



Government of West Bengal
Technical Education, Training and Skill Development Department
Directorate of Industrial Training
Karigari Bhawan (2nd Floor), B/7, Action Area-III,
Rajarhat, New Town, Kolkata-700160

I/736658/2026

#ApprovedDate

29.01.2026.

To
✓ The Principal, ITI -----

1. Govt. ITI Chhotojagulia (Dist: North 24 Pgs.)
2. Govt. ITI BTC Chemical Hooghly (Dist: Hooghly)
3. Govt. ITI Haldia (Dist: Purba Midnapore)
4. Govt. ITI Midnapore (Dist: Paschim Midnapore)
5. Govt. ITI Purulia (Dist: Purulia)
6. Govt. ITI Balurghat (Dist: Dakshin Dinajpur)
7. Govt. ITI Jalpaiguri (Dist: Jalpaiguri)
8. Govt. ITI Coochbehar (Dist: Coochbehar)

Sub: "Apprenticeship Mela" to be organized at his/her ITI Venue on 9th February, 2026 (2nd Monday) from 10 AM to 5 PM

An Apprenticeship Mela pertaining to the State of West Bengal for both **Designated** and **Optional Trades** has to be organized at his/her ITI Venue on **9th February, 2026 (2nd Monday)** from **10 AM to 5 PM**.

He/she is hereby advised to perform the below listed tasks as the preparatory work of the said Mela and send us Mela Report in a given **format on 09.02.2026 (2nd Monday) immediately after completion of Apprenticeship Mela:—**

1. **Apprenticeship Mela** will be organized through **Rojgar Seva** Portal
2. Advertisement at District Level through different channels
3. Invite the Industries for engagement of the Apprentices for **both Designated and Optional Trades**
4. Inform the District Authorities/Other Guests (MP/MLA/District Collector/District Magistrate/VIPs/Local District Industry leader) for Mela Programme
5. Prepare one detail step by step plan to organize the said Mela successfully, smoothly and in hassle-free way
6. Some **Reports** are to be **submitted** to **Head Quarter over e-mail on the Apprenticeship Mela date (09.02.2026) immediately after completion of the said Mela**

The particulars of expenditure and maximum permitted amount is given below:-

Sl. No.	Particulars of Expenditure	Maximum expenditure permitted (Rs.)
1	Publicity expenses like publicity in local news paper and local Television Channel (Expenditure restricted as per IFD observation citing reference to OM No.7/53/2019-BA dated 30th April, 2025 received from the Department of Economic Affairs)	Limited to Rs. 3000/- per Mela
2	Printing of banners / standees / backdrop	Limited to Rs 2500/- per Mela
3	Folder / note pad / pen for the representatives of participating establishments	Limited to Rs 1500/- per Mela
4	Venue Charges	Not Applicable
5	Food charges (working lunch, tea/biscuit, water) for participating establishments, supporting staffs and volunteers	Limited to Rs 15,000/- per day
6	Miscellaneous charges: Audio-visual equipment/PA system, Computer/LCD display charges/ Photograph/ video graph/ stage arrangement/ shamiana/ sanitation etc.	Limited to Rs 10,000/- per Mela
	Total	Limited to Rs. 32,000/-

Reimbursement of Apprenticeship Mela expenditure to the Mela centre:-

- Every Mela centre on completion of Mela for the month will need to submit the bills within 10 days.
- Mela centre will submit the bill to the concerned RDSDE. RDSDE will then scrutinize the same and forward to NIMI with their recommendation. NIMI will then process and settle the bill directly to the vendor.
- Mela centres will claim reimbursement along with the documents stated below:-

1) Bills duly signed by the vendor with rubber stamp. To streamline billing and monitoring, a consolidated bill with Goods and Services Tax (GST) and all necessary details is to be submitted so that NIMI will be able to settle them as a single vendor bill. Expenses less than ₹ 500/- will be treated as 'petty expenses' and this do not require a GST bill.

2) Bills duly certified by the head of the Mela centre.

3) Permanent Account Number (PAN) and GST details of the vendor.

4) Bank details of vendor - Cancelled cheque / bank mandate/ first page

of bank passbook.

- 5) Certificate for petty bills duly signed by head of the Mela centre
- 6) State Government order mentioning the Institution as a Mela centre for the month.
- 7) Sanction order for the expenditure from respective Mela centre.
- 8) Declaration as per Format-I.
- 9) Feedback form of Apprenticeship Mela along with few photographs.
- 10) Any other documents as required by the RDSDE.

- RDSDE will verify/ process /certify all the above documents and submit it to NIMI for further processing. A model certificate for use of RDSDE is at Annexure-II

- NIMI will reimburse the eligible amount within three (3) working days on receipt of bills. As per Income tax & GST guidelines necessary TDS/taxes will be deducted by NIMI and will remit to concern authority.

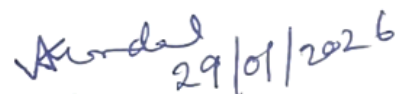
Expenditure report:

- NIMI will be submitting a expenditure report every month as per proforma Annexure-III.
- On utilizing 75% of the fund released for the purpose, NIMI will request for further release of fund along with Utilization Certificate (UC) as per GFR.


Director of Industrial Training,
West Bengal

Copy for kind information to:—

- i. The Director (AT), MSDE, New Delhi-110001
- ii. The Regional Director, RDSDE, WB — with kind request to send his/her representative to remain present in the said Mela
- iii. Addl. Secretary to the Govt. of WB, TET&SD Department
- iv. Director, BoPT(ER)
- v. Director, NIMI, Chennai
- vi. The JDIT, RO Durgapur / Siliguri, West Bengal — with kind request to monitor the said Mela under their jurisdiction and arrange to send his representative as Observer to the venues under their jurisdiction
- vii. Sri Bikram Kumar Das, State Engagement Officer (W.B.), NSDC — with request to arrange for more Industries for the said Apprenticeship Mela on 9th February, 2026.


Dy. Director of Industrial Training,
West Bengal