



Govt. of West Bengal
Directorate of Vocational Education & Training
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Memo. No. 448 -VET/2020-21

Dated, Kolkata, 15th February, 2021

Notices for VTCs in connection with Modification made by NIC in online Recurring Grant Requisition for the period January, 2021 to March, 2021

Requisition from will open with changes of some logical part :

1. Internet Charge of Teachers for online classes to be reimbursed by the head of the VTC for January month only.
2. Training Materials (VIII+ and X+2) cost will be given for February to March period.
3. Electric charge (VIII+) will be given for February to March period .
4. Office Expenses will be given 500 for per level (VIII+/X+2). If VIII+ and X+2 both level existing in a VTC then office expenses will be 1000.
5. New drop-down list will be added for No of Discipline running in X+2 level. Total no of students depends on the no of discipline.
6. New drop-down list will be added for No of Discipline running in VIII+ level. Total no of students depends on the no of Trades (Max 25).

Following Steps to be followed :-

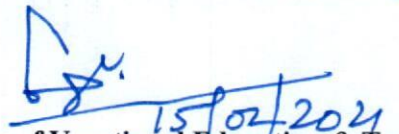
Step 1: Click on Requisition Submission under **Recurring Grant Management** menu.

Step 2: Select the particular **Period and Financial year** from drop down list. Here, it will be 2020-2021, **January, 2021 to March, 2021**.

then enter the below details and click on **SAVE & CONTINUE** button :

- a) No of Trades running in VIII+
- b) No of Student VIII+ Pursuing
- c) No of Discipline running in X+2
- d) No. of students in X+2 Pursuing

Step 3: One confirmation popup will be opened when submitting the recurring Grant requisition. After successfully submission of Grant requisition, the page will be redirected to **Grant Finalization** page.


15/02/2021
Director of Vocational Education & Training,
West Bengal