WEBSITE VERSION

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

То

The Deputy Secretary (KRO/BRO/MRO/NBRO) West Bengal Council of Higher Secondary Education Price R.s. 15.00

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 **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

Police Diary No..... Date..... (In case of lost or stolen) Signature of the O.C.of P.S.

Subject: APPLICATION FOR ISSUE OF DUPLICATE REGISTRATION CERTIFICATE Genl./Voc/Ext.

Sir,

I beg to apply for issuing a Duplicate Registration Certificate in my favour for the following Academic Year as the original one has been Lost/Stolen/Damaged.(If damaged, the damaged Certificate is to be submitted).

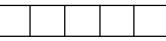
Verification Note (for Council's Office use only)	1. Name of the Candidate : (In Block Letters)	
	2. Father's/Motheer's/Guardian's Name :	
	3. Full Address : Phone No :	
	4. (a) Name,Address of the Institution from where the : candidate was Registered	
	(b) Code of the Institution :	
	5. REGISTRATION NO.WITH YEAR :	
	 6. The fees of Rs.80/=(Ordinary),Rs.90/= (Urgent) shall be paid for the <u>Duplicate Registration Certificate</u>. Such fees shall be deposited by cash only. I like to take delivery of my document personally / by post / through Instituion. (Strike out whichever is not applicable) 	
Short Signature	Yours faithfully,	
of the Dealing	Date	
Asst	Full Signature of the Candidate	
Date		

I certify that 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



Over leaf

- N.B.: (1) Application From 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 of rejected forms.
 - (3) In case of collection of the document by hand the receipt issued by the Council or a letter of authority as per the following specimen should be produced at the time of colleciton.
 - (4) In case of postal dellivery, current postal charge (Registration) shall be paid separately in the prescribed manner mentioned at SL. No. 6 of the application.
 - (5) The receipt of purchase of Application From and the receipt of payment of fees must be attached with 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 Registration Certificate		
Dear Sir, I do hereby authorise Shri/Smt bearing Reg No		
receive his her Duplicate Registration Certificate.		
The signature of Shri/Smt is attested below by me.		
Date:	Yours faithfully,	
Signature of Shri/Smt	(Signature of the Head of the Institution with Office seal)	
	Code Number of the Institution	

ATTESTED

(Signature of Head of Institution With Office Seal)

Delivery:

Ordinary : Within 20 days from the date of receipt of the Application Form. Urgent : Within 7 days from the date of receipt of the Application Form.