



Government of West Bengal
Office of the District Inspector of Schools (S.E)
Bankura

Memo No. 259/S

Date: 27.01.2020

From : The District Inspector of Schools (S.E), Bankura

To : The HOI of all Secondary schools under Bankura District.

Sub : **Status report and further plan of action regarding implementation of ROPA 2019**

This is to bring to the notice of all that online option has been submitted by a good number of school under this district whereas a small number of school has failed to submit within the stipulated time. In order to guide all the HOI for ROPA related problem this office is giving updated status report in the official website of DIS SE Bankura (www.disebankura.in).

Regarding various issues all are requested to follow the action plan henceforth.

File status	Action to be taken by the HOI
Online Fixation approved by the DIS SE	Submit salary for January 2020 within 30.01.2020.(Revised salary table to be available)
Online Fixation submitted but not approved by the DIS SE / Not submitted online option at all.	1)Submit salary for January 2020 within 30.01.2020.(Unrevised salary table to be available) 2) Comply objection raised by the DIS/ADA.
Submitted hard copy but not finalized / Sent to DDO their online option	Finalize /Send online fixation to the DIS within 10.02.2019.(for February only)
Online fixation file not submitted by the HOI	Submit online fixation to the DIS with hard copy within 10.02.2019.(for February only)
File objected by DIS/ADA	Visit the official website of DIS SE for details and keep papers ready for submission. All sorts of objections to be complied on 06.02.2020 (within 11AM to 4PM) Send unlock request within 08.02.2020 through System then send a mail to osmsbankura@gmail.com once unlocked, submit rectified option & fixation.
Correction of wrong Option date	
System generated wrong option & Fixation form	Download those forms afresh, problem will be rectified. No need to unlock.

If Option / Fixation of any employee submitted wrongfully or objected approval of Fixation for the entire school will remain pending until complied. This office is managing a huge task with limited personnel so all are earnestly requested to visit our official website on regular basis or latest updates. Compliance of objection and submission of Option & Fixation will be as per the scheduled strictly. This is a model plan of action subject to change as per Dept. of School Education's notification.
All sorts of co-operation is highly solicited.

for 10/Jan 27.1.20
District Inspector of Schools(S.E)
Bankura