



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

Memo No. 390-VET/2024-25

Dated, Kolkata, the 7th May, 2024

From: Director of Vocational Education & Training, West Bengal
Karigari Bhawan(2nd Floor),Rajarhat Kolkata-7000160

To : All Head of the Institutes of grantee VTCs

Subject: Help Desk & distribution of IEC materials for awareness programme related to admission in Institutes under TET&SD Department

Madam/Sir,

In continuation of the communication with Memo No. 378-VET/202415 dt. 30/04/24 , all HoIs of the grantee VTCs are requested to arrange HELP DESK at the nearby Higher Secondary Schools(where Vocational Education & Training courses ^{are} not running) deploying the existing VTC teachers/instructors on 10/05/24 and 11/05/24 for awareness of the students/guardians on the admission avenues in TET&SD Deptt.

Expenditure in this regard will be reimbursed as per existing norms (rate per school) of the WBSCTV&SD.

Director

Directorate of Vocational Education & Training, W.B.

Copy forwarded for necessary information:

1. OSD,TET&SD Deptt.,Karagari Bhawan.
2. CAO, WBSCTV&SD, Karagari Bhawan.
3. Nodal Officer of 20 Nodal Offices- they are requested to take necessary action for distribution of IEC materials on urgent basis.

Director

Directorate of Vocational Education & Training, W.B