

I/112923/2021

Government of West Bengal

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

Date: 05/01/2021

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

To: The Chairperson,
All Municipalities & N.A.A. excluding that of Darjeeling District.

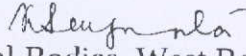
Sub: Submission of Salary Grant Requisition

Sir/ Madam,

With reference to the subject mentioned above, this is to inform you that the last date for salary grant requisition submission through iOSMS portal for the month of January, 2021 is 15th January, 2021. This is to be noted that salary grant for the month of January, 2021 will be released strictly on the basis of requisition generated through iOSMS portal and from this month onward no manual entry for the said purpose will be entertained.

You must be well aware of the fact that upon request received from many Municipalities some relaxation was allowed for the month of December, 2020. But from this month no such manual entry in the salary grant requisition will be considered and hence you have to complete the entries for unapproved employees and then generate online salary grant requisition by 15th January, 2021 positively and without receipt of the said requisition, it will not be possible to release salary grant for the month of January, 2021.

Yours sincerely,


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

Copy forwarded for information to:

1. The Joint Secretary, U.D. & M.A. Department.
2. iOSMS Cell for uploading the letter to iOSMS portal.

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