



Govt. of West Bengal  
Directorate of Vocational Education & Training  
Karigari Bhawan, Action Area: III, Plot: B-7, New Town, Rajarhat, Kolkata - 700160

31.10.2023

**NOTIFICATION FOR UPDATION OF DIFFERENT  
INFORMATION IN i-OSMS PORTAL**

Heads of Institute (HoI) of all Grant-in-aid running VTCs are requested to fill up the following information related to their Vocational Training Centres (VTC) at the time of submission of monthly requisition for the month of November 2023:

Sl No.	Information	Remarks
1.	Primary contact numbers of VTC	
2.	HoI contact number i.e. secondary contact number	
3.	Primary mail ID of VTC	
4.	HoI mail ID i.e. secondary mail ID	
5.	Date of Birth (DoB) of Teacher/Instructor	DoB as in i-OSMS portal will be displayed. Changes require, if any, i.e. if does not match the DoB with the i-OSMS record, please submit authenticated document in relation to proof of DoB to the concerned Nodal Office who will also verify with the original document to ascertain the correct date of birth.

Brief SOP to fill up the aforesaid information is given below:

- Login in the i-OSMS (www.wbvoc.gov.in) portal with password.
- A popup form will be opened and fill all the information of popup
- Please note that fill up of the information is mandatory and prerequisite for submission of monthly remuneration for the month of November, 2023.
- The portal will be opened for this purpose from 06/11/2023 to 10/11/2023.

*Day*  
Director-in-Charge of Vocational Education & Training

Copy forwarded for information and necessary action to:

1. Deputy Secretary, TET&SD Department.
2. District Officer of 06 Regional Offices of DVET.
3. Principal / PIC & Nodal Officers of 20 Nodal Polytechnics - with a request to do the needful as per NOTICE and to inform the VTCs for strict compliance.

*Day*  
Director-in-Charge of Vocational Education & Training



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

16-10-2023

**Notice for ONLINE Submission of monthly remuneration requisition of VTCs Teachers/Instructors for the month of November,2023 through i-OSMS Portal**

This is to inform Head of all the concerned running and affiliated to the W.B.S.C.T.V.E.&S.D.(AY 2023-24) grantee VTCs that they ought to submit ONLINE requisition for remuneration of Teachers/Instructors through i-OSMS Portal for the month of November,2023, in compliance with the G.O. I/122829/2021 dated 25.02.2021 as per schedule below :

Activity	Period
Submission of online Remuneration Requisition by HoI of the grantee and affiliated VTCs	06/11/2023 to 11/11/2023

If any problem regarding i-OSMS operation s/w /Technical please mail to **support.vociosms-wb@gov.in** (this is no response mail) immediately and others problem please mail to **wbdvet@gmail.com**.

**N.B.: No need to send hard copy generated after submission of remuneration requisition through i-OSMS Portal. This should be kept under custody of HoI for records.**

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

Copy forwarded for information to :

1. Deputy Secretary, TET&SD Department, Govt. of West Bengal
2. District Officers of 06 Regional Offices under D.V.E. & T, W.B.
3. Principal/PIC & Nodal Offices 20 Nodal Polytechnics
4. Assistant Director /(A&A), D.V.E.&T., W.B.
5. NIC Cell, D.V.E.&T., W.B.
6. Head of the VTCs-Requested to view Notice Board of i-OSMS Portal and taking necessary action.

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