



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/721883/2025

16/12/2025
#ApprovedDate

To
The DDIT In-charge of ITI ----- / Principal ITI -----

1. Govt. ITI Gariahat (Dist: Kolkata)
2. Govt. ITI Jhargram (Dist: Jhargram)
3. Govt. ITI Sabrakone (Dist: Bankura)
4. Govt. ITI Rupnarayanpur (Dist: Paschim Burdwan)
5. Govt. ITI Berhampore (Dist: Murshidabad)
6. Govt. ITI Kalyani (Dist: Nadia)
7. Govt. Women ITI Siliguri (Dist: Darjeeling)
8. Govt. ITI Suri (Dist: Birbhum)

Sub: "Apprenticeship Mela" to be organized at his/her ITI Venue on 14-01-2026 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 **14-01-2026 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 periodical Reports on the progress of the same and post 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 **14-01-2026, immediately after completion of the said Mela**

- 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.

sd/-
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. The Additional Secretary, 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 14-01-2026

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