



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office : Bikash Bhavan (2nd Floor, East Block), Bidhannagar, Kolkata-700091.

Branch Office : Ramendra Sundar, Tantuj Bhavan, DD-18/4,
6th floor, Bidhannagar, Kolkata-700064.

Phone: (033)2334-5199,7003753408, email – wbcros2006@gmail.com

Memo no. 409/WBCROS/BB/2023

Date : 05.12.2023

Notice for Filling up the Renewal Form of Study centres for the year 2024 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 2024 in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level will be opened on & from **02.01.2024 to 31.01.2024 up to 5.00 p.m.**

In this context, it is requested that please renew your study centre through online system at our web portal for the year 2024 within the above said specific date and time 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 2024 on or before **31.01.2024** up to 5.00 p.m., any students will not able to admit in your study centre through online mode for Madhyamik (Secondary) level, June & December-2024 & H.S. level-2024.
- 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) level & H.S. level will be automatically locked from **01.02.2024** onwards of your study centre i.e. any student will not be able to admit in your study centre in Madhyamik(Secondary) level & H.S. level through online system without Renewal of your study centre in specific time period through online system from **01.02.2024** onwards.
- IV) The last date for submission of printed & filled up Renewal form(s) along with all other necessary documents is **09.02.2024** 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 31.01.2024 for the year 2024.**

At the time of submission of printed & filled up Renewal Form for the year 2022 along with for the year 2021 (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).

Asagchi 05/12/2023

Secretary

The West Bengal Council of Rabindra Open Schooling