

राष्ट्रीय आदिवासी छात्र शिक्षा समिति  
(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,  
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**National Education Society for Tribal Students**

(An Autonomous Organization under  
Ministry of Tribal Affairs, Govt. of India)  
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**28<sup>th</sup> May 2025**

### **Notice**

Various references are received from EMRS regarding procedure for processing of salary of employees joined in the month of May, 2025. In this regard, the procedure is as follows:-

#### **For Non-Vacation Staff:-**

**Step 1:-** Newly joined employee will fill the form using the link given below:-

<https://octopod.co.in/nest/collection/a109810bda7e72d5bc29aa4b21147414/85fab16a75109cf289ec28c12b05faa>

**Step 2:-** Form is to be approved by the concerned state society.

**Step 3:-** After approval of form by the state society, an intimation is to be sent on [infosharing.nests@gmail.com](mailto:infosharing.nests@gmail.com) for adding the employee in the payroll.

**Step 4:-** Enter the attendance of the employee in the leave module and publish the salary.

#### **For Vacation Staff:-**

**Step 1:-** Step 1 to Step 3 remains same as mentioned above.

**Step 2:-** Enter the attendance of the employee in the leave module and process the salary. During the vacation period, attendance of the employee is to be marked as LWP.

**Step 3:-** Check and publish the salary.

**Note:-** The salary of employees joined in vacation shall be released as arrear along with salary in the month in which 150 days (excluding vacations) are completed.