

**APPLICATION FOR CORRECTION OF REGISTRATION CERTIFICATE**

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

To  
The Deputy Secretary (KRO / BRO/ MRO / NBRO)  
West Bengal Council of Higher Secondary Education

<b>Fees</b>
Rs. 100/- for each document beyond 31st Dec. of the year of issue

**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

2 years .....Rs. 100/-  
 3 to 8 years .....Rs. 200/-  
 9 to 11 years .....Rs. 300/-  
 12 to 16 years .....Rs. 500/-  
 17 to 21 years .....Rs. 700/-

**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

Sir,

I beg to apply for correction on the original Registration Certificate issued in my favour

Registration No. .... year .....

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

- 1) Name in full (in block letters) :
- 2) Name & Code of Institution from where Registered :
- 3) Registration No. With year :
- 4) Nature of Correction :
- 5) In case of Correction in Name/Surname/Subject/ Father's name reason to be mentioned. :
- 6) Reason for delay in Submission of Registration Certificate for correction :
- 9) Fees for Rs to be paid by cash or by Bank Draft no Date :

22 to 26 years .....Rs. 900/-  
 27 to 31 years .....Rs. 1,100/-  
 32 to 35 years .....Rs. 1,300/-  
 37 to 41 years .....Rs. 1500/-  
 More than 41 years .....Rs. 1700/-

Date .....

Enclosed-Original Registration 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 Name (in block letters) :
- 3) Subject offered :
- 4) Other information (if any) :
- 5) 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 Deputy Secretary (KRO / BRO/ MRO / NBRO)  
West Bengal Council of Higher Secondary Education

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W.B. Council of H.S. Education  
Sahid Matangini Bhavan  
Nanur Chawak, P.O. Medinipore  
Dist. - Paschim Medinipore

Sub : Correction of Original Registration Certificate

Dear Sir,

I do hereby authorise Shri/Smt.....  
to receive the Corrected Original Registration Certificate of the candidate in General / Vocational  
Stream / H.S. External Examination .....

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

Date .....

Signature of Shri / Smt .....

ATTESTED

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

Yours faithfully,

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

Code Number of the Institution

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- 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 personal delivery, letter of authority (specimen above) from the institution should be produced at the time of delivery.
  - (4) In Case of postal delivery, current postal charge (Registration) shall be paid separately in the prescribed manner (Original Registration Certificate will be sent to the Institution).
  - (5) Delivery of the Corrected Original Registration Certificate-normally within 30 days.
  - (6) Original Registration Certificate has to be produced.