



Form No. WBCROS/SE/02

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

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

**[Only for Madhyamik (Secondary) Level]**APPLICATION FORM FOR DUPLICATE (REGISTRATION CERTIFICATE CUM IDENTITY CARD ☐ / ADMIT CARD ☐ / MARK SHEET ☐ / PASS CERTIFICATE ☐ / MIGRATION CERTIFICATE ☐ )

[ Please (v) the necessary correction in the circle ]

**For Police Station use only**

In case of loss/theft of original Registration Certificate/ Admit Card/Marksheet/Pass Certificate/ Migration Certificate Police General Diary No ..... Date ..... for application of Duplicate Registration Certificate/Admit Card/ Mark sheet/Pass Certificate/Migration Certificate

.....  
Signature & Seal of the I.C./O.C. of the concern Police Station

Application form duly filled in together with prescribed fee payable required to be submitted to the Kolkata Branch Office at Tantuja Bhavan and Regional Office at North Bengal. Payment should be made by Bank Challan of WBCROS (which has been uploaded at our website our wbcros.ac.in).

**OFFICE USE ONLY (NOT FOR APPLICANT)**Candidate's Name : .....  
(In Block letter)  
Father's /Mother's/Guardian's Name : .....  
Registration Number : .....  
Roll : ..... No : .....  
Date of Birth : .....  
Division / Grade : .....  
Study Centre Code : .....  
As per documents / records verified by authentic person of WBCROS with Official seal & dateTo  
The Secretary  
Sir/Madam,

I beg to apply for a duplicate Registration Certificate Cum Identity Card /Admit Card/Marksheet/ Pass Certificate/Migration Certificate in my favour of the particulars are given below:

Sri/Smt. .... Son/Daughter of .....  
Residing at ..... P.O. .... P.S. ....  
Dist ..... Pin ..... Mobile No ..... Register for  
appearing /appeared at /Passed the ..... Examination held in the month of ..... of the  
year ..... bearing Registration no. .... year ..... & Roll .....  
No. .... of the year ..... from ..... Study centre/ Institution, as a Candidate.  
My nationality is .....

Yours faithfully

Demand draft No. with date.....  
Amount (in words).....  
Name of the Bank .....  
Branch.....  
Name of the Study Centre: .....  
Study Centre Code: .....Full signature of the Candidate (in English)/L.T.I.  
for visually challenged candidate

Verified and countersigned by

Signature of the Co-ordinator with seal &amp; date

Seal of Study Centre:

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

## **INSTRUCTION TO CANDIDATE FOR THE ISSUE OF DUPLICATE REGISTRATION CERTIFICATE/ ADMIT CARD/ MARK SHEET/PASS CERTIFICATE FOR MADHYAMIK (SECONDARY) LEVEL**

1. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person against received copy of form and photo copy of Demand Draft obtained on payment of prescribed fees.
2. The application of a candidate of the study centre should be forwarded by the Co-ordinator & H.M./T.I.C from which candidate was registered/enrolled.
3. Application for the issue of any duplicate document(s) is to be properly countersigned by the Co-ordinator & H.M./T.I.C and sent to the Secretary of WBCROS along with the requisite fee and following details :
  - a) Full name of the candidate and his /her present address in full in block letter(s) with mobile no.
  - b) The name, month and year of the Examination.
  - c) The name of the Study Centre/ Institution from which he/she was registered /appeared/passed for Examination concerned.
  - d) Correct Registration No. and Roll No. of the candidate with year of Examination.
  - e) For Duplicate document(s) of Registration Certificate/Admit Card/ Marksheet/ Pass Certificate/Migration Certificate General Diary No. and date with seal duly signed by the I.C./ O.C. of the concerned Police Station should be filled in the application form at specified area.
  - f) For Migration Certificate, attested photo copy of Registration Certificate, Admit Card, Marks Sheet and Pass Certificate should be attached with the application form.

### **THE COUNCIL SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY DUPLICATE DOCUMENT(S) IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.**

4. Receiving hours at Tantuja Office/ North Bengal office at 11:00 A.M. to 4:00 P.M. on working days.
5. Rate of Fees:

|      |                                                              |                                        |
|------|--------------------------------------------------------------|----------------------------------------|
| i)   | Duplicate Registration Certificate cum student identity card | 100/- + 25/- (processing fees) = 125/- |
| ii)  | Duplicate Admit Card                                         | 100/- + 25/- (processing fees) = 125/- |
| iii) | Duplicate Mark sheet                                         | 100/- + 25/- (processing fees) = 125/- |
| iv)  | Duplicate Certificate                                        | 100/- + 25/- (processing fees) = 125/- |
| v)   | Duplicate Migration Certificate                              | 200/- + 25/- (processing fees) = 125/- |

- NB: i) The Council shall not however be responsible for the delay in preparing the duplicate document(s) Registration Certificate/Admit Card/ Mark sheet /Pass Certificate/Migration Certificate due to unavoidable circumstances.
- ii) Complaints for non –receipt of the document(s) will not be entertained after a period of three months from the date of submission.
- iii) If not Received within one month from submission aggrieved incumbent may write to the Secretary, WBCROS at email id [wbcros2006@gmail.com](mailto:wbcros2006@gmail.com)

**By order  
Secretary**