



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. 408 -VET/2019-20

Dated, Kolkata, 07th August, 2019

NOTIFICATION

FOR ONLINE REQUISITION OF MONTHLY REMUNERATION OF VTC
TEACHERS/INSTRUCTORS FOR THE MONTH OF AUGUST,2019

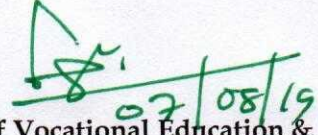
This is to inform Head of the all concerned grantee VTCs that they must submit Online requisition through iOSMS Portal for the month of August,2019 , as per schedule given below :

Activity	Period
Remuneration requisition by Head of the VTCs	09.08.2019 to 18.08.2019
Forward online requisition by respective Nodal Polytechnic	Up to 19.08.2019

Before submitting requisition for this month , the Head of VTCs must fill up the Pop-up Form information (Format enclosed) and they should be well prepared with physical data for filling up the said Pop-up Form . After submission of Pop-up Form , they can enter in normal Requisition Form including arrear submission, if any , for the month of July,2019.

This is further to note that the Head of the VTCs who were unable to submit online requisition for the month of July,2019 through iOSMS Portal , they are again reminded to submit arrear requisition for the month of July,2019 first and then proceed for normal requisition i.e. for this month.

Co-operation from all grantee VTCs is earnestly solicited.

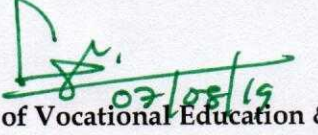

Director of Vocational Education & Training,
West Bengal

Memo No. 408/1(9) -VET/2019-20

Dated, Kolkata, 07th August, 2019

Copy forwarded for information and necessary action to :

1. Additional Secretary, TET&SD Department, Karigari Bhawan, Kolkata700160
2. The Chief Administrative Officer, WBSCTVE&SD, Karigari Bhawan, Kolkata-700 160
3. Joint Secretary, TET&SD Department, Karigari Bhawan, Kolkata700160
4. Principal /OIC & Nodal Officers – 20 Nodal Polytechnics
5. PS to Honb'le MIC of this Department
6. State Nodal Officer, iOSMS Cell, DVET,Karigari Bhawan
7. Assistant Director (Accounts), Directorate of Vocational Education & Training, West Bengal
8. Mr. S. Mahajan, Scientist B, NIC- with a request to run iOSMS Portal for requisition of the above stated purpose
9. Sr. PA to Principal Secretary of this Department


Director of Vocational Education & Training,
West Bengal

Format of Pop-up Form

Head of the respective VTC must fill up the Pop-up information before Online requisition for the month of AUGUST.2019 and must submit the data in the following Pop-up as per Physical Documents available with him / her.

No. of Trade in VIII+

Please select	↓
---------------	---

No. of Courses in X+2

Please select	↓
---------------	---

No. of students in VIII+ admitted for the session July,2019 to December,2019

--

No. of students in X+2 admitted class XI and XII for the session July,2019 onwards

XI

AND

XII

Recurring Fund required from July, 2019 to September,2019 (The requisition amount must lie within the admissible limit as per prevailing G.O.s in the Heads e.g. Admin.Hon., Trg.Mat.Cost, El. Charges and Office Expenses)

--

I, as the Head of the VTC solemnly declares that above information are true to the belief of my knowledge.

SUBMIT

CLOSE
