

**Government of West Bengal**  
**Data Processing Centre**  
**Finance Department**  
**NABANNA, Howrah**  
**Room-1105, Ph. 2214-4040, Fax-2214-4016**

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No.174(19)/FY/P/1E-180/2011(Pt-III)

Dated, Howrah, the 6<sup>th</sup> February, 2015

From : Shri S. Negel,  
OSD & E.O. Joint Secretary  
Finance Department,  
Government of West Bengal.

- To : 1-7) The Principal Secretary / Secretary,  
Panchayat & Rural Development / Municipal Affairs / Minority Affairs &  
Madrasah Education / Higher Education / School Education / Technical  
Education & Training / Mass Education Extn. & Library Services Department.
- 8) The Director of Treasuries and A/cs, West Bengal
  - 9) Sri T. K. Adhikari, Special Secretary, School Education Department
  - 10) Sri Gouram Samanta, Joint Secretary, Finance Department
  - 11) Sri Goutam Chatterjee, OSD & Joint Secretary, Finance Department
  - 12) Sri Samir Kr. Ghosh, A.O. & E.O. Joint Secretary, Higher Edn. Department
  - 13) Sri Kalyan Kumar Ghosh, Addl. Director (F), SUDA, M.A. Department
  - 14) Sri Sandip Banerjee, Joint Director (A&A), Dte. of Local Bodies
  - 15) Sri Anjan Mukherjee, Joint Director, Dte. of Technical Edn. & Training
  - 16) Sri Debashis Sarkar, Joint Director, Dte. of School Education
  - 17) Sri Debabrata Kundu, Joint Director (A/cs), Dte. of Industrial Training
  - 18) Smt. Maitrayee Banerjee, Sr. Technical Director, NIC, Nabanna Unit
  - 19) Mr. Amarnath Banerjee, Addl. General Manager, M/s CMC Ltd.

Sir,

I am directed to forward herewith a copy of the Minutes of the meeting for discussing the issues relating towards implementation of **COSA** Project for the autonomous bodies, educational institutions etc. held on **13<sup>th</sup> January, 2015** in the Conference Hall (Room No.1202) of Finance Department at Nabanna. Action as stipulated therein may be taken.

Yours faithfully,



[ S. Negel ]

**OSD & E.O. Joint Secretary**

**MINUTES OF THE MEETING HELD ON 13<sup>TH</sup> JANUARY, 2015 AT NABANNA, FINANCE  
DEPARTMENT ON IMPLEMENTATION COSA FOR DRAWING GRANT-IN-AID SALARY BILLS**

The meeting to review the progress towards implementation of COSA Project in the Autonomous Bodies, Educational Institutions etc. has been held in the conference Hall of Finance Department at NABANNA on 13<sup>th</sup> January, 2015. The officials as per the attendance sheet enclosed were present in the meeting. The meeting was presided over by Mr. P.A. Siddiqui, Director of Treasuries & Accounts & Secretary, Finance Department.

The points discussed are as follows:

**1. Higher Education Department**

- (a) **Grant-in-Aid Colleges:** As all Grant-in-Aid Colleges have implemented COSA so we may receive regular salary bills of the colleges along with the softcopy of such bills generated through COSA (Computerization of Salary Accounts) package. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March 2015** onwards.
- (b) **UNIVERSITIES:** Higher Education Deptt will call for a meeting regarding implementation of COSA where the Officers from DTA and Finance Department will present.

**2. School Education Department**

- (a) **Grant-in aid Non Govt. Secondary/Higher Secondary Schools:** As all Grant-in-Aid Secondary & Higher Secondary Schools have implemented COSA so we may receive regular salary bills of the colleges along with the softcopy of such bills generated through COSA package to receive the regular salary bills of the Secondary & Higher Secondary Schools along with the softcopy of such bills generated through OSMS (Online Salary Management System) package. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards.
- (b) **Primary Schools:** It was assured by School Education Department that OSMS module for **Primary Teachers** is under development stage and the application software would be finalized within February, 2015 and online salary payment would start from March, 2015. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **April, 2015** onwards
- (c) **DA getting Schools:** School Education Department in consultation with NIC will develop OSMS for generation of bills of the employees of DA getting schools and suspended teachers/non teaching staff by February, 2015. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **April, 2015** onwards
- (d) **Madrasah:** DIs of Schools are drawing the salary bills of the employees of Madrasah Education through OSMS software. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards.

**3. Library Services Department:** The Officials of the Library Services Department has confirmed that COSA has been fully implemented in respect of payment of salaries of Employees of all the Aided Libraries throughout the state. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards.



