



Government of West Bengal
Office of the District Inspector of Schools
(Secondary Education); Bankura
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Memo No: 366 /S


Date: 07.02.2020.


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

To : **The HOI of all Jr. High/Secondary & Higher Secondary Schools under this district.**

Sub: - Salary Submission for February 2020 & Remaining ROPA-2019 work.

*In consideration of Remaining ROPA – 2019 related works, this office has collected and worked out some issues. For smooth submission of salary for the month of February 2020 & option & fixation of ROPA – 2019, all HOI are hereby instructed to study the example cases and their respective solutions as mentioned in the Annexure attached with this letter and follow the deadline of submission & processing the same. In view of the above works the **last date of online salary submission is extended up to 20.02.2020 for this month only.** All are requested to remain careful while preparing their salary requisition and submission of the same in due time.*

for

07/2/20

 07.02.20
District Inspector of Schools (SE)
Bankura

Annexure

Case-1: The Schools who got salary under ROPA-09 in January for **not opting** under ROPA-19 as marked by HOI in ROPA – 19 Teacher Selection option under the Master Directory Management.

Solution: HOI of these schools have to go to Teacher Selection option and select desired ROPA 2019 as per choice and finalize their selection and then go to ROPA -19 Option & fixation module to complete the online fixation process and at the end of completion of all desired employees' option & fixation, click on the finalize button to send the same to DDO for online approval.

It also mentioned that HOI should download option & fixation copies from the site and submit the file to DI SE Bankura office as per this office memo no. 185/S dt. 14/01/2020 (available in our website: www.disebankura.in) on **12.02.2020 & 13.02.2020**

Case-2: There are some Schools where one or more employee did not submit option in ROPA – 2019 in January 2020 & got salary under ROPA-09 in January.

Solution: If the above mentioned employee (s) wishes to opt this month i.e. February 2020, HOI will mail their name, designation & ROPA choice as 2019 to (osmsbankura@gmail.com). It is likely to be changed as 2019 from DDO end. Then HOI should go to ROPA -19 Option & fixation module to complete the online fixation process and at the end of completion of all desired employees' option & fixation, click on the finalize button to send the same to DDO for further approval.

In this case, HOI should download option & fixation copies from the site and submit the file to DI SE Bankura office as per this office memo no. 185/S dt. 14/01/2020 (available in our website: www.disebankura.in) on **12.02.2020 & 13.02.2020**

Case-3: There are some Schools with new joining and they have already sent mail for online approval and the same is due at DDO end.

Solution: After the online approval, DDO will change their ROPA selection as 2019. HOI should go to ROPA -19 Option & fixation module to complete his/her online fixation process and at the end of completion click on the finalize button to send the same to DDO for further approval. The other employee's option & fixation (as approved earlier) will remain unchanged.

In this case, HOI should download fixation copies from the site and submit the file to DI SE Bankura office as per this office memo no. 185/S dt. 14/01/2020 (available in our website: www.disebankura.in) on **12.02.2020 & 13.02.2020**

Case-4: The Schools/Employees who got salary under ROPA-09 in January as they already revert back their Teacher Selection option under the Master Directory Management as ROPA 2009 before approval of this office.

Solution: HOI of these schools have to go to Teacher Selection option and check their selection. It is likely to be changed as 2019 from DDO end. HOI will have to remain alert while checking this selection and inform this office via mail (osmsbankura@gmail.com) if any anomaly found. Then HOI should go to ROPA -19 Option & fixation module only to finalize & send it to DDO for approval within **13.02.2020**. It also mentioned that these schools should not download option & fixation copies again.

Case-5: The Schools/Employees who got salary under ROPA-09 in January as they did not finalize or send the online fixation to DDO end but submitted hard copies.

Solution: HOI of these schools have to go to Teacher Selection option and check their selection. It is likely to be changed as 2019 from DDO end. HOI will have to remain alert while checking this selection and inform this office via mail (osmsbankura@gmail.com) if any anomaly found. Then HOI should go to ROPA -19 Option & fixation module only to finalize & send it to DDO for approval within **13.02.2020**. It also mentioned that these schools should not download option & fixation copies again.

 for
07/2/20
District Inspector of Schools*
(Secondary Education) Bankura
07.02.2020