

Government of West Bengal
Department of Parliamentary Affairs

Writers' Buildings, 'G-Block, Top Floor, Kolkata-700 001

No.25(18)-PA/4C-10/2015

Date: 11th January, 2016.

From : The Deputy Secretary
Department of Parliamentary Affairs
Government of West Bengal.

To : The Principal/Headmaster/Headmistress
_____ College/School

P.O. _____ District _____

Sub :- Felicitation of champion Institutions in Division Level
Youth Parliament Competition

Sir/Madam,

I am directed to say that the first, second and third rank holding teams in the Division Level Youth Parliament Competition, 2015-16 will be felicitated on **25th January, 2016 at 12 Noon at Rabindra Sadan, Kolkata.**

I am, therefore, directed to request you to kindly make it convenient to attend the ceremony personally and/or to send one/two Teacher(s) along with the students of your College/school who participated in the Division Level Youth Parliament Competition, 2015-16. A maximum of two teachers can participate in the felicitation ceremony. It is compulsory for the students to carry the Identity proofs issued by the educational institutions for admission in the auditorium. All concerned are expected to take their seats in the auditorium by **11.30 AM**. For completion of the preliminary formalities all concerned are requested to report at **Rabindra Sadan at 10.30 AM.**

If there is anything wrong with the spelling of the names of the concerned institutions/students, the same may kindly be informed immediately through e-mail or on the Fax No `below so as to avoid complications at subsequent stage.

Admissible traveling expenses (2nd class Express train /bus fare) for attending this ceremony will be borne by this Department. The school authorities are requested to initially bear the travelling expenses for the participants and the same will be reimbursed to them as per government approved rates. For this purpose the enclosed claim sheet may be submitted to this office by the Head of the Institution **within a week by Fax/e-mail.**

For payment of the reward money the bank details of the institution/student whose names feature in the enclosure need to be submitted on the day. Hence the following documents must be brought and submitted on the day.

1. A declaration duly signed and containing the following particulars:-
 - a) Bank Account No.
 - b) Name of Account holders.
 - c) I.F.S. Code of the Bank.
 - d) M.I.C.R. No.
 - e) Mobile No.
2. Copy of an Identity Proof (PAN Card/Voter Card/AADHAR Card etc)
3. Cancelled Cheque/Photocopy of Cheque/Photocopy of first page of passbook as proof of Bank Account
4. A copy of Bank mandate duly filled in.

VENUE : **RABINDRA SADAN,**
KOLKATA-700071

Encl : _____

- 1) 1 No. of Claim Sheet (for Institution)
- 2) Blank Bank mandate

Yours faithfully,



Deputy Secretary to the
Government of West Bengal.

Ph. No. 033-22141758/2214 2076 (Fax)
ds.kol-wbpa@nic.in