



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

**NOTIFICATION**

NO.: D.S(Aca)/ 883 / T/89

Date : 04.12.2025

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

**To : The Heads of all recognized private secondary school under WBBSE**

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

Dear Sir / Madam ,

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

Private school Authority will apply to the Hon'ble President , Ad-hoc committee , WBBSE for free text book followed by relevant documents listed below:

- i. Prayer/application
- ii. Enrolment 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 enclosure.
- vi. Students' economic background with documents (preferably BPL card) .
- vii. Aadhaar copy of students .

*[The information of vi. & vii. have to be submitted in the following Excel format]*

| Sl No. | Name of the School | Class | Section | Name of the student | Aadhaar copy of the Student | Whether the student is BPL card holder | Signature of the H.M. of the School |
|--------|--------------------|-------|---------|---------------------|-----------------------------|--|-------------------------------------|
|        |                    |       |         |                     |                             |  |                                     |

All the relevant documents to be submitted to the office of WBBSE by 19<sup>th</sup> December 2025 in hard copy for receiving books for next Academic Session, 2026. Necessary action on the part of school authority be taken for obtaining requisite books within December 31.12.2025 so that they can be distributed 2<sup>nd</sup> January, 2026 (Book day) onwards.

*Shitalorata Chatterjee*  
Deputy Secretary (Academic)  
West Bengal Board of Secondary Education  
4/12/25