



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

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

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No.1649(67) – SC(T)E

Dated : December 12/13, 2011

To
As per list Enclosed

SUBJECT: DISBURSEMENT OF INTERIM ADVANCE FOR CARRYING OUT PAYMENTS RELATED TO THEORETICAL EXAM. AT YOUR POLYTECHNIC OF DIPLOMA IN ENGG./TECH. EXAMINATION SCHEDULED IN DECEMBER, 2011.

Reference : i) This office letter bearing memo no.1564(68) – SC(T)E dated 21/22.11.2011
ii) This office letter bearing memo no.1593(63) – SC(T)E dated 29/30.11.2011
iii) This office letter bearing memo no.1635 – SC(T)E dated 07.12.2011

Sir / Madam,

Drawing reference to the above in connection with the subject, I would like to inform you that in continuation of the decentralized payment system from polytechnics, the authority of the West Bengal State Council of Technical Education has approved of ₹[as per list enclosed]/-, as an interim advance to your polytechnic vide [as per list enclosed] cheque bearing no. [as per list enclosed] dated 09.12.2011 drawn on the United Bank of India, New Market Branch favouring [as per list enclosed] making payments related to conduct of the theoretical examination of the Diploma in Engineering Examination scheduled in December, 2011.

In this connection, it is pertinent to mention here that in the initial guidelines it was proposed that the payments of T.A./D.A. and remuneration claim bills by the visiting observers are to be settled from this advance. However, in view of the fact that the settling the payment of T.A./D.A. and remuneration claims by the visiting observers is to be done on submission of observers' report (being a confidential one), it has been decided that the T.A./D.A. and remuneration claim bills by visiting observer shall be settled at this council. Therefore, the payments of T.A./D.A. and remuneration claim bills by the visiting observers shall be settled within 15 days time from the submission of the claim bill along with the report on the “Center of Exam.” at this council.

Further, it is also proposed that re-imbusement of conveyance charges, proposed to be settled from the council in the memo under reference at sl. No. i) above, for carrying answer-scripts from and to Council shall be settled in the following manner.

- i) Claim Bills of reimbursement of conveyance charges, prepared following the guidelines detailed in the memo under reference at sl. No. i) above, shall be sent to council for approval on spot by the competent authority at this council; and
- ii) On approval, the payment can be settled from such advances allowed for theoretical exam.

In this connection, it is re-iterated here that the payment of T.A./D.A. to Office-staff and Group-D staff [team for submission/collection consist of maximum 2 members from office] for carrying the answer-scripts to council may be paid from this advance along with the contingent expenses at the rate of Rs.100/- per Group-D staff for each submission /collection [maximum of 2 Group-D staff] subject to a limit of 2 times for each semester of Diploma in Engg./Tech. exam. If conveyance charge is allowed for submission /collection of answer-scripts, no T.A. and contingency shall be allowed.

Proforma for the final adjustment of the advance allowed for the theoretical examination of the Diploma in Engg./Technology Exam. shall be available soon at the council's website under the “NOTICES” tab. It is also decided that the balance payment in case of short-fall shall be re-imbursed after final adjustment of this advance.

However, in connection with the advance allowed for 'Sessional Exam.' to your polytechnic, it is further added here that a) the remuneration for evaluation of sessional exercises of students comes under the head 'remuneration' payable at the rate Rs.5/- per student (for external examiners) and Rs.4/- per student (for assistance by internal teaching staff) & b) consolidated remuneration of Principals/Officers-in-Charge, Head Clerks, Office Staff, Group-D Assistants comes under 'Administrative Expenses'.

Your whole-hearted cooperation is being solicited

Yours faithfully,

Subhadeep Choudhury
Secretary, WBSCTE

List of Polytechnic-wise amount of interim advance for theoretical exam, December, 2011

SI	Poly Code	chq_bank	party_nm	chq_amt	Cheque no.	Chq_type
001	APC	UBI	Officer-in-charge, A.P.C. Roy Polytechnic	13,500.00	005934	bearer
002	ARM	UBI	Officer-in-charge, Shaikhpara ARM Polytechnic	5,800.00	005935	bearer
003	ASN	UBI	Principal, Asansol Polytechnic	9,000.00	005936	bearer
004	ATT	UBI	SCM Institute of Engg. & Technology	5,300.00	005937	account payee
005	BAN	UBI	Principal, West Bengal Survey Institute	5,800.00	005938	bearer
006	BET	UBI	Basantika Institute of Engg. & Technology	11,300.00	005939	account payee
007	BIP	UBI	Bengal Institute of Polytechnic	13,500.00	005940	account payee
008	BIT	UBI	Principal, Birla Institute of Technology	9,100.00	005941	bearer
009	BLG	UBI	Principal, R.K.Mission Shilpapitha, Belgharia	10,200.00	005942	bearer
010	BLR	UBI	R.K.Mission Shilpamandira	10,500.00	005943	account payee
011	BPC	UBI	Officer-in-charge, BPC Institute of Technology	10,200.00	005944	bearer
012	CCP	UBI	Principal, Central Calcutta Polytechnic	10,200.00	005945	bearer
013	CFT	UBI	Officer-in-charge, Central Footwear Training Centre	5,800.00	005946	bearer
014	CHN	UBI	Principal, W.P. Chandannagar	9,100.00	005947	bearer
015	COB	UBI	Principal, Cooch Behar Polytechnic	11,300.00	005948	bearer
016	CON	UBI	Principal, Contai Polytechnic	11,300.00	005949	bearer
017	CTS	UBI	Principal, The Calcutta Technical School	9,100.00	005950	bearer
018	DUM	UBI	Dumkal Polytechnic	15,700.00	005951	account payee
019	EIJ	UBI	Principal, Engg. Institute for Jr. Executives	10,200.00	005952	bearer
020	EIM	UBI	Elite Institute of Engg. & Management	13,500.00	005953	account payee
021	EPI	UBI	Elite Polytechnic Institute	13,500.00	005954	account payee
022	FAL	UBI	Officer-in-charge, Falakata Polytechnic	6,900.00	005955	bearer
023	GIT	UBI	Global Institute of Science & Technology	13,300.00	005956	account payee
024	HBI	UBI	Officer-in-charge, H.B. Institute of Tech. & Mining	4,700.00	005957	bearer
025	HIT	UBI	Principal, Hooghly Institute of Technology	12,300.00	005958	bearer

