



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. 740-VET/2019-20

Dated, Kolkata, 4th December, 2019

NOTIFICATION

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

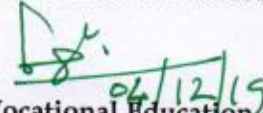
This is to inform Head of the all concerned grantee VTCs that they must submit Online requisition through iOSMS Portal for the month of December, 2019 , as per schedule given below

Activity	Period
Remuneration requisition by Head of the VTCs	10.12.2019 to 18.12.2019
Forward online requisition by respective Nodal Polytechnic	Up to 19.12.2019
Forward online requisition by Council to DVET	20.12.2019

Before submitting requisition for this month, the Head of VTCs imparting VIII+ level courses must follow the Pop-up information (Format enclosed) which is not required for X+ Level courses and the Head of the VTCs imparting VIII+ Level courses should be well prepared with physical data for filling up the said information as per User Manual. After completing the process , they can enter in normal Requisition Process.

The information will include professional qualification with year of passing for VIII+ level Teachers / Instructors with their mobile no. and Email id. Email id is not mandatory.

Co-operation from all grantee VTCs is earnestly solicited.

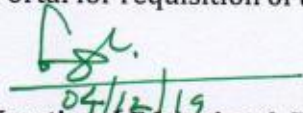

Director of Vocational Education & Training,
West Bengal

Memo No. 740/1(9) -VET/2019-20

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Copy forwarded for information and necessary action to :

1. The Chief Administrative Officer, WBSCTVE&SD, Karigari Bhawan, Kolkata-700 160
2. Joint Secretary, TET&SD Department, Karigari Bhawan, Kolkata 700160
3. Principal /OIC & Nodal Officers – 20 Nodal Polytechnics
4. PS to Honb'le MIC of this Department
5. Sri Pinaki Ranjan Pal, Administrative Officer (VE), WBSCT&VE&SD, Karigari Bhawan, Kolkata-160
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

User Manual

Step 1 : After login the following pop up will be shown . In this popup there have two links, one is for update employee details and second is for following the user manual. Otherwise you can't click on any other details. After complete the all employee details update process you can do anything on dashboard.

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Head of the respective VTC to must update details Teachers / Instructors in VIII+ level courses please [Click here](#).

For those VTCs it is already updated , pop up form will not be viewed and accordingly there is no action by those VTCs.

Please check [user manual](#) if required.

1. Download the user manual
2. Click here for employee view

WELCOME: VTC
TEST, TEST DISTRICT, WEST BENGAL

- ▶ Master Directory Management
- ▶ Transaction Directory Management
- ▶ Bank Details Update
- ▶ Account Management
- ▶ Recurring Grant Management

