

Form No. WBCROS/SE/03

THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Bikash Bhavan (2nd Floor, East Block), Bidhannagar, Kolkata- 700091

Only for Madhyamik (Secondary), Level

APPLICATION FORM FOR MIGRATION CERTIFICATE

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Application form duly filled in	OFFICE USE ONLY (NOT FOR APPLICANT)
together with prescribed fee payable	Candidate's Name :
required to be submitted to the	(In Block letter)
Kolkata Branch Office at Tantuja	Father's /Mother's / Guardian's Name :
Bhavan and Regional Office at North	Registration Number :
Bengal. Payment should be made by	Roll :
Demand Draft in favour of "The	Date of Birth :
Rabindranath State Council of Open	Division / Grade :
Schooling Fund".	Study Centre Code :
_	As per documents / records verified by authentic person of WBCROS
	with Official seal & date

То

The Secretary Sir/Madam,

	e 117	•	our of the particulars are g	•	
Sri/Smt		Son/Daughter of			
Residing at		P.O	P.S		
Dist	Pin	Mobile No		.Register for	
appearing /app	peared at /Passed the	Examina	tion held in the month of		
of the year	Bearing Regist	ration no	year		
& Roll	No	of the year	from		
Study Centre/I	nstitution as a Candidate.	My nationality is			

Yours faithfully

Full signature of the Candidate (in English)/L.T.I. for visually challenged candidate

Verified and countersigned by

Enclosure: Photo Copy of document duly Self attested a. Registration Certificate b. Admit Card c. Mark Sheet d. Pass Certificate (Verified aforesaid documents by co-ordinator /H.M./T.I.C) Demand draft No. with date......

Amount (in words)
Name of the Bank
Branch
Name of the Study Centre:

Study Centre Code:
Seal of Study Centre:

Signature of the Co-ordinator with seal & date

INSTRUCTION FOR THE ISSUE OF THE MIGRATION CERTIFICATE FOR MADHYAMIK (SECONDARY) LEVEL

- 1. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person against received copy of form and photo copy of Demand Draft obtained on payment of prescribed fees.
- 2. The application should be forwarded & countersigned by the Co-ordinator & H.M/T.I.C. from which candidate was registered /enrolled.
- 3. Application for the issue of any Migration Certificate, documents is to be properly countersigned and sent to the Secretary of WBCROS along with the requisite fee and following details :
 - a) Full name of the candidate and his /her present address in full in block letter
 - b) The name, month and year of the Examination.
 - c) The name of the Study Centre/Institution from which he/she was sent up for Examination concerned.
 - d) Correct Registration No. and Roll no. of the candidate with year of Examination.
 - e) For Migration Certificate, attested photo copy of Registration Certificate, Admit Card, Marks Sheet and Pass Certificate should be attached with the application form.

THE COUNCIL SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY MIGRATION CERTIFICATE IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.

- 4. Receiving hours at Tantuja Office/ North Bengal office at 11:00 A.M. to 4:00 P.M. on working days
- 5. Migration Certificate fee Rs- 200/- (Rupees Two hundred)
- NB: i) The Council shall not however be responsible for the delay in preparing the Migration Certificate due to unavoidable circumstances.
- ii) Complaints for non –receipt of the documents will not be entertained after a period of three months from the date of submission.
- iii) If not received within one month from submission aggrieved incumbent may write to the Secretary, WBCROS at email id <u>wbcros2006@gmail.com</u>

By order Secretary