



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION  
AND SKILL DEVELOPMENT**

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
KarigariBhawan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

**Memo No.: WBSCTVESD/TED/2024-25/2202**

**Dated, Kolkata, 20<sup>th</sup> August, 2024**

**NOTIFICATION**

**Sub:** Essential Land Documents to be submitted to WBSCTVESD for Affiliation in 2024

With respect to the upcoming affiliation process, this Council hereby directs all the self-financed Pharmacy institutions affiliated under WBSCTVESD and the institutions who have received "Consent of Affiliation" from WBSCTVESD to submit the following land documents:

1. Title deed or Registered Lease Agreement (*It must be registered with the Sub-Registrar Office of the area where the property is located*)
2. Latest Porcha from BLRO office.
3. Land Use Conversion Certificate for the institution.
4. Assessment Register Copy (*for Municipal area*)
5. Upto date Tax and Khajna receipt
6. Drawing of the mouza map showing the details of the plots (*Dag number, Khatiyan number, JL No, Mouza name etc.*) to establish it as a contiguous land of atleast 2.0 acre.

**NOTE:**

1. All the documents need to be **in the name of the Institute or Trust only**.
2. All the documents need to be certified / attested by a gazetted officer.
3. All the documents are to be sent to email: [affiliation@wbscte.ac.in](mailto:affiliation@wbscte.ac.in) by **31<sup>st</sup> August, 2024**.

Thanking You,

Yours faithfully,

**Chief Administrative Officer  
WBSCTVESD**