



West Bengal Board of Secondary Education
77/2, Park Street, Kolkata - 700 016

Circular Number : S/231

Dated, Kolkata, the 13th of January 2010

From : The Secretary,
West Bengal Board of Secondary Education.

To : The Heads of all Recognised Non-Government
Secondary Schools in West Bengal.

Sub :- Extension of the tenure of recognition and permission for co-education of all recognised Jr. High Schools (2-Class & 4-Class) and High Schools.

The undersigned is directed to inform the Heads of all recognised Non-Government Secondary Schools (Aided and Unaided), granted upgradation or extension of Recognition with or without Co-education, will have to submit application seeking extension of Recognition with or without Co-education in the prescribed format, with documents, as per enclosed specimen, for the first and second time only at least ninety (90) days prior to the expiry of the existing term accompanied by a forwarding letter of the Headmaster / Headmistress / Teacher-in-Charge in the Letter Head of the school. Application should be sent to the Deputy Secretary (General).

Enclosure : As stated above.

Yours faithfully,

(PARTHA ROY)

Secretary

West Bengal Board of Secondary Education