



Govt. of West Bengal
Directorate of Vocational Education & Training
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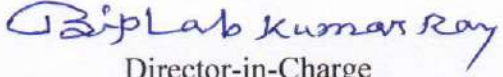
Dated :05/07/2023

**NOTICE FOR ONLINE MODEL PERFORMANCE MATRIX SUBMISSION OF
VTCs TEACHERS/INSTRUCTORS THROUGH iOSMS PORTAL
FOR THE FINANCIAL YEAR 2022-2023**

This is to inform that Head of all the grantee VTCs must be submit ONLINE MODEL PERFORMANCE MATRIX of Teachers/Instructors through iOSMS Portal for the financial year 2022-23 on or before **13/07/2023**. TREAT THE MATTER MOST URGENT.

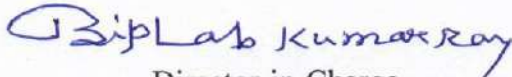
In case of failing it's, VTCs could not be submit remuneration requisition of Teacher/Instructor for the month of July, 2023.

The Operational manual is attached in Annexure-I


Director-in-Charge
Directorate of Vocational Education & Training
West Bengal

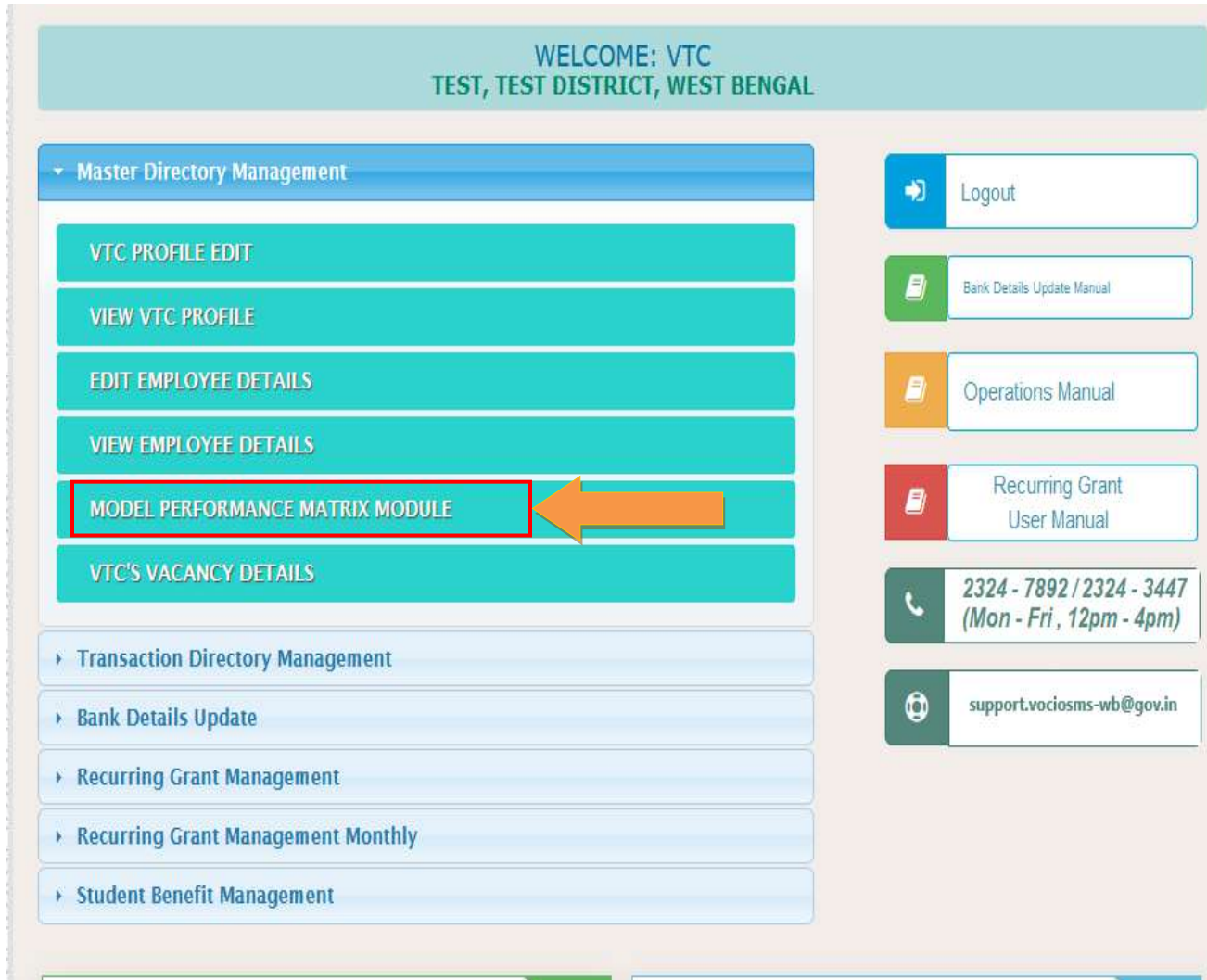
Copy forwarded for information and necessary action to:

