

# THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING



Head Office : Bikash Bhavan (2<sup>nd</sup> Floor, East Block),  
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Memo No. 11 - WBCROS/BB/REN/2023

Date : 28.02.2023

## **Notice for Re- Filling up the Renewal Form of Study centres for the year 2023(Who has not been renewed earlier) in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level through online system**

All Co-ordinator/HM/TIC of all study centres under the West Bengal Council of Rabindra Open Schooling are hereby informed that the **Web-portal** for filling up the Renewal form(s) for the year 2023 (who has not been renewed earlier) in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level will be **re-opened** on & from **01.03.2023 to 10.03.2023 up to 5.00 p.m.**

**In this context, it is stated that who could not renew for the year 2023 before/earlier for Madhyamik (Secondary) & H.S. level, they are requested to renewed within the specific date & time period for the year-2023 positively.**

So, all Co-ordinator/HM/TIC of all study centres under the West Bengal Council of Rabindra Open Schooling are requested to follow the informations & instructions, which stated below-

- i) **Please fill up the Renewal Form(s) for Madhyamik (Secondary) & H.S. level separately.**
- ii) Without Renewal of your Study centre through online system for the year 2023 on or before **10.03.2023** up to 5.00 p.m., any students will not be able to admit in your study centre through online mode for Madhyamik (Secondary) level, June 2023 & Higher Secondary 2023.
- iii) It is also notify that without Renewal through online system of your study centre in specific time period, the Admission procedure through online mode for Madhyamik (Secondary) & Higher Secondary level will be automatically locked from **11.03.2023** onwards of your study centre i.e. any student will not be able to admit in your study centre in Madhyamik(Secondary) & Higher secondary level through  
online system without Renewal of your study centre in specific time period through online system from **11.03.2023** onwards.
- iv) **The last date for submission of printed & filled up Renewal form(s) along with all other necessary documents is 24.03.2023 up to 5.00 p.m. in our office Bikash Bhavan, Salt lake, Kolkata-700091 for South Bengal Region & Rahul Sanskrityan Bhavan, Siliguri for the North Bengal Region.**
- v) **No request for Renewal will be entertained after 10.03.2023 for the year 2023.**

At the time of submission of printed & filled up Renewal Form for the year 2023 (who has not been submitted earlier), kindly submit the necessary documents given below-

- i) Forwarding letter.
- ii) Printed & filled up Renewal forms.
- iii) First approval letter of study centre.
- iv) Last three years photo copies of renewal letter of the West Bengal Council of Rabidnra Open Schooling.
- v) Resolution of Existing Managing Committee.
- vi) Audit/Internal audit report given by the Secretary of the Study centre.
- vii) Validity certificate for NGO (Study centre) of WBCROS.
- viii) Academic calendar (i.e. Class routine) of Madhyamik (Secondary) course.
- ix) Photo copy of Renewal payment slip.

- N.B. 1) No filled up Renewal forms along with other necessary documents will be received by post.  
2) The Co-ordinator / HM / T.I.C of all study centres under WBCROS are requested to follow & maintain the Govt. orders & Guidelines issued by the Govt. of W.B. for prevention of the spread of Corona Virus (COVID-19).

*A. B. S. 28/02/2023*  
Secretary

The West Bengal Council of Rabindra Open Schooling

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Rabindra Open Schooling  
Govt. of West Bengal