



# 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,  
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Memo No. 13 - WBCROS/BB/REN/2025

Date : 15.02.2025

## Notice

### **Notification for the date of Extension regarding Renewal of study centre(s) for the year 2025(Who has not been renewed earlier) in Madhyamik (Secondary) & Uchha 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 last date for filling up the Renewal form(s) through online system in Web Portel for the year 2025(who has not been renewed earlier) in Madhyamik (Secondary) & Uchha Madhyamik (Higher Secondary) level has been extended up to **20.02.2025 (Thursday)**.


So, all Co-ordinator/HM/TIC of all study centres under the West Bengal Council of Rabindra Open Schooling are requested to follow the information & 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 **20.02.2025 up to 5.00 p.m.**, any student(s) will not be able to admit in your study centre through online mode for Madhyamik (Secondary), June & December – 2025 level and Uchha Madhyamik (Higher Secondary) – 2025 level.
- 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 **21.02.2025** onwards of your study centre i.e. any student will not be able to admit in your study centre in Madhyamik(Secondary) and Uchha Madhyamik (Higher Secondary) level through online system without Renewal of your study centre in specific time period through online system from **21.02.2025** 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 spot verification will be informed later and spot verification will be held at our Branch office in 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 20.02.2025.**

At the time of submission of printed & filled up Renewal Form for the year 2025 (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 /Certificate of the West Bengal Council of Rabidnra Open Schooling.
- v) Resolution of Existing Managing Committee.
- vi) Audit/Internal audit report given by the President/Secretary of the Study centre.
- vii) Validity certificate for NGO (Study centre) of WBCROS.
- viii) Academic calendar (i.e. Class routine) of Madhyamik (Secondary) & Uchha Madhyamik (Higher 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 any postal Department.  
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).

  
15/02/2025

President

The West Bengal Council of Rabindra Open Schooling