

FOR THE ISSUE OF MIGRATION CERTIFICATE

1. The documents shall not be delivered by post. It should be collected by the candidate or his/her authorised person against Board's cash challan, obtained on payment of prescribed fees.
2. In case of a regular candidate of a school the application should be forwarded by the Head of the Institution from which the candidate was enrolled and also for CC, compartmental candidate.
3. Application for the issue of any of the documents is to be properly countersigned and sent to the Deputy Secretary(Records) along with the requisite fee and following details:
 - a) Full name of the candidate and his/her present address in full in block letter
 - b) The name, month and year of the Examination.
 - c) The name of the Institution from which he/she was sent up for the Examination concerned.
 - d) Correct Roll, Number and Registration No. of the candidate with Year of Examination.
 - e) For Migration Certificate, self attested photo copy of Admit Card, Marks Sheet, Certificate, Registration Certificate and School leaving Certificate should be attached with the application form.

THE BOARD SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY MIGRATION CERTIFICATE IN CASE OF THE ABSENCE OF THE DETAILS STATED ABOVE.

4. Receiving Hours at office cash counter(Application & Fees) **11:00 A.M. to 4:00 P.M. on weekdays**
5. **Revised Rate of Fees:**
 - i. Migration Certificate

A. Urgent within 3 working days	Rs. 900/-
B. Within 7 working days	Rs. 700/-
C. Within 14 working days	Rs. 500/-

- NB: i) **The Board shall not however be responsible for the delay in preparing the Migration Certificate due to unavoidable circumstances.**
- ii) **Complaints for non-receipt of the documents will not be entertained after a period of 3 months from the date of submission.**
 - iii) **If Not Received within one month from the date of submission the aggrieved incumbent may write to the Secretary, WBBSE at website wbbse.wb.gov.in**
 - iv) **Prayer for seeking issuance of Migration Certificate to Regular Candidates in cases older than two years must accompany a Declaration given before the First Class Judicial Magistrate stating therein that he/she had not received any Migration Certificate previously and that he/she had not passed Higher Secondary or equivalent examination.**

By order

Secretary