

COSA Implementation Status

Steps to enter information at DDO level

1. Open web site www.wbfin.nic.in
2. Click on "COSA: Implementation Status". DDO login screen opens.
3. Select DDO Type: Normal or, Grant in Aid or, Operator
4. Enter User Name & Password (both User Name & Password is your DDO Code).
5. Click on "Change Password".
6. Enter New Password and Click on Submit button.
7. Click on "Status Entry" under COSA Implementation Status Menu.
8. Enter Data by selecting appropriate option
 - a. Total Number of Employees
 - b. PC Available: Yes / No
 - c. RAM Size: <512 MB, =512 MB, =1GB or >1GB
 - d. Printer Available: Dot Matrix, Lasejet/Deskjet, Both or No
 - e. Internet Available: Broaband, LAN, Data Card, Leased Line or No
 - f. COSA Operational: Yes or No
9. Click on SUBMIT button.
10. Print data uploading status using Print option.