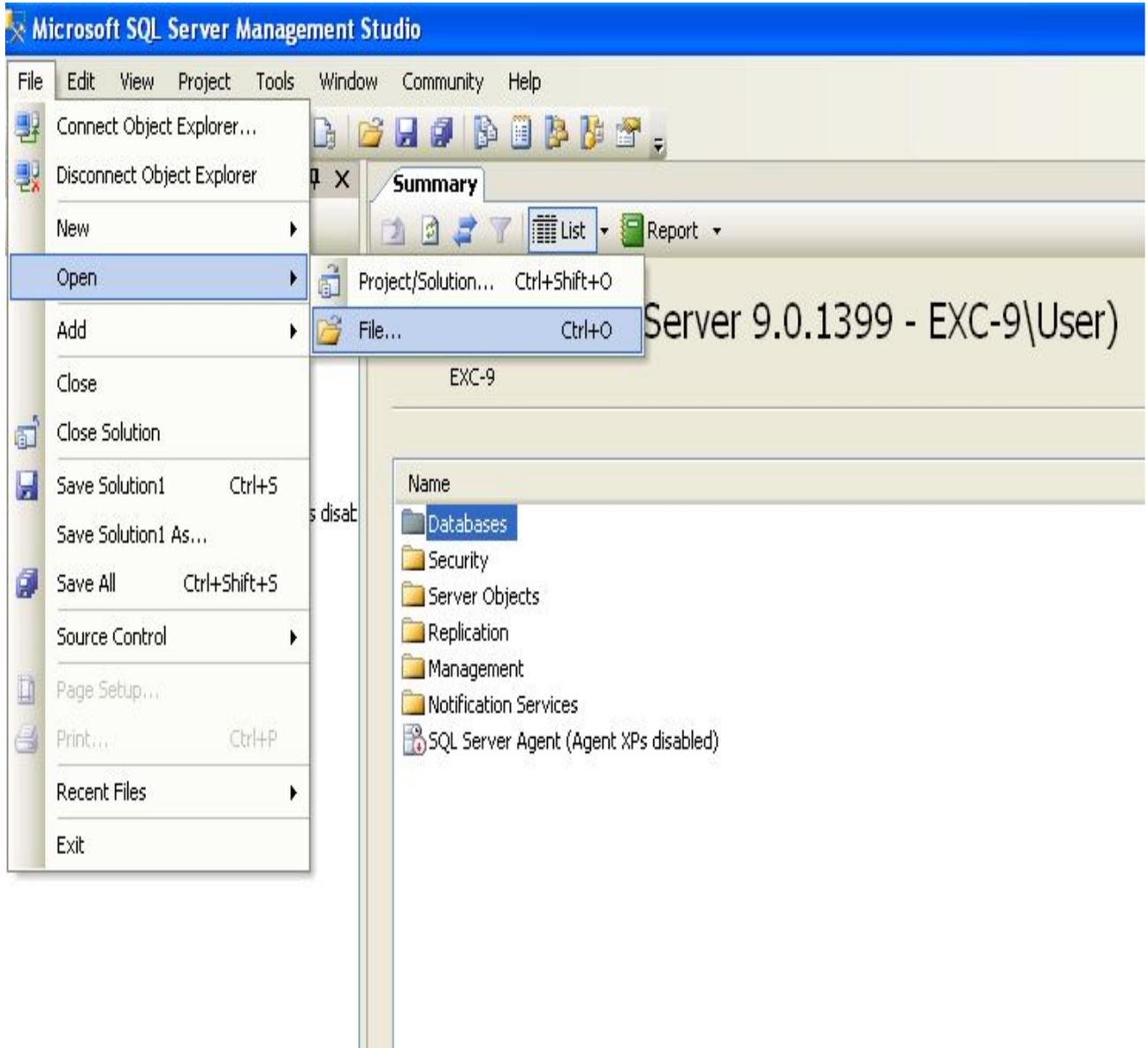
Now you are connected with Sql Server.



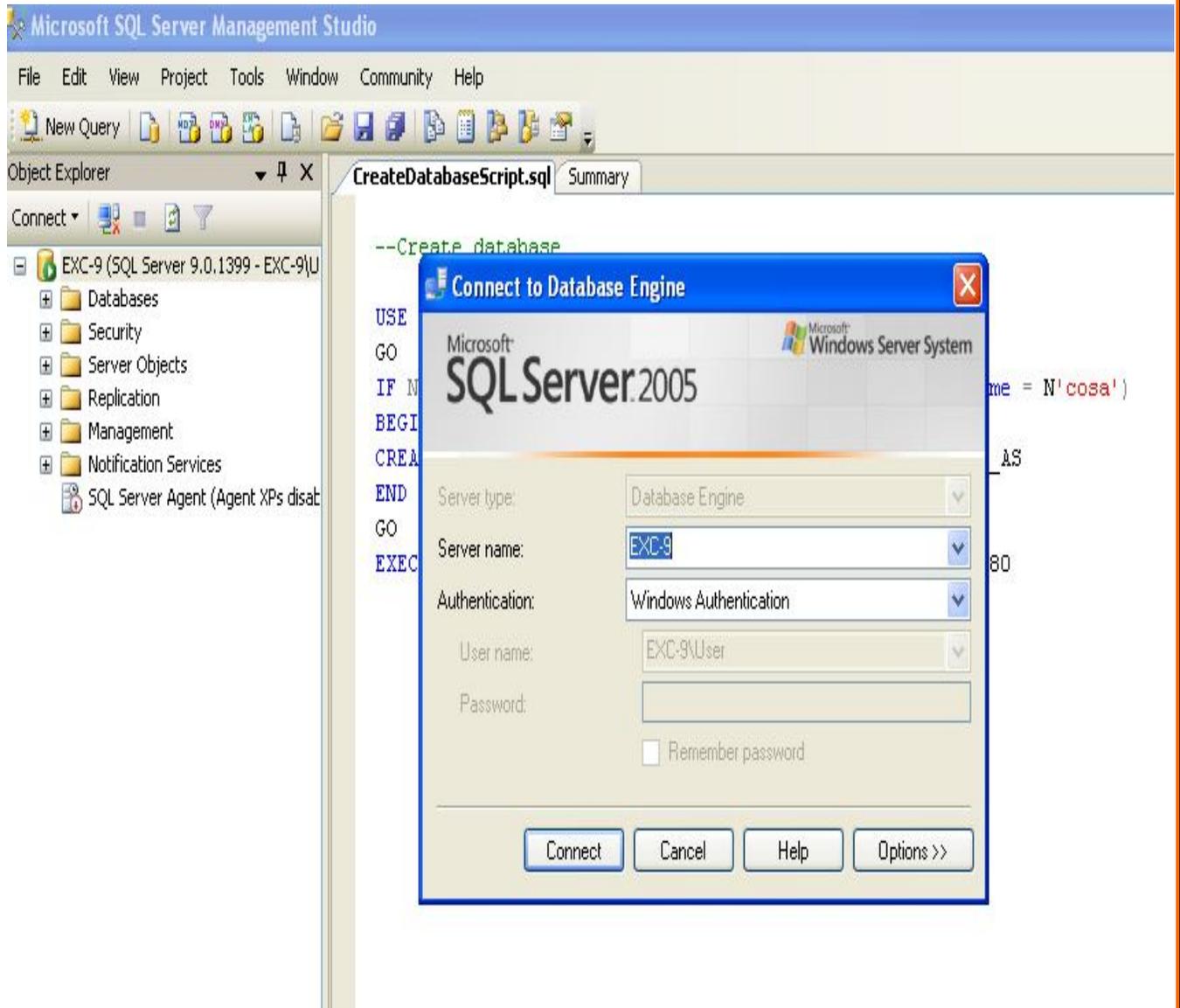
**PROCEDURE:1**

**COSA DATABASE CREATION**

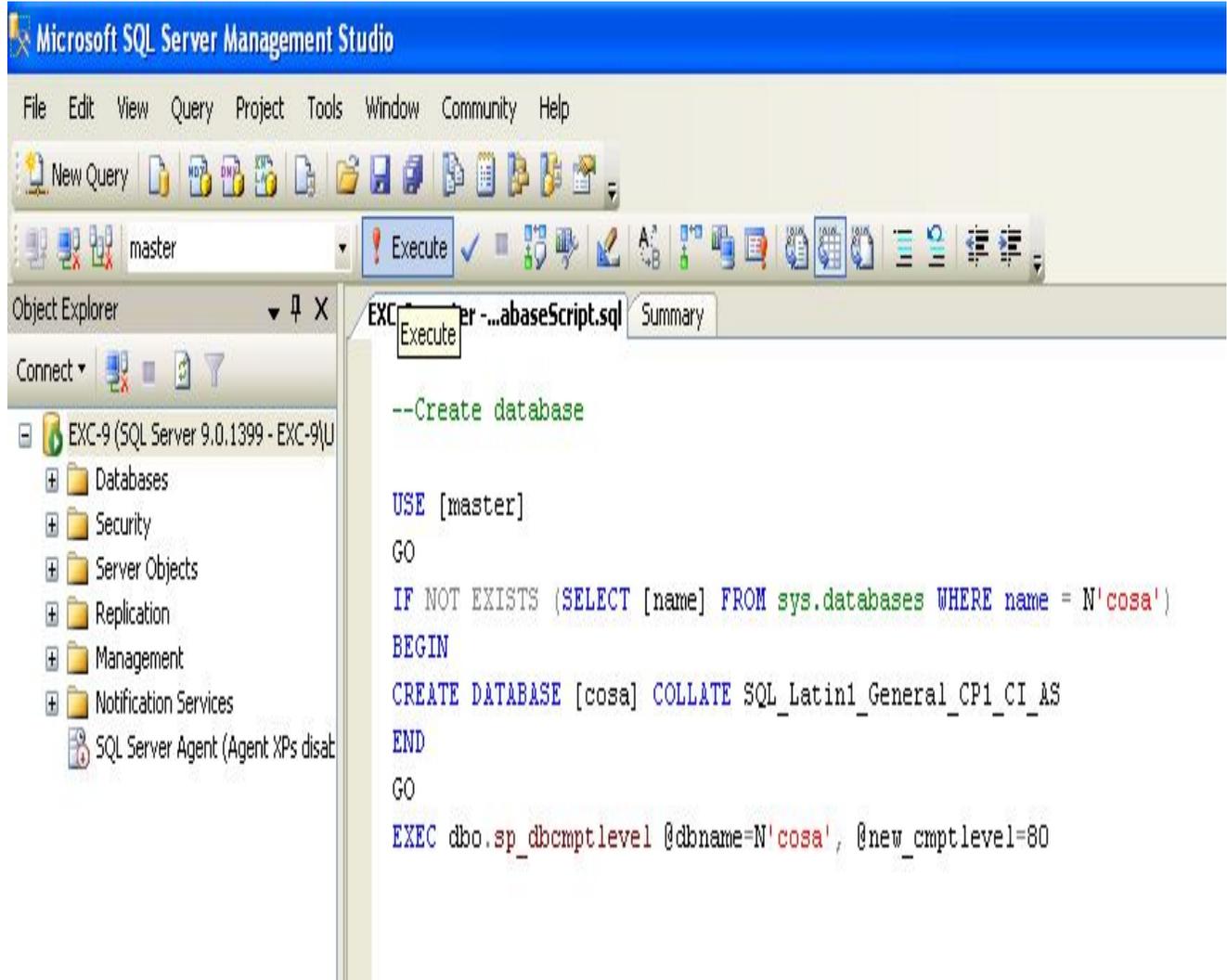
Go to File menu->Open->File->Select the File “CreateDatabaseScript.sql” which remains within the Setup folder



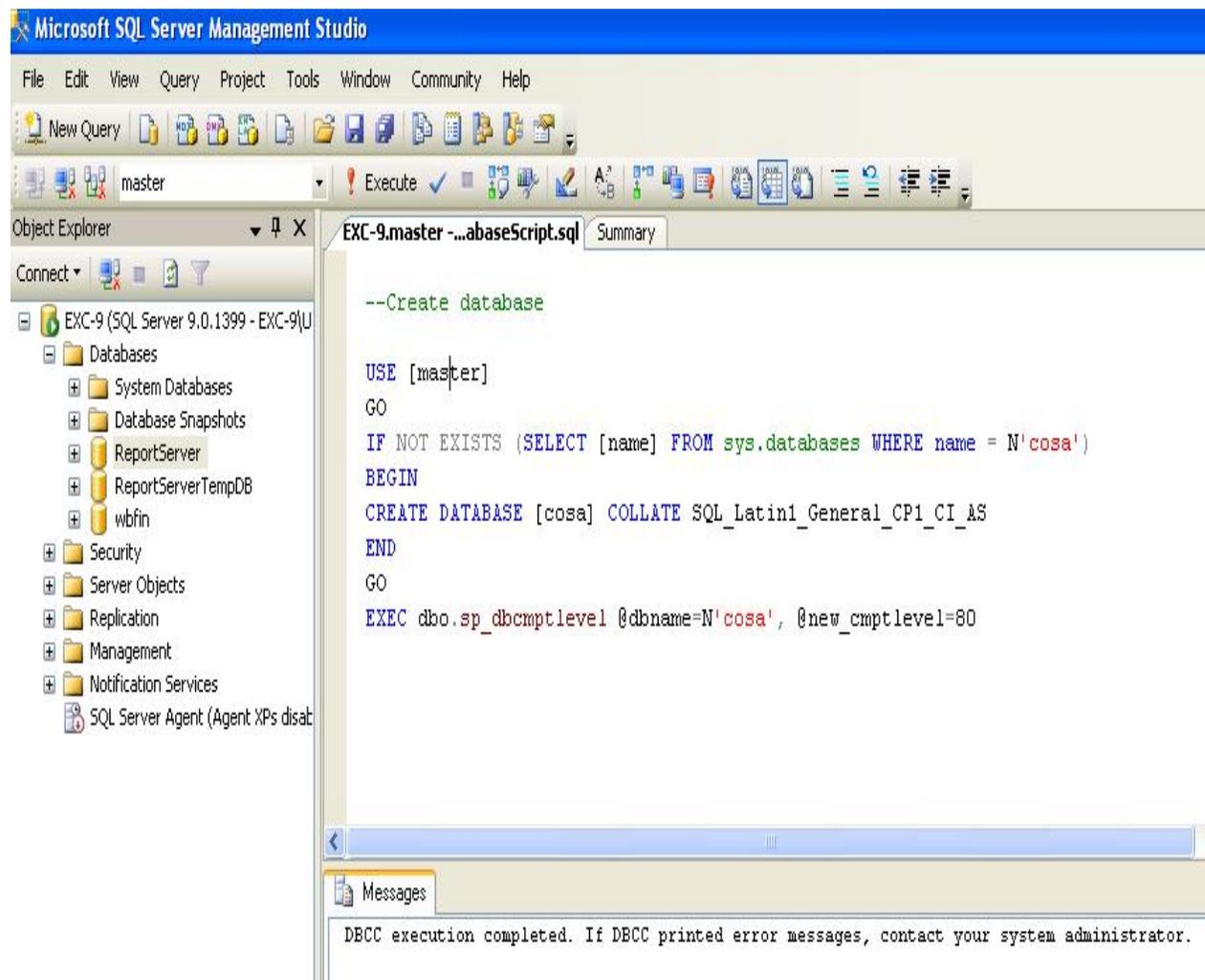
Click on **connect**.



Click on execute.



COSA Database created successfully.



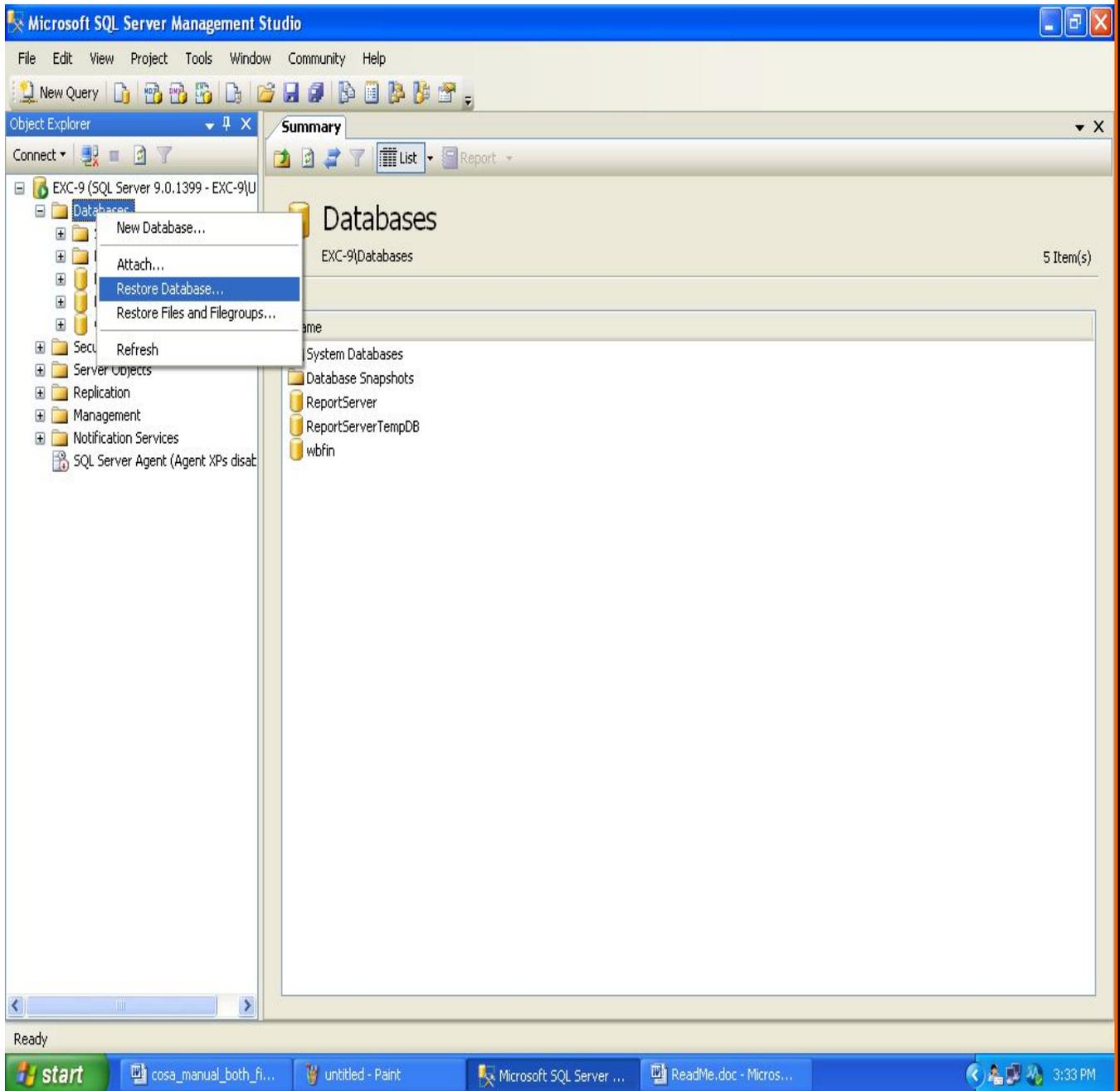
**Similarly run “CreateTableScript.sql” file and “InsertMasterDataScript.sql” file which remains within the Setup folder.**

COSA database creation complete.

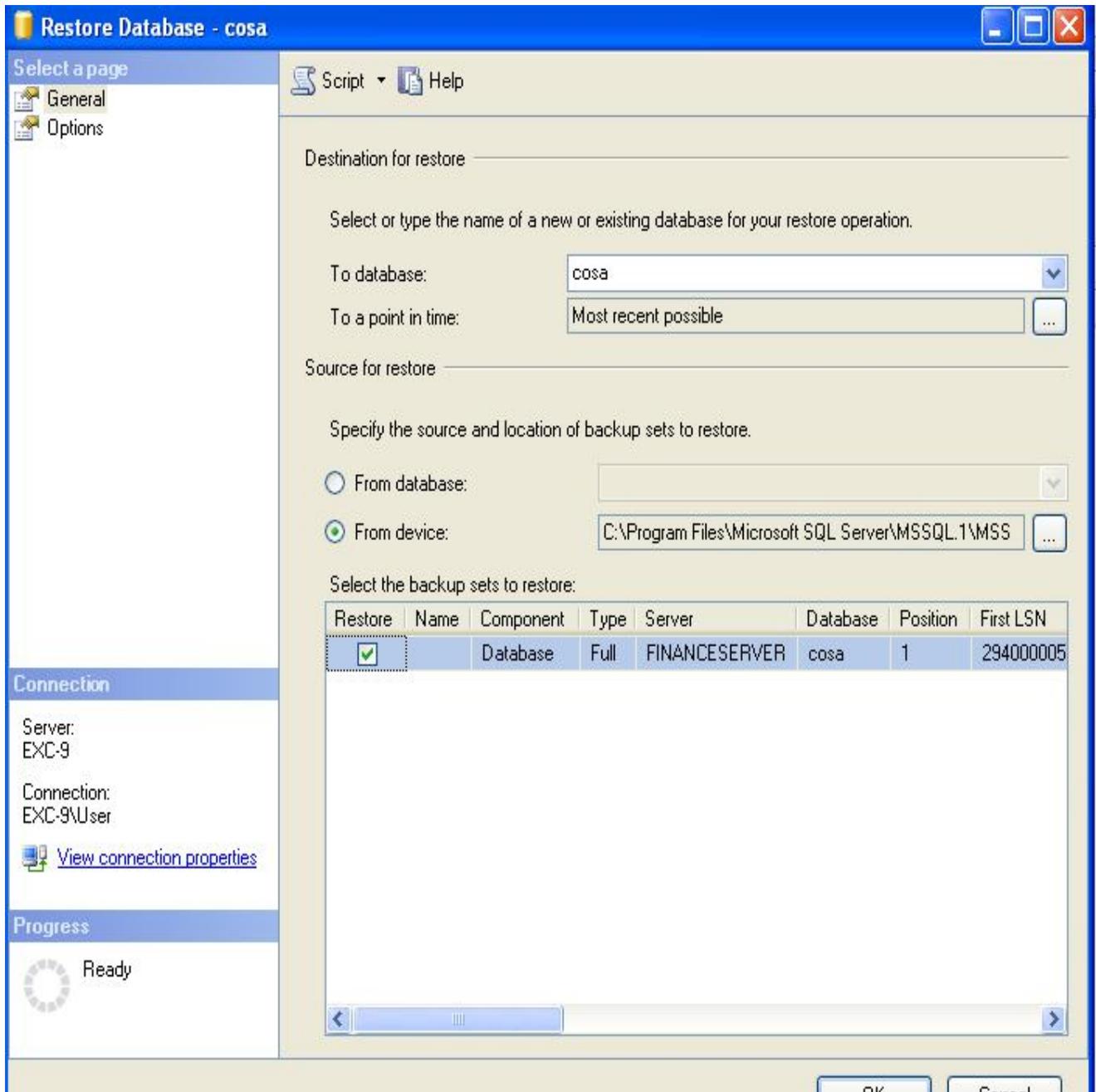
**PROCEDURE:2**

**CREATE COSA DATABASE FROM BACKUP FILE**

Right click on Databases->select **Restore Database**



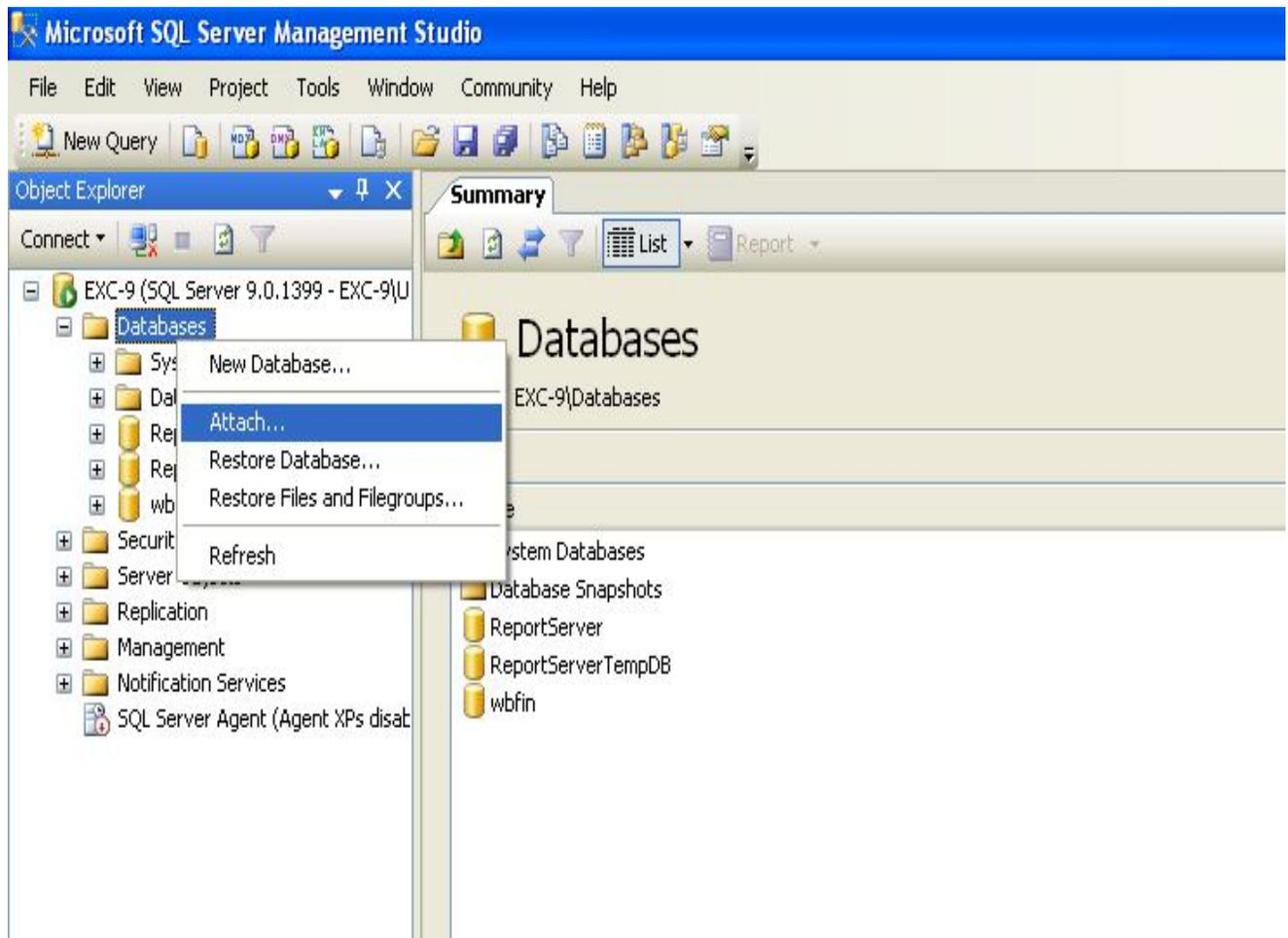
Give name “cosa” as “To database”. Give your back up database location in the from device text box. Check on Restore. Click <OK>



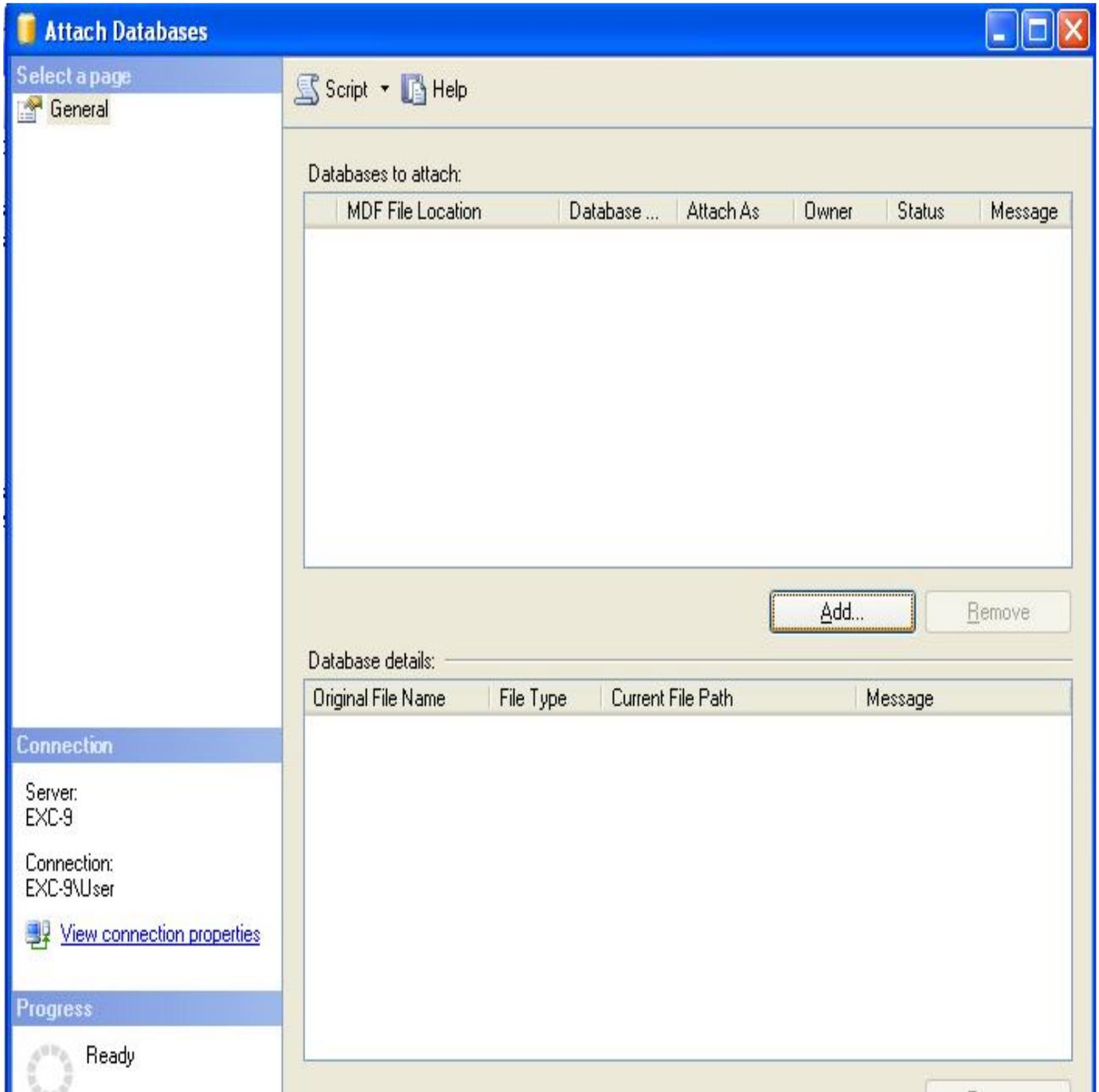
### PROCEDURE:3

## CREATE COSA DATABASE BY ATTACHING MDF FILE

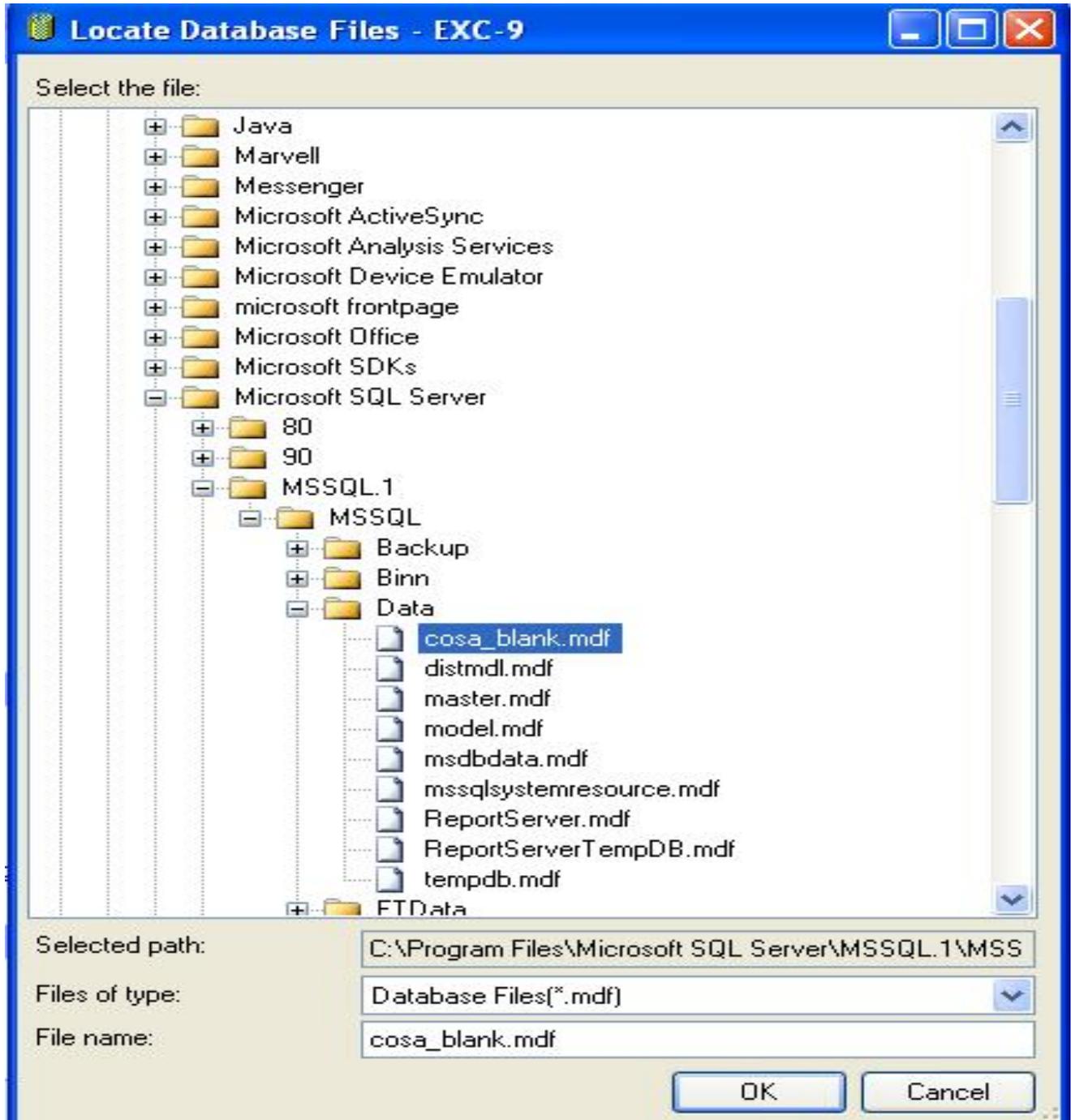
Right click on **Databases**->select **Attach**



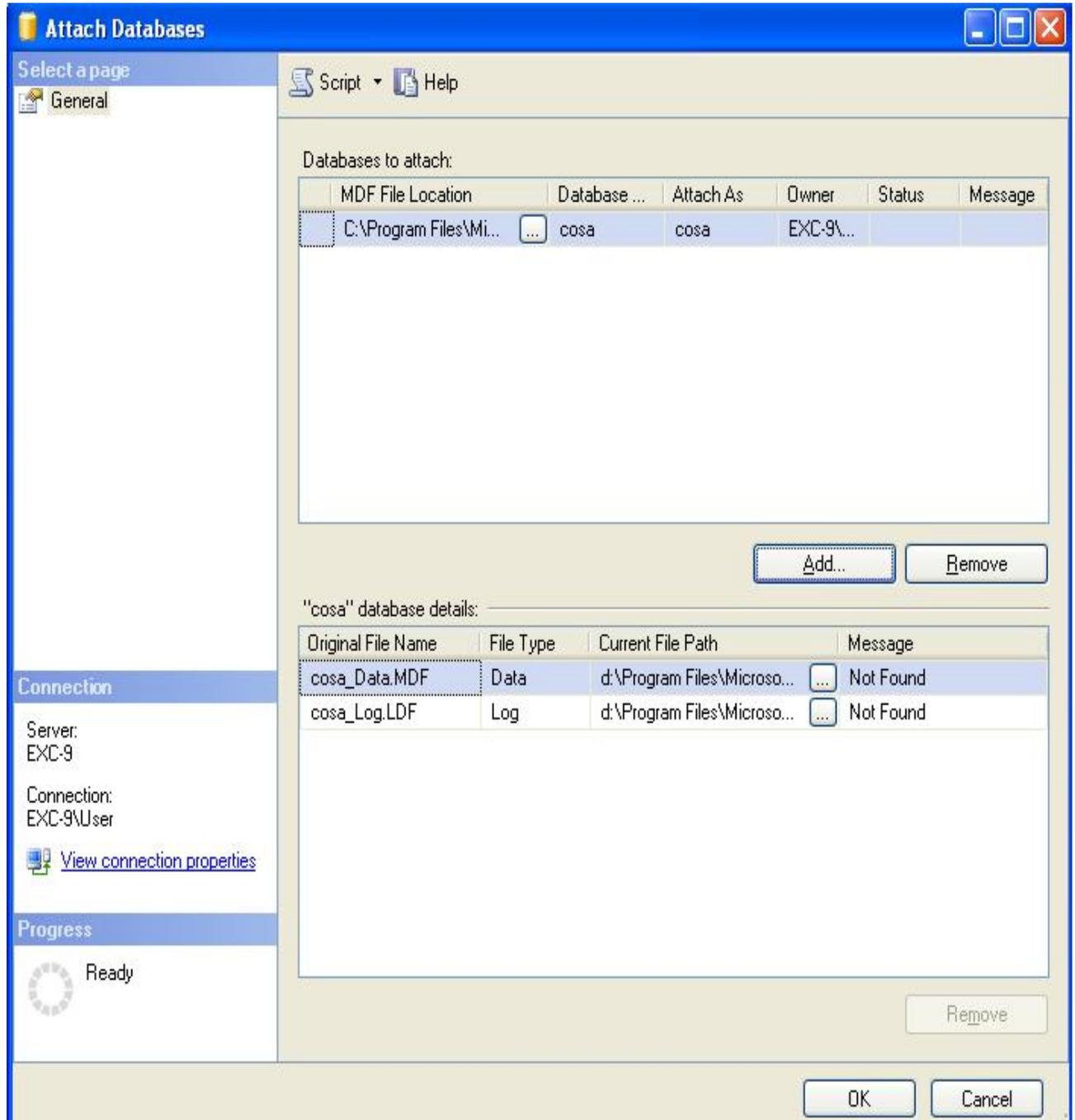
Click on **Add**



Select the location of your .mdf file. Then Click on <OK>



Click on **Ok**.

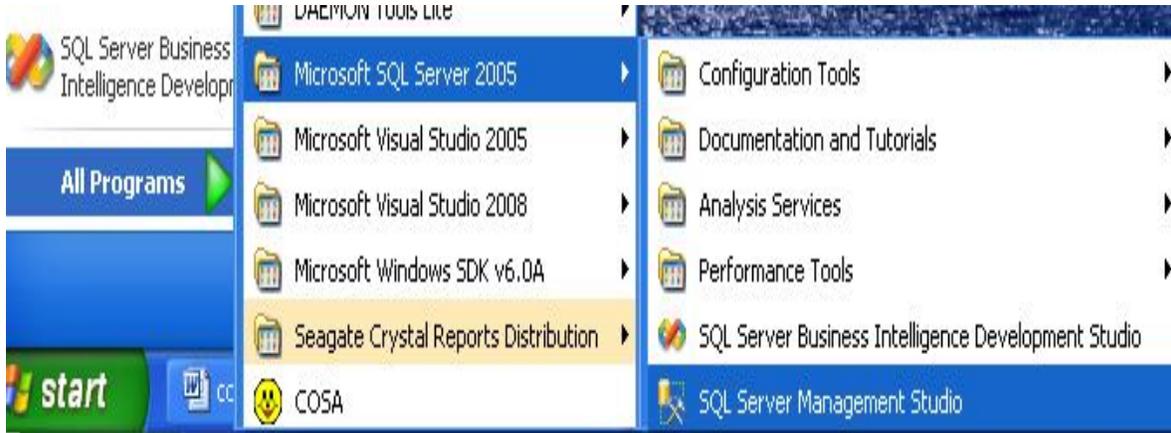


**cosa database creation complete.**

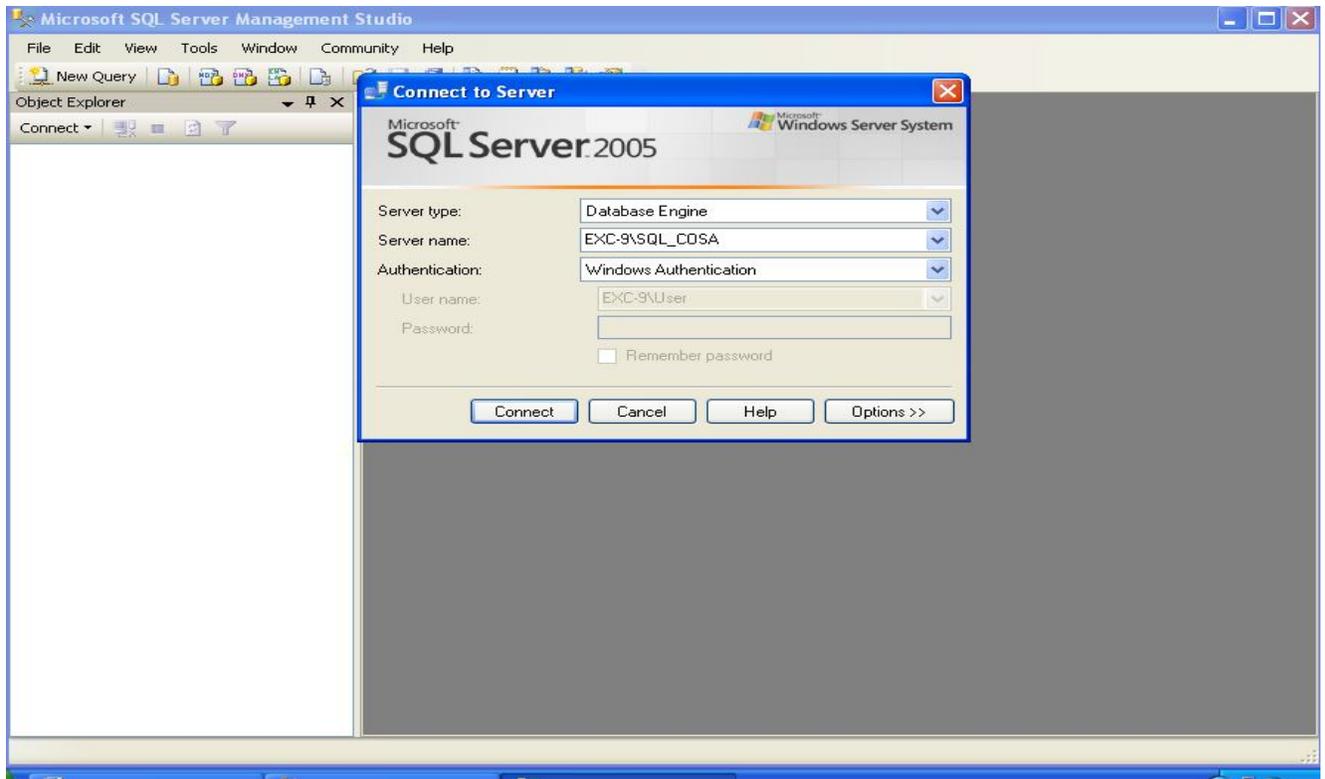
## HOW TO TAKE COSA DATABASE BACKUP

### PROCEDURE:1

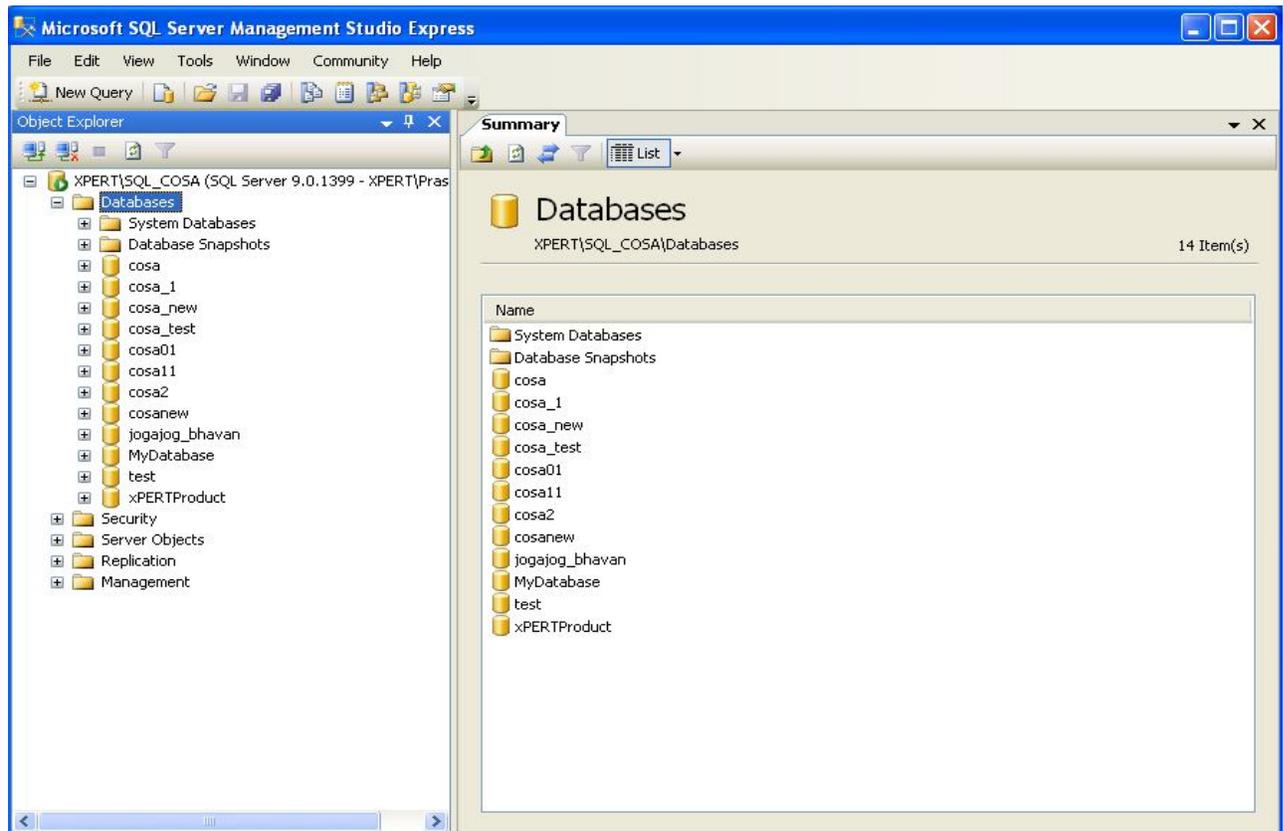
Click on <Start> go to All Programs->Microsoft Sql Server 2005->Sql Server Management Studio.



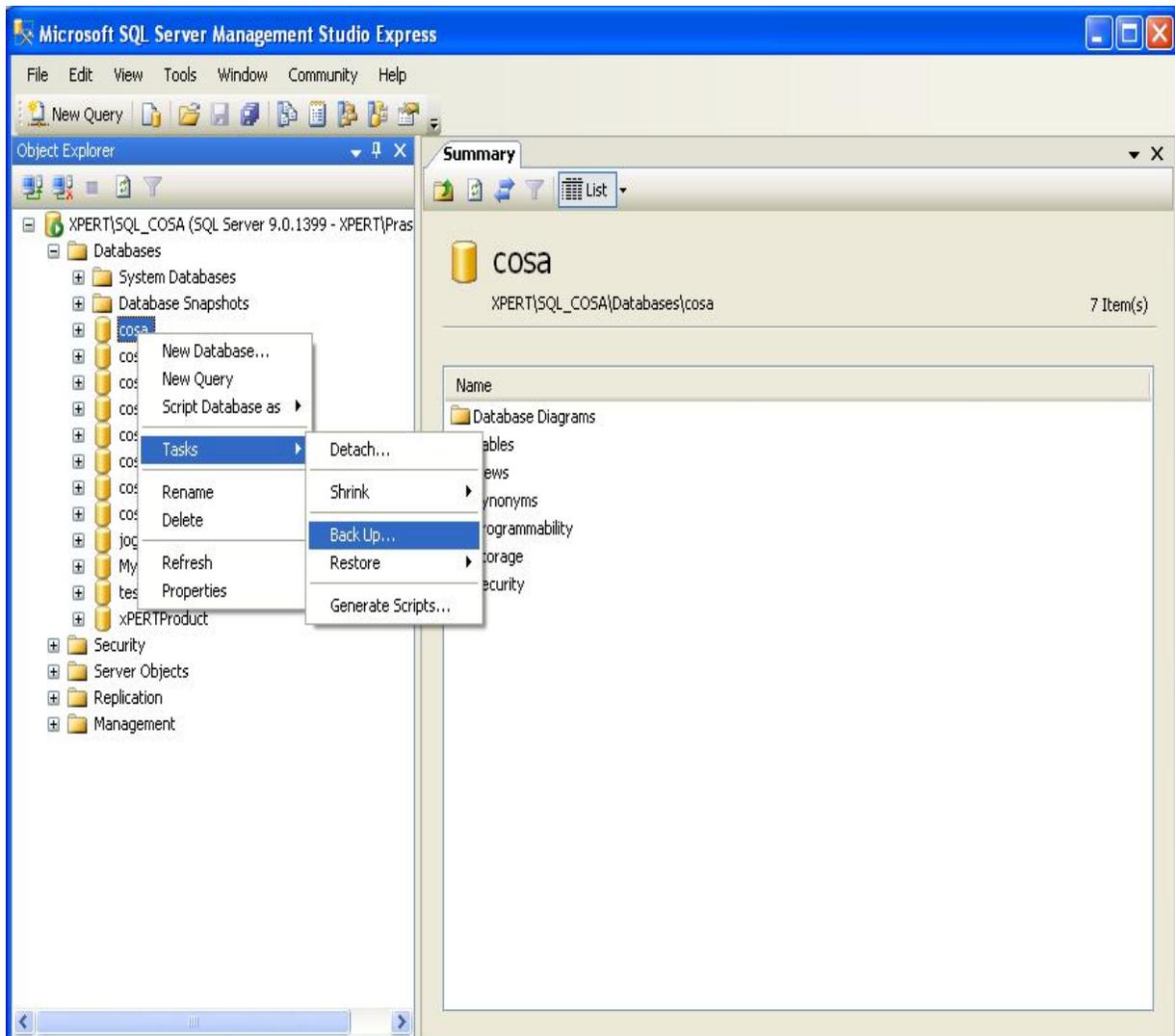
The following screen will appear. Click on connect.



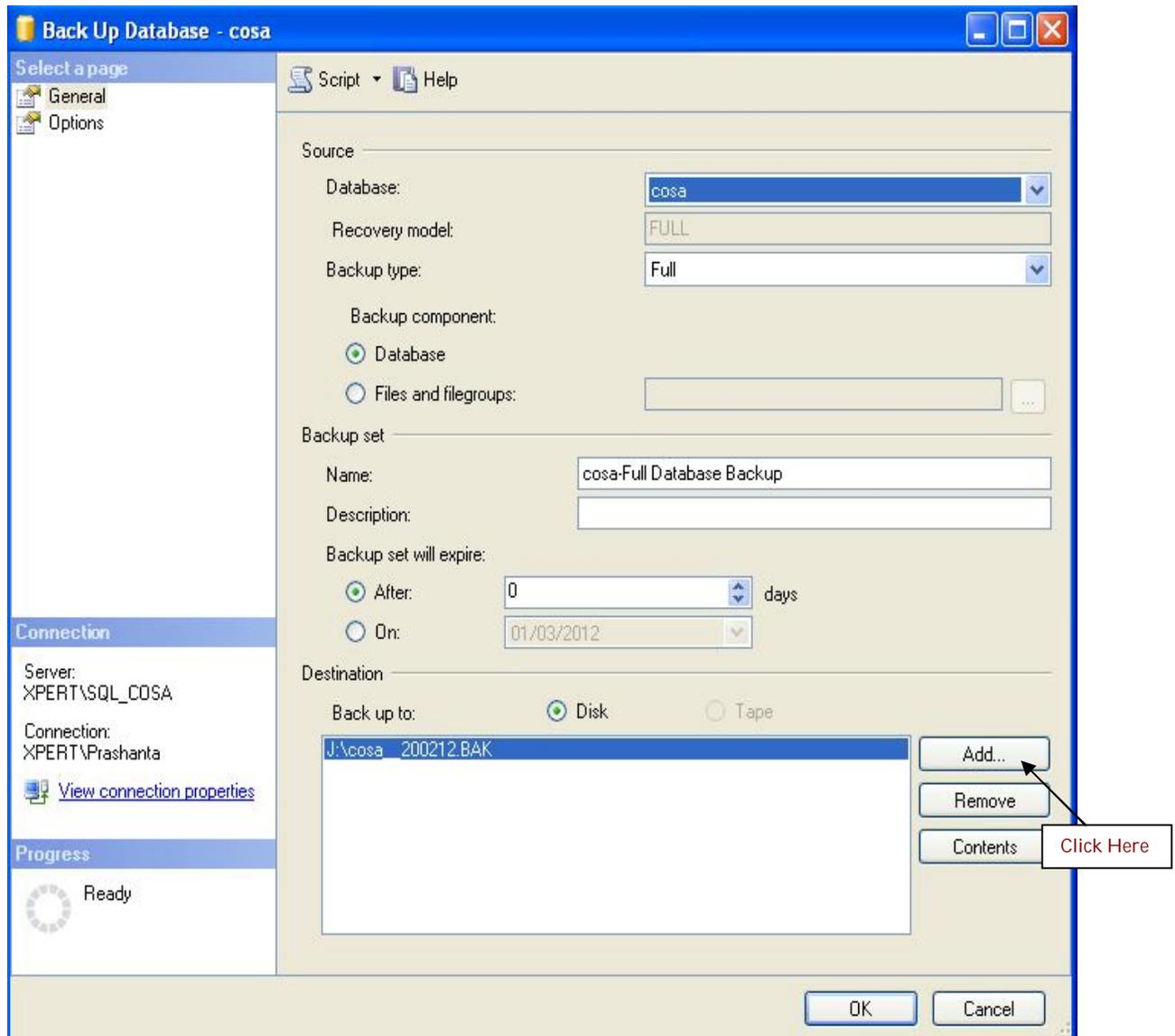
Then Click On Databases.



