

I/140748/2021



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, 22/07/2021

From : Joint Secretary to the Govt. of West Bengal

To : Director of Vocational Education & Training, West Bengal

**Sub : Approval of Guidelines to be followed by Head of the Institute & VTC Teachers / Instructors**

The undersigned is directed by the order of the Governor to say that the Governor is pleased to accord approval for issuance of Guidelines to be followed by Head of the Institute & VTC Teachers / Instructors as follows :

1. The Institutes where the Vocational Education & Training Programme is being conducted, Head of those Institutes must be the Head for Vocational Education & Training Programme also at his/her VTC and he / she must monitor and look after the Vocational Education & Training Programme in regular basis like his/her normal establishment. No morning, afternoon session for Vocational Education & Training Programme is allowed. All programmes are to be conducted in normal working hours in all working days of the week. HoIs are to act accordingly.
2. All Contractual Teachers and Instructors in H.S. Vocational level and Class VIII+ level has to work on all working days in normal working hours as followed by the general section of the School / Institute under School Education Department (SED) / other Departments.
3. All Teachers / Instructors has to conduct the normal classes, special classes as per requirement, any other work assigned by the Higher Authority. They have to abide by the prevailing Rules followed in the parent Department and hierarchy must be maintained. HoI should be given due respect and vice versa.
4. Mobilization and counseling of prospective students for the purpose of admission into the Vocational Courses must be looked into by the Teachers / Instructors of the concerned VTC along with HoI. All concerned are requested to conduct the courses smoothly in every session. Regarding smooth Registration of students, the HoI or his/her representative should maintain good liaison with concerned Officer of the West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD).
5. Contractual Teachers and Instructors are not allowed to perform any assignment in any form in other Govt. / Semi- Govt Organizations / Departments other than those assigned by the Administrative Authority. All such Teaching Personnel have to submit written declaration in prescribed format (enclosed) to the HoI in this regard. Similarly, no Contractual Teacher /

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Staff / Official of other Govt. / Semi- Govt Organizations / Departments will be allowed to act as Part Time Teacher / Instructor in VTCs.

6. In addition, Part-time Teachers and Instructors are not allowed to perform any assignment in any form in other Govt. / Semi- Govt Organizations / Departments other than those assigned by the Administrative Authority in normal working hours assigned for the Part-time engagement in the VTCs.
7. Curriculum of the WBSCT&VE&SD and any other directions in this regard must be followed by Teachers / Instructors for good Teaching Learning System including other Academic works assigned by the WBSCT&VE&SD / Directorate of Vocational Education & Training.
8. A separate 'Leave account' for each Teacher and Instructor must be opened and maintained by the HoI.
9. Surprise visit may be conducted in any VTC by the Officials from Nodal Polytechnic / Regional Offices / Head Office at any working time in working days. HoI / Representative and Teaching Personnel of VTC must be present during the said inspection.
- 10.No Teacher / Instructor of VTC is allowed to visit Karigori Bhawan for any official work without written consent from Directorate of Vocational Education & Training. Concerned HoIs may communicate in this regard through e-mail at least two days before the visit.

This order will take immediate effect.

This order issues with the approval of the Competent Authority of this Department.

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

  
Joint Secretary

Dated, Kolkata, 22/07/2021

**Copy forwarded for information and necessary action to the:**


1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata – 1.
3. Chairperson , WBSCT&VE&SD, Karigari Bhawan, Kolkata 700160
4. Chief Administrative Officer, WBSCT&VE&SD, Karigari Bhawan, Kolkata 700160
5. Principal / OIC & Nodal Officer - 20 Nodal Polytechnics to look into the matter immediately.
6. District Officers of 06 Regional Offices of Director of Vocational Education & Training, West Bengal - to follow up the matter with Nodal Polytechnics
7. The P.S. to Honb'le MOS ( IC ) of this Department,
8. The Sr. P.A. to Principal Secretary of this Department.
9. Mr. Aniket Datta , Official of DVET- requested to upload in iOSMS Portal for strict compliance of the VTCs

Memo No. 115 - VET/2021-2022

Date: 22/07/2021

- Copy forwarded for information and necessary action to:
1. HOI of VTCs
  2. 20 Nodal Polytechnics

Joint Secretary

  
Director 22/07/2021  
Directorate of Vocational  
Education & Training  
Govt. of W.B.

# Declaration Format

## DECLARATION TO BE SUBMITTED BY CONTRACTUAL TEACHER / INSTRUCTOR OF VTCs

To

The HoI

..... (Name of the Institute)

..... (VTC Code)

Sir,

I, Sri/Smt. .... s/o/w/o..... having  
Employee ID ..... solemnly declare that I am not associated with any other  
Govt. / Semi Govt Job & I am not drawing any other amount by any means from Govt. Exchequer.

The above information is true to the best of my knowledge and belief.

Date :

Full Signature of the Contractual Teacher /  
Instructor

Authenticated by me

.....

Full Signature of the HoI with Seal & Date