

**It's important to read the FAQ's as changes have been done in all the sections of the software**

**Regional Officer's Zone:**

**The budget under the zone has the following changes:**

- Zone will **add all the employees** Including the Regional Officer
- **Employee ID will remain the same**
  - Example: in case if 445566 is an Adhoc staff and has now been appointed as permanent staff. It will remain the same but for the changes in designation a communication will be sent to the head office.
  - Similarly in the change of name, designation, date of retirement the school can upload the salary against the same ID but needs to get the data changed by sending a letter to Accounts Office.
- All salaries will be validated, The sanction letters of the employee need to be attached with the payment page. Name of the file will be the ID number of the employee. **445566.pdf**
- Do not send Arrear and Supplementary with the month of April and May (payment and receipts). The same can be sent from June onwards.
- It's important to update the contact numbers and email ids in the software.

**PROJECT SCHOOL: ( Logins will open from the 19<sup>th</sup> August)**

**The budget under the project school has the following changes:**

- School will **add all the employees**
- **Employee ID will remain the same**
  - Example: in case if 445566 is an Adhoc staff and has now been appointed as permanent staff. It will remain the same but for the changes in designation a communication will be sent to the head office.
  - Similarly in the change of name, designation, date of retirement the school can upload the salary against the same ID but needs to get the data changed by sending a letter to Accounts Office.
- All salaries will be validated; A confirmation letter signed by Principal, Chairman, Manager is to be added to the payment page. The letter should state that all salaries are correct as per norms. Do not send Arrear, Supplementary. ( only for project schools)
- It's important to update the contact numbers and email ids in the software.
- **REVISION OF BUDGET:** only two times in a year. Forwarding letter is to come through online. The Declaration letter is to be uploaded in the portal only.
- **Payment page of the budget** has been changed.
  - Administration charges, agency charges and services are now part of Establishment.
  - Agency Charge and Insurance have been separated. The amount needs to be calculated separately and the same needs to be communicated via payments page in April payment and receipt to head office.

## Directly Managed Schools:

The Budget, Receipt and Payment has the following changes:

- School will **add all the employees**.
- **Employee ID will remain the same**
  - Example: in case if 445566 is an Adhoc staff and has now been appointed as permanent staff. It will remain the same but for the changes in designation a communication will be sent to the head office.
  - Similarly in the change of name, designation, date of retirement the school can upload the salary against the same ID but needs to get the data changed by sending a letter to Accounts Office.
- All salaries will be validated, The sanction letters of the employee need to be attached with the payment page. Name of the file will be the ID number of the employee. **445566.pdf**
- Do not send Arrear and Supplementary with the month of April and May (payment and receipts). The same can be sent from June onwards.
- It's important to update the contact numbers and email ids in the software.
- **REVISION OF BUDGET:** only two times in a year. Forwarding letter is to come through online. The Declaration letter is to be uploaded in the portal only.
- **Payment page of the budget** has been changed.
  - Administration charges, agency charges and services are now part of Establishment.
  - Agency Charge and Insurance have been separated. The amount needs to be calculated separately and the same needs to be communicated via payments page in April payment and receipt to head office.