



Form No. WBCROS/SE/03

**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 MIGRATION CERTIFICATE**

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)	<b>OFFICE USE ONLY (NOT FOR APPLICANT)</b> 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 & date .....
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To  
The Secretary  
Sir/Madam,

I beg to apply for a 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

Full signature of the Candidate (in English)/L.T.I.  
for visually challenged candidate

Verified and countersigned by

Enclosure: Photo Copy of document duly Self attested  
 a. Registration Certificate  
 b. Admit Card  
 c. Mark Sheet  
 d. Pass Certificate  
 (Verified aforesaid documents by co-ordinator /H.M./T.I.C)

Demand draft No. with date.....  
 Amount (in words).....  
 Name of the Bank .....  
 Branch.....  
 Name of the Study Centre: .....

Study Centre Code: .....  
 Seal of Study Centre:

Signature of the Co-ordinator with seal & date

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

## **INSTRUCTION FOR THE ISSUE OF THE MIGRATION 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 should be forwarded & countersigned by the Co-ordinator & H.M/T.I.C. from which candidate was registered /enrolled.
3. Application for the issue of any Migration Certificate, documents is to be properly countersigned 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
  - b) The name, month and year of the Examination.
  - c) The name of the Study Centre/Institution from which he/she was sent up for Examination concerned.
  - d) Correct Registration No. and Roll no. of the candidate with year of Examination.
  - e) 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 MIGRATION  
CERTIFICATE 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. Migration Certificate fee                      Rs- 200/- (Rupees Two hundred) + Rs 50/- (processing Fees) Rs 250/-

- NB: i) The Council shall not however be responsible for the delay in preparing the Migration Certificate due to unavoidable circumstances.
- ii) Complaints for non –receipt of the documents 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**