



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office : Bikash Bhavan (2nd Floor, East Block), Bidhannagar, Kolkata-700091.

Branch Office : Ramendra Sundar, Tantuj Bhavan, DD-18/4,

6th floor, Bidhannagar, Kolkata-700064.

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Memo no. 475 /WBCROS/BB/2025

Date : 05/12/2025

NOTIFICATION FOR RENEWAL OF THE STUDY CENTRE

Notice for Filling up the Renewal Form of Study centres for the year 2026 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 2026.

in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level has been opened on & from **01.01.2026 to 17.02.2026 up to 5.00 p.m.**

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-


- 1) **Please fill up the Renewal Form(s) for Madhyamik (Secondary) & H.S. level separately.**
- 2) Without Renewal of your Study centre through online system for the year 2026 on or before **17.02.2026** up to 5.00 p.m., any students will not able to admit in your study centre through online mode for H.S. level-2026 & Madhyamik (Secondary) level, June & December-2026.
- 3) 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 on & from **18.02.2026** onwards of your study centre i.e. any student will not be able to admit in your study centre in Madhyamik(Secondary) level & H.S. level through online system without Renewal of your study centre in specific time period through online system on & from **18.02.2026** onwards.
- 4) **Spot verification for getting Final Renewal Certificate will be held on & form 19.02.2026 to 27.02.2026 against the submission of below mentioned necessary documents-**
(Date wise list of study centre for verification will be informed later and spot verification will be held our Branch office at Tantuj Bhawan, Saltlake, Kolkata-700064. T.A. & conveyance will be given in the place of spot verification)
- 5) **No request for the above said Renewal will be entertained after 17.02.2026.**

The following documents will be submitted by Study centre at the specific date and time of Spot verification in our above said WBCROS- Branch office at Tantuja Bhaban.

- 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 of Managing committee of School/ NGO (Study centre) of WBCROS.
- viii) Academic calendar (i.e. Class routine) of Madhyamik (Secondary) course.
- ix) Photo copy of Renewal payment slip/original copy of Bank challan (council copy).

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)-if any.


05/12/2025

PRESIDENT

The West Bengal Council of Rabindra Open Schooling