

I/103963/2020

# Government of West Bengal

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

**From :** Director of Local Bodies, West Bengal  
&  
Ex-officio Additional Secretary, U.D. & M.A. Department.

Date: 16/10/2020

**To :** The Chairman / Chairperson of Board of Administrators,  
All Municipalities & N.A.A.s

**Sub: Online requisition of Salary Grant through iOMS portal**

Sir / Madam,

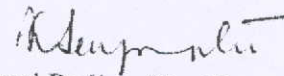
This is to inform you that a new module is introduced in iOSMS portal for requisition of online salary grant through iOSMS portal. Once implemented the monthly requisition of salary will be automatically generated that will expedite the entire process of allotment of salary grant. For the same you are requested to follow the guideline stated below.

1. Account for Executive Officer has to be created from the Chairman's Login.
2. For calculation of the salary of the employees whose profile is already approved and whose salary bill is being generated through iOSMS - **there is nothing to be done for them.**
3. For those employees, who are working in permanent posts with Govt approval and getting salary in scale of pay but whose salary bill is not being prepared in iOSMS, DEO of DDO has to enter required information of each employce of this category and upload relevant documents as detailed in the newly introduced module of 'Online Salary Grant Requisition.'

This is to further inform you that those ULBs, whose salary bill is prepared for all the staff through iOSMS, need not do anything in this regard, as information that is already available about the approved employees will be sufficient for the said purpose.

Salary Grant from the month of December-2020 will be released based on the requisition through "Salary Grant Requisition Module" of iOSMS Portal.

Yours sincerely,



Director of Local Bodies, West Bengal

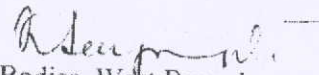
&amp;

Ex-Officio Additional Secretary, U.D. &amp; M.A. Department

Date: 16/10/2020

Copy forwarded for information &amp; necessary action to

- 1). Joint Secretary (ARM), UDMA Department.
- 2). ADLB(Hq.)/ ADLB(Jal Div)/JDLB(Hq.)/DDLB(Bwn Div)/DDLB(SS)/DDLB(BKD).



Director of Local Bodies, West Bengal

&amp;

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