



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

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Memo No.1635 – SC(T) E

Dated 07 December, 2011

To : **The Principal / Officer-in-Charge**

All Polytechnics.

Sub: Settlement of claims from advance allowed related to sessional examination of Diploma in Engg. Exam., December, 2011.

Ref: i) This office memo no.1564(68)-SC(T)E dt. 21/22-11-2011.

ii) This office notification no.5891-SC(T)E dt.28-7-2011.

iii) This office notification no.1594-SC(T)E dt.29-11-2011.

iv) Council's letter no.1593(63)-SC(T)E dt.29-11-2011.

Sir/Madam,

Drawing reference to the above subject and the queries raised from Principals / Officers-in-Charge of different Polytechnics, it is felt necessary from this end to furnish a clear guideline to enable the office of the Polytechnics to settle the payments pertaining to sessional examination of Diploma in Engg. Examination December, 2011 without any ambiguity.

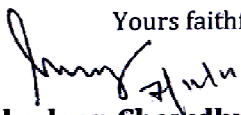
An estimate has been prepared for allowing advance to each Polytechnic based on the no. of sent-up candidates for the exam. for settlement of claims pertaining to the said exam. at your centre. However, for smooth and easier handling of the advance allowed the guidelines stated below may be followed.

- A) On calculation of amount under "Standard Centre Expense – Sessional" head (calculated at Rs.3/- per student multiplied by the no. of regular sent-up candidates) be set aside for incurring overhead expenses related to the said sessional examination. Subsequently, for this amount a utilization certificate is to be furnished at the time of submission of adjustment of this advance to council's office.
- B) On settlement of the amount as mentioned in A) above, the remuneration & TA/DA claims of the external examiners (visiting) at your centre be settled from the balance of the advance in strict observance of the norms laid down in the Council's memo no.1564(68)-SC(T)E dated : 21.11.2011
- C) On settlement of A) & B) above, the fund requirement for payment of remuneration of internal staff & administrative expenses, be calculated.
 - i) If fund requirement exceeds the balance, adjustment in duly prescribed proforma be submitted to council for claim of the calculated shortfall.
 - ii) If balance exceeds the fund requirement, the excess amount may be deposited into Council's C/D A/C No.0107050310666 with the United Bank of India, New Market Branch and the adjustment in duly prescribed proforma be submitted to the council's office.

It is pertinent to mention here that an advance as "Interim Center Expense" for incurring expenses and other payments related to conduct of the "theoretical exam. has been approved in favour of your polytechnic and shall be disbursed very soon. It is, therefore, suggested that in order to facilitate the payments related to conduct of the "theoretical exam., the advance, for sessional examination of Diploma in Engg. Examination December, 2011, if already drawn by your polytechnic may be used as a stop-gap arrangement. However, separate account is required to be submitted for adjustment in respect of each advance for different stages of the examination.

Thanking you,

Yours faithfully,


(Subhadeen Chowdhury)