

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

WELCOME: HOI
SUPUR HIGH SCHOOL HS

EMPLOYEE LIST FOR SUPUR HIGH SCHOOL HS(19131001302)
OSMS SCHOOL CODE : 2007000

Sl. NO.	Employee Name	First Joining Date	Salary Increment Type					Action
			Periodical	10 Years	20 Years	18 Years	None	
1	[REDACTED]	07-11-1990	<input type="checkbox"/>	Enjoyed	Enjoyed	<input type="checkbox"/>	<input type="checkbox"/>	
2	[REDACTED]	08-11-1990	<input checked="" type="checkbox"/>	Enjoyed	Enjoyed	Enjoyed	<input type="checkbox"/>	

SELECT PERIODICAL → CLICK

System calculates Basic Pay after Periodical (Annual) Increment

Salary Increment

Employee Details

Employee Name: [REDACTED] Designation: AT
Employee Code: ZUAM0959 Date of Birth: 13-09-1963
Date of Joining(In this service): 08-11-1990 Level: LEVEL-12
Cell: CELL-27 Basic Pay: 77100

After Periodical Increment

Level: LEVEL-12 Cell: CELL-28 Basic Pay: 79400

SUBMIT → CLICK SUBMIT & GO BACK TO PREVIOUS MENU

EMPLOYEE LIST FOR SUPUR HIGH SCHOOL HS(19131001302)
OSMS SCHOOL CODE : 2007000





Increment Data For [REDACTED] has been submitted successfully.

Sl. NO.	Employee Name	First Joining Date	Salary Increment Type					Action
			Periodical	10 Years	20 Years	18 Years	None	
1	[REDACTED]	07-11-1990	<input type="checkbox"/>	Enjoyed	Enjoyed	<input type="checkbox"/>	<input type="checkbox"/>	
2	[REDACTED]	08-11-1990	<input checked="" type="checkbox"/>	Enjoyed	Enjoyed	Enjoyed	<input type="checkbox"/>	

CLICK SAVE TO FREEZE INCREMENT DATA

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.

SL NO.	Employee Name	First Joining Date	Salary Increment Type					Action
			Periodical	10 Years	20 Years	18 Years	None	
1	[REDACTED]	02-03-2001	<input checked="" type="checkbox"/>	Enjoyed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
2	[REDACTED]	08-07-2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

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

Employee Details

Employee Name:	[REDACTED]	Designation:	AT
Employee Code:	DIGA8998	Date of Birth:	07-01-1968
Date of Joining(in this service):	02-03-2001	Level:	LEVEL-15
Cell:	CELL-20	Basic Pay:	74800

After Periodical Increment

Level:	LEVEL-15	Cell:	CELL-21	Basic Pay:	77000
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After Twenty Years Benefit

Level:	LEVEL-15	Cell:	CELL-22	Basic Pay:	79300
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Use Calendar to give Effect Date as 01-07-2021

*Effect Date: 01-07-2021

SUBMIT





CLICK SUBMIT TO GO BACK TO PREVIOUS MENU

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.

SL NO.	Employee Name	First Joining Date	Salary Increment Type					Action
			Periodical	10 Years	20 Years	18 Years	None	
1	[REDACTED]	02-03-2001	<input checked="" type="checkbox"/>	Enjoyed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
2	[REDACTED]	08-07-2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

Employee Name:	[REDACTED]	Designation:	AT
Employee Code:	FTTR3753	Date of Birth:	30-04-1985
Date of Joining(in this service):	08-07-2011	Level:	LEVEL-11
Cell:	CELL-10	Basic Pay:	43600

After Periodical Increment

Level:	LEVEL-11	Cell:	CELL-11	Basic Pay:	44900
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After Ten Years Benefit

Level:	LEVEL-11	Cell:	CELL-11	Basic Pay:	44900
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*Effect Date: ...

Level: LEVEL-11 Cell: CELL-11

Select Date from calendar pop up

Calendar: Jul 2021

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Activate \ Go to Setting

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.

Salary Increment

Employee Details

Employee Name:
Employee Code:
Date of Joining(in this service):
Cell:

Designation:
Date of Birth:
Level:
Basic Pay:

After Periodical Increment

Level: Cell: Basic Pay:

After Eighteen Years Benefit

*Whether Level Updated: *Effect Date:
Level: Cell:

Jul 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Click on Submit

Select Date from calendar pop up

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.

SL NO.	EMPLOYEE NAME	BASIC	ADDL. REMUN.	D.A (3%)	H.R.A (12%)	M.A	CONV ALLOW	C.P.F (8.33%)	OVER DRAWN	GROSS SALARY	G.P.F (min 6%)	P.F.L	C.P.F
13.	AT	56697	0	1701	6804	500	0	0	0	65702	3402	0	200
14.	AT	45277	0	1358	5433	500	0	0	0	52568	2717	0	200
15.	AT	57300	0	1719	6876	500	0	0	0	66395	4000	0	200

Check PF Subscription before finalizaiton

Thank You