Logout

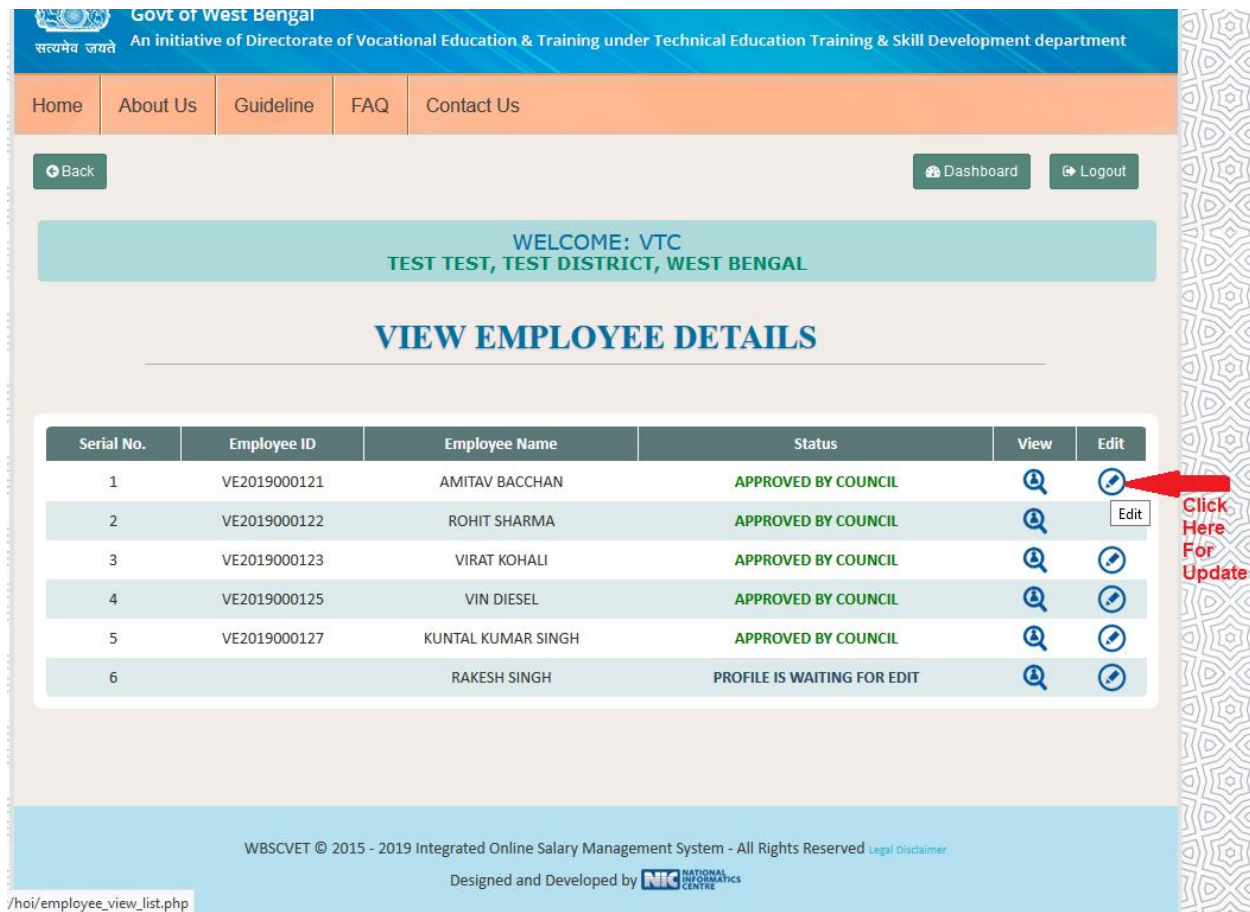
9433004036 (Mon-Fri, 11am-5pm)

Email:support@gov.in

Employee Profile :
Employee Waiting for Edit : 0

Remuneration August,2019 :
Total Saved Remuneration : 0

Step 2 : After Click on the [click here](#) link , the following employee list will be appeared and click on individual employee edit icon.



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WELCOME: VTC
TEST TEST, TEST DISTRICT, WEST BENGAL

VIEW EMPLOYEE DETAILS

Serial No.	Employee ID	Employee Name	Status	View	Edit
1	VE2019000121	AMITAV BACCHAN	APPROVED BY COUNCIL		Click Here For Update
2	VE2019000122	ROHIT SHARMA	APPROVED BY COUNCIL		
3	VE2019000123	VIRAT KOHALI	APPROVED BY COUNCIL		
4	VE2019000125	VIN DIESEL	APPROVED BY COUNCIL		
5	VE2019000127	KUNTAL KUMAR SINGH	APPROVED BY COUNCIL		
6		RAKESH SINGH	PROFILE IS WAITING FOR EDIT		

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/hoi/employee_view_list.php

Step 3 : After click on edit icon this modal will be appeared user have to give Professional Qualification , year of possessing the professional qualification , email id and mobile number details. Those fields are mandatory.

The screenshot displays the 'Employee Details Update' modal window over the IOSMS interface. The modal contains the following fields:

- Professional Qualification : TEST
- Year of possessing the professional qualification : 08-02-2016
- Email Id : exam@gmail.com
- Mobile No : 8001894669

An 'Update' button is located at the bottom of the modal. A 'Close' button is visible on the right side of the modal.

Below the modal, a table lists employees with columns for Serial No., Employee ID, Name, Status, and Action (View/Edit). The status for most employees is 'APPROVED BY COUNCIL', while the last employee, RAKESH SINGH, has a status of 'PROFILE IS WAITING FOR EDIT'.

Serial No.	Employee ID	Name	Status	Action
1	VE2019000121	ROHIT SHARMA	APPROVED BY COUNCIL	View Edit
2	VE2019000122	ROHIT SHARMA	APPROVED BY COUNCIL	View Edit
3	VE2019000123	VIRAT KOHALI	APPROVED BY COUNCIL	View Edit
4	VE2019000125	VIN DIESEL	APPROVED BY COUNCIL	View Edit
5	VE2019000127	KUNTAL KUMAR SINGH	APPROVED BY COUNCIL	View Edit
6		RAKESH SINGH	PROFILE IS WAITING FOR EDIT	View Edit

A red callout box points to the 'Edit' button for the employee RAKESH SINGH, stating: "Edit button will not show for X+2 Level employee".

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