



# THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

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

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

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Memo no. 12 /WBCROS/BB/2025

Date : 07/02/2025

## RE-NOTIFICATION

### Notice for Filling up the Renewal Form of Study centres for the year 2025(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 2025 (**Who has not been renewed earlier**) in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level has been opened on & from **02.01.2025 to 15.02.2025 up to 5.00 p.m.**

**In this context, it is stated that who could not renew for the year 2024 before/earlier for Madhyamik (Secondary) & H.S. level, they will be renewed along with the specific date & time period of the year-2025.**

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-

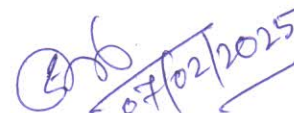
- i) **Please fill up the Renewal Form(s) for Madhyamik (Secondary) & H.S. level separately.**
- ii) Without Renewal of your Study centre through online system for the year 2025 on or before **15.02.2025** up to 5.00 p.m., any students will not able to admit in your study centre through online mode for H.S. level-2025& Madhyamik (Secondary) level, June & December-2025.
- 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 **16.02.2025** 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 **16.02.2025** onwards.
- iv) **Spot verification for getting Final Renewal Certificate will be held on & form 24.02.2025 to 04.03.2025 against the submission of below mentioned necessary documents-**  
(Date wise list of study centre for verification will be informed later and spot verification will be held our Branch office at Tantuj Bhawan,Saltlake,Kolkata-700064. T.A. & conveyance will be given in the place of spot verification)
- v) **No request for Renewal will be entertained after 15.02.2025.**

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-

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

  
07/02/2025

PRESIDENT

The West Bengal Council of Rabindra Open Schooling