

No.....

Date.....

To  
The Secretary  
West Bengal Board of Madrasah Education  
Moulana Abul Kalam Azad Bhavan  
DD-45, Salt Lake City,  
Kolkata - 700 064

**Sub : Application / Proposal for Correction**

The undersigned has to submit necessary particulars in the attached prescribed Form with the request to take necessary action for correction of error/mistake as noted in column(4) of the Form.

T.C., Birth Certificate, Dalil, The Admission Register in original/attested copy.....is being sent to the Board along with the clarification of the head of the institution with the proposal for verification.

The documents to be corrected are enclosed in original.

Enco : as stated

[I like to take delivery of the document (please tick ( ✓ ))]

(i) Personally (ii) Through Madrasah (iii) Authorised Letter

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

(Mob. No. :.....)

N.B. : \*Strike out which is not applicable.

1. Name of documents : Please see 4(b) of the prescribed Form :

- (a) Registration Sheets
- (b) Registration Certificate
- (c) Admit Card
- (d) Marksheet
- (e) Certificate etc.

2. Item for correction : Please see 4(c) of the prescribed Form :

- (a) Name of the Candidate
- (b) Name of father
- (c) Registration No.
- (d) Roll No.
- (e) Date of Birth
- (f) Total Marks
- (g) Combination of Subjects
- (h) Name of the Madrasah, etc.

3. Application for correction in respect of a document should be submitted within a fortnight of the receipt of document.

No.....

Date :.....

**APPLICATION FOR CORRECTION**  
**(Specimen Copy)**

To  
The Secretary  
West Bengal Board of Madrasah Education  
Moulana Abul Kalam Azad Bhavan  
DD-45, Salt Lake City,  
Kolkata - 700 064

Name of Madrasah.....  
Address.....  
.....  
Dist. ....  
Index No. ....

Name of Examination (1)		Year of Examination (2)		Date of Receipt of document to be corrected (3)	
Regn. No. *Roll No. 4(a)	Document to be corrected 4(b)	Item for correction 4(c)	Particulars as recorded in the documents before correction 4(d)	Particulars to be recorded after correction 4(e)	
Total No. of Items for correction					

i) Amount of correction fee @ Rs. 70/- per item : Rs.

ii) A Fine of Rs. 30/- will be charges after expiry of the stipulated date.

The Application alongwith the copy of Money Receipt through SB-Collect of State Bank of India  
Rs. .... (Rupees.....)  
original money receipt is hereby forwarded.

Date.....

*Full Signature of the candidate*  
Mob. :

**N.B. : \*Strike out which is not applicable.**

*Signature of the Head of the Institution*  
(With Seal)  
Mob. :  
Cont. No. :