



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

17-11-2025

**NOTICE**

**Submission of Utilization Certificate (U.C.) iro Recurring Grant for the month of September, 2025, Submission of requisitions for Recurring Grant for the month of October, 2025, and Submission of requisition for monthly remuneration iro Teachers/Instructors of VTCs for the month of November, 2025 through i-OSMS portal by affiliated VTCs.**

In compliance with the G.O. 186-TET(Poly)/5B-6/06(Pt.) dt. 15/03/2010 and I/122829/2021 dated 25.02.2021, this is to inform that submission of UC and requisitions through i-OSMS Portal is scheduled as shown in the following table:

SI no.	Activity	Date of submission
1.	Submission of <b>Utilization Certificate (U.C.)</b> iro Recurring Grant disbursed for the month of <b>September</b> , 2025 from VTCs to the concerned Nodal office and proof of date of birth for Teachers/Instructors	17/11/2025 To 18/11/2025
2.	Forwarding of <b>Utilization Certificate (U.C.)</b> by respective Nodal office to Regional Office	18/11/2025 To 19/11/2025
3.	Forwarding of <b>Utilization Certificate (U.C.)</b> by Respective Regional Office to GRM cell, DVET	19/11/2025 To 20/11/2025 (Upto 12 pm)
4.	Submission of requisitions for Recurring Grant for the month of <b>October, 2025</b> from VTCs to the concerned Nodal office	20/11/2025 (From 1 pm) To 25/11/2025

5.	Submission of requisition for monthly remuneration iro Teachers/Instructors of VTCs for the month of <b>November, 2025</b> from VTCs to the concerned Nodal office	20/11/2025 (From 1 pm) To 25/11/2025
6.	Forwarding of Recurring Grant requisition & Teachers/Instructors remuneration requisition to Regional Office by respective Nodal.	20/11/2025 To 26/11/2025 Upto 12 pm
7.	Forwarding of Recurring Grant requisition & Teachers/Instructors remuneration requisition to DVET by respective Regional Office.	20/11/2025 To 26/11/2025 Upto 5 pm

**Note:** Date of Birth proof is essential for updating the information in the i-OSMS portal. Therefore, after submitting the UC, please visit to the module, "DOB correction" module available in the dashboard or from the "Master Directory Management" module.

**Acceptable Date of Birth proof documents:** An attested copy of the Admit Card or Certificate of Madhyamik Pariksha (or its equivalent), or School Leaving Certificate or Date of Birth Certificate must be uploaded within the stipulated time mentioned in the above table. The pdf file size should not be uploaded more than 100 KB.

Also, it is being informed that on request from Hol of VTCs, the Late Drawl Module in the i-OSMS portal is open at the headquarters end of DVET.

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 submission through i-OSMS portal [<https://dvet.wb.gov.in>] arises please mail to [support.vociosms-wb@gov.in](mailto:support.vociosms-wb@gov.in) (this is a no response mail) immediately and for others problem, please mail to [wbdvet@gmail.com](mailto:wbdvet@gmail.com).

  
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. Hol 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.

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line and the letters 'ee' above a '5'.

Director of Vocational Education and Training  
West Bengal