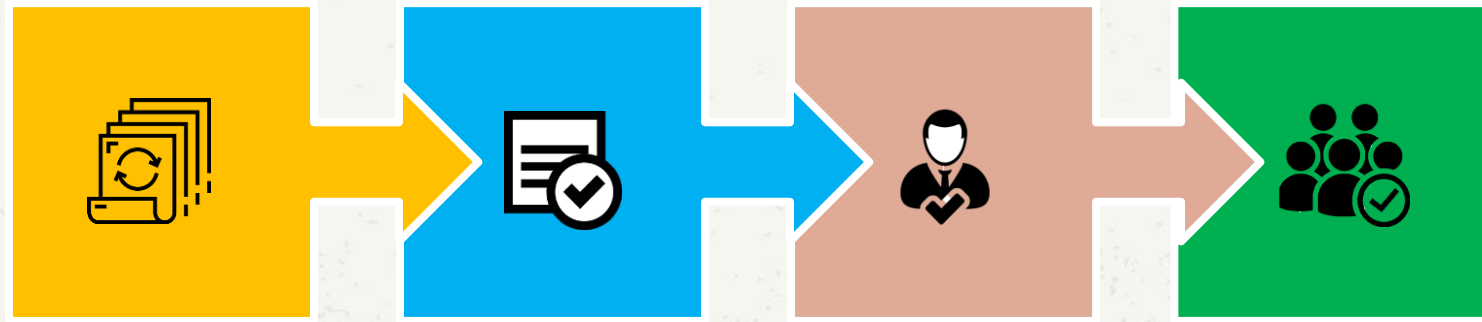




SDC Book Collection Process-2023



Steps of Process



Book Request
by SDC
through
google form

Document
readiness
through print
out, sign and
stamp by SDC

Document
Collection by
BSDM

BSDM Hand
over Books to
SDC





बिहार कौशल विकास मिशन

सुश्रुत युवा - समृद्ध युवा,
सघनता आपकन - संकल्प तमारा

www.skilmissionbihar.org



BSDM: SDC BOOK Requisition Form !!

Kindly fill it Carefully for the specific batch...!

kypsupport@mkcl.org [Switch account](#)

* Indicates required question

Email *

Record kypsupport@mkcl.org as the email to be included with my response

SDC Person Name *

Your answer

SDC Person Contact No. *

Your answer

District *

Choose

Book Requisition by SDC

SDC request books requirement of KYP& BS-CFA for August-2023 or August-2023 onward Batches through Google form by SDC's Official Mail ID. In google form, SDC reply 7 Questions, which are following:

- 1. SDC Person Name:** SDC enter person name who are going to collect Books from BSDM.
- 2. SDC Person Contact No:** SDC enter Contact Number of the person who is going for Book Collection.
- 3. District:** SDC choose District name, where their SDC are running.
- 4. SDC Code:** SDC choose their SDC Code.
- 5. SDC Name:** SDC enter their SDC full name
- 6. Course:** SDC choose Course which they want to collect books
- 7. Batch:** SDC choose the Particular Batch which they want to collect



Document Readiness

After Submission of Google form, SDC will get Prefilled Book Receipt in their given Email ID.

- In Prefilled Book Receipt, there are 3 Copies of Receipt-1. BSDM Copy, 2. Store Copy & 3. SDC Copy
- SDC will ensure that all data is correctly filled.
- In Prefilled Book Receipt, SDC may get Receipt Unique ID, SDC's Admission Count, SDC Person Name, SDC Code, District Name, Required Batch and Course, Request Date & time.
- After ensured, SDC's Person sign and stamp the seal of the Center.
- Now, your Receipt is ready to use.
- **Note:** this process is applicable for August-2023 and onward Batches. For old batches, kindly go through old process.

