



Government of West Bengal  
**Office of the Project Officer-cum-District Welfare Officer**  
**Backward Classes Welfare**  
**Natunchati : Bankura**

PIN Code – 722101, Phone No / Fax No – 03242-254585, 252-699 E-mail – pobankura2018@gmail.com

**Memo No. 1350 / BNK/BCW.**

**Dated: 12 / 11 / 2020.**

**To**

**The Headmaster/Headmistress/Teacher-in-Charge,**

.....**School**

**P.O. .... Dist. Bankura.**

**Sub :-** Submission of proposal for Petty Maintenance works and management of School Attached Hostel for SC/ST students for the financial year 2020-21 @Rs.400/- per student per year.

With reference to the above noted subject, I am to inform you , that as like previous year the Backward Classes Welfare & Tribal Development Department has allotted fund for Petty Maintenance works and management of School Attached Hostel for SC/ST students for the financial year 2020-21 @Rs.400/- per student per year.

So, you are requested to submit the proposal for the said purpose SC,ST separately along with necessary documents as furnished below duly countersigned by the concerned Inspector, BCW & TD and recommended by concerned Block Development Officer to the undersigned by 20.12.2020 positively.

You are further requested to submit the utilization certificate for 2019-20 financial year along with the proposal SC,ST separately.

***Necessary Documents to be submitted:***

1. Photo copy of Admission Register of Hosteller (SC,ST Separately duly attested by Head of the Institution).
2. Resolution copy of Managing Committee (duly attested by Head of the Institution).
3. Bank details of Institution (Ac No, IFSC Code No. Bank Branch Name)
4. Numbers of Hostellers (SC,ST ).


  
**Project Officer-cum-District Welfare Officer**  
**BCW & TD, Bankura**

**Memo No. 1350/105/ BNK/BCW.**

**Dated: 12 / 11 / 2020.**

***Copy forewarned for information:***

1. The District Magistrate, Bankura.
2. The Additional District Magistrate(Dev), Bankura.
3. The District Project Officer, SSM, Bankura.
4. The District Inspector (SE), Bankura.
5. The Block Development Officer (ALL), Bankura with the request to take necessary action for submission of the proposal by concerned hostel authority.

  
**Project Officer-cum-District Welfare Officer**  
**BCW & TD, Bankura**