



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. 636 -VET/2019-20

Dated, Kolkata, 05<sup>th</sup> November, 2019

NOTIFICATION

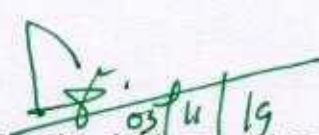
FOR ONLINE REQUISITION OF MONTHLY REMUNERATION OF VTC  
TEACHERS/INSTRUCTORS FOR THE MONTH OF NOVEMBER,2019

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

Activity	Period
Remuneration requisition by Head of the VTCs	13.11.2019 to 18.11.2019
Forward online requisition by respective Nodal Polytechnic	Up to 19.11.2019
Forward online requisition by Council to DVET	20.11.2019

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 Process .

Co-operation from all grantee VTCs is earnestly solicited.

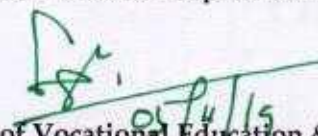
  
Director of Vocational Education & Training,  
West Bengal

Memo No. 636/1(9) -VET/2019-20

Dated, Kolkata, 05<sup>th</sup> November, 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 NOVEMBER,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+ Level for the session July,2019 to December,2019

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

XI

AND

XII

Recurring Fund required from October, 2019 to December,2019 t 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