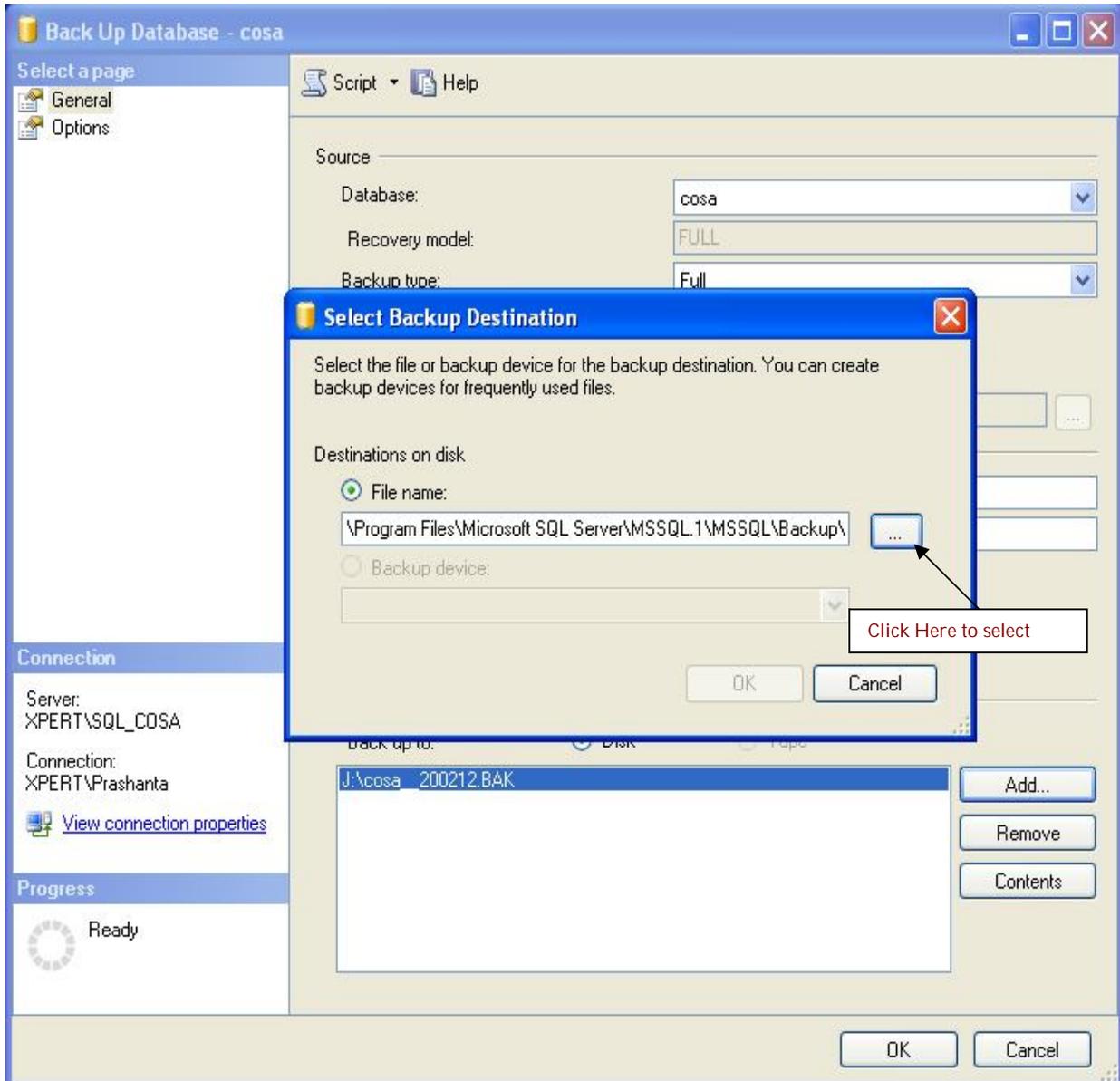
After that Right Click On 'COSA' database -> Tasks -> Back Up. Shown in the following Screen.

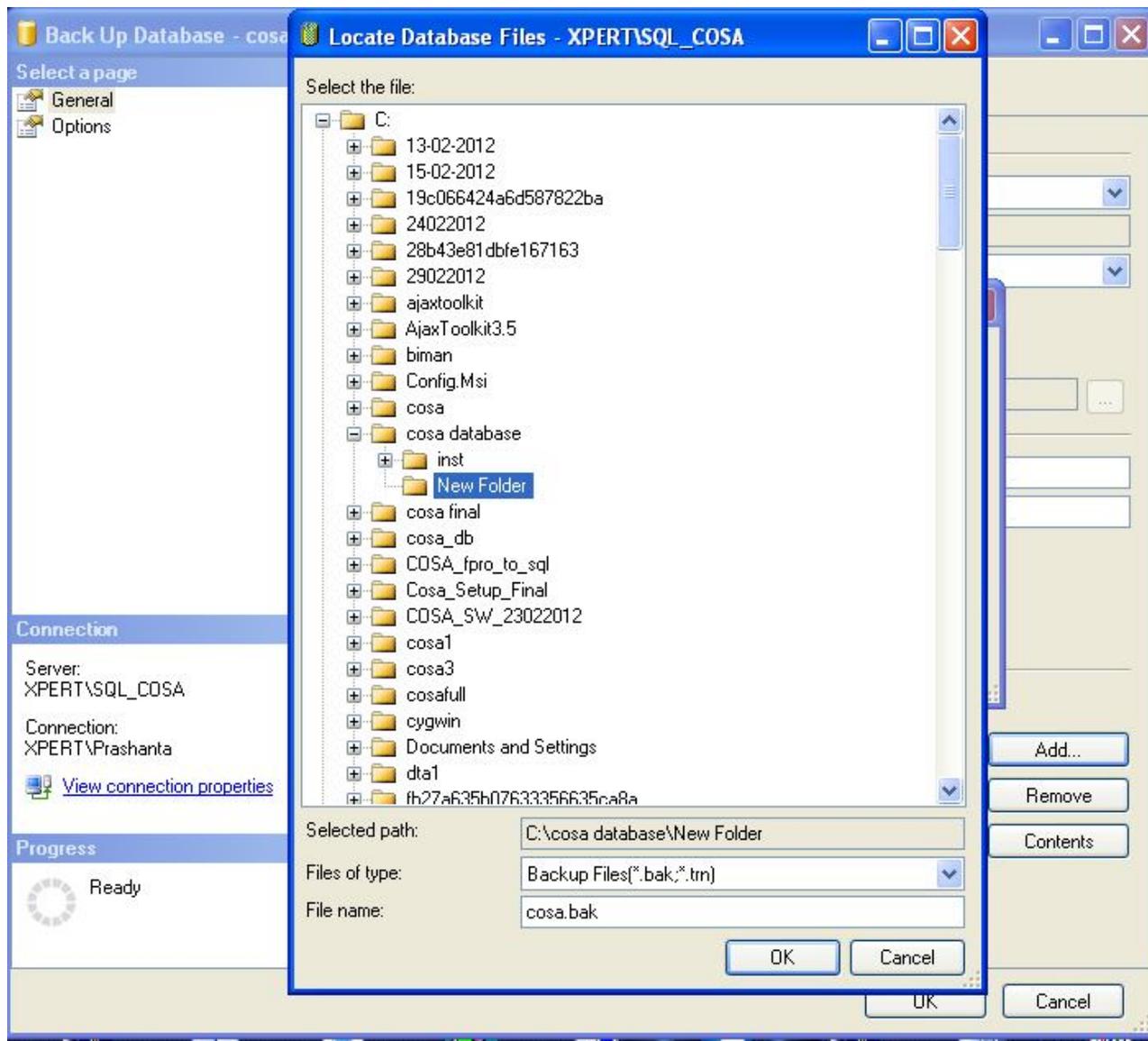


After clicking on back up the following screen will appear.

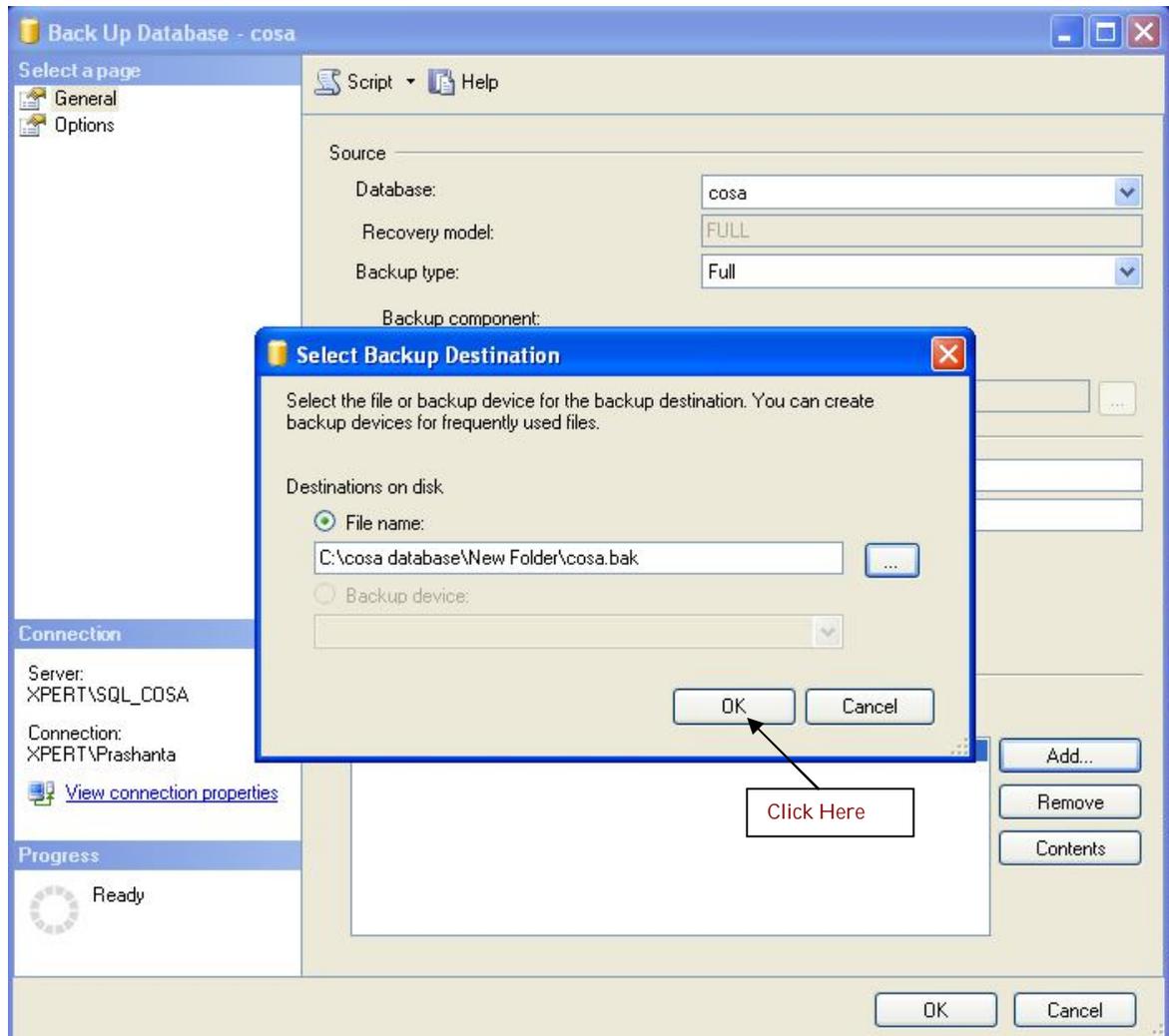


In this screen click on <Add> button to select where you will store the back up file. The following screen is shown for this.

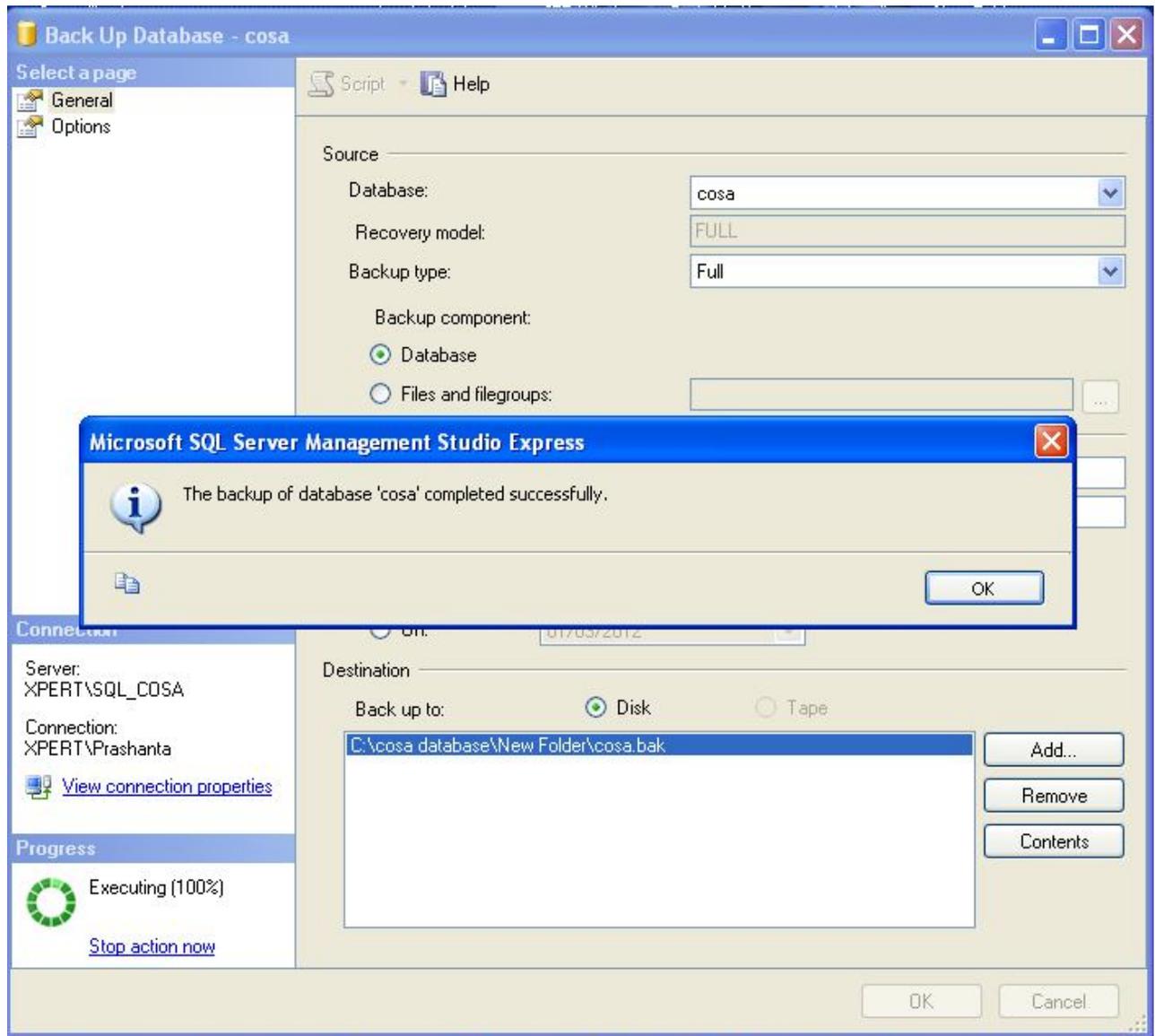




Select any blank folder from your any drive and give the file name 'cosa.bak' and then Click on ok.



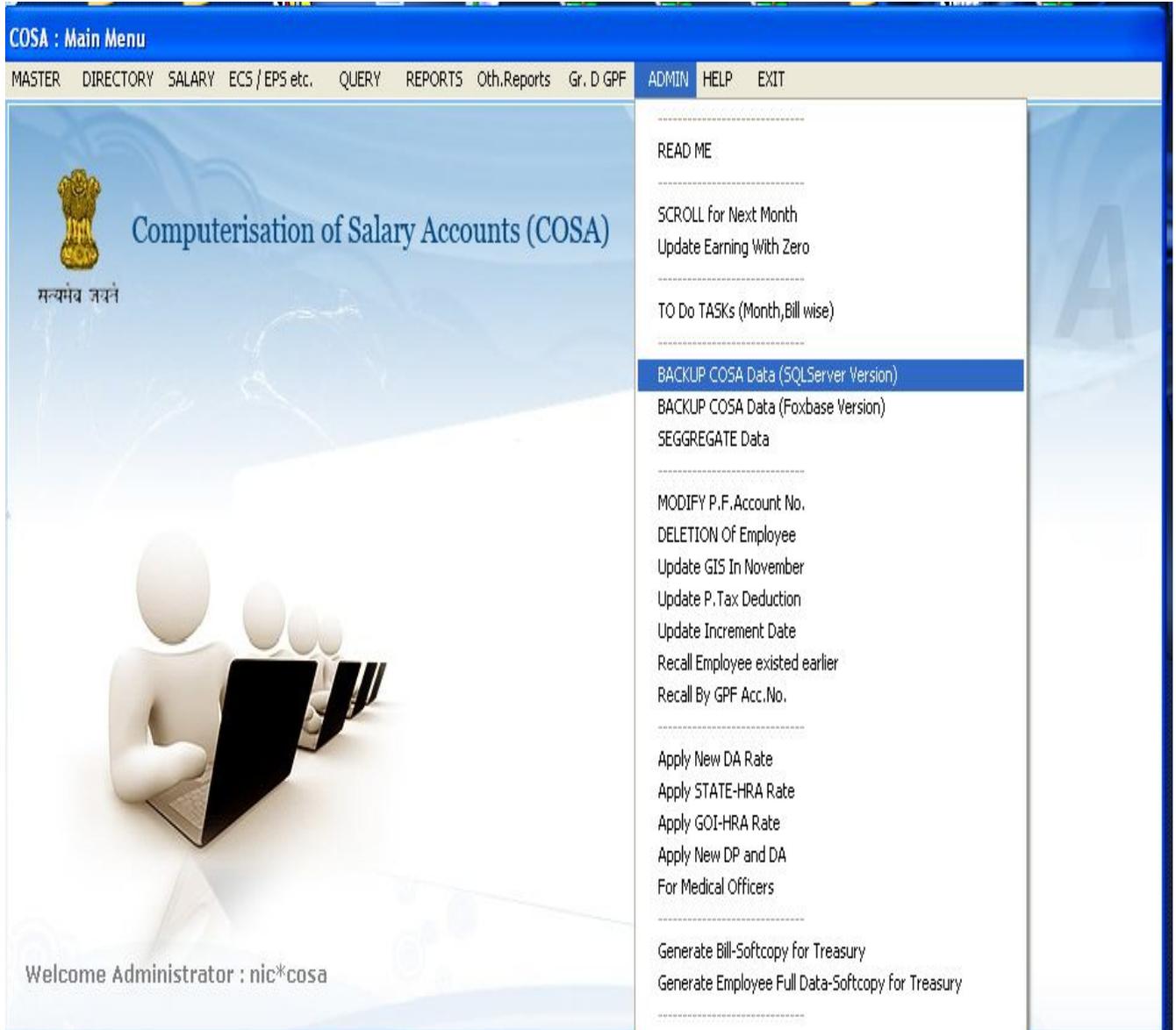
Again Click on <ok>.



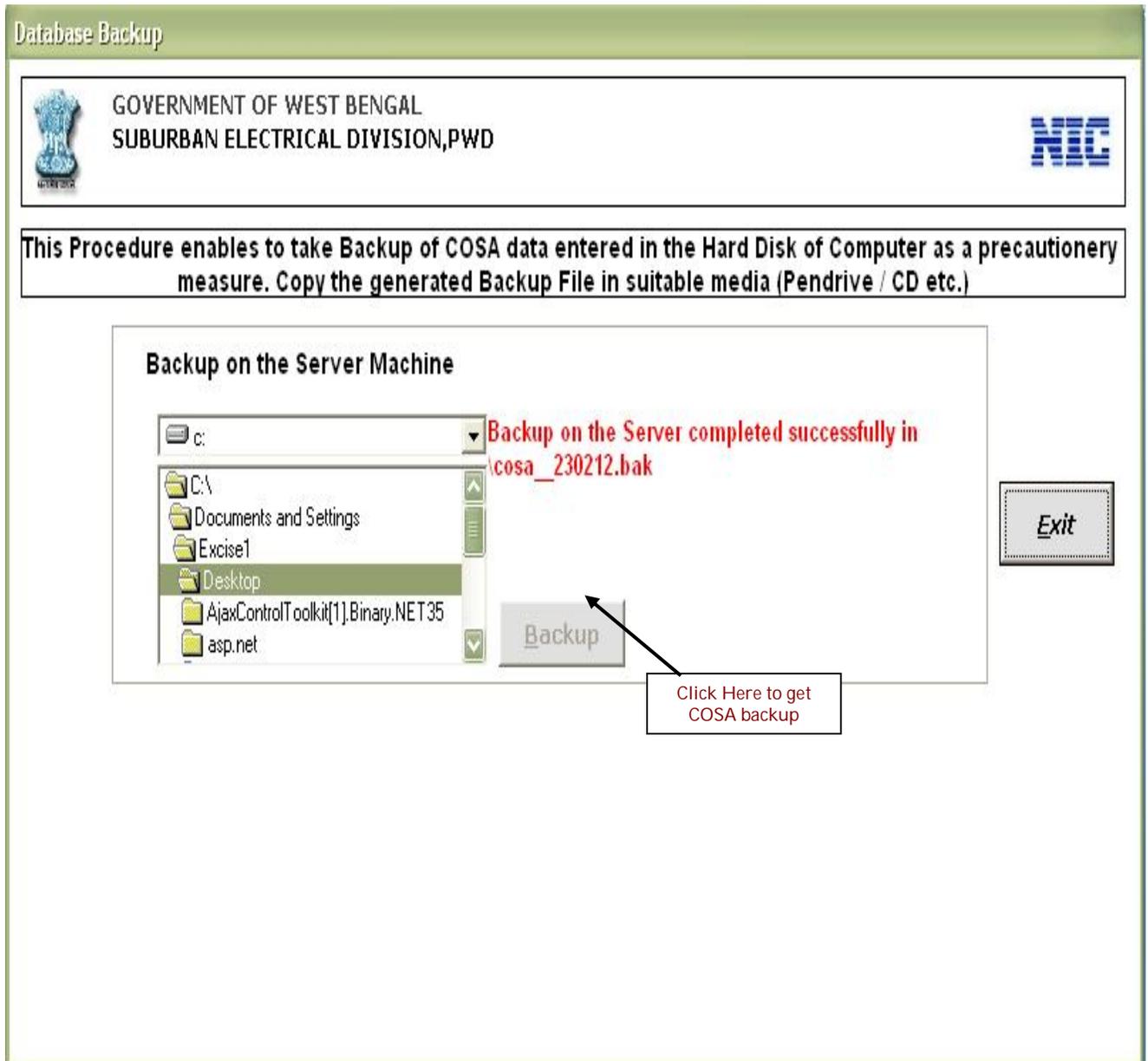
Click on <ok> and then finally the success message will appear. Then again click on <ok> to complete the process.

**PROCEDURE: 2**

**DATABASE BACKUP FOR SQL SERVER FROM COSA SOFTWARE**



Specify the path of COSA. After that Click the <BACKUP> button to take database Backup. After successful back up completion it will give a message as shown in figure in red color.

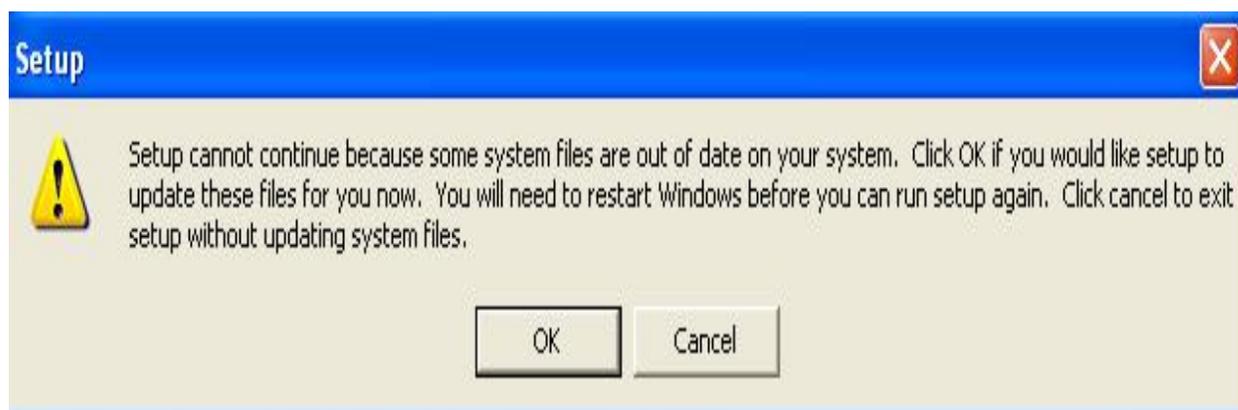


## COSA INSTALLATION

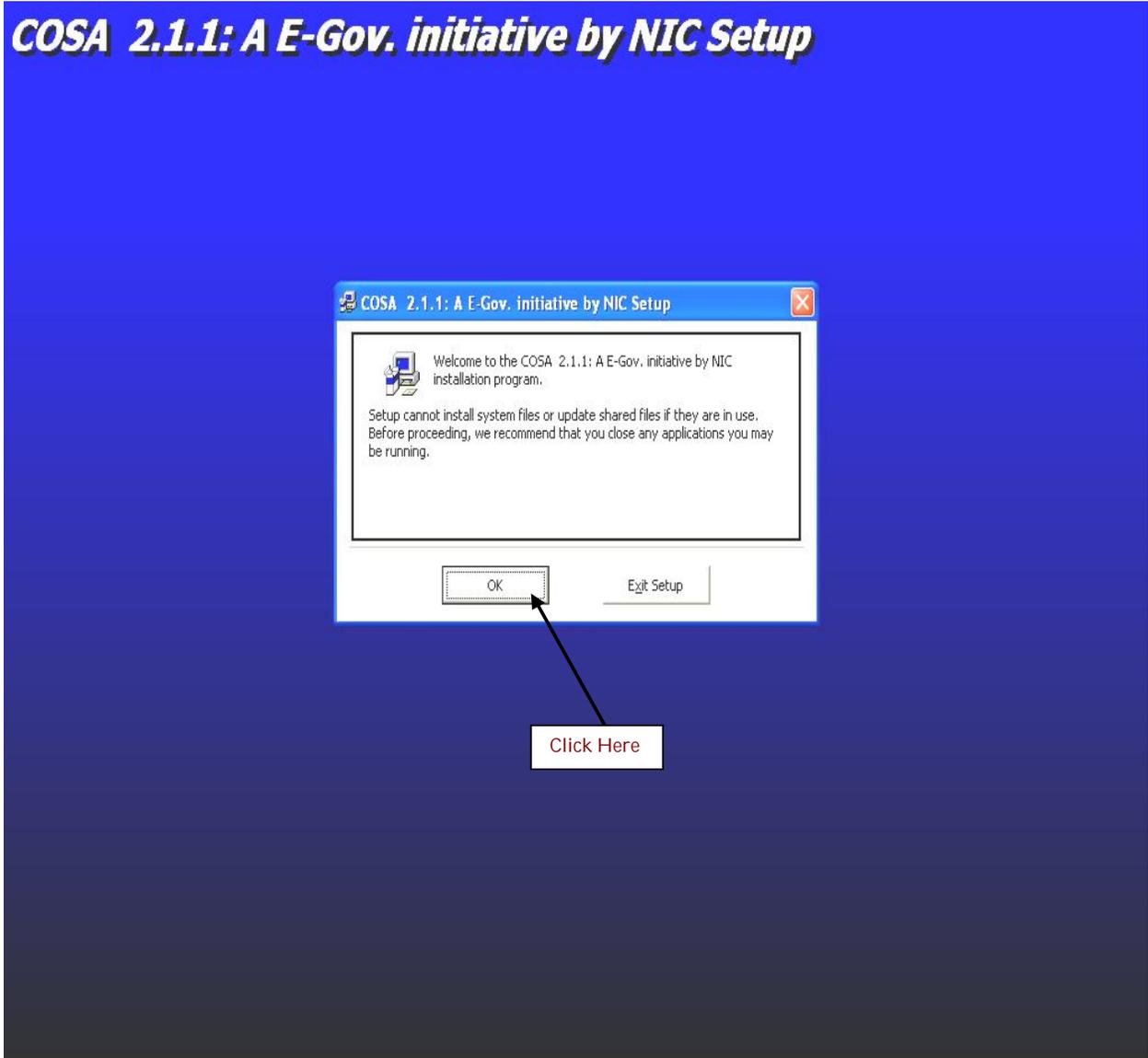
1. Double click on COSA setup.exe, and then the following screen will appear.



2. Wait for few seconds, if it gives the message like shown in the following screen then click on <OK> and your machine will restart automatically. Again start from the beginning.



3. Then the following screen will occurred. Then click on <OK> to begin.



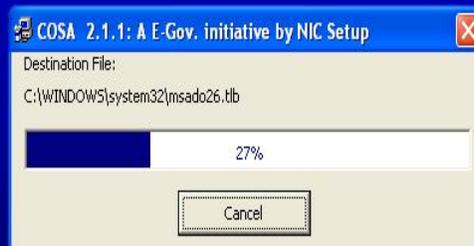
4. After clicking on <ok> then the following screen will appear. Then click on the icon as shown below.

## ***COSA 2.1.1: A E-Gov. initiative by NIC Setup***



5. Then the installation will start and you will see the progress bar as shown in the following screen.

## ***COSA 2.1.1: A E-Gov. initiative by NIC Setup***



6. After the progress bar completed its 100% then the below screen will appear, and then click on <OK> to complete the COSA installation.

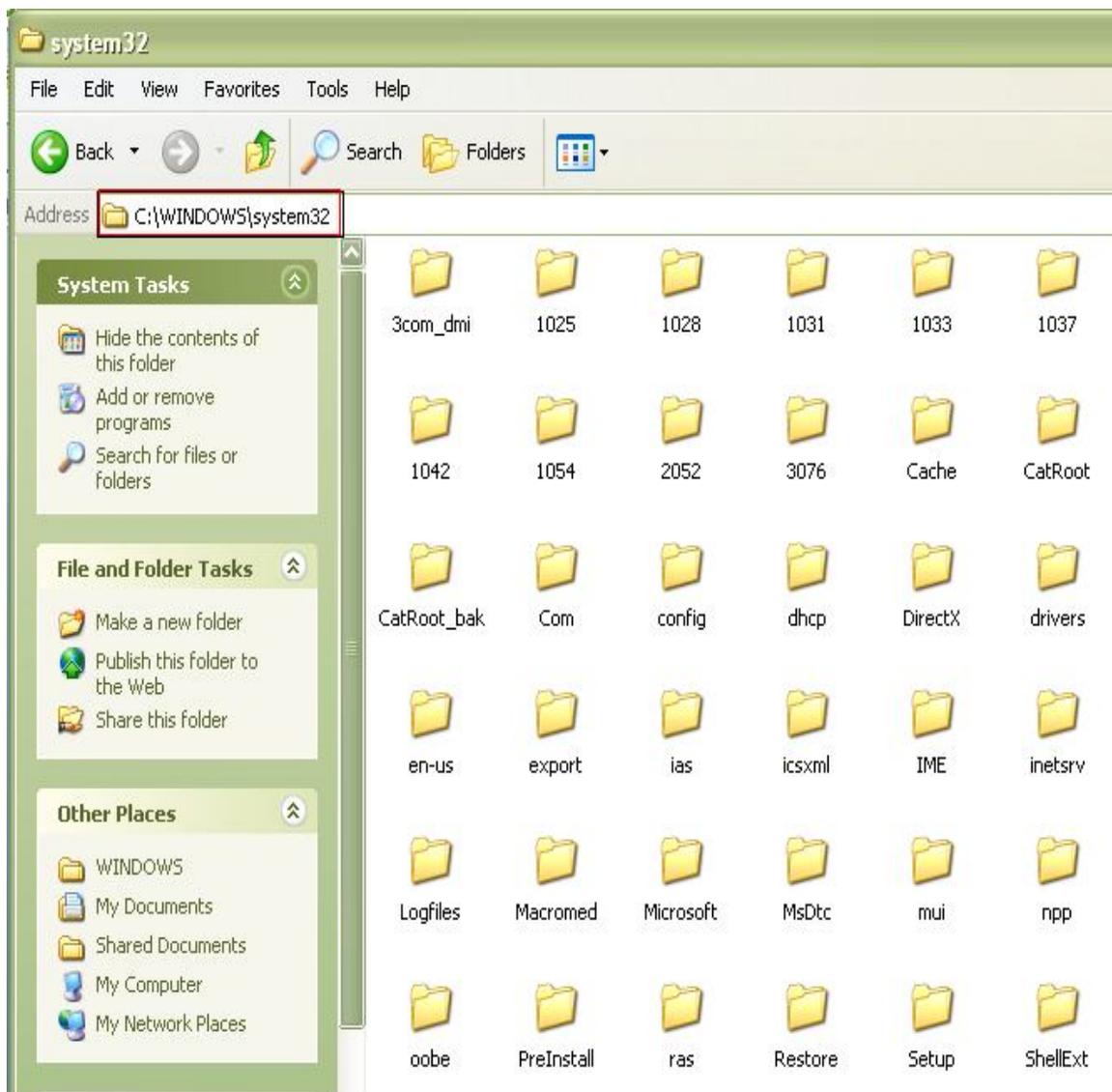
## ***COSA 2.1.1: A E-Gov. initiative by NIC Setup***



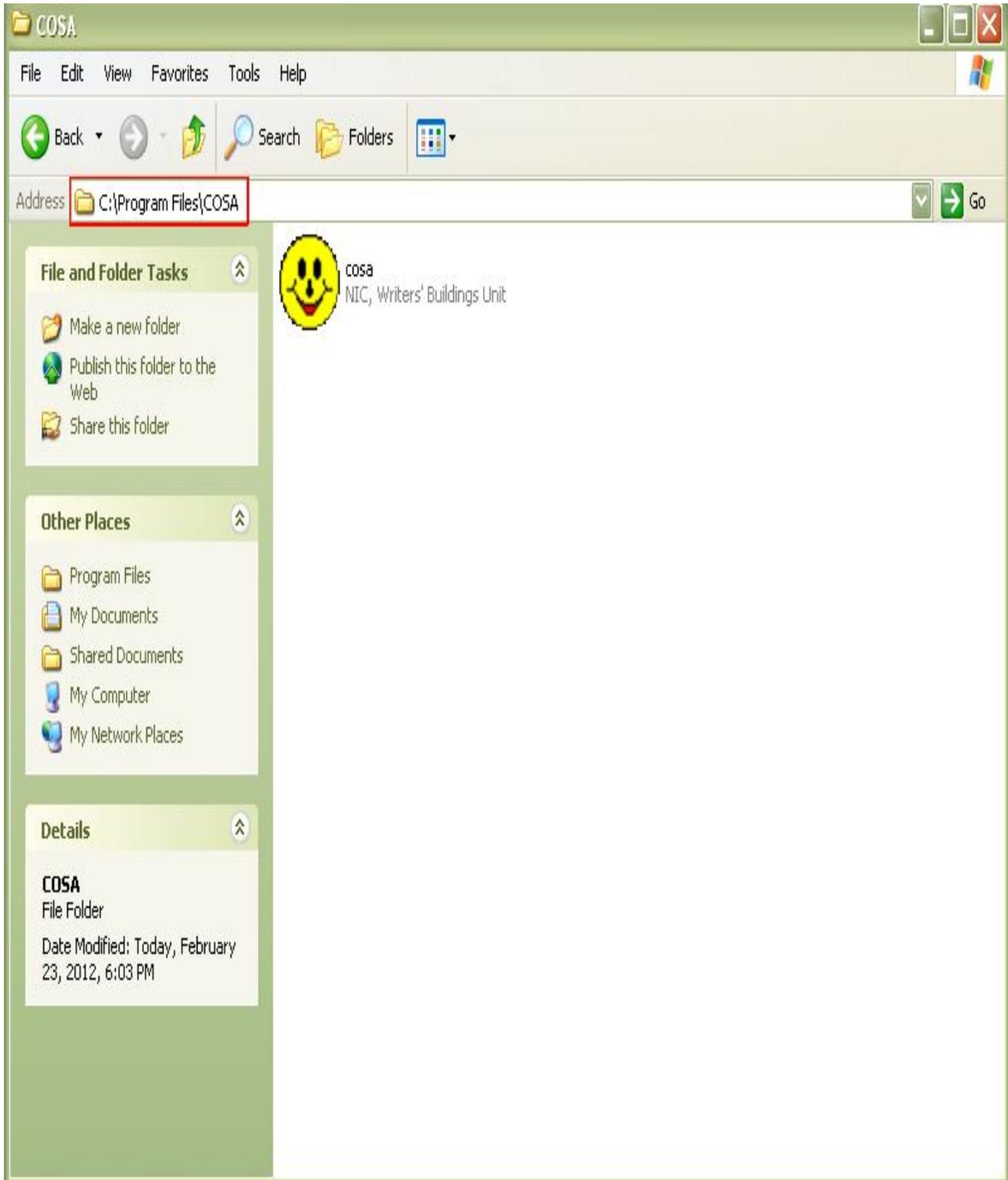
### **PROBLEM IN INSTALLATION OF COSA IN WINDOWS XP SERVICE PACK3( SP3) OPERATING SYSTEM**

When installing COSA in Windows XP SP3 some times the restart process occurs again and again. In this case, COSA does not install properly in that machine. If such case arises then do the following steps:

1. Open the folder COSA Setup. Then go to the folder **COSA\_Setup\_Files**. Open the sub folder **Support**. Copy only the **.OCX** files from the folder Support.
2. Paste these .OCX file to the folder System32. The path of this folder is **(C:\WINDOWS\system32)**



3. Create a Folder Named **COSA** inside **PROGRAM FILES**. After that copy the **cosa.exe** file from Support folder and paste in COSA folder within Program Files(**C:\Program Files\COSA**). Right Click on **COSA.EXE** and then Select **Send to Desktop** to create a shortcut. Now run the shortcut cosa.exe to run COSA.



## DATA TRANSFER FROM FOXPRO TO SQL SERVER

Please follow the steps to transfer data from FoxPro to SQL.

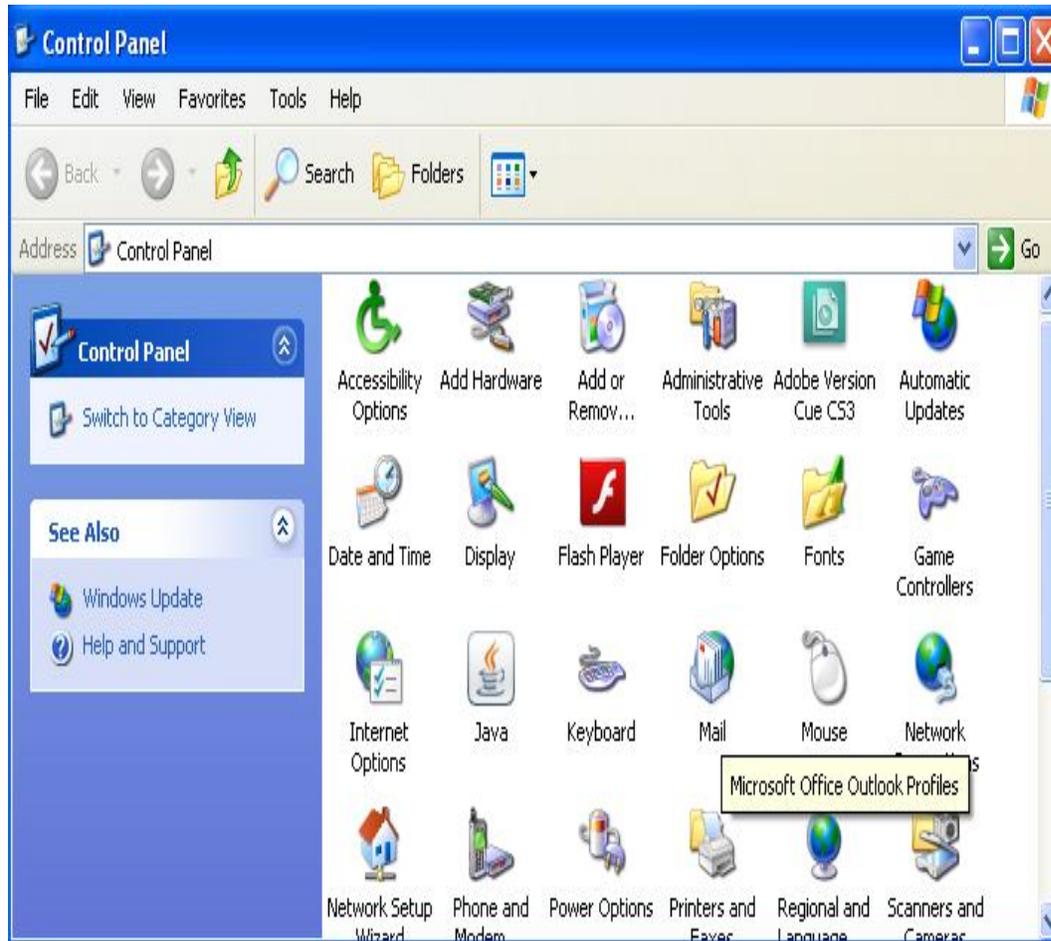
1. At first create a folder named 'cosa' in 'C' drive and copy all the .dbf files into the folder.
2. Then you have to create a FoxPro DSN named "foxpath".

To create FoxPro DSN follow the following steps:

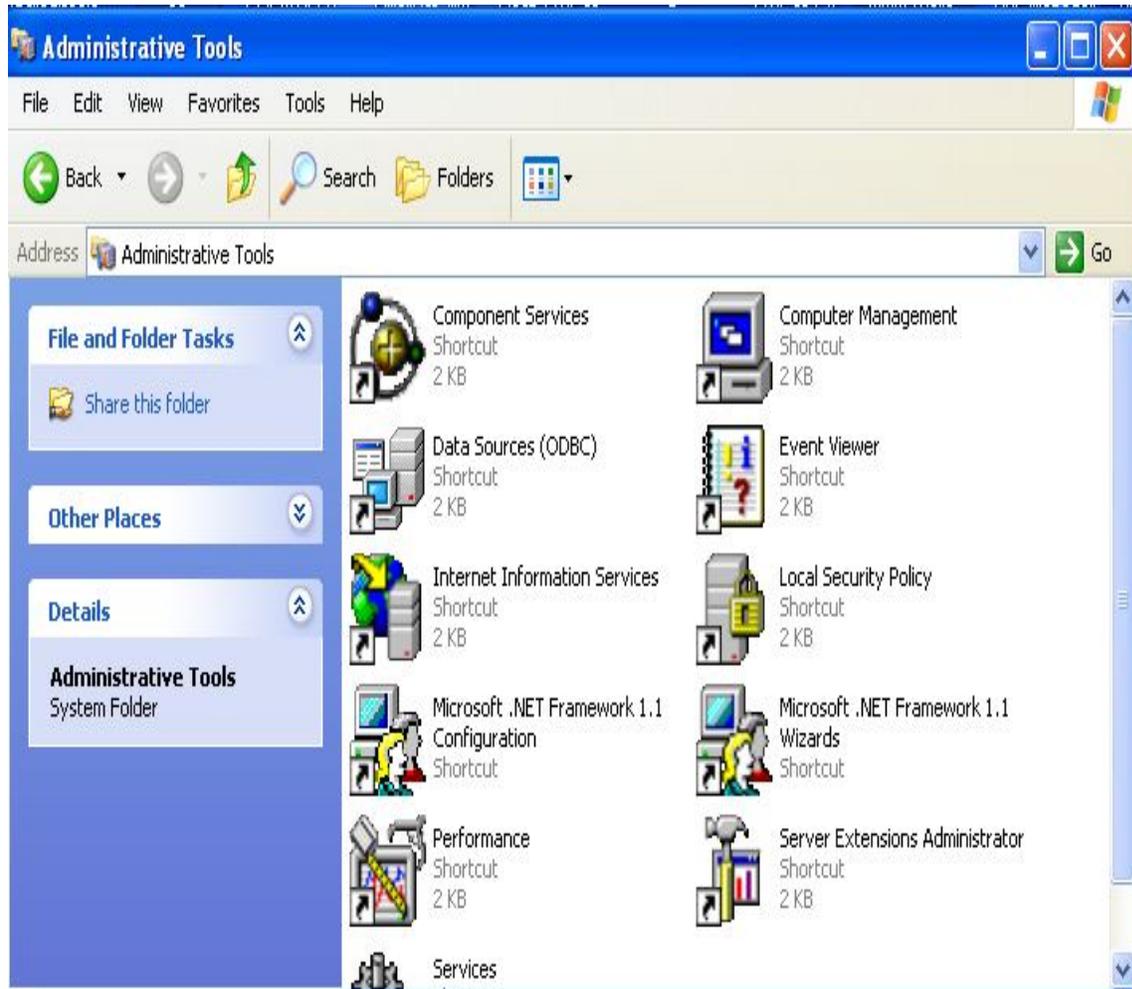
- a) Click on Start button and then select control panel as shown in the following screen.



b) Then select administrative tools.

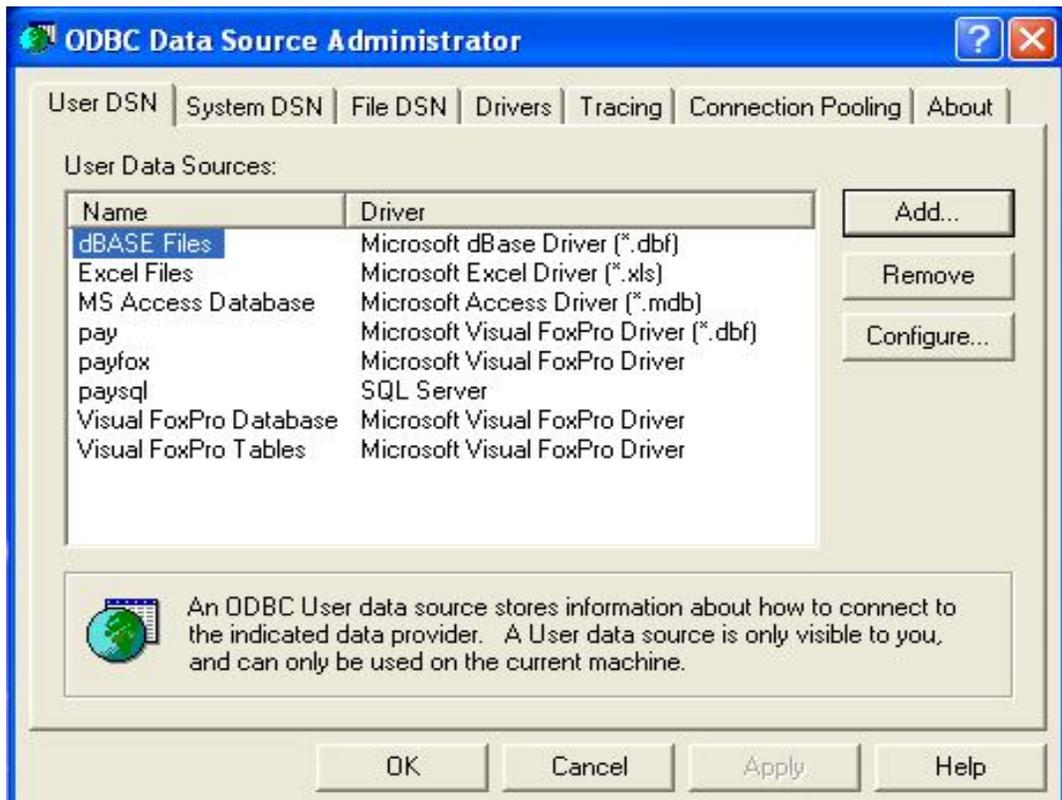


c) Select Data Sources(ODBC).



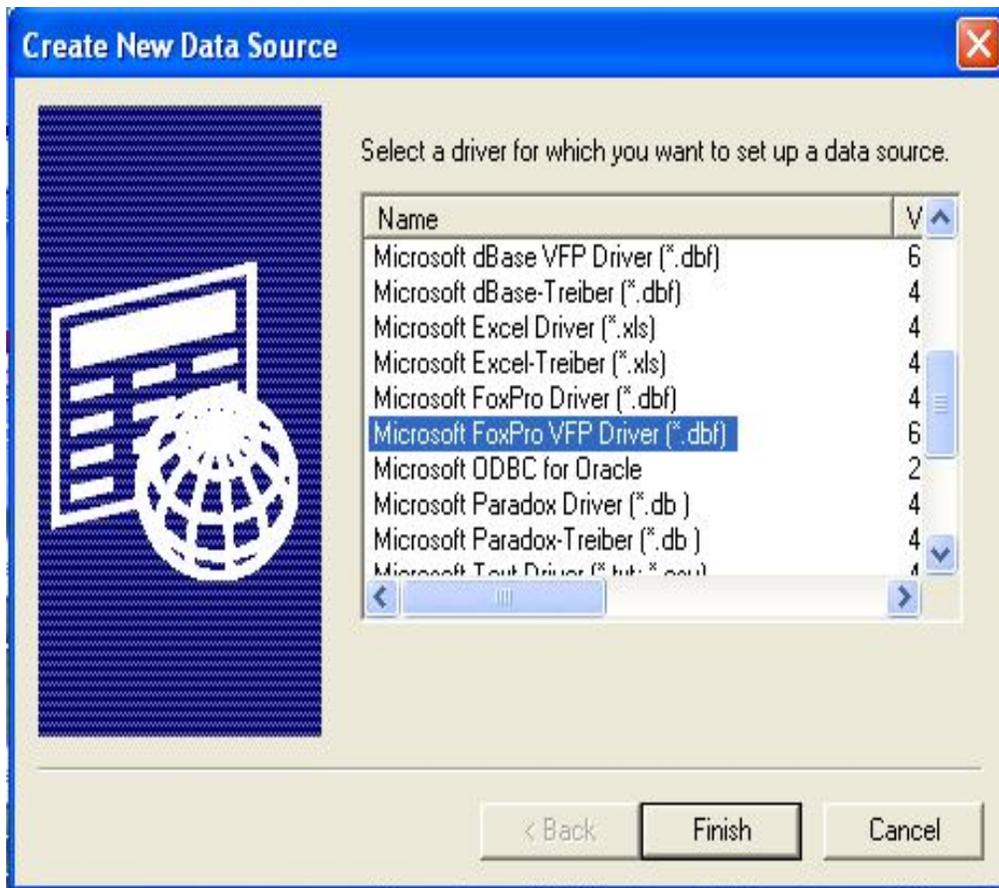
d) Clicking on Data Source then the following screen will appear.

Then select <User DSN> and click on <ADD> button.

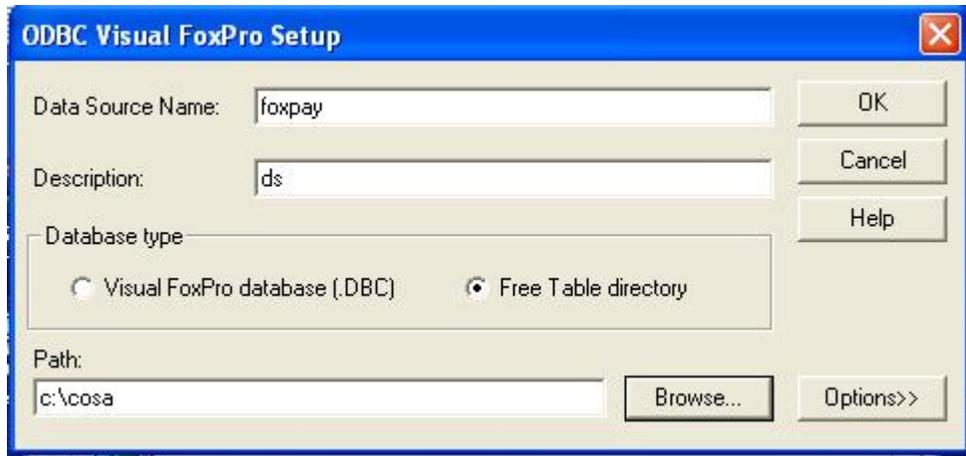


e) Select Microsoft FoxPro VFP Driver (\*.dbf) from your Data Source.

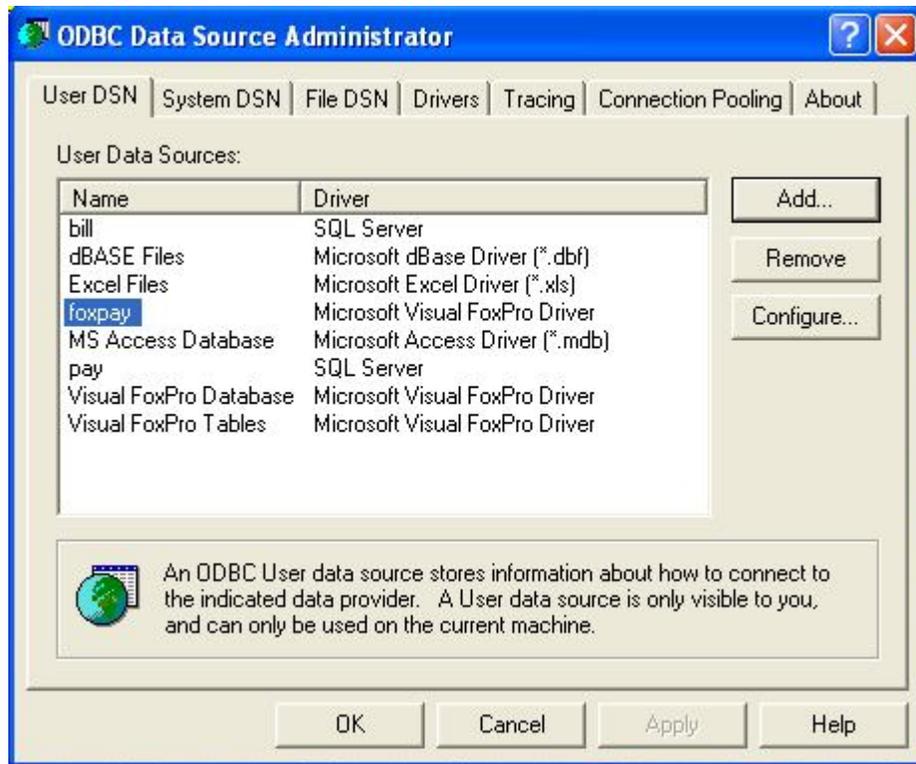
Then click on <Finish>.



- f) Give the data source name "foypay" , click on the check box of Free Table Directory and then select the path of (.dbf) files by clicking on the <Browse> button and then click on <OK>.

