



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

23/05/2025

Subject: Submission of Pending Model Performance Matrix for the appraisal for employees of VTCs of F.Y. 2024-25, Utilization Certificate (U.C.) for Recurring Grant of April 2025, Requisition for Recurring Grant of May 2025, and Requisition for Teachers/Instructors' Remuneration for June 2025 through the i-OSMS Portal

In reference to Memo No. 1/654015/2025 dated 17/06/2025, it has been observed that compliance has not yet been received from few VTCs regarding the following:

1. Submission of Model Performance Matrix for the appraisal for employees of VTCs of F.Y. 2024-25.
2. Submission of the Utilization Certificate (U.C.) for the Recurring Grant disbursed for April 2025.
3. Submission of the requisition for the Recurring Grant for May 2025.
4. Submission of the requisition for monthly remuneration of Teachers/Instructors for June 2025.

Heads of Institutes (HoIs) of concerned VTC (s) are hereby once again requested to ensure the immediate submission of the above-mentioned documents and requisitions through the i-OSMS portal within the scheduled timeframe provided in the table below.


Sl no.	Activity	Period
1.	Submission of Model Performance Matrix for appraisal for employees of VTCs of F.Y. 2024-25.	24/06/2025 up to 1 p.m
2.	Submission of Utilization Certificate (U.C.) for Recurring Grant of April 2025, by VTCs.	24/06/2025 up to 1 p.m
3.	Forward online Utilization Certificate (U.C.) by respective Nodal Polytechnic to Regional Office.	24/06/2025 up to 3 p.m
4.	Forward online Utilization Certificate (U.C.) by Respective Regional Office to DVET.	24/06/2025 up to 5 p.m
5.	Submission of Requisition for Recurring Grant of May 2025 through i-OSMS Portal by VTCs.	25/06/2025 Up to 11 a.m
6.	Submission of Requisition for Teachers/Instructors' Remuneration for June 2025 through the i-OSMS Portal by VTCs.	25/06/2025 Up to 1 p.m
7.	Forward online both Recurring Grant Requisition & Teachers/Instructors Remuneration Requisition by respective Nodal Polytechnic to Regional Office.	25/06/2025 Up to 3 p.m
8.	Forward both Recurring Grant Requisition & Teachers/Instructors Remuneration Requisition by respective Regional Office to DVET	25/06/2025 Up to 5 p.m

If any problem/query related to Teachers/Instructors' Remuneration & Recurring Grant requisition arises, please visit/write a mail to the concerned District Nodal Office mentioning the problem.

If any problem regarding i-OSMS operation arises 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

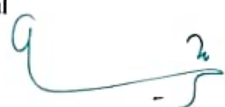
Co-operation from the concerned VTCs is earnestly solicited.

Further requests for an extension of the deadline will not be accepted.


 Director of Vocational Education and Training
 West Bengal

Copy Forwarded for information and necessary action to –

1. District Officer of 06 Regional Offices, under D.V.E.&T., West Bengal
2. Nodal Officers of 20 Nodal Offices under D.V.E.&T., 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. Assistant Director (A& A),D.V.E.&T, W.B.
6. Establishment section.


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