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Govt. of West Bengal  
Higher Education Department

**Govt. of West Bengal**  
**DIRECTORATE OF TECHNICAL EDUCATION**  
Bikash Bhavan (10<sup>th</sup> Floor)  
East Block, Bidhan Nagar, Kolkata - 700 091

No.: 604(9) (T)/1B-1T-2006

Date: 06/09/2024.

From: Director of Technical Education  
Govt. of West Bengal.

To :

- 1) The Principal,  
Jalpaiguri Govt. Engg. College, P.O. & Dist. Jalpaiguri, PIN - 735102.
- 2) The Principal,  
Kalyani Govt. Engineering College, P.O. - Kalyani, Dist. - Nadia, Pin - 741235.
- 3) The Principal,  
Ramkrishna Mahata Govt. Engineering College, Vill. - Agharpur, P.O. - Ramamoti, Block -  
Joypur, Dist. - Purulia, Pin - 723103.
- 4) The Principal,  
Cooch Behar Govt. Engineering College, Vill. - Harinchawra, P.O. - Ghughumari, Dist. -  
Cooch Behar, Pin - 736170.
- 5) The Officer-in-Charge,  
Govt. College of Engineering & Textile Technology, P.O. - Serampore, Dist. - Hooghly,  
Pin - 712201.
- 6) The Principal,  
Govt. College of Engineering & Ceramic Technology, 73, A. C. Banerjee Lane,  
Kolkata - 700010.
- 7) The Officer-in-Charge,  
Govt. College of Engineering & Leather Technology, Block - LB/11, Sector - III, Salt Lake,  
Kolkata - 700106.
- 8) The Officer-in-Charge,  
Govt. College of Engineering & Textile Technology, P.O. - Berhampore, Dist. - Murshidabad,  
Pin - 742101.
- 9) The Officer-in-Charge,  
Alipurduar Government Engg. and Management College, Chepani, Alipurduar-II,  
PIN-736206.

Subject : The Circular regarding TA claim application from the college end.

Sir,

With reference to the subject mentioned above, this is requested to submit the following documents with each T A claim application.

1. A copy of online application form duly signed by the Principal/OIC
2. Approved tour diary, original rail/air tickets
3. Prior intimation letter / Prior permission letter/ Govt. order as per West Bengal TA rule
4. Hotel charges bills if any.
5. Other supporting tour document if any.

This is for information and necessary action.

*o/e*

Yours faithfully,

*[Signature]* 4/9/24  
Director of Technical Education,  
West Bengal.



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