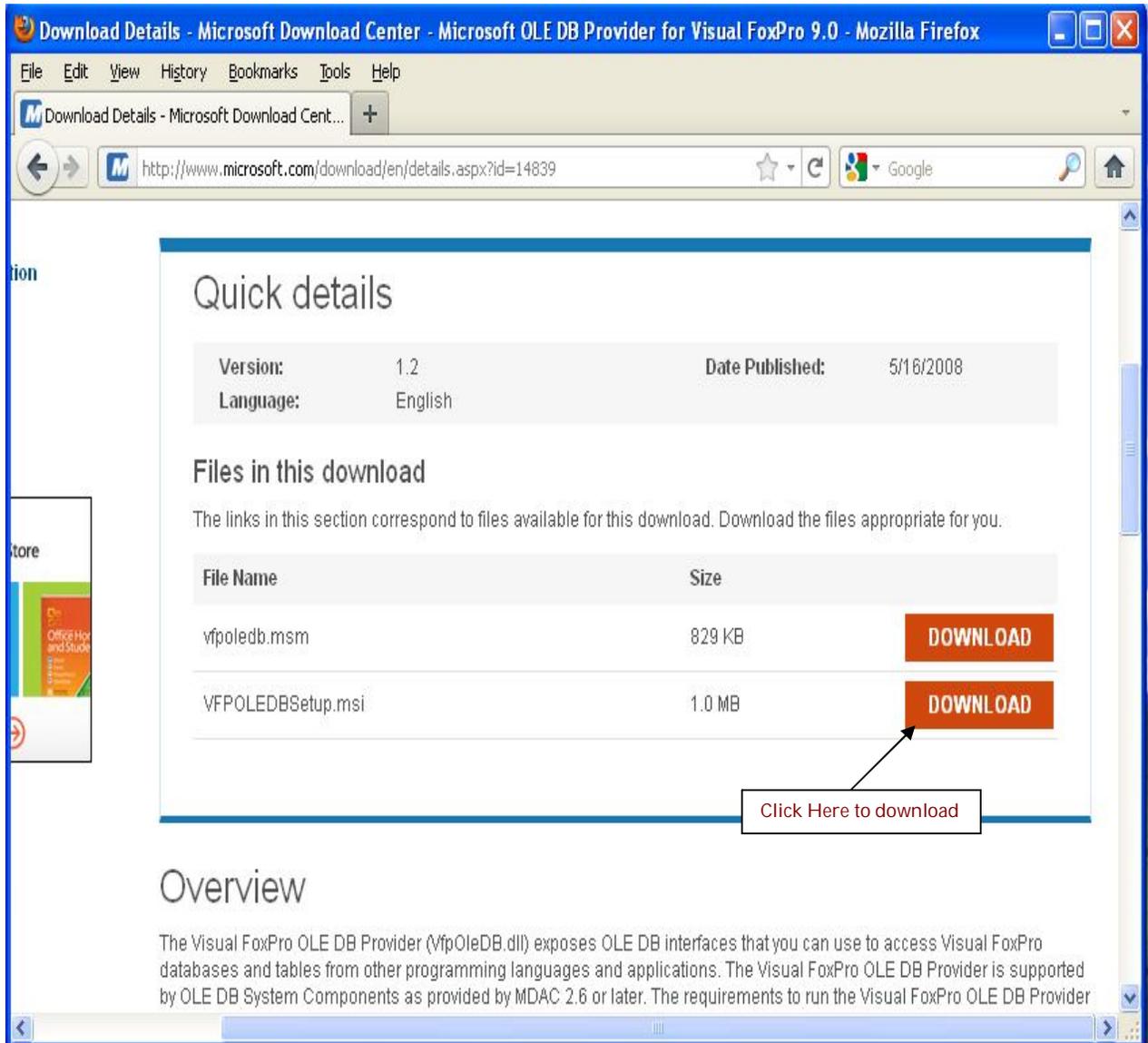


- g) Then click on <OK> button to complete DSN creation.



- h) If you did not get the “Microsoft FoxPro VFP driver” in create new Data Source then simply download from the following link:

<http://www.microsoft.com/download/en/details.aspx?id=14839>

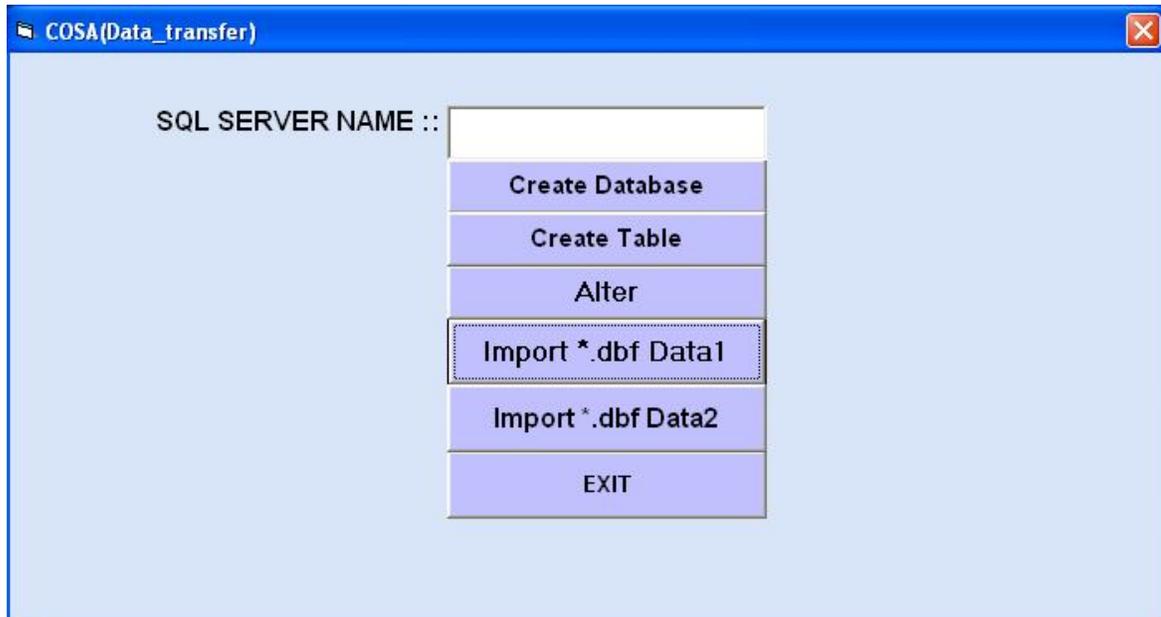


Then install it by clicking on the download exe. After clicking on the exe the following screen will appear, and then click on <RUN>. It will install successfully.

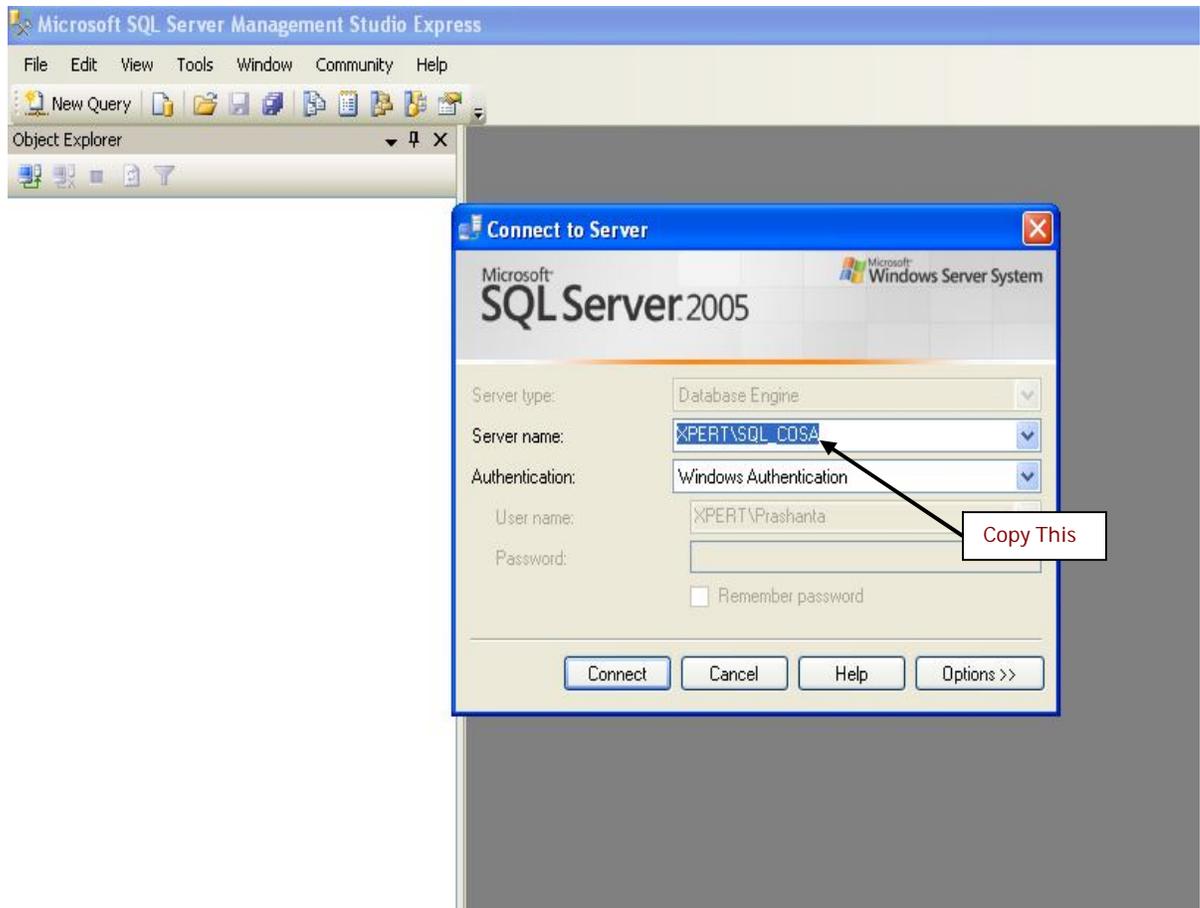


This will fix the problem. Again start from the beginning by creating FoxPro DSN.

3. Then run 'Data\_transfer' exe file.



4. Go to start -> SQL Server Management Studio. Then the bellow screen will appear.



5. Copy the sql server name as shown above pic and paste in the blank box of the exe.
  
6. Then click on <create database> and then on <create table> to create database and table in sql server.
  
7. After that click on <Alter> button and you will get a message 'table altered'.

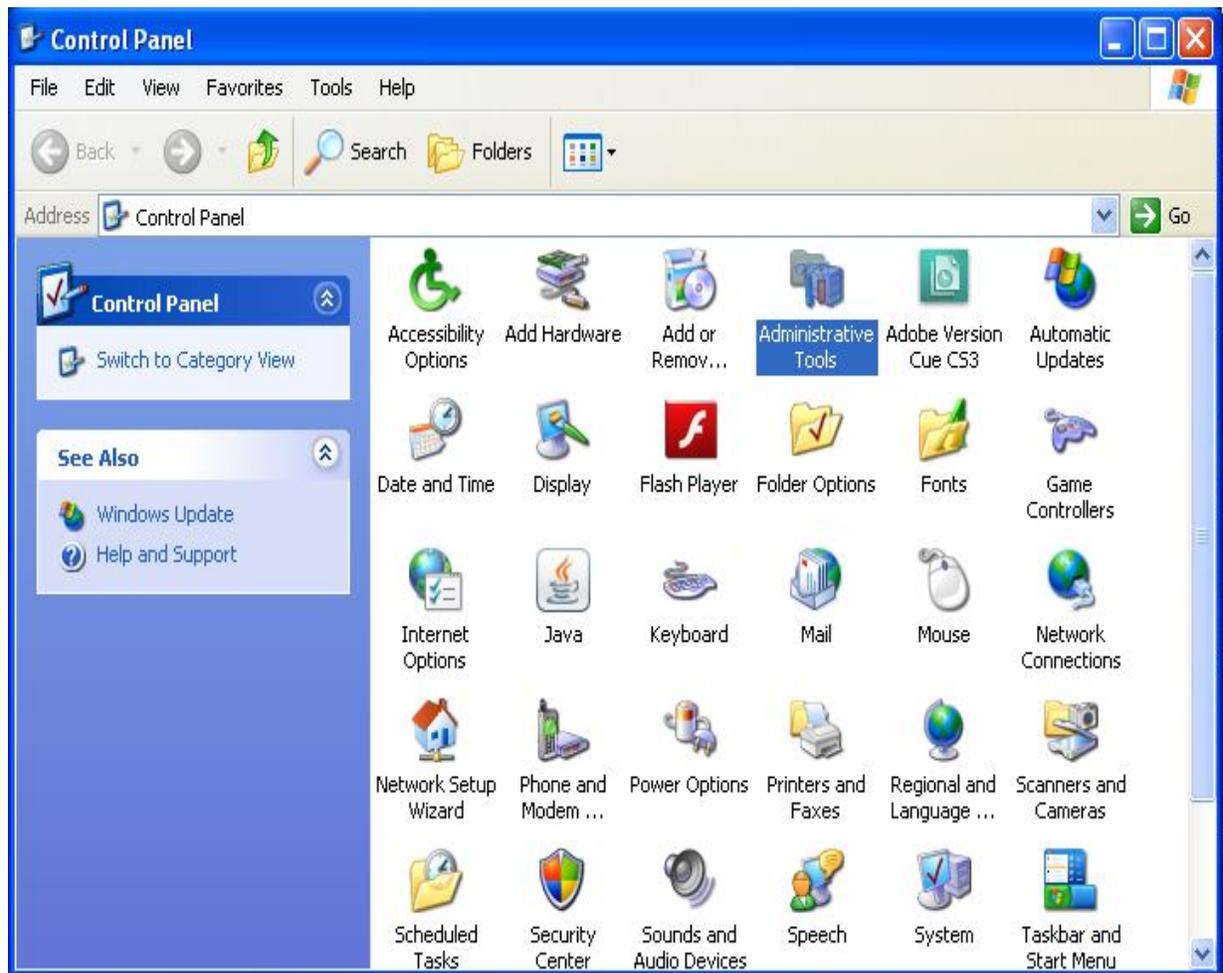
8. Then create a SQL DSN named "pay" as shown.

Please follow the steps to create DSN for the COSA software.

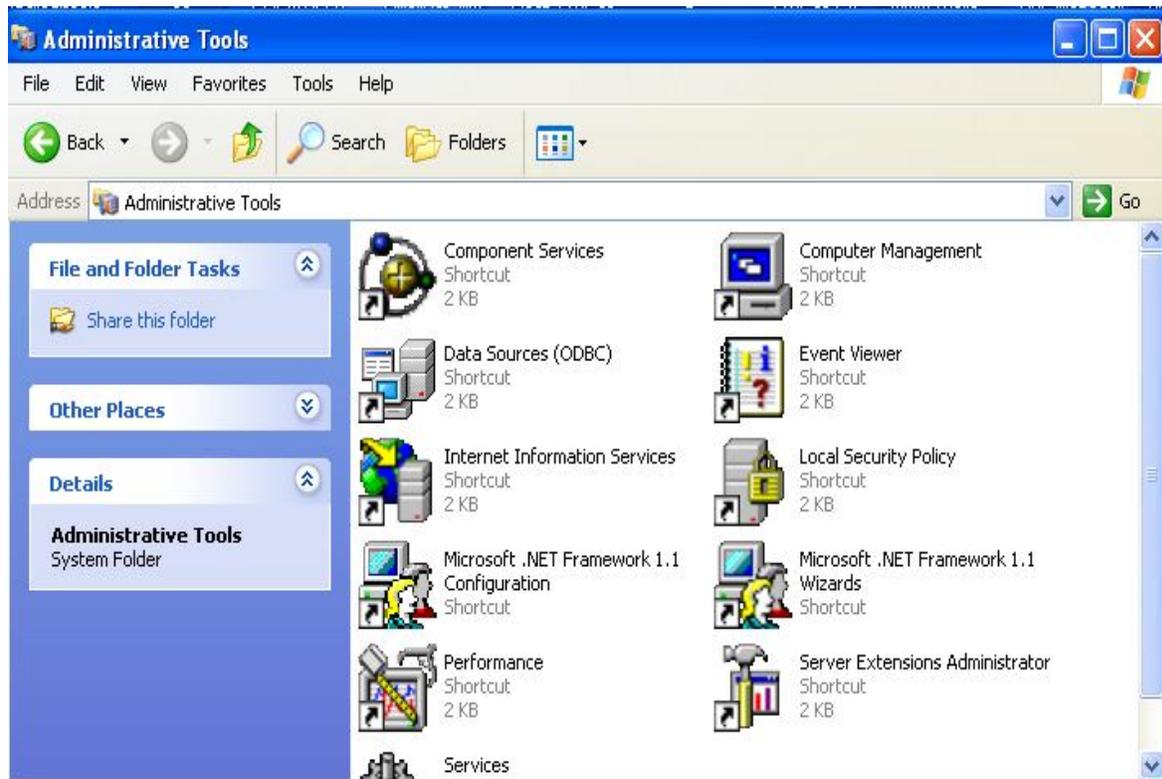
a. Click on <Start> button -> Select <Control Panel>



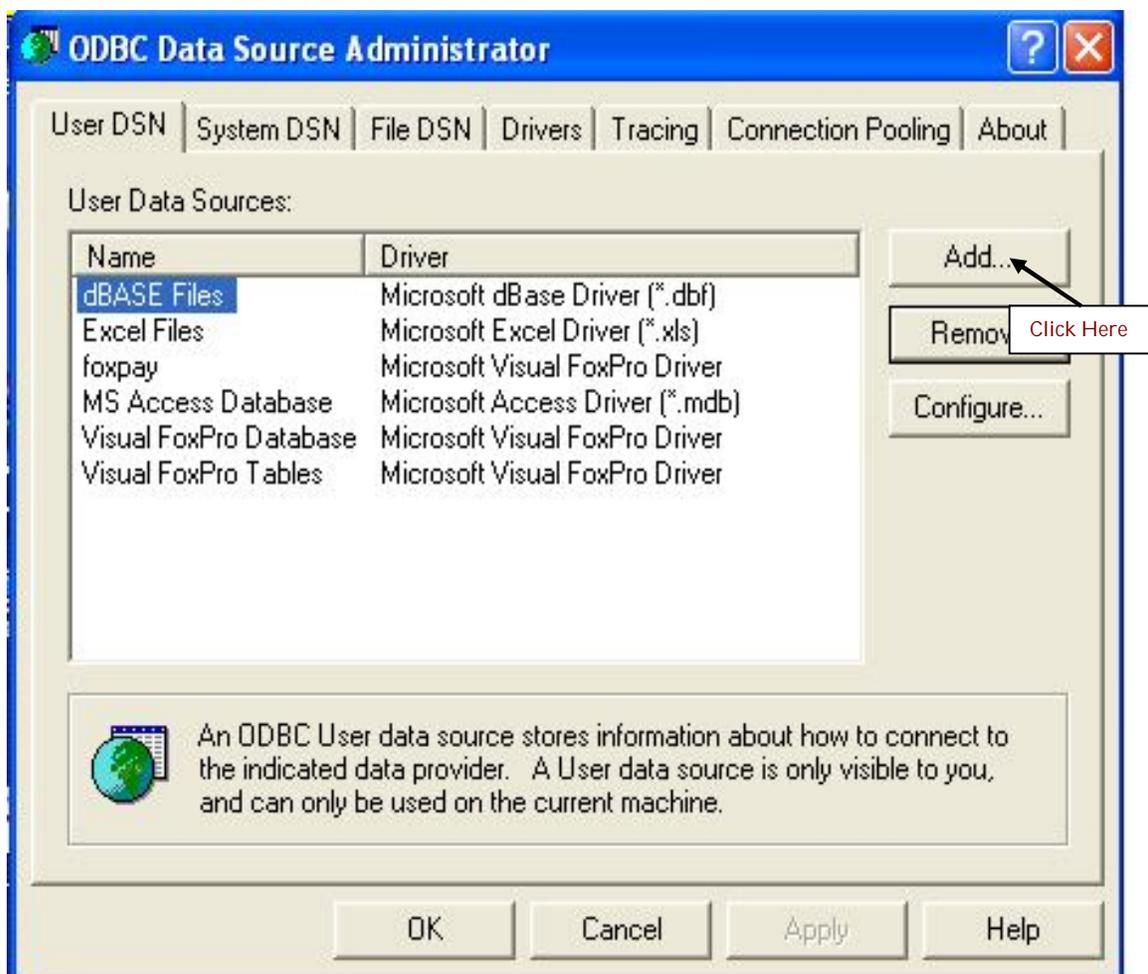
b. Select Administrative Tools



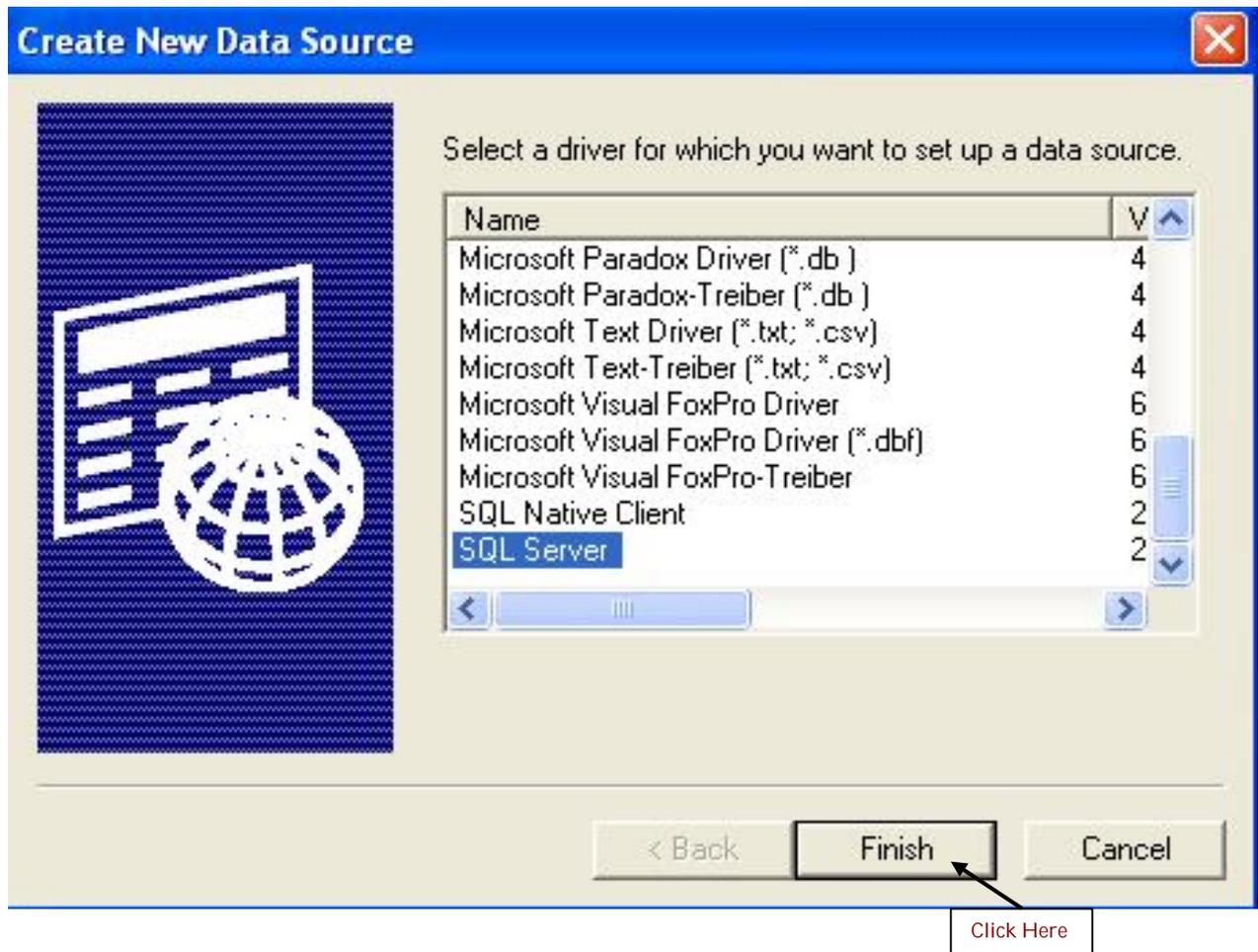
c. Select Data Sources



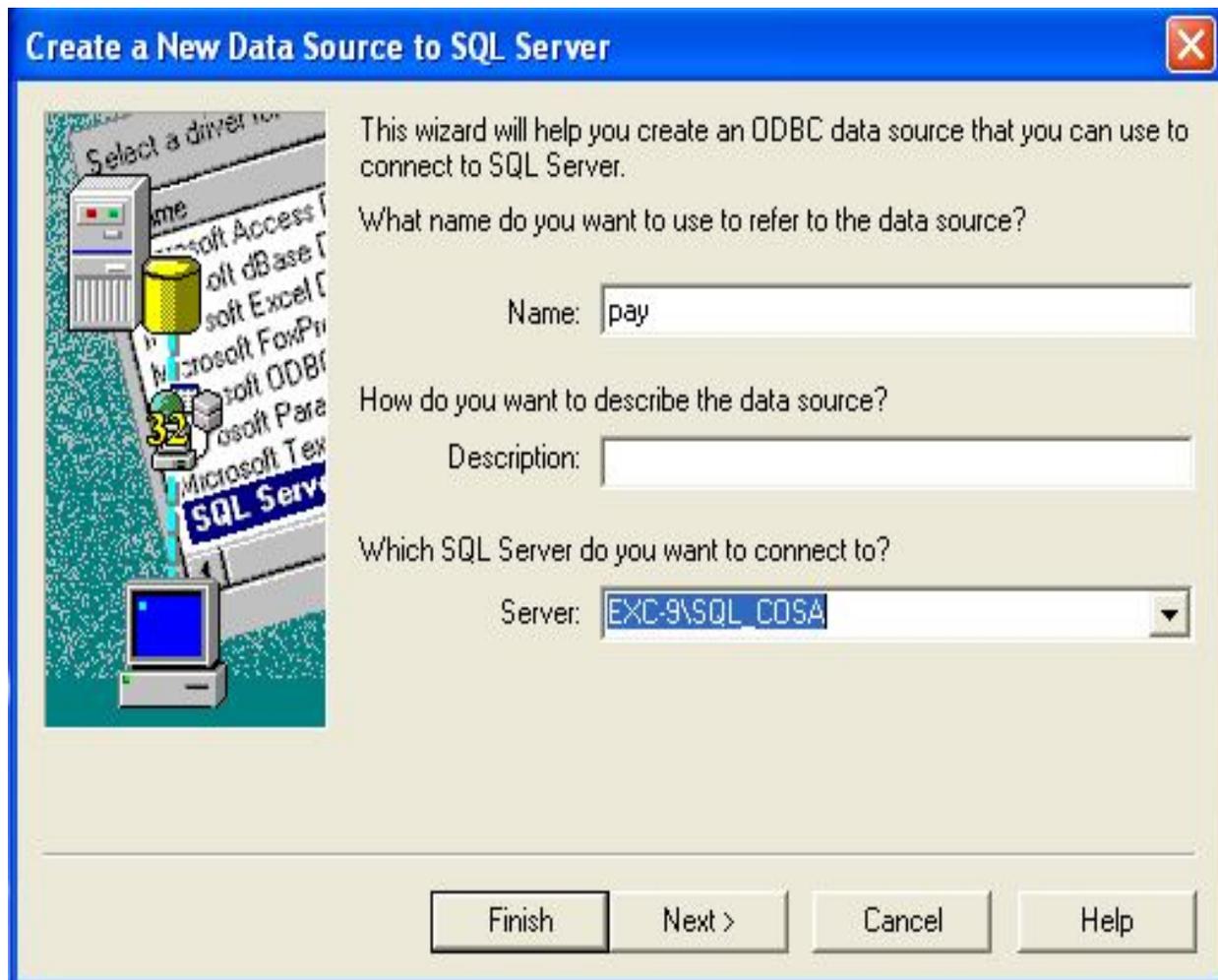
- d. After clicking on Data Sources the following window will be opened.
    - a) Select <User DSN>
- Then click on <Add...>



- e. Select Sql Server driver for your data source. Click on <Finish>.

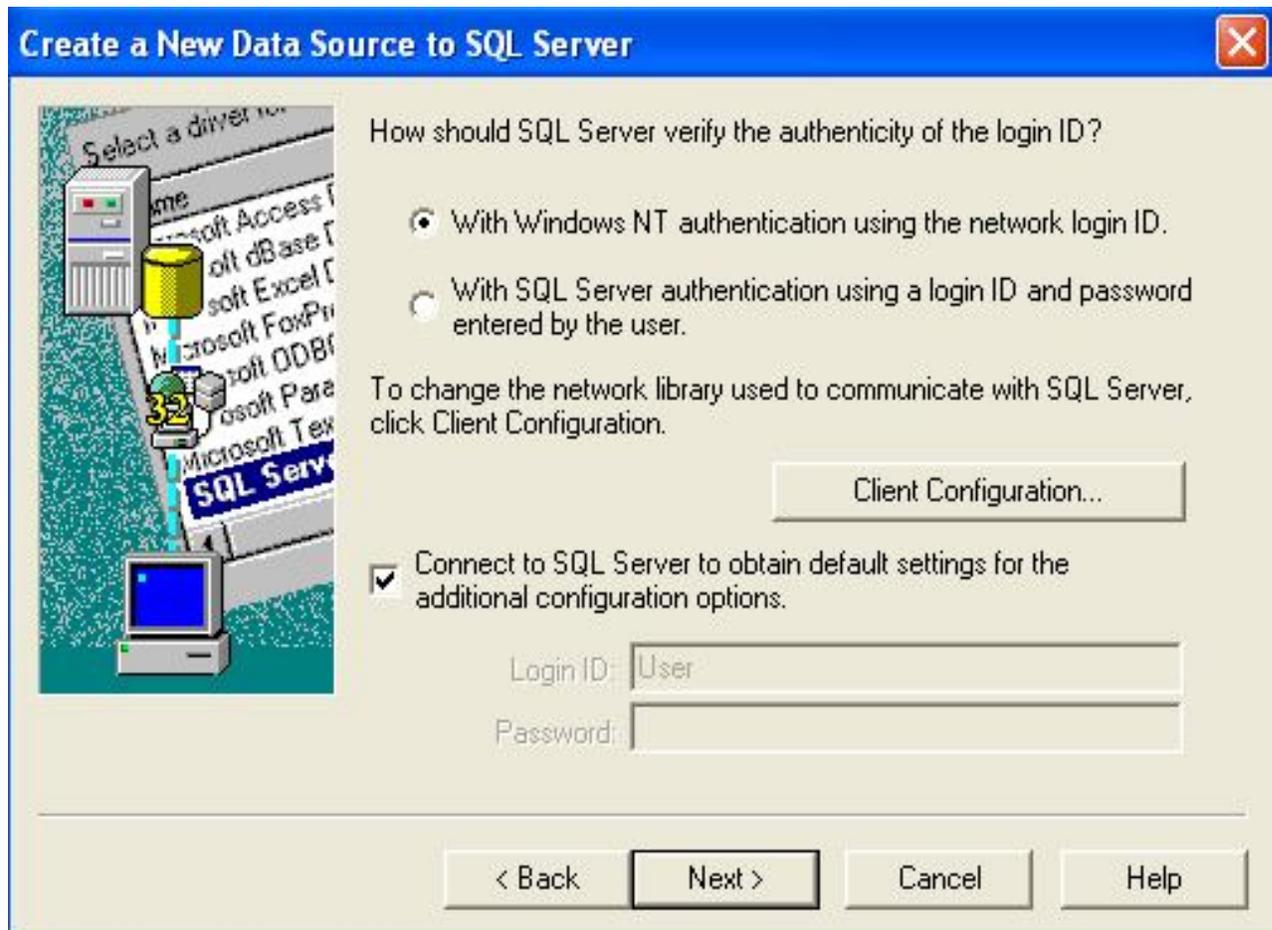


- f. Give the data source name "pay" also type or select your sql server name.



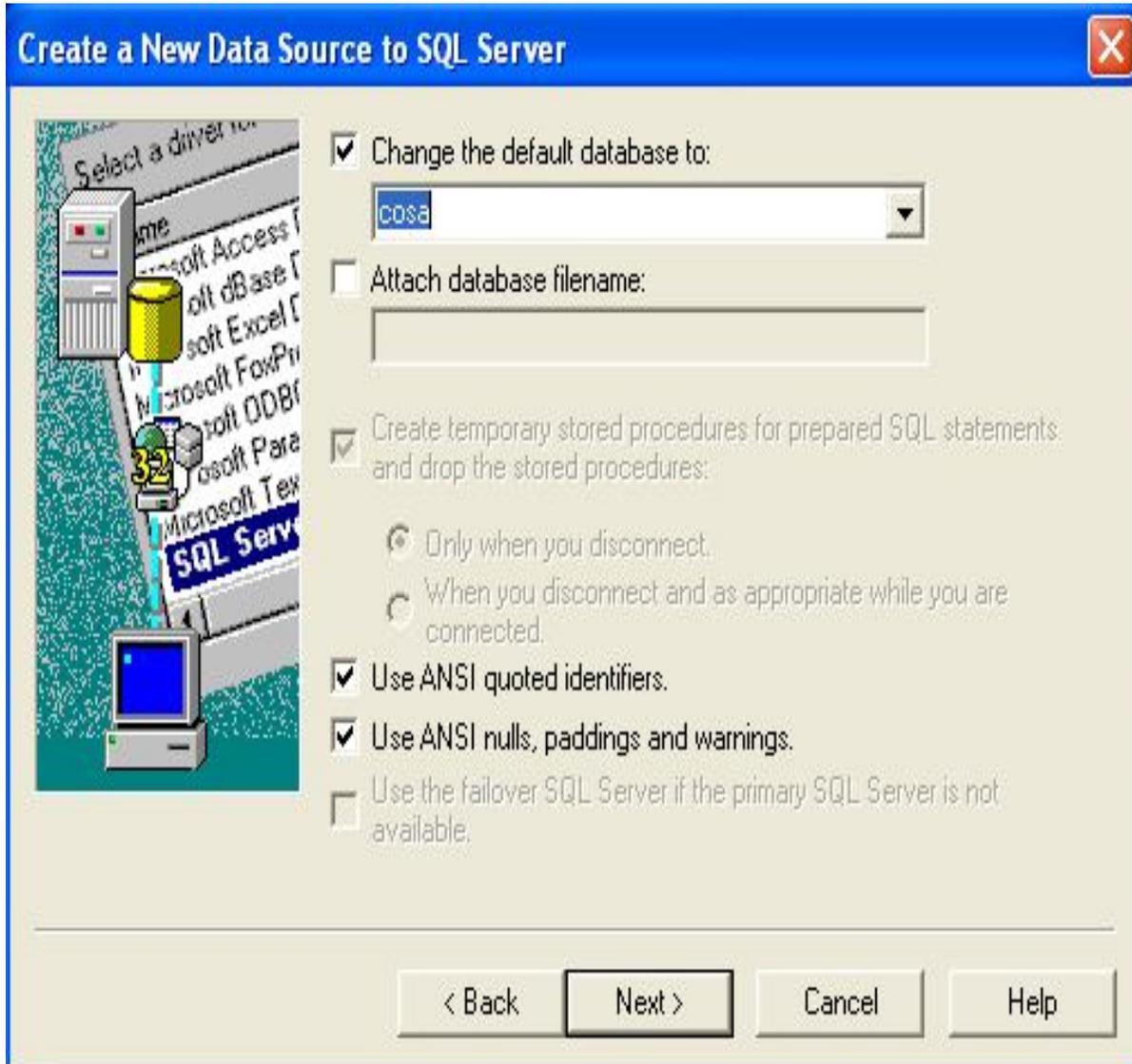
**Click on <Next>** .The following screen will appear.

f. Select windows NT Authentication as shown in figure and check “connect to sql server to obtain default setting for the additional configuration options”. Then click on <Next>.

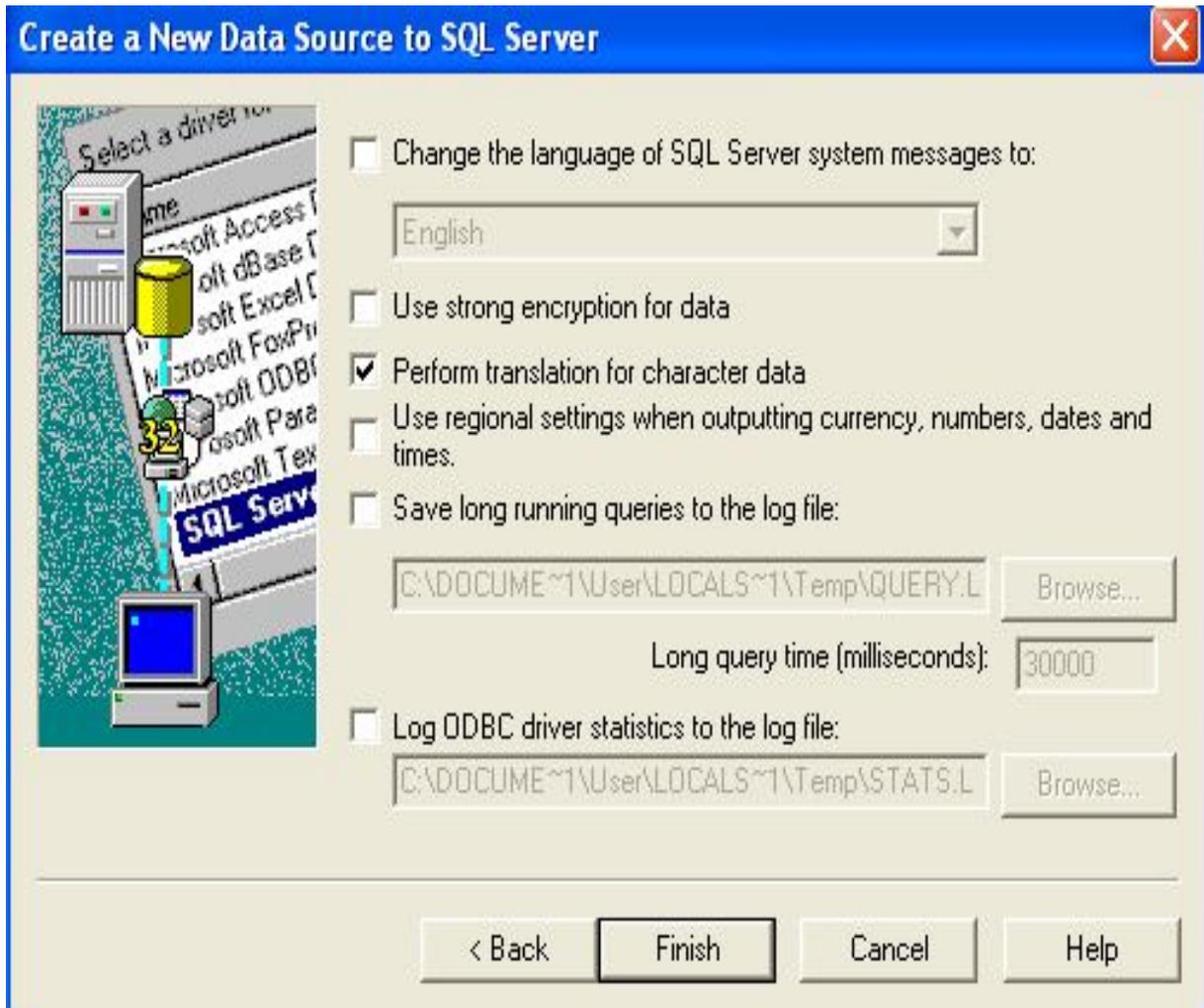


The following screen will appear after clicking on <Next>

g. Change default database to COSA and then click on <Next>.



h. Click on <Finish>



i. Click <test Data Source> to be sure that your dsn creation is successful



Click on <OK>



j. Click on <OK> to complete DSN creation.



DSN creation is complete.

9. Then click on < Import \*.dbf Data1 > and wait until you get a message "Completed". It will take few minutes.
  
10. Then click on < Import \*.dbf Data2 > wait until you get a message "Completed". It will take few minutes.
  
11. Then click on <EXIT> to exit the setup.

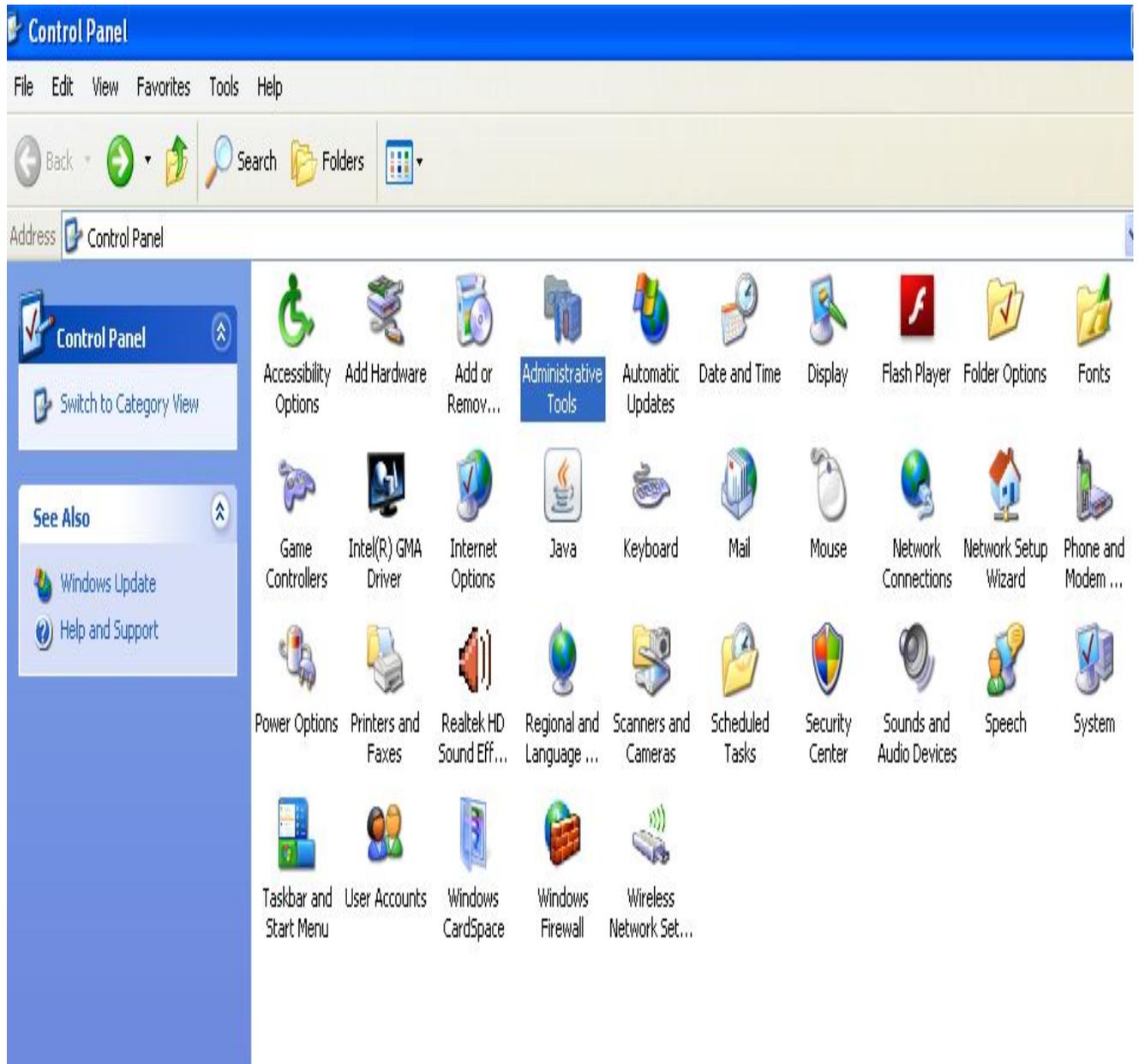
## DATA SOURCE NAME CREATION

Please follow the steps to create DSN for the COSA software.

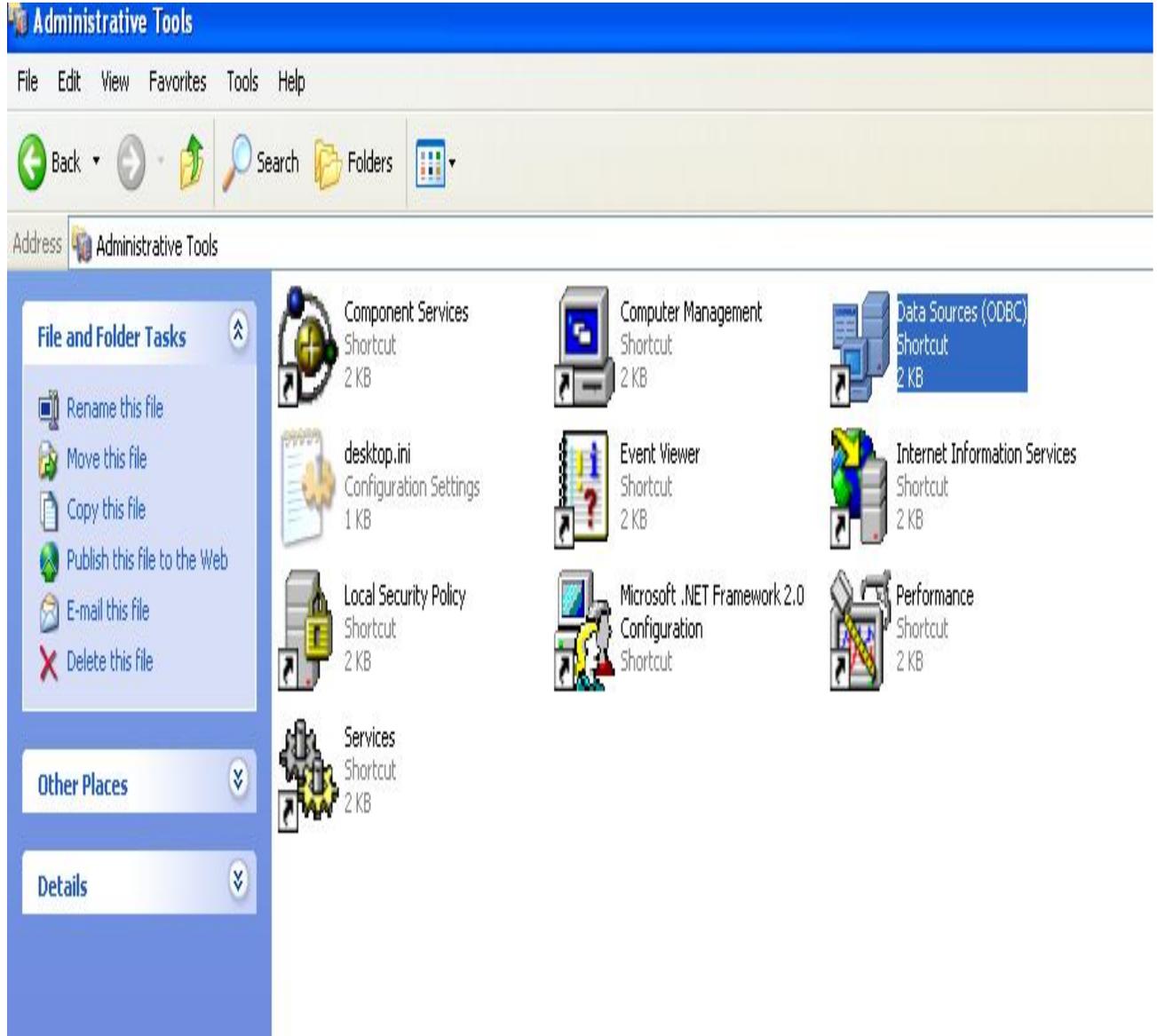
1. Click on <Start> button -> Select <Control Panel>



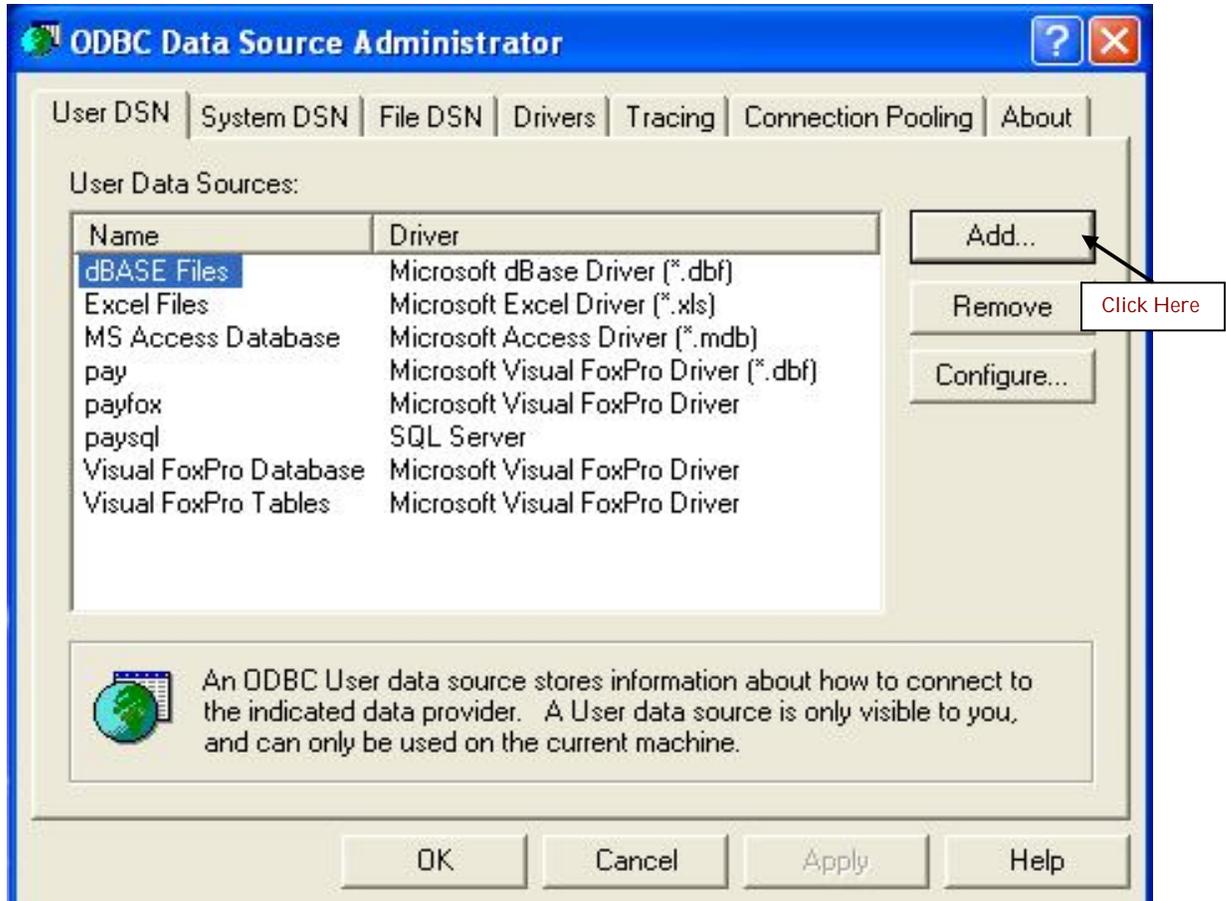
## 2. Select Administrative Tools



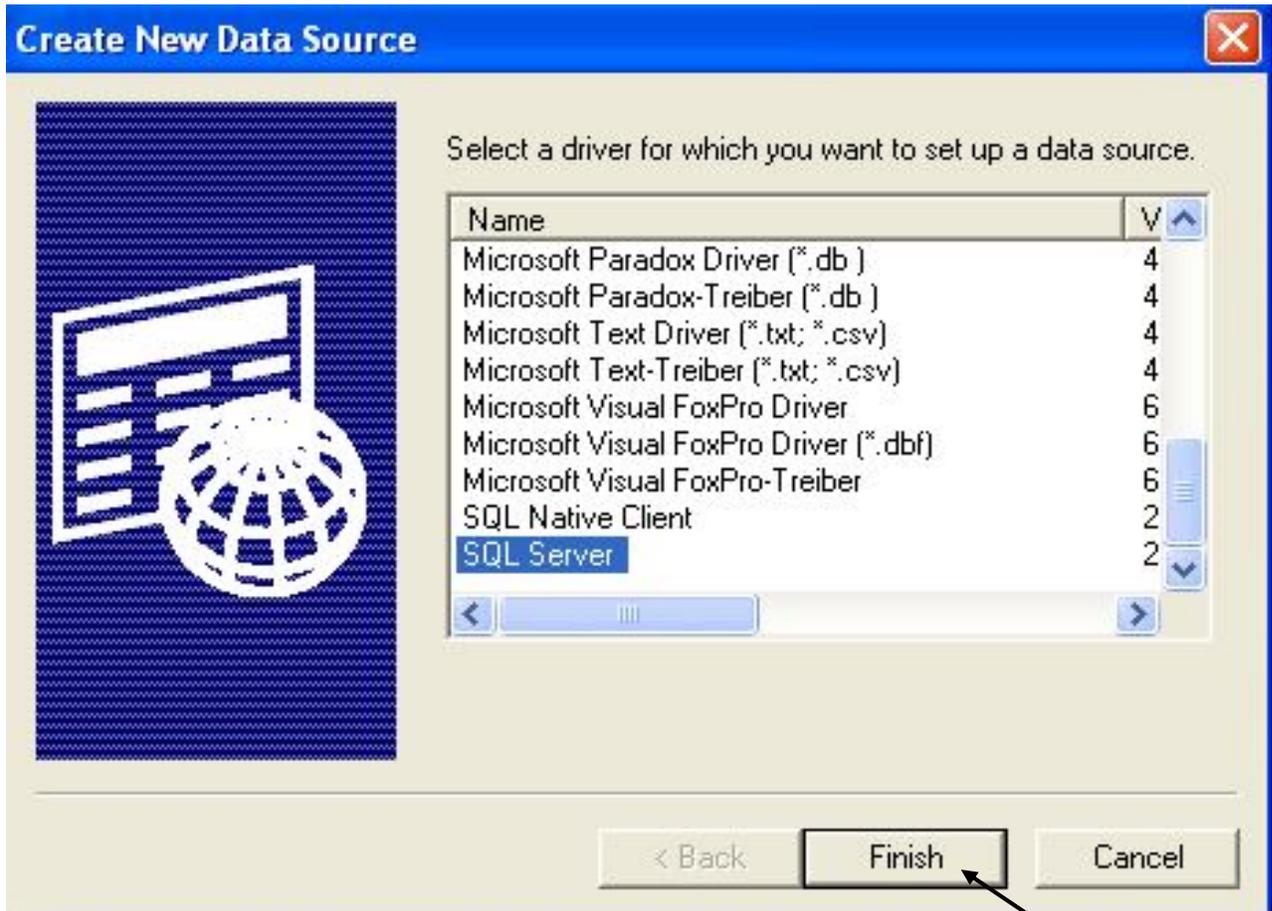
### 3. Select Data Sources



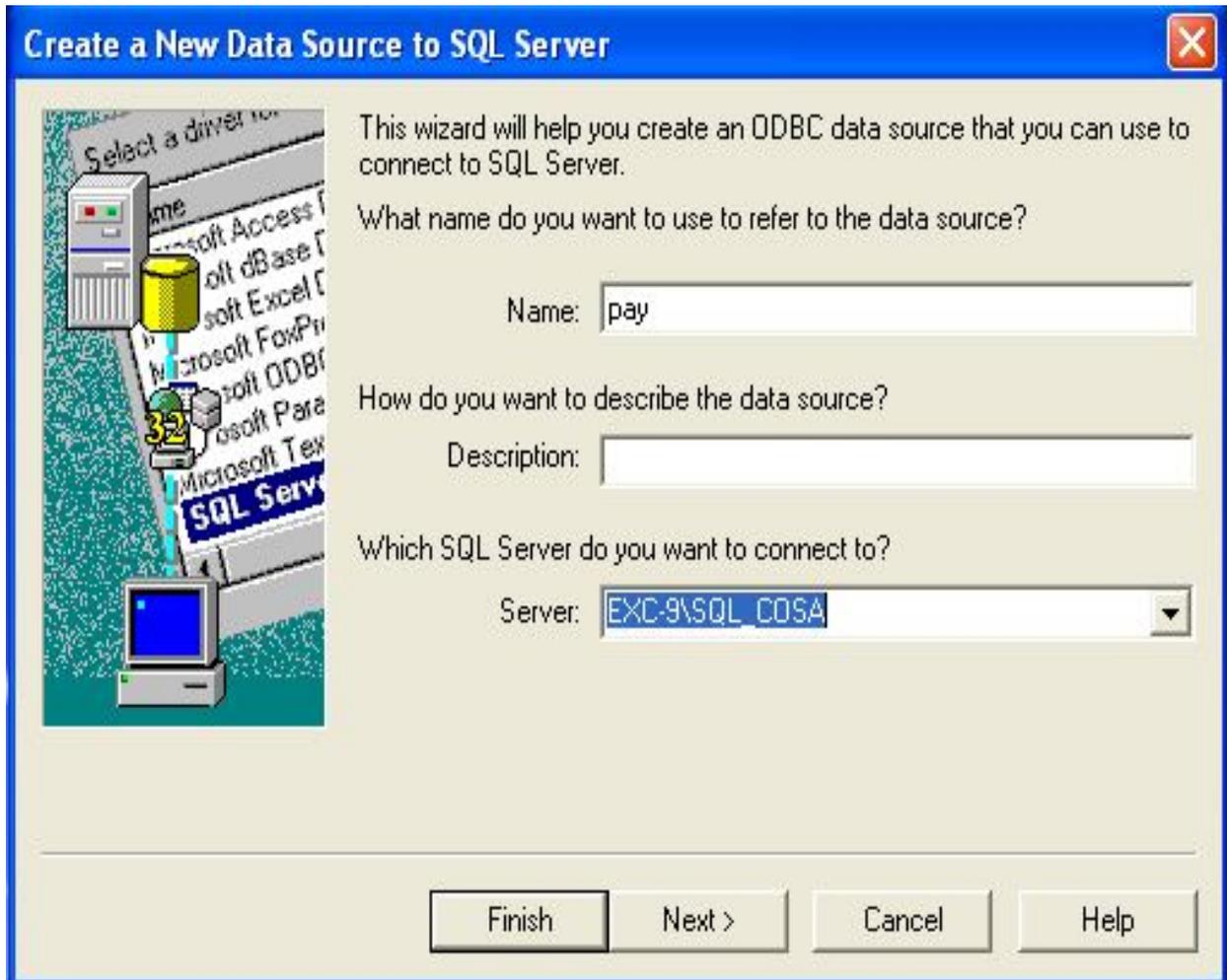
3. After clicking on Data Sources the following window will be opened.  
Select <User DSN>  
Then click on <Add...>



