



Vidya Academy of Science & Technology

Thalakkottukkara P.O, Thrissur.

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1265/VAST/ADMIN/AS/Vol.1/80

29.01.2018

## **Circular**

### **Sub:-Financial Assistance for providing laptops to SC students studying B.Tech,M.Tech & MCA courses**

1. It is intimated to all eligible SC students that a sum of Rs.400000/- (four lakh only) has been sanctioned by SC/ST development department Government of Kerala for financial assistance for providing laptops to SC students as per list attached @ Rs.25000/- (Twenty five thousand only) per student or actual cost of laptop whichever is lower would be reimbursed under this scheme.
2. All students concerned are hereby intimated/directed that:-
  - (a) The amount of Rs.25000/- (Twenty five thousand only) or actual cost whichever is less will be reimbursed to the students through their SB account on producing purchase invoices/bill in the name of the student.
  - (b) Physical verification of laptop will be carried out by the System Manager or his representative with the bill. Hence the laptop purchased must be produced before the System Manager of the college or representative authorized by him along with purchase bill. System Manager or his representative will carry out physical verification as per bill and an endorsement to this effect be made in the bill accordingly.
  - (c) Student should submit a declaration stating that he/she has not earlier availed such benefit under any scheme of government.
  - (d) If any student finds it difficult to arrange funds for purchase and desires, he/she can seek an advance amount, limited to a maximum of 75% of cost of laptop or 75% of maximum eligible amount, whichever is less. Balance 25% will be reimbursed/paid on submission of bills/relevant documents etc by the student & its due verification.
  - (e) Student will be free to buy laptop of higher specifications (of any brand), and/or price exceeding Rs.25,000/- (Twenty five thousand only) but the reimbursement would be limited to 25,000/- (Twenty five thousand only).
  - (f) The following documents are to be submitted by the student for reimbursement through their account.

- (i) Application of student addressed to the Principal requesting to reimburse the amount.
  - (ii) Purchase bill in the name of the student duly verified by the System Manager or his representative.
  - (iii) Declaration as per para(c) above.
  - (iv) Copy of bank account pass book duly furnished IFS code.
- (g) All the required documents as stated above should be submitted to Admin Office on or before 5<sup>th</sup> Feb 2018 without fail for reimbursement of the amount.

Principal

To

All students concerned

HODs

System Manager

Accounts VAST - with student list

Copy to :-

ED/FD - for information

Student information folder(website)