

Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001.

No.1829-F(Y)

Kolkata, the 1ST March, 2012.

M E M O R A N D U M

Subject: Drawal of salary bills using COSA software package.

The Drawing and Disbursing Officers (DDOs) under the control of different Departments and posted all over West Bengal have the primary responsibility to draw monthly salary bills, grants-in-aid bills and other contingency bills on behalf of their concerned offices and arrange for disbursement of the same to the ultimate claimants. The DDOs submit their bills to the designated Treasuries to which they are attached.

2. Preparation of monthly salary bills is one of the major functions of the DDOs. The Government was, in some time past, examining the matter of computerization of the said function of the DDOs. Accordingly, the National Informatics Centre (NIC) West Bengal Unit, in consultation with this Department, developed application software 'COSA' (Computerization of Salary Accounting) for this purpose. The 'COSA' software is being successfully used by more than two thousand DDOs across the State of West Bengal for more than ten years. For timely preparation of accurate salary bills and also with a view to building up a comprehensive employees' database, the Governor has now been pleased to decide implementation of the 'COSA' software packages mandatorily in all State Government Offices and other Autonomous Bodies which draw their pay bills and Grant-in-Aid Salary bills from Government Treasuries/Pay & Accounts Offices.

3. Presently around 70% of the DDO offices located all over West Bengal are still preparing their monthly pay bills manually. Delay in implementation of COSA application software package in these offices is either due to non-availability of requisite computer facilities or absence of adequate technical support for the said software package. To overcome these problems, the State Government has decided to associate the services of selected agencies to accelerate computerisation of monthly salary bills by implementing COSA initially at all the State Government Offices and then at the offices of the Autonomous Bodies (Municipalities / Panchayats / Educational Institutions etc.) which draw pay bills and Grant-in-Aid Salary bills from Government Treasuries / Pay & Accounts Offices.

4. For the purpose of selection of agencies to render technical support for the 'COSA' software package, the location of the DDO offices has been divided into 6(six) zones comprising of different Districts as mentioned overleaf:-

- I. Zone 1 : Districts of Jalpaiguri, Coochbehar and Darjeeling.
- II. Zone-2 : Districts of Uttar Dinajpur, Dakshin Dinajpur and Maldah.
- III. Zone-3 : Districts of Murshidabad, Nadia and Birbhum.
- IV. Zone-4 : Districts of Burdwan, Purulia, Bankura and Paschim Medinipur.
- V. Zone-5 : Districts of Howrah, Hooghly and Purba Medinipur.
- VI. Zone-6 : Districts of Kolkata, North 24 Parganas and South 24 Parganas.

Selection of agency for each zone has been made through a tender process. The name and contact nos. etc. of the selected agency for each Zone has been mentioned at **Annexure-I**.

5. The basic function of the selected agencies would be:-
- i) To provide technical support services to the DDO-offices where COSA have already been implemented.
 - ii) To implement COSA in DDO-offices where PCs and Printers are available but COSA has not been implemented due to lack of technical supports.
 - iii) For the rest of DDOs, Facility Centres will be set up with two PC and two Printers in all the Treasuries / Pay & Accounts Offices to be manned by technical support personnel of the selected vendors from where DDOs can get their job done.

The Comprehensive support and services to be provided by the selected agencies have been indicated at **Annexure-II**.

6. There are 20 (twenty) items of expenditure on account of the support / service charges. The charges applicable for each Zone for each support/ service area have been indicated in **Annexure-III**. The payment for Technical Support service shall be made by the respective DDO who call for the service. The charges shall be payable 'on-call' basis.

The overall responsibility of the Drawing Disbursing Officers will be:-

- a) To arrange PCs and Printers for running of COSA application package for generation of monthly salary bills.
- b) To ensure that the machines are in good conditions and virus-free.
- c) To train at least two persons for running COSA application package / preparing database / updating database before generation of monthly salary bills.
- d) To take back-up of updated database at the end of the day.
- e) To keep access to the COSA database secured by utilizing users' access control mechanism like secret password.
- f) The persons so deployed shall keep close liaison with the support personnel of the selected vendor for trouble-free operations.
- g) In case of DDOs who are using application packages for pay-bills generation other than the COSA developed by NIC, data migration, if required, for switching over to the COSA have to be done by the DDOs at their own initiatives.