#### 4. Technical Education Department:

- (a) The official of **Technical Education Council** assured that they would complete the implementation of COSA in respect of 3 Polytechnic Colleges viz. Belghoria, Katwa, Belur within February, 2015 with necessary assistance of the COSA Vendors. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards.
- (b) **JT. Director of Technical Education** has confirmed that COSA has been implemented in 15 out of 17 ITCs; rest will be completed by February, 2015. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards.
- (c) The officials from **Directorate of Vocational Training** stated they have taken up the matter with the concerned officer of NIC to customize the OSMS Package for generation of the salary bills of the employees of about 2800 vocational training centers by March, 2015. The regular salary bill which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **April, 2015** onwards
- (d) **Municipal Affairs Department:** The officers of The M.A. Department have confirmed that they completed the implementation of COSA in respect of Salary bills of Municipalities and almost completed the implementation of COSA/COSA compatible software at the Municipal Corporations. The regular salary bill of Municipalities which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **March, 2015** onwards and the regular salary bill of Municipal Corporations which is accompanied by softcopy of such bill shall only be accepted at Treasury/PAO from **April, 2015** onwards

Necessary instructions shall be issued to the Treasury Officers and Pay & Accounts Officers from the Finance Department accordingly.

Since no representative from the Panchayat & Rural Development Department was present, the status of implementation of COSA in that Department could not be discussed. It would be discussed on a later date.

The meeting ended with the vote of thanks.

(P.A.Siddiqui)  
Secretary, Finance Department  
Government of West Bengal

## ATTENDANCE SHEET

For the meeting of COSA held on 13<sup>th</sup> January, 2015

SL.NO	NAME	DESIGNATION	CONTACT NO.
1	P.A.Siddqui	Director of Try & Secretary, Fin. Dept.	9933770000
2	S.Negel	OSD & Joint Secretary, Finance Dept.	9433126580
3	G.Chatterjee	OSD & Joint Secretary, Finance Dept.	9433123844
4	Asim Kundu	Joint Director of Treasuries & A/cs.	9432305792
5	Debasish Bhattacharya.	Joint Director of Treasuries & A/cs.	9732574875
6	Kalyan Kumar Ghosh	Addl. Director (F), SUDA, M.A. Dept.	9830117137
7	Surajit Bandyopadhyay	Accounts Officer, C.M.U., M.A. Dept.	9432835062
8	Debabrata Manna	Asst. Director of Library Services.	9836128106
9	Tapas Kumar Mondal	Dist. Library Officer, South 24-Pgs	9477119544
10	Partha Sarathi Saha	Asst., Directorate of Library Services	dlserchithi@gmail.com
11	Swapan Chowdhury	Asst., Office of the Dist. Library Officer.	
12	Samir Kumar Ghosh	A.O & E.O, Joint Secy. , H. Edn. Dept.	9830682010
13	Maitreyi Banerjee	Senior Technical Director, NIC	9830641682
14	Mainak Mukhopadhyay	Scientist-D/Pr. System Analyst, NIC	9433237514
15	Pratap Kumar Ghosh	Asst. Programmer, NIC	9433460719
16	Ujjal Chakraborty	Asst. Secy. & DDO, M.A & M.E Dept.	8902178659
17	Tarun Dwibedi	Manager System, KMC	9830053477
18	Kanika Biswas	Manager System, KMC	9433332715
19	Ujjwal Saha	Dy. Manager System, KMC	9339608698
20	Bidyut Dasgupta	DY. CMVA & Liaison Officer, KMC	9433867733
21	Jayanta Banerjee	Secretary, WBSC of Vocational Education	8902497160
22	Joyasish Ghosh	Asst. Director(A/cs), Vocational Edn. Dte.	9831460613
23	Sandip Banerjee	Joint Director(A & A), Dte. of Local Bodies	9932747024
24	Anindya Sen	Asst.	9883236191
25	Basanta Bhowmik	Asst.	9433679172
26	Anjan Mukherjee	Joint Director, Dte. of T.E. & T	9831610485
27	Sumit Saha	Registrar of Technical Edn. , WBSCTE	9433561031
28	Saibal Chakraborty	Asst. Secretary, WBSCVET	9831092909
29	Amit Ghosh	Senior Programmer, NIC	9433922616
30	Subrata Roy Gupta	Scientist, NIC, WBSC	9434251445
31	Gopeswar Mukhopadhyay	Scientist, NIC, WBSC	9433845967