1. Deputy Secretary, TET&SD Department, Govt. of West Bengal
2. Principal/OIC & Nodal Officer-20 Nodal Polytechnics
3. District Officers of Six(6) Regional Offices
4. Assistant Director (A/Cs), D.V.E.&T, W.B.
5. NIC, Web Developer
6. Head of the VTCs-Requested to view Notice Board of iOSMS Portal


Director-in-Charge
Directorate of Vocational Education & Training
West Bengal

VTC LEVEL

1. Model Performance Matrix module menu will appear after successfully login. This menu will show in dashboard under Master Directory Management.



2. VTC has to choose one financial year which is only showed in this drop down menu.

The screenshot shows the 'Integrated Online Salary Management System' (i-OSMS) interface. At the top, there is a header with the Government of West Bengal logo and the text 'Integrated Online Salary Management System For Grant-in-Aid Remuneration Payment for Vocational Training Centers Govt of West Bengal'. Below this is a navigation menu with 'Home', 'About Us', 'Guideline', 'FAQ', and 'Contact Us'. The main content area features a 'WELCOME: VTC TEST, TEST DISTRICT, WEST BENGAL' message. The central section is titled 'TEACHERS/INSTRUCTORS APPRAISAL' and displays the 'Time-span of Appraisal Module is 06/02/2022 - 26/02/2022'. A form field labeled 'Financial Year: *' contains a dropdown menu with 'Select' as the current selection. A green 'CONTINUE' button is positioned below the dropdown. The footer includes the copyright notice 'WBDVET © 2015 - 2022 Integrated Online Salary Management System - All Rights Reserved' and the logo of the National Informatics Centre (NIC).

3. After select a financial year VTC will click on **CONTINUE** button for further process. The VTC can proceed within the time span as specified.

WELCOME: VTC
TEST, TEST DISTRICT, WEST BENGAL

TEACHERS/INSTRUCTORS APPRAISAL

Time-span of Appraisal Module is 06/02/2022 - 26/02/2022

Financial Year: *
2020-2021

CONTINUE

4. Teachers/Instructors List will be shown. The Model Performance Index form can be edited from the respective icon of edit button.

Time-span of Appraisal Module is 06/02/2022 - 26/02/2022

TEACHERS/INSTRUCTORS LIST OF F.Y 2021 - 2022

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Not Submitted from VTC end		
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end		
3	VE2019016416	TEST PANTH	Part-time Teacher(First VTC)	Not Submitted from VTC end		
4	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(First VTC)	Not Submitted from VTC end		
5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end		
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end		

5. This image is Model performance matrix form format. All T/I's Model performance matrix form will be submitted from VTC end.

MODEL PERFORMANCE MATRIX
(To be filled up by Hoi for all personnel separately for VTC in case of Teachers / Instructors.)

Name of VTC / Institute : TEST
VTC Code (if VTC) : 8868
Performance Appraisal Report for the period from 1st April 2021 to 31st March 2022

Name of the Personnel : TEST1 GANBULLY
Designation : Part Time Teacher
District : TEST DISTRICT
Date of Birth : 17/12/1980
Date of 1st Joining : 08/04/2019

A. Attendance

Total No. of Working days during the period under review : *
No. of days the Incumbent was absent : *
No of days of the late attendance and early departure during this period under review : *
No. of days of unauthorized absence : *

B. Requisite Qualification as per prevailing G.O.

Requisite Qualification as per prevailing G.O. : * YES NO
(If NO, the Annual increment can't be awarded)

C. Performance & Efficiency

The extent to which the personnel takes his/her job seriously : * Outstanding Excellent Very Good Good Average
The quantum of disposal of allotted work promptly and completely : * Outstanding Excellent Very Good Good Average
The capacity of completing the work in time or within Justifiably extra time : * Outstanding Excellent Very Good Good Average
The capacity of the personnel to inspire public confidence : * Outstanding Excellent Very Good Good Average
Quality of disposal of work of the employee : * Outstanding Excellent Very Good Good Average

D. Accountability

Reliability in carrying out instructions : * Outstanding Excellent Very Good Good Average
Sense of responsibility, ability to judge urgency of a case and responsiveness to such urgency : * Outstanding Excellent Very Good Good Average
Behaviour with colleagues and public : * Outstanding Excellent Very Good Good Average

E. Assessment of Integrity

Integrity : * Outstanding Excellent Very Good Good Average

6. After submission of model performance matrix from the successful message will be shown.

Appraisal data of Test1 GANGULLY updated Successfully. Please download the PDF, Signe & Seal and then upload.

