



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

(Technical Education Division)

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
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Memo no.WBSCTVESD/TED/2017-2018/00769

Dated : February 05, 2018

## NOTIFICATION

Subject: Guideline for depositing in cash by the institutes — the sale proceeds of forms of JEXPO/VOCLET - 2018 (Offline as well as Online) — into Council's bank account.

The following guideline for deposit of sale proceeds — of JEXPO/VOCLET/CET-2018 (Offline as well as Online) must be adhered to.

- a) Institutes, having bank accounts with the State Bank of India are to deposit the sale proceed in cash in installments of Rs.45,000/- [rupees forty-five thousand only] into the institutes' bank account every bank-working day and subsequently transfer the accumulated fund to the Council's bank account through State Bank Collect scheme by 'enclosing a cheque drawn on the institutes' bank account of the gross volume, including exchange commission/service charge' with the challan downloaded online from the State Bank Collect scheme page of this Council.
- b) Institutes, having bank accounts with banks other than State Bank of India are to deposit in cash Rs.45,000/- [rupees forty-five thousand only] every bank-working day into the institutes' bank account and subsequently transfer the accumulated fund to the Council's bank account through RTGS. The details of the Council's bank account :  
Name of the account: WBSCTE Counselling A/C I Bank: United Bank of India I Branch : New Market Account No.: 0107050312646 I IFS Code : UTBIONEM123
- c) Institutes, having no bank account, are to buy Demand Draft drawn on State Bank of India favouring WBSCT&VE&SD (TED) payable at Kolkata of Rs.45,000/- [rupees forty-five thousand only] each day and deposit the DDs to the office of the WBSCT&VE&SD (TED).

The submission of the details of the remission of fund to the Council either of through a), b) or c) above, is to be reported mandatorily in the prescribed proforma as stated hereinbelow.

- I. Interim reports of deposits shall have to be submitted to the Accounts Section of the Council as and when such deposit related transaction are made and be reported in the *proforma* at Annexure-I
- II. Final report of deposit in respect of each Institute is to be submitted in the *proforma* at Annexure -II to the Council's Office – 1 copy each for Accounts Section & JEXPO Cell latest by 23.03.2018. In case of final report, for each category of sale one record should be added against each transaction; and
- III. Finally, a soft-copy of the proforma — in MS-EXCEL file format – is also required to be sent to the e-mail-id : [wbsctvesdted2015.receipts@gmail.com](mailto:wbsctvesdted2015.receipts@gmail.com).

In this connection, it is also for information of the institutes that as per the entitlement of 'handling charge' for dealing with form-sale-related jobs, the above-mentioned deposits of sale-proceeds into the Council's bank account is to be made on deduction/adjustment of the same.

Administrative Officer (Accounts)  
Technical Education Division  
WBSCT&VE&SD

Annexure – I (to Memo no.WBSCTVESD/TED/2017-2018/00769 dt:February 05, 2018)

Sl. No.	Sale of forms	No. of forms issued by Council	No. of Offline forms sold / Online forms collected	SB Collect/RTGS/ DD Amount in Rs.	SB Collect/RTGS/ DD transaction references with date
1	Sale of JEXPO-2018 — Offline forms			i) ii) iii) iv) v)	I) ii) iii) iv) v)
2	Sale of VOCLET-2018 — Offline forms			i) ii) iii) iv) v)	i) ii) iii) iv) v)
3	Sale of JEXPO-2018 — Online forms	N. A.		i) ii) iii) iv) v)	i) ii) iii) iv) v)
4	Sale of VOCLET-2018 — Online forms	N. A.		i) ii) iii) iv) v)	i) ii) iii) iv) v)
	TOTAL				

