

1/413902/2023



Govt. of West Bengal  
Directorate of Vocational Education & Training  
Action Area : III, Plot : B-7 , New Town, Rajarhat,  
Kolkata-700160  
E-mail : wbdvet@gmail.com  
Date:10-07-2023

**NOTICE**

VTC Teachers/Instructors are being benefited with an amount of Rs.3.00lakh (Rupees three lakh) as one time Terminal Benefit after attaining the age of 60 years in terms of the provisions contained in the G.O. bearing issue No.I/122829/2021 dt 25.02.2021 of TET&SD Department, Government of West Bengal.

Now Head of the Institutes of VTCs (for Teachers/instructors) are requested to submit the following documents DULY SIGNED with OFFICIAL SEAL at the concerned NODAL OFFICE OF THE DVET, :

1. Declaration -1 (as enclosed)
2. Declaration-2 (as enclosed)
3. Documents as sought in Declaration-2

*Biplab Kumar Ray*  
Director-in-Charge of Vocational Education & Training

Copy forwarded for information and necessary action to:

1. Dy. Secretary, TETSD Dept.
2. District Officers of 6 Regional Offices
3. Nodal Officers of 20 Nodal Polytechnics --- with a request to send the processed applications to the DVET through e-file
4. HoI of the VTCs
5. The Established Section, DVET

*Biplab Kumar Ray*  
Director-in-Charge of Vocational Education & Training

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### DECLARATION-1

*(Application format to be filled in by VTC Teacher / Instructor after attaining age of 60 years.)*

To

The Head of the Institute

Name of the VTC:

VTC Code:

District:

Name of Nodal Office of the DVET:

Subject – Request to arrange Terminal Benefit in favour of me due to termination of engagement after attaining the 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 the age of 60 years as Contractual Teacher / Contractual Instructor / Part-time Teacher / Part-time Instructor in the subject / trade ..... in VIII+ Level / X+2 Level courses (mark tick whichever is applicable and strike out the rest) in your VTC.

I do hereby declare that

- i. I don't have involvement in criminal case / misconduct / delinquency / incapacitation / miss –

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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.

Thanking you,

Yours

faithfully

Full Signature of the  
Applicant

Name of the Applicant :

Contact No.

:

Text Box: INSTITUTE'S LETTER-HEAD

## DECLARATION-2

(To be filled in by HoI of VTC. If all the documents are in right order, Nodal Officer shall forward with her/his remarks through e-file)

To

The Nodal officer

Name of Nodal Office of the DVET: .....

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

Reference: Application of .....in DECLARATION-1

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Sir,

With reference to the above, received from (Name and Designation) ..... having Employee ID ..... , VTC Code..... 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.

It is verified that she/he doesn't have any overdrawn amount

OR

The overdrawn amount of Rs.....has been refunded by Form No. TR-7 (Strike out the inappropriate case)

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
5. Summary sheet of students' registration of the trade/subject (system generated by WBSCTEVESD registration portal)) of the session /year during which she/he has been terminated.
6. Affixed seal & signed copy of Performance Appraisal Matrix(PAM) from 2021-22.
7. Original copy of TR-7 as a proof of refund of overdrawal amount, if applicable

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

Enclo: As stated above