

**Directorate of Technical Education & Training**  
**Bikash Bhavan, 10<sup>th</sup> floor, East Block, Salt Lake, Kolkata 700091**  
**www.wbdet.gov.in**

**Scheme for financial assistance under Short-Term Vocational Training (STVT) Programme,  
Year, 201.. – 201..**

[Note: Filled in application, Format A along with all supportive papers is to be submitted **free of cost in duplicate**]

To  
The Director  
Directorate of Technical Education & Training  
Bikash Bhavan, 10<sup>th</sup> floor, East Block  
Salt Lake, Kolkata-700 091

Subject: Application for opening a Government aided STVT centre

Sir,

With reference to your advertisement on ...(date)..... in .....  
(name of the news paper) for opening a Government aided STVT centre, for which last date for submission of application is.....(date)....., I on behalf of .....  
(name of the institute/organization) present ourselves as an applicant for the same. The Format-A is filled in and I hereby state that, to the best of my knowledge and belief, all statements furnished in the following format are true and correct.

Yours faithfully,

Dated.....

Signature of Head of the institutes/Secretary/President of  
the Organisation with office seal

**FORMAT-A**

1	Name of institution / organisation	
2	Proposed location of the project with full postal address ( Please also mention Block and District)	% of SCP or TASP [For office use only]
3	Telephone no. and e-mail id [Both are mandatory]	
4	Route direction from Bikash Bhavan, Salt Lake, Kolkata-91	
5	Date of registration under Indian Societies Registration Act (ACT XXI of 1860). The Society must be of 3-year-old, else need not apply	
6	Important activities during last 3 years [May attach a separate sheet, if necessary]	
7	State whether the proposed location of the training programme is of own set up or rented one. If rented, please mention the date of termination of the agreement [enclose valid deed of agreement]	[Please note that in case of rented building, the tenure of rent agreement from the date of application should be more than 06 years. If not, please don't apply.]
8	Nature of construction of the proposed centre:	
8(i)	Age of the building	
8(ii)	Type of the ceilings	
8(iii)	Type of the walls	
8(iv)	Type of the floors	

9	Type of infrastructure				
9(i)	Number of class rooms specified for STVT programme and size (length x breadth) in sq. ft. of each room, e.g., Room 1: 300 sq. ft. (20x15)	Room 1	Room 2	Room 3	Room 4
9(ii)	Number of rooms, where other training programme are being conducted, if any, with size in sq. ft.	Room 1	Room 2	Room 3	Room 4
9(iii)	Number of the other unused rooms which can be used for training purpose	Room 1	Room 2	Room 3	Room 4
9(iv)	Number of other rooms with size in sq. ft.	Admn room	Staff room	Library	Students' common room
9(v)	Number of toilets with size in sq. ft.,(please specify whether the toilet is His or Her)				
10	Name of the proposed trade(s)	1.		2.	
11	Non-recurring grant ( i.e., only for purchasing equipment/ instrument). If it is not required / partly required, please mention and justify	Trade 1	Trade 2	Total amount	Grand total
12		Recurring grant, needed for one session, i.e., 6 month			
13	Whether the same / similar training programme is likely to be financed by some other official or non-official sources. If so, give details thereof.				
14	Whether the organization is already approved by the West Bengal State Council of Technical Education (WBSCTE) for this STVT programme or any other programme				
15	Whether the centre has been conducting any training programme under financial assistance of other agencies / department of government. Please specify the name of trade(s) and the funding agency.				
16	Whether the centre has been conducting /will conduct any other training programme in the specified class rooms reserved for STVT programme				
17	Give name and distance(in km) of two nearest secondary schools (Govt / Govt. aided/ Govt. sponsored) from the proposed training centre	1. Name :			
		Distance from the proposed training centre: km			
		2. Name :			
		Distance from the proposed training centre: km			

**Mandatory enclosures:**

1. Recommendation from BDO/SDO/Chairman of Municipality/ Mayor of Corporation
2. Self attested photocopies in support of the statement, made under sl. no.5, 7 and 9 (Layout of the building plan with marking) and 11 above.
3. A few pictures (postcard size) of the proposed centre, depicting landscape view of the centre, vicinity, class rooms specified for STVT programme, equipment/instrument with the centre, important activities, etc.
4. Last 03 years Annual Reports and Statements of Accounts

Dated.....

Signature of Head of the institutes/Secretary/President of  
the Organisation with office seal