



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

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karigari Bhavan, 4<sup>th</sup>& 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

**Memo No. SCTVSD-14019/6/2020-OSD(WBSCTVESD)-WBSCTVESD/21-22/00211 23/09/2021**

**Corrigendum**

In partial modification of the notification issued by the Council vide memo no: SCTVSD-14019/6/2020-OSD(WBSCTVESD)-WBSCTVESD/21-22, dated 21/09/2021, following corrections are being notified here in under:

1. Transferred students have to submit their Consent i.e., "Letter of Acceptance" in the specified format, physically to their present institute latest by 01/10/2021. This consent will be required for the purpose of issuance of "Transfer Memo" by the respective institutes.
2. Letter of Acceptance will be approved subject to conditions laid down in the guideline.
3. On approval of "Letter of Acceptance" the institute will inform the Council as per the direction to be notified later.
4. Transferred students who will submit their consent within the specified last date, will be issued Transfer memo by the respective Institutes after completion of 2<sup>nd</sup> Semester examinations. They will join their newly allotted institutions before commencement of 3<sup>rd</sup> semester classes.

  
Chief Administrative Officer,  
WBSCT&VE&SD



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

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal

Karigari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

**Memo No. SCTVSD-14019/6/2020-OSD(WBSCTVESD)-WBSCTVESD/21-22/00212 23/09/2021**

**NOTIFICATION**

Ref:

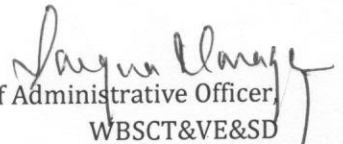
1. Notification No: SCTVSD-14019/6/2020-OSD(WBSCTVESD)-WBSCTVESD/21-22 dated 21/09/21
2. Notification No: SCTVSD-14019/6/2020-OSD(WBSCTVESD)-WBSCTVESD/21-22/00211 dated 23/09/21

In continuation of the notification as specified above, following guidelines are being issued for smooth execution of transfer of the allotted students.

- I. A transferred student must
  - a. Have valid registration on the date of issuance of transfer memo by the institutions.
  - b. Have cleared all fees/library dues etc. that is payable by her/him to the institution.
  - c. Submit written letter of consent i.e., "Letter of Acceptance", in the specified format (attached as Annexure ), physically, to their present institute latest by 01/10/2021 for issuance of transfer memo.
  - d. Be a regular candidate in his/her institution.
  - e. Complete the present semester (i.e., 2<sup>nd</sup> Semester) in the existing institution and join their newly allotted institutions before commencement of 3<sup>rd</sup> semester classes.
- II. HOI/OIC of the respective Institutions "from which" the students have been transferred are requested to
  - a. Issue "Transfer Memo" against received "Letter of Acceptance" from the willing transferred students with all details of the student admission, clearance & his results.
  - b. Send a copy of the Transfer Memo" (online) to the respective institutions "to which" the students have been transferred on completion of 2<sup>nd</sup> semester examinations.
- III. HOI/OIC of the respective Institutions "to which" the students have been transferred are requested to
  - a. Allow admission in 2<sup>nd</sup> year (1<sup>st</sup> Semester) to the transferees on the basis of the received transfer memos and details of the student from the respective institutions.

**NOTE:**

1. Non-receipt of "Letter of Acceptance" from the transferred students by their present institution within the specified timeline will be considered as "Not Willing to Avail Transfer" and the seats be considered vacant and would revert to the general vacancy of VOCLET, 2021.
2. HOI/OICs are to provide the information of all the students getting released from the institution or accepted to the institution to which transferred, to the Council through Web portal as per the directions of the Council, to be notified in due time.

  
Chief Administrative Officer,  
WBSCT&VE&SD