



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.00767-SC(T)E

Dated : September 10, 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 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 *VOCLET-2013* – having not yet remitted back

This Council on the basis of registration-verification issued account-payee cheques drawn in favour of the aforesaid students as remission of “ALLOTMENT FEE” of Rs.2000/- to all the Govt./Govt. Sponsored polytechnics for handing over the respective cheques to the students under their administrative control.

However, it has been noticed that ~

- Some of the polytechnics did not collect the cheques before the expiry date,
- Some of the polytechnics collected the cheques but could not hand over to the students before the before the date of expiry
- Some of the polytechnics are referring stray cases of revalidation of the cheques for timely non-realization of the cheques by the students on accounts of either delay in opening of account or other procedural delay; and
- Some of the polytechnics are forwarding names of registered students against whom cheque(s) is/are not drawn.

For resolving the problems at one go the institutes are required to follow the guidelines as under.

- No cheque will be issued further. 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;
- Students are to be instructed to submit their bank-account particulars in the prescribed format to be duly authenticated by the respective Principal / Officer-in-Charge;
- The Polytechnics are requested to forward list of students, along with the duly authenticated filled-in forms intimating the reasons of non-realization and bank-account particulars and the stale cheque(s), as applicable;
- ☛ The stale cheque(s) is/are not attachable in cases of a) & d) above;
- For a), polytechnics are requested to collect from the Council, the approved list for remission to the students of respective polytechnics before issuing the formats of intimation of bank-account particulars;

Polytechnics are required to complete the process latest by 29.09.2014

This is an urgent notification giving a final call to the polytechnics [Govt. / Govt. Sponsored] to complete the process of remission of ₹2000/-.

Signed
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 FEE of VOCLET-2013

Reference: Enrolment no. _____ Registration No.: _____

Sir,

I, Shri/Kum. _____, a bona fide student
of _____ in the discipline of _____
taken admission in the academic session 2013-2014.

I have been remitted the *ALLOTMENT FEE* of Rs.2000/- by a cheque bearing no. _____ dt:
_____ drawn on bank _____ <Bank,
Branch> _____ because of [reason] _____
_____.

My name has not been enlisted by the Council for remission of the *ALLOTMENT FEE* of Rs.2000/-. I
deposited the *ALLOTMENT 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 in
order to receive the said *ALLOTMENT 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)