



# State Medical Faculty of West Bengal

14-C, Beliaghata Main Road, Kolkata – 700 085  
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No. 827

– F/ 17 – 2021

10<sup>th</sup> July, 2021

## **NOTICE**

In re: Issue of INFORMATION BROCHURE (SIF/SRF) and submission thereof for affiliation to Institutes for conduction of Para Medical Courses for the Year-2021 [**NOT FOR STUDENTS, FOR INSTITUTES ONLY**]

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This is for information of all concerned that course-wise INFORMATION BROCHURE (SIF/SRF) will be made available through ONLINE mode from 10-07-2021, on payment of Rs. 600/- Per Course through NEFT/IMPS/RTGS as detailed below:-

### **State Medical Faculty of West Bengal**

**SB Account No-** 9120100043471033

**IFSC Code-** UTIB0001783

**MICR Code-** 700211080

The Institute(s) is/are requested to arrange to send through the following Email ID:-

**[faculty@intranetsmfwb.in](mailto:faculty@intranetsmfwb.in) [for this INSPECTION purpose]**

scanned copy of the Money Receipt, along with the Request Letter in the prescribed format [Annexure- A], and, the Information Collection Form [Annexure- B] for issue of SIF/SRF to them.

**[Note:-All other official correspondence to be made in Faculty's Official Email ID- [faculty@smfwb.in](mailto:faculty@smfwb.in)]**

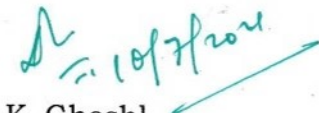
On receipt of the above documents, the Faculty will arrange to send Soft Copies of the relevant SIF/SRF to the respective Institutes.

The LAST DATE for collection of SIF/SRF is 23<sup>rd</sup> July 2021, and, the LAST DATE for submission of filled-in SIF/SRF with required documents through Faculty's **Google Drive** will be 13<sup>th</sup> August 2021, along with receipt of payment of requisite INSPECTION FEES of Rs. 15,000/- PER COURSE to be remitted through Bank as detailed above.

The LAST DATE for submission of filled-in SIF/SRF with late fine of Rs. 2000/- Per Course along with Inspection Fees of Rs. 15,000/- Per Course will be 16<sup>th</sup> August 2021.

The LINK for uploading the scanned copies of all required documents in **Google Drive** will be provided by I.T. Division of the Faculty in time.

Encl: **ANNEXURE- A & B**

  
[D.K. Ghosh]  
Secretary, SMFWB

No.

Dated :

**SPECIMEN OF REQUEST LETTER FOR ISSUE OF SIF/SRF**

**ANNEXURE -A**

The Secretary  
State Medical Faculty of West Bengal  
14-C, Beliaghata Main Road  
Kolkata - 700 085

Sir,

Request for issue of SIF/SRF :  
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I/We hereby request you to send SIF/SRF [Information Brochure ] for the following course (s) :-

1

2

3

4

& so on.

The requisite fee at the rate of Rs.600/- per course has already been deposited through Axis Bank Account as per details given by the Faculty.

I/We also furnish the particulars, as prescribed in 'Information Collection Form' as per the Annexure -B, for your information and record.

Thanking you,

Yours faithfully,

Full Name:  
Designation:  
Mobile :  
Signature :

Encl: **As Stated**

**STATE MEDICAL FACULTY OF WEST BENGAL**  
**INFORMATION COLLECTION FORM FOR THE YEAR 2021**

1. Institution's Name:
2. Institution's Address  
with Pin code :
3. Name, Contact no. & email I.D.  
of Head of the Institution :
4. Email ID (\* mandatory  
for all future communication) :
5. Contact Person's Name,  
Designation & Phone number  
(\* mandatory for all future  
communication) :
6. Alternate contact Person's  
Name, Designation & Phone  
number:
7. WhatsApp No:  
(For adding in Faculty's affiliated  
Institute's group):
8. Please confirm whether the  
Institute has the facility to conduct  
ONLINE classes?( Yes / No ) :
9. Course(s) applied for (Please tick accordingly):

Sl. No.	Course Name	Tick the course name you are applying for
i	Diploma in Medical Laboratory Technology	<input type="checkbox"/>
ii	Diploma in Radiography (Diagnostic)	<input type="checkbox"/>
iii	Diploma in Physiotherapy	<input type="checkbox"/>
iv	Diploma in Radiotherapeutic Technology	<input type="checkbox"/>
v	Diploma in Optometry with Ophthalmic Technique	<input type="checkbox"/>
vi	Diploma in Neuro Electro Physiology	<input type="checkbox"/>
vii	Diploma in Perfusion Technology	<input type="checkbox"/>
viii	Diploma in Cath-Lab-Technician	<input type="checkbox"/>
ix	Diploma in Dialysis Technician	<input type="checkbox"/>
x	Diploma in Critical Care Technology	<input type="checkbox"/>
xi	Diploma in Operation Theatre Technology	<input type="checkbox"/>
xii	Diploma In Diabetes Care Technology	<input type="checkbox"/>
xiii	Diploma in Electrocardiographic Technique	<input type="checkbox"/>

10. Fees payment details:

Date of Payment	Particulars	Total Amount (in Rs.)
	Total Fees paid for SIF/SRF (Per course Rs.600 )	

Full Name :

Designation :

Mobile No. :

Signature :

Date: