



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 -

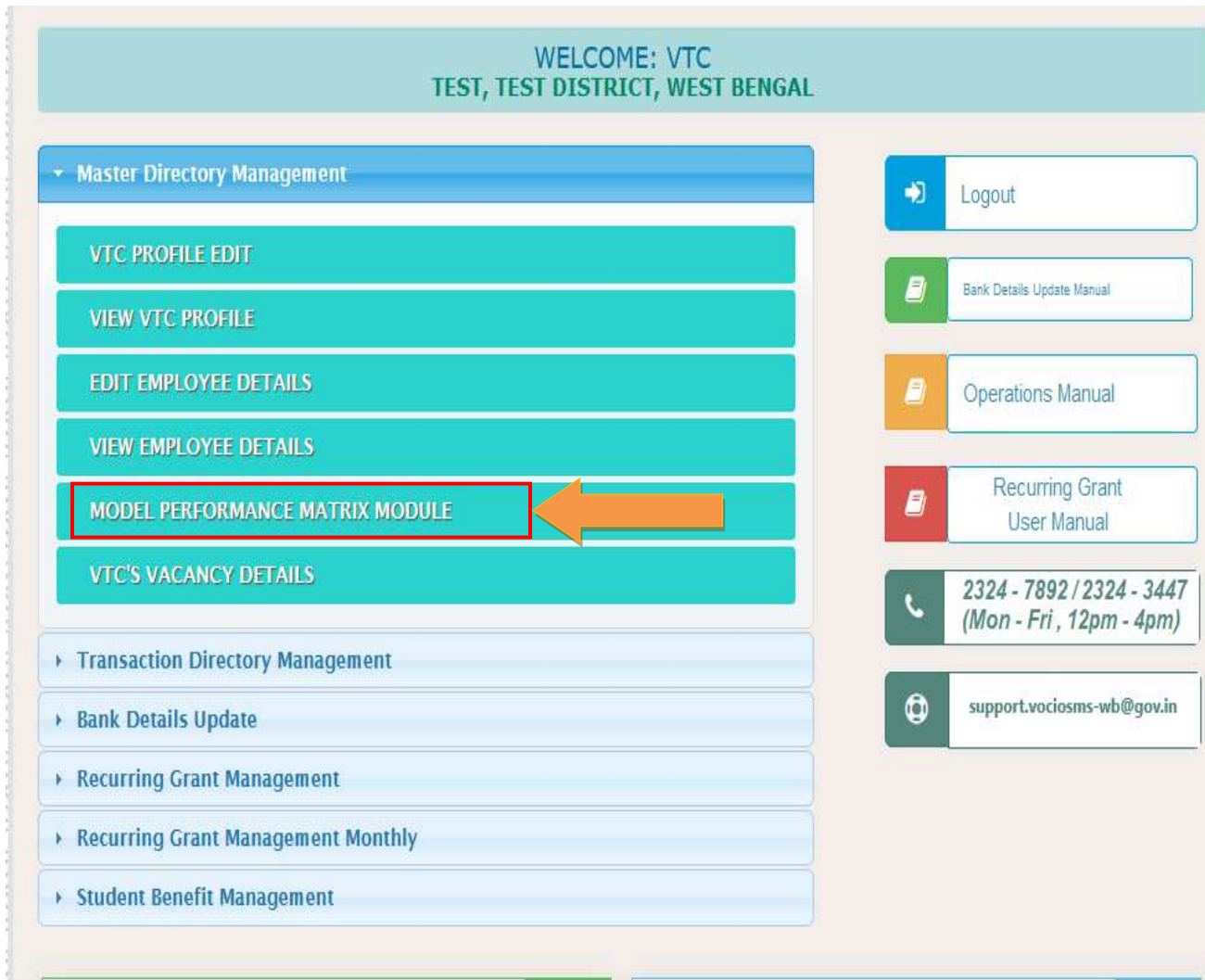
1. The Deputy Secretary, TETSD Department
2. District Officer of 06 Regional Offices, under D.V.E&T., West Bengal
3. Nodal Officers of 20 Nodal Polytechnic under D.V.E.&T., West Bengal
4. HoI of VTCs.....advised to download from Notice Board of i-OSMS Portal
5. Grants & Report Management (GRM) Cell of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



Integrated Online Salary Management System
For Grant-in-Aid Remuneration Payment for Vocational Training Centers
Govt of West Bengal
An initiative of Directorate of Vocational Education & Training under Technical Education Training & Skill Development department



[Home](#) [About Us](#) [Guideline](#) [FAQ](#) [Contact Us](#)

[Back](#) [Dashboard](#) [Logout](#)

WELCOME: VTC
TEST, TEST DISTRICT, WEST BENGAL


TEACHERS/INSTRUCTORS APPRAISAL

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

Financial Year: * Select

[CONTINUE](#)

WBDVET © 2015 - 2022 Integrated Online Salary Management System - All Rights Reserved [Legal Disclaimer](#)

Designed and Developed by  **NIC** NATIONAL INFORMATICS CENTRE

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) : 8888
Performance Appraisal Report for the period from 1st April 2021 to 31st March 2022

Name of the Personnel : Test1 QANGULLY
Designation : Part Time Teacher
District : TEST DISTRICT
Date of Birth : 17/12/1980
Date of 1st Joining : 05/04/2019

A. Attendance

Total No. of Working days during the period under review : * 250
No. of days the incumbent was absent : * 4
No. of days of the late attendance and early departure during this period under review : * 5
No. of days of unauthorized absence : * 5

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

Update

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 Hoi 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 <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 |

7. 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 |    |  |

8. 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 a section labeled "Upload Document :" with a "Browse..." button and the text "No file selected.". An orange arrow points from the "Browse..." button to the "YES" button in the dialog. The background shows the portal's header with the Government of West Bengal logo and the title "Integrated Online Salary Management System". Below the header, there are navigation links: Home, About Us, Guidelines, Dashboard, and Logout. The main content area displays the title "TEACHERS/INSTRUCTORS LIST OF F.Y 2021 - 2022" and a table with the following data:

| 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 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

DOWNLOAD

APPRAISAL DETAILS

A. ATTENDANCE