



**West Bengal Board of Secondary Education**  
"Nivedita Bhawan", DJ-8, Sec-II, Salt Lake City, Kolkata - 700091

**NOTIFICATION**

No.:D.S(Aca)/319/ T/43/2

Date:27.09.2024

**From : Deputy Secretary (Academic)**  
**West Bengal Board of Secondary Education**

**To: The Heads of all recognized Private Secondary Schools under WBBSE**

**Sub: STANDARD OPERATING PROCEDURE (SOP)**  
**for private schools under WBBSE to obtain free textbooks published by WBBSE**

Dear Sir/Madam,

The schools who are intending to obtain free textbooks published by WBBSE for their students, have to submit the following documents :

**Private School Authority will apply to the President, Ad-hoc Committee, WBBSE for free text book followed by relevant documents listed below:**

- i) Prayer/application
- ii) Enrollment status after due verification by the concerned District Inspector of Schools (Secondary Education).
- iii) Last updated recognition memo issued by WBBSE.
- iv) List of books (requisition) with their estimated cost.
- v) Previous years copy of receipt of books and approval letter of WBBSE may be added as encloser.
- vi) Status of Managing Committee.
- vii) Student strength (class wise).
- viii) Number of teachers (details).
- ix) School performance of last 3 years in M.P (SE).
- x) Students economic background with documents (if applicable).
- xi) Aadhaar copy of students to receive.

*[The information of x) & xi) have to be submitted in the following Excel format]*

Sl.No.	Name of the School	Class	Section	Name of the Student	Aadhaar No. of the Student	Economic Background of the student (if applicable)	Signature of the H.M of the School

**All the relevant documents to be submitted to the office of WBBSE by 30<sup>th</sup> October,2024 in hard copy for receiving books for next Academic Session,2025. Necessary action on the part of school authority be taken for obtaining requisite books within December,2024 so that they can be distributed on 2<sup>nd</sup> January,2025 (Book Day) onwards.**

*Rhitabrata Chatterjee*  
Deputy Secretary (Academic)  
West Bengal Board of Secondary Education