

**THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING**

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

CORRECTION (S) FORM**FOR MADHYAMIK (SECONDARY) LEVEL**

APPLICATION FORM FOR CORRECTION OF MY NAME / MIDDLE NAME /SURNAME /FATHER'S NAME / FATHER'S MIDDLE NAME // FATHER'S SURNAME / MOTHER'S NAME / MOTHER'S MIDDLE NAME / MOTHER'S SURNAME /GUARDIAN'S NAME / GUARDIAN'S MIDDLE NAME / GUARDIAN'S SURNAME / DATE OF BIRTH /GENDER

[Please (v) the necessary correction]

(Any correction must be done within one year from the date of registration)

Instructions in the separate sheet enclosed must be read carefully before filling up the form

To
The Secretary
WBCROS
Sir/Madam,

I beg to apply Correction of My Name / Middle Name /Surname /Father's Name / Father's Middle Name // Father's Surname / Mother's Name / Mother's Middle Name / Mother's Surname /Guardian's Name / Guardian's Middle Name / Guardian's Surname / Date Of Birth /Gender [Please (v) the necessary correction], as per _____ as documentary evidence (s) duly filled in the following particular(s) of the prescribed form through the concerned Co-ordinator of study centre /Institution requisite fee of Rs _____(Rupees _____ only)

1. Particulars of the Applicant as per Admission Register (Recognized qualifying school) for Madhyamik (Secondary) Level along with class VIII passed Transfer Certificate/ School leaving certificate

| | | |
|----|--|---|
| a. | Name (in capital letters) | |
| b. | Father's/ Mother's / Guardian's name | |
| c. | Date of Birth [DD-MM-YYYY] | |
| d. | Date of admission in Madhyamik (Secondary) Level | |
| e. | Age as on date of admission in Madhyamik (Secondary) Level | |
| f. | Registration No and Year | |
| g. | Roll | No |
| h. | Name of Council's Examination (appeared / passed) | |
| i. | Address of applicant (in full) | |
| j. | Mobile no. | 1. <input type="text"/> 2. <input type="text"/> |
| k. | E-mail id | |

2. Particulars of the Institution Study Centre /Institution

| | | | |
|--|--|--------------------------|--|
| Study centre code No | | Name of the Study Centre | |
| Address (in full) | | | |
| Contact no of Study Centre / Co-ordinator/H.M./T.I.C | | E-mail id | |

3. Correction Prayed for

| | From | To |
|---|-------------|-----------|
| Name/Middle name/ Surname of the Applicant | | |
| Name/ Middle name /Surname of Father's /Mother's/Guardian's | | |
| Date of Birth | | |
| Gender | | |

4. The Co-ordinator/ H.M./T.I.C. of the study centre is requested to explain how the mistake occurred:

Verified and forwarded with documentary evidence (s)
for consideration of necessary correction

Signature of the Applicant (in full)

Counter signed by D.I./A.D.I/ A.I (SE) of School(s) with seal & date

Demand draft No. with date
Amount (in words).....
Name of the Bank & Branch.....

Signature of the Co-ordinator with seal & date

Signature of the H.M./T.I.C with seal & date

Payment should be made by
Demand Draft in favour of **“The
Rabindranath State Council of
Open Schooling Fund.”**

Study Centre's contact No:
Study Centre's mail Id:

FOR OFFICE USE

Observation

Instruction to the applicant before filling up the Form (No. WBCROS/02) for correction for Madhyamik (Secondary) Level

Documents to be submitted

1. Photocopy to Registration Certificate, Admit Card, Mark Sheet and Pass Certificate duly authenticated by the concerned Head of the Study Centre's/Institution's Co-ordinator/H.M./T.I.C.
2. For Correction of Name/Father's/Mother's Name/ Guardian's name/ Middle Name/ Surname/ Date of Birth as per Admission Register of Study Centre/ Institution (where the Applicant appearing Council 's Examination) along with last school/institution pass certificate photocopy of class VIII of the Admission Register / Register's (relevant page/pages) must be authenticated by the concerned Co-ordinator/H.M./T.I.C. of the Study Centre/ Institution and countersigned by D.I./A.D.I./A.I (SE) of Schools.
3. On checking application form if any discrepancy arises/found correction form should be treated as cancelled by the WBCROS.
4. **Any correction must be done within one year of registration.**

5. Auxiliary documents :-

- i) Photo copy of Baptism Certificate for students, ii) Photocopy of Discharge Certificate and Caste Certificate (must be prepared before Registration /appearing Council's Examination and issued by the competent authority) attested by Gazette Officer.

6. In case of adoption:-

- i) Photocopy of Admission Register (Relevant page) of Study Centre must be attested by the concerned Coordinator of the Study Centre.
- ii) Photocopy of Deed of adoption with order of competent authority (Must be made below 15 years of the adoptive child) by any Gazetted Officer may be entertained for change Father's Name / Surname/ Middle Name of the applicant Registration by the council within the one year of registration.

7. In case of Gender Change

- i) Photocopy of Certificate of sex Reassignment Surgery (SER) from competent Government Medical Officer within the one year of Registration.

FEES – within three months – Nil

Within one year – 100 (Registration Certificate, Mark sheet & Certificate)

Within one year -50 (Admit card)

N.B. :

- 1) Prayer for any type of correction shall not be entertained, if he/she provides false information(s)/document(s) or incorrect information(s) /document(s).
- 2) Incomplete / tampered documents will not be entertained.
- 3) Relevant page(s) of Admission Register of High School must have been authenticated and signed by the concerned Co-ordinator of the Study Centre/ Institution properly.
- 4) Applicants who are applying for any correction/s after one year from the year of Registration must obtain prior permission from the Council's authority.
- 5) The Council shall not however be responsible for the delay in preparing of any correction due to unavoidable circumstances.
- 6) Complaints for non –receipt of the documents will not be entertained after a period of 3 months from the date of submission.
- 7) If not Received within one month from submission aggrieved incumbent may write to the Secretary, WBCROS at email id wbcros2006@gmail.com

**By Order
Secretary**