

To
The Deputy Secretary (KRO / BRO / MRO / NBRO)
West Bengal Council of Higher Secondary Education

Central Office :

West Bengal Council of H.S. Education
Vidyasagar Bhavan
9/2, Block DJ, Sector-11
Salt Lake, Kolkata-700091

Kolkata Regional Office :

W.B. Council of H.S. Education
Bikash Bhavan
North Block (2nd Floor)
Salt Lake, Kolkata-700091
Ph : 033-2334-3193

North Bengal Regional Office :

W.B Council of H.s. Education
Rahul Sankrityayan Bhavan
P.O. - North Bengal University
Dist - Darjeeling, Ph.: 0353-2582-097

Police Diary No.....

Date.....

(In case of lost or stolen)

*Signature of the O.C. of P.S.***Burdwan Regional Office :**

W.B Council of H.s. Education
Nazrul Bhavan (behind LIC Office)
5, Ichlabad (Jalkal Math), P.O. Sripally
Dist. Burdwan, ph.: 03422544720/2541427

Midnapore Regional Office :

W.B Council of H.s. Education
Jack paul Bhavan, Raja N.L. Khan Road
Nanur Chawak, P.O. Midnapore
Dist. Paschim Medinipore
Ph: 03222-276-318

Subject : APPLICATION FOR DUPLICATE ADMIT CARD

Sir,

I beg to apply for issuing a duplicate Admit Card in my favour for the Higher Secondary Examination / Higher Secondary (External) Examination (In case of Stolen / Lost, police Diary is to be enclosed and in case of Damaged, the damaged Admit Card is to be attached.)

Verification Note
(for Council's Office only)

1. Name of the Candidate :
(in Block Letters)
2. Father's/Mother's/
Guardian's Name :
3. Full Address :
4. Name, Address and
code of the Institution :
5. REGISTRATION NO :
WITH YEAR
6. ROLL & NO.
WITH YEAR :
7. Name the subjects offered :
by him/her in the said
Examination
8. The fees of Rs.80/= (Ordinary Fee), Rs.90/= (Urgent Fee), shall be paid for the Duplicate Admit card. Such fees shall be deposited by cash/bank drawn in favour of 'W.B. Council of H.S. Education.' I like to take delivery of my document personally / by post / through Institution.
(Strike out whichever is not applicable)

Yours faithfully,

Date

Full Signature of the candidate

I certify that the above statement made by the applicant is true to the best of my knowledge and belief.

Date

Signature of the Head of the Institution with Office Seal

Code Number of the Institution

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P.T.O.

- N.B (1) Application Form filled in wrongly will be rejected without any reference to the applicant.
- (2) Document applied for remaining unclaimed beyond six months from the date of receipt will be destroyed Fees submitted for the purpose shall not be refunded even in the cases rejected forms.
- (3) In case of personal delivery, letter of authority (specimen below) from the Institution should be produced at the time of delivery.
- (4) In Case of postal delivery, current postal charge(Registration) shall be paid separately in the prescribed manner mentioned at Sl. No. 8 of the application.

SPECIMEN OF LETTER OF AUTHORITY

To
 The Deputy Secretary (KRO/MRO/BRO/NBRO).
 W.B Council of H.s. Education

Sub : Delivery of Duplicate Admit Card

Dear Sir,

I do hereby authorise Shri/Smt.....
 to receive the duplicate Admit Card of Shri/Smt.....
 bearing Roll Noat the Higher Secondary Examinationin
 General / Vocational Stream / H.S.External Examination.

The signature of Shri / Smt..... is
 attested below by me.

Date.....

Yours faithfully,

Signature of Shri/Smt.....
 ATTESTED

.....
 (Signature of the Head of the Institution
 with Office Seal)

Code number of the Institution

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(Signature of the Head of the Institution
 with Office Seal)

Delivery of Duplicate Admit Card

Urgent : Normally within 10 clear working days.
 Ordinary : Normally within 30 clear working days