



GOVERNMENT OF KERALA
HIGHER EDUCATION (C) DEPARTMENT

No. 12071/C1/14/H.Edn

Dated: 22.06.2015, Thiruvananthapuram.

CIRCULAR

Sub:- Higher Education Department- Additional Skill Acquisition Programme- reimbursement of fee to the ASAP students who are exempted by District Level Committee - procedures prescribed -reg

Ref :- 1) GO(Ms)No157/2014/HEdn dated 1-4-2014

Vide GO mentioned, the fee structure of ASAP SSS courses for the year 2015 was decided and intimated to the Skill Development Centres and ASAP institutions. As per the instructions given, It was asked to collect and remit the prescribed fee from students in two instalments, before the commencement of courses i.e. It was also cited in the G O that among the APL Gen Category students enrolled under each batch, a maximum of two students could be declared eligible for subsidy subject to the decision of the District Level Committee of ASAP.

Accordingly District Level Committees have decided to exempt eligible students belonging to the APL category from payment of fee, as recorded in the minutes of District Committee. Hence the fee paid by these students, which is remitted to ASAP Fee Account has to be reimbursed. Under these circumstances, the following procedures are to be followed in reimbursing the advance fee paid by the students.

1. The student will be eligible for reimbursement only if he/ she fulfil all the conditions stipulated for the successful completion of the course as per the GO.
2. The student has to submit an application in the prescribed format (attached) to the Programme Manager in charge of the SDC concerned.
3. SDC PMs has to forward the following documents related to the collection and remittance of fee from the particular student.
 - Copy of the Decisions/Minutes of the District Committee of ASAP headed by District Collector
 - Scanned copy of request for refund from the student.
 - Scanned copy of receipt issued to the student
 - Scanned copy of the bank chalan and remittance details
 - Bank account details of students including Account Number, Name of Bank and Branch, IFS Code etc. The bank account details should be submitted in an excel sheet in the prescribed format (attached).
 - The PM in charge of the SDC should send all these details of all the eligible students

in the SDC as a single .zip file to cash@asapkerala.gov.in.

4. On verification of the documents, the amount will be credited to account of the students and the same will be intimated to the students and SDC PMs.

George Thomas K.

Additional Secretary to Government

To

All Senior Programme Managers and Programme Managers of ASAP

All Heads of ASAP

Finance Division ,ASAP

AG (A&E/Audit) Thiruvananthapuram

Forwarded / By Order

Section Officer

Format for application by student for reimbursement of fees

From

(Name and address of Student)

To

(PM in charge of the SDC)

Madam/Sir,

Sub: Reimbursement of Fee to Students of APL General Category- Summer Skill Skool- Reg:

I, (Name), Student of (Name of Course) under Regular/DOT/DOAP scheme of Summer Skill Skool of ASAP has paid a fee of Rs. (Rupees.....) towards the course fee. As I am exempted from payment of fee on the basis of the decisions of the District Committee, I request you to repay the amount collected.

Place:

Yours Truly

Date:

(Signature of the student)

