

Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education, Training & Skill Development
Karigari Bhawan, Newtown, Kolkata-700160

I/706387/2025

10-11-2025

From: Project Director, Paschim Banga Society for Skill Development (PBSSD)

**To: The Additional District Magistrate (Skills) - All Districts,
The Chairperson, Kolkata DPMU**

**Subject: Timelines for placement documents upload and verification for
Short Term Training in pbssd.gov.in portal**

Madam / Sir,

With reference to proposal circulated to all DPMUs and confirmed in Wednesday VC dated 29.10.2025, the revised timelines for upload and verification of placement documents are given below :

Sl No	Item	Action by	Revised Timelines	Existing timelines
1	Uploading Primary Placement Document and finalisation	TP	Within 90 days of certification	Same
2	Verification and disposal (accept/ reject)	DPMU	Within 60 days of such finalization at SI No 1	NA
3	Upload of Placement Continuity Documents and finalisation	TP	After disposal at S No 2, not beyond 210 days of certification	Same
4	Verification and disposal (accept/ reject)	DPMU	Within 90 days of such finalization at SI No 3	NA
5	Raising last Claim	TP	Within 360 days of certification	Within 300 days of certification

Portal and sms alerts to DPMU regarding pendency, are being incorporated. DPMU are requested to adhere to these timelines.

Written Requests for re-opening for upload/ processing after expiry of timelines, may be considered in exceptional cases. Requests from Training Providers as well as DPMUs would have to be forwarded by the ADM (Skills) or DNO Utkarsha Bangla.

Yours faithfully,

Sd/-

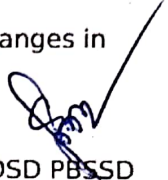
**Project Director, PBSSD
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Copy forwarded to: -

1. The OSD to HMoS(IC) - TETSD Department
2. The OSD, PBSSD - All Concerned
3. The PS to the Additional Chief Secretary - TETSD Department
4. The DPMUs- All Districts
5. NICS Team Head for pbssd.gov.in portal, to incorporate the necessary changes in portal. Copy of this letter may be uploaded in Portal also.
6. Office Copy


OSD PBSSD

