

Government of West Bengal
Department of Parliamentary Affairs

Writers' Buildings, 'G'-Block, 1st Floor, Kolkata-700 001

No. 24(120)-P.A./ 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 _____
[As per list enclosed]

Sub :- Felicitations of champion Students in Divisional Level
Youth Parliament Competition.

Sir/Madam,

I am directed to say that the champion students 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 or to send one Teacher along with the student(s) of your institution whose name(s) figure in the enclosed list of students to be felicitated on the day. 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**.

It is compulsory for the students to carry the Identity Cards issued by the educational institutions besides the copy of this letter.

If there is anything wrong with the spelling of the names of the concerned institutions/ students of your Institution, the same may kindly be informed urgently through the e-mail or Fax Number 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. For this purpose the claim in the enclosed Claim Sheet may be submitted to this office within a week by **Fax/e-mail**.

For payment of the reward money the bank details of the students 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 Holder
 - 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) Claim Sheet for Participants
- 2) List of Students to be felicitated
- 3) Blank Bank mandate

Yours faithfully,



Deputy Secretary to the
Government of West Bengal.

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