



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

KARIGORI BHAVAN, 4th Floor, Plot no.B/7, Action Area-III, Newtown, Rajarhat, Kolkata—700160

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Memo no.WBSCTVESD/TED/2017-18/00888

Dated : February 20, 2018

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/PHAR-2016 through ONLINE COUNSELLING

This is for information of all concerned that the students admitted against the vacancy allotted through Counselling-2016 under JEXPO/VOCLET/PHAR-2016 through ONLINE COUNSELLING in the courses in Diploma in Engg./Tech. & PHARMACY in the polytechnics affiliated under this council for the academic session 2016-2017, having been duly registered under this Council, are now eligible for claiming refund of "ALLOTMENT BOOKING FEE / PROVISIONAL SEAT BOOKING FEE " of Rs.2000/-. Council on the basis of registration-verification shall remit "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 "PROVISIONAL SEAT BOOKING FEE" of Rs.2000/- to respective students directly through NEFT.

- i) The candidates with a valid registration no. issued by the Council for the 2016-2017 academic session will be eligible to get refund of "ALLOTMENT BOOKING FEE" of Rs.2000/-
- ii) The students are required to have bank-accounts in their name and intimate the bank particulars in the prescribed application format enclosed as Annexure-I;
- iii) 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;
- iv) On intimation of bank account details of the students from the institutes/ polytechnics, fund shall be transferred through NEFT directly to the students' bank-account
- v) The Heads of Polytechnics are to forward the list of students [Separate list for JEXPO, VOCLET & PHAR] under a covering letter as per Annexure-II along with the duly authenticated filled-in forms to this Council for necessary processing at this end [However, the duly authenticated individual filled-in forms are to be kept in record of the institute till the audit process is over];
- vi) 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 submit the authenticated claims latest by 20.03.2018;

Administrative Officer (Accounts)
Technical Education Division
W.B.S.C.T. & V.E. & S.D.

Dated: _____

Sr. Administrative Officer (TE),
Technical Education Division
W.B.S.C.T. & V.E. & S.D.
KARIGORI BHAVAN, 4th Floor, Plot no.B/7,
Action Area-III, Newtown, Rajarhat, Kolkata—700160

Subject: Request for bank transfer through NEFT of the ALLOTMENT BOOKING FEE deposited during ONLINE COUNSELLING-2016 of JEXPO/VOCLET/PHARMACY-2016

Reference: Notice no. _____ dt: _____ on the subject above
Enrolment no. _____ Registration No.: _____

Sir,
I, Shri/Kum. _____, a bona fide student
of _____ in the discipline of _____
admitted through ONLINE COUNSELLING and the admission was not through MANAGEMENT QUOTA / DIRECT ADMISSION in the academic session 2016-2017.

I deposited the *ALLOTMENT BOOKING FEE* of Rs.2000/- vide receipt no. _____
dt: _____ at the reporting centre _____ vide the [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 and found eligible having been admitted against the vacancy allotted through Counselling-2016 for refund of provisional seat booking fee applied for as per the records in this office. ☆

(Name & Signature of the Student)

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