4. Select Sql Server driver for your data source. Click on <Finish>.

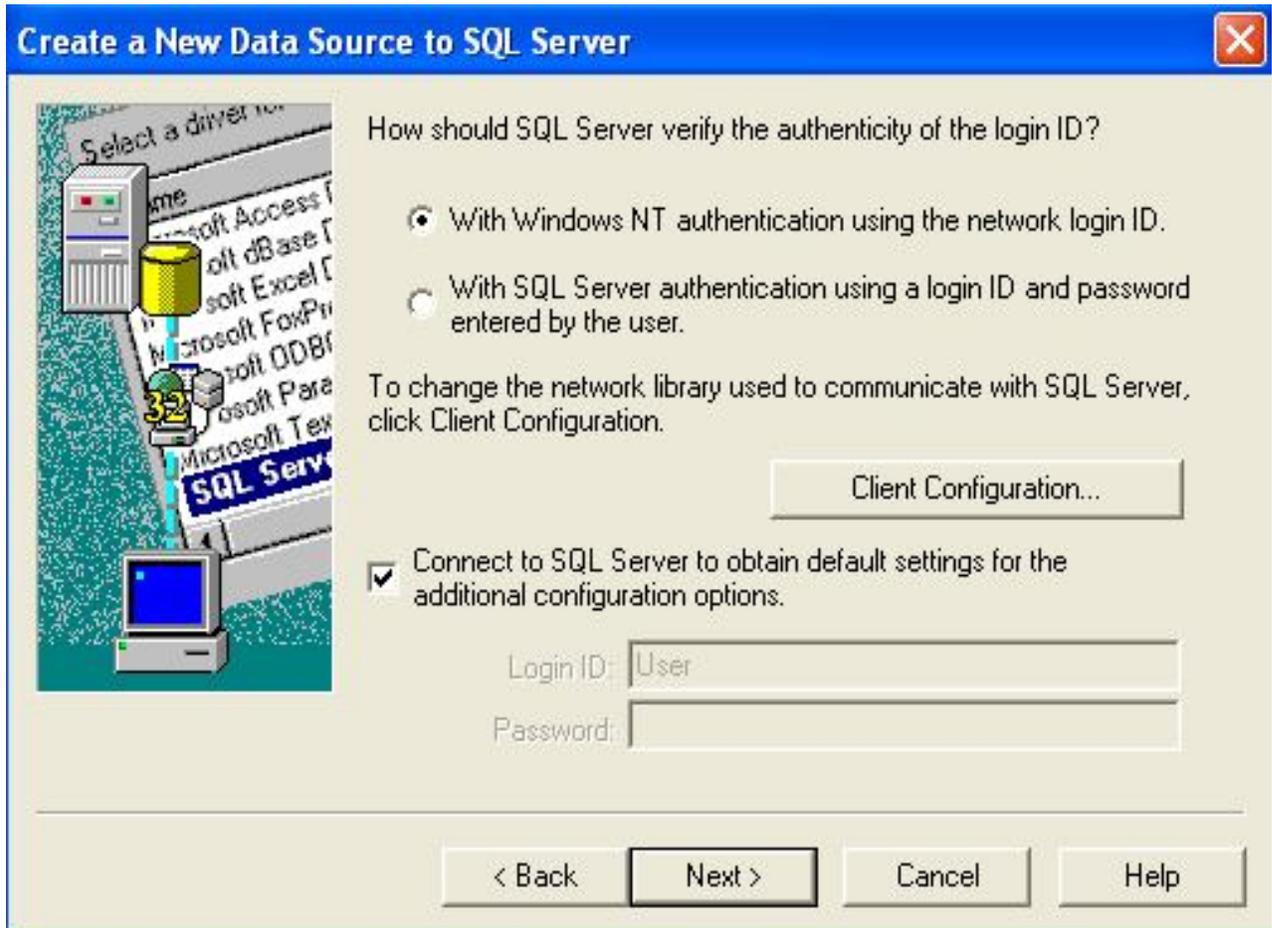


5. Give the data source name "pay" also type or select your sql server name.



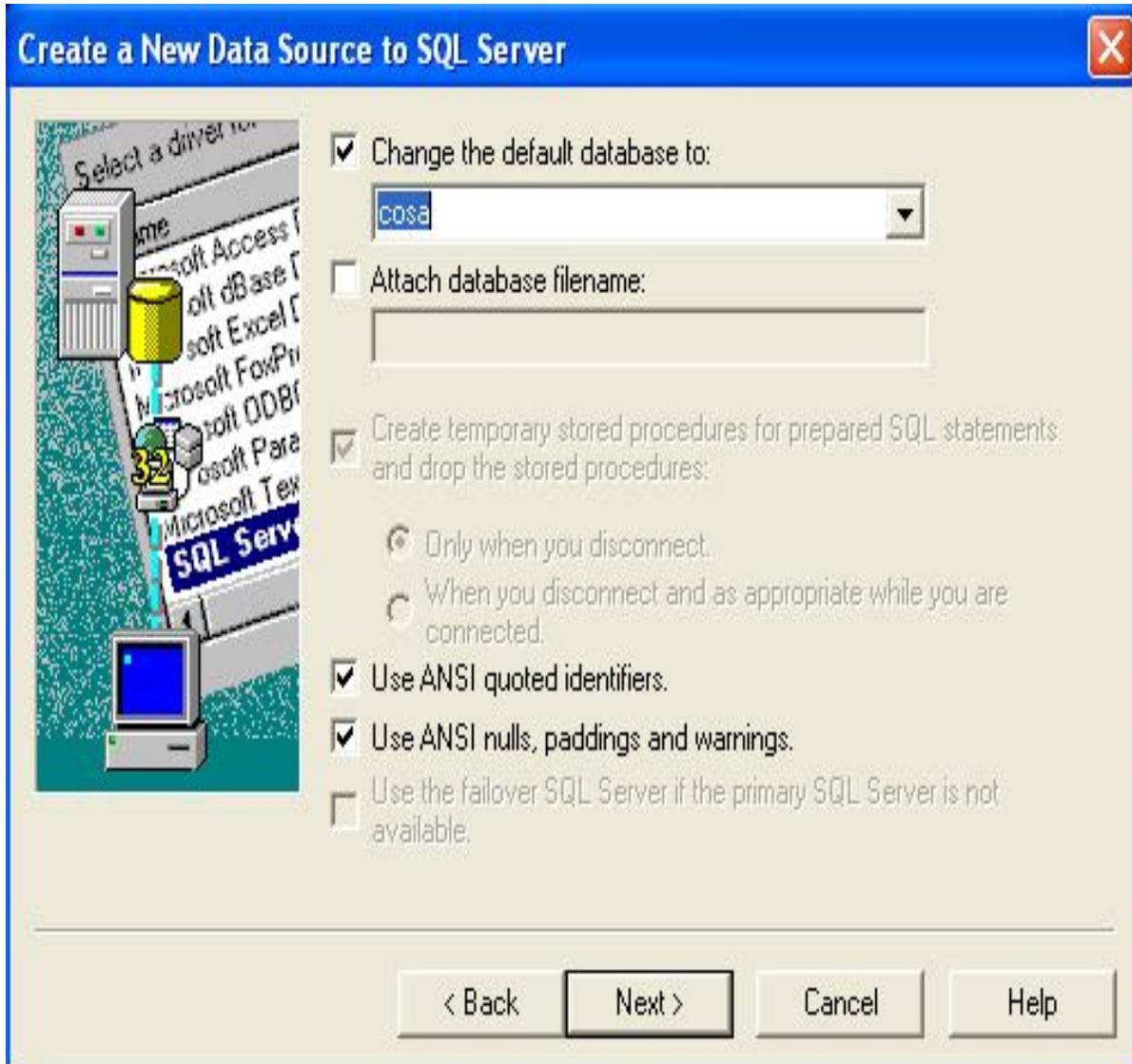
Click on <Next> .The following screen will appear.

6. Select windows NT Authentication as shown in figure and check "connect to sql server to obtain default setting for the additional configuration options". Then click on <Next>.

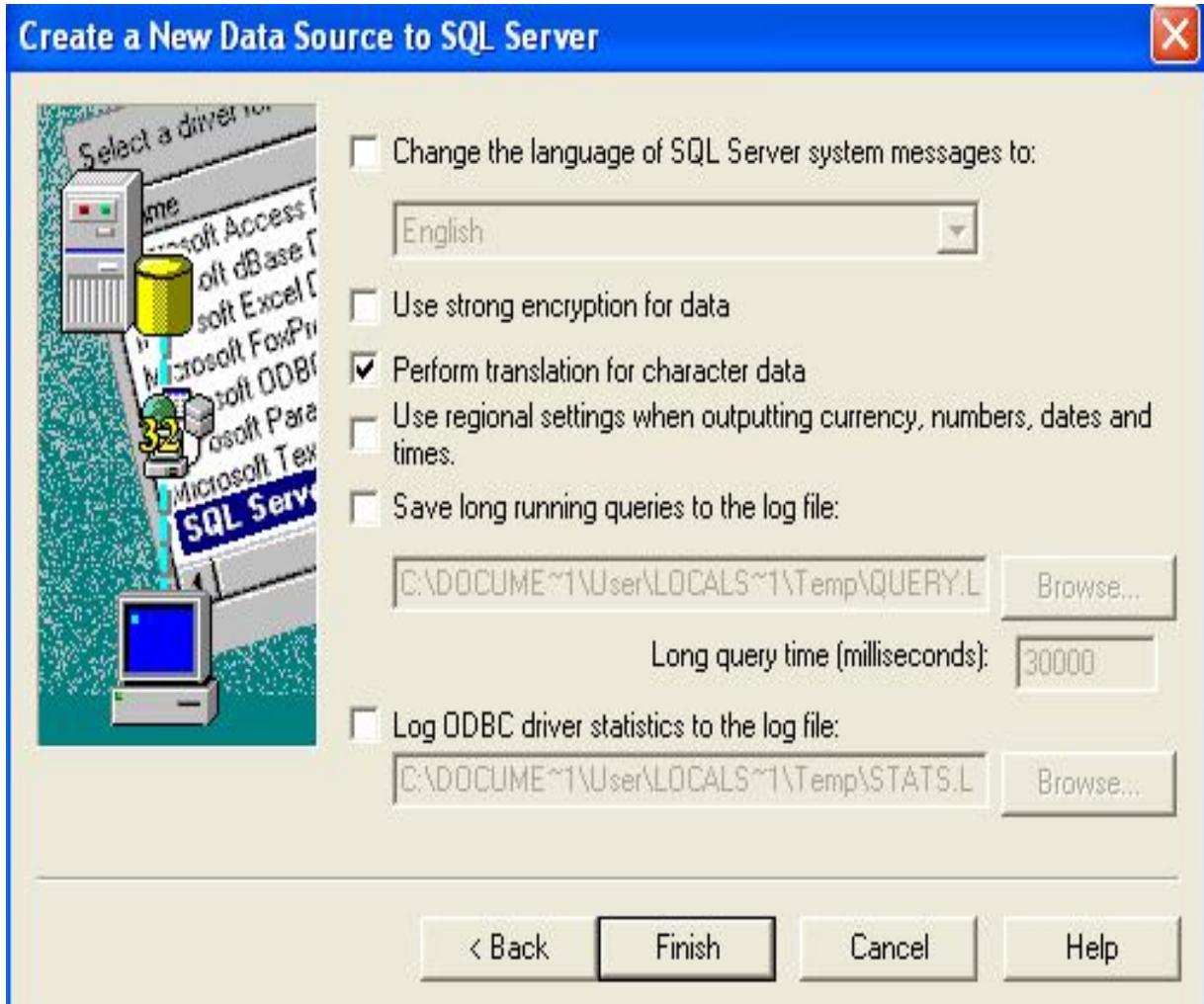


The following screen will appear after clicking on <Next>

7. Change default database to COSA and then click on <Next>.



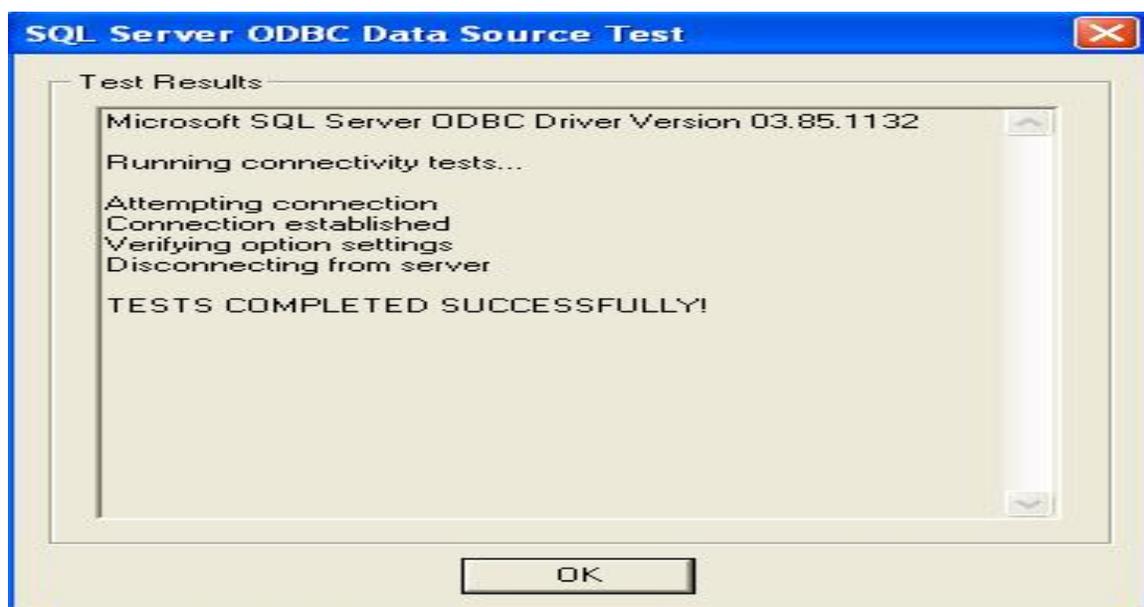
8. Click on <Finish>



9. Click <test Data Source> to be sure that your dsn creation is successful



Click on <OK>



10. Click on <OK> to complete DSN creation.



DSN creation is complete.

## Chapter – 04: Getting Started

### General operating instructions

In form, the <TAB> key should be used to move the next control. Delete button should be used with care as pressing / clicking delete button will remove the record and the same record can not be restored again.

### HOW TO LOGIN INTO THE SOFTWARE

Invoking Screen: Login Form to enter main menu

Steps to be followed for Login into COSA System are as follows:

1. Please Select "DDO Code" from the dropdownlist "DDO".
2. Please enter the "User Id".
3. Now enter the Current "Password".
4. Now click on Login to enter into Main Menu of the system

COSA : E-Governance Initiative by Finance Department, Government of West Bengal & NIC

Wednesday, February 22, 2012



### Computerisation of Salary Accounts (COSA)

सत्यमेव जयते

# COSA



## Login

DDO Code

User Id.

Password

[Login](#) [Reset](#)

In order to implement a standardized low-cost accounting system across the State covering all Drawing and Disbursing Officers, COSA is developed. The scope related with COSA are (a) to assess the expenditure pertaining to each Drawing and Disbursing Officer which includes both Regular & Grant-in-aid DDOs and (b) to

The application is developed by National Informatics Centre (NIC), based on Treasury Rules of the Finance Department, Government of West Bengal.






[Click to Update Database](#)

Click Here To Login

Design & Development by National Informatics Centre, Ministry of Communications & Information Technology, Government of India, West Bengal State Centre

5.

Figure 4.1

## MAIN MENU

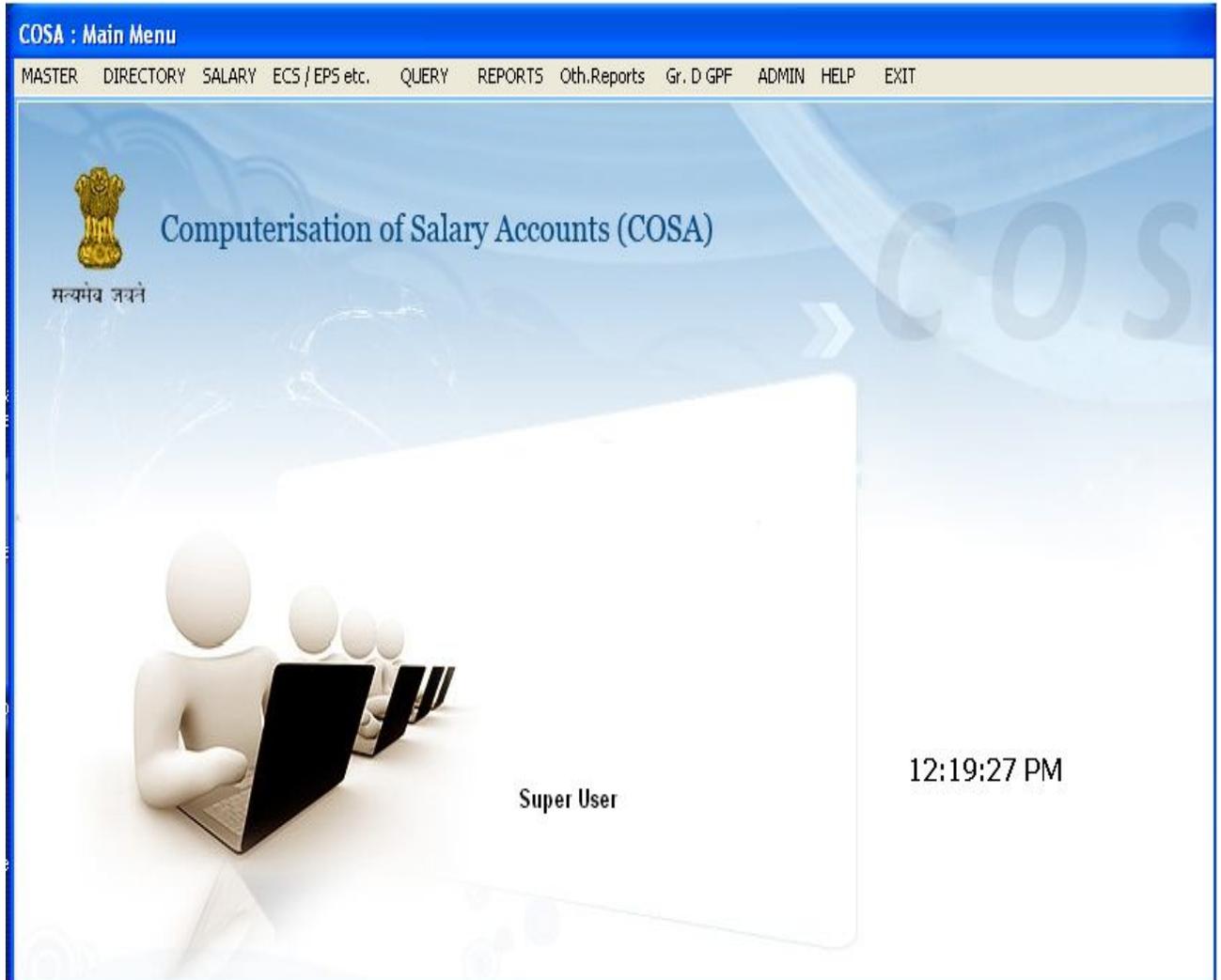


Figure 4.2

This is main menu screen. It consists of Master Data, Salary Data, ECS/EPS, Query, Reports, Oth.Reports, GPF Module & Admin.

## Chapter – 05: Master data

### MAIN MENU: MASTER DATA

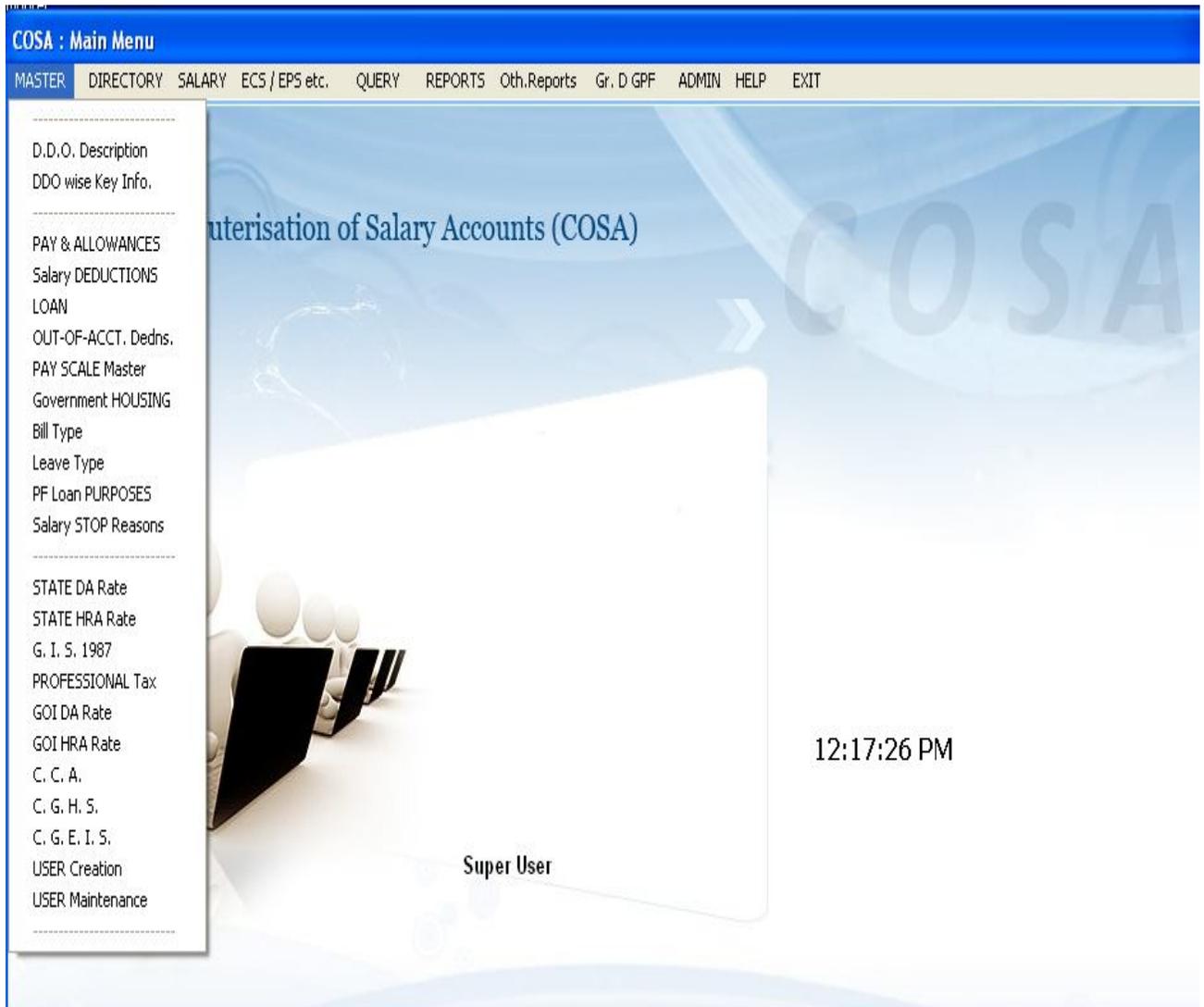


Figure 5.1

## MASTER DATA: DDO DESCRIPTION

**To be used in:** Finance Department, Government of West Bengal  
This form DDO Description is meant for entering the DDO Code & DDO Designation.

COSA : DDO Description



Government of West Bengal

Directory Database : DDO wise Basic Information for COSA



D.D.O. Code	D.D.O. Designation
CAC-PWE-013	EXECUTIVE ENGINEER-I

22/02/2012

ADD

SAVE

EXIT

HELP

12:24:31

**Figure 5.2**

Click on <**ADD**> button. Then enter the DDO Code and press <**Enter**> Key.  
Then enter the DDO Designation followed by <**Enter**> Key. Click on <**Save**>.

## MASTER DATA: DDO WISE BASIC INFORMATION

**To be used in:** Finance Department, Government of West Bengal  
 This form <DDO wise Key Info.> is meant for entering DDO wise Basic Information .

COSA : DDO wise Basic Information



Government of West Bengal  
 Directory Database : DDO wise Basic Information for COSA



To Enter Basic Information, Click on the related DDO Code.

D.D.O. Code	D.D.O. Designation
CAC-PWE-013	EXECUTIVE ENGINEER-I

Click Here

22/02/2012

EXIT

HELP

12:27:46

**Figure 5.3**

Click on the DDO Code to get the following Screen.

Installation of COSA



Government of West Bengal  
Urban Development Department  
Installation : Computerisation Of Salary Accounts



Government Name

Password	<input style="width: 80%;" type="text" value="nic12345"/>	( 8 Characters )	Backend Database	<input style="width: 80%;" type="text" value="SqlServer"/>
Super User Id.	<input style="width: 80%;" type="text" value="*****"/>	( 8 Characters )	Re-enter Password	<input style="width: 80%;" type="text" value="*****"/>

DDO Code

DDO Designation

Name of the Office	<input style="width: 95%;" type="text" value="AGRICULTUER DEPTT., Writers Buildings."/>	Name and Designation of Employer
Office Address	<input style="width: 300px;" type="text" value="Writers Buildings, Kolkata-1"/>	Governor of West Bengal
	<input style="width: 300px;" type="text" value=""/>	Raj Bhavan, Kolkata - 700 001
	<input style="width: 300px;" type="text" value=""/>	ITD Circle with Address
Class of City w.r.t. HRA	<input style="width: 40px;" type="text" value="1"/>	6(12), A Ward, Central Circle
Income Tax Ward	<input style="width: 150px;" type="text" value="19(1)"/>	Bamboo Villa, Kolkata
		TAN No.
		CALA14315A

Installation Date

Figure 5.4

After clicking on the DDO Code this screen will occurred. Here we see details of the code. We can change user id and password in this page. After changing as per your requirements then click on <SAVE> button to save changes.

## MASTER DATA: PAY & ALLOWENCES TYPE

**To be used in:** Finance Department, Government of West Bengal

EARNING TYPE



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Pay & Allowances Type



Pay Description	Pay Code	SubDetail	Abbr.	Order	Col.No.
Basic Pay	01	01	BP	1	3
Dearness Pay	07	01	DP	2	3
Grade Pay	26	01	GrP	2	3
DA on TA	27	01	DTA	2	3
Transport Allowance	28	01	TPA	2	3
Dearness Allowance	13	02	DA	3	3
House Rent Allowance	14	03	HRA	4	3
Festival Recovery (-)	02	01	FRC	5	4
Medical Allowance	16	12	MA	6	3
Ovrdrawal Pay (-)	03	01	OVR	7	4
Advances of Pay (-)	04	01	AD	8	4

22/02/2012

ADD
SAVE
EXIT
HELP
IMP

12:34:12

**Figure 5.5**

This gives information of pay description, pay code, sub detail, Abbr., Order, Col.No. We can add new pay & allowances type information by clicking <ADD> button & then enter the new data then Click <SAVE> to save the data into directory database.

For any help required for this purpose Click <Help> and the following screen will occur.

EARNING TYPE



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Pay & Allowances Type



Pay Description	Pay Code	SubDetail	Abbr.	Order	Col.No.
Basic Pay	01	01	BP	1	3
Dearness Pay	07	01	DP	2	3
-	-	-	-	-	-

1. To Enter New Earnings Type, Click on <Add>, Enter Description and Press <Enter> Key; Same for SDtl.Head.Then Click on <Save>

2. CAUTION : Do Not Use ' (apostrophe) character with any word such as Ram's etc. etc.

2. Maximum Length of Abbreviation should be 3 (Three) Characters

3. Abbreviations of Pay Items should be Unique, otherwise there will be problem while calculating the salary.

4. These Abbreviations are FIXED : Basic Pay (BP), Dearness Allow.(DA), House Rent Allow.(HRA), Dearness Pay(DP), Non-Prac.Allow.(NP), Hill Compensatory Allowance (HCA)

5. Col. No. for Earnings may range from 3 To 5. This col.no. indicates the column in the inner sheet of pay bill. Maximum no. of items per column is 5. So, judiciously enter values of column no. Otherwise, some earnings itmes may not be visible in inner sheet.

22/02/201212:36:47

Click here

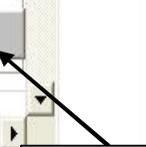


Figure 5.6

**MASTER DATA: NORMAL DEDUCTION TYPE**

**To be used in:** Finance Department, Government of West Bengal

Deduction Type



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Normal Deduction Type



Deduction Description	Code	Ded.Type	Major	S.Maj	Minor	Scheme	Detail	S.Detl	Abbr.	Order	Col.No.
State GIS Insurance 1983	01	PAO	8011	00	107	001	19	00	I83	99	7
State GIS Savings 1983	02	PAO	8011	00	107	002	19	00	S83	99	7
State GIS Insurance 1987	03	PAO	8011	00	107	004	19	00	I87	99	7
State GIS Savings 1987	04	PAO	8011	00	107	005	19	00	S87	99	7
Professional tax	05	PAO	0028	00	107	001	03	00	PTX	99	8
Income Tax	06	PAO	8658	00	112	001	20	00	ITX	99	7
Postal Life Insurance	07	PAO	8658	00	102	024	08	00	PLI	99	8
All India Service GIS 1987	08	PAO	8658	00	123	001	08	00	CGI	99	8
Office Buildings	09	PAO	0059	01	011	001	05	00	R01	99	8
General Pool Accomodation	10	PAO	0216	01	106	001	05	00	R02	99	8
Government Housing Scheme	11	PAO	0216	02	101	001	05	00	R03	99	8
Subsidised Industrial Housing Scheme	12	PAO	0216	02	102	001	05	00	R04	99	8
Kalyani Housing Scheme	13	PAO	0216	02	103	001	05	00	R05	99	8
Middle Income Group Housing Scheme	14	PAO	0216	02	104	001	05	00	R06	99	8
Rental Housina Scheme	15	PAO	0216	02	105	001	05	00	R07	99	8

22/02/2012

ADD
SAVE
EXIT
HELP

12:38:38

Figure 5.7

This is Directory database for Normal Deduction Type. This gives details description of salary deduction. Here also you can add new deduction type information by Clicking <ADD>, then enter information and Click <SAVE> to save the new entry.

For any help required for entering new data in Normal Deduction Type page  
Then Click <HELP> and the following screen will occur.



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Normal Deduction Type



Deduction Description	Code	Ded.Type	Major	S.Maj	Minor	Scheme	Detail	S.Detail	Abbr.	Order	Col.No.
State GIS Insurance 1983	01	PAO	8011	00	107	001	19	00	I83	99	7
State GIS Savings 1983	02	PAO	8011	00	107	002	19	00	S83	99	7
State GIS Insurance 1987	03	PAO	8011	00	107	004	19	00	I87	99	7
State GIS Savings 1987	04	PAO	8011	00	107	005	19	00	S87	99	7
Professional tax	05	PAO	0028	00	107	001	03	00	PTX	99	8
Income Tax	06	PAO	8658	00	112	001	20	00	ITX	99	7
Post	1. To Enter New Deduction Type, Click on < Add>, Enter Description and Press <Enter> Key; Same for SDtl.Head.Then Click on <Save>										8
All I	2. CAUTION : Do Not Use ' (apostrophe) character with any word such as Ram's etc. etc.										8
Offic	3. Maximum Length of Abbreviation should be 3 (Three) Characters										8
Gen	4. Col. No. for Deduction in Pay Bill Inner Sheet may be 8 or 9										8
Gov	5. Abbreviation of Government Housing Rent/Licenses Fee should start with the letter 'R' viz. R01,R16 etc.										8
Sub	6. To enter data under Rec.At : Click to select from PAO/BAG/Oth, then Press <Enter> Key										8
Kaly											8
Middle Income Group Housing Scheme	14	PAO	0216	02	104	001	05	00	R06	99	8
Rental Housing Scheme	15	PAO	0216	02	105	001	05	00	R07	99	8

22/02/201212:40:59

Figure 5.8

Click here for help

**MASTER DATA: LOAN RECOVERY TYPE**

To be used in: Finance Department, Government of West Bengal

LOAN TYPE


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Directory Database : Loan Recovery Type
 

Loan Description	Code	Rec.At	Major	SMajor	Minor	Scheme	Detail	SDetail	Abbr.	Order	Col.No.
House Building Loan-I	01	BAG	7610	00	201	001	26	00	HBA1	99	9
House Building Loan-II	02	BAG	7610	00	201	001	26	00	HBA2	99	9
House Building Loan-III	03	BAG	7610	00	201	001	26	00	HBA3	99	9
House Building Loan-IV	04	BAG	7610	00	201	001	26	00	HBA4	99	9
House Building Loan-V	05	BAG	7610	00	201	001	26	00	HBA5	99	9
House Building Loan-VI	06	BAG	7610	00	201	001	26	00	HBA6	99	9
Motor Con. Advance	07	BAG	7610	00	202	001	26	00	MCA	99	9
Other Conveyance Advance	09	BAG	7610	00	203	001	26	00	OCA	99	9
Marriage/llness Advance	10	BAG	7610	00	800	001	26	00	MIA	99	9
Other Advance	11	BAG	7610	00	800	002	26	00	OTHA	99	9
Computer Advance	12	BAG	7610	00	800	003	26	00	COMA	99	9
Interest on H.B. Loan - 1	13	BAG	0049	04	800	017	07	00	IHB1	99	9
Int on Motor Con.Advance	14	BAG	0049	04	800	018	07	00	IMC	99	9
Interest on M.I.Advance	15	BAG	0049	04	800	021	07	00	IMI	99	9
Int on Other Con.Advance	16	BAG	0049	04	800	019	07	00	IOC	99	9
Interest on H.B. Loan - 2	17	BAG	0049	04	800	017	07	00	IHB2	99	9

22/02/2012    ADD    SAVE    HELP    EXIT    12:42:46

Figure 5.9

This is Directory Database Screen for Loan Recovery Type. This gives detail information for Loan Recovery Type. Here also you can add new record same way as before. You also can edit data by clicking the content of table, then edit & click <SAVE> to save the changes.

## MASTER DATA: OUT OF ACCOUNT DEDUCTION

**To be used in:** Finance Department, Government of West Bengal

COSA : Other Deduction Types



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Out-of-Account Deductions



Deduction Description	Ded.Code	Abb.	Order	Cheque In Favour of
Recurring Deposit	01	RD	1	
Co-operative	02	COP	2	PWD(EL)WORKERSCOPCRSOLTD
Life Insurance Corpn	03	LIC	3	
Hbl(state Bank Of India)	04	SBI	4	
U B I(united Bank Of India)	05	UBI	5	
Hbl- I I (state Bank Of India)	06	SBI	6	

22/02/2012

ADD
SAVE
EXIT
HELP

12:44:45

**Figure 5.10**

This is Out of Account Deduction form. Here also you can add new record same way as before. You also can edit data by clicking the content of table, then edit & click <**SAVE**> to save the changes.

**MASTER DATA: PAY SCALE STRUCTURE**

**To be used in:** Finance Department, Government of West Bengal

Form4


**Government of West Bengal**  
**Urban Development Department**  
 Directory Database : Pay Scale Structure
 

Service Type

ROPA Opt

Code	Pay Scale	Pay BandNo	Pay BandFrom	Pay BandTo	Grade Pay	TA	MA
23	37400-60000		37400	60000	8700	0	0
24	37400-60000		37400	60000	8900	0	0
25	37400-60000		37400	60000	10000	0	0
26	37400-60000		37400	60000	10000	0	0
27	37400-60000		37400	60000	10000	0	0
28	9000-40500		9000	40500	7000	0	0
29	37400-60000		37400	60000	9500	0	0
30	9000-40500		9000	40500	8000	0	0
31	5400-25200		5400	25200	2680	0	0
32	7100-37600		7100	37600	3950	0	0
33	7100-37600		7100	37600	4220	0	0
34	9000-40500		9000	40500	4580	0	0
35	9000-40500		9000	40500	4780	0	0
36	9000-40500		9000	40500	5040	0	0
37	9000-40500		9000	40500	5340	0	0

22/02/2012





12:48:42

Figure 5.11

This form gives information about pay Scale structure. Here you can see old scale & new scale of pay structure. You can add new record by clicking <ADD> and you also edit scales by clicking value in the table then Click <SAVE> changes.

## MASTER DATA: GOVERNMENT QUATERS

**To be used in:** Finance Department, Government of West Bengal

**Government Quarters**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Govt. Quarters



Quarter Description	Code	Major	SubMajor	Minor	Scheme	Detail	SubDet
Office Buildings	01	0059	01	011	001	05	00
General Pool Accomodation	02	0216	01	106	001	05	00
Government Housing Scheme	03	0216	02	101	001	05	00
Subsidised Industrial Housing Scheme	04	0216	02	102	001	05	00
Kalyani Housing Scheme	05	0216	02	103	001	05	00
Middle Income Group Housing Scheme	06	0216	02	104	001	05	00
Rental Housing Scheme	07	0216	02	105	001	05	00
Slum Clearence Housing Scheme	08	0216	02	106	001	05	00
Low Income Group Housing Scheme	09	0216	02	107	001	05	00
Haldia Housing Scheme	10	0216	02	108	001	05	00
Asansol Housing Scheme	11	0216	02	109	001	05	00
Industrial Workers & Weaker Section Housing Scheme	12	0216	02	110	001	05	00
Bidhannagar Housing Scheme	13	0216	02	111	001	05	00
Government Buildings / U.D.	14	0217	03	800	002	05	00
P.W.D.	15	0059	01	011	001	05	00

22/02/2012

ADD
SAVE
EXIT

16:23:27

Figure 5.12

This form gives information about Government Quarters. Here also you can add new data & edit existing data as before.

**MASTER DATA: BILL TYPE**

**To be used in:** Finance Department, Government of West Bengal  
This form shows the bill type and its description.

COSA : Bill Type Master Data

 GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Bill Type 

Code	Bill Description
01	Normal Pay Bill
02	Supple Pay Bill

22/02/2012    12:53:56

Figure 5.13

## MASTER DATA: PF LOAN PURPOSE

**To be used in:** Finance Department, Government of West Bengal

**PF LOAN PURPOSE**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD

Directory Database : PF Loan Purpose



Purpose Code	P.F. Loan Purpose Description
01	Treatment of Illness of Self/Dependent
02	Overseas Passage Money for Education/Treatment
03	Expenses for Marriage/Funerals/Other Ceremonies
04	House Building/Renovation
05	Purchasing House/land
06	Others

To enter New Data. Click on < Add >. Enter data and Press <Enter> Key. Then Click on <Save>

22/02/2012

ADD

SAVE

EXIT

12:58:05

**Figure 5.14**

This form provides information about PF loan Purpose Code & Description. To enter new data Click <**ADD**>, then enter data, and Press <**Enter**> key. Then Click <**SAVE**> to save the data.

## MASTER DATA: SALARY STOP REASON

**To be used in:** Finance Department, Government of West Bengal

**Salary Stop**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Salary Stop Reason



Code	Salary Stop Reason
02	Normal Retirement
03	Premature Retirement due to ill health
05	Death
06	Sack due to Disciplinary Action
07	Under Suspension
08	Leave without Pay
09	Resignation
10	Transferred To Comp.ii
11	Leave Not Sanctioned
12	Transfer On Promotion
13	

22/02/2012

ADD

SAVE

EXIT

12:59:54

Figure 5.15

This form provides the information about the reason to stop salary. To enter new data Click <**ADD**>, then enter data, and Press <**Enter**> key then Click <**SAVE**> to save the data.

## MASTER DATA: DA RATE FOR GOVERNMENT SERVICES

**To be used in:** Finance Department, Government of West Bengal

DA Rate for State Govt. Services



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : DA Rate for State Govt.



SI No.	DA Rate(%)	Effect Date	Max. Amt.	To PF(%)	ROPA
1	41	01/07/2001	90000	0	1998
2	45	01/07/2003	90000	0	1998
3	49	01/07/2004	90000	0	1998
4	52	01/04/2005	90000	0	1998
5	55	01/09/2005	90000	0	1998
6	59	01/12/2005	90000	0	1998
7	61	01/03/2006	90000	0	1998
8	64	01/07/2006	90000	0	1998
9	67	01/09/2006	90000	0	1998

To Enter New Data, Click on < Add>, Enter data and Press <Enter> Key, Then Click on <Save>

22/02/201213:01:47

**Figure 5.16**

To Enter new data, Click on <**ADD**>, enter Data and Press <**Enter**> Key, then Click <**SAVE**> to save the change. You also can edit information by clicking the table column.

## MASTER DATA: DA RATE FOR ALL INDIA SERVICES

**To be used in:** Finance Department, Government of West Bengal

DA Rate for All India Services



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : DA Rate for All India



Sl No.	Da Rate(%)	Effect Date	Max. Amt.	ROPA
1	47	02/10/1999	10000	0
2	49	01/01/2002	10000	0
3	52	01/07/2002	90000	0
4	55	01/01/2003	90000	0
5	59	01/07/2003	90000	0
6	61	01/01/2004	90000	0

To Enter New Data, Click on < Add>, Enter data and Press <Enter> Key, Then Click on <Save>

22/02/2012

ADD

SAVE

EXIT

13:03:59

**Figure 5.17**

To Enter new data, Click on <**ADD**>, enter Data and Press <**Enter**> Key, then Click <**SAVE**> to save the change. You also can edit information by clicking the table column.

## MASTER DATA: HRA RATE FOR STATE GOVERNMENT SERVICES

**To be used in:** Finance Department, Government of West Bengal

**HRA Rate for State Govt. Services**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Directory Database : HRA Rate for State Govt. Services



Sl No.	HRA Rate(%)	Effect Date	Max. Amt.	ROPA
1	10	25/05/1996	2000	1998
2	15	01/05/1999	2000	1998
3	15	01/04/2009	6000	2009

To Enter New Data, Click on < Add>, Enter data and Press <Enter> Key, Then Click on <Save>

22/02/2012

ADD

SAVE

EXIT

13:06:11

**Figure 5.18**

To Enter new data, Click on **<ADD>**, enter Data and Press **<Enter>** Key in keyboard, then Click **<SAVE>** to save the change. You also can edit information by clicking the table column.

## MASTER DATA: HRA RATE FOR ALL INDIA SERVICES

**To be used in:** Finance Department, Government of West Bengal

**HRA Rate for All India Services**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Directory Database : HRA Rate for All India Services



SI No.	Effect Date	City-I Rate(%)	Max.Amt.	City-II Rate(%)	Max.Amt.	City-III Rate(%)	Max.Amt.	ROPA
1	12/01/1998	30	20000	15	2000	7.5	20000	2008

To Enter New Data, Click on < Add>, Enter data and Press <Enter> Key, Then Click on <Save>

22/02/2012

ADD

SAVE

EXIT

13:07:45

Figure 5.19

To Enter new data, Click on <**ADD**>, enter Data and Press <**Enter**> Key, then Click <**SAVE**> to save the change. You also can edit information by clicking the table column.

## MASTER DATA: PROFESSIONAL TAX

**To be used in:** Finance Department, Government of West Bengal

COSA : PROFESSIONAL TAX MASTER DIRECTORY



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : **PROFESSIONAL TAX**



	Sl.No.	Gross Amount FROM (Rs.)	Gross Amount TO (Rs.)	Professional Tax (Rs.)
▶	1	0	1500	0
	2	1501	2000	18
	3	2001	3000	25
	4	3001	5000	30
	5	5001	6000	40
	6	6001	7000	45
	7	7001	8000	50
	8	8001	9000	90
	9	9001	15000	110
	10	15001	25000	130
	11	25001	40000	150
	12	40001	99000	200

22/02/2012

ADD
SAVE
EXIT
HELP

13:10:06

Figure 5.20

To Enter new data, Click on **<ADD>**, enter Data and Press **<Enter>** Key, then Click **<SAVE>** to save the change. You also can edit information by clicking the appropriate table column.

**MASTER DATA: G.I.S 1987****To be used in:** Finance Department, Government of West Bengal

COSA : STATE GOVERNMENT GROUP INSURANCE SCHEME ( GIS 1987 )


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Directory Database : G. I. S. 1987
 

Sl.No.	Employee GIS Group	GIS87 Insurnc. Amount (Rs.)	GIS87 Savings Amount (Rs.)
▶ 1	A	24	56
2	B	12	28
3	C	6	14
4	D	3	7
*			

22/02/2012
 



 13:11:58

Figure 5.21

To Enter new data, Click on <**ADD**>, enter Data and Press <Enter> Key, then Click <**SAVE**> to save the change. You also can edit information by clicking the appropriate table column.

**MASTER DATA: CITY COMPENSATORY ALLOWENCES (C.C.A.)**

**To be used in:** Finance Department, Government of West Bengal

COSA : CITY COMPENSATORY ALLOWANCE (CCA)


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Directory Database : CITY COMPENSATORY



Sl.No.	Gross Amount FROM (Rs.)	Gross Amount TO (Rs.)	City Compn. Allownc.(Rs.)
▶ 1	0	2999	90
2	3000	4499	125
3	4500	5999	200
4	6000	99000	300
*			

22/02/2012                    13:13:29

Figure 5.22

To Enter new data, Click on <ADD>, enter Data and Press <Enter> Key, then Click <SAVE> to save the change. You also can edit information by clicking then appropriate table column.

**MASTER DATA: CENTRAL GOVERNMENT HEALTH SCHEME (C.G.H.S.)**

**To be used in:** Finance Department, Government of West Bengal

COSA : CENTRAL GOVERNMENT HEALTH SCHEME ( C. G. H. S. )

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : CENTRAL GOVERNMENT HEALTH SCHEME (C.G.H.S.)

NIC

Sl.No.	Gross Amount FROM (Rs.)	Gross Amount TO (Rs.)	Central Govt. Hlth.Scm.(Rs.)
▶ 1	0	1650	50
2	1800	2800	125
3	4200	4200	225
4	4600	6600	325
5	7600	9900	500
*			

22/02/2012    ADD    SAVE    EXIT    HELP    13:14:32

Figure 5.23

To Enter new data, Click on <ADD>, enter Data and Press <Enter> Key, then Click <SAVE> to save the change. You also can edit information by clicking the appropriate table column.

**MASTER DATA: CENTRAL GOVT. EMPLOYEE GROUP INSURANCE SCHEME**

**To be used in:** Finance Department, Government of West Bengal

COSA : CENTRAL GOVERNMENT EMPLOYEE GROUP INSURANCE SCHEME ( C. G. E. G. I. S. )


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Directory Database : C. G. E. G. I. S.
 

SI.No.	Employee Post Group	CGEIS Insurnc. Amount (Rs.)	CGEIS Savings Amount (Rs.)
▶ 1	A	36	84
2	B	18	42
3	C	9	21
4	D	4	11
*			

22/02/2012
ADD
SAVE
EXIT
HELP
13:16:03

Figure 5.24

To Enter new data, Click on <ADD>, enter Data and Press <Enter> Key, then Click <SAVE> to save the change. You also can edit information by clicking the appropriate table column.

**MASTER DATA: USER MASTER**

**To be used in:** Finance Department, Government of West Bengal

The screenshot shows the 'User Master' form with the following details:

- Header:** GOVERNMENT OF WEST BENGAL, SUBURBAN ELECTRICAL DIVISION, PWD, User Master, NIC logo.
- Administrator Fields:**
  - D. D. O. Code: CAC-PWE-013
  - Userid of System Administrator: nic12345
  - Password: [Redacted]
- User Registration Fields:**
  - User Id: [Empty]
  - Password: [Empty]
  - Re-enter Password: [Empty]
  - Name and Designation of the User: [Empty]
  - Remarks, if any: [Empty]
  - Date of Creation: [Empty]
- Modal Dialog:** COSA - You may Register new User Id. / Update existing User Profile ! (OK)
- Footer:** 22/02/2012, SAVE, DELETE, CANCEL, EXIT, 13:38:01

Figure 6.2

This is a user master form. The main purpose of this form is to create new User. First enter administrator Id & password. This is administrator part.

For new user creation first fill the fields. Then Click <**SAVE**> to save the new user information into the database.

The screenshot shows the 'User Master' application window. The title bar reads 'User Master'. The header area contains the Government of West Bengal logo, the text 'GOVERNMENT OF WEST BENGAL SUBURBAN ELECTRICAL DIVISION,PWD User Master', and the NIC logo.

The main form area is divided into two sections:

- System Administrator Fields:**
  - D. D. O. Code: CAC-PWE-013 (dropdown menu)
  - Userid of System Administrator: nic12345
  - Password: [masked]
- User Creation Fields:**
  - User Id: user1 (8 Characters)
  - Password: [masked] (8 Characters)
  - Re-enter Password: [masked]
  - Name and Designation of the User: test.test
  - Remarks, if any: No
  - Date of Creation: [empty]

At the bottom of the window, there is a status bar with the date '22/02/2012' on the left, a time '13:40:44' on the right, and four buttons: 'SAVE', 'DELETE', 'CANCEL', and 'EXIT'.

Figure 6.3

## Chapter – 06: Directory Data

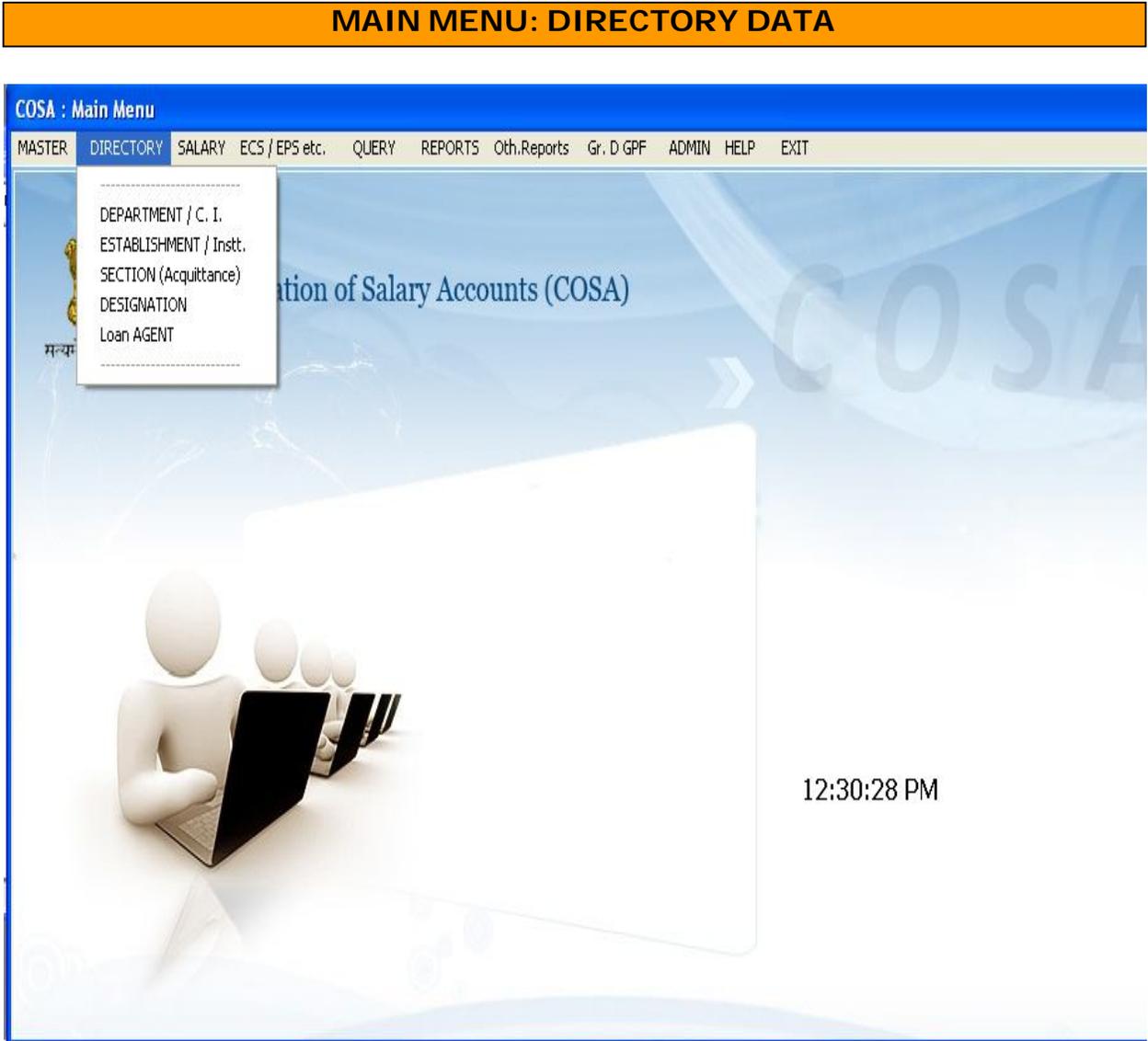


Figure 6.1

## DIRECTORY DATA: DEPARTMENT

**To be used in:** Finance Department, Government of West Bengal

**Department**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Department / C.I.



Dept. Code	Deptt./C.I. Description	D.D.O. Code	DISE Code
01	PUBLIC WORKS DEPARTMENT	CAC-PWE-013	

To Enter New Deptt./Insttn., Click on <Add>, Enter Description and Press <Enter> Key. Then Click on DDO Code and Select (Blurred by Blue Colour indicates that it is properly selected). Then Click on <Save>.

