



**Govt. of West Bengal**  
**Directorate of Vocational Education & Training**  
**Karigari Bhawan, Action Area : III, Plot : B-7 , New Town, Rajarhat, Kolkata-700160**  
**E-mail : wbdvet @ gmail . com, Phone No.-(033)-23243447**

Memo No. 169 -VET/2019-20

Dated, Kolkata, 04<sup>th</sup> June, 2019

**NOTIFICATION**

This is to inform Head of the all concerned VTCs that they must submit Online requisition through iOSMS Portal for the month of June, 2019 , as per schedule given below :

Activity	Period
Remuneration requisition by Head of the VTCs	10.06.2019 to 13.06.2019
Forward online requisition by respective Nodal Polytechnic	Up to 14.06.2019

During login by the Head of the VTC for requisition process, a dash board pop up form (Data Entry Form) will be displayed in the screen with the following information:

Whether X+2 HS Course (s) is/are running

YES/NO ☒

Please Select

If No, then click update button

If YES, then following details would be displayed and accordingly fill up and lastly click update button.

Subject Name

Vacant Position

Contractual / Part Time Teacher /  
Instructor ☒

- +

If more than one vacancy, please click on add row button (+) & similar procedure as per requirement.

Subject Name

Vacant Position

Contractual / Part Time Teacher /  
Instructor ☒

- +

**UPDATE**

**Close**

Then Successful message will be displayed in your screen.

Then Close the popup and enter into requisition form and do as usual.

Without filling up this pop up form, requisition process could not be initiated by VTCs.

This is for information to all Head of VTCs and necessary action.

Director of Vocational Education & Training,

West Bengal

Memo No. 169 /1(7) -VET/2019-20

Dated, Kolkata, 4<sup>th</sup> June, 2019

Copy forwarded for information and necessary action to :

1. The Chief Administrative Officer, WBSCTVE&SD, Karigari Bhawan, Kolkata-700 160
2. Principal /OIC & Nodal Officers – 20 Nodal Polytechnics
3. PS to Honb'le MIC of this Department
4. State Nodal Officer, iOSMS Cell, DVET, Karigari Bhawan
5. Assistant Director (Accounts), Directorate of Vocational Education & Training, West Bengal
6. Mr. S. Mahajan, Scientist B, NIC- with a request to run iOSMS Portal for requisition of May, 2019-05-06
7. Sr. PA to Principal Secretary of this Department

Director of Vocational Education & Training,  
West Bengal