



Higher Education Department Govt. of Odisha

Revised Guidelines for providing free laptops to +2 pass out meritorious students in the State under “Biju Yuba Sashaktikaran Yojana” - 2019-20

- (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 Upashastri students passing from Shree Jagannath Sanskrit University, Puri are also eligible to receive Laptops from 2015-16.
- (ii) Merit list of 15,000 candidates for this purpose shall be drawn from Annual H.S. Exam passed students on the basis of the pass percentage of a district.
- (iii) Schedule Caste and Schedule Tribe candidates will be selected on the basis reservation percentage i.e. 16.25 % & 22.5 % respectively out of the total numbers laptops allotted for each district and on merit basis.
- (iv) Laptops would be distributed in 30 Nodal Centres.
- (v) The I.T Dept. will deliver the laptops to respective Principal as well as Laptop Nodal Officer of the nodal College. Soon after the receipt, the OIC, Laptop of Nodal College with the help of staff members, assigned by the Principal shall physically verify each and every packet in the presence of the Person, who delivers the laptop at the College to avoid any future complications. If there is any missing, it should be reported immediately, being countersigned by both the Principal and the Person, who delivers the laptop at the College.
- (vi) The Principals of the 30 Nodal Centers shall distribute the laptops to the students out of the approved list.
- (vii) Soon after publication of select list of 15,000 candidates, students who have any grievance (regarding caste change, mark re- addition, etc.) shall place the same before the concerned Principals. On consideration, if the grievance is found to be genuine, the Principals may request to the department to include the name of such students in the supplementary list, provided there is surplus laptops after 31st December.

- (viii) Last date of receiving laptops by the students is 31st December of the distribution year failing which; further claim from such students would not be entertained.
- (ix) A supplementary list of students will be published immediately after 31st December of the distributing year to cover for the number of students who fail to receive laptops from the select list and will also include the names of such students whose grievances are to be redressed. The last date of distribution of laptops to the selected students of supplementary list is 31st January of subsequent distributing year.
- (x) The Principals of the 30 Nodal Centers shall send a report in the following format, soon after the students receive the laptops periodically or as and when instructed.

STREAM/ CATEGORY (FOR EXAMPLE - ARTS/SC)							
SL#	ROLL NO	DISTRICT NAME	COLLEGE NAME	CANDIDATE NAME	FATHER'S NAME	MOTHER'S NAME	LAPTOP SERIAL NO & RECEIVED DATE

- (a) 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.
- (b) Govt. has 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
- (xi) The Principal of Nodal Colleges may appoint more officials to assist him/her for safe keeping and smooth distribution of laptops.
- (xii) The list of eligible students of the respective Nodal Centres will be available on the website of the Higher Education Department.
- (xiii) Before distribution the laptops to the beneficiary student, the Principal of the concerned Nodal Centre shall ensure the authenticity of the student by keeping a certificate of identification from the concerned Principal/Head of the institution from where the student has passed along with original Admit Card of CHSE/College identity Card.
- (xiv) 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/ Aadhaar Card/ Driving License/BPL card /Bank Pass Book with photographs).

- (xv) 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 _____ (make) laptops, physically opened, verified and delivered at _____ nodal centre, 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)

- (xvi) 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 by opening each laptop physically and to check if there are no missing laptops in the laptop box. If it is huge in number, then he may take the assistance of other teachers, duly approved by the Principal.
- (xvii) After receipt of laptops at the Centre, 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 _____ (make) Laptops were received at the nodal center on _____ at __AM/PM and _____ no. of laptops are found missing”.

Signature of the Officer, who handed over the laptops at the Nodal Centre	Signature of Receiving Officer with Name & Designation
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- (xviii) 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 student to Principal, Nodal Centre)

I, Sri/Miss _____, bearing the CHSE Roll No. _____ of AHSE, _____ (year) (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 Centre: _____

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/Upashastri) 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#	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.