



Govt. of West Bengal

Directorate of Vocational Education & Training

Karigari Bhawan, Action Area: III, Plot: B-7, New Town, Rajarhat, Kolkata -700160

Dt. 22.11.2021

ORDER

VTC Teachers / Instructors/ External Nodal Staff will get an amount of Rs 3.00 Lakh as one time Terminal Benefit after attaining age of 60 years in terms of the provisions contained in the G.O bearing File No.TETSD-16016/4/2020-ESTT SEC-Dept. of TET&SD dated 25/02/2021 of the Department of Technical Education, Training & Skill Development.

Head of the Institutes of the Grantee VTCs are advised to submit the following documents, duly signed with office-seal, while forwarding such claim.

1. Declaration-1
2. Declaration-2
3. Documents as sought in Declaration-2

Director of Vocational Education & Training
West Bengal

Copy forwarded for information & necessary action to: -

1. Joint Secretary, TET&SD Department.
2. Principal/ OIC – Nodal Polytechnics.
3. District Officers – 06 Regional Officers of DVET.
4. Asst. Director(A&A), DVET, WB.
5. HoI of VTCs.....
6. Establishment section,DVET&T.

Director of Vocational Education & Training
West Bengal

DECLARATION-1

Application format for getting Terminal Benefit in favour of VTC Teachers / Instructors after attaining age of 60 years. The application format is to be filled by the Applicant mandatorily after attaining age of 60 years

To The HoI
Name of the VTC/Nodal VTC
VTC Code/ Name of Nodal Polytechnic
District.....

Subject – Request to arrange Terminal Benefit in favour of me due to termination of engagement after attaining age of 60 years as per G.O. No. I/122829/2021 dated 25.02.2021 of the TET&SD Department

Madam/Sir,

With reference to the above mentioned subject, this is to state that my engagement has been terminated on (dd/mm/yyyy) having Employee ID after attaining age of 60 years as Contractual Teacher / Contractual Instructor / Part-time Teacher / Part-time Instructor/ External Nodal staff in the subject / trade in VIII+ Level / X+2 Level courses (mark tick whichever is applicable and strike out the rest) in your VTC/Nodal Polytechnic. I do hereby declare that

- i. I don't have involvement in criminal case / misconduct / delinquency / incapacitation / miss – appropriation of public money or any forgery or in tampering of any records of the institute and no FIR is exist in this respect against me.
- ii. I was not suspended from the institute.
- iii. I was not terminated from the institute before attaining the age of 60 years
- iv. I have no dues in the institute.
- v. My bank account details are remained as per the last remuneration to get the Terminal Benefit.

In view of the above, you are kindly requested to take necessary action in my favour to get the Terminal Benefit as per prevailing G.O.

With regards,

Yours faithfully
Full Signature of the Applicant
Name of the Applicant :
Contact No.

DECLARATION-2

Application forwarding format by HoI to DVET, WB for arrangement of disbursement of Terminal Benefit in favour of VTC Teachers / Instructors after attaining age of 60 years under his / her control This is applicable for VTC Teachers / Instructors attaining age of 60 years from February, 2021 onwards as per G.O. No. I/122829/2021 dated 25.02.2021 of the TET&SD Department.

{DECLARATION-2 MUST BE PRINTED ON LETTER-HEAD OF THE INSTITUTE}

To

The Director of Vocational Education & Training

West Bengal Karigari Bhawan, New Town, Kolkata - 700 160

Subject - Request to arrange Terminal Benefit in favour of due to termination of engagement attaining age of 60 years.

Reference: Application ofin DECLARATION-1

Sir,

With reference to the above, received from (Name and Designation) having Employee ID, VTC Code..... Or External Nodal Staff (strike out the inapplicable words) whose engagement has been terminated automatically after attaining the age of 60 years in the month of....., year..... as per G.O. No. I/122829/2021 dated 25.02.2021 of the TET&SD Department The statement furnished in the DECLARATION-1 is true and correct. Following documents are enclosed:

1. DECLARATION-1(forwarded by HoI with sign & seal)
2. Last month's remuneration requisition copy duly signed with office seal by HoI
3. Copy of PAN card authenticated by HoI
4. Copy of age proof authenticated by HoI

You are requested to take necessary arrangement to disburse the Terminal Benefit in favour of

With regards,

Yours faithfully

Signature of HoI with office-seal

Encli: As statrd abivr