MODEL PERFORMANCE MATRIX

(To be filled up by Hol for all personnel separately for VTC in case of Teachers / Instructors.)

Name of VTC / Institute : TEST

VTC Code (if VTC) : 9999

Performance Appraisal Report for the period from 1st April 2021 to 31st March 2022

Name of the Personnel : Test1 GANGULLY

























Designation : Part Time Teacher

District : TEST DISTRICT

Date of Birth : 17/12/1980

























Date of 1st Joining : 03/04/2019

- Status will be changed and save icon will be activated after successfully submission of model performance matrix form.

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Entered but not Submitted	  	
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end	  	
3	VE2019016416	TEST PANTH	Part-time Teacher(First VTC)	Not Submitted from VTC end	  	
4	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(First VTC)	Not Submitted from VTC end	  	
5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end	  	
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end	  	































- The pdf generation icon will be activated after saving the data. HoI should generate the pdf and then HoI should sign and seal on this pdf

The Appraisal of Test1 GANGULLY has been successfully saved.

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Entered but not Submitted	  	
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end	  	
3	VE2019016416	TEST PANTH	Part-time Teacher(First VTC)	Not Submitted from VTC end	  	
4	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(First VTC)	Not Submitted from VTC end	  	
5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end	  	
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end	  	































9. Hoi must upload the signed & sealed copy (not more than 60kb) to the Nodal office. **There is no scope to upload further if uploaded once.**

The screenshot shows the i-OSMS web portal interface. A confirmation dialog box is displayed in the center, asking "Do You Want To Send the Teachers/Instructors Appraisal Data?". Below the question, there is a section for "Upload Document" with a "Browse..." button and the text "No file selected.". At the bottom of the dialog, there are "YES" and "NO" buttons. A red box highlights the "Browse..." button, and a red arrow points from it to the "Send to Nodal" button in the table below. The table lists teachers/instructors with their details and status.

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Entered but not Submitted	   	
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end	   	
3	VE2019016416	TEST PANTH	Part-time Teacher(First VTC)	Not Submitted from VTC end	   	
4	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(First VTC)	Not Submitted from VTC end	   	
5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	

















10. After uploading confirmation message will be shown as given below.

Appraisal data of Test1 GANGULLY has been successfully Send to Nodal for Review !!

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Sent from VTC end & Waiting for Nodal Review	   	
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end	   	
3	VE2019016416	TEST PANTH	Part-time Teacher(First VTC)	Not Submitted from VTC end	   	
4	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(First VTC)	Not Submitted from VTC end	   	
5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	

11. Hol can download the uploaded document from view page.


Appraisal data of Test1 GANGULLY has been successfully Send to Nodal for Review !!

Serial No.	Employee ID	Employee Name	Designation	Status	Action	Send to Nodal
1	VE2019014884	Test1 GANGULLY	Part-time Teacher(First VTC)	Sent from VTC end & Waiting for Nodal Review	   	
2	VE2019016396	RATAN SEN	Contractual Teacher(First VTC)	Not Submitted from VTC end	   	
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5	VE2019016416	TEST PANTH	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	
6	VE2019016477	AMMAAN MALHOTRA	Part-time Teacher(Second VTC)	Not Submitted from VTC end	   	

12. Following pop-up will be displayed and download from the respective icon. There is no scope to edit further if uploaded once.

TEACHERS/INSTRUCTORS DETAILS

Name of VTC / Institute :	TEST
VTC Code (if VTC) :	9999
Performance Appraisal Report for the period from <u>1st April 2021</u> to <u>31st March 2022</u>	
Name of the Personnel :	Test1 GANGULLY
Designation :	Part Time Teacher
District :	TEST DISTRICT
Date of Birth :	17/12/1980
Date of 1st Joining :	03/04/2019

 **DOWNLOAD**

APPRAISAL DETAILS

A. ATTENDANCE