7. For the DDOs, who do not have IT facilities in their offices, the Governor has been pleased to delegate the financial power to the 'Head of Office' for the one time procurement of not more than two units of PCs, two Printers and one UPS of reputed brand (including infrastructural facility), locally, as per configuration suggested by NIC within the rate as approved by this Department, subject to requirement of the concerned office and availability of fund under their respective service head, at the earliest, but within the Financial Year 2012-13. The configuration of the hardware and the approved rates (maximum limit) of the IT items have been indicated in **Annexure-IV**. The WEBEL Technology Limited has sent their consent to supply those IT items within rate specified in Annexure-IV. Copy of their consent letter is attached with this Order as **Annexure-VI**. If required, the 'Head of Office' may procure the above IT items from The WEBEL Technology Limited. The procurement of computer systems etc. may be done in accordance with procedures laid down in Finance Department orders issued vide Memo No. No. 1782-F dated 01.03.2006.

8. It has been decided by the Government that the basic data for the development of the 'Employees Database' shall be captured through 'COSA' software package. Accordingly, the modules for capturing all information/inputs, as suggested by the 13th Finance Commission, have been incorporated in the said package. The items of information to be captured through COSA software package have been indicated on **Annexure-V**. Henceforth, the DDO shall submit the data of each regular salary bill including employees' detail in digitized format in pen-drive or CD at the Treasury, along with printed Salary Bill. COSA software package has been up-graded accordingly so that the DDO can generate such data in electronic mode. One part of such data shall be captured as input for entry of salary bill at the Treasury Computer Package and the other part of the data shall be transmitted to 'Employees' Database Server' through Treasury Server linked with each salary bill of each DDO.

All the work relating to the preparation and presentation of regular salary bills in the abovementioned mode through COSA software package should be completed by all the DDOs including the DDOs who draw the Grant-in-Aid Salary Bills on a priority basis, latest by **30.06.2012** and the Treasuries / Pay and Offices will not be able to accept any regular salary bill including Grant-in-Aid Salary Bill from the DDOs on and from **01.07.2012** if the bill is not COSA software generated bill in both the modes i.e. electronic mode as well as printed mode.

Sd/- H. K.Dwivedi.
*Secretary to the
Government of West Bengal.*

No. 1829/1(500) - F(Y)

Kolkata, the 1st March, 2012

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata - 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata-700064.

4. Additional Chief Secretary / Principal Secretary / Secretary, _____

5. Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary,
Finance Department.
6. _____ Department,

7. Commissioner, _____ Division, _____

8. Joint Commissioner, Finance (Internal Audit) Department, Todi Mansion, P-
15, India Exchange Place Extension, Kolkata - 700073.
9. Director, _____

10. District Magistrate / District Judge / Superintendent of Police,

11. Sub-Divisional Officer, _____

12. Block Development Officer, _____

13. Director of Treasuries & Accounts, West Bengal, New India Assurance
Building, 4, Lyons Range, Kolkata - 700001.
14. Accounts Officer & Ex-officio Deputy Secretary, Finance (Accounts)
Department, Writers Buildings, Kolkata - 700001.
15. Accounts Officer & Ex-officio Deputy Secretary, Finance (Accounts)
Department, Bikash Bhavan, Salt Lake, Kolkata - 700091.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears
Lane, Kolkata - 700012.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1,
Hyde Lane, Kolkata - 700073.
18. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st
Floor, Block IB, Sector III, Salt Lake, Kolkata - 700091.
19. Treasury Officer, _____

20. Group _____ / _____ Branch, Finance Department.
21. Principal Accounts Officer & Ex-officio Deputy Secretary, Finance (Budget)
Department. He is requested to upload in the website of Finance Department.
www.wbfin.nic.in.



