

# SPECIMEN

To  
The Secretary,  
West Bengal Board of Secondary Education,  
Derozio Bhawan, Block - DJ-8, Sector-II,  
Karunamayee, Bidhan Nagar, Kolkata - 700 091

Subject : Application form for seeking extension of Recognition with / without  
Co-education as a 2-Class or 4-Class Junior High / X-Class High School.

1) Full name of the school as is given in the letter of granting recognition of the Board :	.....
2) Telephone Number with STD Code :	.....
3) Complete Postal Address with PIN Code : (Please mention Mouza and P.S.)	.....
4) Index Number :	.....
5) Complete Postal Address of the concerned Office of the District Inspector of Schools (SE) with Pin Code :	.....
6) Memo Number and Date of the letter of the Board granting Recognition to the school as a 2-Class Junior High School (Attested copy must be enclosed) :	.....
7) Memo Number and Date of the letter of the Board granting Recognition to the school as a 4-Class Junior High School (Attested copy must be enclosed) :	.....
8) Memo Number and Date of the letter of the Board granting Recognition to the school (Attested copy must be enclosed) :	.....
9) Memo Number and Date of the letter of the Board granting extension of Recognition with / without Co-education (Attested copy must be enclosed) :	.....
10) Memo Number and Date of the letter of the Board granting permission to introduce Co-education (Attested copy must be enclosed) :	.....
11) Memo Number and Date of the letters of the Board granting permission to continue Co-education (Attested copies must be enclosed) :	.....
12) Date upto which Recognition is valid :	.....
13) Date upto which Co-education is valid :	.....
14) Upto which Class Co-education has been permitted :	.....
15) Name and distance of Nearest Secondary Girl's High School and Junior High School :	.....
16) Whether separate sitting arrangements have been made for the girls in class rooms :	YES / NO / NOT APPLICABLE
17) Whether separate common room facilities have been provided for girls :	YES / NO / NOT APPLICABLE
18) Whether there are separate sanitary conveniences for the girls :	YES / NO / NOT APPLICABLE
19) Whether a Lady Teacher has been appointed in the school (Attested copy of the letter of Approval of Appointment of the concerned District Inspector of Schools (SE) must be enclosed) :	YES / NO / NOT APPLICABLE
20) Whether suitable arrangement of drinking water has been made :	YES / NO
21) Current Balance position of the separate Savings Bank Account of Reserve Fund Account (Attested copy of updated Pass Book must be enclosed) :	.....
22) The School is :	Aided / Unaided

23) Particular of Staff of the school :

Sl. No.	Full Name	Date of appointment	A G E	Qualification (Subject must be mentioned in case of Hons. & M.A./ M.Sc./M.Com	Subject taught (If teaches in class IX & X then please note the particular subject	Date of approval with order no.

24) Particulars of enrolment for the last three years :

Year	V		VI		VII		VIII		IX		X	
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls

<p>25) The school is administered by a duly constituted :</p> <p>26) Whether the school is under the Management of a Special Constitution or is governed by Special Rules :</p> <p>27) Date of assumption of charge of Administrator / election of Office Bearers in case of Managing Committee (Attested copy of the 4MC form or letter of appointment of Administrator and document of assumption of charge must be enclosed) :</p> <p>28) Whether Resolution has been adopted in the meeting of the Managing Committee / Organising Committee / Adhoc Committee for seeking further extension of Recognition with / without Co-education (Attested copy must be enclosed) :</p> <p>29) Whether order has been passed by the Administrator for seeking further extension of Recognition with / without Co-education (Attested copy must be enclosed):</p>	<p>Managing Committee / Organising Committee / Ad-hoc Committee / Administrator.</p> <p align="center">YES / NO / NOT APPLICABLE</p> <p>.....</p> <p align="center">YES / NO / NOT APPLICABLE</p> <p align="center">YES / NO / NOT APPLICABLE</p>
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**Full Signature with date of the  
Headmaster / Headmistress /  
Teacher-in-Charge**

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**Seal of the School**