Government of West Bengal

DIRECTORATE OF LOCAL BODIES
Poura Prashasan Bhawan (3rd & 4th Floor),
DD-I, Sector - I, Salt Lake City,
Kolkata - 700064

No. ..../DLB/SA/IOSMS/2017   Dated, Kolkata, the............January, 2020

From: The Joint Director of Local Bodies
            &
Nodal Officer, iOSMS portal.

To: The Chairman / Chairperson,
       ....Municipality,

         Sub: Fixation of Pay and generation of Salary Bill as per ROPA 2019 through IOSMS

Sir / Madam,

       As notified by the Department of U.D. & M.A. vide no. 1159/MA/O/C-4/IR-1/2019 dated 26.11.2019 read with 78/MA/O/C-4/IR-1/2019 dated 21.01.2020, option for fixation has to be obtained from the employees of the Municipalities and Fixation of pay as per ROPA 2019 has to be done by the concerned Municipalities and verified by the Finance Officer. Once this is done, details of option have to be entered in the iOSMS portal for fixation of pay of the employees whose profile is already approved and salary bill is being generated through iOSMS portal.

       After fixation of the basic pay of the employees as on 01.01.2020 D.D.O. of respective municipalities should meticulously verify the basic pay with the manual calculation before approving the same on iOSMS portal as no further request for change of basic pay will be entertained.

       For entering the option and fixation, you are requested to refer to the manual already uploaded at the iOSMS portal. For further technical queries you are requested to contact the technical team of Developers of this Directorate through the helpline number (033-40654100) which will be operational from 23.01.2020 to 25.01.2020 (even on official holidays). You can also generate requests through the portal and send to the undersigned for any clarification.

                            Yours sincerely,

                            Joint Director of Local Bodies
                                 &
                        Nodal Officer, iOSMS portal

No. 96/1(2) DLB/SA/IOSMS/2017   Dated, Kolkata, the 22nd January, 2020

Copy forwarded for information to,
1. The Joint Secretary to Govt. of West Bengal, UD & MA Department.
2. Developers, iOSMS portal.

                            Joint Director of Local Bodies
                                 &
                        Nodal Officer, iOSMS portal