



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.
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 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.