



West Bengal Board of Secondary Education

Nivedita Bhavan, DJ - 8, Sector II, Salt Lake, Kolkata-700091.

Website: www.wbbse.wb.gov.in ; E-mail: wbbse05@yahoo.co.in

No. 70 /Appt. Cell (B)/24

Date 14/06/2024

NOTIFICATION

Sub.-: Introduction of Fees to provide Duplicate copy of Appointment Letter & Order of Transfer issued by WBBSE.

This is to inform all concerned that it has been decided in the 22nd Ad-hoc Committee meeting of WBBSE dated 1st September, 2023 to charge Rs. 1,000/- (One thousand) only to provide Duplicate copy of Appointment Letter and Order of Transfer issued by WBBSE.

Conditions for issue of Duplicate copy of Appointment Letter and Order of Transfer:-

- i) The documents should be collected by the concerned candidate or his/her authorised person with Board's Cash Challan, obtained on payment of fees with one photo bearing document viz. Aadhar/EPIC/PAN/Passport/Driving License.
- ii) Application on plain paper for issue of Duplicate copy of Appointment Letter/Order of Transfer to be sent to the Secretary, WBBSE alongwith requisite fees, copy of Recommendation letter and following details:-
 - a) Full Name of the Candidate with Present Address in full in block letters.
 - b) Recommendation Memo No. with date, Roll No., Memo of Appointment letter with date.
 - c) For Duplicate copy, either damaged portion of the Appointment Letter/Order of Transfer or General Diary No. and date with Seal duly signed by the O.C./I.C. should be attached with the application.
 - d) The Applicant shall submit the identification documents(s) submitted earlier to the Board during verification alongwith attested photocopy of joining letter positively.
 - e) The documents will be made available for delivery after 15 (fifteen) clear working days from the date of receipt of the application and fees.
 - f) Complaints for non-receipt of the documents will not be entertained after a period of 3 (three) months from the date of submission.
 - g) The applicants applying for postal delivery should attach one self addressed envelope (size 10+14 inch) alongwith the application.
 - h) The Board reserves the right- not to issue any duplicate document, if deemed appropriate.

By order

Sd/-
Secretary

West Bengal Board of Secondary Education



West Bengal Board of Secondary Education

Nivedita Bhavan, DJ - 8, Sector II, Salt Lake, Kolkata-700091.

Website: www.wbbse.wb.gov.in ; E-mail: wbbse05@yahoo.co.in

2

Memo No. 70 /Appt. Cell (B)/24/(1-6)

Date 14/06/2024

Copy for information to:-

- 1) The Principal Secretary, School Education Dept., Govt. of West Bengal.
- 2) The Commissioner of School Education, West Bengal.
- 3) The Secretary, West Bengal Central School Service Commission.
- 4) The Deputy Secretary (Administration), WBBSE-with request to publish the same in the Board's website.
- 5) The P.A. to the President, WBBSE.
- 6) The Assistant Secretary, Appointment Cell, WBBSE.

S. Ghosh
14.06.2024
Secretary

West Bengal Board of Secondary Education