



MEMO No. office-977/24/G
DATE. 30.07.2024

WEST BENGAL BOARD OF SECONDARY EDUCATION
DEROZIO BHAWAN, DJ-8, SECTOR-II, SALT LAKE CITY, KOLKATA-700 091
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NOTICE

Subject: Collection of Contact Information for the approval process of important administrative matters of Schools under the jurisdiction of WBBSE

This is to notify all the Head of the Institutions under the jurisdiction of WBBSE to provide the following information to the General Section of WBBSE at the earliest for streamlining and expediting the approval process of important administrative matters like approving leave cases, the constitution of the Managing Committee (M.C.), renewal of school recognition, and changes in school name or address by communicating through electronic medium.

1. Contact Details of the School:-

- School Name:
- School Address:
- Phone Number (Office):
- Email Address:

2. Contact details of the concerned Incumbents:-

- Name of Incumbent:
- Designation:
- Phone Number (Mobile):
- Email Address:



Secretary 29.07.2024
WBBSE