Memo No. 65-VET/2021-22   Dated, Kolkata, the 2nd June'2021

NOTICE FOR UPDATION OF DIFFERENT INFORMATION THROUGH POP-UP AND SUBSEQUENT ONLINE REQUISITION IN CONNECTION WITH REMUNERATION OF TEACHERS/INSTRUCTORS OF GRANTEE VTCs FOR THE MONTH OF JUNE, 2021 THROUGH iOSMS PORTAL

This is to inform HoI of all Grantee running VTCs that they must be ready with the information as per enclosure related with Vocational Education & Training Programme.

The HoIs are directed to login the portal with their password as per schedule in the table below. Then a popup will be opened which will be filled up and the same must be submitted just before requisition of remuneration in the month of June,2021.

Again, it may be reiterated that filling up of said pop-up is mandatory in this month during requisition of monthly remuneration of Teachers/Instructors through iOSMS Portal.

> **First, fill up the pop-up, submit and then do for requisition.**

This is to remind HoIs not to fill up any misleading information. For this month, this Directorate requests personal intervention of all HoIs for this process and they are also requested to be prepared with the information as sought for in the enclosure.

That is why, the notice is uploaded this month little advance.

Schedule of activities :

Activity	Period
Updation and submission of information to popup & then remuneration Requisition by Head of the VTCs	14.06.2021 to 21.06.2021
Forward online Requisition by Respective Nodal Polytechnic	Up to 22.06.2021 (12:30 p.m.)
Forward online Requisition by Council to D.V.E.& T.	22.06.2021

Director of Vocational Education & Training
West Bengal

Memo No. 65/1(8)-VET/2021-22　　　　　　　　　　Dated, Kolkata, the 2nd June'2021

Copy forwaded for information and necessary action to :

1. Joint Secretary, TET&SD Department, Govt. of West Bengal
2. Principal/OIC & Nodal Officer-20 Nodal Polytechnics
3. Sri Pinaki Ranjan Pal, AO(VE),WBSCT&VE&SD
4. State Nodal Officer,iOSMS Cell, D.V.E.& T,W.B.
5.Assistant Director (A/Cs), D.V.E.& T,W.B.
6.Sri Sourav Manna,Web Developer,NIC
7.Head of the VTCs-Requested to view Notice Board of iOSMS Portal
8. Sri Aniket Dutta, Cashier, Regional Office-Kolkata-Requested to upload the Notice

Director of Vocational Education & Training
West Bengal

Enclo to Memo No. 65-VET/2021-22 dated 02.06.2021	
Sl No.	**Description (s)**
1.	UDISE Code (only for Govt. Sponsored /Aided Schools)
2.	Latitude & Longitude (can be obtained from 'Compass' app of smartphone)
3.	Type (Co-Ed / Boys Only /Girls Only / PH Only)
4.	Total intake capacity including VTC
5.	Year of Establishment of Institution
6.	Location (Rural/Urban)
7.	Name of the nearest Railway Station
8.	Distance from the Railway Station to school
9.	Name of the nearest Bus Stop
10.	Distance from the Bus stop to school
11.	Whether Ramp is available ? (Y/N)
12.	Girls' Hostel facility for girls of VTC ?(Y/N)
13.	Boys' Hostel facility for boys of VTC?(Y/N)
14.	Separate Girls' Toilet of school(Y/N)
15.	Separate Boys' Toilet of school(Y/N)
16.	No. of dedicated Theory Classrooms for VE&T Programme
17.	No.of workshop/practical classrooms for VE&T Programme