CAUTION : Do Not  (apostrophe) character with any word such as Ram's etc.
CLOSE

22/02/2012

ADD
SAVE
EXIT
HELP

13:41:58

**Figure 6.4**

This form provides Department information. Here you can add new department information by clicking <**ADD**>, then enter record, and Press <Enter> Key, then Click <**SAVE**> to save the record. You also can Edit Department Description by clicking department description column.

**DIRECTORY DATA: ESTABLISHMENT/CADRE (PAY BILL)**

To be used in: Finance Department, Government of West Bengal

Establishment


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Directory Database : Establishment / Institution ( Pay Bill )
 

Name of Department / C.I. PUBLIC WORKS DEPARTMENT

**\*\* EPS File can be generated if EPS.RECS value of Bills is 1. Zero(0) indicates that the Bill is Non-EPS type Bill \*\***

Establishment/Institution	Code	Dept	Demnd	Major	SMajor	Minor	Plan	Scheme	WC	Detail	EPSIRECS	Descrip
EXCV. ENGR. - I & II	01			2059	80	001	NP	004	V	01	1	
DAO OF O/O EE, SED, PWD	02			2059	80	001	NP	004	V	01	1	
ALIPORE EL. SUB-DIVN., PWD	03			2059	80	001	NP	004	V	01	1	
BHABANI BHAWAN EL. SEC., PWD	04			2059	80	001	NP	004	V	01	1	
B.G.L. EL. SEC., PWD	05			2059	80	001	NP	004	V	01	1	
JUDGES COURT EL. SEC., PWD	06			2059	80	001	NP	004	V	01	1	
SSKM(H) EL. SUB-DIVN., PWD	07			2059	80	001	NP	004	V	01	1	
SSKM(H) EL. SEC. II, PWD	08			2059	80	001	NP	004	V	01	1	
ELECTRICAL CONSTN. SEC. - V, PWD	09			2059	80	001	NP	004	V	01	1	
SSKM(H) ELECL. SEC. NO.I	10			2059	80	001	NP	004	V	01	1	
V.H. ELECL. SUB-DIVISION, PWD	11			2059	80	001	NP	004	V	01	1	
D.H. ELECL. SECTION, PWD	12			2059	80	001	NP	004	V	01	1	

22/02/2012    ADD    SAVE    NEXT    EXIT    HELP    13:43:18

Figure 6.5

This form provides Establishment information for a particular department. Here you can add new Establishment information by clicking <ADD>, then enter record, and Press <Enter> Key, then Click <SAVE> to save the record. You also can Edit Establishment Information by clicking appropriate column. For any help required regarding this Click <HELP>.

Directory Database: Establishment/ Cadre (Pay Bill) for <HELP>

**Establishment**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Establishment / Institution ( Pay Bill )



**Name of Department / C.I.** PUBLIC WORKS DEPARTMENT

\*\* EPS File can be generated if EPS.RECS value of Bills is 1. Zero(0) indicates that the Bill is Non-EPS type Bill \*\*

Establishment/Institution	Code	Dept	Demnd	Major	SMajor	Minor	Plan	Scheme	WC	Detail	EPS/RECS	Descrip
EXCV. ENGR. - I & II	01			2059	80	001	NP	004	V	01	1	
DAO OF O/O EE, SED, PWD	02			2059	80	001	NP	004	V	01	1	
ALIPORE EL. SUB-DIVN., PWD	03			2059	80	001	NP	004	V	01	1	

Establishment Name is the Name by which a Pay Bill is referred to. Length of this Name should be less than 20 Characters.

To enter New Establishment. Select Department, Click on <Add>, Enter values in entry boxes followed by Pressing <Enter> key, Then Click on <Save>

CAUTION : Do Not  (apostrophe) character with any word such as Ram's etc. CLOSE

Rank (values may be 1 to 99) indicates the Cadre Hierarchy.

SSKM(H) ELECL. SEC. NO.1	10			2059	80	001	NP	004	V	01	1	
V.H. ELECL. SUB-DIVISION, PWD	11			2059	80	001	NP	004	V	01	1	
D.H. ELECL. SECTION, PWD	12			2059	80	001	NP	004	V	01	1	

22/02/2012 ADD SAVE NEXT EXIT HELP 13:44:31

Figure 6.6

Click Here

## DIRECTORY DATA: ACQUITTANCE (SECTION)

**To be used in:** Finance Department, Government of West Bengal

COSA



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Acquittance (Section)



Name of the Department

PUBLIC WORKS DEPARTMENT

Code	Acquittance Section Name
01	TEST

22/02/2012

ADD
SAVE
NEXT
EXIT
HELP

13:50:03

**Figure 6.7**

This form provides Section information for a particular department. Here you can add new Section information by clicking <**ADD**>, then enter record, and Press <**Enter**> Key, then Click <**SAVE**> to save the record. You also can edit Section Name by clicking appropriate column. For any help required regarding this Click <**HELP**>.

Directory Database: Acquittance (Section) for <HELP>

**COSA**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Acquittance (Section)

**Name of the Department** PUBLIC WORKS DEPARTMENT

Code	Acquittance Section Name
01	TEST

Acquittance Rolls are Generated according to Section. Length of this Name should be less than 20 Characters.

To enter New Section, Select Department, Click on <Add>, Enter values in entry boxes followed by Pressing <Enter> key, Then Click on <Save>

CAUTION : Do Not (apostrophe) character with any word such as Ram's etc.

22/02/2012    ADD    SAVE    NEXT    EXIT    **HELP**    13:51:06

Figure 6.8

Click Here

## DIRECTORY DATA: DESIGNATION

**To be used in:** Finance Department, Government of West Bengal

Designation



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Designation



Dsgn. Code	Designation Description	Rank
487	Assistant Electrician	0
481	Daftari	0
486	Electrician	0
485	Head Electrician	0
489	Jr. Operator (lift)	0
488	Jr. Operator (pump)	0
483	Sr. Accounts Clerk	0
492	Sr. Pump Operator	0
480	Sub-assistatn Engineer	0
484	Work Assistant	0
491	Workman	0

22/02/2012

ADD
SAVE
EXIT
HELP

13:52:58

Figure 6.9

This form provides Designation information for a particular department. Here you can add new Designation information by clicking <**ADD**>, then enter record, and Press <**Enter**> Key, then Click <**SAVE**> to save the record. You also can Edit Designation description by clicking appropriate column.

For any help required regarding this Click <HELP>.

**Designation**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : Designation



Dsgn. Code	Designation Description	Rank
487	Assistant Electrician	0
481	Daftari	0
486	Electrician	0
485	Head Electrician	0
To Enter New Designation, Click on < Add>, Enter Description and Press <Enter> Key. Then enter Rank value followed by <Enter> Key. Now Click on <Save>. The Rank indicates the order of Designation at which it comes in the Acting Arrangement Report.		
CAUTION : Do Not (apostrophe) character with any word such as Ram's etc.		
480	Sub-assistatn Engineer	0
484	Work Assistant	0
491	Workman	0

22/02/2012

ADD
SAVE
EXIT
HELP

13:54:03

Click Here

Figure 6.10

## DIRECTORY DATA: LOAN AGENT

**To be used in:** Finance Department, Government of West Bengal

**COSA : Loan Agent Details**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Directory Database : Non-Formal Loan Agent ( viz. SBI House Bldngs.) Info.



\*\*\*\*\* For Loan Types for which Rec.At is OTH in Loans under Master Table \*\*\*\*\*

\* Maximum Length : Agent Name = 20    Agent Address = 50

Loan Description	Code	Agent Name	Agent Address
S.B.I. (HBL-I)	23	S B I(Ali. Court Try	2, Biplabi Kani Bhatt Sarani, Kol.-27
U.B.I., HBL	24	U.B.I., Alipore Br.	Alipore, Kolkata - 27
S.B.I. (HBL-II)	25	S B I (N.S.Rd.Br.)	N.S.Road
SBI (HBL)	26		
UBI, HBL	27	UBI, Royal Exch.Br.	10, N.S. Road, Kol-01

22/02/2012

SAVE
HELP
EXIT

13:55:17

Figure 6.11

This form provides information about Loan types and details of loan agent. If you need any help then click on <HELP> button.

## Chapter – 07: Salary Data

### Main Menu: Salary Data

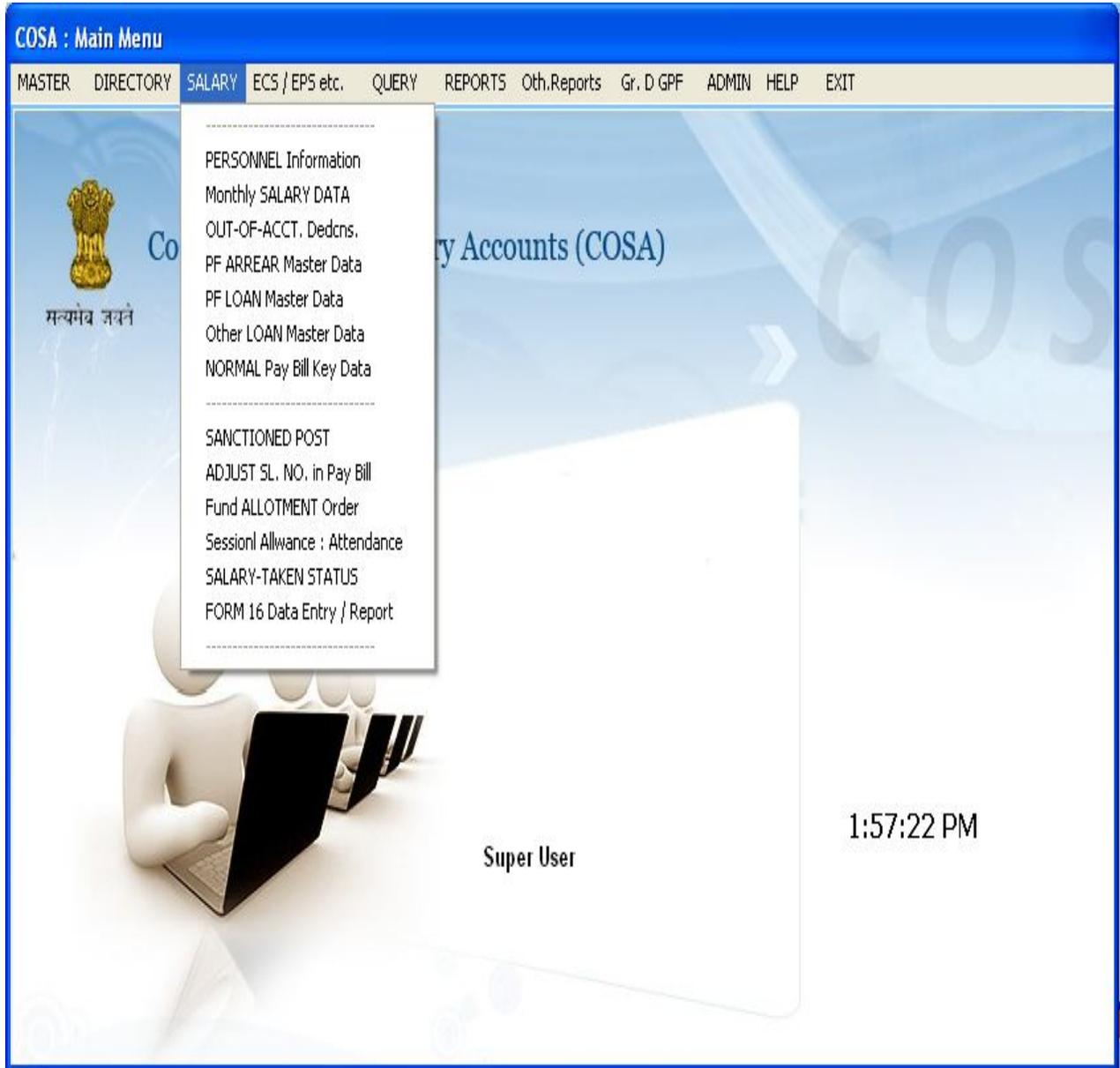


Figure 7.1

**SALARY DATA: PERSONNEL INFORMATION**

**To be used in:** Finance Department, Government of West Bengal

**COSA : Personnel Information**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Personnel Information Data Entry / Update

Employee Id.  ? Salary Month  Salary Year

Emp. Name  Deptt. / C.I.   
Estb. / Instt.

**Key Information** | Personal Details | Bank Acct. Details | Stop Salary

Service Type  Category  Status  Group

ROPA Opt  Pay Scale  Grade Pay

Designation

Acq. Section

Residential Status  Office Buildings  Rent

Basic/ P.B. Pay  Next Incr.Date  Incr.Amount  Opt for M.A.

Personal Scale?  Deputation?  Handicap?  Village Work

GIS Type (83/87)  GIS Group  PF Acct. Type  GPF Group

Serial No. in Bill  BP% as NPA  PAN  UID

Wednesday, February 14:02:05

Click here to get <Details > part

Click Here to add If needed

Figure 7.2

This form provides **key information**. It has four different parts as Key Information, Personal Details, Bank Acct. Details, and Stop Salary. In the above screen Key Information part is shown. Here you can add New designation, New scale, New section and New quarter by Clicking on <New desg.>, <New Scale>, <New Sectn.> and <New Qtr.>

Salary Data: Personnel Information Directory

**COSA : Personnel Information**


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Personnel Information Data Entry / Updation
 

Employee Id.  ? Salary Month  Salary Year

Emp. Name  Deptt. / C.I.   
 Estb. / Instt.

Key Information	Personal Details	Bank Acct. Details	Stop Salary
Date of Birth	<input type="text" value="01/01/1900"/>	ppointment	<input type="text" value="01/01/1900"/>
Employee Religion	<input type="text" value="Hindu"/>	Present Post	<input type="text" value="01/01/1900"/>
Gender	<input type="text" value="Male"/>	Present Office	<input type="text" value="01/01/1900"/>
Caste	<input type="text" value="GEN"/>	Retirement on	<input type="text" value="01/01/1900"/>
Pension Option	<input type="text" value="DCRB"/>	Post Sanction Details	<input type="text"/>
Marital Status	<input type="text" value="Married"/>	Spouse Service Status	<input type="text" value="None"/>
Present Address	<input type="text"/>		
Permnt. Address	<input type="text"/>		
Father's Name	<input type="text"/>	Mother's Name	<input type="text"/>
Spouse's Name	<input type="text"/>	Joining Desgntion.	<input type="text" value="Daftari"/>
Edn. Qualification	<input type="text" value="Class-VIII Pass"/>	Spl. Qlf. If any	<input type="text"/>

Wednesday, February 14:03:29

Figure 7.3

This form provides **Personal Details** in Personal Details part.

## Salary Data: Personnel Information Directory

COSA : Personnel Information			
 GOVERNMENT OF WEST BENGAL SUBURBAN ELECTRICAL DIVISION,PWD Personnel Information Data Entry / Update			
Employee Id.	<input type="text" value="WORKS/WB/32181"/>	Salary Month	<input type="text" value="February"/>
	<input style="border: none;" type="button" value="?"/>	Salary Year	<input type="text" value="2012"/>
Emp. Name	<input type="text" value="SRI PALLAB KHAN"/>	Deptt. / C.I.	<input type="text" value="PUBLIC WORKS DEPARTMENT"/>
		Estb. / Instt.	<input type="text" value="SSKM(H) EL. SUB-DIVN., PWD"/>
Key Information		Bank Acct. Details	
Employee Id. w/o Spl.Chr.	<input type="text" value="WORKSWB32181"/>		
Salary Receiving	<input type="text" value="Cash"/>		
Bank MICR Code	<input type="text" value="700002057"/>		
Bank IFS Code	<input type="text" value="SBIN0003334"/>		
Bank Details	<input type="text" value="STATE BANK OF INDIA, KIDDERPORE (KDP)78,D.H.Rd., Kol-23"/>		
Bank Account No.	<input type="text" value="31924117704"/>		
Name in Bank	<input type="text" value="SRI PALLAB KHAN"/>		
Wednesday, February 14:04:43 <input type="button" value="HELP"/> <input type="button" value="LIST ALL"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> <input type="button" value="CANCEL"/> <input type="button" value="EXIT"/>			

This form provides personal information in **Bank Acct. Details** part.

Salary Data: Personnel Information Directory

COISA : Personnel Information			
 GOVERNMENT OF WEST BENGAL SUBURBAN ELECTRICAL DIVISION,PWD Personnel Information Data Entry / Updation			
Employee Id.	<input type="text" value="WORKS/WB/32181"/>	Salary Month	<input type="text" value="February"/>
Emp. Name	<input type="text" value="SRI PALLAB KHAN"/>	Deptt. / C.I.	<input type="text" value="PUBLIC WORKS DEPARTMENT"/>
		Estb. / Instt.	<input type="text" value="SSKM(H) EL. SUB-DIVN., PWD"/>
Key Information		Stop Salary	
Stop Salary	<input type="text" value="No"/>	* Note * If salary is to be stopped from this Month, then Scroll Data for this Month, then Stop Salary. If Stop Salary is set YES, then the Employee will appear in Pay Bill Inner Sheet with NO Salary (Zero) in this Salary Month. But, Next Month onwards, it will Not appear in Pay Bill. In the Remarks Column of Monthly Salary Data of Current Month, Add Appropriate Comments which will appear in the Inner Sheet of Pay Bill for this Salary Month.	
Reason of Pay Stop	<input type="text" value="Normal Retirement"/>		
Office Order No.	<input type="text"/>		
Office Order Date	<input type="text" value="__/__/__"/>		
Date of Pay Stop	<input type="text" value="__/__/__"/>		
Wednesday, February 14:07:25		<input type="button" value="HELP"/> <input type="button" value="LIST ALL"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> <input type="button" value="CANCEL"/> <input type="button" value="EXIT"/>	

Figure 7.4

**Stop Salary** part shown in the above screen. If you choose yes for stop salary then you have to give reason for salary stop and office order date and date of pay stop.

Salary Data: Personnel Information Directory

**COSA : Personnel Information**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Personnel Information Data Entry / Updation

Employee Id. **WORKS/WB/32181** ? Salary Month **February** Salary Year **2012**

Emp. Name **SRI PALLAB KHAN** Deptt. / C.I. **PUBLIC WORKS DEPARTMENT**  
Estb. / Instt. **SSKM(H) EL. SUB-DIVN., PWD**

Key Information    Personal Details    Bank Acct. Details    **Stop Salary**

Stop Salary **No**

Reason of Pay Stop **Normal Retirement**

Office Order No.

Office Order Date

Date of Pay Stop

\* Note \* If salary is to be stopped from this Month, then Scroll Data for this Month, then Stop Salary. If Stop Salary is set YES, then the Employee will appear in Pay Bill Inner Sheet with NO Salary (Zero) in this Salary Month. But, Next Month onwards, it will Not appear in Pay Bill. In the Remarks Column of Monthly Salary Data of Current Month, Add Appropriate Comments which will appear in the Inner Sheet of Pay Bill for this Salary Month.

Wednesday, February 14:07:25

HELP LIST ALL SAVE NEXT CANCEL EXIT

Figure 7.5

Click here to get list of all

EPS/ECS info. is the final part of personnel information directory. After completing this part then click on <SAVE> to save the record.

## Salary Data: Personnel Information Directory (LIST)

COSA : LIST ALL EMPLOYEES


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 LIST OF ALL EMPLOYEES
 

Department **PUBLIC WORKS DEPARTMENT** Establishment **JUDGES COURT EL. SEC., PWD**

Employee Name	P.F.Account No.	Sl.No.	B.P.(Rs.)	Id.No.	PMonth
SRI TAPASH GHOSH	WORKS/WB/40295	1	9800	000095	12-2012
SRI RUP CHAND SING	WORKS/WB/31429	2	11310	000096	12-2012
SRI NETAI CHANDRA DAS	WORKS/WB/31258	3	11250	000097	12-2012
SRI DULAL KUMAR BOSE	WORKS/WB/36674	4	10410	000098	12-2012
SRI AMLAN DEY	WORKS/WB/36678	5	10410	000099	12-2012
SRI ARUN KUMAR DAS	WC/WB-285	6	9600	000100	12-2012
SRI BIDHAN CHANDRA HALDER	SED/WC-532	7	9510	000101	12-2012
SRI RANJIT SIKARI	SED/WC-531	8	9510	000102	12-2012
SRI GOPAL CHANDRA MAL	SED/WC-564	9	9170	000103	12-2012
SRI SAMIR CHANDRA PAUL	SED/WC-669	10	7470	000104	12-2012
SRI RABINDRA NATH DAS	WORKS/WB-36647	11	10650	000105	12-2012
SRI SUKUMAR DAS	WORKS/WB-36645	12	10070	000106	12-2012
SRI SISIR CHATTERJEE	WORKS/WB-36643	13	9000	000130	12-2012

22/02/2012 Max.Id. 359 **CLOSE** Total No. 30 14:09:04

Figure 7.7

Here List of all Employees are shown. You can get this by selecting proper Department and establishment for which you want to generate employees list.

**SALARY DATA: MONTHLY SALARY DATA**

To be used in: Finance Department, Government of West Bengal

**Monthly Salary Data: Earnings**

Figure 7.8

This form provides information about monthly salary of employees. To see the information first select month, year, department, establishment & PF account no then you see the Earnings information for that employee. You can also see information about Deduction, PF Subs. & loan, Other Loans by clicking the tab. You can see PART salary information, Re-calculate DA & HRA etc, by clicking the corresponding button.

You can add new records by clicking <ADD>, then Click <SAVE> to save the new record.

### Monthly Salary Data: Deduction

COSA : MONTHLY SALARY

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Monthly Salary Data Entry / Updation

Salary Month	February	Deptt./Insttn.	PUBLIC WORKS DEPARTMENT		D	2488
Salary Year	2012	Establishment	SSKM(H) EL. SEC. II, PWD		N	18533
Employee Id.	WORKS/WB/36671	SRI MANTU CHANDRA DAS			O	10363
					P	8170

EARNINGS	<b>DEDUCTION</b>	PF SUBS. & LOAN	OTHER LOANS	REMARKS
----------	------------------	-----------------	-------------	---------

DEDUCTION TYPE	AMOUNT (In Rs.)	Instl.?	Instl.Left
State GIS Insurance 1983	3	N	0
State GIS Savings 1983	5	N	0
Professional tax	130	N	0
Income Tax	2350	N	0

22/02/2012

ADD
SAVE
PREV
NEXT
EXIT
Important
HELP DESK
Refresh Form

Figure 7.9

These deduction parts of monthly salary show you the deductions of amount.

Monthly Salary Data: PF Subs & Loan

COSA : MONTHLY SALARY

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Monthly Salary Data Entry / Updation

Salary Month	February	Deptt./Insttn.	PUBLIC WORKS DEPARTMENT	D	2488
Salary Year	2012	Establishment	SSKM(H) EL. SEC. II, PWD	N	18533
Employee Id.	WORKS/WB/36671	SRI MANTU CHANDRA DAS		O	10363
				P	8170

EARNINGS	DEDUCTION	PF SUBS. & LOAN	OTHER LOANS	REMARKS
PF SUBSCRIPTION	Amount (Rs.) <input style="width: 80px;" type="text" value="0"/>	FROM D.A., IF ANY AMOUNT (Rs.) <input style="width: 80px;" type="text"/>		
PF ARREAR, IF ANY	Installment No. <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Amount (Rs.) <input style="width: 80px;" type="text"/>	Please ensure that Total Installment No.,Total Amount to be Recovered etc. are entered through the PF Arrear / PF Loan Order Menu Option		
PF RECOVERY, IF ANY	Installment No. <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Amount (Rs.) <input style="width: 80px;" type="text"/>	<div style="background-color: #cccccc; padding: 5px; display: inline-block;">PF LOAN MASTER</div>		

22/02/2012

SAVE

PREV

NEXT

EXIT

Important

HELP DESK

Refresh Form

Figure 7.10

### Monthly Salary Data: Other Loans

COSA : MONTHLY SALARY

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
Monthly Salary Data Entry / Updation

Salary Month	February	Deptt./Insttn.	PUBLIC WORKS DEPARTMENT	D	2488
Salary Year	2012	Establishment	SSKM(H) EL. SEC. II, PWD	N	18533
Employee Id.	WORKS/WB/36671	SRI MANTU CHANDRA DAS		O	10363
				P	8170

EARNINGS	DEDUCTION	PF SUBS. & LOAN	OTHER LOANS	REMARKS
----------	-----------	-----------------	-------------	---------

To enter New Data, Click on <Add>, Enter data and Press <Enter> Key, Then Click on <Save>. To Update Data, click on Amount, correct data, press <Enter>, Click <Save>.

LOAN TYPE	INST. No.	RECOVERY AMOUNT (In Rs.)

The following items may be seen on clicking Loan Type items in the above Table. It is a MUST to Enter Principal Loan Amount, Installment Details through the Mem Item OTHER LOAN MASTER DATA under Monthly Salary Data Main Mem Item. Otherwise, PROBLEM follows.

SEE THIS	Total Amount	Total Installment	Current Installment	Cumulative Recovery (Rs.)	<div style="border: 1px solid gray; padding: 2px; background-color: #cccccc;">UPDATE Loan Master</div>
	<input style="width: 80%;" type="text"/>	Enter 999 if it is Not Known (Exmpl. Interest) <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	

22/02/2012

Figure 7.11

## Monthly Salary Data: Remarks

**COSA : MONTHLY SALARY**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
Monthly Salary Data Entry / Updation

Salary Month: February | Deptt./Insttn.: PUBLIC WORKS DEPARTMENT  
Salary Year: 2012 | Establishment: SSKM(H) EL. SEC. II, PWD

Employee Id.: WORKS/WB/36671 | SRI MANTU CHANDRA DAS

D	2488
N	18533
O	10363
P	8170

**REMARKS**

INFORMATION : Click < ADD > Button first to enter new set of REMARKS data , Press < SAVE > to store the information.  
This remarks will appear in the Remarks Column of the Inner Sheet of the Pay Bill

Do NOT use <Enter> key while entering

Remarks, if any: **GPF deduction has been stopped due to retirement on 31.03.2012**  
( 200 Characters Maximum )

CAUTION : Do Not Use ' (apostrophe) character with any word such as Ram's etc.

22/02/2012 **ADD** **SAVE** **PREV** **NEXT** **EXIT** **Important** **HELP DESK** Refresh Form

Figure 7.12

Click Here

In this Remarks part of Monthly Salary Data you can give your remarks if any (it is not mandatory) in the blank place.

## Monthly salary Data: Help Desk

**COSA : HELP DESK**

 **Government of West Bengal**  
**Urban Development Department**  
**HELP DESK**



**HELP DESK**

To Enter New Data, Click on < Add>, Enter data and Press <Enter> Key, Then Click on <Save>

To Update Data, click on Amount, correct data, press <Enter>, Click <Save>.

The 1st item under <Earnings> for any Employee's Salary Should be <Basic Pay / Deputaion Pay>

After Data Entry Operation under any item viz. <Earnings>, <Deduction>, <Loan>, <Remarks> etc., Press <save> Button to Save Data

Suppose, You have Entered & Saved data for any item by Mistake. To Remove that item, Just Update the Amount as 0 and Press <SAVE>

For Doctors (who are eligible for N.P.A.), D.A. item is to be entered after entering of B.P., G.P. and N.P.A.

Formats of the Pay Bill Inner / Outer Sheets and the Schedules are as per directives of the Finance Department, Government of West Bengal. Mr. Apurba Ratan Chakroborty, Joint Director or, Mr. Gautam Chatterjee, Dy. Director, Treasuries & Accounts, Stephen House, Kolkata-1, Phone Nos. 2248 6163/2243 8067 may be contacted, if there is any confusoin relating to the Formats or, Salary Head of Accounts.

**CLOSE**

Figure 7.13

This is Help Desk. If you didn't understand how to enter data in Monthly Salary Data then you can click on <HELP DESK> button to enter records.

## Monthly Salary Data: Part Salary

COSA : MONTHLY SALARY

GOVERNMENT OF WEST BENGAL  
Finance (Accounts)  
Monthly Salary Data Entry / Updation

Salary Month: February Deptt./Insttn.:  
Salary Year: 2011 Establishment:

Employee Id.: txtempcode

EARNINGS DEDUCTION PF SUBS. & LOAN OTHER LOANS REMARKS

**PART Salary** BREAKUP Salary  
Re-Calculate on New BP  
Out-of-Acct. Deductions  
Calculate as per GOI 6th P.C.  
tails

Click on PART SALARY to enter Part salary details

Gross Pay O/A Deduc Rs. Net Payable Rs.

24/02/2012 ADD SAVE PREV NEXT EXIT Important HELP DESK Refresh Form

By Clicking <Part Salary> button in earnings part then you can see the part salary information.

**COSA : MONTHLY SALARY**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Monthly Salary Data Entry / Updation

Salary Month: February Deptt./Insttn. Establishment: SSKM(H) EL. SEC. II, PWD

Salary Year: 2012 Employee Id.: WORKS/WB/36671 SRI MANTU CHANDRA DAS

D	2488
N	18533
O	10363
P	8170

EARNINGS	DEDUCTION	PF SUBS. & LOAN	OTHER LOANS	REMARKS																								
<table border="1"> <thead> <tr> <th>PAY TYPE</th> <th>ELIGIBLE (Rs.)</th> <th>Part ?</th> <th>QUALIFYING (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Basic Pay</td> <td>10650</td> <td>NO</td> <td>10650</td> </tr> <tr> <td>Grade Pay</td> <td>2300</td> <td>NO</td> <td>2300</td> </tr> <tr> <td>Dearness Allowance</td> <td>5828</td> <td>NO</td> <td>5828</td> </tr> <tr> <td>House Rent Allowance</td> <td>1943</td> <td>NO</td> <td>1943</td> </tr> <tr> <td>Medical Allowance</td> <td>300</td> <td>NO</td> <td>300</td> </tr> </tbody> </table>	PAY TYPE	ELIGIBLE (Rs.)	Part ?	QUALIFYING (Rs.)	Basic Pay	10650	NO	10650	Grade Pay	2300	NO	2300	Dearness Allowance	5828	NO	5828	House Rent Allowance	1943	NO	1943	Medical Allowance	300	NO	300				<p>Un Authorised Leave</p> <p>Out of 29 Days Pay For 0 Days OK</p> <p>SAVE ReSet Close HELP</p> <p>Click on save to save earnings part</p>
PAY TYPE	ELIGIBLE (Rs.)	Part ?	QUALIFYING (Rs.)																									
Basic Pay	10650	NO	10650																									
Grade Pay	2300	NO	2300																									
Dearness Allowance	5828	NO	5828																									
House Rent Allowance	1943	NO	1943																									
Medical Allowance	300	NO	300																									
<p>Gross Pay 21021 O/A Deduc Rs. 10363 Net Payable R: 8170</p>																												

22/02/2012 ADD SAVE PREV NEXT EXIT Important HELP DESK Refresh Form

Figure 7.14

Click on SAVE to save your earning part .

**SALARY DATA: Out-Of-ACCT. DEDUCTIONS**

**To be used in:** Finance Department, Government of West Bengal

**COSA : OUT-OF-ACCOUNT DEDUCTIONS FROM MONTHLY SALARY**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD



Out - Of - Account Deductions from Monthly

Salary Month	February	Department	PUBLIC WORKS DEPARTMENT
Salary Year	2012	Establishment	B.G.L. EL. SEC., PWD
GPF Account No.	WC/WB/286	SRI DILIP KUMAR DAS	

DEDUCTION TYPE	AMOUNT (In Rs.)	Instl.?	Instl.Left	Policy No. ,
Co-operative	5538	N	0	

**Total Deductions Towards Out-Of-Account Items Rs.** 5538

22/02/2012 ADD SAVE PREV NEXT EXIT HELP DESK 14:19:59

Figure 7.15

This form provides the out of account deductions from monthly salary. You can add new records by clicking <ADD>, then Click <SAVE> to save the new record.

## SALARY DATA: PF ARREAR MASTER

To be used in: Finance Department, Government of West Bengal

**PF ARREAR MASTER**

 GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Directory Database : PF ARREAR MASTER 

PF Account No.  Employee Name

Press <Tab> key to navigate from one item to another

Total Arrear Amount (Rs.)	<input type="text"/>
Total Installment No.	<input type="text"/>
Order No.	<input type="text"/>
Order Date	<input type="text" value="01/01/1900"/>

Order Date must be in Valid Date Format. If you do not have order date, keep the value 01/01/1900 intact

22/02/2012  
2:21:26 PM

Figure 7.16

**SALARY DATA: PF LOAN MASTER DATA**

**To be used in:** Finance Department, Government of West Bengal

**COSA : PF LOAN MASTER**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
PF LOAN MASTER ENTRY SCREEN



---

Department: **PUBLIC WORKS DEPARTMENT**

Establishment: **B.G.L. EL. SEC., PWD**

PF Account No.: **SED/WC/673**

**SRI DEBASIS MUKHERJEE**

---

**Purpose of P.F. Loan:** **Treatment of Illness of Self/Dependent**

**Total Amount (Rs.):** **40000**

**Total Installment No.:** **20**

**Current Installment No.:** **18**

**Cumulative Recovery (Rs.):** **36000**

**Loan Recovery Status:** **Running** Select Running/ Stopped, then Click in Middle of List Box

**Remarks (100 Characters):**

**Installment No. Breakup**

Sl.	No. of Instt.	@ Rs.
1st	20	2000
Next	0	0
Next	0	0
Next	0	0

---

22/02/2012

SAVE
NEXT
CANCEL
EXIT

2:22:47 PM

Figure 7.17

This is entry form for PF loan for particular employee. Click on <**NEXT**> for the next employee.

**SALARY DATA: OTHER LOAN MASTER DATA**

**To be used in:** Finance Department, Government of West Bengal

**Loan Order Entry**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Loan Order ( Other than P.F. ) Information



Department: PUBLIC WORKS DEPARTMENT      PF Account No.: SED/WC/560

Establishment: B.G.L. EL. SEC., PWD      **SRI TAPAN KUMAR DUTTA**

**Loan Type**: House Building Loan-I BAG

**Total Amount (Rs.)**:  Code/ Roll/ Acct. No.,   
if any

**Total Installment No.**:   
Enter 999 if it is Not Known

**Current Installment No.**:

**Cumulative Recovery (Rs.)**:

**Loan Recovery Status**: Running Select Running/ Stopped, then Click in Middle of List Box

Installment No.		Breakup
Sl.	No. of Instt.	@ Rs.
1st	0	0
Next	0	0

Remarks (100 Characters):

**Total No. of Loans Taken : [ 0 ] ::**

22/02/2012

SAVE
NEXT
CANCEL
EXIT

14:24:50

Figure 7.18

This is Loan Order Information Screen for a particular employee.

**SALARY DATA: NORMAL PAY BILL KEY DATA**

To be used in: Finance Department, Government of West Bengal

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Key Informations for Normal Pay Bills

Pay Month: February | Department: PUBLIC WORKS DEPARTMENT  
Pay Year: 2012 | Establishment: SSKM(H) EL. SEC. II, PWD

Employees Yet To Take Salary

Bill No. and Bill Date must be Entered though it won't Appear in the Pay Bill. AFTERWARDS, Bill No. and Date may be Updated with Exact Data.

Bill Type: Normal Pay Bill | Bill Number: 418of11-12 | Bill Date: 17/02/2012

Sl.	SELECTED Employee Code and Name	Sl.	REJECTED Employee Code and Name
1	WORKS/NWB/39744 :: MASUD RAHAMAN MOLLAH		
2	WORKS/NWB/29184 :: SRI NARAYAN CHANDRA DAS		
3	WC/NWB/231 :: SRI BIKASH KUMAR BANERJEE		
4	WC/NWB/233 :: SRI DEBASISH BHADRA		
5	WC/NWB/334 :: SRI ALOY KUMAR MULLICK		
6	WORKS/NWB/36671 :: SRI MANTU CHANDRA DAS		

Token / T.V. No. | Token / T.V. Date: 01/01/2002  
Cheque No. | Cheque Date: 01/01/2002 | En-Cash Date: 01/01/2002

Remarks, if any

Gross Amt	907737
Ded. + Rec. Amt	174276
NetAmt	733461
O/A Ded Amt	206033
DDO./RBI Amt	527428

SAVE | NEXT | CANCEL | EXIT | README

Figure 7.19

Click here to get next page

This is Key Information form Normal Pay Bills Screen. You can get information about normal Pay bills. First select pay month, pay year, department and establishment, then . You can update existing bill information & also insert new bill information (e.g. Bill no. bill date etc.).

## SALARY DATA: SANCTIONED POST

**To be used in:** Finance Department, Government of West Bengal

### Pay Bill Wise Sanctioned Post & Related G.O. Entry Screen

**COSA : SANCTIONED POST ENTRY**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Pay Bill wise Sanctioned Post and Related G.O.



Salary Month: February Department: PUBLIC WORKS DEPARTMENT

Salary Year: 2012 Establishment: EXCV. ENGR. - I & II

Maximum 20 types of Designation are allowed per Establishment/Pay Bill for effective generation of Outer Sheet of the Pay Bill

Designation	Sanctnd.	G.O. No. and Date
Executive Engineer - I	1	
Executive Engineer - II	1	
Sub-assistatn Engineer	2	
Sr. Accounts Clerk	2	
Daftari	1	

22/02/2012

ADD
SAVE
EXIT

14:29:10

**Figure 7.20**

This form provides information about pay bill wise sanctioned post & related G.O. entry.

First select the salary month & year, department, establishment to see the list. You can add new post by clicking <**ADD**>, you also edit information by clicking corresponding column, then Click <**SAVE**> to save changes.

## SALARY DATA: ADJUST SL. NO. IN PAY BILL

**To be used in:** Finance Department, Government of West Bengal

### Adjust Employee Serial Number in Pay Bill

COSA : ADJUST EMPLOYEE SERIAL NUMBER IN PAY BILL

	Employee Name	Serial No.	G.P.F.Account No.
▶	SRI JAYANTA KUMAR BOSE	1	WORKS/WB/23033
	SRI. PALAS KUMAR BASU	2	WORKS/WB/25765
	SRI JOYDEV GHOSH	3	WORKS/WB/30508
	SRI ARUP KUMAR ASH	4	WORKS/WB/39891
	SRI SUKHENDU MONDAL	5	WORKS/WB/34204
	SRI NRIPATI CHANDRA NASKAR	6	WORKS/WB/37927
	SRI SIBSANKAR GANGULY	7	WORKS/WB/31462
	SRI GAUTAM CHOWDHURY	8	SED/R-653
	SMT REKHA DAS	9	SED/R-696

22/02/2012

ADJUST
EXIT

14:30:21

Figure 7.21

This screen adjusts the employee's serial number in pay bill. Edit the serial no, the click <**Adjust**>.

## SALARY DATA: SALARY TAKEN STATUS

**To be used in:** Finance Department, Government of West Bengal

**COSA : SALARY TAKEN STATUS**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
**SALARY TAKEN STATUS UPDATION**



Salary Month: February ▼

Salary Year: 2012 ▼

Order By NAME

Department: PUBLIC WORKS DEPARTMENT ▼

Establishment: ALIPORE EL. SUB-DIVN., PWD ▼

	Employee Name	Salary Taken	G.P.F.Account No.
▶	SRI. PALAS KUMAR BASU	Y	WORKS/WB/25765
	SRI JOYDEV GHOSH	Y	WORKS/WB/30508
	SRI ARUP KUMAR ASH	Y	WORKS/WB/39891
	SRI SUKHENDU MONDAL	Y	WORKS/WB/34204
	SRI NRIPATI CHANDRA NASKAR	Y	WORKS/WB/37927
	SRI SIBSANKAR GANGULY	Y	WORKS/WB/31462
	SRI GAUTAM CHOWDHURY	Y	SED/R-653
	SMT REKHA DAS	Y	SED/R-696

22/02/2012

SAVE
EXIT

14:31:47

Figure 7.22

In this screen you can see the Salary Taken Status Updating information. Select salary month, salary year, department and establishment, then salary taken status will occurred.

**SALARY DATA: FUND ALLOTMENT ORDER**

**To be used in:** Finance Department, Government of West Bengal

 GOVERNMENT OF WEST BENGAL SUBURBAN ELECTRICAL DIVISION,PWD Fund Allotment Order					
Financial Year	2011-2012	Order Number	12	Order Date	01/01/1900
Major Head	<input type="text"/>	Scheme Head	<input type="text"/>	Allotment Amount in Rs. <input type="text"/>	
Sub Major Head	<input type="text"/>	Voted/Charged	<input type="text"/>		
Minor Head	<input type="text"/>	Deatil Head	<input type="text"/>		
Plan Status	<input type="text"/>	Sub Deatil Head	<input type="text"/>		
2:34:04 PM <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> <input type="button" value="DELETE"/> <input type="button" value="EXIT"/> 22/02/2012					

Figure 7.23

This form informs about the fund allotment orders.

**SALARY DATA: FORM-16 DATA ENTRY/REPORT**

**To be used in:** Finance Department, Government of West Bengal

This is an Income Tax Form-16 Data. Give P.F. account no then click <calculate>, then all information will be seen. This form is salary income information form. Click on <NEXT> to view next employee details.

**COSA : Income Tax Form - 16 Data : <National Informatics Centre :: West Bengal State Centre> Phone. 22143206**

D.D.O.	CAC-PWE-013	P.F.Account No.	NEW APOINTMENT - 1	Alter Table
Department	PUBLIC WORKS DEPARTMENT	Employee Name	SRI RAMEN CHANDRA NASKAR	
Establishment	BHABANI BHAWAN EL. SEC., PWD	PAN No.		
Financial Year	2011-2012			

Click here to see next employee

<input type="button" value="CALCULATE"/>	<input type="button" value="SAVE"/>	<input type="button" value="PREVIOUS"/>	<input type="button" value="NEXT"/>	<input type="button" value="DDO Info"/>	<input type="button" value="Report"/>	<input type="checkbox"/> All Employee	<input type="button" value="EXIT"/>	O/P File Format
------------------------------------------	-------------------------------------	-----------------------------------------	-------------------------------------	-----------------------------------------	---------------------------------------	---------------------------------------	-------------------------------------	-----------------

Salary Income		Chapter VIA	Chapter VI A Contd..	Income Tax
1.	Salary Income	143278	Others , if any	GROSS SALARY 143278
2a.	Fixed Travelling Allowance			0
2b.	HRA Received	13816	Rent Paid 0 Ceiling 0	Exemption 0
2c.	Less ( 2c)			0
2.	Less Allowance to the extent exempted under section 10 ( 2a + 2b+2c )			0
3.	Balance [ 1 - 2 ]			143278
4a.	Stanadard Deduction			0
4b.	Enterainment Allowances			
4c.	Tax on Employment			1320
5.	Aggregate of 4a to 4c			1320
6.	Income Chargable Under the Head Salaries [ 3 - 5 ]			141958
7a.	Add any other			
7b.	Income Reported by the Employee			
7c.				
8.	Less : Loss from House Property			
9.	GROSS TOTAL INCOME [ 6 + ( 7a + 7b + 7c) - 8 ]			141958

Figure 7.24

This is Chapter VI A form. It is a part of Income Tax Form-16 Data.

**COSA : Income Tax Form - 16 Data : <National Informatics Centre :: West Bengal State Centre> Phone. 22143206**

D.D.O.	CAC-PWE-013	P.F.Account No.	NEW APPOINTMENT - 2	Alter Table
Department	PUBLIC WORKS DEPARTMENT	Employee Name	SRI MOHITOSH NASKAR	
Establishment	BHABANI BHAWANI EL. SEC., PWD	PAN No.		
Financial Year	2011-2012			

All Employee

Salary Income	<b>Chapter VIA</b>	Chapter VI A Contd..	Income Tax
---------------	--------------------	----------------------	------------

10A. Under Section 80C, 80CCC, 80CCD		Gross	Rebate
(a)	80C		
i	G.P.F.	10500	10500
ii	G.I.S.	240	240
iii	N.S.C. / Others		0
iv	U.L.I.P. / Others		0
v	H.B.A. Repayment		0
vi	N.S.C. Re-investment		0
vii	P.P.F.		0
viii	L.I.C. Premium		0
ix	Tuition Fees		0
x	Infra-Structure Bond		0
xi	Others		0
	<b>Total of (a)</b>	<b>10740</b>	<b>10740</b>

Figure 7.25

This is Chapter VI A Contd. Form.

**COSA : Income Tax Form - 16 Data : <National Informatics Centre :: West Bengal State Centre> Phone. 22143206**

D.D.O.	CAC-PWE-013	P.F.Account No.	NEW APPOINTMENT - 2	Alter Table
Department	PUBLIC WORKS DEPARTMENT	Employee Name	SRI MOHITOSH NASKAR	
Establishment	BHABANI BHAWAN EL. SEC., PWD	PAN No.		
Financial Year	2011-2012			

All Employee

Salary Income		Chapter VIA		Income Tax	
				Gross	Deduction
(b)	80 CCC				0
(c)	80 CCD				0
10B	Other Sections under Chapter VIA				
10c.	80 D				0
10d.	80 DD				0
10e.	80 DDB				
10f.	80 E				
10g.	80 G				
10h.	80 U				
10i.	Others, Pl. Specify				
11.	Aggregate of Deductable Amount (10A + 10B)			10740	10740
12.	TOTAL TAXABLE INCOME ( 9 - 11 ) [ Rounded to 10 ]				131220
13.	TAX ON TOTAL INCOME				0

Figure 7.26

This is Income Tax part of the Income Tax Form-16 Data.

**COSA : Income Tax Form - 16 Data : <National Informatics Centre :: West Bengal State Centre > Phone. 22143206**

D.D.O.	CAC-PWE-013	P.F.Account No.	NEW APPOINTMENT - 2	Alter Table
Department	PUBLIC WORKS DEPARTMENT	Employee Name	SRI MOHITOSH NASKAR	
Establishment	BHABANI BHAWANI EL. SEC., PWD	PAN No.		
Financial Year	2011-2012			

All Employee

Salary Income		Chapter VIA	Chapter VI A Contd..	Income Tax	
			Gross	Qualifying	Rebate
14	Surcharge : N.A.				0
15	CESS THEREON @3% of (13+14) : N.A.				0
16	TAX PAYABLE ( 13 to 15 )				0
17	RELIEF Under Section 89				
18	Net Tax Payable (16-17)				0
19a	LESS : TAX DEDUCTED AT SOURCE				0
19b	Tax Paid by the Employer Under Section 192(1A)				
<b>20</b>	<b>TAX PAYABLE / REFUNDABLE [ 18 - (19a+19b)]</b>				<b>0</b>

Figure 7.27

## Chapter – 08: ECS/EPS Etc.

### MAIN MENU: ECS/EPS ETC.

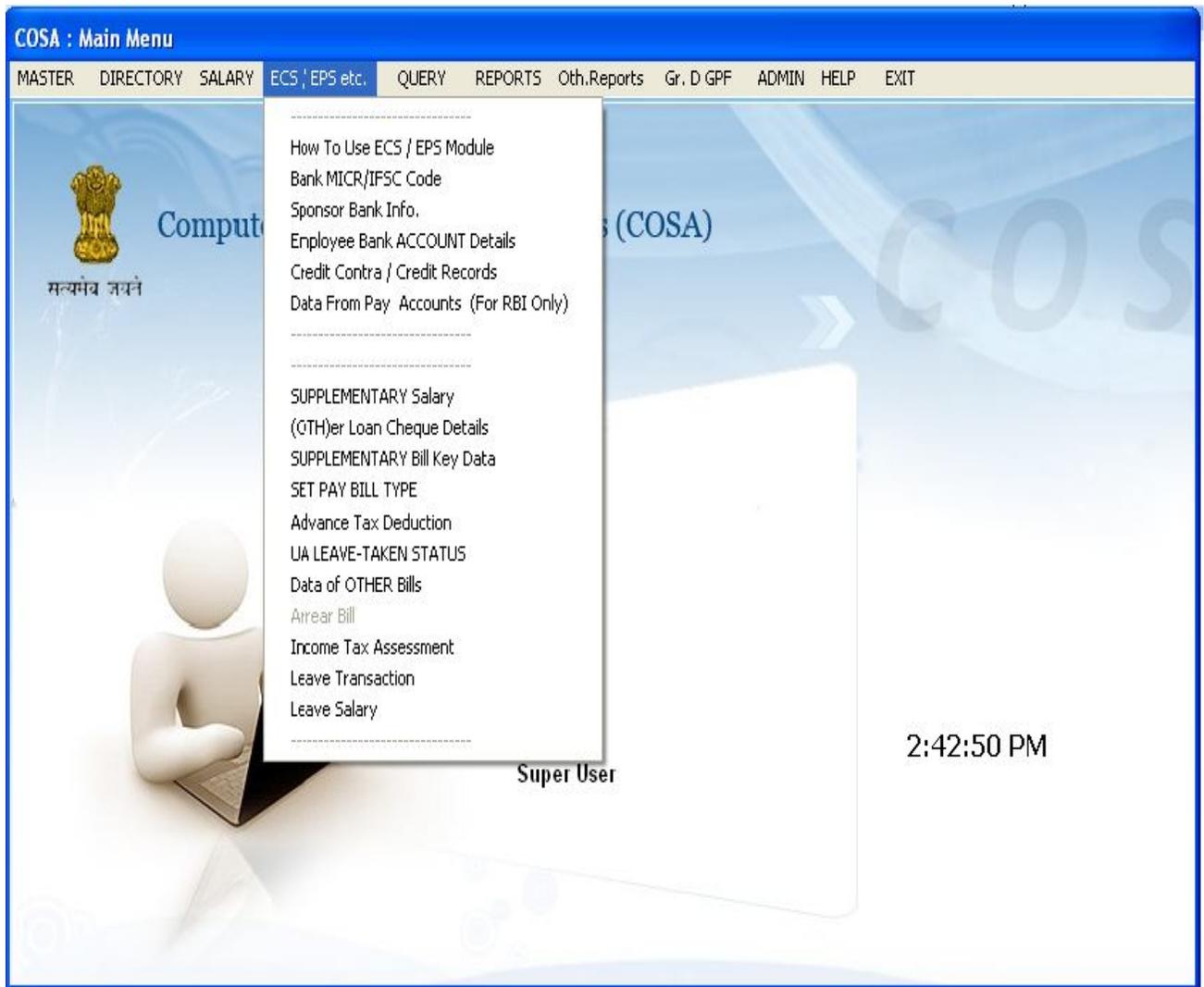


Figure 8.1

**ECS/EPS ETC.: HELP DESK**

**To be used in:** Finance Department, Government of West Bengal

This Help Desk form explains about how to use the ECS/EPS Data.

**COSA : HELP DESK**

 **Government of West Bengal**  
**Urban Development Department**  
**HELP for ECS**



**HELP for ECS / EPS**

Separate the ECS/EPS Bills and put 1 to ECS/EPS field to Master information of establishment

Ensure that your required Bank Branches are entered through Bank Branch Module.

Enter Data in Sponsor Bank Master Information. The Cheque will be issued to the Sponsor Bank & will appear in the Pay Bill Outer Sheet.

Enter BANK account information Employee wise in Personnel Information along with MICR Code, IFS Code.

Generate ECS/EPS report through Credit/Contra Module. ECS/EPS File is to be generated 1st. Then Employee List File is to be generated.

The above two files are to be handed over to Sponsor Bank, the 1st File as Soft Copy and the 2nd File as Hard Copy.

Generation of ECS Mandate File and Updating of Bill No. And Bill Date are required for ECS through RBI Only.

**CLOSE**

**Figure 8.2**

**ECS/EPS ETC.: BANK MICR/IFSC CODE**

**To be used in:** Finance Department, Government of West Bengal

This form defines the Bank Branch Master (MICR, IFS Code) details.

**Establishment**

 **GOVERNMENT OF WEST BENGAL**  
**SUBURBAN ELECTRICAL DIVISION,PWD**  
**Bank Branch Master (MICR, IFS Code)**



City/Town	City Code	Bank Code	Br. Code	Bank Name	Branch Name	Branch Add	IFSC Code
KOLKATA	700	002	000	STATE BANK OF INDIA	STATE BANK OF INDIA		
KOLKATA	700	002	001	STATE BANK OF INDIA	SERVICE BRANCH(SER)		
KOLKATA	700	002	002	STATE BANK OF INDIA	ALIPORE(ALI)	24/1/1/Ali.Rd.Kol-27	SBIN0000004
KOLKATA	700	002	003	STATE BANK OF INDIA	AMHERST STREET(AMH)		
KOLKATA	700	002	004	STATE BANK OF INDIA	B T ROAD(BTR)		
KOLKATA	700	002	005	STATE BANK OF INDIA	B K PAUL AVENUE(BKA)		
KOLKATA	700	002	006	STATE BANK OF INDIA	BAGHAJATIN BAZAR(BAJ)		
KOLKATA	700	002	007	STATE BANK OF INDIA	BAGHABAZAR(BAB)		
KOLKATA	700	002	008	STATE BANK OF INDIA	BAGMARI(BAM)		
KOLKATA	700	002	009	STATE BANK OF INDIA	BAGRI MARKET(BAM)		
KOLKATA	700	002	010	STATE BANK OF INDIA	BALLYGUNGE(BAL)		
KOLKATA	700	002	011	STATE BANK OF INDIA	BALLYGUNGE RLY.STATION(BL)		
KOLKATA	700	002	012	STATE BANK OF INDIA	BEADON STREET(BNS)		
KOLKATA	700	002	013	STATE BANK OF INDIA	B D MILK COLONY(BDM)		
KOLKATA	700	002	014	STATE BANK OF INDIA	BELIAGHATA(BEL)		
KOLKATA	700	002	015	STATE BANK OF INDIA	BEPIN BEHARI GANGULY STREET		
KOLKATA	700	002	016	STATE BANK OF INDIA	BHOWANIPORE(BHW)		
KOLKATA	700	002	017	STATE BANK OF INDIA	BHUREN BOSE AVENUE(BBA)		

22/02/2012      **ADD**      **SAVE**      **EXIT**      14:47:20

Figure 8.3

**ECS/EPS ETC.: SPONSOR BANK INFO.**

**To be used in:** Finance Department, Government of West Bengal

In this form the Designated or Sponsor Bank Information are shown. Here you can add

Designated Bank name and all other details by clicking on **<ADD>** as per your requirements and then click on **<SAVE>** to save records.

