

Issue No : I/90342/2020

Government of West Bengal

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

File No: DLB-21099/2/2020-JD(DLB)-DLB

Date : 15/06/2020

From: The Director of Local Bodies, West Bengal,
&
Commissioner, U.D. & M.A. Department.

To: The Chairman/Administrator
Urban Local Bodies (All)
West Bengal.

Sub: Modalities for submission of documents for New Employee Profile Entry, approval of promotion of employees etc in view of prevailing COVID-19 situation.

Sir/Madam,

In view of prevailing COVID-19 situation & to contain the spread of CORONA, submissions of hard copies to DLB office are hereby discarded in respect of New Employee Profile Entry, approval of promotion of employees etc.

Following procedure is hereby advised for strict compliance till further communication:

1. New Employee Profile Entry: The following documents are required to be submitted to DLB office through email for entry of newly recruited employee:

i). Duly filled in Summery sheet in prescribed format (attached herewith) in PDF format.

ii). Employee-wise individual file in PDF format consisting of following documents:

- a). By name approval of DLB.
- b). Appointment letter of Chairman/EO.
- c). Joining letter.
- d). Highest Education Certificate.
- e). Age proof certificate.
- f). Caste certificate (for reserved categories).
- g). Certificate of Professional qualification for technical post.

2. Approval of Promotion of Employees: The following documents are required to be submitted to DLB office through email for approval of promotion employee.

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Employee-wise individual file in PDF format consisting of following documents:

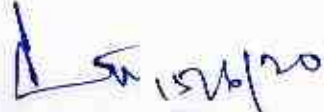
- a). By name approval of DLB.
- b). Appointment letter of Chairman/EO.
- c). Joining letter.

3. Modification/Changes of Modifiable Employee information: Related documents along with forwarding letter of Chairman/Administrator/Executive Officer in PDF format (Employee wise).

All such information/documents shall be sent to the following email Address only:

- 1). dlbwb.kol@gmail.com
- 2). iosms.dlb@gmail.com
- 3). iosms.dlb-wb@gov.in

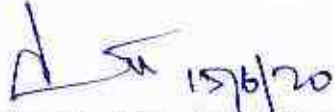
Encl: As stated.


Director of Local Bodies, West Bengal,
&
Commissioner, U.D. & M.A. Department

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Copy forwarded for information & necessary action to the Executive Officer (ALL), Urban Local Bodies, West Bengal.


Director of Local Bodies, West Bengal,
&
Commissioner, U.D. & M.A. Department

iOSMS

Summery Sheet for entry of newly recruited employees in the
Municipality

Name of Municipality—

Submit the Details of the employees in the following proforma
(signed by Chairman/Administrator, E.O. / F.O.):

Sl No.	Name	Date of Birth	Qualification (Highest)	Caste	Designation	Level in the Pay Matrix	Basic Pay	Date of Joining	Approval Order No. & Date (DLB)

Certified that the above information have been verified with original documents.

Signature of Executive Officer/Finance Officer

Signature of Chairman/Administrator/Executive Officer

Documents to be submitted (duly authenticated by Chairman / Chairperson / Executive Officer): -

- a). By name approval of DLB.
- b). Appointment letter of Chairman/EO.
- c). Joining letter.
- d). Highest Education Certificate.
- e). Age proof certificate.
- f). Caste certificate (for reserved categories).
- g). Certificate of Professional qualification for technical post.