

I/433609/2023

**Government of West Bengal**  
**DIRECTORATE OF LOCAL BODIES**  
POURA PRASASHAN BHAVAN, (3<sup>rd</sup> & 4<sup>th</sup> FLOOR)  
DD-I, SECTOR-I, BIDHANNAGAR, KOLKATA – 700 064

No. 1194/DLB-21099/1/2022-SEC(DLB)-DLBDated, the 5<sup>th</sup> September, 2023**From:** The Director of Local Bodies, West Bengal**To :** The Chairmen /Chairpersons  
All Municipalities & Notified area Authorities**Sub.: Verification of Employees' Data in i-OSMS Portal-regarding**

Sir/Madam,

This is to inform you that a good number of requests have been received on regular basis from ULBs for modification of employee data in i-OSMS Portal e.g. rectification of the date of birth, date of joining, Government approval order no. & date, spelling of Name and/or Surname, caste, qualification etc. Many such requests for modification are received from ULBs after retirement of employees also. And due to this it is observed that the pension cases are not sanctioned in due time, which is not a desirable situation.

In view of the above you are requested to cause verification of the basic data of the employees already approved in i-OSMS through the Finance Officers who are the Nodal Officers of i-OSMS of the ULBs and send the request for modifications in one go so that there should not be any delay in approving pension papers due to this issue.

The above verification process should be completed **by 30.9.2023** positively.

Yours faithfully,

  
Director of Local Bodies, West Bengal  
&

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

No. 1194/1(3)/DLB-21099/1/2022-SEC(DLB)-DLBDated, the 5<sup>th</sup> September, 2023

Copy forwarded for information to:

1. The Special Commissioner to the Govt. of West Bengal, U.D & M.A Department.
2. The Joint Director of Local Bodies & Nodal Officer, i-OSMS Portal
3. The Finance Officers & Nodal Officers i-OSMS, All Municipalities & Notified Area Authorities

  
Director of Local Bodies, West Bengal  
&

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