



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN 9/2, BLOCK DJ, SECTOR-II, SALT LAKE, KOLKATA - 700 091

Application Form For Renewal Of Recognition

1. (a) Full Name of the Institution (Block Letters) _____
- (b) Institution Code H. S. Examination Centre Code
- (c) Category of Institution : Govt./Govt aided / D.A. getting / Self Financed / Govt. Spons/Other _____
(Stick if any applicable)
- (d) Address P.O. _____ P.S. _____
Block _____ Sub-division _____ Pin _____
Dist _____ Institution Email I.D. _____
Telephone Number (with STD code) _____
- (e) Name of the Institution _____
(As the upgradation memo)
Address _____

- (f) In case of change in name and address whether approved by the Council : Yes No
If yes, memo no. and date of such approval : Memo No. : _____ Date _____
- (g) Name of the Head / T.I.C. of the Institution : _____

- Tel No. : _____ Mobile No. : _____ Email I.D. : _____
2. (a) Is the Institution co-education? H.S. Section Yes No
- (b) If yes, with Xerox copy and state Memo No of Council _____ Date _____
- (c) Whether a matron has been appointed : Yes No (d) If yes, whether her service is approved : Yes No
- (d) Whether a lady teacher has been appointed : Yes No (f) If yes, whether her service is approved : Yes No
3. (a) First recognition (H.S.) : Memo No. _____ Date _____
- (b) Period of validity of last renewal of recognition upto _____
with Xerox copy and Memo No. _____ Date _____
- Details of Challans attached :
- (a) Cost of form for renewal of recognition : Account _____ Challan No. _____ Dt _____
- (b) Late fine, if any : Amount _____ Challan No. _____ Dt _____
- (c) Renewal fee's (for private institution only) : Amount _____ Challan No. _____ Dt _____
4. N.B. i) Recognition is renewed for 2 years only. Each school has to submit application for renewal within two years from the earlier date of renewal.
An amount Rs. ~~2000/-~~ per session of delay is to be deposited as late fine. **Rs. 3000/-**
- ii) Reply of query regarding renewal (RNRC) must be submitted within 30th June of the current academic session. If failed an amount of Rs. 1,000/- Per session is to be paid as delay fine w.e.f. 01.07.2014
- iii) No subject can be introduced or reintroduced or continued without obtaining prior permission of the Council.
- iv) Attested Photocopies of Permission Letter for introducing coeducation and subjects if applicable and last renewal letter of the Council must be submitted alongwith the application for any causes.
- v) The application form must be accompanied by Challan/Cash Memo in original.
- vi) Renewal fee for the self-financed and D.A. getting institutions is Rs. 10,000/- only (by Challan / Cash memo) for every two academic sessions.
- vii) If required separate sheet (s) may be used against any item.
- viii) Regarding approved nontaught subject-details documents should be submitted accordingly
- ix) Appointment joining qualification (Hons/PG) with confirmation letter is required to be submitted for the self financed and D.A. getting Institutions.