COSA : Designated / Sponsor Bank Information for ECS/EPS



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Designated / Sponsor Bank Information for ECS/EPS



Designated Bank	MICR Code	IFS Code	DDO Name	DDO Acct.No.
STATE BANK OF INDIA	700002057	SBIN0003334	xxxx	1212121

22/02/2012

ADD
SAVE
EXIT

14:49:00

Figure 8.4

## ECS/EPS ETC.: EMPLOYEE BANK ACCOUNT DETAILS

**To be used in:** Finance Department, Government of West Bengal

**COSA : Employee Bank Account Details**



**GOVERNMENT OF WEST BENGAL  
PUBLIC WORKS DEPARTMENT  
Employee Bank Account Details**



**Department**  **Salary Month**

**Establishment**  **Salary Year**

Employee Code	Employee Name	MICR Code	IFS Code	Bank Account No	Bank Name
WORKS/WB/43265	SRI DEBANGSU SEKHAR PURKAIT	700002584	SBIN0009167	20096419883	STATE BANK
WC/WB/332	SRI GOURI SANKAR PANDA	700002568	SBIN0001319	31846048598	STATE BANK
WORKS/WB/41150	SRI GOUR MOHAN MONDAL	700002339	SBIN0010541	31850585218	STATE BANK
WORKS/WB/36735	SRI ASHOKE KUMAR BANERJEE	700002584	SBIN0009167	20096419884	STATE BANK
WORKS/WB/36656	SRI JAGADISH CHANDRA MAJHI	700002584	SBIN0009167	20096419827	STATE BANK
WC/WB/318	SRI PRAMATHA NATH HALDER	700002584	SBIN0009167	20096419805	STATE BANK
SED/WC/599	SRI RAMEN NASKAR	700002399	SBIN0012340	31845960811	STATE BANK
SED/WC/576	SRI HRISHIKESH DAS	700002584	SBIN0009167	20096419918	STATE BANK
SED/WC/618	SRI MAHADEV SANPUI	700002584	SBIN0009167	20096419816	STATE BANK
SED/WC/643	SRI INDRAJIT MONDAL	700002584	SBIN0009167	20096419838	STATE BANK
SED/WC/627	SRI ASHOKE KUMAR GHOSH	700002572	SBIN0004701	31843637575	STATE BNK O
SED/WC/647	SRI ASHIS KUMAR MAHAPATRA	700002568	SBIN0001319	31846088767	STATE BANK
SED/WC/633	SRI BIMAL CHANDRA DAS	700002584	SBIN0009167	20096419792	STATE BANK
SED/WC/678	SRI PABITRA KUMAR MANNA	700002584	SBIN0009167	20096419872	STATE BANK
SED/WC/639	SRI SATYA RANJAN PRANANICK	700002584	SBIN0009167	20096419781	STATE BANK
SED/R/694	SRI MALAY MONDAL	700002584	SBIN0009167	20096419861	STATE BANK
NCED/IV/824	SRI PRADIP KUMAR GOSWAMI	700002584	SBIN0009167	20096419907	STATE BANK
NEW APPOINTMENT - 1	SRI RABINDRANATH MONDAL	700002336	SBIN0008772	32078000399	STATE BANK

**Figure 8.5**

**ECS/EPS ETC.: CREDIT CONTRA/CREDIT RECORDS**

**To be used in:** Finance Department, Government of West Bengal

**ECS/EPS FILE Generation Module**

This form informs about the ECS/EPS File Generation. Select department, establishment, month, Year and sponsor then click on <QUERY> to get details. If you want to generate report for a Particular employee then give the employee code in the blank place and before It click on check box (Do You want?). Then click on <Next> to get record.

**COSA : ECS / EPS File Generation Module**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
COSMA : ECS / EPS File Generation Module

Department/C.I. All Departments Month February Year 2012  
 Estb./Instt. All Establishments Sponsor STATE BANK OF INDIA  
 Bank Code All Banks \*\*

Give employee code here

QUERY

Enter Employee Code in below Textbox followed by Clicking Next Button, if you want to generate report for specified  
 Emp. Code [ ] Next Click Here to get Details  
 [ ] Clear

Sl.	Name of the Employee	MICR Code	IFS Code	Bank Account No.	Gross (Rs.)	Ded. (Rs.)	Net (Rs.)
1	MD. ABU HOSSIAN ALI SARDER	700002002	SBIN0000004	31908414626	14412	6968	7444
2	SRI AJOY BANERJEE	700002002	SBIN0000004	31908443238	19436	4148	15288
3	SRI AMIT KUMAR DUTTA	700002002	SBIN0000004	31908440102	14813	3144	11669
4	SRI AMLAN DEY	700002002	SBIN0000004	31904626088	20637	9630	11007
5	SRI ARUN KUMAR DAS	700002002	SBIN0000004	31904625007	19040	10190	8850
6	SRI BIDHAN CHANDRA HALDER	700002002	SBIN0000004	31904624467	18877	6658	12219
7	SRI BIMAL MONDAL	700002002	SBIN0000004	31908437745	20332	8301	12031
8	SRI CHANCHAL BANERJEE	700002002	SBIN0000004	31908433604	18845	2795	16050
<b>TOTALS</b>					<b>4759842</b>	<b>1782825</b>	<b>2977017</b>

Salary Settlement Date 22/02/2012 O/P File Format [ ]  
 Order By Employee GPF\_NO [ ]  
 Generate with MICR Code IFS Code

1. Generate ECS / EPS File 2. Generate ECS / EPS Mandate  
 3. Generate Employee List 4. Verify ECS / EPS File  
 EXIT

Figure 8.6

**ECS/EPS ETC.: SUPPLEMENTARY BILL**

**To be used in:** Finance Department, Government of West Bengal

**COSA : Supplementary Bill**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD



**Supplementary Bill**

Salary Month	February	Department	PUBLIC WORKS DEPARTMENT
Salary Year	2012	Establishment	B.G.L. EL. SEC., PWD

GPF Account No. SED/WC/672 SRI BIJOY KUMAR SHOW

Supplementary Bill for \*\* Days Out of \*\* Days

PAY TYPE	ELIGIBLE : Full Month	QUALIFYING (Rs.)

22/02/2012



14:55:43

Figure 8.7

**ECS/EPS ETC.: INCOME TAX ASSESSMENT**

To be used in: Finance Department, Government of West Bengal

**COSA : Income Tax Assessment**


**GOVERNMENT OF WEST BENGAL**  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Income Tax Assessment

**NIC**

---

Financial Year:  PF Acct. No.:  Name:   
 Res. Address:  PAN:   
 Sex:

Basic Pay	<input type="text" value="116920"/>	+/-	Total	Total Gross Income	<input type="text" value="190376"/>
Dearness Pay	<input type="text" value="0"/>			Less Professional Tax	<input type="text" value="1560"/>
DA	<input type="text" value="52136"/>	Toggle Between Income/ Loss (-)	Total	Total Income (Salary)	<input type="text" value="188816"/>
HRA	<input type="text" value="21320"/>				
Tpt All	<input type="text" value="0"/>	Interest From NSC	<input type="text" value="0"/>		
CCA	<input type="text" value="0"/>	Income / Loss from House Property	<input type="text" value="0"/>		
Others	<input type="text" value="0"/>	Other Source (Income)	<input type="text" value="0"/>		
Misc	<input type="text" value="0"/>				

Figure 8.8

This form defines about the Income Tax Assessment. It has Earnings, Deduction, Rebate U/S 88(Savings), HRA Exemption and Calculate & Print part. You can get those parts by clicking on the tabs.

## ECS/EPS ETC.: UA LEAVE TAKEN STATUS

### Unauthorized leave Taken Status

**To be used in:** Finance Department, Government of West Bengal

This form provides information about unauthorized leave taken status for particular establishment.

**COSA : Unauthorised Leave Status**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
UNAUTHORISED LEAVE TAKEN STATUS



Salary Month: February Department: PUBLIC WORKS DEPARTMENT

Salary Year: 2012 Establishment: ELECTRICAL CONSTN. SEC. - V, PWD

	Employee Name	No. of Days	G.P.F.Account No.
▶	SRI NEMAI CHANDRA SEPAI	0	SED/WC/561
	SRI PARSURAM PROSAD MAHATO	0	SED/WC/542
	SRI UTPALENDU MONDAL	0	WORKS/WB/39848
	SRI NITYAGOPAL KUNDU	0	SED/WC/612
	SRI ANANTA KUMAR PANDA	0	WC/WB/269
	SRI BASUDEB BAGH	0	SED/WC/563
	SRI ASOKE KUMAR GHOSH	0	SED/WC/636
	SRI RAMKRISHNA SANTRA	0	WC/WB/246
	MD. EBADAT MONDAL	0	WC/WB/247

22/02/2012

SAVE
EXIT

14:59:27

Figure 8.9

## Chapter – 09: Query

### QUERY

#### Query Menu

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form shows the sub menus under query.

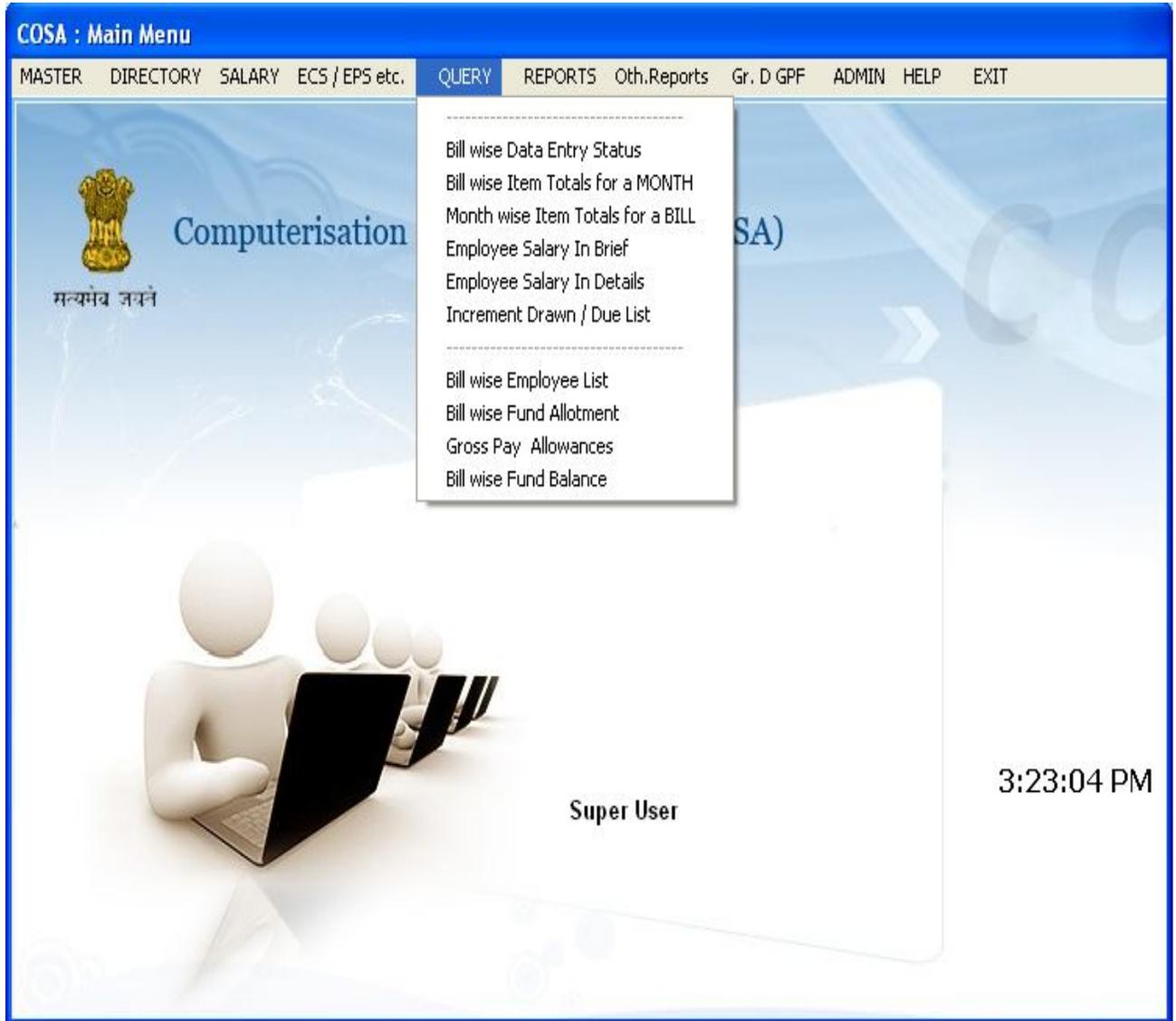


Figure 9.1

## QUERY: BILLWISE DATA ENTRY STATUS

### CHECK CURRENT SALARY MONTH (Screen: 75)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form provides details of current salary month i.e. month upto which salary data is entered into the database.

**COSA : Check Current Salary Month**



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
COSA : Check Current Salary Month



Month Upto which Salary Data is entered into the Database

Sl.No.	Department	Establishment	Month & Year	Tot.No.
1	PUBLIC WORKS DEPARTMENT	EXCV. ENGR. - I & II	February, 2012	0
2	-Do-	DAO OF O/O EE, SED, PWD	February, 2012	0
3	-Do-	ALIPORE EL. SUB-DIVN., PWD	February, 2012	0
4	-Do-	BHABANI BHAWAN EL. SEC., PWD	February, 2012	0
5	-Do-	B.G.L. EL. SEC., PWD	February, 2012	0
6	-Do-	JUDGES COURT EL. SEC., PWD	February, 2012	0
7	-Do-	SSKM(H) EL. SUB-DIVN., PWD	February, 2012	0
8	-Do-	SSKM(H) EL. SEC. II, PWD	February, 2012	0
9	-Do-	ELECTRICAL CONSTN. SEC. - V, PWD	February, 2012	0
10	-Do-	SSKM(H) ELECL. SEC. NO.I	February, 2012	0
11	-Do-	V.H. ELECL. SUB-DIVISION, PWD	February, 2012	0
12	-Do-	D.H. ELECL. SECTION, PWD	February, 2012	0
13	-Do-	V.H. ELECL. SECTION, PWD	February, 2012	0
14	-Do-	BEHALA ELECL. SECTION, PWD	February, 2012	0
15	-Do-	EE-I&II, SUBURBAN EL. DIVN., PWD	November, 2011	9

Figure 9.2

**QUERY: MONTH WISE ITEM TOTALS FOR A BILL**

**MONTH WISE SALARY TOTALS OF A BILL (Screen: 75)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form provides details of current salary month. Select proper department, establishment and financial year then click on <Query> to get month wise salary totals of a bill.

**COSA : MONTH WISE SALARY TOTALS FOR A PARTICULAR BILL**


**GOVERNMENT OF WEST BENGAL**  
**SUBURBAN ELECTRICAL DIVISION,PWD**  
**MONTH WISE SALARY TOTALS OF A BILL**


Department: **PUBLIC WORKS DEPARTMENT**      Financial Year: **2011-2012**      **QUERY**      **EXIT**  
 Establishment: **B.G.L. EL. SEC., PWD**      (Amounts in Rs.)

Sl.	Salary Month	Gross Salary	Deductions	Net Salary	O/Acct.Dedctn.	Net Payable Amt.
1	March , 2011-2012	204784.00	58665.00	146119.00	0.00	146119.00
2	April , 2011-2012	204784.00	56835.00	147949.00	0.00	147949.00
3	May , 2011-2012	204784.00	52316.00	152468.00	0.00	152468.00
4	June , 2011-2012	204784.00	52316.00	152468.00	0.00	152468.00
5	July , 2011-2012	210874.00	51356.00	159518.00	0.00	159518.00
6	August , 2011-2012	210874.00	51356.00	159518.00	0.00	159518.00
7	September , 2011-2012	210874.00	46856.00	164018.00	54181.00	109837.00
8	October , 2011-2012	210874.00	48106.00	162768.00	47820.00	114948.00
9	November , 2011-2012	210874.00	42106.00	168768.00	45262.00	123506.00
10	December , 2011-2012	192064.00	41968.00	150096.00	47622.00	102474.00
11	January , 2011-2012	204648.00	42988.00	161660.00	47099.00	114561.00
12	February , 2011-2012	185803.00	42850.00	142953.00	50752.00	92201.00
		<b>2456021.00</b>	<b>587718.00</b>	<b>1868303.00</b>	<b>292736.00</b>	<b>1575567.00</b>

[Click Here](#)

Figure 9.3

**QUERY: EMPLOYEE SALARY IN BRIEF**

**SALARY BILL GIST (Screen: 75)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This query form provides information of gist salary bill. It shows gross salary, Deduction & Net Salary for a particular Establishment in a given month & year.

Form3


 GOVERNMENT OF WEST BENGAL  
 PUBLIC WORKS DEPARTMENT  
 SALARY BILL GIST
 

Department: PUBLIC WORKS DEPARTMENT    Salary Month: February  
 Establishment: B.G.L. EL. SEC., PWD    Salary Year: 2012

Click Here

Sl.	Name of the Employee	Gross Salary (Rs.)	Deductions (Rs.)	Net Salary (Rs.)
1	SRI DILIP KUMAR DAS	18624	7500	11124
2	SRI SANTI RAM MONDAL	19788	5138	14650
3	SRI KANAI DAS	19436	8138	11298
4	SRI BISWANATH SARKAR	19101	4138	14963
5	SRI SANTOSH KUMAR SAHA	19773	4138	15635
6	SRI LAKSHMI KANTA BISWAS	19436	6138	13298
7	SRI KANAI LAL MAITY	0	0	0
8	SRI SANKAR KUMAR GHOSH	14412	1120	13292
9	SRI BIJOY KUMAR SHOW	15037	1140	13897
10	SRI DEBASIS MUKHERJEE	14604	2660	11944
11	SRI JHANTU DAS	14412	1620	12792
12	SRI PULAK CHAKRABORTY	11180	1120	10060
		185803	42850	142953

Figure 9.4

**QUERY: EMPLOYEE SALARY IN DETAILS**

**Query: SALARY DETAILS SNAPSHOT (Screen: 75)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This provides details salary bill. You can get Basic pay, dearness allowances, different deductions, & net salary information for particular employee. You have to first select department then establishment and then proper month and year. Then click on <QUERY> to get the salary in details.

The screenshot shows a web-based form titled 'Form3' for the Government of West Bengal, Public Works Department. It includes fields for Department (PUBLIC WORKS DEPARTMENT), Establishment (B.G.L. EL. SEC., PWD), Salary Month (February), and Salary Year (2012). A 'QUERY' button is highlighted with a callout box that says 'Click Here'. Below the form is a table with the following data:

Sl.	Name of the Employee	Item	Amount (Rs.)
1	SRI DILIP KUMAR DAS	Basic Pay	9340
		Dearness Allowance	5238
		House Rent Allowance	1746
		Grade Pay	2300
		<b>GROSS SALARY</b>	<b>18624</b>
		PF Subscription	1000
		PF Loan Recovery	1250
		State GIS Insurance 1983	3
		State GIS Savings 1983	5
		Professional tax	130
		U.B.I., HBL	5112
		<b>TOTAL DEDUCTION</b>	<b>7500</b>

At the bottom of the form, there are two summary boxes: one containing '185803' and another containing '142953'.

Figure 9.5

**QUERY: INCREMENT DRAWN /DUE LIST**

**Query: PAY INCREMENT MONTH SCREEN (Screen: 76)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This is pay increment screen. You can get increment information for each employee for a given month & year. You have to first select department then establishment and then proper month and year. Then select Incr. Date Type Due/Drawn .Then click on <QUERY> to get the salary in details.

COSA : INCREMENT DATE


 GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Pay Increment Month
 

**Department** PUBLIC WORKS DEPARTMENT    **Salary Month** February    2012  
**Establishment** B.G.L. EL. SEC., PWD    **Incr. Date Type** Due Date

Sl.No.	PF Code	Employee Name	Basic Pay	Incr.Amt.	Incr.Due on
1	WC/WB/286	SRI DILIP KUMAR DAS	9340	350	01/07/2012
2	SED/WC/540	SRI SANTI RAM MONDAL	9880	370	01/07/2012
3	WC/WB/279	SRI KANAI DAS	9860	360	01/07/2012
4	WC/WB/283	SRI BISWANATH SARKAR	9650	360	01/07/2012
5	WC/WB/302	SRI SANTOSH KUMAR SAHA	10070	370	01/07/2012
6	WC/WB/308	SRI LAKSHMI KANTA BISWAS	9860	360	01/07/2012
7	SED/WC/537	SRI KANAI LAL MAITY	9490	350	01/07/2012
8	SED/R-680	SRI SANKAR KUMAR GHOSH	7020	270	01/07/2012
9	SED/WC/672	SRI BIJOY KUMAR SHOW	7410	280	01/07/2012
10	SED/WC/673	SRI DEBASIS MUKHERJEE	7140	270	01/07/2012
11	SED/R-681	SRI JHANTU DAS	7020	270	01/07/2012
12	WORKS/WB/45598	SRI PIH AK CHAKRABORTY	5100	210	01/07/2012

Click Here

Figure 9.6

**QUERY: BILL WISE EMPLOYEE LIST**

Query: PERSONNEL DETAILS INFORMATION (Screen: 77)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form shows personnel Details Information. First select department, establishment, month, year then Click <Show Details> to see the detail employees' information. Scroll the grid to the right to see all personnel information. You can export the report into excel by clicking on the button <Export To Excel>.

GOVERNMENT OF WEST BENGAL  
PUBLIC WORKS DEPARTMENT  
PERSONNEL DETAILS INFORMATION

NIC

Department PUBLIC WORKS DEPARTMENT Salary Month February  
Establishment B.G.L. EL. SEC., PWD Salary Year 2012

List only Emp. Code & Name  List only those Retiring on this Month

Show Details Export to Excel Exit to Main Menu

Figure 9.7

Click Here

**QUERY: BILLWISE FUND ALLOTMENT**

Query: ON FUND ALLOTMENT SCREEN (Screen: 78)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form provides information about Query wise fund allotment for a given financial year. Select proper financial year in which you want to get information about fund allotment.

COXA : Query on Fund Allotment

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Query On Fund Allotment

Financial Year 2011-2012

[Redacted]					

EXIT NEXT Total Amount(Rs):

Figure 9.8

**QUERY: GROSS PAY ALLOWANCES**

**Query: ON FUND EXPENDITURE (Screen: 79)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form provides information about on Fund Expenditure for a particular financial year. Scroll the grid to right to see total information. Select proper financial year in which you want to get information about fund expenditure.

gru\_financial\_year

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION  
Query On Fund Expenditure

Financial Year: 2011-2012

	Month	Year	Major_Head	Sub_major_Head	Min

EXIT NEXT

Figure 9.9

## Chapter – 10: Reports

### REPORTS

#### MAIN MENU: REPORTS (Screen: 80)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This is the menu structure. This screen shot shows the sub menus of REPORT menu.

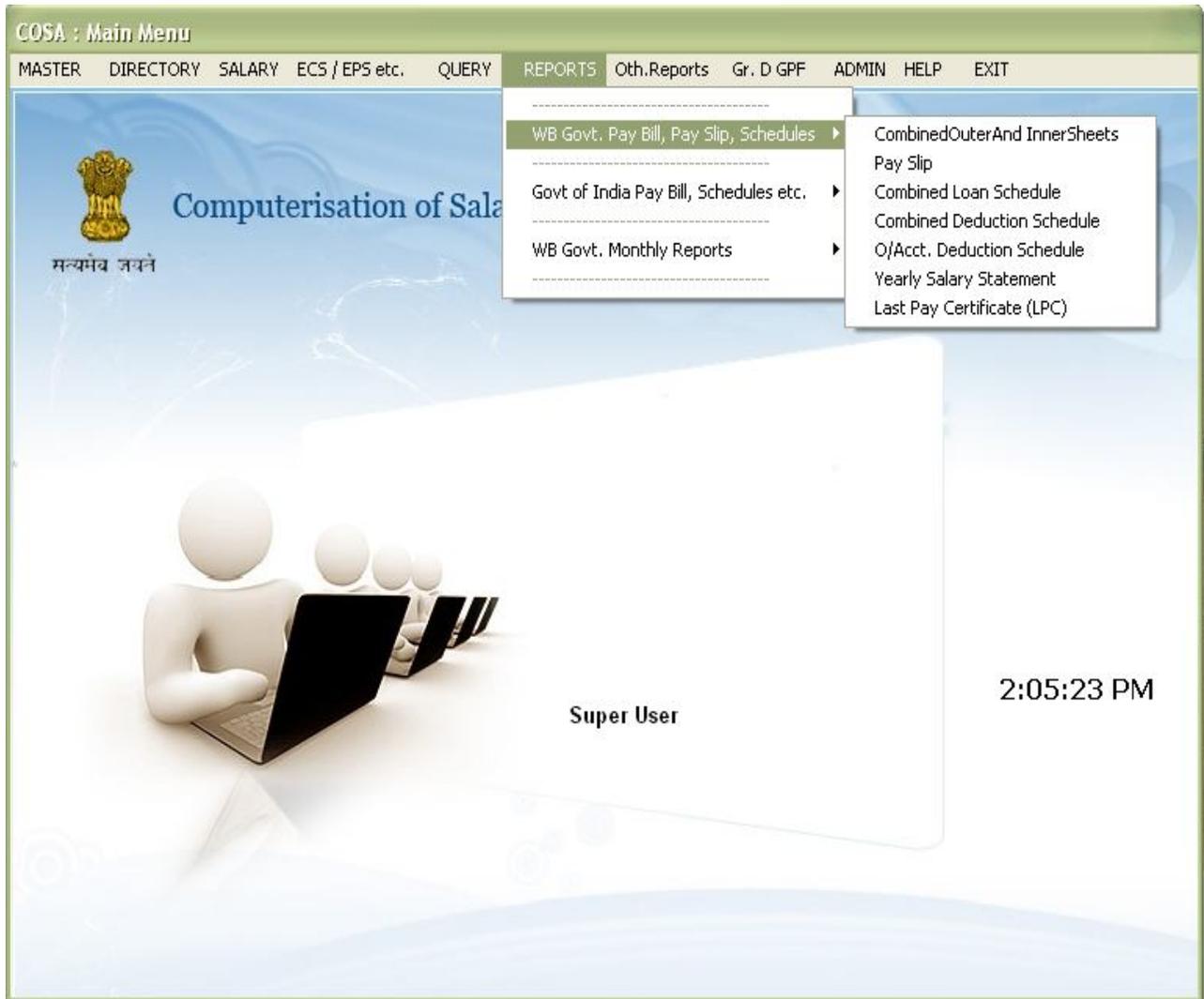


Figure 10.1

**REPORT: WB GOVT. MONTHLY REPORTS:PAY BILL INNER & OUTER**

(Screen: 81)

COSA : Pay Bill Outer and Inner Sheet

 Government of West Bengal  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Pay Bill Outer Sheet 

Department	PUBLIC WORKS DEPARTMENT	
Establishment	B.G.L. EL. SEC., PWD	
Pay Year	2012	
Pay Month	February	
Bill No. & Date	424of11-12    Dt. 20/02/2012	
Cheque in fav. of	STATE BANK OF INDIA	
Output File Format	MSWord	Show Page Brought Forward ? <input type="checkbox"/>
Show OTH Loan Type ?	<input checked="" type="checkbox"/>	Show Page Carry Forward ? <input type="checkbox"/>
Print Acting Arrangement Separately?	<input type="checkbox"/>	Line Nos. / Employee 10

Print Bill No. / Bill Date ? Y	Two Part (A4) ? <input type="checkbox"/>	Line Nos. / Output Page 45
--------------------------------	------------------------------------------	----------------------------

Seckt. Bill No Format <input checked="" type="checkbox"/>	Include Page Eject Character ? <input checked="" type="checkbox"/>
For Correct Format, Font Size should be : 8	Print Expend. Including This Bill <input type="checkbox"/>

Font Size 8

Figure 10.2

## GENERATION MODULE FOR PAY BILL OUTER SHEET (Screen: 83)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** To generate Pay Bill Outer Sheet first select department, establishment, year, month, bill no & date, then Click <Outer Sheet> button to create & see the pay bill outer sheet report. This report is in text format. You can select the output file format as your requirement.

(T.R. Form No.18) : PAYBILL : (Vide T.R.No.4.095) [B12005]  
 Pay Bill of Permanent/Temp. Establishment of B.G.L. EL. SEC., PWD for the month FEBRUARY, year 2012

DDO Code :-	Pay & Allowances	Amount in Rs.	Part-I (To be adjusted by Principal Accountant General)	
CAC-PWE-013				
DDO Designation and Office Address :-				
EXECUTIVE ENGINEER-I	01 - Band/Basic Pay	92350	8009-01-101-001-19 GPF other than group D	29250.00
SUBURBAN ELECTRICAL DIVISION, PWD	14 - Grade Pay	21900	8009-01-104-001-19 A.I.S.G.P.F.	0.00
Head/Acct.: 2059-80-001-NP-004-V-01			8009-01-104-001-19 A.I.S.G.P.F.	0.00
	Pay (Total)	114250		
			(B) Total Deduction (Part-I)	29250.00
	02 - D.A.	51414		
Department Code: 03 - House Rent Allowance	17139		(C) Treasury Gross: (A-B)	156553.00
Demand No.: 12 - Medical Allowance	3000		[As per G. (Cheque Details)]	
Bill No. & Date: B12005			Part-II ( To be adjusted by Treasury [PAO] )	
Token/TV No. & Dt:	Allowances (Total)	71553		
			8009-01-101-002-19 G.P.F. (Group-D)	7040.00
Certified that :-	A. Gross Payment	185803	0028-00-107-001-03 Professional tax	1350.00
1. All emoluments included in Bills Drawn within last three months have been disbursed to proper persons.			8011-00-107-001-19 State GIS Insurance 1983	18.00
			8011-00-107-002-19 State GIS Savings 1983	30.00
	Allotment during Fin. Year 2011-2012:-		8011-00-107-004-19 State GIS Insurance 1987	15.00
2. House rent allowance has been claimed as per rates approved by the Govt. and half-yearly verification of rent has been made by the controlling officer.			8011-00-107-005-19 State GIS Savings 1987	35.00
No house rent allowance has been drawn for persons who are in occupation of rent free government quarters.	Tot. Allotment till Date(A)		(D) Total Deduction (Part-II)	8488.00
	Expend. Incld. this Bill(B)		(E) Net Payment : (C-D)	148065.00
	Balance Amount (A - B)		(Rupees One Lakh(s) Forty Eight Thousand Sixty Five Only)	
3. Dearness pay and /or any other kind of pay, dearness allowance, med. allowance and other allowances have been claimed as per approved rate of the Government.			Acting Arrangement	
4. Increment pay on promotion, leave salary/subsistence allowance have been claimed in the bill as per existing rule & orders and noted in the service books, where necessary.	G. Cheque Details:		Designation	Sanctd.   Filled   Vacant.
	1. STATE BANK OF INDIA	92201		
	2. U.B.I., Alipore Br.	5112	Data Missing in the Acting Arrangement Table	
	3. PWD(EL)WORKERS COPR.SOLTD	50752		
5. All persons whose names are omitted				

Figure 10.3

### GENERATION MODULE FOR PAY BILL INNER SHEET (Screen: 84)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** To generate Pay Bill Inner Sheet first select department, establishment, year, month, bill no & date, then Click <Inner Sheet> button to create & see the report. This report is in text format. You can select the output file format as your requirement.

#### TEXT REPORT: PAY BILL INNER

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This is the text report format of Pay Bill Inner.

PAY BILL INNER SHEET										
Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL, 75, DIAMOND HARBOUR ROAD, KOLKATA-23 Establishment : B.G.										
Head of Account : 2059-80-001-NP-004-V-01 D.D.O. Designation : EXECUTIVE ENGINEER-I D.D.O. Code : CAC-PWE-013										
Pay Month & Year : February 2012 Bill No. & Date : B12005										
Sl. No.	Provident A/c No./Emp. Group	DUES			Total Due	DEDUCTIONS & RECOVERIES			Total Dedn.	Net Amount
1	2	3	4	5	6	7	8	9	10	11
1	WC/WB/286	Grp. C.B.P. : 9340			18624	PF : 1000	PTX: 130	PFrc: 1250 ( 5/ 24)	13038	5586
	SRI DILIP KUMAR DAS	Grp: 2300				I83: 3		U.T.: 5112 ( 52/ 84)		
	Electrician	DA: 5238				S83: 5		COP : 5538		
	(5400-25200)	HRA: 1746								
2	SED/WC/540	Grp. C.B.P. : 9880			19788	PF : 5000	PTX: 130	COP : 8538	13676	6112
	SRI SANTI RAM MONDAL	Grp: 2300				I83: 3				
	Electrician	DA: 5481				S83: 5				
	(5400-25200)	HRA: 1827								
		MA: 300								

Figure 10.4

**REPORT:WB GOVT. MONTHLY REPORTS:PAY SLIP**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for pay slip for a particular establishment on given month & year. To generate report for pay slip first select department, establishment, year, month, then Click <Generate> button to create & see the report. This report is in MSword format.

**REPORT GENERATION MODULE FOR PAY SLIP(Screen: 85)**

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Pay Slip with Cumulative

**Department** PUBLIC WORKS DEPARTMENT

**Employee SeLECTION**  
 Establishment Wise  
 Section Wise  
 Total Department  
 B.G.L. EL. SEC., PWD

**Pay Year & Month** 2012 February

**Pay Slip Initial Sl. No.** 001

**Pay Slip For**  
 All Employees As Per Selection  
 Employees YET To Take Salary  
 A Particular Employee

Designation as per department

Include Page Eject Character ?

Pay Slip With Cumulative

Output File Format MSWord

GENERATE PRINT EXIT

Click Here

Figure 10.5

**TEXT REPORT ON PAY SLIP(Screen: 86)**

**To be used in:** Finance Department, Government of West Bengal

GOVERNMENT OF WEST BENGAL SUBURBAN ELECTRICAL DIVISION, PWD, 75, DIAMOND HARBOUR ROAD, KOLKATA-23						<NIC-COSA>  001
Department : PUBLIC WORKS DEPARTMENT G.F. A/C.No. : WC/WB/286 PAN : ANRPD3394E Name : SRI DILIP KUMAR DAS Designation : ELECTRICIAN Scale : 5400-25200 GROUP : C	PAY SLIP   February, 2012	Bill No. : 424of11-12 Bill Date : 20/02/2012 Token No. : Token Date : 01/01/2002 Net Bill Amt.: Rs. 148065/-  B.G.L. EL. SEC., PWD				

Earnings(Rs.)			Deductions(Rs.)			Recoveries of Loan(Rs.)				Out/Acct.Ded.(Rs.)			
Item	Amount	Cumulative	Item	Amount	Cumulative	Item	Inst.No.	Amount	Cumulative	Balance	Item	Amount	
BP	9340.00	110720.00	PF	1000.00	12000.00	PF	5/ 24	1250.00	6250.00	23750.00	COP	5538.00	
GrP	2300.00	27600.00	I83	3.00	36.00	UBI	52/ 84	5112.00	265824.00	168696.00			
DA	5238.00	50740.00	S83	5.00	60.00								
HRA	1746.00	20748.00	PTX	130.00	1560.00								
-----			-----			-----			-----			-----	
Tot	18624.00	209808.00	Tot	1138.00	13656.00	Tot		6362.00			Tot	5538.00	
-----													
Net Pay: Rs. 5586.00 (Rupees Five Thousand Five Hundred Eighty Six Only)													
-----													
BP:Basic Pay * GrP:Grade Pay * DA:Dearness Allowance * HRA:House Rent Allowance * I83:State GIS Insurance 1983 * S83:State GIS Savings - 1983 * PTX:Professional tax * UBI:U.B.I., HBL * COP:Co-operative *													

EXECUTIVE ENGINEER-I

**Figure 10.6**

**REPORT:WB GOVT. Pay Bills,Pay Slips,Schedules:Combined Loan Schedules**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for Combined Loan Schedules for a particular establishment on given month & year. To generate report for Combined Loan Schedules first select department, establishment, year, month,Bill No & Date then Click <Generate> button to create & see the report. This report is in MSword format.

**REPORT GENERATION MODULE FOR COMBINED LOAN SCHEDULES (Screen: 87)**

GOI COMBINED LOAN

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Loan Schedules

**Select Department** PUBLIC WORKS DEPARTMENT

**Select Establishment** B.G.L. EL. SEC., PWD

**Select Year** 2012 Print Bill No. / Bill Date ? N

**Select Month** February Print Input Statement ?

**Select Bill No. & Date** 424of11-12 \* Dt. 20/02/2012

Include Page Eject Character ?  **Output File Format** MSWord β **Line Nos. / Output Page** 100

**Select the Loan Items for which you want to generate the Schedule**

Code	SELECTED Salary Loan Items	Code	REJECTED Salary Loan Items
24	U.B.I., HBL	01	House Building Loan-I
		02	House Building Loan-II
		13	Interest on H.B. Loan - 1

**GENERATE** **PRINT** **EXIT**

Click Here

Figure 10.7

**TEXT REPORT ON COMBINED LOAN SCHEDULE (Screen: 88)**

**To be used in:** Finance Department, Government of West Bengal

Form No. : ANNEXURE - 3  
 Schedule for : Repayment Broadsheet in respect of U.B.I., HBL  
 Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 Pay Month & Year: February, 2012  
 Cheque No. : ~~~~~  
 Bill No. & Date :

Sl. No.	Name	Principal	Recoverd.	Inst.mnt.	Amount
	Designation & Loan Acct. No.	Amount(Rs)	Total (Rs)	Number	(Rs.)
1	SRI DILIP KUMAR DAS	434520	265824	52/ 84	5112
	Electrician				
		GRAND TOTAL			5112

( Total : Rupees Five Thousand One Hundred Twelve Only )

Date : \_\_\_\_\_ ( Signature of EXECUTIVE ENGINEER-I )

\*\* 3:03:20 PM, 23/02/2012 \*\* COSA : N.I.C., WBSC \*\* Page No. : 1 \*\*

Figure 10.8

**REPORT:WB GOVT. Pay Bills,Pay Slips,Schedules:Combined Deduction Schedules**

**To be used in:** Finance Department, Government of West Bengal  
**Purpose:** This screen is used to generate report for Combined Deduction Schedules for a particular establishment on given month & year. To generate report for Combined Loan Schedules first select department, establishment, year, month,Bill No & Date then Click <Generate> button to create & see the report. This report is in MSword format

**REPORT GENERATION MODULE FOR COMBINED DEDUCTION SCHEDULES(Screen: 89)**

GOI COMBINED DEDUCTION

GOVERNMENT OF WEST BENGAL  
 SUBURBAN ELECTRICAL DIVISION,PWD  
 Generation Module for Deduction Schedules

Select Department: PUBLIC WORKS DEPARTMENT  
 Select Establishment: B.G.L. EL. SEC., PWD  
 Select Year: 2012  
 Select Month: February  
 Select Bill No. & Date: 424of11-12 \* Dt. 20/02/2012

Line Nos. / Page Body: 60  
 Output File Format: MSWord  
 Include Page Eject Character ?

Show PF Deduction ?     Generate GPF FrontPage ?

Select the Deduction Items for which you want to generate the Schedule

Code	SELECTED Salary Deduction Items	Code	REJECTED Salary Deduction Items
05	Professional tax	01	State GIS Insurance 1983
		02	State GIS Savings 1983
		03	State GIS Insurance 1987

Buttons: GENERATE, PRINT, EXIT

Click Here

Figure 10.9

**TEXT REPORT ON COMBINED DEDUCTION SCHEDULE (Screen: 90)****To be used in:** Finance Department, Government of West Bengal

Schedule for : PROFESSIONAL TAX  
 Head of Account : 0028-00-107-001-03-00  
 Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
                   75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 D.D.O. Code : CAC-PWE-013  
 Pay Month & Year: February, 2012  
 Bill No. & Date :

Sl. No.	Name	Designation	Amount (Rs.)
1	SRI DILIP KUMAR DAS	Electrician	130.00
2	SRI SANTI RAM MONDAL	Electrician	130.00
3	SRI KANAI DAS	Assistant Electrician	130.00
4	SRI BISWANATH SARKAR	Sr. Pump Operator	130.00
5	SRI SANTOSH KUMAR SAHA	Semior Workman	130.00
6	SRI LAKSHMI KANTA BISWAS	Semior Workman	130.00
8	SRI SANKAR KUMAR GHOSH	Workman	110.00
9	SRI BIJOY KUMAR SHOW	Semior Workman	130.00
10	SRI DEBASIS MUKHERJEE	Workman	110.00
11	SRI JHANTU DAS	Workman	110.00
12	SRI PULAK CHAKRABORTY	Workman	110.00
		GRAND TOTAL	1350.00

**Figure 10.10**

**REPORT:WB GOVT. Pay Bills,Pay Slips,Schedules:O/Acct. Deduction Schedules**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for O/Acct. Deduction Schedules for a particular establishment on given month & year. To generate report for Combined Loan Schedules first select department, establishment, year, month,Bill No & Date then Click <Generate> button to create & see the report. This report is in MSword format.

**REPORT GENERATION MODULE FOR O/ACCNT. DEDUCTION SCHEDULES(Screen: 91)**

COSA : Out-Of-Account Deduction Schedule



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Out-of-Account Deduction



**Select Department** PUBLIC WORKS DEPARTMENT

**Select Establishment** B.G.L. EL. SEC., PWD

**Select Year** 2012

**Select Month** February

**Select Bill No. & Date** 424of11-12 \* Dt. 20/02/2012

Include Page Eject Character ?

Line Nos. / Output Page 60

**Select the Loan Items for which you want to generate the Schedule**

Code	SELECTED Salary Loan Items
02	Co-operative

>> > << <

Refresh

Code	REJECTED Salary Loan Items

Output File Format MSWord

GENERATE
EXIT

Click Here

Figure 10.11

**TEXT REPORT ON O/ACNT. DEDUCTION SCHEDULE(Screen: 92)****To be used in:** Finance Department, Government of West Bengal

Schedule for : CO-OPERATIVE  
 Department : GOVERNMENT OF WEST BENGAL,PUBLIC WORKS DEPARTMENT  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 D.D.O. Code : CAC-PWE-013  
 Pay Month & Year: February, 2012  
 Bill No. & Date : 424of11-12 , 20/02/2012

S/No.	Employee Name & Policy No.,if any	Designation	Amount (Rs.)
1	SRI DILIP KUMAR DAS	Electrician	5538.00
2	SRI SANTI RAM MONDAL	Electrician	8538.00
3	SRI KANAI DAS	Assistant Electrician	2730.00
4	SRI BISWANATH SARKAR	Sr. Pump Operator	8277.00
5	SRI SANTOSH KUMAR SAHA	Senior Workman	100.00
6	SRI LAKSHMI KANTA BISWAS	Senior Workman	5835.00
8	SRI SANKAR KUMAR GHOSH	Workman	3385.00
9	SRI BIJOY KUMAR SHOW	Senior Workman	4475.00
10	SRI DEBASIS MUKHERJEE	Workman	5889.00
11	SRI JHANTU DAS	Workman	5945.00
12	SRI PULAK CHAKRABORTY	Workman	40.00
		GRAND TOTAL	50752.00

(Total : Rupees Fifty Thousand Seven Hundred Fifty Two Only )

Date : \_\_\_\_\_ ( Signature of D. D. O. )

\*\* 3:57:56 PM, 23/02/2012 \*\* COSA : N.I.C., WBSC \*\* Page No. : 1 \*\*

Figure 10.12

## REPORT:WB GOVT. Pay Bills,Pay Slips,Schedules:Yearly Salary Statement

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for Yearly Salary Statement for a particular establishment on given month & year. To generate report for Combined Loan Schedules first select department, establishment, year, month,Bill No & Date then Click <Generate> button to create & see the report. This report is in MSword format.

### REPORT GENERATION MODULE FOR YEARLY SALARY STATEMENT(Screen: 93)

The screenshot displays the 'Income Tax Assessment Report' screen within the COSA application. The header includes the Government of West Bengal logo and the National Informatics Centre (NIC) logo. The main form contains the following fields:

- Department:** PUBLIC WORKS DEPARTMENT
- Establishment:** B.G.L. EL. SEC., PWD
- Financial Year:** 2011-2012
- Pay Month:** February
- Employee Code:** SED/WC/537

Below the form, the text reads: "Generation Process may take considerable amount of time .. Please wait !". At the bottom, there is an "Output File Format" dropdown menu set to "MSWord" and three buttons: "GENERATE", "PRINT", and "EXIT". An arrow points to the "GENERATE" button with the text "Click Here".

Figure 10.13



## REPORT:WB GOVT. Pay Bills,Pay Slips,Schedules:Last Pay Certificate(LPC)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for Last Pay Certificate(LPC) for a particular establishment on given month & year. To generate report for Combined Loan Schedules first select department, establishment, year, month,Bill No & Date then Click <Generate> button to create & see the report. This report is in MSword format.

### REPORT GENERATION MODULE FOR LAST PAY CERTIFICATE(LPC) (Screen: 95)

COSA : Generation of Last Pay Certificate (LPC)

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Last Pay Certificate (LPC)

Department: PUBLIC WORKS DEPARTMENT

Employee Selection:
 

- Establishment Wise
- Section Wise
- Total Department

B.G.L. EL. SEC., PWD

LPC Year & Month: 2012 February 2011-2012

LPC For:
 

- All Employees As Per Selection
- A Particular Employee

Include Page Eject Character?

Select Employee: SED/WC/537 : SRI KANAI LAL MAITY

Output File Format: MSWord 10

Buttons: GENERATE, PRINT, EXIT

Vertical Button: LPC Data Entry

Callout: Click Here (pointing to GENERATE)

Figure 10.15

**TEXT REPORT ON LAST PAY CERTIFICATE(LPC) (Screen: 96)**

**To be used in:** Finance Department, Government of West Bengal

T.R. FORM NO. 13 <NIC-COSA>  
 [LAST PAY CERTIFICATE (LPC)]  
 [See sub rule(1) of T. R. 4.081]

Name Of Office : SUBURBAN ELECTRICAL DIVISION,RWD  
 Name Of DDO : EXECUTIVE ENGINEER-I

LAST PAY CERTIFICATE (LPC) In respect Of  
 -----

Employee Name : SRI KANAI LAL MAITY  
 Designation : SENIOR WORKMAN  
 G.P.F. A/C No. : SED/WC/537 COSA Id. No. : 000088  
 PAN : Employee Group : C  
 Office : PUBLIC WORKS DEPARTMENT  
 Bill Head Of Accounts : 2059-80-001-NP-004-V-01  
 Band Pay : 9490.00(5400-25200) Grade Pay : 2100

Proceeding on to : \_\_\_\_\_

2. Salary Paid up to : \_\_\_\_\_ at the following rates :-

Earnings(Rs.)			Deductions(Rs.)			Out/Acc.Ded(Rs.)	
Item	Amount	Cumulative 2011-2012	Item	Amount	Cumulative 2011-2012	Item	Amount
BP	9490.00	103030.00	PF	0.00	48000.00	COP	50.00
GrP	2100.00	23100.00	I83	3.00	33.00		
DA	5216.00	45310.00	S83	5.00	55.00		
HRA	1739.00	18925.00	PTX	130.00	1430.00		
MA	300.00	3300.00					
Recoveries of Loan (Rs.)/Advances(Rs.)							
Item	Current Inst.No.	Record in this month	Sanctioned Amount	Cumulative Recovery	Outstanding Amount	Installment Breakup	

Figure 10.16

**REPORT:WB GOVT. MONTHLY REPORTS**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report from the bellow Row(WB Govt. Monthly Reports). **(Screen: 97)**

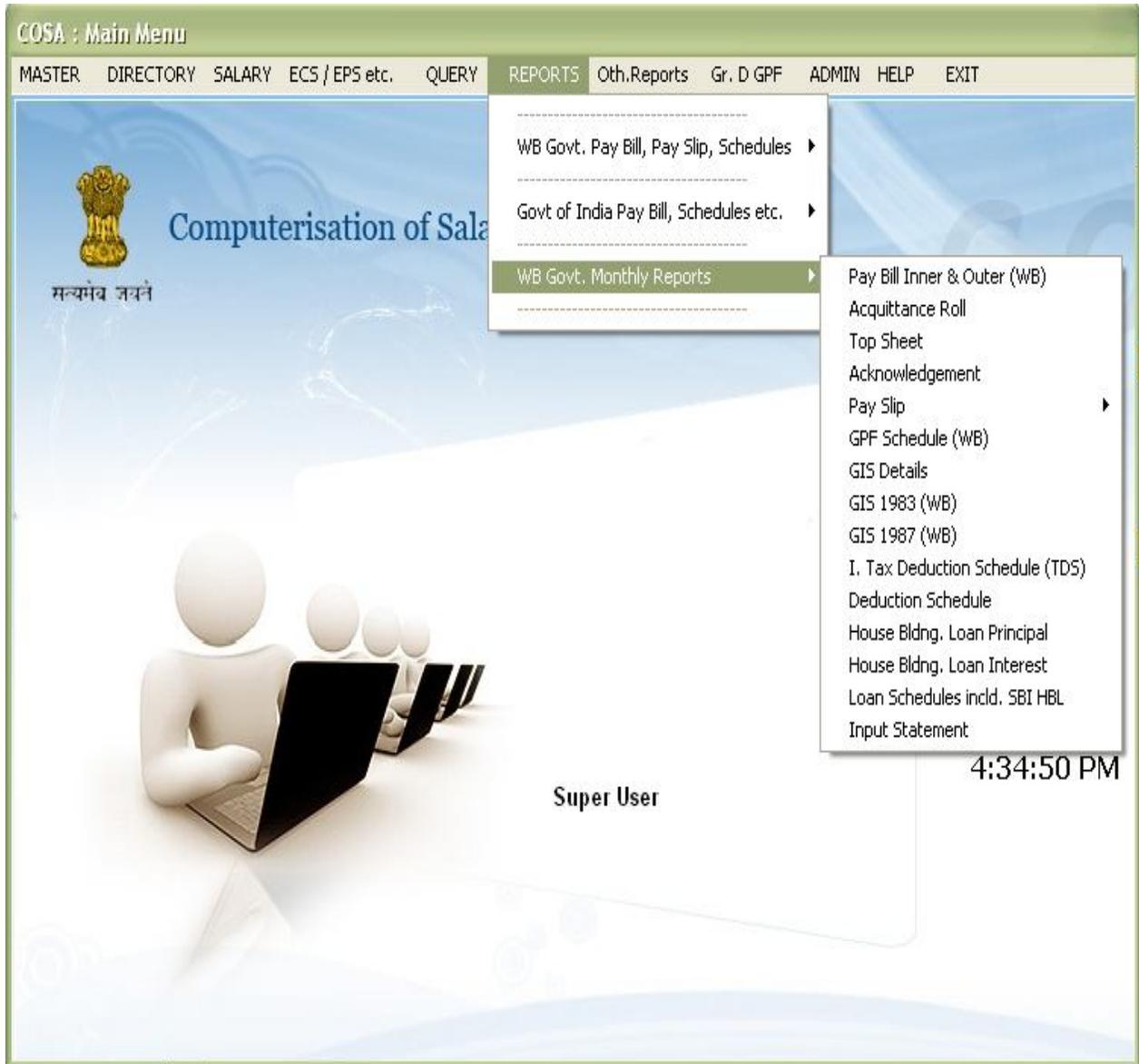


Figure 10.17

## REPORT:WB GOVT. MONTHLY REPORTS:ACQUITTANCE ROLL

### REPORT GENERATION MODULE FOR ACQUITTANCE ROLL (Screen:98)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for Acquittance Roll for a particular establishment on given month & year. To generate report for Acquittance roll first select department, establishment, year, month then Click <Generate> button to create & see the report. This report is in text format.

Acquittance Roll

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Acquittance Roll

Department: PUBLIC WORKS DEPARTMENT

Employee Selection:
 

- Establishment Wise
- Section Wise
- Total Department

B.G.L. EL. SEC., PWD

Pay Year & Month: 2012 February

Acquittance For:
 

- All Employees As Per Selection
- Employees YET To Take Salary

Include Page Eject Character?  Line Nos. / Output Page: 60

Output File Format: MSWord

GENERATE PRINT EXIT

Figure 10.18

Click Here

**TEXT REPORT ON ACQUITTANCE ROLL(Screen:99)**

**To be used in:** Finance Department, Government of West Bengal

GAR - 24 (See Rules 77(1) and 92) : FORM TR 28 : [(See Rule 283(1))]

**ACQUITTANCE ROLL**

Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 Establishment : B.G.L. EL. SEC., PWD  
 D.D.O. Code : CAC-PWE-013 Bill No. & Date: - 424 of 11-12, 20/02/2012  
 Pay Month & Year: February, 2012 Token No. & Date: - , 01/01/2002

Sr. No.	Provident A/c No. Name of Incumbent/Designation	Net Total Part/Full	Dated Signature	Out-Of-Accts. Deductions	Amt. Pwdl. Part/Full
1	2	3	4	5	6
1	WC/WB/286 SRI DILIP KUMAR DAS Electrician Basic Pay: Rs. 11640 (5400-25200)	11124.00		COP: 5538.00  Tot: 5538.00	5586.00
2	SED/WC/540 SRI SANTI RAM MONDAL Electrician Basic Pay: Rs. 12180 (5400-25200)	14650.00		COP: 8538.00  Tot: 8538.00	6112.00
3	WC/WB/279 SRI KANAI DAS Assistant Electrician Basic Pay: Rs. 11960 (5400-25200)	11298.00		COP: 2730.00  Tot: 2730.00	8568.00
4	WC/WB/283 SRI BISWANATH SARKAR Sr. Pump Operator Basic Pay: Rs. 11750 (5400-25200)	14963.00		COP: 8277.00  Tot: 8277.00	6686.00

Figure 10.19

## REPORT:WB GOVT. MONTHLY REPORTS:TOP SHEET

### REPORT GENERATION MODULE FOR TOP SHEET (Screen:100)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for TOP SHEET for a particular establishment on given month & year. To generate report for Top Sheet first select department, establishment, year, month, then Click <Generate> button to create & see the report. This report is in text format. You can choose another file format also.

COSA : TOP SHEET

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Top Sheet

Select Department: PUBLIC WORKS DEPARTMENT

Select Establishment: B.G.L. EL. SEC., PWD

Select Year: 2012

Select Month: February

Line Nos. / Output Page: 60

Print Bill No. / Bill Date ? : No

Output File Format: MSWord 8

GENERATE (Click Here)

EXIT

Figure 10.20

**TEXT REPORT ON TOP SHEET (Screen:101)**

**To be used in:** Finance Department, Government of West Bengal

**TOP SHEET**  
=====

D.D.O. Code : CAC-PWE-013  
 Account code : 2059-80-001-NP-004-V-01  
 Department : PUBLIC WORKS DEPARTMENT |  
 Establishment : B.G.L. EL. SEC., PWD  
 Pay Month & Year : February , 2012  
 Bill No : \_\_\_\_\_ Date \_\_\_\_\_  
 Bill Type : PAY BILL  
 Gross Amount(Rs.) : 185803.00  
 Net Amount (Rs.) : 148065.00

.....  
 GROUP WISE ANALYSIS OF EMPLOYEES SHOWN IN THE ENCLOSED BILL  
 \_\_\_\_\_  
 (APPLICABLE FOR PAY BILL ONLY)

GROUP	NO. OF EMPLOYEES
C	6
D	5

.....  
**Figure 10.21**

## REPORT:WB GOVT. MONTHLY REPORTS:ACKNOWLEDGEMWNT

### REPORT GENERATION MODULE FOR ACKNOWLEDGEMENT (Screen:102)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate acknowledgement for a particular establishment on given month & year. To generate acknowledgement first select department, establishment, year, month, then Click <Generate> button to create & see the acknowledgement. This acknowledgement is in text format.

