



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

30-12-2024

**NOTICE**

This is to inform the Heads of Institutes (HoIs) of all Grant-in-aid Vocational Training Centres (VTCs) to keep ready the following information related to their VTCs for updating in the i-OSMS portal:

Sl No.	Description (s)
1.	Name of Gram Panchayat (if applicable)
2.	Name of Block (if applicable)
3.	Name of sub-division (if applicable)
4.	Name of Municipality (if applicable)
5.	Name of Corporation (if applicable)
6.	Name of Post Office
7.	PIN Code
8.	Name of Police station
9.	Name of assembly constitution
10.	Name of parliamentary constitution
11.	Distance from district Nodal Office in Kilometre (approx)
12.	Fibre to the Home (FTTH) installation through WEBEL
13.	Name of the nearest railway station and distance
14.	Name of the nearest bus stop and distance
15.	Latitude and longitude of the VTC
16.	Name of placement coordinator
17.	Mobile no. of placement coordinator
18.	Mail ID of placement coordinator

The HoI shall find a pop-up form after getting login to the portal. All the required fields in the pop-up form have to be filled in at first before submission of the Utilization Certificate (U.C.) of the Recurring Grant of December, 2024 and for which a notice will be issuing shortly. Cooperation from all concerned is highly appreciated.

Director of Vocational Education & Training  
West Bengal

Copy forwarded for information and necessary action to:

1. District of Officers of 6 Regional Offices of DVET, West Bengal
2. Nodal Offices of 20 District Nodal Polytechnics of DVET, West Bengal
3. HoI of VTCs.....advised to download from Notice Board of i-OSMS Portal
4. Grants & Report Management (GRM) Cell of DVET.
5. Web Developer, NIC Cell.
6. Establishment Section

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