WEBSITE VERSION

APPLICATION FOR CORRECTION ON THE ADMIT CARD/ MARK-SHEET / CERTIFICATE

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

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

North Bengal Regional Office :

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

То

The OSD(CRO)/OSD(BRO)/OSD(MRO)/OSD(NBRO) West Bengal Council Of H.S. Education

Sir

I beg to apply for correction on the original Admit Card/ Mark Sheet/ Certificate issued in my favour for the following examination.

For verification note	1)	Name in full
by Council's Office		(In Block Letters)
	2)	Name & Code of Institution
		from where appeared
	3)	Higher Secondary Examination, year
	4)	Registration No. Wth year
	5)	Roll & No.With year
	6)	Nature of Correction
	7)	In case of Correction
		in Name/surname, reason
Verified :		to be mentioned.
	8)	Mailing address in full
	9)	Fees for Rsto be paid by cash or by
Date :		Bank Draft no Date of S.B.I
	1	

Date :....

Enclosed-Marksheet/Admit Card/Certificate

..... (Full Signature of the applicant)

То

The Secretary

Certificate of the Head of the Institution

I hereby certify that the statemants made below have been verified with the office record and found them to be true. 1) Name (in block Letter)

- 2) Father's/Mother's/Guardians' Name(in block letters) :
- 3) Registration No. with year :

4) Roll No. with year : :

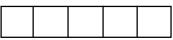
- 5) Subjects offered
- 6) Others (if any)
- 7) Signature of the Candidate :

Date:....

Yours faithfully

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

Code Number of the Institution



Burdwan Regional Office : W.B Council of H.s. Education B.L.Hati Road, Radhanagar P.O.& Dist-Burdwan

Midnapore Regional Office :

W.B Council of H.s. Education 'Uttarayan' Bidhannagar East, 72 Station Road, P.O. & Dist : Midnapore

	FEES	Rs.
A.	Admit Card	
a)	Within 31st December of the year of issue	NIL
b)	Beyond 31st December of the year	
	of issue	20/-
B .	Mark Sheet/pass Certificate	
a)	Within 30th June of the year	
	following the year of issue	NIL
b)	Beyond 30th June of the year	
	following the year of issue	50/-
c)	Beyond the above period	100/-

SPECIMEN OF LETTER OF AUTHORITY

To The Officer-on-Special Duty (K.RO./M.R.O./N.B.R.O), West Bengal Council of H.S. Education

Sub : Correction of Original Admit Card / Mark-Sheet / Certificate

Dear Sir,

I do hereby authorise Shri/Smt	
to receive the Corrected Original Admit Card / Mark-Sheet /	Certificate of the candidate
bearing RollNo	at the
Higher Secondary Examination,in Ge	neral / Vocational Stream / H.S.
External Examination.	
The signature of Shri / Smt	
is attested below by me.	

Date.....

Yours faithfully,

(Signature of Head of Institution with Office Seal)

Signature of Shri / Smt

.....

ATTESTED

Code Number of the Institution

(Signature of Head of Institution With Office Seal)

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 of rejected forms.
- 3) In case of postal delivery, current postal charge (Registration) shall be paid separately in the prescribed mannre. (Original Admit Card/Mark-sheet/Certificate will be sent to the Institu tion.)
- 4) Delivery of the Corrected Original Admit Card/Mark-sheet/Certificate normally within 30 days.
- 5) Original Admit Card/Mark-sheet/Certificate has to be produced.