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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20th January 2024

Notice

1. NESTS has started releasing the full salary along with allowances from November, 2024. Till October, 2024, only Basic Pay and Dearness Allowance was released.

2. The arrear module is developed by the Octopod and arrears for the period July 2024 to October, 2024 will be released along with the salary of January, 2025. Arrears for June,2024 will be released along with the salary of February, 2025. Month wise number of days for which arrear is calculated can be seen in Octopod login of Principal/Accountant. Path to view the number of days is HRMS---->Payroll---->Monthly Attendance list.

3. While processing the arrears, the following things is to be rechecked at School level:-

   Transport Allowance (TA) Arrear:- Arrear will be auto calculated by the system. However, arrears will be paid if an employee is present in School atleast one day in the month.

   DA on TA Arrear:- Arrear will be auto calculated by the system. However, arrear will be NIL in case Transport Allowance Arrear as above is NIL. Accountants have to change the figure as zero.

   House Rent Allowance Arrear:- Arrear will be auto calculated by the system. However, arrears will be NIL in case accommodation is provided to the employee in the school premises. Accountants have to change the figure as zero in those cases.

   Special Pay Arrear:- Special Pay Arrear 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.

However, arrears will be NIL in case an employee is not eligible for special pay. Accountants have to change the figure as zero in those cases.

4. Salary to the resigned employees was not released for the month in which employee has resigned. Arrear should also be released to the resigned employees. Accountants/Principals are directed to carefully examine and ensure the processing of salary of resigned employees as well. In case of resigned employees, it must be ensured that resignation is duly accepted by the competent authority and notice pay payment if any is being either deposited by the employee or recovered from the arrears.

5. References are received from schools for payment of salary of employees where no salary was paid for a particular month or salary was paid for a lesser number of days, in this regard, a one-time window will be provided in the month of February, 2025 for rectification and salary will be released after verification.

6. While processing the salary for the month December, 2024, NESTS has received enormous requests from schools for unpublishing the salary. Accountants & Principals are directed to verify the data before publishing the salary. **NO REQUEST FOR UNPUBLISH OF SALARY WILL BE CONSIDERED AT NESTS.**

7. Salaries are calculated based on the attendance/data entered in the HRMS at the school level. The Accountant and Principal are responsible for ensuring the accurate calculation of salaries and arrears. Accountant and Principal will be held accountable for any overpayment.