

MCM DISBURSEMENT NOTICE:

A. Students studying inside West Bengal:

1. Students whose name have been published in the list given below are requested to report at this office of West Bengal Minorities Development and Finance Corporation (WBMDFC), Bhabani Bhavan, 2nd floor, Kolkata 700027, according to the time and date mentioned against their name in the list.
2. These students will be supplied with the documents as specified below and to be resubmitted to us as per schedule mentioned in the list after taking required action.
3. Student representatives will be given the following:
 - I. Forwarding letter to the principal / head of the Institute.
 - II. List of Students (To be verified & duly signed by the head of the institution and returned to us)
 - III. Account verification form for the Institute. (One copy only to be submitted for all Students)
 - IV. Account verification form for Students. (To be submitted separately for each of the student)
 - V. Format of Affidavit declare Annual Family Income.
4. Only those students whose name appears in the list below need to come to the office of WBMDFC on the schedule date specified against their name in the list and collect documents for all the students of the particular institute.

B. Students studying outside West Bengal:

1. To all the students, we are sending following documents to their respective Institute by Post:
 - I. Forwarding letter to the principal / head of the Institute.
 - II. List of Students (To be verified & duly signed by the head of the institution and returned to us)
 - III. **Account verification form**** for the Institute. (One copy to be submitted for all Students)
 - IV. **Account verification form**** for Students. (To be submitted separately for each of the student)
 - V. Format of Affidavit declare Annual Family Income.
2. Students are requested to communicate with their institute in order to collect the documents.
3. SMS would be sent to all the students when their sets of documents are dispatched from here to postal department.
4. Students will have to send the documents back to us after taking necessary action by SPEED POST.

***Xerox copy can be used or can be downloaded from our website.*