बिहार कौशल विकास मिशन
कुशल युवा - समृद्ध युवा, समान अवसर - संतुलित विकास

(BSDM Copy)

Sr No: BBRRO0015 BOOK RECEIVING RECEIPT

We have handed over **60** Books/Book sets to the Center Person-Mr/Mrs/Miss **SURAJ KUMAR**, from the Center- **KYP05030009**, District- **Khagaria** against the admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51

Center Person: SURAJ KUMAR

Contact No: 8935868572

Center sign & seal BSDM Sign & Seal

बिहार कौशल विकास मिशन
कुशल युवा - समृद्ध युवा, समान अवसर - संतुलित विकास

(Store Copy)

Sr No: BBRRO0015 BOOK RECEIVING RECEIPT

We have handed over **60** Books/Book sets to the Center Person-Mr/Mrs/Miss **SURAJ KUMAR**, from the Center- **KYP05030009**, District- **Khagaria** against the admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51

Center Person: SURAJ KUMAR

Contact No: 8935868572

Center sign & seal BSDM Sign & Seal

बिहार कौशल विकास मिशन
कुशल युवा - समृद्ध युवा, समान अवसर - संतुलित विकास

(SDC Copy)

Sr No: BBRRO0015 BOOK RECEIVING RECEIPT

We have received **60** Books/Book sets from Bihar Skill Development Mission against the Admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51

Center Person: SURAJ KUMAR

Center Code: KYP05030009

Contact No: 8935868572

Center sign & seal BSDM Sign & Seal



Document Collection

After Readiness of Book Receipt, SDC submit their Receipt in BSDM during shared Schedule of Book Collection.

- BSDM verify, sign and stamp the seal of BSDM in all copies
- BSDM collect BSDM Copy and hand over remaining copy to SDC.

Book Hand over to SDC

After Document collection of Book Receipt, BSDM forward SDC to store for Hand over the books.

- In store, SDC submit store copy and receive books
- After receiving books, they keep SDC Copy for their reference.

बिहार कौशल विकास मिशन
कुशल युवा - मजदूर युवा, समान अवसर - संकल्प हस्ता
(BSDM Copy)

Sr No: BBR00015 BOOK RECEIVING RECEIPT

We have handed over **60** Books/Book sets to the Center Person-Mr/Mrs/Miss **SURAJ KUMAR**, from the Center- **KYP05030009**, District- **Khagaria** against the admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51
Center Person: SURAJ KUMAR
Contact No: 8935868572 Center sign & seal BSDM Sign & Seal

बिहार कौशल विकास मिशन
कुशल युवा - मजदूर युवा, समान अवसर - संकल्प हस्ता
(Store Copy)

Sr No: BBR00015 BOOK RECEIVING RECEIPT

We have handed over **60** Books/Book sets to the Center Person-Mr/Mrs/Miss **SURAJ KUMAR**, from the Center- **KYP05030009**, District- **Khagaria** against the admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51
Center Person: SURAJ KUMAR
Contact No: 8935868572 Center sign & seal BSDM Sign & Seal

बिहार कौशल विकास मिशन
कुशल युवा - मजदूर युवा, समान अवसर - संकल्प हस्ता
(SDC Copy)

Sr No: BBR00015 BOOK RECEIVING RECEIPT

We have received **60** Books/Book sets from Bihar Skill Development Mission against the Admission in the **August 2023** Batch in **KYP** Scheme.

Date: 8/23/2023 20:43:51
Center Person: SURAJ KUMAR
Center Code: KYP05030009
Contact No: 8935868572 Center sign & seal BSDM Sign & Seal



General Guidelines to fill out the form

SDC need to keep attention following points during fill out the form.

1. SDC should login to a Registered or Center Email during filling the form. The receipt will be shared on the given Email ID.
2. SDC Person Name and Contact Number should be correct and proper written as per any Government ID card.
3. SDC Person should take an Identity card during Book Collection.
4. Book Receipt should be proper signed and stamped.
5. For Different Batches, SDC have to fill out separate form.
6. It is suggested to SDC, Don't Generate Duplicate Request for any batch



Google form Link

For book requisition, SDC can request through following Google form Link



Link: <https://forms.gle/4HgrVgUZqMsiVbcV7>



Thanks



BS-CFA
*Bihar State-Certificate in
Financial Accounting*