

OFFICE OF THE PRINCIPAL OF SHAILABALA WOMEN'S AUTO. COLLEGE, CUTTACK

Letter No. 2798.

Date: 20.9.17

To

The Principal,
All the colleges of Cuttack district eligible for laptops.
(List of available in www.dheodisha.gov.in)

Sub: - Documents required for laptop distribution under Biju Yuba Sashaktikaran Yojana, 2017.

Sir/Madam,

As per the decision of Department of Higher Education, Odisha, Shailabala Women's Auto. College, Cuttack has been selected as the Nodal Centre for laptop distribution to the meritorious students who passed +2 ARTS/ SC/ COM, Vocational, Upashastri under "Biju Yuba Sashaktikaran Yojana". You are requested to intimate the beneficiary students of your college with the following documents (can be downloaded from our college website www.shailabalawomenscollege.com) to be submitted beforehand at the Nodal Centre from 20.09.2017 to 12.10.2017 (except 23.09.17 and 26.09.17 to 05.10.17) between **10.30 A.M. – 4 P.M** for verification. The scheduled date for laptop distribution will be intimated later. You can also contact the Nodal Officer, Laptop Distribution Committee in Mobile No. 9437355141 on Working days in between 10A.M. to 4P.M. only.

All documents pertaining to the laptop distribution are enclosed herewith for your reference.

Yours faithfully,

Encl: - 06 pages



Principal

S.B. Women's Auto. College, Cuttack

Memo. 2799 / Date: 21.9.17

Copy submitted to the Collector and District Magistrate, Cuttack- Chairperson, District Level Committee for kind information and necessary action.



Principal

S.B. Women's Auto. College, Cuttack

Memo. 2800 / Date: 21.9.17

Copy to Dr. Mihir Ku. Das, O.E.S (I) - O.I.C., Performance Tracking Cell, Department of Higher Education, Odisha, Bhubaneswar/ Nodal Officer Laptop Distribution Committee for information and necessary action.



Principal

S.B. Women's Auto. College, Cuttack

DOCUMENTS TO BE SUBMITTED AT THE TIME OF RECEIPT OF LAPTOP

- 1. In case the student will receive the laptop, the following documents shall be submitted.**
 - (i) Certificate of Identification from the concerned principal/ Head of the Institution from where the student has passed. The signature and Photograph of the student must be attested by the Principal/ Head of the Institution. (Annexure-1).
 - (ii) Receipt of Acknowledgement -cum -undertaking form. (Annexure-2).
 - (iii) Original Admit Card of the beneficiary student of Annual H.S. Examination, 2017. In case Original Admit Card lost, the Original Identity Card issued by the College.
 - (iv) In case both Original Admit Card and Identity Card lost, a letter from the Principal of the concerned college to the Principal, Nodal Centre. (Annexure-5)
 - (v) Original and self certified Xerox Copy of the Marks sheet of Annual H.S. Examination, 2017.

- 2. In case absence of the student, his/her Parents can only receive the laptop subject to the production of following documents.**
 - (i) Certificate of identification of the student. (Annexure-1)
 - (ii) Authorisation letter by the student must be countersigned by the Principal/ Head of the Institution from where the Student has passed. (Annexure-3)
 - (iii) Receipt of Acknowledgement cum Undertaking form by Parent to the Principal, Nodal Centre. (Annexure-4)
 - (iv) Original Admit Card of the beneficiary student of Annual H.S. Examination, 2017. In case Original Admit Card lost, the Original Identity Card issued by the College. In case both Original Admit Card and Identity Card lost, a letter from the Principal of the concerned college to the Principal, Nodal Centre. (Annexure-5)
 - (v) Original Matriculation Certificate and its' self certified Xerox copy of the beneficiary student.
 - (vi) Original and self attested Xerox Copy of the Marks sheet of Annual H.S. Examination, 2017.
 - (vii) Original and self attested Xerox Copy of voter ID/ PAN Card/ Aadhar Card /Driving Licence /BPL Card and Bank Pass Book with photograph).

RECEIPT OF ACKNOWLEDGE- CUM- UNDERTAKING

(Annexure-2)

(By the beneficiary Student to the Principal, Nodal Centre)

I, Sri/Miss _____, bearing
the CHSE Roll No. _____ of AHSE,2017 (ARTS/SC. /COM./ Vocational)
/ University Roll No. _____ (for Upa-Shastri) and passing out
from _____ College received the
laptop from the Nodal Centre on Dt. _____ and also undertake
that this laptop will not be transferred to anybody under any circumstances and it will be
solely used by me for learning process.

Date:

Signature of the Student

AUTHORISATION LETTER BY THE STUDENT

(In case the student authorised his/her parents for receiving laptop)

Nodal Centre: SHAILABALA WOMEN'S AUTO. COLLEGE, CUTTACK

I, Sri/Miss _____, bearing
the CHSE Roll No. _____ have passed A.H.S.Examination, 2017
(ARTS/SC. /COM./ Vocational) / University Roll No. _____ (for Upa-
Shastri) and passing out from _____ College
authorised my Father/Mother named Sri/Smt. _____
to receive the laptop on my behalf.

Full signature of the student

Full signature of Father/Mother
(Before the Principal of concerned College)

CONTERSIGNED BY

Signature of the Principal concerned College (with seal)

RECEIPT OF ACKNOWLEDGE- CUM- UNDERTAKING

(Annexure-4)

(By the authorised Person to the Principal, Nodal Centre in case the students could not turn up to receive the laptop due to unavoidable reason)

Name of the Nodal Centre: **SHAILABALA WOMEN'S AUTO. COLLEGE, CUTTACK**

I, Sri/Smt. _____,

(Father/Mother) received the laptop on behalf of _____

(name of the beneficiary student). He/ she has passed A.H.S.Examination, 2017 (ARTS/SC.

/COM. / Vocational) / Upa-Shastri) with Roll No. _____ from

_____ College. I undertake to handover

this laptop to the candidate only and not to anybody under any circumstances and it will be

solely used by the candidate for learning process.

Date:

Signature of the Parents

(Annexure-5)

OFFICE OF THE PRINCIPAL,

No.

Date:

To

The Principal,
Shailabala Women's Autonomous College, Cuttack.

Sub: - Issue of Laptop to the student already lost his/her Original Admit Card and Identity Card.

Ref: - Your Office Letter No. _____, Date: _____

Madam,

Inviting reference to the letter and subject cited above, this is to inform you that

_____,
Son/daughter of _____

was a student of +2 2nd year (ARTS/SC. /COM/Vocational)/ Upa-Shastri classes of this college during the session 2016-17 and passed the Annual H.S. Examination, 2017 in _____ Division securing _____ marks with CHSE/ University Roll No. _____ as verified from the original documents and college Records.

As he/ she has lost the Original Admit Card and College Identity Card of the respective examinations, He/ She may be issued the laptop as the student is genuine.

Thanking You,

Yours faithfully,

(Signature of the Principal
with seal)