

Government of Odisha
Department of Higher Education

No.: 30077(E) /H.E., Date: 27/12/14
VII-HE (P)-08/2014

From

Dr. Ajay Kumar Nayak, OAS
Joint Secretary to Government

To

- (i) Shri D.P. Behera, IAS, Additional Secretary to Government
- (ii) Dr. A. K. Nayak, OAS; Joint Secretary to Govt.
- (iii) Sri Rajendra Mishra, OAS, General Manager (Admn), OCAC
- (iv) Dr. R. Begum, OES(I); Director, Vocational Education
- (v) Dr. Amiya K. Mohanty, OES(I); Additional Director, HE
- (vi) Dr. B. N. Mishra, OES(I) Controller, CHSE(O)
- (vii) Mrs. Jayashree Mishra, System Analyst, OCAC
- (viii) Dr. Mihir Kumar Das (OES(I)), Officer In-Charge, PTC,

Sub: Proceedings of the Internal Committee meeting on laptop distribution, held on 18/12/14 at 4.30 pm


Madam/Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith the proceedings of the Review Meeting on procurement & distribution of free laptops under the scheme "Biju Yuba Sashaktikaran Yojana (BYSY)" held on 18/12/14 at 4:30 p.m. in the office chamber of the Principal Secretary, Higher Education Department.

This is for your kind information & necessary action.


Encl: As above

Yours faithfully,


Joint Secretary to Government

Memo No.: 30078 /H.E., Dated: 27/12/2014

Copy forwarded to P.S. to Principal Secretary, H.E. Department for kind information & necessary action.


Joint Secretary to Government.

e/p

Proceedings of the Internal Committee meeting held on 18/12/2014 at 04:30 p.m. for procurement & distribution of free laptop under the scheme "Biju Yuba Sashaktikaran Yojana (BYSY)"

The internal committee meeting was held on 18/12/2014 at 04:30 p.m. under the Chairmanship of Principal Secretary to Government, Higher Education Department to discuss on Procurement & distribution of free laptop under the scheme "Biju Yuba Sashaktikaran Yojana (BYSY)" for the year 2014-15.

List of the members present in the meeting is given below;

Sri Gagan Ku Dhal, IAS Principal Secretary to Government	...	Chairman
Shri D.P Behera, IAS, Additional Secretary to Government	...	Member
Dr. A.K.Nayak,OAS; Joint Secretary to Govt.	...	Member
✓Sri Rajendra Mishra,OAS ,General Manager (Admn), OCAC	...	Member
✓Dr. R.Begum, OES(I); Director, Vocational Education	...	Member
Dr.Amiya K. Mohanty, OES(I); Additional Director, HE	...	Member
Dr. B.N.Mishra, OES(I) Controller ,CHSE(O)	...	Member
✓Mrs Jayashree Mishra, System Analyst, OCAC	...	Member
Dr. Mihir Kumar Das (OES(I) , Officer In-Charge, PTC),	...	Member convenor

At the onset, convenor of the committee welcomed all members present in the meeting and briefly indicated the purpose of the meeting. *Review of the progress in procurement of Laptops by OCAC was made & the following decisions were taken.*

1. The General Manager, OCAC informed that the process of procurement of laptops for the scheme has already been initiated and the concerned file is placed to Hon'ble Minister, IT for necessary approval. The entire process starting from floating of tender till the delivery of laptops at the nodal colleges will be completed by the mid of March 2015.
2. OCAC was requested to expedite the process, so that laptops can be delivered as quickly as possible.
3. +2 students passing up-shastri from Sri Sri Jagannath Sanskrit University and +2 Vocational students passing from CHSE (O) were included while preparing the merit list of 15,000 students. It was agreed upon that 400 Upashastri (300 General + 50 SC + 50 ST Students) and 200 vocational students (100 General + 50 SC+ 50 ST) will avail the laptops.
4. Last year's excess requirement of 203 laptops may also be procured, over and above the present requirement i.e. 15,000, thereby making the total requirement to 15, 203, which will be procured by OCAC during 2014-15.
5. The entire lot of laptops for Sanskrit Upa-shastri students (400 Nos.) will be delivered at Sanskrit University, Puri and the laptops for +2 Vocational students (200 Nos.) will be delivered at Directorate of Vocational Education, Bhubaneswar.

The meeting ended with vote of thanks to the Chair and participants


Principal Secretary to Govt.



Higher Education Department Govt. of Odisha

Guideline for providing free laptop to +2 passes out meritorious students in the State under State youth Policy.

