



CIRCULAR

As per the directions of the Competent Authority, Board has developed E-Salary portal to pay salary of all the employees of the Board centrally w.e.f. May 2018. In this regard, following guidelines is to be adhered for preparation and uploading the same on E-Salary portal:-

- Each ROs/units/COEs must ensure the census of the employee working under the jurisdiction of respective RO/Units/COEs.
- Updation/alteration/inclusion/exclusion must be done on or before 20th of each month.
- Attendance of each employee must be verified by the respective ROs/units/COEs.
- All the RO s/units/COEs are requested to upload their final data latest by 25th of each month for disbursement of salary as per the instructions given in **e-salary user manual**. A copy of the same is annexed herewith as **Annexure A**.
- For operating E-Salary portal, following URL link may be used by each employee for their respective account:

"59.179.16.89/cbse/karmic/home.aspx"

- Employee may log-in by using following credentials:

Log-in ID: Employee code

Password: Combination of "Last four digit of PAN card & Year of birth (for eg. PAN no. of an employee is ABCDE1234F and date of birth is 01.01.1990, password shall be 234F1990)".

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