

THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING



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Memo No. 372 - WBCROS/BB/REN/2025

Date : 20/03/2025

RE-NOTIFICATION

Notice for Re- 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 will be **re-opened** on & from 28.03.2025 to 30.03.2025 **along with payment of existing fees and additional late processing Fees Rs 200/- (DRAFT) For each level & each medium.**

In this context, it is stated that who could not renew for the year 2025 before/earlier for Madhyamik (Secondary) & H.S. level, they are requested to renewed within the specific date & time period for the year-2025 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 2025 on or before **31.03.2025**, if any students will not be able to admit in your study centre through online mode for Madhyamik (Secondary) and Uchha Madhyamik (Higher Secondary) level 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 will be automatically locked from **31.03.2025** 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 **31.03.2025** onwards.
- iv) **The last date for submission of printed & filled up Renewal form(s) along with all other necessary documents is 17.04.2025 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 30.03.2025 up to 5.00p.m for the year 2025.**

At the time of submission of printed & filled up Renewal Form for the year 2024 (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)

President

The West Bengal Council of Rabindra Open Schooling