



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under Government of West Bengal Act XXI of 1995)
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Memo no.00822-SC(T)E

Dated : October 15, 2014

Notification

Kind Attention: Principal (s) / Officer (s)-In-Charge
All Govt. /Govt. Sponsd ./Self-financed Polytechnics

Subject: GUIDELINES FOR CLAIM OF REFUND OF “ALLOTMENT BOOKING FEE” OF Rs.2000/- TO STUDENTS REGISTERED UNDER THIS COUNCIL – in the courses in Diploma in Engg./Tech in different polytechnics in the state through JEXPO/VOCLET-2014 ONLINE COUNSELLING

This is for information of all concerned that registration process of the students admitted under JEXPO/VOCLET-2014 through ONLINE COUNSELLING in the courses in Diploma in Engg./Tech. in the polytechnics affiliated under this council for the academic session 2014-2015 is underway and on the verge of completion. Subsequent to completion of the registration process, Council on the basis of registration-verification shall start remission of “**ALLOTMENT BOOKING FEE**” of Rs.2000/- to all the eligible students of Govt. /Govt. Sponsored/Self-Financed polytechnics.

The Council is issuing the following guidelines for facilitating the refund of “**ALLOTMENT BOOKING FEE**” of Rs.2000/- to respective students.

- i) No cheque will be issued either to the individual student/institute.
- ii) The candidates with a valid registration no. issued by the Council for the 2014-2015 academic session will be eligible to get refund of “**ALLOTMENT BOOKING FEE**” of Rs.2000/- ;
- iii) The students are required to have bank-accounts in their name and intimate the bank account particulars in the prescribed application format enclosed as Annexure-I;
- iv) The filled-in format in respect of each student is to be duly authenticated by the respective Principal / Officer-in-Charge on the body of the application format;
- v) On intimation of bank account details of the students from the institutes/polytechnics, fund shall be transferred through NEFT/RTGS directly to the students’ bank-account
- vi) The Heads of Polytechnics are to forward the list of students [Separate list for JEXPO and VOCLET] by a covering letter as per Annexure-II along with the duly authenticated filled-in forms to this Council for necessary processing at this end;
- vii) The Heads of Polytechnics are also required to forward the soft-copy of the list of students in MS-EXCEL [version 97-2003] format as per Annexure-II to the e-mail-ids in the letter-head.

Polytechnics are requested to complete the process latest by 30.11.2014;

Signed
Saibal Mukhopadhyay
Secretary, WBSCTE

Dated: _____

The Secretary,
West Bengal State Council of Technical Education
Kolkata Karigori Bhavan (2nd floor),
110, S.N. Banerjee Road,
Kolkata – 700 013

Subject: Request for bank transfer through NEFT of the ALLOTMENT BOOKING FEE deposited during ONLINE COUNSELLING-2014 of JEXPO/VOCLET-2014

Reference: Enrolment no. _____

Registration No.: _____

Sir,
I, Shri/Kum. _____, a bona fide student
of _____ in the discipline of _____
admitted in the academic session 2014-2015.

I deposited the *ALLOTMENT BOOKING FEE* of *Rs.2000/-* vide receipt no. _____
dt: _____ [copy enclosed].

In view of the circumstances stated above, I'm furnishing my bank particulars herein below towards remission of the said *ALLOTMENT BOOKING FEE* of Rs.2000/-.

BANK PARTICULARS

1. Name of the Student : _____

2. Account Name : _____

3. Account No.: _____

4. Bank, Branch Name : _____

5. IFS Code : _____

Thanking you,

Yours faithfully,

Encl. as above

Authenticated ~

Signature & Seal of
the Principal/Officer-in-Charge

(Name & Signature of the Student)