Special Secretary to the
Government of West Bengal

ANNEXURE- I

<u>Zone</u>	<u>Districts</u>	<u>Name & Address of the Agency</u>
1.	Jalpaiguri Coochbehar Darjeeling.	Long Leap C/O Shri Kallol Kr. Sarkar Kamarpara, P.O & Dist. Jalpaiguri PIN – 735101, Phone : 9434500197. Email: longleap@gmail.com
2.	Uttar Dinajpur Dakshin Dinajpur Maldah.	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com
3.	Murshidabad Nadia Birbhum	Mangaldeep Infotech & Consultancy Services, Sonajhuri Building (1 st . Floor, Room No. 15 & 17), P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104. Phone : 9732090566, 03462-220683. email: arabinda.hazra@mics.name arabinda.hazra@gmail.com
4.	Burdwan Purulia Bankura Paschim Medinipur	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 rd & 4 th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com
5.	Howrah Hooghly Purba Medinipur	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com
6.	Kolkata North 24 Parganas South 24 Parganas	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 rd & 4 th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com

ANNEXURE- II

The Comprehensive support and services to be given by the selected agency:

- 1) Installation/Re-installation (as and when required) of OS, Drivers and COSA Software at the respective DDO office.
- 2) Creation of Master Data for each office.
- 3) On-job training for at least 2 persons from each office for seven (7) working days on operations of the entire system.
- 4) On-site Technical Support for each DDO-Office as and when called for.
- 5) Posting of problems encountered in an office in a given web enabled application.
- 6) Deployment of updated version of software downloadable from net.
- 7) The following functions where facilities are provided at the Treasuries for DDOs who do not have their own computer facilities :
 - a) Initial data entry on behalf of the DDOs who have opted for using the facility.
 - b) Updating database and generation of monthly pay-bills.
 - c) Taking back-up of data at the end of every day in an external hard disk.
 - d) Deployment of updated version of software downloadable from net.
- 8) The vendors shall comply with all relevant laws in force in India. In particular, the vendors shall provide and employ only such personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand.
- 9) The vendors shall assume primary responsibility for all the testing of the Infrastructure Solution, in accordance with relevant provisions of the RFP.
- 10) To achieve the above deliverables the vendors on receipt of the contract would:
 - a. Designate a Project Manager within 7 days from the award of contract. The project manager will be the single point of contact for FD/DDOs.
 - b. Activate help desk in respect of the current project and intimate Point of Contact to the DDOs concerned.
 - c. Submit detailed IMPLEMENTATION PLAN.
 - d. Integrate with the Internet feed
 - e. Coordinate with other vendor /agencies
 - f. Set up central monitoring facility

ANNEXURE- III**Charges payable to the selected Agency:**

Sl. No.	Description	Charges applicable for each Zone					
		Zone 1 ₹	Zone 2 ₹	Zone 3 ₹	Zone 4 ₹	Zone 5 ₹	Zone 6 ₹
1	Installation of Windows XP/Vista/7 and related Service Packs at DDOs Location	552.00	82.73	551.50	287.00	82.73	275.75
2	Installation of SQL Database Server 2005/2008 Express Edition at DDOs Location	882.00	104.79	386.05	287.00	104.79	275.75
3	Installation of Printer Drivers and Antivirus Software at DDOs location.	221.00	55.15	441.20	154.00	55.15	137.88
4	Installation of COSA Software at DDOs Location [per location]	441.00	799.68	330.90	154.00	689.38	137.88
5	Data entry per employee using COSA package	5.52	55.15	11.03	66.00	55.15	55.00
6	Data back-up at DDOs Office	221.00	110.30	441.20	331.00	110.30	275.75
7	Support on existing COSA software at DDOs Location per call, if problem arises	882.00	110.30	441.20	882.00	82.73	827.00
8	Installation of upgraded version of COSA, when released, at the DDOs Location	441.00	82.73	441.20	662.00	82.73	552.00
9	COSA operation including monthly pay-bills, reports generation per DDO at DDOs location	2206.00	799.68	551.50	662.00	716.95	552.00
10	Training for 5 days at DDOs location	5515.00	441.20	5515.00	4412.00	441.20	4412.00
11	Installation of Windows XP/Vista/7 and related Service Packs at Treasury Location	552.00	55.15	441.20	287.00	55.15	275.75
12	Installation of SQL Database Server 2005/2008 Express Edition at Treasury Location	882.00	55.15	330.90	287.00	55.15	275.75
13	Installation of Printer Drivers and Antivirus Software at Treasury location.	221.00	55.15	386.05	154.00	55.15	137.88
14	Installation of COSA Software at Treasury Location [per location]	441.00	55.15	275.75	154.00	55.15	137.88

