



**Government of West Bengal**  
**Directorate of Technical Education and Training**  
**Karigari Bhawan, 3<sup>rd</sup> floor, Plot: B-7, Action Area-III**  
**Newtown, Rajarhat, Kolkata-700160**

**Memo No. :** 1693 - TET

**Date:** 19.11.2018

**From :** Director-In-Charge

Directorate of Technical Education and Training

Government of West Bengal

**To :** The Principal/Officer-In-Charge,  
Govt. Polytechnics

**Sub :** Submission of data related to service in polytechnic

Sir/Madam,

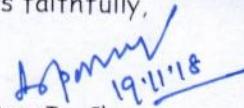
It has been decided that the service data of each and every regular and contractual staff (i.e., Principals, Lecturers and all staff below lecturer) must reach this directorate through e-mail in excel format by 24.11.2018. The specified excel format will be sent to institute official e-mail id.

The hard copy of the service data in the format must be signed by the concerned principal/officer-in-charge and be submitted within 24.11.2018 positively.

All the e-mails regarding this matter will be communicated in the e-mail id: [dtet.data@gmail.com](mailto:dtet.data@gmail.com).

The matter is extremely urgent.

Yours faithfully,

  
19.11.18

Director-In-Charge

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