The screenshot shows a web-based interface for generating acknowledgments. At the top, there is a green header bar with the text 'Acknowledgment'. Below this is a white box containing the Government of West Bengal logo on the left, the text 'Government of West Bengal Urban Development Department Acknowledgment' in the center, and the NIC logo on the right. The main content area is a white box with a black border containing five dropdown menus: 'Select Year' (2012), 'Select Month' (February), 'Department' (PUBLIC WORKS DEPARTMENT), 'Establishment' (B.G.L. EL. SEC., PWD), and 'Output File Format' (MSWord). At the bottom of this box are two buttons: 'Generate Acknowledgment' and 'Exit'. An arrow points to the 'Generate Acknowledgment' button with a label 'Click Here'.

Figure 10.22

### ACKNOWLEDGEMENT (Screen:103)

To be used in: Finance Department, Government of West Bengal

West Bengal Form No. 2551  
T.R.ANEXURE 'I'  
[See Rule 7(2)]  
A C K N O W L E D M E N T  
=====

Received by cash/~~cheque~~ Rs. 148065.00 (Rupees One Lakh(s) Forty Eight Thousand Sixty Five ~~Only~~) from  
Kolkata Pay & Accounts Office I / II in payment of my bill bearing Token No. ....  
..... Dated the ..... on account of ~~Pay Bill~~ February , 2012 , B.G.L. EL.

SEC., PWD

[If an advice that the bill has been passed, has been received this should also be ~~sent~~.]

Station.....

Signature.....

Date.....

Designation.....

---

One Rupee Revenue Stamp should be affixed for personal payments exceeding Rs. 5000.00

Name of the messenger to whom payment is to be made.....

Signature of the Messenger.....

Figure 10.23

**REPORT:WB GOVT. MONTHLY REPORTS:GPF SCHEDULE(WB)**

**REPORT GENERATION MODULE FOR G.P.F.SCHEDULE (Screen:104)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for G.P.F. Schedule for a particular establishment on given month & year. To generate report for G.P.F. Schedule first select department, establishment, year, month, bill no & date, then Click <Non-A.I.S. GPF> button to create & see the report. This report is in text format.

COSA : GPF Schedule

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for G.P.F. Schedule

Select Department: PUBLIC WORKS DEPARTMENT

Select Establishment: B.G.L. EL. SEC., PWD

Select Year: 2012

Select Month: February

Select Bill No. & Date: 424of11-12 \* Dt. 20/02/2012

Line Nos. / Page Body: 55  
Preferred value = 55

Generate Front Page ?  Include Page Eject Character ?

Output File Format: MSWord

A.I.S. GPF Non-A.I.S. GPF PRINT EXIT

Figure 10.24

Click Here

## TEXT REPORT ON G.P.F. SCHEDULE (Screen:105)

**To be used in:** Finance Department, Government of West Bengal

Form No. : T.R. Form No. 47 [See sub-rule(1) of T.R.6.39]

D.D.O. Code : CAC-PWE-013

Bill No. & Date : 424 of 11-12, 20/02/2012

Token/T.V.No. & Date : , 01/01/2002

Head of Account Code : 2059-80-001-NP-004-V-01

### Important Instructions:

- (1) This form should not be used for transactions of other Provident Funds for which Form No.T.R.48 has been provided. The Account Numbers should be arranged in serial order.
- (2) In the remarks column, give reasons for discontinuance of subscriptions, such as [Proceeded on leave],[Transferred to \_\_\_\_\_ Office \_\_\_\_\_ Districts],[Quitted Service],[Died] or [Discontinued under rule 7.
- (3) In the remarks columns write description against every new name, such as [\_\_\_\_\_ subscriber], [came on transfer from \_\_\_\_\_ Office, \_\_\_\_\_ District], [Resumed subscription].
- (4) Separate Schedule should be prepared in respect of persons whose Account Numbers are prefixed by different alphabetical abbreviation.
- (5) In case of Central Government Employees on deputation from the office of the Accountant General of this State or any other State the Head of Account may be indicated as [8658 -Suspense Account-00 -101 -PAO Suspense- PAO(Audit), Kolkata]
- (6) In case of other Central Government Civil Employees on deputation, the Head of Account may be indicated as [8658 - Suspense Account - 00 - 101 - PAO Suspense - (Name of the concerned Ministry)].
- (7) In case of Railway Employees on deputation, the Head of Account may be indicated as [8658 - Suspense Account- 00 - 102 - Suspense Account - Civil - (FA and CAO of the concerned Railway)].
- (8) In case of other State Government Employees on deputation, the Head of Account may be indicated as [8793 - Inter-State Suspense Account - 00 - 101 - (Name of the concerned State)].

Figure 10.25

**REPORT:WB GOVT. MONTHLY REPORTS:GIS 1983**

**REPORT GENERATION MODULE FOR G.I.S. 1983 SCHEDULE  
(Screen:106)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for G.I.S. 1983 for a particular establishment on given month & year. To generate report for Top Sheet first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

Figure 10.26 [Click Here](#)

**TEXT REPORT ON G.I.S.1983 (Screen:107)**

**To be used in:** Finance Department, Government of West Bengal

[Vide Paras. 4.4 & 4.2]

T.R. FORM NO.- 53

ANNEXURE-A

(To be prepared by D.D.O)

Schedule of : Recovery of Subscription Under W.B. Government Employees G.I.S. 1983  
 Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 D.D.O. Code : CAC-PWE-013  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 Pay Month & Year: February, 2012  
 Bill No. & Date: 424of11-12 , 20/02/2012

Sl.	Group	Total No. of Employees under under the Group		Contribution towards Insurance Fund (Rs.)	Contribution towards Savings Fund (Rs.)	Total Contribution (Rs.)	Remarks
		Subscription to Insurance Fund Only	Subscription to Insurance Fund and Savings Fund	8011-00-107-001-19-00	8011-00-107-002-19-00		
1	A	0	0	0.00	0.00	0.00	
2	B	0	0	0.00	0.00	0.00	
3	C	0	6	18.00	30.00	48.00	
4	D	0	0	0.00	0.00	0.00	
	Total			18.00	30.00	48.00	

(Total : Rupees Forty Eight Only )

1. Certified that a sum of Rs 8/- per month on account of contribution towards the scheme has been deducted from salary of each employee and the total amount so deducted has been shown on the first page of the salary bill.
2. Certified that no deduction has been made from the salary of employees appointed on short term vacancies, on ad-hoc basis of others excluded from the scheme (by the exclusion clauses (a) to (h) of Para-3 of the scheme.

**Figure 10.27**

## REPORT:WB GOVT. MONTHLY REPORTS:G.I.S.1987

### REPORT GENERATION MODULE FOR G.I.S. 1987 (Screen:108)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for G.I.S. 1987 for a particular establishment on given month & year. To generate report for G.I.S. 1987 first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

COSA : WB GIS 1987



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for G.I.S. 1987 Schedule



**Select Department** PUBLIC WORKS DEPARTMENT ▾

**Select Establishment** B.G.L. EL. SEC., PWD ▾

**Select Year** 2012 ▾

**Select Month** February ▾

**Select Bill No. & Date** 424of11-12 \* Dt. 20/02/2012 ▾

*Please ensure that the Employee's  
GIS Groups are Correct in the  
Personnel Information !*

Line Nos. / Output Page 55

Include Page Eject Character?

Output File Format

MSWord ▾ B

GENERATE

EXIT

Figure 10.2 Click Here

**TEXT REPORT ON G.I.S 1987 (Screen:109)**

**To be used in:** Finance Department, Government of West Bengal

[Vide Paras. 14(d) & 7]

T.R. FORM NO.-55

ANNEXURE-A

G.I.S. 1987

Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 D.D.O. Code : CAC-PWE-013  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 Pay Month & Year: February 2012  
 Bill No. & Date : 424of11-12 , 20/02/2012  
 Schedule : Pertaining to the Credit Head 8011 - Insurance and Pension Fund - 00 - 107 - West Bengal State Govt.  
 Employees Group Insurance Scheme - (5), Insurance Fund 1987 (i) amount received from State Government  
 Employees under Group Insurance-cum-Savings Scheme 1987  
 N.B. - In case the Subscription remain Arrear, the fact should be shown in Red Ink in Remarks column.

Sl.	Group	Total No. of Employees under under the Group		Contribution towards Insurance Fund (Rs.)	Contribution towards Savings Fund (Rs.)	Total Contribution (Rs.)	Remarks
		Subscription to Insurance Fund Only	Subscription to Insurance Fund and Savings Fund	8011-00-107-004-19-00	8011-00-107-005-19-00		
1	A	0	0	0.00	0.00	0.00	
2	B	0	0	0.00	0.00	0.00	
3	C	0	0	0.00	0.00	0.00	
4	D	0	5	15.00	35.00	50.00	
Total				15.00	35.00	50.00	

(Total : Rupees Fifty Only)

( EXECUTIVE ENGINEER-I )

\*\* 4:59:54 PM, 23/02/2012 \*\* COSA : N.I.C., WB SC \*\*

**Figure 10.29**

## REPORT:WB GOVT. MONTHLY REPORTS:I.TAX DEDUCTION SCHEDULE

### REPORT GENERATION MODULE FOR I.TAX DEDUCTION (Screen:110)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for I.Tax Deduction for a particular establishment on given month & year. To generate report for I.Tax Deduction first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

COSA : Income Tax Deduction Schedule

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Income Tax Deduction Schedule

Select Department: PUBLIC WORKS DEPARTMENT  
 Select Establishment: B.G.L. EL. SEC., PWD  
 Select Year: 2012  
 Select Month: February  
 Select Bill No. & Date: 424of11-12 \* Dt. 20/02/2012

Line Nos. / Page Body: 60  
 Output File Format: MSWord 8  
 Include Page Eject Character?

Click Here

Figure 10.30

**TEXT REPORT ON I.TAX DEDUCTION (Screen:111)****To be used in:** Finance Department, Government of West Bengal

Form No. : T.R. Form No. 10 [See T.R. 4.072]  
 Schedule for : Income Tax Deducted at Source (TDS)  
 Head of Account : 8658-00-112-001-20-00  
 Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
                   75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 Establishment : ALIPORE EL. SUB-DIVN., PWD [ 2059-80-001-NP-004-V-01 ]  
 D.D.O. Code : CAC-PWE-013  
 TAN No. :  
 Pay Month & Year: February, 2011  
 Bill No. & Date : 403of10-11 , 10/02/2011                      Token No. & Date : , 01/01/2002

S.No.	Name	Designation	Amount (Rs.)	Pan Number
2 31606	SRI JOYDEV GHOSH	Sub-assistatn Engineer	4115.00	AEEPG2713G
3 28726	SRI ARUP KUMAR ASH	Sub-assistatn Engineer	2630.00	ADAPA1829J
4 33000	SRI SUKHENDU MONDAL	Sub-assistatn Engineer	6734.00	AGXPM6215A
6 26430	SRI SIBSANKAR GANGULY	Godown Keeper	3462.00	ASPPG8148N
		GRAND TOTAL	16941.00	

(Total : Rupees Sixteen Thousand Nine Hundred Forty One Only )

Date : \_\_\_\_\_ ( Signature of EXECUTIVE ENGINEER-I )

**Figure 10.31**

**REPORT:WB GOVT. MONTHLY REPORTS:DEDUCTION SCHEDULE**

**REPORT GENERATION MODULE FOR DEDUCTION SCHEDULE  
(Screen:112)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for deduction schedule for a particular establishment on given month & year. To generate report for deduction schedule first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

Figure 10.32

Click Here

**TEXT REPORT ON DEDUCTION SCHEDULE (Screen:113)****To be used in:** Finance Department, Government of West Bengal

Form No : T.R. FORM NO.-12  
 Schedule for : STATE GIS INSURANCE 1983  
 Head of Account : 8011-00-107-001-19-00  
 Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 75, DIAMOND HARBOUR ROAD, KOLKATA-23  
 Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
 D.D.O. Code : CAC-PWE-013  
 Pay Month & Year: February , 2011  
 Bill No. & Date : 414of10-11 , 15/02/2011

Sl.No.	Name	Designation	Amount (Rs.)
1	SRI DILIP KUMAR DAS	Electrician	3.00
2	SRI SANTI RAM MONDAL	Electrician	3.00
3	SRI KANAI DAS	Assistant Electrician	3.00
4	SRI BISWANATH SARKAR	Sr. Pump Operator	3.00
5	SRI TAPAN KUMAR DUTTA	Senior Workman	3.00
5	SRI RAJ KUKAR RAM	Senior Workman	3.00
5	SRI SANTOSH KUMAR SAHA	Senior Workman	3.00
6	SRI LAKSHMI KANTA BISWAS	Senior Workman	3.00
7	SRI KANAI LAL MAITY	Senior Workman	3.00
		GRAND TOTAL	27.00

( Total : Rupees Twenty Seven Only )

**Figure 10.33**

## REPORT:WB GOVT. MONTHLY REPORTS:HOUSE BLDNG. LOAN PRINCIPAL

### REPORT GENERATION MODULE FOR HBL PRINCIPAL (Screen:114)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for HBL principal for a particular establishment on given month & year. To generate report for HBL principal first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

COSA : House Building Loan (Principal)

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for HBL Principal Schedules

Select Department: PUBLIC WORKS DEPARTMENT  
 Select Establishment: B.G.L. EL. SEC., PWD  
 Select Year: 2012  
 Select Month: February  
 Select Bill No. & Date: 424of11-12 \* Dt. 20/02/2012  
 Line Nos. / Output Page: 100  
 Output File Format: PDF

Figure 10.34

Click Here

**TEXT REPORT ON HOUSE BLDNG. LOAN PRINCIPAL  
(Screen:115)**

**To be used in:** Finance Department, Government of West Bengal

0104_loan_hbp.txt - Notepad						
File Edit Format View Help						
Schedule for : HOUSE BUILDING LOAN						
Head of Account : 7610-00-201-001-26						
Department : LAND AND LAND REFORMS DEPARTMENT, GOVERNMENT OF WEST BENGAL Writers Buildings, Kolkata-700001						
Establishment : PART - I [ 2052-00-090-NP-012-V-01 ]						
D.D.O. Code : CAB/LRA-004						
Pay Month & Year: May , 2010						
Bill No. & Date : 213 , 13/05/2010						
Bill Sl.No.	Name & Account No. & Designation	Loan Description	Principal Amount(Rs)	Recovrd. Total(Rs)	Instlmt. Number	Amount (Rs.)
22	PRABIR MUKHERJEE Head Assistant Acct.No. :-	House Building Loan-I	217500	195741	101/130	1673
26	ASWINI KUMAR MAITY Treasurer Acct.No. :-	House Building Loan-I	75250	72232	143/150	503
	Acct.No. :-	House Building Loan-II	167250	144260	127/150	1045
		Total				1548
		Grand Total				3221

( Total : Rupees Three Thousand Two Hundred Twenty One Only )

( REGISTRAR AND DDO )

\*\* 11:35:20 AM 28/09/2011 \*\* COSA : N.I.C., WBSC \*\* Page No. : 1 \*\*

**Figure 10.35**

## REPORT:WB GOVT. MONTHLY REPORTS:HOUSE BLDNG. LOAN INTEREST

### REPORT GENERATION MODULE FOR HBL INTEREST (Screen:116)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for House Building loan interest for a particular establishment on given month & year. To generate report for Top Sheet first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

COSA : WB House Building Loan Interest



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Generation Module for HBL Interest Schedules



<b>Select Department</b>	PUBLIC WORKS DEPARTMENT
<b>Select Establishment</b>	B.G.L. EL. SEC., PWD
<b>Select Year</b>	2012
<b>Select Month</b>	February
<b>Select Bill No. &amp; Date</b>	424of11-12 * Dt. 20/02/2012
<b>Line Nos. / Output Page</b>	100
<b>Output File Format</b>	PDF

GENERATE

EXIT

Figure 10.36

Click Here

**TEXT REPORT ON HBL INTEREST (Screen:117)****To be used in:** Finance Department, Government of West Bengal

0104\_loan\_hbi.txt - Notepad

File Edit Format View Help

Schedule for : INTEREST OF HOUSE BUILDING LOAN  
 Head of Account : 0049-04-800-017-07  
 Department : LAND AND LAND REFORMS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 Writers Buildings, Kolkata-700001  
 Establishment : PART - I [ 2052-00-090-NP-012-V-01 ]  
 D.D.O. Code : CAB/LRA-004  
 Pay Month & Year: November , 2010  
 Bill No. & Date : 884 , 16/11/2010

Bill Sl.No.	Name & Account no. & Designation	Loan Description	Principal Amount(Rs)	Recoverd. Total(Rs)	Instlmt. Number	Amount (Rs.)
3	SAMBHU NATH BISWAS Head Assistant Acct.No.:-  Acct.No.:-	Interest on HBL - I	36565	33865	46/60	675
		Interest on HBL - II	21495	15450	34/60	390
		Total				1065
7	SAMIR KUMAR DEB Head Assistant Acct.No.:-	Interest on HBL - I	0	16170	39/60	330
8	ARUP KUMAR CHATTERJEE Head Assistant Acct.No.:-	Interest on HBL - I	0	17640	39/60	360
15	NIRMAL SANTRA Head Assistant Acct.No.:-  Acct.No.:-	Interest on HBL - I	38054	38054	50/60	666
		Interest on HBL - II	21309	20958	49/60	372
		Total				1038
		Grand Total				2793

( Total : Rupees Two Thousand Seven Hundred Ninety Three only )

( REGISTRAR AND DDO )

\*\* 11:41:07 AM 28/09/2011 \*\* COSA : N.I.C., WBSC \*\* Page No. : 1 \*\*

**Figure 10.37**

**REPORT:WB GOVT. MONTHLY REPORTS:LOAN SCHEDULES INCLD. SBI HBL**

**REPORT GENERATION MODULE FOR LOAN SCHEDULES  
(Screen:118)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** First select Department, Establishment, Year, Month, Bill No & Date, then click <Generate> to generate Loan Schedules. This report is in text format.

Figure 10.38

**TEXT REPORT ON LOAN SCHEDULES (Screen:119)****To be used in:** Finance Department, Government of West Bengal

**0111\_loan.txt - Notepad**

File Edit Format View Help

Schedule for : INTEREST ON H.B. LOAN - 1  
 Head of Account : 0049-04-800-017-07-00  
 Department : LAND AND LAND REFORMS DEPARTMENT, GOVERNMENT OF WEST BENGAL  
 Writers Buildings, Kolkata-700001  
 Establishment : AGRI-CENSUS - 2401 [ 2401-00-111-CN-001-V-01 ]  
 Pay Month & Year: April , 2011  
 D.D.O. Code : CAB/LRA-004  
 Bill No. & Date : 69 , 18/04/2011

Sl.No.	Name & Designation	Principal Amount(Rs)	Recovrd. Total(Rs)	Instlmt. Number	Amount (Rs.)
2	GAUTAM DE Section Officer				1000
GRAND TOTAL					1000

( Total : Rupees One Thousand only )

Date : \_\_\_\_\_ ( Signature of REGISTRAR AND DDO )

\*\* 11:49:07 AM 28/09/2011 \*\* COSA : N.I.C., WBSC \*\* Page No. : 1 \*\*

**Figure 10.39**

## REPORT:WB GOVT. MONTHLY REPORTS:INPUT STATEMENT

### REPORT GENERATION MODULE FOR INPUT STATEMENT (Screen:120)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for input statement for a particular establishment on given month & year. To generate report for input statement first select department, establishment, year, month then Click <Generate> button to create & see the report. This report is in text format.

COSA : INPUT STATEMENT

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Input Statement

Select Department: PUBLIC WORKS DEPARTMENT

Select Establishment: B.G.L. EL. SEC., PWD

Select Year: 2012

Select Month: February

Line Nos. / Output Page: 55

Include Page Eject Character ?

Output File Format: MSWord

GENERATE (Click Here)

EXIT

Figure 10.40

**TEXT REPORT ON INPUT STATEMENT (Screen:121)****To be used in:** Finance Department, Government of West Bengal

0111_input.txt - Notepad			
File Edit Format View Help			
		INPUT STATEMENT	Pay Month & Year: March , 2011
=====			
Department : LAND AND LAND REFORMS DEPARTMENT, GOVERNMENT OF WEST BENGAL Writers Buildings, Kolkata-700001			
D.D.O. Code : CAB/LRA-004		Establishment : AGRI-CENSUS - 2401	
Bill No. & Date : 16 , 10/03/2011		A/c Head : 2401-00-111-CN-001-V-01	
Sl.	Item Description	Heads of Account	Amount (Rs.)
1	Basic/ Band Pay	2401-00-111-CN-001-V-01-01	37870.00
2	Dearness Allowance	2401-00-111-CN-001-V-01-02	17238.00
3	House Rent Allowance	2401-00-111-CN-001-V-01-03	7388.00
4	Grade Pay	2401-00-111-CN-001-V-01-14	11380.00
TOTAL ( 1 to 4 )			73876.00
	LESS : a. Recoveries of Overdrawals	2401-00-111-CN-001-V-01-01	(-) 0.00
	b. Recoveries of Festival Advance	2401-00-111-CN-001-V-01-01	(-) 200.00
	d. Recoveries of Flood Advance	2401-00-111-CN-001-V-01-01	(-) 0.00
	c. Recoveries of Advance of Pay	2401-00-111-CN-001-V-01-01	(-) 0.00
5	Total ( a + b + c + d )	2401-00-111-CN-001-V-01-01	(-) 200.00
TOTAL SALARY ( To be Deducted from Allotment )			73676.00
LESS : DEDUCTION TO BE RECORDED AT A.G.W.B. OFFICE			
6	G.P.F. Other than Group-D	8009-01-101-001-19	16000.00
7	G.P.F. A.I.S.	8009-01-104-001-19	0.00
Recoveries for PRINCIPAL on :			
8	House Building Advance	7610-00-201-001-26	0.00
9	Motor Car Advance	7610-00-202-001-26	0.00
10	M. I. Advance	7610-00-800-001-26	0.00
11	Computer Advance	7610-00-800-003-26	0.00
Recoveries for INTEREST on :			
** 11:52:58 AM 28/09/2011 ** COSA : N.I.C., WBSC ** Page No. : 1 ** Continued ..			
12	House Building Advance	0049-04-800-017-07	1000.00
13	Motor Car Advance	0049-04-800-018-07	0.00

**Figure 10.41**

## Chapter – 11: OTH. REPORTS

### OTH. REPORTS

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to show menu structure of other reports.

**(Screen:122)**

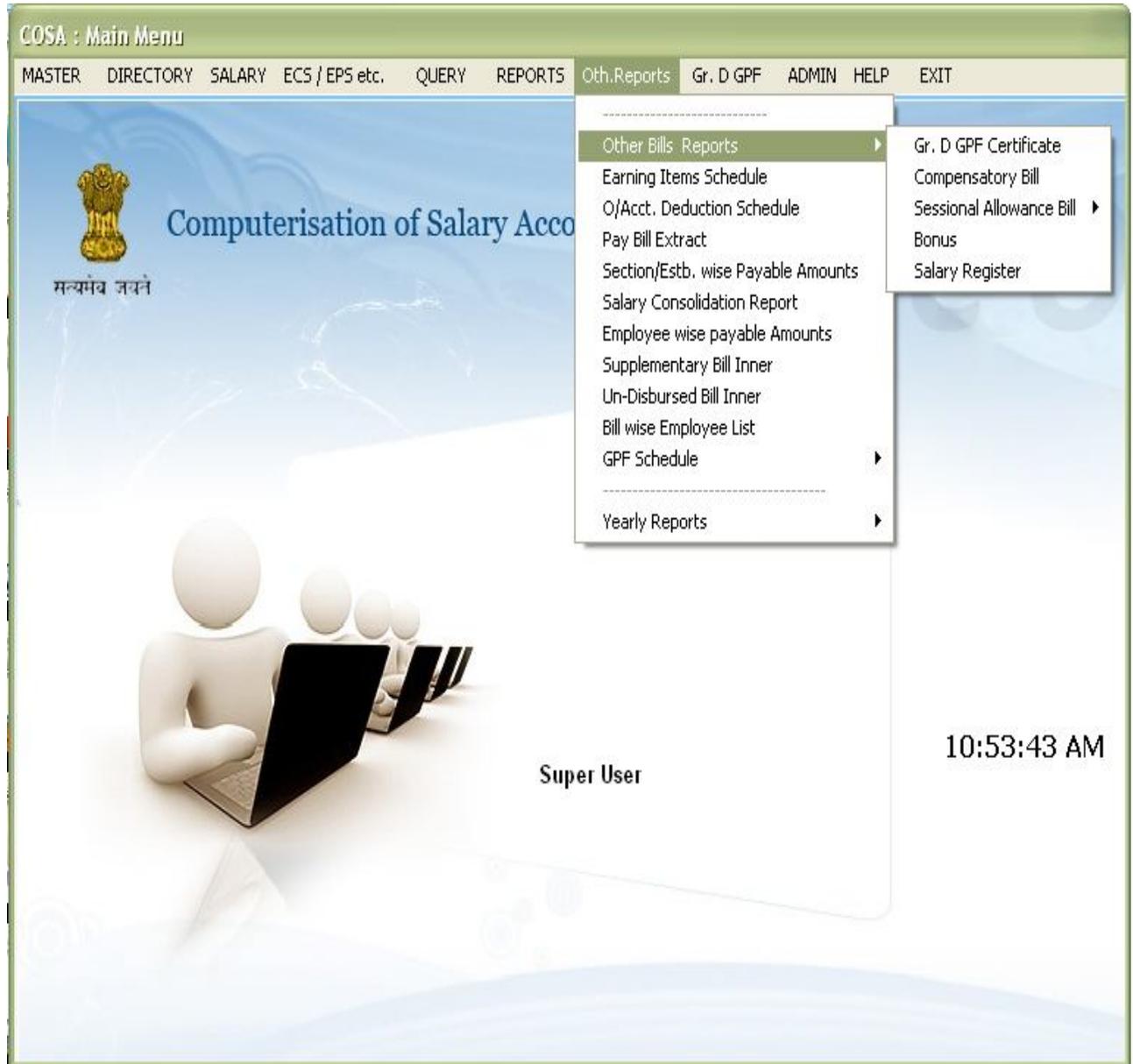


Figure 11.1

## OTH. REPORT:O/ACCT. DEDUCTION SCHEDULE

### REPORT GENERATION MODULE FOR OUT OF ACCOUNT DEDUCTION (Screen:123)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for out of account deduction for a particular establishment on given month & year. To generate the report first select department, establishment, year, month, bill no & date, then Click <Generate> button to create & see the report. This report is in text format.

COSA : Out-Of-Account Deduction Schedule



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Out-of-Account Deduction



<b>Select Department</b>	PUBLIC WORKS DEPARTMENT
<b>Select Establishment</b>	B.G.L. EL. SEC., PWD
<b>Select Year</b>	2012
<b>Select Month</b>	February
<b>Select Bill No. &amp; Date</b>	424of11-12 * Dt. 20/02/2012
Include Page Eject Character ? <input checked="" type="checkbox"/>	Line Nos. / Output Page 60

Output File Format MSWord	<b>GENERATE</b>	<b>EXIT</b>
------------------------------	-----------------	-------------

Figure 11.2

Click Here

**OTH. REPORTS:PAY BILL EXTRACT**

**GENERATION MODULE FOR PAY BILL EXTRACT(Screen:124)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for Pay Bill Extract for a particular establishment on given month & year. If you want the report for selected section you can do it by selecting <section wise>.

COSA : SALARY ITEM WISE TOTALS



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Pay Bill Extract



**Select Department** PUBLIC WORKS DEPARTMENT

Establishment Wise  
 Section Wise

**Filter Selection for** B.G.L. EL. SEC., PWD

**Select Year** 2012

**Select Month** February

**Show O/Acct. Totals ?** Yes

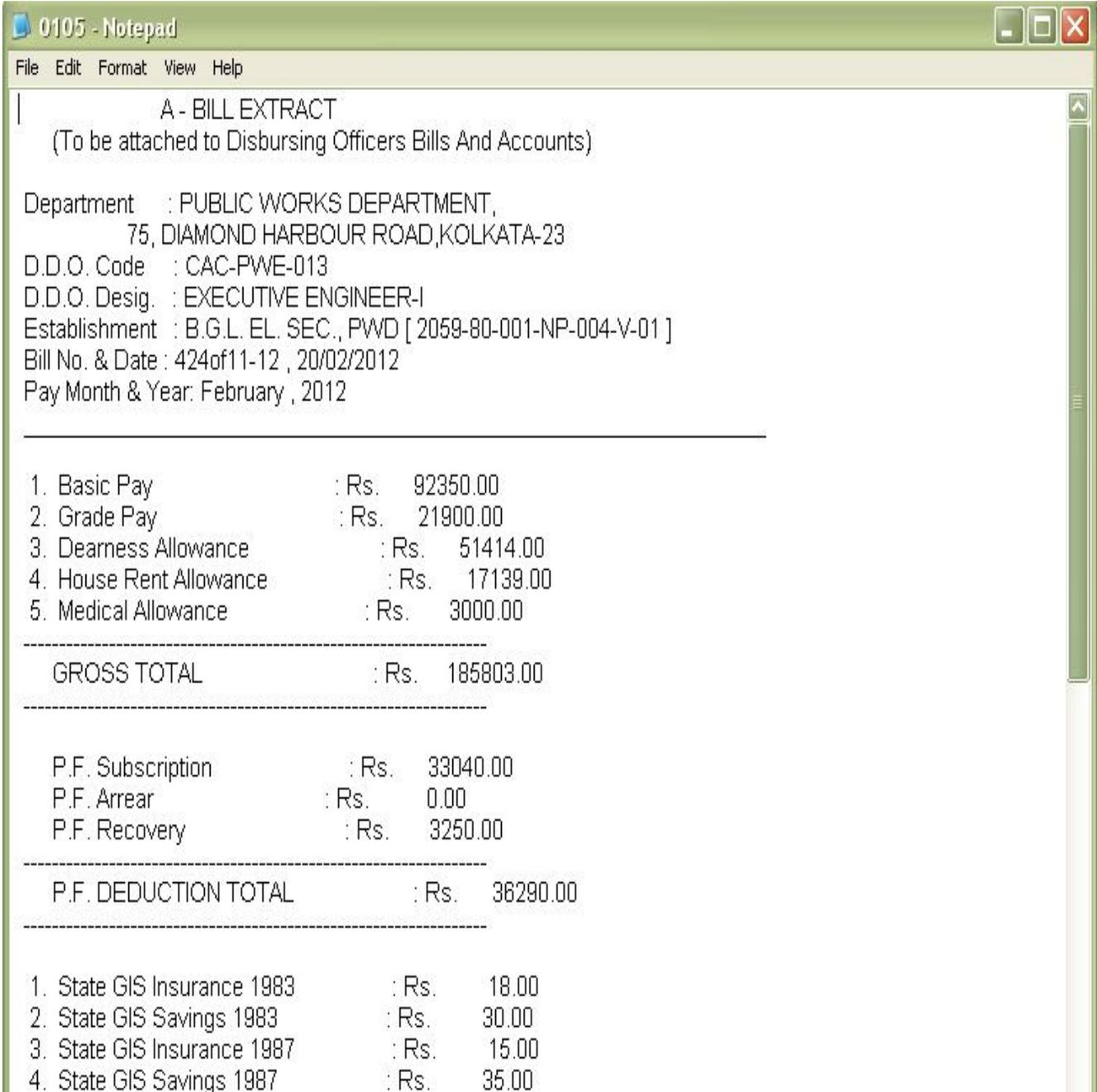
Line Nos. / Output Page 55

Include Page Eject Character ?

Output File Format Text

Figure 11.3

Click Here

**TEXT REPORT FOR PAY BILL EXTRACT(Screen:125)****To be used in:** Finance Department, Government of West Bengal


0105 - Notepad

File Edit Format View Help

A - BILL EXTRACT  
(To be attached to Disbursing Officers Bills And Accounts)

Department : PUBLIC WORKS DEPARTMENT,  
75, DIAMOND HARBOUR ROAD,KOLKATA-23  
D.D.O. Code : CAC-PWE-013  
D.D.O. Desig. : EXECUTIVE ENGINEER-I  
Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ]  
Bill No. & Date : 424of11-12 , 20/02/2012  
Pay Month & Year: February , 2012

---

1. Basic Pay	: Rs.	92350.00
2. Grade Pay	: Rs.	21900.00
3. Dearness Allowance	: Rs.	51414.00
4. House Rent Allowance	: Rs.	17139.00
5. Medical Allowance	: Rs.	3000.00
<b>GROSS TOTAL</b>		<b>: Rs. 185803.00</b>

---

P.F. Subscription	: Rs.	33040.00
P.F. Arrear	: Rs.	0.00
P.F. Recovery	: Rs.	3250.00
<b>P.F. DEDUCTION TOTAL</b>		<b>: Rs. 36290.00</b>

---

1. State GIS Insurance 1983	: Rs.	18.00
2. State GIS Savings 1983	: Rs.	30.00
3. State GIS Insurance 1987	: Rs.	15.00
4. State GIS Savings 1987	: Rs.	35.00

**Figure 11.4**

## REPORT: SALARY CONSOLIDATION REPORT

### SALARY CONSOLIDATION REPORT (Screen: 126)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for salary consolidation for a particular section on given month & year. If you want the report for particular establishment then you can do it by selecting <Establishment Wise>. Then click on <QUERY> to generate the report.

COSA : SALARY CONSOLIDATION REPORT

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
SECTION / ESTABLISHMENT WISE SALARY

Department: PUBLIC WORKS DEPARTMENT

Salary Month: January      Salary Year: 2012

Include Page Eject Character?       Output File Format: Text

Establishment Wise      QUERY

Section Wise      EXIT

Figure 11.5

**SALARY CONSOLIDATION REPORT (Screen: 127)**

[COSA : NIC, WBSC]                      \*\* PAYBILL CONSOLIDATION \*\*                      [11:22:18 AM \* 23/02/2012]

-----

Department            : SUBURBAN ELECTRICAL DIVISION,PWD,GOVERNMENT OF WEST BENGAL  
 Pay Month & Year: February , 2012

Sl. No.	Acquittance Section	Bill No. & Date	Bill Amount (Rs.)	Out-of-Account Deductions Amount (Rs.)	Payable Amount (Rs.)
1	TEST	**	4170101.00	COP: 750357.00	3419744.00
		**		Total O/A Dedcns. : 750357.00	
	GRAND TOTAL		4170101.00	COP: 750357.00	3419744.00
				Total O/A Dedcns. : 750357.00	

Cash Amount: Rs. 3419744.00 (Rupees Thirty Four Lakh(s) Ninteen Thousand Seven Hundred Forty Four Only)

EXECUTIVE ENGINEER-I

Figure 11.6

**OTH. REPORTS:BILL WISE EMPLOYEE LIST**

**GENERATION MODULE FOR PAY BILL WISE EMPLOYEE LIST(Screen:128)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for G.I.S. 1987 Schedule for a particular establishment on given month & year.

Employee Wise Pay Bill Abstract

 GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Employee wise Pay Bill Abstract 

Select Department PUBLIC WORKS DEPARTMENT

Select Establishment B.G.L. EL. SEC., PWD

Select Year 2012

Select Month February

Select Bill No. & Date 424of11-12 \* Dt. 20/02/2012

Include Page Eject Character ?  Line Nos. / Output Page 100

Output File Format Text

**GENERATE** **PRINT** **EXIT**

Click Here

Figure 11.7

**TEXT REPORT FOR PAY BILL EXTRACT(Screen:129)****To be used in:** Finance Department, Government of West Bengal

0111\_empAbs.txt - Notepad

File Edit Format View Help

Pay Bill wise Employee List  
-----

Department : LAND AND LAND REFORMS DEPARTMENT,GOVERNMENT OF WEST BENGAL  
Writers Buildings, Kolkata-700001

Establishment : AGRI-CENSUS - 2401 [ 2401-00-111-CN-001-V-01 ]

D.D.O. Code : CAB/LRA-004

Pay Month & Year: March , 2011

Bill No. & Date : 16 , 10/03/2011

Sl.No.	Name of the Employee PF Account No.	Designation Pay Scale
1	DEBI PROSAD BANERJEE ADMN/WB/46628	Assistant Secretary 15600-39100
2	GAUTAM DE ADMN/WB/54937	Section officer 0-0

TOTAL NUMBER OF EMPLOYEES IN THIS BILL : 2

-----

\*\* 12:47:09 PM 28/09/2011 \*\* COSA : N.I.C., WBSU \*\* Page No. : 1 \*\*

**Figure 11.8**

**OTH. REPORTS:YEARLY REPORTS:YEARLY SALARY STATEMENT**

**GENERATION MODULE FOR PAY BILL WISE EMPLOYEE LIST (Screen:130)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This screen is used to generate report for yearly pay statement Schedule for a particular establishment on given month & year.

COSA

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Yearly Pay Statement

Department: PUBLIC WORKS DEPARTMENT

Establishment: B.G.L. EL. SEC., PWD

Financial Year: 2011-2012

Employee Code: All Employees

Include Page Eject Character ?

Generation Process may take considerable amount of time .. Please wait !

Output File Format: Text

GENERATE PRINT EXIT

Figure 11.9

**TEXT REPORT FOR YEARLY SALARY STATEMENT (Screen: 131)**

**To be used in:** Finance Department, Government of West Bengal

```

0108_pay_yearly.txt - Notepad
File Edit Format View Help
Report on      : YEARLY SALARY STATEMENT FOR THE FINANCIAL YEAR 2009-2010
Incumbent Name : ABHIJIT RAY
G.P.F.Acct. No. : ADMN/WB/72455
Department    : LAND AND LAND REFORMS DEPARTMENT, GOVERNMENT OF WEST BENGAL
                writers Buildings, Kolkata-700001
Establishment  : AUDITORS - 2029 [ 2029-00-001-NP-013-V-01 ]
    
```

Month	B.P.	D.P.	O.P.	D.A.	I.R.	H.R.A.	M.A.	T.A.	CCA/HCA	O.A.	Other	Gross Pay	G.I.S.
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Mar	7125	3563	..	5023	..	1069	100	..	..	..	..	16880	40
Apr	13700	..	..	2848	..	2670	300	..	..	4100	..	23618	40
May	13700	..	..	2848	..	2670	300	..	..	4100	..	23618	40
Jun	13700	..	..	2848	..	2670	300	..	..	4100	..	23618	40
Jul	14240	..	..	2934	..	2751	300	..	..	4100	..	24325	40
Aug	14240	..	..	2934	..	2751	300	..	..	4100	..	24325	40
Sep	14240	..	..	2934	..	2751	300	..	..	4100	..	24325	40
Oct	14240	..	..	2934	..	2751	300	..	..	4100	..	24325	40
Nov	14240	..	..	2934	..	2751	300	..	..	4100	..	24325	40
Dec	14240	..	..	4035	..	2751	300	..	..	4100	..	25426	40
Jan	14240	..	..	4035	..	2751	300	..	..	4100	..	25426	40
Feb	14240	..	..	4035	..	2751	300	..	..	4100	..	25426	40
TOTAL	162145	3563	..	40342	..	31087	3400	..	..	..	..	285637	480

**Figure 11.10**

[ Amounts in Rs. ]

O. A. 11	Other 12	Gross Pay 13	G.I.S. 14	P.Tax 15	CGHS 16	Lic.Fee 17	I.Tax 18	PF Sub 19	other 20	HBA Rec. 21	Oth.Rec. 22	Net Pay 23
..	..	16880	40	130	..	..	..	1000	..	410	..	15300
4100	..	23618	40	130	..	..	..	1000	..	410	..	22038
4100	..	23618	40	130	..	..	..	1000	..	410	..	22038
4100	..	23618	40	130	..	..	..	1000	..	410	..	22038
4100	..	24325	40	130	..	..	..	1000	..	410	..	22745
4100	..	24325	40	130	..	..	600	1068	68	410	..	22009
4100	..	24325	40	130	..	..	600	1068	68	410	..	22009
4100	..	24325	40	130	..	..	600	1068	68	410	..	22009
4100	..	24325	40	130	..	..	600	1068	68	410	..	22009
4100	..	25426	40	150	..	..	320	1068	..	410	..	23438
4100	..	25426	40	150	..	..	..	1068	..	410	..	23758
4100	..	25426	40	150	..	..	..	1068	..	410	..	23758
..	..	285637	480	1620	..	..	2720	12476	272	4920	..	263149

Figure 11.11

**OTH REPORT: SECTION/ESTB. WISE PAYABLE AMOUNT**

**SECTION/ESTABLISHMENTWISE SALARY TOTALS (SECTION WISE)**  
(Screen: 132)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** By this form you can generate salary totals. First select Department, Establishment, Year, Month, then Click <Query> to generate the pay bill.

COSA : SECTION / ESTABLISHMENT WISE PAY BILL ABSTRACT

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
SECTION / ESTABLISHMENT WISE SALARY TOTALS

Department: PUBLIC WORKS DEPARTMENT  
Salary Month: February  
Salary Year: 2012  
Output File Format: MSWord  
Include Page Eject Character?:

Establishment Wise  
Section Wise

QUERY  
EXIT

Figure 11.12

**SECTION WISE SALARY TOTAL (Screen: 133)**

**To be used in:** Finance Department, Government of West Bengal

|

[COSA : NIC, WBSC]      \*\* P A Y B I L L   A B S T R A C T \*\*      [11:36:19 AM \* 23/02/2012]

-----

Department      : SUBURBAN ELECTRICAL DIVISION,PWD,GOVERNMENT OF WEST BENGAL

Pay Month & Year: February, 2012

Sl.	Acquittance Section	Gross	Deduction	Net	O/A Dedcn.	Payable	
No.		Amount	Amount	Amount	Amount	Amount	
		(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
+--+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
	1  TEST	5406004.00	1235903.00	4170101.00	750357.00	3419744.00	
+--+	-----+	-----+	-----+	-----+	-----+	-----+	-----+
	GRAND TOTAL	5406004.00	1235903.00	4170101.00	750357.00	3419744.00	
+--+	-----+	-----+	-----+	-----+	-----+	-----+	-----+

\*\* 11:36:19 AM, 23/02/2012 \*\* COSA : N.I.C., WBSC \*\*

**Figure 11.13**

**OTH REPORT: UN-DISBURSED BILL INNER**

**MODULE FOR GENERATION OF UN-DISBURSED PAY BILL INNER SHEET (Screen: 134)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** By this form you can generate Un-disbursed Pay bill inner sheet. First select Department, Establishment, Year, Month, Bill no, then Click <Generate> to generate the pay bill.

COSA : Un-Disbursed Pay Bill Inner Sheet (GOI)



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Generation Module for Pay Bill Inner Sheet ( UN-DISBURSED )



**Select Department** PUBLIC WORKS DEPARTMENT

**Select Establishment** B.G.L. EL. SEC., PWD

**Select Year** 2012

**Select Month** February

**Select Bill No. & Date** 424of11-12 \* Dt. 20/02/2012

Include Page Eject Character ?  **Line Nos. / Output Page** 45

Output File Format: Text

Figure 11.14

Click Here

**PAY BILL INNER SHEET (Screen: 135)**

**To be used in:** Finance Department, Government of West Bengal

A. C. G. 2012 PAY BILL INNER SHEET

Department : PUBLIC WORKS DEPARTMENT, GOVERNMENT OF WEST BENGAL, 75, DIAMOND HARBOUR ROAD, KOLKATA-23

Establishment : B.G.L. EL. SEC., PWD [ 2059-80-001-NP-004-V-01 ] D.D.O. Code : CAC-PWE-013

Pay Month & Year: February, 2012 Bill No. & Date: 424of11-12, 20/02/2012

Sl. No.	Provident A/c No.	DUES				Total	DEDUCTIONS & RECOVERIES				Total	Net	Remarks
1	2	3	4	5	6	7	8	9	10	11	12		
1	WC/WB/286	BP : 9340			18624	GPF: 1000	PTX: 130	PFrc: 1250	( 5/ 24)	13038	5586	Medical allowance ha	
	SRI DILIP KUMAR DAS	GrP: 2300				I83: 3	O/A: 5538	UET: 5112	( 52/ 84)			(his name in West Ben)	
	Electrician	DA: 5238				S83: 5							
		HRA: 1746											
2	SED/WC/540	BP : 9880			19788	GPF: 5000	PTX: 130			13676	6112		
	SRI SANTI RAM MONDAL	GrP: 2300				I83: 3	O/A: 8538						
	Electrician	DA: 5481				S83: 5							
		HRA: 1827											
3	WC/WB/279	BP : 9860			19436	GPF: 8000	PTX: 130			10868	8568		

Figure 11.15

A. C. G. 20 : P A Y B I L L I N N E R S H E E T

DEPARTMENT, GOVERNMENT OF WEST BENGAL, 75, DIAMOND HARBOUR ROAD, KOLKATA-23

, PWD [ 2059-80-001-NP-004-V-01 ] D.D.O. Code : CAC-PWE-013

Bill No. & Date : 424of11-12 , 20/02/2012

DUES			Total	DEDUCTIONS & RECOVERIES					Total	Net	Remarks
			Due						Dedn.	Amount	
3	4	5	6	7	8	9	10	11	12		
BP : 9340			18624	GPF: 1000	PTX: 130	PFrc: 1250	( 5/ 24)	13038	5586	Medical allowance hal	
GrP: 2300				I83: 3	O/A: 5538	UBI: 5112	( 52/ 84)			His name in West Ben	
DA: 5238				S83: 5							
HRA: 1746											
BP : 9880			19788	GPF: 5000	PTX: 130			13676	6112		
GrP: 2300				I83: 3	O/A: 8538						
DA: 5481				S83: 5							
HRA: 1827											

Figure 11.16

## Chapter – 12: G.P.F. MODULE

### G.P.F. MODULE:YEARLY INTEREST RATE

#### MODULE FOR YEARLY INTEREST CALCULATION (Screen: 136)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form shows the sub menus under GPF Module.

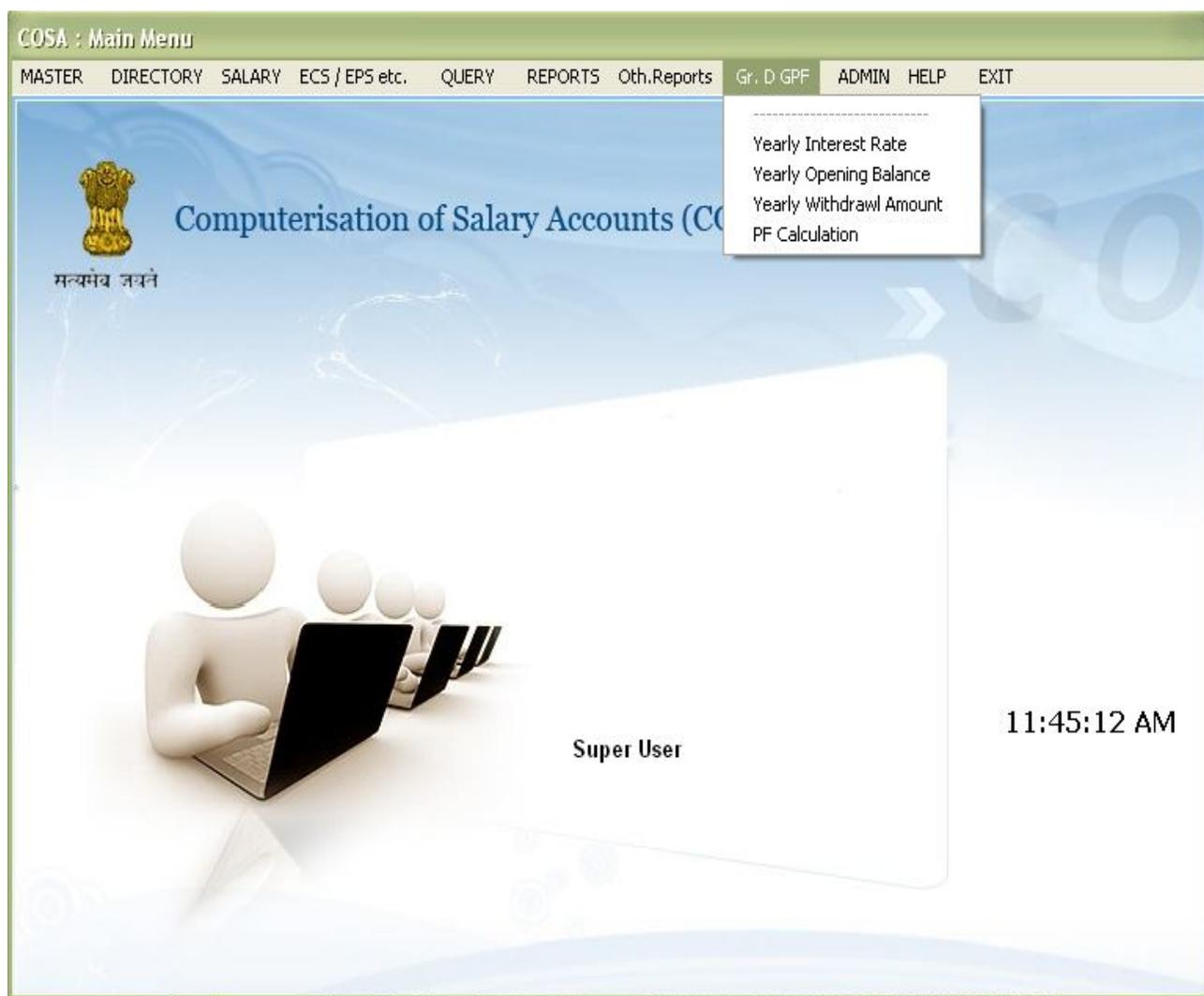


Figure 12.1

## G.P.F. MODULE: YEARLY INTEREST RATE

### MODULE FOR YEARLY INTEREST CALCULATION (Screen: 137)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** In this form you can add new interest rate by clicking on the <ADD> button. Then type financial year press enter then type interest rate , press enter after that click on <save>.

COSA : Interest Calculation(Yearly)



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Module For Yearly Interest Calculation



23/02/2012 11:47:37

Serial No.	Financial Year	Interest Rate
1	2011-2012	45

ADD
SAVE
PRINT
EXIT

**Figure 12.2**

Click On Add To enter new Yearly interest rate

## G.P.F. MODULE: YEARLY OPENING BALANCE

### MODULE FOR YEARLY OPENING BALANCES CALCULATION (Screen: 138)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** By this form you can generate report on opening balance .First select Department, Establishment, financial year, then Click <Generate> to generate the pay bill.

COSA : Opening Balance Calculation For A Financial Year


GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Opening Balance Calculation for A Financial Year


**Department** PUBLIC WORKS DEPARTMENT ▾

**Establishment** B.G.L. EL. SEC., PWD ▾

**Financial Year** 2011-2012 ▾

Employee Code	Employee Name	Opening Balance
EW APPOINTMENT-1	SRI PULAK CHAKRABORTY	0
EW APPOINTMENT-1	SRI PULOK CHAKRABORTY	0
SED/R-680	SRI SANKAR KUMAR GHOSH	0
SED/R-681	SRI JHANTU DAS	0
SED/WC/537	SRI KANAI LAL MAITY	0
SED/WC/540	SRI SANTI RAM MONDAL	0
SED/WC/560	SRI TAPAN KUMAR DUTTA	0
SED/WC/672	SRI BIJOY KUMAR SHOW	0
SED/WC/673	SRI DEBASIS MUKHERJEE	0
WC/WB/279	SRI KANAI DAS	0

23/02/2012

SAVE
REPORT
EXIT

11:48:37

Figure 12.3

Click Here

## REPORT FOR YEARLY OPENING BALANCE CALCULATION(Screen:139)

### PROVIDENT FUND OPENING BALANCE (YEARLY) CALCULATION

-----

Department : PUBLIC WORKS DEPARTMENT  
 D.D.O. Code : CAC-PWE-013  
 Establishment : B.G.L. EL. SEC., PWD  
 Financial Year : 2011-2012

sl no	Employee Code	Name Of Employee	Opening Balance
1	2	3	4
1	NEW APPOINTMENT-12	SRI PULAK CHAKRABORTY	0
2	NEW APPOINTMENT-12	SRI PULOK CHAKRABORTY	0
3	SED/R-680	SRI SANKAR KUMAR GHOSH	0
4	SED/R-681	SRI JHANTU DAS	0
5	SED/WC/537	SRI KANAI LAL MAITY	0
6	SED/WC/540	SRI SANTI RAM MONDAL	0
7	SED/WC/560	SRI TAPAN KUMAR DUTTA	0
8	SED/WC/672	SRI BIJOY KUMAR SHOW	0
9	SED/WC/673	SRI DEBASIS MUKHERJEE	0
10	WC/WB/279	SRI KANAI DAS	0
11	WC/WB/283	SRI BISWANATH SARKAR	0

Figure 12.4

**G.P.F. MODULE: YEARLY WITHDRAWAL AMOUNT**

**MODULE FOR PF WITHDRAWAL (Screen: 140)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** By this form you can get information regarding PF withdrawal.

First select Department, Establishment, Financial Year then Emp Code to get the PF withdrawal information.

COSA : Opening Balance Calculation For A Financial Year



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
PF WithDrawal



Department: PUBLIC WORKS DEPARTMENT

Establishment: B.G.L. EL. SEC., PWD

Fin. Year: 2011-2012

Emp Code: SED/R-680 Emp Name: SRI SANKAR KUMAR GHOSH

Month, Year	Amount	Remarks
April, 2011		
May, 2011		
June, 2011		
July, 2011		
August, 2011		
September, 2011		
October, 2011		
November, 2011		
December, 2011		
January, 2012		
February, 2012		
March, 2012		

23/02/2012

SAVE
EXIT

11:51:05

Figure 12.5

## G.P.F. MODULE:PF CALCULATION

### MODULE FOR PF CALCULATION (Screen: 141)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** By this form you can get PF Calculation for a financial year. First select Department, Establishment, Financial Year, then select Employee code to get Pf calculation for this particular employee.

