

# THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING



Head Office : Bikash Bhavan (2<sup>nd</sup> Floor, East Block),  
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Branch Office : Ramendra Sundar, Tantuj Bhavan, DD-18/4,  
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Memo No. 48 - WBCROS/BB/REN/2023

Date : 14.03.2023

## **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 **15.03.2023 (after 3.00 p.m.) to 20.03.2023 up to 3.00 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 **20.03.2023** up to 3.00 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 **21.03.2023** 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 **21.03.2023** onwards.

iv) **The last date for submission of printed & filled up Renewal form(s) along with all other necessary documents is 27.03.2023 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 20.03.2023 up to 3.00p.m 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 Rabindra 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).

*Abaghi*

Secretary

14/03/2023

The West Bengal Council of Rabindra Open Schooling

*Secretary*  
The West Bengal Council of  
Rabindra Open Schooling  
Govt. of West Bengal