

APPLICATION FOR CORRECTION OF REGISTRATION CERTIFICATE

[To be submitted to the Regional Offices of the Council]

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

Fees Rs. 100/-for cases beyond 31st Dec. of the year of issue

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

Burdwan Regional Office :

W.B. Council Of H.S. Education
Nazrul Bhavan, Behind LIC Office
5, Ichlabad (Jalkal Math)
P.O. Sripally, Dist.-Burdwan, Pin-713103

North Bengal Regional Office:

W.B. Council of H.S Education
Rahul Sankrityayan Bhavan
P.O.-North Bengal University
Dist - Darjeeling

Midnapore Regional Office :

W.B. Council Of H.S. Education
Jack Paul Bhavan, Raja N.L. khan Road
Nanur Chawak, P.O. Medinipore
Dist.- Paschim Medinipore, Pin-721101

Sir,

I beg to apply for correction on the original Registration Certificate issued in my favour
Registration NoYear.....

For verification note by Council's Office
Verified
Date

- 1) Name in full
(in block letters) :
- 2) Name & Code of Institution
from where Registered :
- 3) Registration No. With Year :
- 4) Nature of Correction :
- 5) In case of Correction
in Name/surname/subject/
Father's name reason
to be mentioned :
- 6) Reason for delay in
submission of Registration
Certificate for correction :
- 7) Fees for Rs.
Bank Draft No. to be paid by cash or by
Date :

Date.....

.....

Enclosed-Registration Certificate

(Full Signature of the applicant)

Certificate of the Head of the Institution

To
The Secretary

I hereby certify the statements made below have been verified with the office record and found them to be true.

Yours faithfully,

- 1) Name (in block letter) :
- 2) Father's name (in block letters) :
- 3) Subject offered :
- 4) Other information (if any) :
- 5) Signature of the Candidate :

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

Date.....

Code Number of the Institution

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P.T.O.

SPECIMEN OF LETTER OF AUTHORITY

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

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Jack Paul Bhavan, Raja N.L.Khan Road,
Narun Chawak, P.O Medinipore
Dist.-Paschim Medinipore, Pin-721101

Sub : Correction of Original Registration Certificate

Dear Sir,

I do hereby authorise Shri/ Smt.....
to received the Corrected Original Registration Certificate of the candidate in General / Vocational Stream /
H.S. External Examination.....

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

Date.....

Yours faithfully,

Signature of Shri / Smt
.....

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

ATTESTED

.....
(Signature of Head of Institution
With Office Seal)

Code Number of the Institution

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- 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 form 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 personal delivery of, letter of authority (specimen above) 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 (Original Registration Certificate will be sent to the Institution)
- (5) Delivery of the Corrected Original Registration Certificate-normally within 30 days.
- (6) Original Registration Certificate has to be produced.