

No. **19632** **APPLICATION FOR CORRECTION ON THE ADMIT CARD/  
MARK-SHEET / CERTIFICATE**

[To be submitted to the Regional Offices of the Council]

**Central Office :**

West Bengal Council of H. S. Education  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-II  
Salt Lake, Kolkata - 700 091

**Kolkata Regional Office :**

W.B. Council of H.S. Education  
Bikash Bhavan  
North Block (2nd Floor)  
Salt Lake, Kolkata - 700 091

**North Bengal Regional Office :**

W.B. Council of H.S. Education  
Rahul Sankrityayan Bhavan  
P.O.- North Bengal University  
Dist. - Darjeeling, Pin - 734430

**Burdwan Regional Office :**

W.B. Council of H.S. Education  
Nazrul Bhavan, Behind LIC Office  
5, Ichlabad (Jalkal Math)  
P.O. Sripally, Dist. - Burdwan, Pin - 713103

**Midnapore Regional Office :**

W.B. Council of H.S. Education  
Sahid Matangini Bhavan  
Bidhannagar East,  
72, Station Road,  
P.O. - Medinipore, Dist. - Paschim Medinipore

.....Rs. 100/-  
 .....Rs. 200/-  
 .....Rs. 300/-  
 .....Rs. 500/-  
 .....Rs. 700/-

<b>FEES</b>		<b>Rs.</b>
<b>A. Admit Card</b>		
a) Within 31st December of the year of issue		NIL
b) Beyond 31st December of the year of issue.		20/-
<b>B. Mark Sheet/Pass Certificate</b>		
a) Within 31st December of the year of issue		NIL
b) Beyond the above period		<del>100/-</del>

To  
The OSD (KRO)/OSD (BRO)/OSD (MRO)/OSD (NBRO)  
West Bengal Council of H.S. Education

Sir,

I beg to apply for correction on the original Admit Card/Mark Sheet/Certificate issued in my favour for the following examination.

For verification note by Council's Office.
Verified :
Date :

- 1) Name in full (in block letters)
- 2) Name & Code of Institution from where appeared
- 3) Higher Secondary Examination, year .....
- 4) Registration No. With year
- 5) Roll & No. with year
- 6) Nature of Correction
- 7) In case of Correction in Name/Surname, reason to be mentioned.
- 8) Mailing address in full
- 9) Fees for Rs.....to be paid by cash or by Bank Draft no ..... Date ..... of S.B.I.

.....Rs. 900/-  
 .....Rs. 1,100/-  
 .....Rs. 1,300/-  
 .....Rs. 1500/-  
 .....Rs. 1700/-

Date .....  
Enclosed-Original Marksheet/Admit Card/Certificate (Full Signature of the applicant )

**Certificate of the Head of the Institution**

To  
The Secretary  
I hereby certify that the statements made below have been verified with the office record and found them to be true.

- 1) Name (in block letters) :
- 2) Father's/Mother's/Guardians' Name (in block letters) :
- 3) Registration No. with year :
- 4) Roll No. with year :
- 5) Subjects offered :
- 6) Others (if any) :
- 7) Signature of the Candidate :

Yours faithfully,

(Signature of the Head of the Institution with office Seal)

Code Number of the Institution

Date .....

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**SPECIMEN OF LETTER OF AUTHORITY**

To  
The Officer-on-Special Duty (K.R.O./M.R.O./B.R.O./N.B.R.O.),  
West Bengal Council of H.S. Education

Sub : Correction of Original Admit Card / Mark-Sheet / Certificate

Dear Sir,

I do hereby authorise Shri/Smt.....  
to receive the Corrected Original Admit Card / Mark-sheet / Certificate of the candidate  
bearing Roll ..... No ..... at the  
Higher Secondary Examination ..... in General / Vocational Stream / H.S.  
External Examination.

The signature of Shri / Smt .....  
is attested below by me.

Date .....

Yours faithfully,

Signature of Shri / Smt .....

.....  
(Signature of the Head of the Institution  
with Office Seal)

ATTESTED

Code Number of the Institution

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.....  
(Signature of the Head of the Institution  
with Office Seal)

- N.B.** (1) Application form filled in wrongly will be rejected without any reference to the applicant.
- (2) Document applied for remaining unclaimed beyond six months from the date of receipt will be destroyed. Fees submitted for the purpose shall not be refunded even in the cases of rejected forms.
- (3) In Case of postal delivery, current postal charge (Registration) shall be paid separately in the prescribed manner (Original Admit Card/Mark-Sheet/Certificate will be sent to the Institution).
- (4) Delivery of the Corrected Original Admit Card/Mark-sheet/Certificate- normally within 30 days.
- (5) Original Admit Card/Mark-Sheet/Certificate has to be produced.

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