

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

Burdwan Regional Office :

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

Kolkata Regional Office :

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

Midnapore Regional Office :

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

North Bengal Regional Office :

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

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/-

To
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 by Council's Office
Verified :
Date :

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

Date :.....

Enclosed-Marksheet/Admit Card/Certificate

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

To
The Secretary

Certificate of the Head of the Institution

I hereby certify that the statements 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 :

Yours faithfully

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

Code Number of the Institution

Date:.....

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SPECIMEN OF LETTER OF AUTHORITY

To
The Officer-on-Special Duty (K.R.O./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 Roll.....No.....at the
Higher Secondary Examination,.....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 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 Institution.)
 - 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.