- (i) The meritorious students who pass +2 level from CHSE, Odisha would be eligible to receive laptop under the scheme. The Vocational students passing from CHSE (O) and Upshastri students passing from Shree Jagannath Sanskrit University, Puri are also eligible to receive Laptops from 2015-16.
- (ii) Merit list of 15000 candidates for this purpose shall be drawn on the basis of the marks scored in CHSE exam in respective streams & Upshastri Exam.
- (iii) Laptops would be distributed in 30 Nodal Centers (list enclosed).
- (iv) The I.T Dept. will deliver the laptops to respective Principals of the nodal Colleges.
- (v) The Principals of the 30 Nodal Centers shall distribute the laptops to the students out of the approval list.
- (vi) The Principals of these Nodal Centers shall appoint one dedicated and reliable teacher of the college who shall be responsible for the safe keeping and smooth distribution of laptops.
- (vii) Govt. have approved a committee at the District level with the following members to monitor the entire process. (19171/HE/24.07.2013).
 1. District Collector : Chairperson
 2. Principal of Nodal College: Convenor
 3. Teacher of Nodal College in Charge of Laptops : Member

- (viii) The Principal of Nodal Colleges may appoint more officials to assist him/her for safe keeping and smooth distribution of laptops.
- (ix) The list of eligible students of the respective Nodal Centres available on the website of the Higher Education Department.
- (x) Before distribution the laptop to the beneficiary student, the Principal of the concerned Nodal Center shall ensure the authenticity of the student by keeping a certificate of identification from the concerned Principal/Head of the institution from where the students has passed along with original Admit Card of CHSE/College identity Card.
- (xi) In case, a student is unable to receive by person, in that case delivery of laptop to respective student can be made basing on authorization letter given by such student with justified ground and countersigned by the concerned Principal/ Head of the institution from where the student has passed. The person who will receive the laptop on behalf of the student will have to submit the identity proof (Voter ID/PAN Card/ Adhar Card/ Driving License/BPL card /Bank Pass Book with photographs).
- (xii) After handing over the laptops at the Nodal Centres, IT officer or any person, authorized by OCAC shall give a certificate in the following format.
“Certified that _____ nos. of HP laptops delivered at _____ nodal central, have been checked by a team of I.T. experts at OCAC, Bhubaneswar and found to be O.K. After delivery to the students, If found defective, action will be taken by the IT dept. to replace/repair these instruments.
- (Full name & signature of IT officer. any person, authorized by OCAC with designation)**
- (xiii) At the time of receiving the laptops from the authorized person of IT Dept., the Officer-In- Charge of laptop shall count the number of laptops Physically. If it is huge in number, then he may take the assistance of other teachers, duly approved by the Principal.
- (xiv) After receipt of laptops at the center, the receiving officer will give certificate of acknowledgement as given below.

“Consequent upon the certificate furnished by the designated person of the I.T. Dept. _____ no of HP Laptops were received at the nodal center on _____ at __AM/PM”.

(Full name & signature of receiving Officers with designation)

- (xv) At each stage of handed over and taken over of Laptops physically, it shall be accompanied by an “ Acknowledgment” by students to Principals of Nodal Centre and Nodal Centre Official to IT Department Officials or their authorized persons.

Receipt of Acknowledgement-cum-Undertaking

(By the students to Principal, Nodal Centre)

I, Sri /Miss _____, bearing the CHSE Roll No. _____ of AHSE, 2016 (Arts/Science/Commerce/Vocational) / University Roll No.(for Upashastri) and passing out from _____ College received the laptop from the Nodal Centre on Dt. _____ and also undertake that this laptop will not be transferred to anybody under any circumstances and it will be solely used by me for learning process.

Date:

Signature of the Student

Receipt of Acknowledgment-cum-Undertaking

(By the authorized person to the Principal, in case the students could not turn up to receive the Laptop due to unavoidable reason)

Name of the Nodal Center: _____

I, Sri/Smt. _____, Father/Mother/
_____ (Relationship with the Candidate) received the Laptop on behalf of _____ (Name of the Candidate). He/ She has passed +2 (Arts/Commerce/Science/Vocational/Up-shastri) with Roll No. _____ from _____ College. I undertake to hand over this Laptop to the candidate only and not to anybody under any circumstances and it will be solely used by the candidate for learning process.

Date:

Signature of the Parents

(xvi) The Nodal Center shall keep the account of distribution in the following format and submit it to the HE Dept. at the end of this process.

Sl.no	Name of the Students with CHSE Roll No. /University Roll no	Serial No. of the instrument	Date of receipt	e-mail ID	Mobile No	Remarks

*Use separate sheet for each category of students.