

**Government of West Bengal**  
**Technical Education & Training Department**  
Karigori Bhavan, B/7, Action Area-III, New Town, Rajarhat, Kolkata – 700 160

No: 2155 – TET (Estt) /4E – 120/2013(Part -1)

Date: 02<sup>nd</sup> July, 2015

**ORDER**

The Government in the Technical Education and Training Department has issued notification for providing 6 (Six) numbers of public services vide No: 2147 – TET (Estt)/4E – 120/2013 (Part – 1) dated 01/07/2015.

Now for operationalization of the said Notification and for providing speedy service to the public who apply for the services the following Standard Operating Procedures may be followed by the respective offices/ Councils:-

**1. Description of the Service: Verification of Diploma Certificate and authentication thereof**

Step No	Job involved	Officer/ staff who is responsible for performing the job	Maximum No of working days allowed for the job
1	Receiving application with proper enclosures and receipt of fees. Issuance of receipt in respective Form-1, mentioning date of delivery at the last date of specified period. Entering the details of application in a separate Peon-Book and handing over the same to the Assistant Secretary, WBSCTE or Officer in his charge.	Sri Sumitava Ganguly LDC, WBSCTE or Smt Champa Mitra, Typist, WBSCTE in absence of Sri Ganguly.	2 days
2	The Assistant secretary, WBSCTE shall open a file and send the same to the concerned staff of Verification section for getting verification report. Making necessary entry in Form – 4 (Register of cases).	Dr Bimal Samanta, Assistant Secretary, WBSCTE or Sri Kaushik Bandopadhyay, Registrar-2, WBSCTE in absence of Dr samanta	3 days
3	Concerned staff of Verification Section shall get the copy of Diploma Certificate verified with the available records. He shall forward the verification report in prescribed format to the Assistant Secretary or or Officer in his charge..	Sri Balaram Kundu, HA-1, WBSCTE or in his absence Smt Champa Mitra, Typist.	7 days
4	Authentication of verification report and sending to Verification section for despatch of report.	Dr Bimal Samanta, Assistant Secretary, WBSCTE or Sri Kaushik Bandopadhyay, Registrar-2, WBSCTE in absence of Dr samanta	3 days
5	Despatch of verification report. Making necessary entry in Form – 4 (Register of cases).	Sri Balaram Kundu, HA-1, WBSCTE or in his absence Smt Champa Mitra, Typist.	3 days.
			18 days



**2. Description of Service: Issuance of Migration Certificate (for Diploma):**

Step No	Job involved	Officer/ staff who is responsible for performing the job	Maximum No of working days allowed for the job
1	Receiving application with proper enclosures and receipt of fees. Issuance of receipt in proper Form-1, mentioning date of delivery at the last date of specified period. Entering the details of application in a separate Peon-Book and handing over the same to the Assistant Secretary, WBSCTE or Officer in his charge.	Sri Sumitava Ganguly LDC, WBSCTE or Smt Champa Mitra, Typist, WBSCTE in absence of Sri Ganguly.	2 days
2	The Assistant secretary, WBSCTE shall open a file and send the same to the concerned staff of Verification section for getting verification report. Making necessary entry in Form – 4 (Register of cases).	Dr Bimal Samanta, Assistant Secretary, WBSCTE or Sri Kaushik Bandopadhyay, Registrar-2, WBSCTE in absence of Dr samanta	3 days
3	Concerned staff of Verification Section shall get the copy of Diploma Certificate verified with the available records. He shall forward the verification report in prescribed format of migration certificate to the Assistant Secretary or or Officer in his charge.	Sri Ashis Das, LDC, WBSCTE or in his absence Smt Sujata Das, LDC.	7 Days
4	Authentication of verification report and sending to Verification section for despatch of report.	Dr Bimal Samanta, Assistant Secretary, WBSCTE or Sri Kaushik Bandopadhyay, Registrar-2, WBSCTE in absence of Dr samanta	3 Days
5	Despatch of Migration Certificate. Making necessary entry in Form – 4 (Register of cases).	Sri Ashis Das, LDC, WBSCTE or in his absence Smt Sujata Das, LDC.	3 Days
			18 Days

