



Form No. WBCROS/HS/01

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

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

**CORRECTION (S) FORM****FOR UCHCHA MADHYAMIK (HIGHER SECONDARY) LEVEL**

APPLICATION FORM FOR CORRECTION OF MY NAME ☐ / MIDDLE NAME ☐/SURNAME ☐/FATHER'S NAME ☐ / FATHER'S MIDDLE NAME ☐// FATHER'S SURNAME ☐ / MOTHER'S NAME ☐ / MOTHER'S MIDDLE NAME ☐/ MOTHER'S SURNAME ☐/GUARDIAN'S NAME ☐ / GUARDIAN'S MIDDLE NAME ☐/ GUARDIAN'S SURNAME ☐/ DATE OF BIRTH ☐/GENDER ☐

[ Please (v) the necessary correction]

**(Any correction must be done within one year from the date of registration)**

Instructions in the separate sheet enclosed must be read carefully before filling up the form

To

The Secretary

WBCROS

Sir/Madam,

I beg to apply Correction of My Name ☐ / Middle Name ☐/Surname ☐/Father's Name ☐ / Father's Middle Name ☐// Father's Surname ☐ / Mother's Name ☐ / Mother's Middle Name ☐/ Mother's Surname ☐/Guardian's Name ☐ / Guardian's Middle Name ☐/ Guardian's Surname ☐/ Date Of Birth ☐/Gender ☐ [ Please (v) the necessary correction], as per \_\_\_\_\_ as documentary evidence (s) duly filled in the following particular(s) of the prescribed form through the concerned Co-ordinator of study centre /Institution requisite fee of Rs \_\_\_\_\_(Rupees \_\_\_\_\_ only)

**1. Particulars of the Applicant as per Registration Certificate/Admit Card /Marksheet/Pass Certificate of Madhyamik (Secondary) Level**

a.	Name (in capital letters)			
b.	Father's/ Mother's / Guardian's name			
c.	Date of Birth [ DD-MM-YYYY]			
d.	Date of admission in Uchcha Madhyamik (Higher Secondary) Level			
e.	Age as on date of admission in Madhyamik (Secondary) Level			
f.	Registration No and Year			
g.	Roll		No	
h.	Name of Council's Examination (appeared / passed)			
i.	Address of applicant (in full)			
j.	Mobile no.	1.		2.
k.	E-mail id			

**2. Particulars of the Institution Study Centre /Institution**

Study centre code No		Name of the Study Centre	
Address (in full)			
Contact no of Study Centre / Co-ordinator/H.M./T.I.C		E-mail id	

### 3. Correction Prayed for

	From	To
Name/Middle name/ Surname of the Applicant		
Name/ Middle name /Surname of Father's /Mother's/Guardian's		
Date of Birth		
Gender		

4. The Co-ordinator/ H.M./T.I.C. of the study centre is requested to explain how the mistake occurred:

Verified and forwarded with documentary evidence (s)  
for consideration of necessary correction

\_\_\_\_\_  
Signature of the Applicant (in full)

\_\_\_\_\_  
Counter signed by D.I./A.D.I/ A.I (SE) of School(s) with seal & date

\_\_\_\_\_  
Signature of the Co-ordinator with seal & date

Demand draft No. with date .....

Amount (in words).....

Name of the Bank & Branch.....

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

Payment should be made by  
Bank Challan of WBCROS (which  
has been uploaded at our website  
our wbcros.ac.in).

Study Centre's contact No:

Study Centre's mail Id:

FOR OFFICE USE

\_\_\_\_\_  
Observation

## **Instruction to the applicant before filling up the Form (No. WBCROS/02) for correction for Uchcha Madhyamik (Higher Secondary) Level**

### **Documents to be submitted**

1. Photocopy to Registration Certificate, Admit Card, Mark Sheet and Pass Certificate duly authenticated by the concerned Head of the Study Centre's/Institution's Co-ordinator/H.M./T.I.C.
2. For Correction of Name/Father's/Mother's Name/ Guardian's name/ Middle Name/ Surname/ Date of Birth Photo copy of Registration Certificate/Admit Card /Marksheet/Pass Certificate for Madhyamik (Secondary) Level must be authenticated by the concerned Co-ordinator/H.M./T.I.C. of the Study Centre/ Institution and countersigned by D.I./A.D.I./A.I (SE) of Schools.
3. On checking application form if any discrepancy arises/found correction form should be treated as cancelled by the WBCROS.
4. **Any correction must be done within one year of registration.**

### **5. Auxiliary documents :-**

- i) Photo copy of Baptism Certificate for students, ii) Photocopy of Discharge Certificate and Caste Certificate (must be prepared before Registration /appearing Council's Examination and issued by the competent authority) attested by Gazette Officer.

### **6. In case of Gender Change**

- i) Photocopy of Certificate of sex Reassignment Surgery (SER) from competent Government Medical Officer within the one year of Registration.

#### **FEES – within three months – Nil**

Within one year – 100 (Registration Certificate, Mark sheet / Certificate) + Rs 25/- (processing fees) for each subject

Within one year -100 (Admit card) + Rs 25/- (processing fees) = 125/-

N.B. :

- 1) Prayer for any type of correction shall not be entertained, if he/she provides false information(s)/document(s) or incorrect information(s) /document(s).
- 2) Incomplete / tampered documents will not be entertained.
- 3) Photo copy of Registration Certificate/Admit Card /Marksheet/ Pass Certificate for Madhyamik (Secondary) Level must have been authenticated & signed by the concerned Co-ordinator/H.M./T.I.C. of the Study Centre/ Institution properly.
- 4) Applicants who are applying for any correction/s after one year from the year of Registration must obtain prior permission from the Council's authority.
- 5) The Council shall not however be responsible for the delay in preparing of any correction due to unavoidable circumstances.
- 6) Complaints for non –receipt of the documents will not be entertained after a period of 3 months from the date of submission.
- 7) 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**