



The West Bengal University of Teachers' Training,
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

No. WBUTTEPA/RO/545/2016

Date: 07.11.2016

To,
The Principal / Officer-in-Charge / TIC
Colleges of Teacher Education
Affiliated to the WBUTTEPA

Sub: Transfer of Seat-Booking fee

Madam /Sir,

This is to request you to submit the claim for transfer of seat-booking fee (in format A enclosed herewith) and declarations of the students who have taken admission in your college and deposited seat-booking fee (in format B enclosed herewith).

The last date of the submission of the statement of students is the 18th November 2016.

With thanks,

Yours sincerely,

(Dr. P.K. Chanda)

Registrar

Registrar

The West Bengal University of
Teachers' Training, Education
Planning and Administration

(Application for the transfer of seat-booking fee: Format-A)

To
The Registrar
WBUTTEPA
25/2 & 25/3, Ballygunge Circular Road
Kolkata-700 019
Sir,

This is to request you to transfer the seat-booking fees submitted by the students studying in our college as listed below. We declare that the seat-booking fee (Rs. 10,000.00) will be deducted from the programme fee to be deposited by the students for the completion of the programme. Prayers submitted by individual students are enclosed herewith for your kind perusal.

Details of the student

Sl. No.	Name	Parent's Name	Permanent address (as given in the application for admission)
1			
2			
3			
4			

(Add rows if required: Declaration of each students has to be enclosed in Format-B)

With thanks

Yours faithfully

Full signature of Principal
Office-Seal

Encls: Declaration of all the students listed above in Format-B being supported by the Documents for the Submission of seat-booking fee.

(Declaration of the Students; Format-B)

To
The Registrar
WBUTTEPA
25/2 & 25/3, Ballygunge Circular Road
Kolkata-700 019

Sir,

I am a bonafide student of B.Ed. programme (2016-18) being conducted
at affiliated to your University.

(Name of the College)

I took admission in and

(Name of the College)

submitted a seat-booking fee of Rs.10,000.00. Later on, I changed the college
and took admission in.....

(Name of the College)

(Strike out the portion that is not relevant)

I request you to adjust, as admissible, the seat-booking fee of
Rs.10,000.00 submitted by me. The document for the submission of the seat-
booking fee is enclosed.

Basic details of candidate

1. Name:
2. Parent's name:
3. Permanent address (as given in the application for admission):

With thanks,

Yours faithfully

(Name and signature of the students)

Forwarding of the Principal of the last attending college

Encls: Documents for the submission of set-booking fee.