

**DATA CAPTURE FORMAT (DCF) FOR SUBMISSION OF
OPTION & FIXATION UNDER ROPA-2019
FOR USE OF HOI (FOR SECONDRY) / SIS (FOR PRIMARY)/DPSC(FOR DPSC STAFF)
(TO BE FILLED MANUALLY BEFORE SUBMISSION OF OPTION ONLINE)**

NAME OF THE EMPLOYEE: - _____

NAME OF THE SCHOOL/OFFICE: - _____

DESIGNATION: - _____

TABLE – 1: PAY DETAILS UNDER ROPA-2009 ON DATE OF OPTION

DATE OF OPTION	SCALE OF PAY	PAY IN PAY BAND	GRADE PAY	AGP (IF ANY)	BASIC PAY

REVISED PAY UNDER ROPA-2019 ON DATE OF OPTION TO BE CALCULATED BY SYSTEM (OSMS)

OPTION FORM TO BE GENERATED (PDF) BY OSMS ON THE BASIS OF ABOVE TABLE

**TABLE – 2 : SUBSEQUENT INCREMENTS UNDER ROPA – 2009 (BASIC PAY TO BE TALLIED WITH SERVICE BOOK)
IN THE PERIOD AFTER DATE OF OPTION TO 31/DECEMBER/2019**

DATE OF EFFECT	REASON *	SCALE OF PAY	PAY IN PAY BAND	GRADE PAY	AGP (IF ANY)	BASIC PAY

SUBSEQUENT PAYS UNDER ROPA-2019 TO BE CALCULATED BY SYSTEM (OSMS)

THE LAST BASIC PAY ARRIVED IN THE TABLE ABOVE TO BE TALLIED WITH SYSTEM (OSMS) OF DECEMBER 2019.

REVISED BASIC PAY UNDER ROPA-2019 CALCULATED BY THE SYSTEM TO BE FORWARDED TO THE REVISED SALARY TABLE (ROPA-2019) OF JANUARY – 2020 IN OSMS. AFTER ACCEPTANCE BY DDO ONLINE.

***REASON:**

ANNUAL INCREMENT (APPLICABLE FOR DATE OF EFFECT IS 01/JULY EVERY YEAR)

PROMOTION / 18 YR INCREMENT (APPLICABLE FOR 1 INCREMENT ON PREVIOUS PAY WITH ENHANCEMENT OF GRADE PAY)

10YR / 20 YR INCREMENT (1 INCREMENT ON PREVIOUS PAY, NO CHANGE IN GRADE PAY)

UPGRADATION (ENHANCEMENT OF SCALE OF PAY AND/OR GRADE PAY)

*SCALE OF PAY : 4900-16200, 5400-25200, 7100-37600, 9000-40500

NOTE

EMPLOYEE JOINED AFTER 01/01/2016 TO FILL UP TABLE – 2 ONLY

PRIMARY TEACHERS JOINED AFTER 01/01/2016 TO COME UNDER ROPA-2019 ON 01/08/2019 (WITH ENHANCED PAY)