

# Sister Nibedita Government General Degree College for Girls

## NOTICE

Notice No.: SNGGDCG/14

Date: 10/01/2020

This is for the information for all Government Employees of this college that they have to initiate the online data entry for **OPTION FORM FOR REVISION OF PAY AS PER ROPA'2019** on or before **13<sup>th</sup> January 2020** positively from their respective HRMS portal.

### Detailed initiation process is given below for reference:

**Step 1:**

Login to e-Services for Employees

**Step 2:**

Click on the "Option Form for ROPA-19"

**Step 3:**

Click on the first blue check box named "As on 01/01/2016" under ROPA option.

**Step 4:**

Scroll down and check whether the system calculated previous and modified scales are correct or not

**Step 5:**

If the "Modified" column requires correction in the "Band Pay", "Grade Pay" section, correct the respective field by clicking and typing.

**Step 6:** (this step is required only for those employees whose "modified column" requires correction)

Click on the "Please select" option under "Reason" section and select the appropriate option by clicking it. (the last option is appropriate for our college.)

**Step 7:**

Click on the undertaking check box and type "Kolkata" in the "Place" text box.

**Step 8:**

After clicking on the appropriate option, click on the "SAVE" button.

**Step 9:**

After that scroll down the page and click on the "Forward" button and click "OK" button to complete the initiation process.

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**Officer-in-Charge**

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