

**WEBSITE VERSION****Price R.s. 15.00****Central Office :**

West Bengal Council of H.S. Education  
 Vidyasagar Bhavan  
 9/2, Block DJ, Sector-11  
 Salt Lake, Kolkata-700091

**Kolkata Regional Office :**

W.B. Council of H.S. Education  
 Bikash Bhavan  
 North Block (2nd Floor)  
 Salt Lake, Kolkata-700091  
 Ph : 033-2334-3193

To

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

**North Bengal Regional Office :**

W.B Council of H.s. Education  
 Rahul Sankrityayan Bhavan  
 P.O. - North Bengal University  
 Dist - Darjeeling, Ph.: 0353-2582-097

**Burdwan Regional Office :**

W.B Council of H.s. Education  
 Nazrul Bhavan (behind LIC Office)  
 5, Ichlabad (Jalkal Math), P.O. Sripally  
 Dist. Burdwan, ph.: 03422544720/2541427

**Midnapore Regional Office :**

W.B Council of H.s. Education  
 Jack paul Bhavan, Raja N.L. Khan Road  
 Nanur Chawak, P.O. Midnapore  
 Dist. Paschim Medinipore  
 Ph: 03222-276-318

Police Diary No..... Date..... (In case of lost or stolen) <i>Signature of the O.C. of P.S.</i>
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Subject: **APPLICATION FOR ISSUE OF DUPLICATE REGISTRATION CERTIFICATE** Genl./Voc/Ext.

Sir,

I beg to apply for issuing a Duplicate Registration Certificate in my favour for the following Academic Year as the original one has been Lost/Stolen/Damaged. (If damaged, the damaged Certificate is to be submitted).

Verification Note (for Council's Office use only)
Short Signature of the Dealing Asst. .... Date .....

1. Name of the Candidate :  
(In Block Letters)
  2. Father's/Motheer's/Guardian's Name :
  3. Full Address :  
Phone No :
  4. (a) Name, Address of the Institution from where the candidate was Registered :  
(b) Code of the Institution :
  5. REGISTRATION NO. WITH YEAR :
  6. The fees of Rs.80/= (Ordinary), Rs.90/= (Urgent) shall be paid for the Duplicate Registration Certificate. Such fees shall be deposited by cash only.
- I like to take delivery of my document personally / by post / through Instituion. (Strike out whichever is not applicable)

Yours faithfully,

Date.....  
*Full Signature of the Candidate*

I certify that above statement made by the applicant is true to the best of my knowledge and belief.

Date .....

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

Code Number of the Institution

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Over leaf

- 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 collection of the document by hand the receipt issued by the Council or a letter of authority as per the following specimen should be produced at the time of collection.
  - (4) In case of postal delivery, current postal charge (Registration) shall be paid separately in the prescribed manner mentioned at SL. No. 6 of the application.
  - (5) The receipt of purchase of Application Form and the receipt of payment of fees must be attached with the application.

### SPECIMEN OF LETTER OF AUTHORITY

To  
 The Deputy Secretary (KRO/MRO/BRO/NBRO)  
 W.B. Council of H.S. Education

Sub : Delivery of Duplicate Registration Certificate

Dear Sir,

I do hereby authorise Shri/Smt .....  
 ..... bearing Reg No ..... of.....

receive his/her Duplicate Registration Certificate.

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)

Code Number of the Institution

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**ATTESTED**

(Signature of Head of Institution  
 With Office Seal)

**Delivery :**

Ordinary : Within 20 days from the date of receipt of the Application Form.

Urgent : Within 7 days from the date of receipt of the Application Form.