# SUBMISSION OF INCREMENT IN JULY: A STEP BY STEP GUIDE

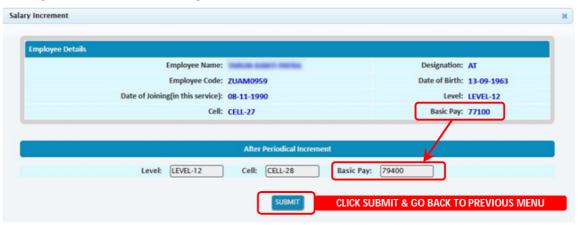
### INCREMENT LINK MENU

WELCOME: HOI SUPUR HIGH SCHOOL HS	
Master Directory Management	
Transaction Directory Management	
Reports Generation	
▼ Salary Increment	
PREVIOUS SALARY INCREMENT DETAILS	
SUBMIT SALARY INCREMENT	
SUBMIT APPROVAL FOR 18 YEARS	

# CASE 1: PERIODICAL (ANNUAL) INCREMENT ONLY



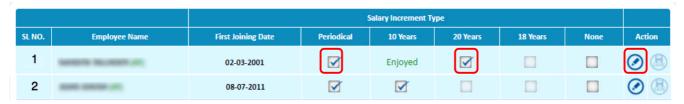
System calculates Basic Pay after Periodical (Annual) Increment





#### CASE 2: PERIODICAL (ANNUAL) INCREMENT WITH ADDITIONAL INCREMENT W.E.F 01-JULY

If any Additional Increment (10/20/18 yr) becomes due in between January & June, such increment to be given in July with Annual Increment as per ROPA. Date of effect of such Additional Increment will be 01-July. See the example in SI No 1 below. As per first joining date (02-03-2001) he already enjoyed 10 yrs increment, but 20 yrs increment not yet given though it became due in March 2021. So, 20 yrs increment to be given along with Annual Increment in July.



System calculates, Basic Pay after successive 2 increments. Give Date of effect only



Click Save to freeze data as Case-1

### CASE 3: PERIODICAL (ANNUAL) INCREMENT WITH ADDITIONAL INCREMENT (DATE OF EFFECT IN JULY)

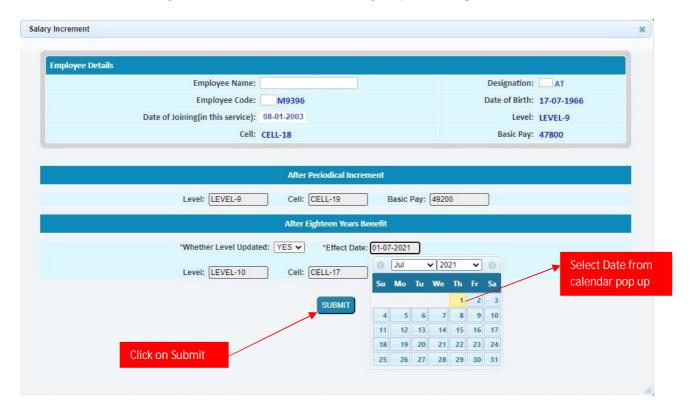
See the example in SI. No 2 below. As per first joining date his 10 yrs increment is due on 08-07-2011 and 10 yrs increment to be given in July along with Annual Increment. A calendar will pop up to select the effect date. After selection, system will auto calculate fraction Basic Pay.

N.B: Date of effect of additional increment may be deferred by number of days taken Leave without pay by the employee.



## CASE 4: PERIODICAL (ANNUAL) INCREMENT WITH 18 yrs INCREMENT (W.E.F 01-JULY)

See the example below. As per first joining date his 18 yrs increment is due on 08-01-2021 and 18 yrs increment to be given in July along with Annual Increment. A calendar will pop up to select the effect date. After selection of date (i.e. 01.07.2021), system will auto calculate Basic Pay as per existing ROPA rule.



N.B: In case of Periodical & Additional increment (10/20/18 yrs) PF subscription in salary table will be set @ of 6% of new Basic Pay. HOI should check it before salary submission and can edit the same to previous month's subscription if it permits the minimum contribution amount.

