राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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National Education Society for Tribal Students
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Notice

1. Payroll module of HRMS for processing of Salary of **NESTS employees** is developed and to be implemented in the EMRS. Salary for the month of November, 2024 will be processed through Payroll Module only.

2. Salary in the payroll module is to be prepared/processed by the **Accountant** or **any official to whom the salary work is assigned by the Principal**. Final approval for publishing of salary is to be done by Principal or Accountant with prior approval of principal.

3. Procedure for using the Payroll Module is as follows:-

   For detailed process, employees may refer the video by clicking on the link below:-

   https://youtu.be/K42pMJyYfUQ

   Step wise process is as follows: -

   Step 1:- Open www.octopod.co.in website----> Login with the Registered Mobile Number and Password (PIN)---->Select Admin Dashboard----> Select Academy i.e School from the drop down box on the top right side of the screen.

   Step 2:- Select HRMS----> Select payroll from the Drop Down----> Select Salary Calculations ----> A screen will be visible with the name of Payroll salary.

   Step 3:- Select respective month i.e November---->Click on Report---->A list of all the employees working in the school will be shown.

   Step 4:- In the Earning Tab only HRA and Special Pay is visible and required to be edited in respect of all the NESTS employees in the school. Rest of the component's i.e Dearness Allowance, Transport Allowance etc are hidden. The following things to be kept in mind while editing HRA and Special Pay

   House Rent allowance:- HRA shall be paid to the employees as follows:-

   a. Accommodation provided by the School:- In case of accommodation (Independent/Shared) is provided by the Schools, HRA will not be paid and should be entered as "0" in the HRA tab. If accommodation (Independent/Shared) is provided by the School and the staff doesn't occupy it immediately, HRA will not be paid.

b. Accommodation is not provided by the School: - In case accommodation is not provided by the Schools, HRA will be paid to the employees at rate of 10% of Basic pay in respect of all the school except the following three schools: -

State	EMRS	Rate of HRA
Madhya Pradesh	EMRS Bhopal (Phanda)	20%
Madhya Pradesh	EMRS (PTG) Jabalpur	20%
Maharashtra	EMRS Peth Road	20%

Special Pay:- Special Pay shall be paid to the employees at the rate of 10% of the basic pay subject to the following condition:-

a. Special Pay is payable to all the regular teaching and non-teaching staff appointed with the approval of NESTS and staying in the campus. If accommodation (Independent/Shared) is provided by the School and the staff doesn't occupy it immediately, Special Pay will not be paid.

b. In case employee is not staying in campus due to the reason that accommodation is not available in the campus, based on personal certification of the Principal, the special pay will be paid provided that the employee carried out all the responsibilities required for residential school.

Step 5:- The following fields in the Deduction is required to be edited by the Accountant/Principal:-

License Fees: - No license fee is to be recovered from the employees to whom accommodation is provided by the schools.

NPS (Employee Contribution): - NPS is auto calculated at the rate of 10% of Basic Pay Plus Dearness Allowance.

NPS (Employer Contribution): - NPS is auto calculated at the rate of 14% of Basic Pay Plus Dearness Allowance.

Water Charges:- Water charges at the rate of Rs. 100/- per month is to be recovered from all the employees to whom accommodation is provided by the School.

Electricity Charges: - All the Principals are directed to install the Electricity Submeters for each quarter within a period of two months after the issue of notification. After the installation of Submeters, electricity charges to be recovered at the per unit rate fixed by the Local Electricity Distribution Agency.

Till the time submeters are not installed, Electricity Charges is to be recovered from the employees to whom accommodation is provided as follows:-

Type of Accommodation	Charges to be Recovered (per month)
Type I	Rs. 150/-
Type II	Rs. 200/-
Type III	Rs. 250/-
Type IV to V	Rs. 300/-

Rest of the fields in deduction Tab is NOT required to be edited by the Accountant/Principals.

Step 6:- After entering all the data related as mentioned in step no 4 & 5 in respect of all the employees----> Click on Export Excel---->An Excel File with the complete salary components will be downloaded----> Reverify the data in the excel file----> After Reverification, Click on the Publish button available on the bottom of the screen. After publishing the salary, no Changes can be made.

4. Salary will be released state wise by NESTS after verification.

5. In case of any assistance, employees can contact support team by sending an email at **support@studentink.zohodesk.in**