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SI	Poly Code	chq_bank	party_nm	chq_amt	Cheque no.	Chq_type
026	ICV	UBI	Principal, Iswar Chandra Vidyasagar Polytechnic	11,300.00	005959	bearer
027	JAL	UBI	Principal, Jalpaiguri Polytechnic Institute	13,400.00	005960	bearer
028	JCG	UBI	Principal, Jnan Chandra Ghosh Polytechnic	11,300.00	005961	bearer
029	JCP	UBI	Officer-in-charge, A. J. C. Bose Polytechnic	10,200.00	005962	bearer
030	JET	UBI	Jiaganj College of Engg. & Technology	14,500.00	005963	account payee
031	JSP	UBI	JIS School of Polytechnic	11,300.00	005964	account payee
032	KAL	UBI	Principal, Kalna Polytechnic	6,900.00	005965	bearer
033	KAN	UBI	Officer-in-charge, Kanyapur Polytechnic	7,200.00	005966	bearer
034	KAT	UBI	Principal, Bengal Institute of Technology, Katwa	10,500.00	005967	bearer
035	KG	UBI	Officer-in-charge, K.G. Engg. Institute	12,400.00	005968	bearer
036	KPC	UBI	Kingston Polytechnic College	13,500.00	005969	account payee
037	MAL	UBI	Officer-in-charge, Malda Polytechnic	11,300.00	005970	bearer
038	MBC	UBI	Officer-in-charge, MBC Institute of Engg. & Tech.	12,300.00	005971	bearer
039	MIT	UBI	Principal, Murshidabad Institute of Technology	12,300.00	005972	bearer
040	MST	UBI	Principal, Dr. Meghnad Saha Institute of Tech.	11,300.00	005973	bearer
041	NAZ	UBI	Officer-in-charge, Nazrul Centenary Polytechnic	6,900.00	005974	bearer
042	NCP	UBI	Principal, North Calcutta Polytechnic	12,300.00	005975	bearer
043	NHT	UBI	The New Horizon Institute of Technology	13,500.00	005976	account payee
044	NIT	UBI	Nibedita Institute of Technology	13,500.00	005977	account payee
045	PUR	UBI	Officer-in-charge, Purulia Polytechnic	12,300.00	005978	bearer
046	RAI	UBI	Officer-in-charge, Raiganj Polytechnic	8,000.00	005979	bearer
047	RPT	UBI	Principal, Regional Institute of Printing Tech.	4,200.00	005980	bearer
048	SIT	UBI	Saroj Mohan Institute of Technology	13,300.00	005981	account payee
049	SLG	UBI	Principal, Siliguri Govt. Polytechnic	12,400.00	005982	bearer
050	SRV	UBI	Officer-in-charge, S. R. Silpa Vidyapith	8,300.00	005983	bearer

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SI	Poly Code	chq_bank	party_nm	chq_amt	Cheque no.	Chq_type
051	TPI	UBI	Technique Polytechnic Institute	15,600.00	005984	account payee
052	WOM	UBI	Officer-in-charge, W.P. Kolkata	9,100.00	005985	bearer
053	BPE	UBI	Bishnupur Public Institute of Engg.	8,100.00	005986	account payee
054	GMP	UBI	Gobindapur Shepali Memorial Polytechnic	8,100.00	005987	account payee
055	IST	UBI	Institute of Science & Technology	4,600.00	005988	account payee
056	JLD	UBI	JLD College of Engg. & Management	9,500.00	005989	account payee
057	MVP	UBI	Minerva Polytechnic	8,100.00	005990	account payee
058	SIP	UBI	Santiniketan Institute of Polytechnic	9,500.00	005991	account payee
059	SPC	UBI	Sylvan Polytechnic College	9,500.00	005992	account payee
060	SRS	UBI	Shree Ramakrishna Institute of Sc. & Tech.	8,800.00	005993	account payee
061	NPM	UBI	Nibedita Polytechnic	4,600.00	006001	account payee
062	BIM	UBI	B'Care Institute of Management & Technology	4,000.00	006002	account payee
063	BBT	UBI	Budge Budge Institute of Technology	5,000.00	005996	account payee
064	GPC	UBI	Gobindapur Polytechnic College	3,000.00	005997	account payee
065	BDN	UBI	Officer-in-charge, Bundwan Polytechnic	4,700.00	005998	bearer
066	SKP	UBI	Officer-in-charge, Sidhu Kanhu Birsa Polytechnic	5,200.00	005999	bearer
067	DAR	UBI	Principal, Darjeeling Polytechnic	9,200.00	006000	bearer