

**Govt. of West Bengal**  
**Dept. of Health and Family Welfare**  
**MERT Branch**  
**Swasthya Bhavan, GN-29, Sector-V, Salt Lake, Kolkata 700091**

Memo No: HFW-23099/206/2023/M/SS(ME)/SPL/69/2024

Dated: 27.11.2024

From  
OSD and Special Secretary  
Govt. of West Bengal

To  
Principal  
NRS Medical College and Hospital

**Subject: Arrangement for admission kiosk/desks at NRS Medical College and Hospital Kolkata for WB NEET UG Medical and Dental 2024 Counseling in West Bengal for Special Stray Vacancy Round of NEET UG Medical and Dental Counseling 2024**

In view of ongoing WB NEET UG Medical and Dental 2024 Counseling in West Bengal for Under Graduate Medical State Quota, Private College Management Quota seats 2024, you are hereby instructed to set up Private Medical College admission kiosk/desks in **Special Stray Vacancy Round** of admission.

There are 10 Medical Private Colleges. (Gouri Devi Institute Of Medical Sciences And Hospital/ IQ City Medical College Hospital/ Jagannath Gupta Institute Of Medical Sciences & Hospital/ JIS School Of Medical Science & Research, Santragachi/ JMN Medical College And Hospital/ Santiniketan Medical College/ Shri Ramkrishna Institute Of Medical Sciences & Sanaka Hospitals/ Krishnanagar Institute Of Medical Science Private Limited/East West Institute of Medical Sciences and Research/Jakir Hossain Medical College and Research Institute ) .

Each desk requires of 3 to 4 chairs, one computer, one printer, cartridge, paper, and internet connection. For each Private Medical College, only 3 to 4 officers shall be allowed for ongoing admission process with proper I.D. Card mentioning the Name of the Concerned Medical College.

Provision shall also be made for refreshment @ not more than Rs 350/- per person per day for Private College Authorities who are present for admission purpose and the Govt. College authorities/ Staff.

The monitoring team of 15 to 20 support staffs who act as grievances redressal, along with 2 to 3 nodal officials shall be deployed.

There shall be provision of remuneration of @ Rs.2000/- per person per day for nodal officers, @ Rs.500/- for staff of Govt. College deployed for above purpose.

There shall also be provision of set up of small banners etc by Private Medical Colleges if they wish with correspondent desk/ chair outside the admission hall.





Both inside and outside hall where the Medical Colleges admission shall take place must have CCTV camera facilities for recording.

The Special Stray Vacancy Round admission dates are **04.12.2024 & 05.12.2024**, Please refer to the tentative schedule bearing Memo No. HFW-23099/206/2023/M/SS(ME)/SPL./63/2024 dated 22.11.2024. If any change in the schedule occurs, it shall be informed accordingly. Please arrange for vendors as per approved extant policy.

Please keep seating arrangement for candidates and parents with water supply and toilet facilities.

It is hereby instructed to arrange for reimbursement of the total expenses done for arrangement of admission kiosk/desks at NRS Medical College, Kolkata for admission of Under Graduate Medical State Quota , Private College Management Quota seats 2024, by the Private Medical College authorities . (Gouri Devi Institute Of Medical Sciences And Hospital/ IQ City Medical College Hospital/ Jagannath Gupta Institute Of Medical Sciences & Hospital/ JIS School Of Medical Science & Research, Santragachi/ JMN Medical College And Hospital/ Santiniketan Medical College/ Shri Ramkrishna Institute Of Medical Sciences & Sanaka Hospitals/ Krishnanagar Institute Of Medical Science Private Limited/East West Institute of Medical Sciences and Research/Jakir Hossain Medical College and Research Institute ) . Therefore you are hereby requested to do the needful.

This has approval of the competent Higher Authorities of this department.



  
OSD and Special Secretary  
Govt. of West Bengal

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**Dated: 27.11.2024**

**Copy for kind information and perusal please:-**

1. Secretary, ME, Dept. of Health and Family Welfare, Govt. of West Bengal.
2. Principal of 10 Private Medical Colleges of West Bengal . (Gouri Devi Institute Of Medical Sciences And Hospital/ IQ City Medical College Hospital/ Jagannath Gupta Institute Of Medical Sciences & Hospital/ JIS School Of Medical Science & Research, Santragachi/ JMN Medical College And Hospital/ Santiniketan Medical College/ Shri Ramkrishna Institute Of Medical Sciences & Sanaka Hospitals/ Krishnanagar Institute Of Medical Science Private Limited/East West Institute of Medical Sciences and Research/Jakir Hossain Medical College and Research Institute ) .
3. Dean of NRS Medical College and Hospital.
4. AO of NRS Medical College and Hospital.
5. FA WB SH & FW Samiti, Swasthya Bhawan.
6. Sr. PA to Principal Secretary, Dept. of Health and Family Welfare, Govt. of West Bengal.

**OSD and Special Secretary  
Govt. of West Bengal**