



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

21-03-2024

NOTICE FOR SUBMISSION OF ONLINE MODEL PERFORMANCE MATRIX FOR THE
 FINANCIAL YEAR 2023-24 OF VTCs TEACHERS/INSTRUCTORS THROUGH i-
 OSMS PORTAL

Heads of all the grantee VTCs are requested to submit ONLINE MODEL PERFORMANCE MATRIX of Teachers/Instructors through i-OSMS Portal for the financial year 2023-24 (1st April, 2023 to 31st March, 2024) from 22/04/2024 to 30/04/2024.

However, **Nodal Officers** and **Heads of the VTCs** located at Govt. premises, which are yet to include in i-OSMS, are requested to submit formatted filled seal sign hard copy of the same to the Office of the undersigned on or before above mentioned date through mail/e-office.

If any problem/query related to above issue, please visit/write a mail to the concerned District NODAL Office mentioning the problem.

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

The operation manual is attached in Annexure-I
 Co-operation from the concerned VTCs is earnestly solicited.

Director of Vocational Education and Training

21-03-2024

Copy Forwarded for information and necessary action to -

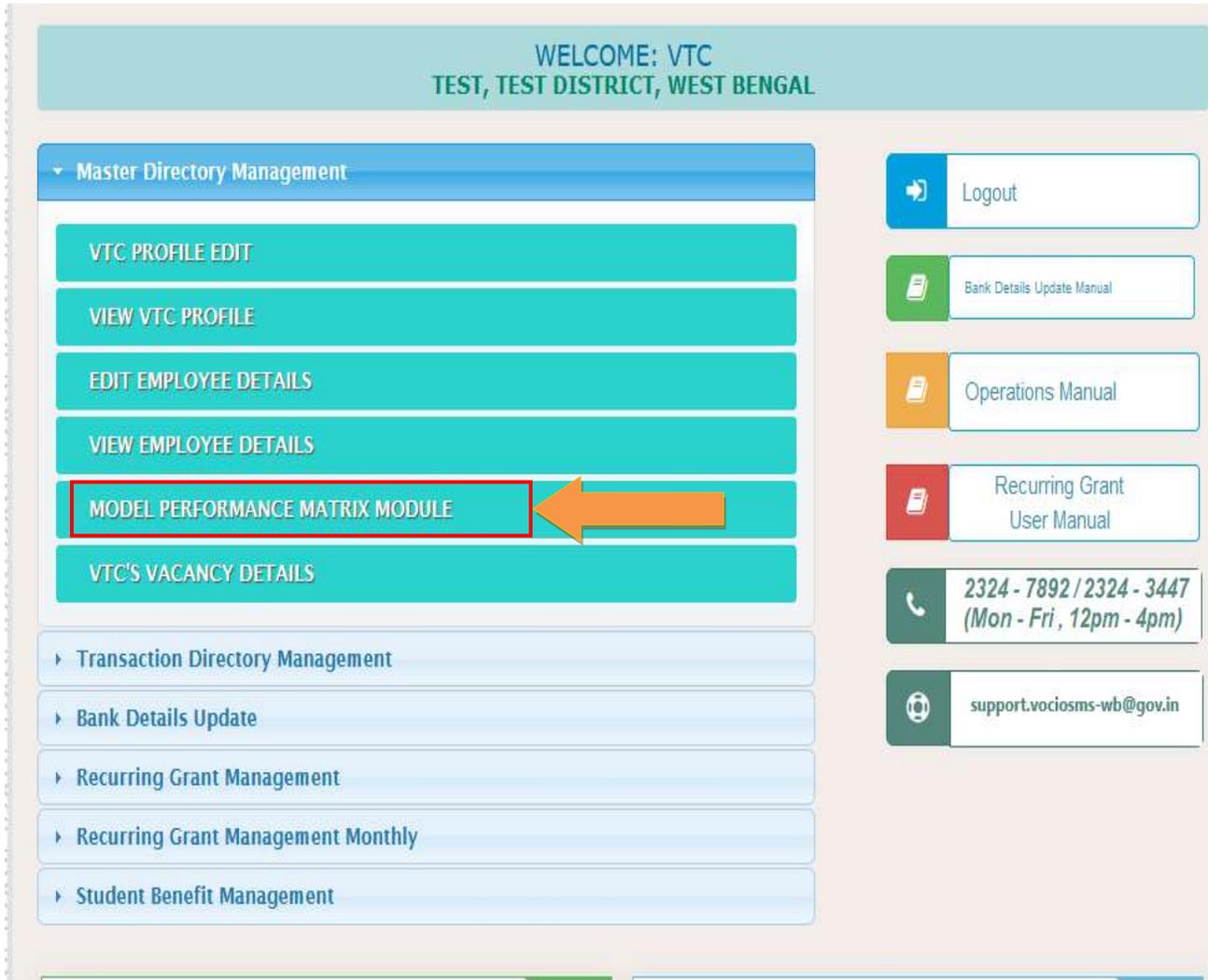
1. The Deputy Secretary, TETSD Department
2. District Officer of 06 Regional Offices, under D.V.E&T., West Bengal
3. Nodal Officers of 20 Nodal Polytechnic under D.V.E.&T., West Bengal
4. HoI of VTCs.....advised to download from Notice Board of i-OSMS Portal
5. Grants & Report Management (GRM) Cell of DVET.
6. Assistant Director (A& A), D.V.E&T, W.B.
7. The Establishment Section, DVET.

Director of Vocational Education and Training

21-03-2024

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 displays the 'Integrated Online Salary Management System' (i-OSMS) interface. At the top, there is a header with the system name and logo, and a navigation menu with links for Home, About Us, Guideline, FAQ, and Contact Us. Below the navigation, there are buttons for Back, Dashboard, and Logout. A teal banner reads 'WELCOME: VTC TEST, TEST DISTRICT, WEST BENGAL'. The main content area is titled 'TEACHERS/INSTRUCTORS APPRAISAL' and features a pink box indicating the appraisal time-span: '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 option, which is highlighted with a red border. A green 'CONTINUE' button is positioned below the dropdown. The footer contains copyright information: 'WBDVET © 2015 - 2022 Integrated Online Salary Management System - All Rights Reserved' and 'Legal Disclaimer', along with 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: *

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 : TEST GANBULLY
Designation : Part Time Teacher
District : TEST DISTRICT
Date of Birth : 17/12/1960
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 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 an "Upload Document" section 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	   	
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	   	

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