



Govt. of West Bengal
Directorate of Vocational Education & Training
Karigari Bhawan
B-7, Action Area-III, New Town, Kolkata-700160

Memo. No. 256 -VET/2020-21

Dated :23.11.2020

Tips for Grantee VTCs to submit UC through online for the period July 2020 to September 2020 and subsequent requisition for the period October 2020 to December 2020

This is to inform Head of all Eligible Grantee VTCs to submit UC of recurring grant for the period July 2020 to September 2020 and subsequent requisition for the period October 2020 to December 2020 (Provided the online UC accepted by Directorate) as per notified schedule from 26.11.2020 vide our Memo No. 240-VET dated 06.11.2020 already notified in iOSMS Portal. This is appeal to all those HOI to do the work positively without fail like monthly remuneration requisition of VTC Teachers/Instructors. They should be in normal track, not necessarily fall in pending category.

Some points may please be noted for guidance as follows:

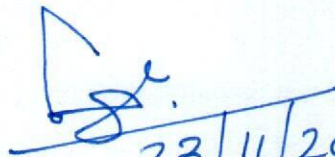
I. For online UC submission by VTCs for the period July, 2020 to September, 2020.

- ❖ How VTC will view his grant from iOSMS Portal.
- ❖ First requisition view
- ❖ Then view Bill Generation status for F.Y. 2020-2021 & period July to September.
- ❖ If Bill Generation completed status is available, then VTC will view the sanction details.
- ❖ The VTC will see the grant mentioned in the remarks as pending i.e. UC to be prepared.
- ❖ VTC will then prepare expenditure details as usual and submit the online UC as usual. This time F.Y. & period are fixed by us for VTC i.e. F.Y. is 2020-2021 & period is July, 2020 to September, 2020.
- ❖ VTC will submit the online UC for the requisition amount for the period July, 2020 to September, 2020. Here the total expenditure must not be greater than the requisition amount. This will be auto processed.
- ❖ For the cases of VTCs having excess fund with them, no fund was released and shown as zero in the downloaded excel format. They have to submit also UC with the same logic i.e. for the requisition amount of July, 2020 to September, 2020 as mentioned in previous para.

2. For online requisition submission by VTCs for the period October, 2020 to December, 2020.

- ❖ The eligible VTCs may submit online requisition for recurring grant for the period October, 2020 to December, 2020 in the same process as done in the previous quarter, provided the online UC for the period July 20 to September 20 has been accepted by the Directorate.

- ❖ One thing to note by VTCs regarding ultimate submission of requisition to R.O. as mentioned below:
After submitting online grant requisition from October 2020 to December 2020 by VTCs, they then must go to requisition view menu for checking the grant requisition and then click **finalize button** for finalization of requisition of recurring grant. Most of the VTCs have done mistake in finalization during earlier occasion.


23/11/2020
Director of Vocational Education & Training,
West Bengal