

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.
Phone: (033)2334-5199 / 9903520937



Memo No. 651 - WBCROS/BB/REN/2022

Date : 16.09.2022

Notice for Filling up the Renewal Form of Study centres for the year 2022 & 2021(Who has not been renewed earlier) 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 2021(who has not been renewed earlier) in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level will be **re-opened** on & from **17.10.2022 to 19.10.2022 up to 5.00 p.m.** and for the year 2022 in Madhyamik (Secondary) & Uchcha Madhyamik (Higher Secondary) level will be **opened** on & from **20.10.2022 to 22.10.2022 up to 5.00 p.m.**

In this context, it is stated that who could not renew for the year 2021 before/earlier for Madhyamik (Secondary) & H.S. level, they are requested to renewed within the specific date & time period for the year-2021 and all are also further requested to renew within the specific date & time period for the year 2022 positively.

So, all Co-ordinator/HM/TIC of all study centres under the West Bengal Council of Rabindra Open Schooling are requested to follow the informations & instructions, which stated below-

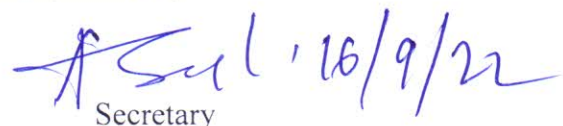
- vi) **Please fill up the Renewal Form(s) for Madhyamik (Secondary) & H.S. level separately.**
- vii) Without Renewal of your Study centre through online system for the year 2022 on or before **22.10.2022** up to 5.00 p.m., any students will not be able to admit in your study centre through online mode for H.S. level-2022 & Madhyamik (Secondary) level, December-2022.
- viii) 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 from **23.10.2022** 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 from **23.10.2022** onwards.
- ix) **The last date for submission of printed & filled up Renewal form(s) along with all other necessary documents is 07.11.2022 up to 5.00 p.m. in our office Bikash Bhavan, Salt lake, Kolkata-700091 for South Bengal Region & Rahul Sanskrityan Bhavan, Siliguri for the North Bengal Region.**
- x) **No request for Renewal will be entertained after 19.10.2022 for the year 2021 and after 22/10/2022 for the year 2022.**

At the time of submission of printed & filled up Renewal Form for the year 2022 along with for the year 2021 (who has not been submitted earlier), kindly submit the necessary documents given below-

- x) Forwarding letter.
- xi) Printed & filled up Renewal forms.
- xii) First approval letter of study centre.
- xiii) Last three years photo copies of renewal letter of the West Bengal Council of Rabindra Open Schooling.
- xiv) Resolution of Existing Managing Committee.
- xv) Audit/Internal audit report given by the Secretary of the Study centre.
- xvi) Validity certificate for NGO (Study centre) of WBCROS.
- xvii) Academic calendar (i.e. Class routine) of Madhyamik (Secondary) course.
- xviii) Photo copy of Renewal payment slip.

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).


Secretary

The West Bengal Council of Rabindra Open Schooling

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Govt. of West Bengal