

**West Bengal State Council of Technical and Vocational
Education and Skill Development**
(Technical Education Division)
Karigori Bhavan, Plot-b/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/I/2015-16/0223

Dated, 22 December, 2015

NOTIFICATION

SUB: REFUND OF PROVISIONAL SEAT BOOKING FEE

SESSION: 2015-16

**Kind attention: Principals / Officers-in-Charge
All Polytechnics in the State**

This is for kind information of the Principals / Officers-in-Charge of all Government, Government sponsored & Self-financed Polytechnics that for getting refund of "Provisional seat Booking Fee (Rs.2000/-)" by the **successfully registered** students of 1st year and 2nd year in 2015-16, following points / actions should be taken care of.

Sl. NO.	DETAILS
1	Polytechnics have to give a notification seeking applications with required information / documents from the eligible students of 1 st year and 2 nd year after the registration process is over.
2	Candidates who have taken admission under Management Quota (MQ) or directly to the vacant seats of self-financed polytechnics are not eligible for getting refund of the provisional seat booking fee.
3	Eligible candidates must have own Savings Bank Account or Joint Account with father (or legal guardian) in any of the scheduled banks.
4	For online transfer of the refund money to the bank accounts of the eligible students, following information are required. (a) Name of the candidate (b) Registration Number (c) Name of the Bank (d) Branch Name (e) Account Number (f) IFS Code of the Bank
5	Polytechnics have to collect above information from the eligible students, compile those (year and branch wise) as a statement in Excel Broad Sheet (format attached below) and submit to the office of the Council at Newtown, Rajarhat in hard copy and soft copy in CD.
6	Following documents for each eligible candidate are to be submitted with the Statement. (a) Original ' Provisional Allotment cum Money Receipt ' issued to the students by the Reporting Centers at the time of provisional seat booking. (b) A copy of the ' Final Allotment Letter '.
7	Last date of Submission: Before 31.12.2015

Principals / Officers-in-Charge of all Polytechnics are requested to take a note of the above points and take necessary actions within the specified last date.

Sd/-
Administrative Officer (Registration)

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STATEMENT ON STUDENT DETAILS

Name of the Polytechnic	
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Serial Number	Name of the Student	Branch of Study	Admitted Through	Registration Number	Name of the Bank	Branch Name	Bank Account Number of the Student**	IFS Code of the Branch
1	Sri A	ME	VOCLET-2015	D1516...	SBI			
2	Smt. B	CE	JEXPO - 2015	D1516...	PNB			
3								
4								
5								

**** Eligible candidates must have own Savings Bank Account or Joint Account with father (or legal guardian) in any of the nationalized banks.**

**Signature of the Head of the Institution
With seal and date**