COSA : PF Calculation For A Financial Year



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
PF Calculation for A Financial Year



<b>Department</b>	<input type="text" value="PUBLIC WORKS DEPARTMENT"/>	<b>Output File Format</b>
<b>Establishment</b>	<input type="text" value="B.G.L. EL. SEC., PWD"/>	<input type="text" value="Text"/>
<b>Financial Year</b>	<input type="text" value="2011-2012"/>	
<b>Employee Code</b>	<input type="text" value="SED/R-680"/>	
<b>Employee Name</b>	<input type="text" value="SRI SANKAR KUMAR GHOSH"/>	

Month	Subscription	Ref Amt.	Total	Withdrawals	Monthly Bal.	Remarks
April, 2011	1000	0	1000	0	1000	----
May, 2011	1000	0	1000	0	2000	----
June, 2011	1000	0	1000	0	3000	----
July, 2011	1000	0	1000	0	4000	----
August, 2011	1000	0	1000	0	5000	----
September, 2011	1000	0	1000	0	6000	----
October, 2011	1000	0	1000	0	7000	----
November, 2011	1000	0	1000	0	8000	----
December, 2011	1000	0	1000	0	9000	----
January, 2012	1000	0	1000	0	10000	----
February, 2012	1000	0	1000	0	11000	----
Total Rs./-	12000	0	12000	0	66000	

23/02/2012

SAVE

REPORT

EXIT

11:52:15

Figure 12.6

**REPORT FOR PF CALCULATION (Screen: 142)**

GENERAL PROVIDENT FUND LEDGER ACCOUNT

Department : PUBLIC WORKS DEPARTMENT  
 D.D.O. Code : CAC-PWE-013  
 Establishment : B.G.L. EL. SEC., PWD  
 Financial Year : 2011-2012  
 Name Of Employee: SRI SANKAR KUMAR GHOSH  
 GPF Account No. : SED/R-680

.....Number.....Discontinue.....Times.

Sl. No.	Pay on 31st March of Preceding Year	Subscription in whole Rs.	Refunds of Withdrawals	Total	Withdrawals with Voucher No.	Monthly balance on which interest is calculated	Remarks
1	2	3	4	5	6	7	8
1	April, 2011	1000	0	1000	0	1000	-----
2	May, 2011	1000	0	1000	0	2000	-----
3	June, 2011	1000	0	1000	0	3000	-----
4	July, 2011	1000	0	1000	0	4000	-----
5	August, 2011	1000	0	1000	0	5000	-----

Figure 12.7

## Chapter – 13: ADMIN

### MAIN MENU: ADMIN

#### MAIN MENU: ADMIN (Screen: 143)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form shows the sub menus in admin.



Figure 13.1

## ADMIN: SCROLL FOR NEXT MONTH

### GENERATION OF NEXT MONTH'S SALARY DATA (Screen: 144)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form is used for generation of next month's salary data. Select Department, Establishment, Year, Month, and then Click <Generate> to generate salary data for next month. On completion, Task completion message will appear. Before generate the Salary Data first click <Read me>, and read the instruction carefully.

SALARY GENERATION



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
Generation of Next Month's Salary Data



### Generate Salary Data for

<b>Select Department</b>	<input type="text" value="PUBLIC WORKS DEPARTMENT"/>
<b>Select Establishment</b>	<input type="text" value="B.G.L. EL. SEC., PWD"/>
<b>Salary Year</b>	<input type="text" value="2012"/>
<b>Salary Month</b>	<input type="text" value="March"/>

This generation process may take several minutes. On completion, Task Completed message will appear.

**CAUTION!** You should Read it

23/02/201211:56:32

Figure 13.2

Click Here

## GENERATION OF NEXT MONTH'S SALARY DATA (Screen:145)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form contains important information regarding generation of Next month's salary data. Click on <CLOSE MSG.> button to close the message after reading it.

The screenshot displays a window titled "SALARY GENERATION". At the top left is the Government of West Bengal emblem, followed by the text "GOVERNMENT OF WEST BENGAL" and "SUBURBAN ELECTRICAL DIVISION,PWD". Below this is the title "Generation of Next Month's Salary Data". On the top right is the NIC logo. The main content area features the heading "Generate Salary Data for" in red. Below it is a text box with instructions: "Ensure that Increment Date, Amount are entered, Government Service Type GOI/GoWB are entered properly to avoid wrong calculation of HRA on award of increment. While Generating the Monthly Salary Data for the Specified Parameters, the System will automatically increase the Loan Recovery Installment No., Stop Loan if all the installment nos. are recovered. The System will ask the user if increment may be given to an incumbent in case increment is due in the specified month and year. On confirmation, the system will generate new Basic Pay, D.P., D.A., H.R.A., Professional Tax etc. and will set the next increment date in the same month of ensuing year. If the user opts for not giving increment to the incumbent, the increment date will be set in the next month. RUN Update GIS Subscription after generation of November Salary." Below the text box is a note: "This generation process may take several minutes. On completion, Task Completed message will appear." At the bottom of the main area is a "CLOSE MSG." button. The footer of the window shows the date "23/02/2012" on the left, the time "11:57:35" on the right, and two buttons: "GENERATE" and "EXIT". An arrow points from a "Click Here" box to the "GENERATE" button.

Figure 13.3

Click Here

**ADMIN: TO DO TASKS**

**TO DO TASKS (MONTH/BILL WISE) (Screen: 146)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** To add new task Click <ADD>, then enter new task to be performed, then Click <SAVE>. For printing the task description Click <Print>, a text editor appears, you can print from there.

COSA : TO DO TASK

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
TO DO TASKS

Salary Month: February | Department: PUBLIC WORKS DEPARTMENT  
Salary Year: 2012 | Establishment: B.G.L. EL. SEC., PWD

Sl.	Description of the Task to be Performed in the Above mentioned Month & Year for the Specified Cadre (Max. 100 Characters)

23/02/2012    ADD    SAVE    PRINT    EXIT    11:58:43

Figure 13.4(a)

Click Here

**Purpose:** Click <SAVE> to save new data. For printing the task description Click <Print>, a text editor appears, you can print from there. **(Screen: 147)**

COSA : TO DO TASK

 GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
TO DO TASKs 

Salary Month **February** Department **PUBLIC WORKS DEPARTMENT**  
Salary Year **2012** Establishment **B.G.L. EL. SEC., PWD**

Sl.	Description of the Task to be Performed in the Above mentioned Month & Year for the Specified Cadre (Max. 100 Characters)
01	TEST

23/02/2012     12:59:26

Figure 13.4

Click Here

## ADMIN: BACKUP FOR SQL SERVER VERSION

### DATABASE BACKUP SCREEN FOR SQL SERVER (Screen: 148)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** Specify the path of COSA. After that Click the <BACKUP> button to take database Backup. After successful back up completion it will give a message as shown in figure in red color.

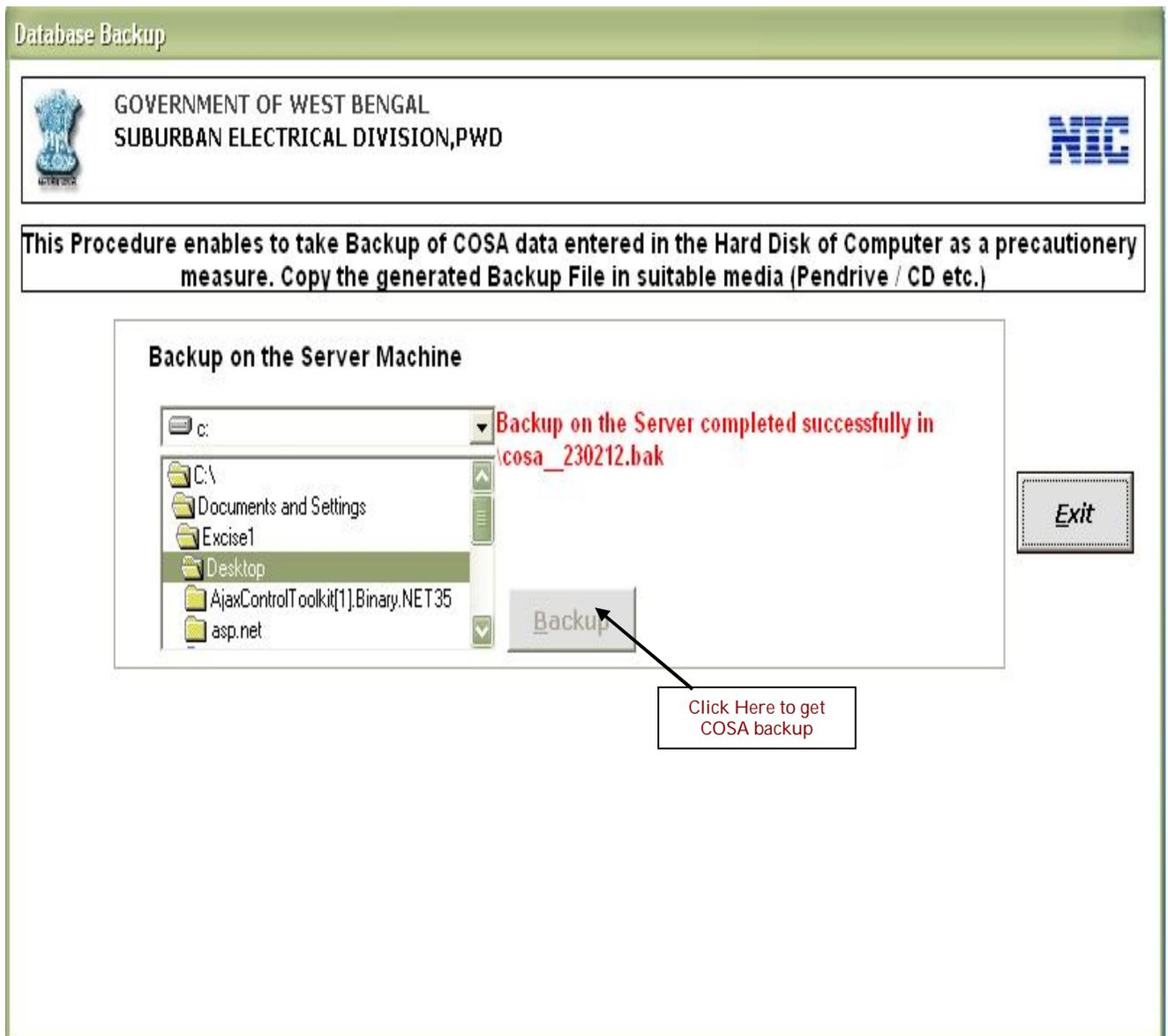


Figure 13.5

**ADMIN: UPDATE GIS IN NOVEMBER**

**UPDATE GIS SUBSCRIPTION OF THE EMPLOYEES (Screen: 149)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form is used to update GIS Subscription of the Employee. First Scroll & Generate Salary for the month then executes this menu.

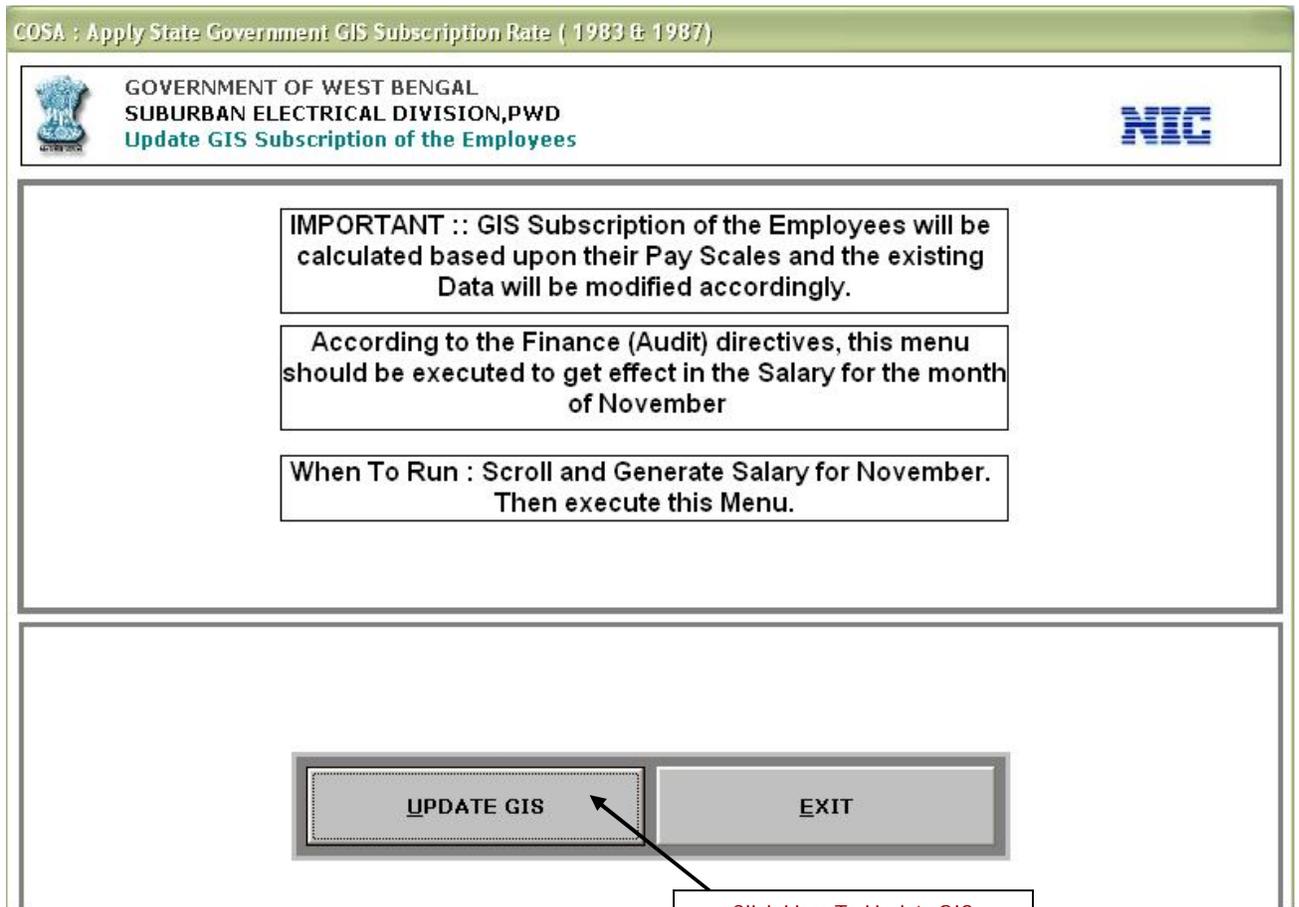


Figure 13.6

Click Here To Update GIS Subscription

**ADMIN: UPDATE P.TAX DEDUCTION**

**UPDATION SCREEN OF PROFESSIONAL TAX DEDUCTION  
(Screen: 150)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** First select Month & put Salary Year, then Click <UPDATE> to update P.Tax Deduction. It will take a few minutes to complete.

COSA : Update Professional Tax Deduction

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION, PWD  
Update of Professional Tax Deduction

Update Professional Tax Deduction For

Salary Month: February

Salary Year: 2012

UPDATE EXIT

Click Here To Update Professional Tax

Figure 13.7

## UPDATION SCREEN OF PROFESSIONAL TAX DEDUCTION (Screen: 151)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** First select Month & put Salary Year, then Click <UPDATE> to update P.Tax Deduction. It will take a few minutes to complete.



Figure 13.8

## ADMIN: APPLY NEW DA RATE

### APPLY NEW DA RATE FOR STATE GOVERNMENT EMPLOYEES (Screen:152)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** Dearness Allowances of all State Government Employees will be changed as per the last DA Rate. This will affect the Monthly Salaries from the months appropriate to the effect date for DA Rate as entered in the DA Rate Table. DA will be calculated considering Basic Pay and Non-Practicing Pay. Click <Apply New DA Rate> button to change the DA Rate.

COSA : New DA Rate



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Apply New DA Rate



<b>Department</b>	PUBLIC WORKS DEPARTMENT	<b>Salary Month</b>	February
<b>Establishment</b>	B.G.L. EL. SEC., PWD	<b>Salary Year</b>	2012

Service Type	State	<input type="button" value="OK"/>	<input type="button" value="BACK"/>
--------------	-------	-----------------------------------	-------------------------------------

DA of All Selected Employees will be updated with New DA Rate (%)

FOR 2009 45 %

Click Here To Apply New DA Rate

Figure 13.9

**ADMIN: APPLY STATE-HRA RATE**

**APPLY NEW HRA RATE FOR STATE GOVERNMENT EMPLOYEES (Screen: 153)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** House Rent Allowances of all State Government Employees will be changed as per the HRA Rate. To apply new HRA Rate Click <Apply New HRA Rate> button, then Click 'Yes'.

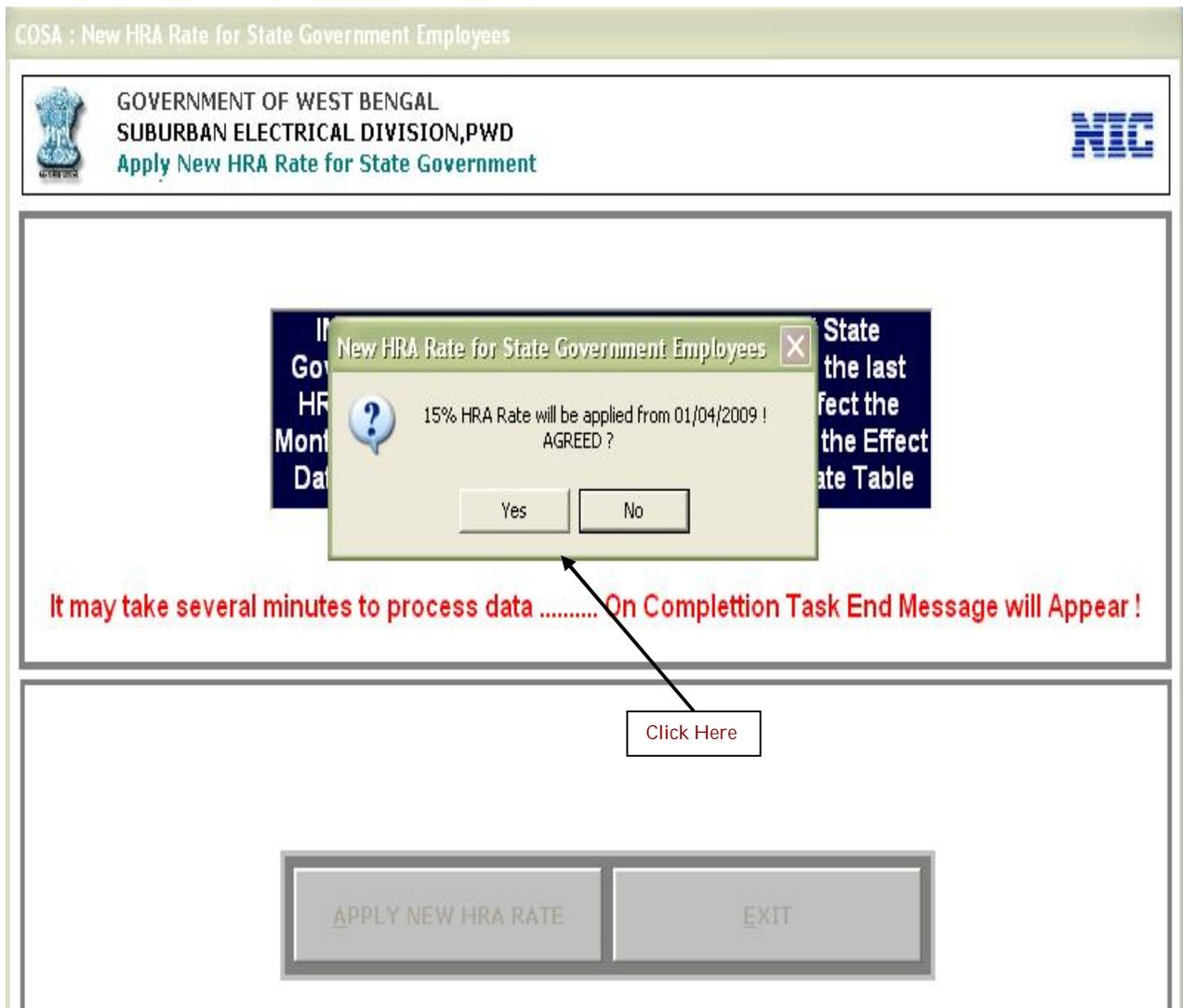


Figure 13.11

**ADMIN: APPLY NEW DA RATE**

**APPLY NEW DA RATE FOR CENTRAL GOVERNMENT EMPLOYEES  
(Screen:154)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** Dearness Allowances of all Central Government Employees will be changed as per the new DA Rate. Select department and then establishment. If you want to apply new DA Rate for State Government then select service type=GOI. Then click on <OK>. Then click on <Proceed>, it will take few minutes to complete.

COSA : New DA Rate

GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Apply New DA Rate

Department: PUBLIC WORKS DEPARTMENT | Salary Month: February

Establishment: B.G.L. EL. SEC., PWD | Salary Year: 2012

Service Type: State | OK | BACK

Click Here To Apply New DA Rate

Figure 13.12

**ADMIN: APPLY GOI-HRA RATE**

**APPLY NEW HRA RATE FOR CENTRAL GOVT. EMPLOYEES  
(Screen:155)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** House Rent Allowances of all Central Government Employees will be changed as per the HRA Rate. To apply new HRA Rate Click <Apply New HRA Rate> button, then Click 'Yes'.

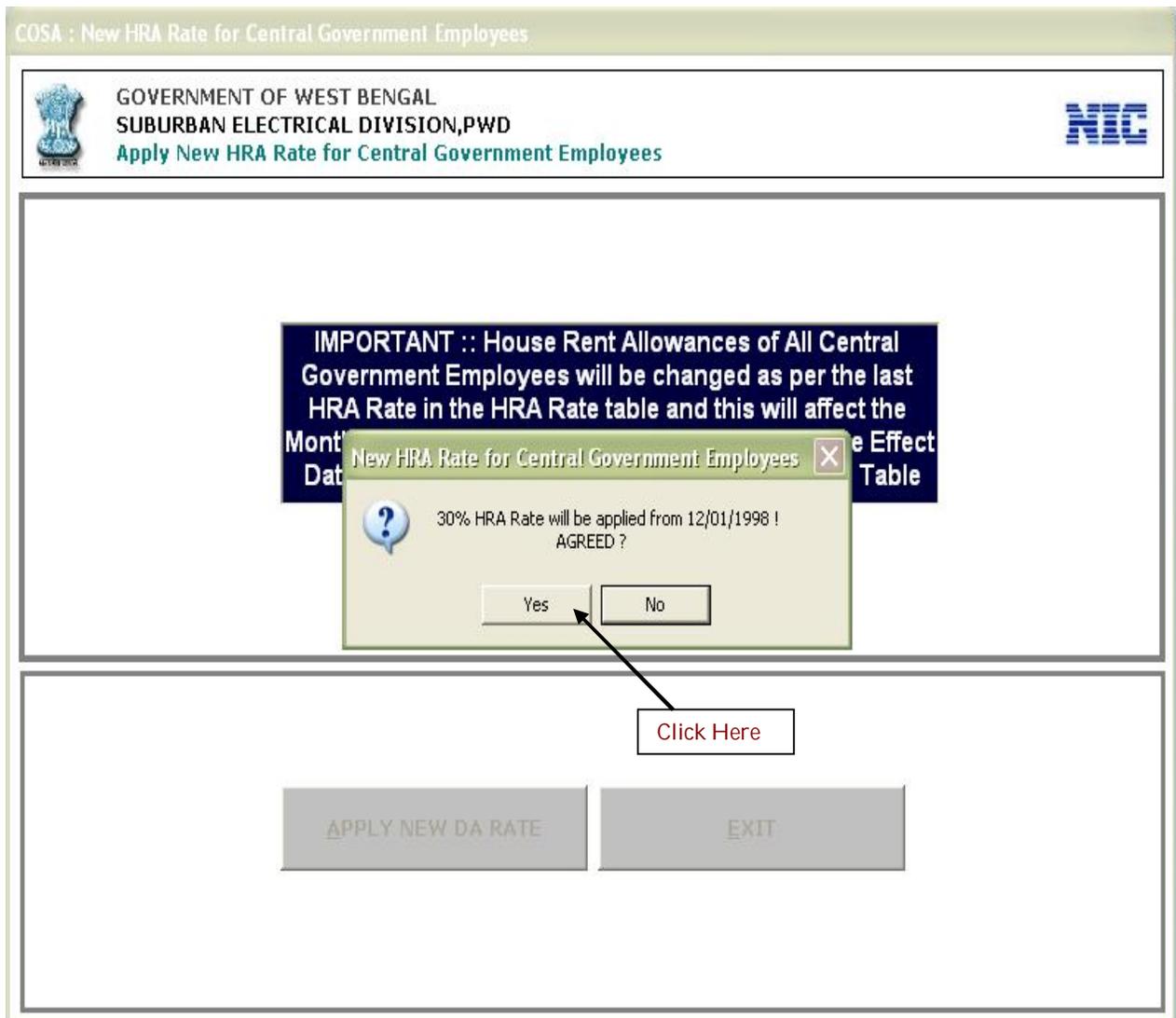


Figure 13.13

**ADMIN: UPDATE INCREMENT DATE**

**UPDATE PAY INCREMENT MONTH (Screen: 156)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form is to update pay increment month. Click on <Update> to update pay increment month.

COSA : Update Increment Date



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD  
Update Pay Increment Month



**Department** PUBLIC WORKS DEPARTMENT      **Salary Month** February

**Establishment** B.G.L. EL. SEC., PWD      **Salary Year** 2012

**Update Increment Month (01/MM/YYYY) of all Employees to**      01 / 07 / 2009

Sl.No.	PF Code	Employee Name	Basic Pay	Incr.Amt.	Incr.Due on

Figure 13.14

Click Here

**ADMIN: READ ME**

**TIPS (Screen: 157)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This page provides some important tips regarding this Package. Read this instruction carefully before start. Click on <More Info> to read more tips.

The screenshot shows a window titled "COSA : HELP ME". At the top left is the Government of West Bengal logo and the text "Government of West Bengal" and "COSA : Important Tips". At the top right is the "Help Desk" section with "Phone No. (033) 2214 3206" and "Email : mm@writers.wb.nic.in" and "pkghosh@writers.wb.nic.in". To the right of the Help Desk is the NIC logo. Below this is a list of 12 numbered tips. At the bottom, there is a red text box stating: "Low-cost solution version of COSA Implementation does NOT Require any Database Engine Installation at User End. Only Windows 98 or, upwards OS based Machine is Sufficient!". Below this is a note: "COSA is designed in such manner so as to support RDBMS like MS SQL Server as backend database." To the right of this text are two buttons: "More Tips" and "EXIT". An arrow points from a box labeled "Click Here" to the "More Tips" button.

COSA : HELP ME

**Help Desk**

Government of West Bengal  
COSA : Important Tips

Phone No. (033) 2214 3206  
Email : mm@writers.wb.nic.in  
pkghosh@writers.wb.nic.in

NIC

1. After Installation, Data Entry Sequence is : Master Data -> Basic Information -> Department -> Establishment -> User Administration
2. Establishment Name is the Pay Bill Name by which it is referred to , say Bill-1 or, Gazetted or, Part-9 etc.
3. Codes relating to Department, Establishment etc. are Computer Generated. Only Name, Head of Accounts are to be Entered.
4. Do NOT Edit Description of Existing Directory Data viz. Designation, Pay Allowances etc. Add if necessary.
5. After Master Data Entry is Completed, Data Entry Sequence is Personnel Information Entry -> Monthly Salary Data
6. PF Loan / PF Arrear / Other Loan Informations relating to Principal Amounts etc. to are to be Done through respective Menu items
7. Delete Employee Option should Not be often Used. To Stop Salary Temporarily, Use Stop Salary Option in Personnel Information
8. FOLLOW INSTRUCTIONS ON THE SCREEN CAREFULLY FOR EACH DATA OPERATION. THIS IS VERY IMPORTANT !!
9. Generate Data for Next Month Only If Pay Bill is Completed for Current Month ! Data Once Generated can NOT be Re-Generated !
10. Take Backup of the Database on Every COSA Working Day. Keep atleast 2 Sets of Database Backup in Floppies.
11. SHORT DATE FORMAT should be : dd/mm/yyyy And DATE SEPARATOR Should be : / Otherwise there will be ERROR
12. For the first month to implement COSA, you have to take pain in entering data etc. But Next Month onwards, you will have nice time

**Low-cost solution version of COSA Implementation does NOT Require any Database Engine Installation at User End. Only Windows 98 or, upwards OS based Machine is Sufficient !**

COSA is designed in such manner so as to support RDBMS like MS SQL Server as backend database.

More Tips  
EXIT

Figure 13.14

Click Here

**ADMIN: READ ME**

**TIPS (Screen: 158)**

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This page provides some more tips regarding COSA. Read this instruction carefully before start.

**COSA : Important Tips**



Government of West Bengal  
COSA : Important Tips

**Help Desk**

Phone No. (033) 2214 3206  
Email : mm@writers.wb.nic.in  
pkghosh@writers.wb.nic.in



<p><b>Pay Stop or else due to Transfer / Retirement</b></p>	<p>If the Employee comes from Bill-1 to Bill-2 under the same DDO with effect from August : Scroll Data for both Bill-1 and Bill-2 for August. Invoke Personnel Information of that Employee for August. Change the Establishment from Bill-1 to Bill-2 and Save.</p> <p>If the Employee Retires or, Transferred to Other office with effect from say August, you do : Scroll the Pay Data of that Pay Bill from July to August --&gt; Invoke Personnel Information of that Employee --&gt; Select YES for Stop Salary Option and Save. In the Pay Bill of August, the employee will appear with Zero Salary. But September onwards, it will not appear in the Pay Bill.</p>
<p><b>Error Comes while invoking Personnel Information : SOME FIELDS ARE LYING BLANK !</b></p>	<p>Short Date format should be : dd/mm/yyyy and the Date Separator should be /</p> <p>To Do this, Double Click sequentially on : My Computer --&gt; Control Panel --&gt; Regional Options --&gt; Date. Then change the short date format --&gt; Apply.</p>
<p><b>Error while invoking COSA or, Saving Data</b></p>	<p>pay DSN may be removed. Check it.</p> <p>Check whether .dbf files are there in c:\cosa folder</p> <p>Select all the .dbf files, unmark the Read Only permission, if it is there</p>
<p><b>Backup Database Files Not working !</b></p>	<p>Explore C:/cosa through Windows Explorer. View files by Type. Select all .dbf Files. Send to Floppy Disk.</p>

Back
More Tips

Figure 13.15

## ADMIN: FOR MEDICAL OFFICERS

### MODULE FOR INDIVISUAL PAY SLIP(Screen:159)

**To be used in:** Finance Department, Government of West Bengal

**Purpose:** This form generates individual pay slip. Select department, establishment, pay year, pay month. Then select G.P.F Ac/No and percentage to generate individual pay slip for officers.

NEW DP AND DA FOR MEDICAL OFFICERS



GOVERNMENT OF WEST BENGAL  
SUBURBAN ELECTRICAL DIVISION,PWD

Generation Module for Individual Monthly Pay Slip



<b>Select Department</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="PUBLIC WORKS DEPARTMENT"/>
<b>Select Establishment</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="ALIPORE EL. SUB-DIVN., PWD"/>
<b>Pay Year</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="2012"/>
<b>Pay Month</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="February"/>
<b>Select G.P.F.A/c No.</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="WORKS/WB/23033"/>
<b>Select Percentage</b>	<input style="width: 60%; border: 1px solid #ccc;" type="text" value="30 %"/>

Figure 13.17

Click Here

**HELP**

This menu is for Help to all User.By Clicking is menu a window will open  
**(Screen:160)**

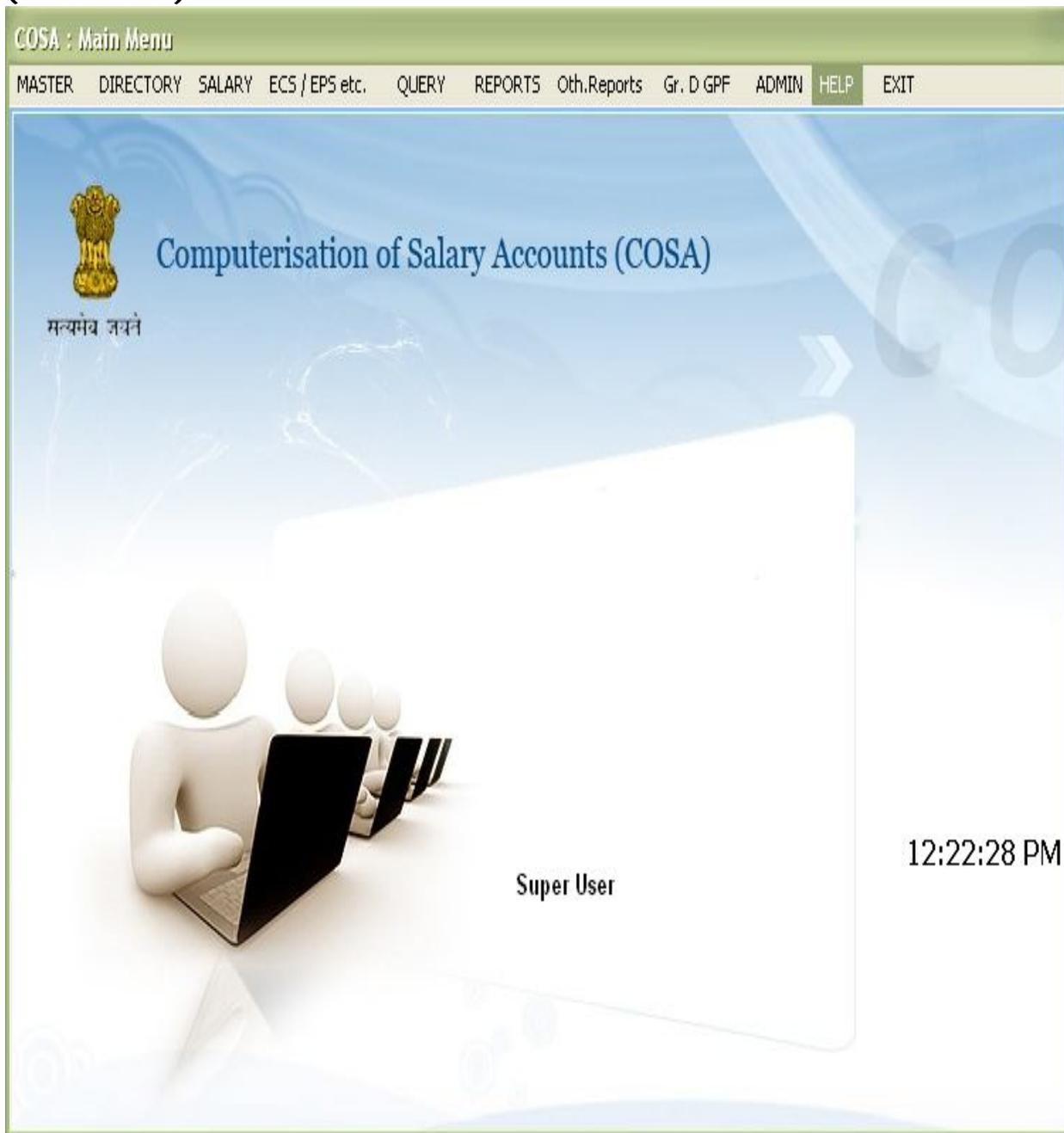


Figure 13.18

Then click on >OPEN COSA HELP FILE and Solve your queries. (Screen:161)



Figure 13.19

## **Chapter – 14: Do's And Don'ts For DDOs**

### **DO'S**

1. Keep Printed User Manual of COSA with you during day-today operation of COSA
2. Consult COSA Operating Manual available under Help Menu to quickly solve operational issues
3. Ensure to install COSA database in single PC
4. Keep earmarked PC for COSA in healthy condition
5. Take Backup of COSA Database regularly without any fail using Backup Utility available in COSA
6. Take COSA backup in PC hard disk and in redundant Removable media (USB Pen drive, HDD etc.)
7. Opt for Pay Stop option of Personnel Info Menu only after Scrolling of Monthly data
8. Install Anti-virus software in PC earmarked for COSA
9. For critical problems, consult COSA Support Team
10. When new DA announces, Apply new DA Rate from ADMIN menu only after Scrolling
11. In case of employee Transfer/Death/VRS , Stop the salary from Personnel menu after scrolling

### **DON'TS**

1. Do not operate COSA in Standalone mode in more than 1 location to avoid losing data integrity
2. Do not share Administrator Password with common user to avoid tampering of Master data
3. Do not use COSA earmarked PC for other purposes as much as possible
4. Do not operate COSA Database in Raw Mode (without through COSA application)
5. Do not use Removable Media (earmarked for COSA backup) for other purposes
6. Do not Delete employee, in case of employee Transfer/Death

## Chapter – 15: GLOSSARY

### ABBREVIATION

AAO	- Assistant Accounts Officer
ADO	- Agriculture Development Officer
AMC	- Annual Maintenance Contract
AO	- Accounts Officer
CD	- Compact Disk
COSA	- Computerization of Salary Accounts
DDO	- Drawing and Disbursement Officer
DEO	- Data Entry Operator
DLI	- Deposited Link Insurance
DM	- District Manager
DOA	- Department of Agriculture
DOS	- Disk Operating System
DRW	- Daily Rated Worker
DU	- District Unit
EPF	- Employee Provident Fund
FAO	- Finance & Account Officer
GO	- Government Order
GOI	- Government of India
GOWB	- Government of West Bengal
HDD	- Hard Disk Drive
HQ	- Head Quarter
IT	- Information Technology
JAO	- Junior Accounts Officer
LAN	- Local Area Network
MD	- Managing Director
MIS	- Management Information System
MS	- Microsoft
NIC	- National Informatics Centre
NICSI	- National Informatics Centre Service Incorporated
OIC	- Officer In-charge
OS	- Operating System
PAO	- Principal Agricultural Officer
PC	- Personal Computer
PFS	- Pension Fund System
PL	- Project Leader
PM	- Project Manager
PSA	- Principal Systems Analyst
QMS	- Quality Management System
QRG	- QMS Review Group

RAM - Random Access Memory  
RDBMS- Relational Database Management System  
SAO - Sub-divisional Agricultural Officer  
SC - Schedule Cast  
SDG - Software Development Group  
SRS - System Requirement Specification  
ST - Schedule Tribes  
UM - User Manual  
UPS - Uninterrupted Power System  
WBSC - West Bengal State Centre  
WBSSCL- West Bengal State Seed Corporation Ltd.  
XP - Extreme Programming

## Chapter – 16: ACHIEVEMENT

- A) Issuance of G.O. No. 9491-F Dated 20-09-2002 by WB
- B) COSA has bagged the Good E-Governance Project Award in the Microsoft Leadership Summit 2007 held in New Delhi, on 27<sup>th</sup> November 2007



## Chapter – 17 Troubleshooting Tips

1. **Issue:** I cannot login. Error message shows: "**Wrong User Id/Password! Please Try Again**".

**Answer:** Error message indicates that an incorrect Logon ID and/or password were entered. Please verify that the correct Logon ID and password were entered. The **password** is **case sensitive**. Make sure you have completed the registration process.

2. **Issue:** "**Wrong User Id./Password! Please Try Again**" message is displayed sometime.

**Answer :** Please Ensure that Caps Lock is not On. The **user id and password** is **case sensitive**.

3. **Issue:** After Clicking the Print Icon, the printing of the document can not be started.

**Answer :** Please Ensure that the Printer device is correctly connected.

4. **Issue:** While Taking the printout of the IP/NOC ,the format of the document is distorted.

**Answer :** Please follow the following Steps:--

- Click on "Start" and then Click on "Control Panel".

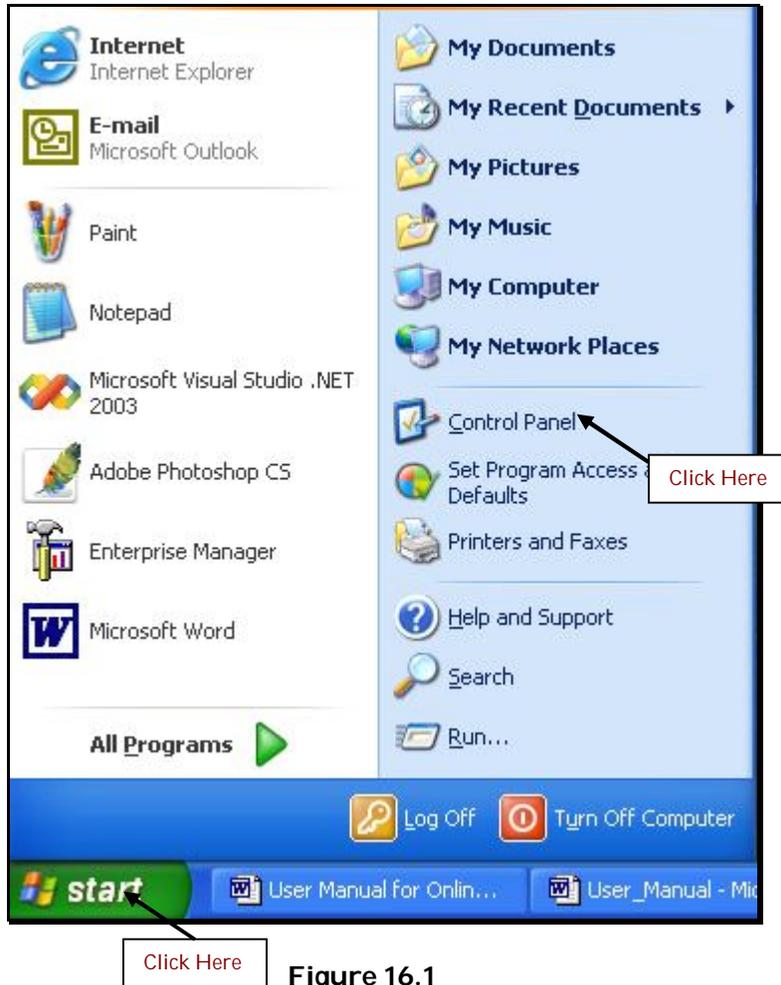


Figure 16.1

- Click on  “Printers and Faxes”.

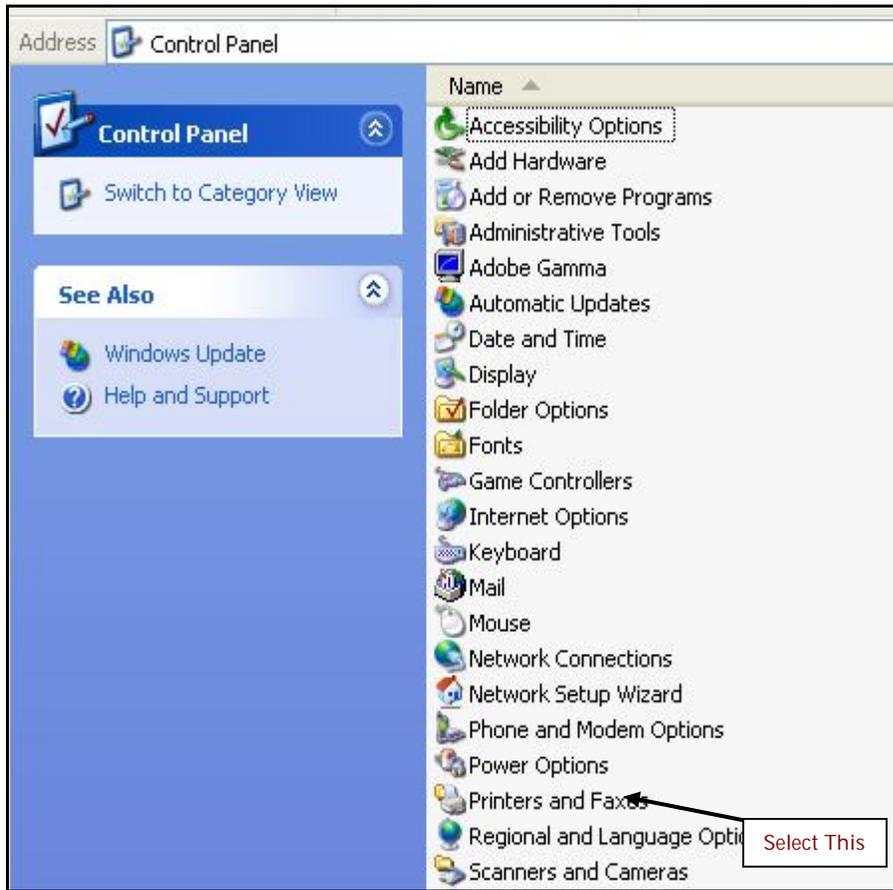


Figure 16.2

- On Clicking, Below page is displayed.



Figure 16.3

- Please Right Click on the icon . A menu is displayed. Click on "Printing Preferences".

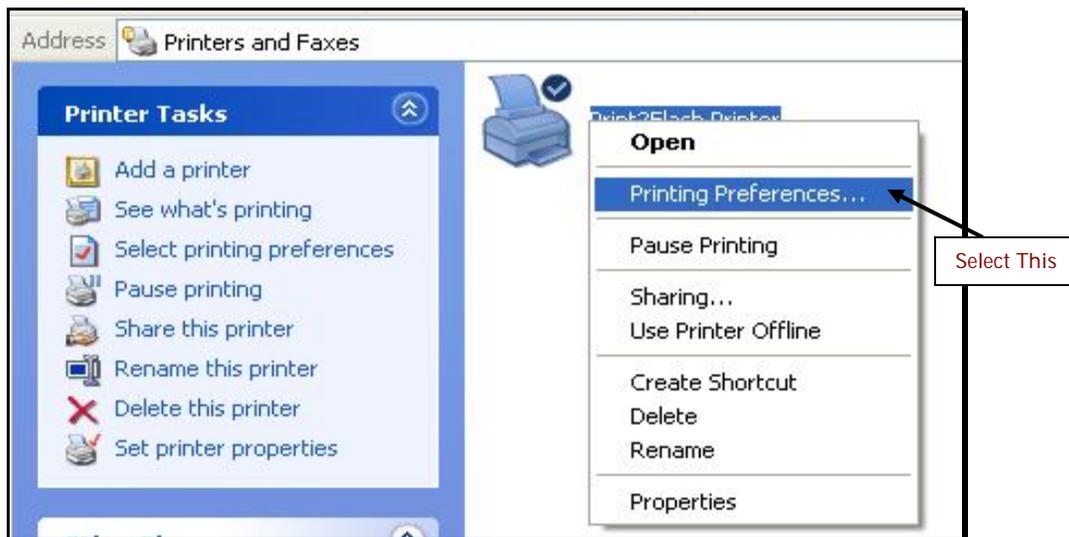


Figure 16.4

- On Clicking, below page is displayed.

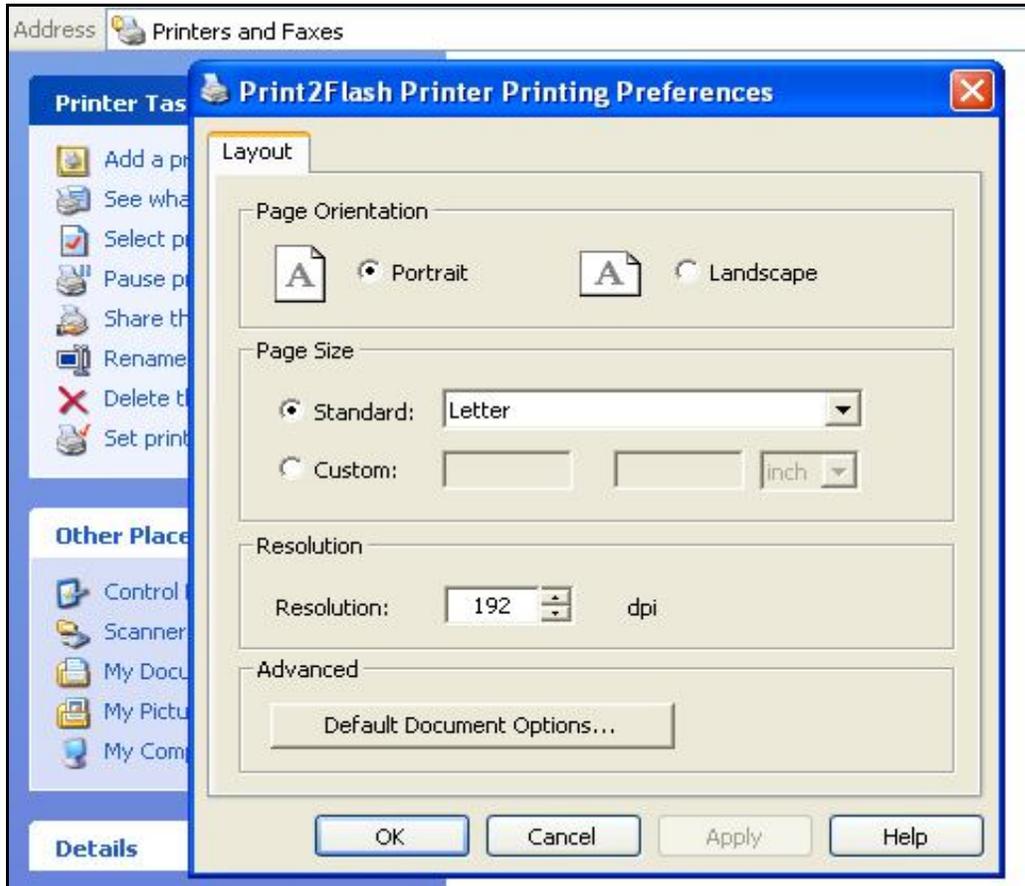


Figure 16.5

- Please Select the A4 Page Size from the Standard Dropdownlist.

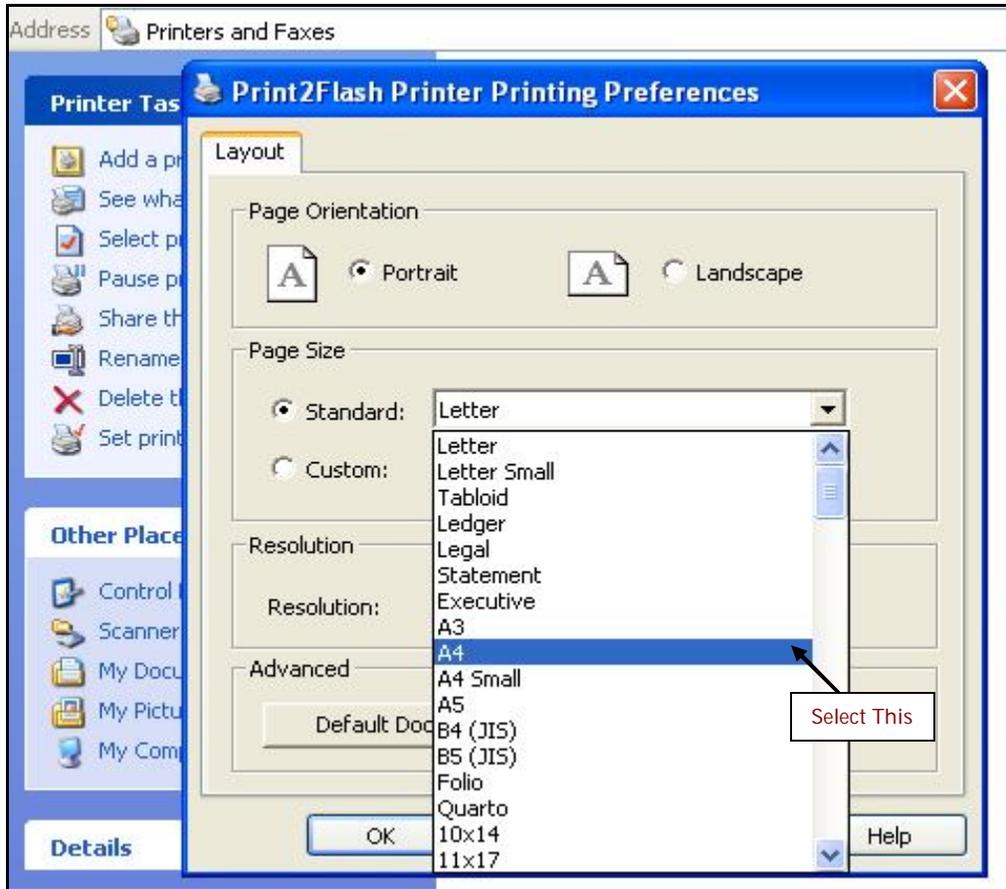


Figure 16.6

- Please Click "Ok".

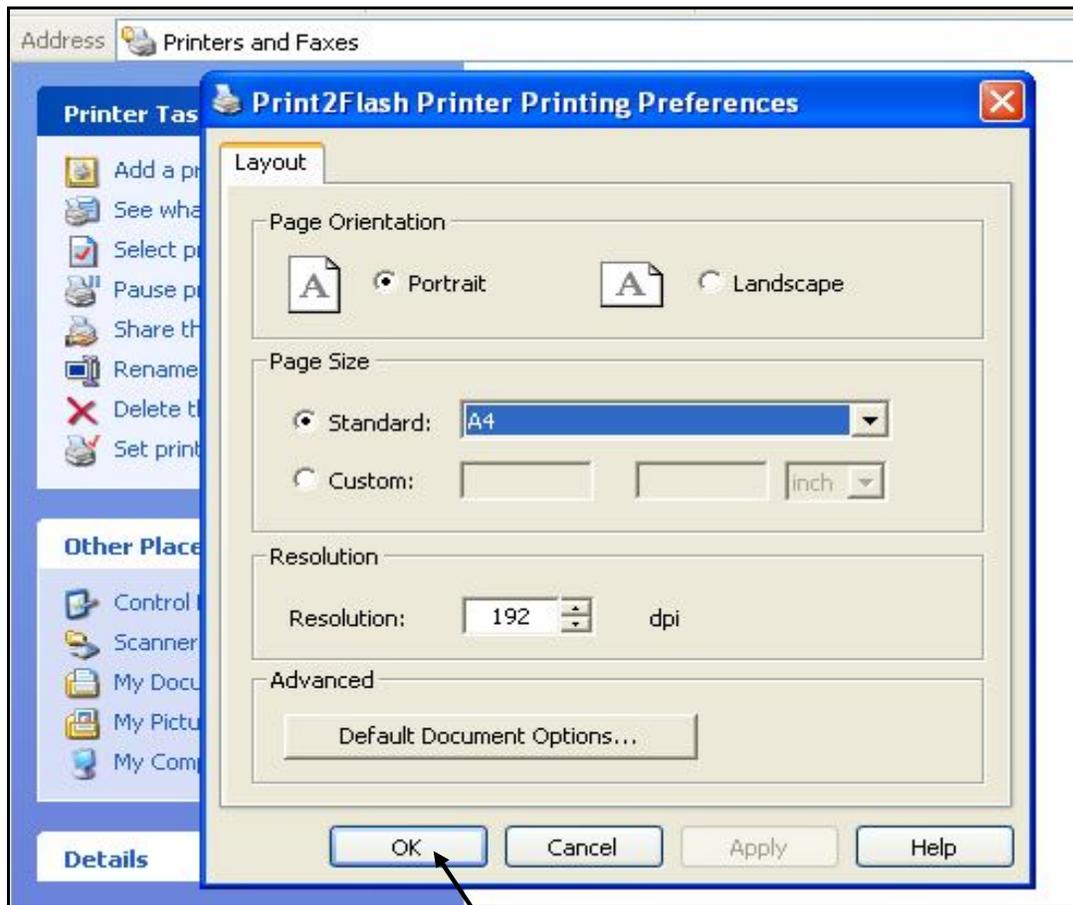


Figure 16.7

Click Here

- Please Then Click  of the Document. PrintOut with Proper format can now be generated.