Sl. No.	Description	Charges applicable for each Zone					
		Zone 1 ₹	Zone 2 ₹	Zone 3 ₹	Zone 4 ₹	Zone 5 ₹	Zone 6 ₹
15	Data entry per employee using COSA package at Treasury location	5.52	55.15	11.03	66.00	55.15	55.00
16	Data back-up at Treasury Location	221.00	110.30	386.05	275.75	110.30	221.00
17	Support on existing COSA software at Treasury Location per call, if problem arises	882.00	55.15	386.05	882.00	55.15	772.00
18	Installation of up-graded version of COSA, as and when released, at Treasury Location	441.00	55.15	386.05	552.00	55.15	496.00
19	COSA operation including monthly pay-bills, reports generation per DDO at Treasury locations	2206.00	563.63	386.05	552.00	495.25	496.00
20	Training for 5 days at Treasury location	5515.00	275.75	4412.00	4302.00	220.60	4302.00
	TOTAL :	22733.04	3977.44	16511.91	15408.75	3633.31	14670.27

* Rates per unit inclusive of applicable taxes.

ANNEXURE- IV

Components Required for Implementation of COSA & its Indicative Expenses

Sl.	Item	Indicative unit Price Including all Taxes
1	Better Quality Branded Desktop PC (** as per configuration mentioned below)	Rs. 47,000/-
2	136 column 24 Pin High Speed DMP, with minimum 480 cps in Draft Mode	Rs. 25,500/-
3	0.7 KVA Line Interactive UPS with 10-15 minutes battery backup	Rs. 3650/-
4	MS Office 2010 Standard OLP Indic Edition for Government offices	Rs. 9,500/-
5	Backup Device (4 GB USB Pen drive)	Rs. 500/-
6	Better Branded Antivirus Software with 3 year updates (2 Nos.)	Rs.2,000/-
7	Electrical fittings, Computer Furniture etc.	Rs. 11,850/-
	Total Financial Sanction – not exceeding	Rs. 1,00,000/-
	Computer Stationery (Size 15x12 & 10x12 inches)	Recurring Expenses

Minimum Configuration for Desktop PC

Processor	32-bit Processor with \geq 2.93 GHz speed, \geq 800 MHz FSB & 4 Mb L2 Cache or higher
Bus Architecture	Integrated Graphics, 2 PCI, 1 PCI Express x 1 and 1 PCI Express x 16
Memory	4 GB DDR3 RAM WITH 8 GB Expandability
Hard Disk Drive	500 GB 7200 rpm SATA HDD
DVD	R.W. DVD
Monitor	18.5 inch LED Digital Color TCO Monitor – 05 Certified
Keyboard	104 keys + Rupee font key
Mouse	OEM Optical Scroll Mouse
Bays	4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Disk Drives)
Ports	6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front, one Parallel port and one Serial port on PCI card
Cabinet Chassis	Mini tower
Networking	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up
Preloaded OS	Windows 7 Professional 32-bit edition Preloaded with latest service-pack, with Media and Certificate of Authenticity -OEM
OS Certifications	Windows 7 OS certification
Power Management	Screen Blanking, Hard Disk and System Idle Mode in, Power On, set up password, power supply SMPS Surge protected
Antivirus	Antivirus Software (Latest Version) with minimum 1 year License
Warranty	3 Years onsite warranty
Remarks	The driver software for the various controllers like SVGA / Graphic adapter, NIC etc should be supplied for windows 7. The utilities Software / Drivers of the motherboards including USB should also be supplied on the CD Media along with PC System. All the 32bit application software shall be supported by the Operating System. The System should work on 230V 50Hz single phase power supply.

