



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

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- (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 2014-15.
- (ii) Merit list of 1500 candidate 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
- (xi) 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.
- (xii) 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).
- (xiii) 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)**

- (xiv) 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.

- (xv) 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)**

- (xvi) 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, 2014 (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.