**3. Description of the service: Verification of ITI Certificate and authentication thereof**

Step No	Job involved	Officer/ staff who is responsible for performing the job	Maximum No of working days allowed for the job
1	Receiving application with proper enclosures and receipt of fees. Issuance of receipt in respective Form-1, mentioning date of delivery at the last date of specified period. Entering the details of application in a separate Peon-Book and handing over the same to the Assistant Director (Training), Directorate of Industrial Training or Officer in his charge.	Sri Uttam Chakraborty, UDC, DIT or Sri Nikhil Sarkar, UDC, DIT in absence of Sri Uttam Chakraborty	2 days
2	The Assistant Director (Training), Directorate of Industrial Training shall open a file and send the same to the concerned staff of Verification section for getting verification report. Making necessary entry in Form – 4 (Register of cases).	Sri Arindam Acharya ,Assistant Director (Training), Directorate of Industrial Training in his absence Sri Shankha Misra, Assistant Director (Training), Directorate of Industrial Training	3 days
3	Concerned staff of Verification Section shall get the copy of ITI Certificate verified with the available records. He shall forward the verification report in prescribed format to The Assistant Director (Training), Directorate of Industrial Training or	Sri Anup Kundu, Head Clerk in his absence Sri M.R.Mollah, UDC	10 days



	Officer in his charge.		
4	Authentication of verification report and sending of for final verification section to the Assistant Director (Training), Directorate of Industrial Training	Sri Shankar Banerjee, Foreman/ App.Sup., in his absence Sri G.K.Panda, Foreman.	3 days
5	Final verification & sending to Verification section for despatch of report.	Sri Arindam Acharya ,Assistant Director (Training), Directorate of Industrial Training in his absence Sri Shankha Misra, Assistant Director (Training), Directorate of Industrial Training	3 days.
6	Despatch of verification report. Making necessary entry in Form – 4 (Register of cases).	Sri Ashim Kumar Dey, Head Clerk, in his absence Sri Sudharsan Dey, UDC (Despatch Sec.)	2 days
			23 Days

**4. Description of the service: Verification of Apprenticeship Certificate under Apprenticeship Act, 1961 and authentication thereof**

Step No	Job involved	Officer/ staff who is responsible for performing the job	Maximum No of working days allowed for the job
1	Receiving application with proper enclosures and receipt of fees. Issuance of receipt in respective Form-1, mentioning date of delivery at the last date of specified period. Entering the details of application in a separate Peon-Book and handing over the same to the Assistant Director (Training), Directorate of Industrial Training	Sri Uttam Chakraborty, UDC, DIT or Sri Nikhil Sarkar, UDC,DIT in absence of Sri Uttam Chakraborty	2 days
2	Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training shall open a file and send the same to the concerned staff of Verification section for getting verification report. Making necessary entry in Form – 4 (Register of cases).	Sri Paritosh Das , Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training in his absence Sri Anirban Nag, Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training	3 days
3	Concerned staff of Verification Section shall get the copy of Apprenticeship Certificate verified with the available records. He shall forward the verification report in prescribed format to Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser Directorate of Industrial Training or Officer in his charge.	Sri G.K. Kundu, Head Clerk in his absence Sri Sanjib Ghoshal, UDC	10 days
4	Authentication of verification report and sending of for final verification section to the Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training	Sri Shankar Banerjee, Foreman/ App.Sup. in his absence Sri Ashoke Kumar Sapui, Foreman/ App.Sup.	3 days
5	Final verification & sending to Verification section for despatch of report.	Sri Paritosh Das , Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training in his absence Sri Anirban Nag, Assistant Director (Apprentice)/ Assistant Apprenticeship Adviser, Directorate of Industrial Training	3 days.
6	Despatch of verification report. Making necessary entry in Form – 4 (Register of cases).	Sri Ashim Kumar Dey, Head Clerk, in his absence Sri Sudharsan Dey, UDC (Despatch Sec.)	2 days
			23 Days

