



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/2017-18/00921

Dated : February 26, 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-2017 through ONLINE COUNSELLING

This is for information of all concerned that the students admitted against the vacancy allotted through Counselling-2017 under JEXPO/VOCLET/PHAR-2017 through ONLINE COUNSELLING in the courses in Diploma in Engg./Tech. & PHARMACY in the polytechnics affiliated under this council for the academic session 2017-2018, 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 31.03.2018;

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-2017 of JEXPO/VOCLET/PHARMACY-2017

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 2017-2018.

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-2017, 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

☆ strike-out whichever is not applicable

List of eligible students for refund of ALLOTMENT BOOKING FEE of Rs.2000/- for academic session 2017-18

Name of the Polytechnic :

Mode of admission : JEXPO / VOCLET / PHAR

Sl. No.	Name of the student	Instt. Code	Reporting Center Code	Registration No.	Bank Name	Branch	Account No.	IFS Code

Authenticated that above-named student of this polytechnic, claiming to have paid the Allotment Booking Fee of Rs.2000/- and duly registered under the Council against the vacancy allotted through Counselling–2017 vide the registration number mentioned in the respective column has furnished the details correctly as per the records of admission at this end.

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