

I/122829/2021

Government of West Bengal

Department of Technical Education, Training & Skill Development

Karigari Bhawan , Plot – B/7, Action Area – III, New Town, Rajarhat, Kolkata – 700 160

Dated, Kolkata,25/02/2021

From : Sri Nitish Kumar Das, WBCS (Exe.)
Joint Secretary to the Govt. Of West Bengal

To : Director of Vocational Education & Training, West Bengal

Sub : Awarding different benefits in favour of VTC Teachers /Instructors and External Nodal Staff of Nodal Polytechnics

In super-session of G.O. No. 1604-TET(Poly)/3V-07/2017 (Part-I) dated 19.12.2017 and G.O. No. 1356-TET(Poly)/3V-13/2016 dated 20.11.2018 (Para-I) , the undersigned is directed by the order of the Governor to say that the Governor has been pleased to accord approval for awarding different benefits in favour of VTC Teachers /Instructors and External Nodal Staff of Nodal Polytechnics in line with Memorandum of Finance Department bearing No. 3998-F (P2) dated 15.07.2019 as follows :

1. Enhancement of remuneration : All such personnel i.e. VTC Teachers / Instructors and External Nodal Staff engaged in Nodal Polytechnics will be allowed @3% increment rounded of to nearest rupee on 1st July every year subject to having requisite qualification and satisfactory performance appraisal report. Model Performance Matrix is enclosed.
2. Terminal Benefit : the service of all personnel will be terminated on attaining the age of 60 years and they will get terminal benefit of Rs. 3.00 Lakh on attaining the age of 60 years.
3. Leave Facility : The said personnel will enjoy 30 off days in a year (not for personnel enjoying summer and Puja vacation). However they will be entitled for enjoying remaining no. of off days if the total vacation period enjoyed in a year is less than 30 days. All personnel will get 10 days leave on Medical ground in a year. A female such personnel may be allowed Maternity Leave 180 days when necessary.

The service of such personnel may be terminated at once because of involvement in criminal case / misconduct / delinquency / incapacitation etc. Such a personnel may also opt out of the engagement on his / her own.



I/122829/2021

During the period of engagement, if any such personnel is found to have involved in mis-appropriation of public money directly or indirectly or any forgery or in tampering any records of the organization / office , FIR may be lodged against such personnel by the Head of the Institution.

In the event of death of any such personnel before attaining the age of 60 years , the legal heirs of such personnel shall be paid an amount of Rs.2 lakh as one time death benefit. This may be allowed by the Controlling Authority who pays them remuneration.

This order will take prospective effect , i.e. , from current month.

This order issues with the concurrence of the Finance Department vide their U.O. No. 622 Group P2 dated 22.02.2021.

The Principal Accountant General (A&E), West Bengal & all other Concerned are being informed.


Joint Secretary

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata
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2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata
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3. The Additional Secretary, TET&SD Department, Karigari Bhawan, Kolkata-700160
4. The Chief Administrative Officer, WBSCT&VE&SD, Karigari Bhawan, Kolkata- 160
5. The Director of Technical Education & Training, Karigari Bhawan, Kolkata- 160
6. The Director of Industrial Training, Karigari Bhawan, Kolkata- 160
7. The Special Secretary, Finance Department , Gr.P2,325,Sarat Chatterjee Road,
Howrah , WB-711102
8. The Principal / OIC - 20 Nodal Polytechnics
9. The PAO I /II /III/ Treasury
Officer.....
10. The Assistant Director (Accounts), Directorate of Vocational Education &
Training, WB
11. The P.S. to Honb'le MIC of this Department
12. The Sr. P.S. to Principal Secretary of this Department


Joint Secretary

I/122829/2021

MODEL PERFORMANCE MATRIX

(To be filled up by HoI for all personnel separately for VTC in case of Teachers / Instructors and for External Nodal Staff by Nodal Polytechnic)

Name of VTC / Institute :

VTC Code (if VTC) :

Performance Appraisal Report for the period from _____ to _____

1. Name of the Personnel :
2. Designation :
3. District :
4. Date of Birth :
5. Date of 1st Joining :

A. Attendance :

1. Total No. of Working days during the period under review :
2. No. of days the incumbent was absent :
3. No. of days of the late attendance and early departure during this period under review :
4. No. of days of unauthorized absence :

B. Requisite Qualification as per prevailing G.O. - Yes / No

[If No, the Annual Increment can't be awarded]

C. Performance & Efficiency (Outstanding / Excellent / Very Good / Good / Average) :

1. The extent to which the personnel takes his/her job seriously :
2. The quantum of disposal of allotted work promptly and completely :
3. The capacity of completing the work in time or within justifiably extra time :
4. The capacity of the personnel to inspire public confidence :
5. Quality of disposal of work of the employee :

D. Accountability (Outstanding / Excellent / Very Good / Good / Average) :

1. Reliability in carrying out instructions:
2. Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency:
3. Behaviour with colleagues and public:

E. Assessment of Integrity (Outstanding / Excellent / Very Good / Good / Average) :

Signature of the Head of the Institute: _____

Name of the Head of the Institute:

Dated

Seal of the Head of the Institute