ANNEXURE- V

Employee Data base Template in COSA for Regular DDOs as per recommendations of Thirteenth Finance Commission

Office Details:-

1. DDO Code
2. DDO Designation
3. Name of Office
4. Administrative Department
5. Office Address
6. Police Station
7. District
8. Pin Code
9. Office Phone Number

Employee Details:-

10. Employee Code (PF Account Number)
11. Employee Name
12. Date of Birth
13. PAN
14. Religion
15. Gender
16. Category (GEN / SC / ST / OBC / PHC / Ex-service men/Others (Pls. Specify))
17. Father's Name
18. Mother's Name
19. Spouse Name
20. Department as mentioned in Bill
21. Establishment / Section / Bill Name
22. Salary Acquittance Section, if any
23. Service Type (GOI / GoWB)
24. Service Status (Permanent / Temporary / Contractual / Re-employment)
25. Group of Post (A/B/C/D)
26. Present Designation
27. Date of Appointment in Present Service
28. Name of Post/Designation at First Appointment
29. Date of Joining in Present Post
30. Date of Joining in Present Office
31. Whether on Deputation (Y/N)
32. Residential Status (Government Housing / Own / Rental / Spouse / Others)
33. If Government Housing, then Housing Scheme Name (Office Building / General Pool / MIG / LIG etc.)
34. If Government Housing, then Housing Type (Licensee / Assessed)
35. Present Residential Address
 - Address
 - Police Station
 - Pin Code
 - Contact Number
36. Permanent Residential Address
 - Address
 - Police Station
 - Pin Code

37. Salary Receiving Option (RECS/EPS/Cash/Others)
38. Bank Account Details
 - o Bank & Branch Name
 - o IFS Code
 - o MICR Code
 - o Bank Account Number
39. Marital Status (Unmarried / Married / Widow(er)/ Divorcee)
40. Spouse Service Status (WB Government/ WB Undertaking/ GOI/ Others/ NA)
41. If Spouse is Government Employee, then Spouse Pay, HRA
42. GIS Type (1983 / 1987)
43. GIS Group (A/B/C/D)
44. PF Account Type (GPF / AISPF / CPF)
45. GPF Group (A/B/C/D)
46. Entitlement to Pension (Defined Benefit/NPS/None of the two)
47. Whether present Pay Scale is Personal Scale (Y/N)
48. Whether Village Level Worker (Y/N)
49. ROPA Option (1998 / 2009/ Others, pls. specify)
50. Pay Scale
51. Date of Next Increment
52. Increment Amount in Rs.
53. Medical Allowance Option
54. Employee Salary Earnings Details (in Rs.)
 - a. Grade Pay
 - b. Basic / Pay Band Pay
 - c. Dearness Allowance
 - d. House Rent Allowance
 - e. Medical Allowance
 - f. Non-Practicing Allowance, if any
 - g. Other Pay / Allowances (Spl./Admn./Qualifying Pay, Dearness Pay, Personal Pay, Non-Practicing Pay, Ad-hoc Pay, Other Pay, Special Allowance, FC/FT Allowance, Hill Compensatory Allowance, Conveyance Allowance, Other Allowance, Honorarium, Bonus, Deputation Allowance, Consolidated Pay, Transport Allowance etc.)
55. Employee Salary Deduction Details (in Rs.)
 - a. GIS Insurance & Savings
 - b. Professional Tax
 - c. Income Tax
 - d. Housing License Fee etc.
 - e. PF Subscription, PF Arrear, PF Recovery
 - f. Other Deductions
 - g. Recovery of different Loans (Principal & Interest)
 - h. Out-of-Account Deductions
