

**West Bengal State Council of Technical and Vocational Education and Skill Development
(Technical Education Division)
Karigori Bhavan, Plot-b/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160**

APPLICATION FORMAT FOR CORRECTION OF DOCUMENTS

(Not for correction of marks)

A) PERSONAL DETAILS:

1	NAME (in block)				PHOTO
2	FATHER'S NAME				
3	INSTITUTE				
4	REGISTRATION NO.		BRANCH CODE*		
5	SEMESTER		YEAR OF PASS OUT (if passed already)		
6	MOBILE NUMBER		DATE OF APPLICATION		

* Branch code - ME, EE, CE, ETCE etc.

B) CORRECTION DETAILS:

	CORRECTIONS	INCORRECT	CORRECT
1	Student's Name Correction		
2	Father's Name Correction		
3	Date of Birth Correction		
4	Others (specify)		
5	For photo correction, staple a recent passport size photo in the above box. (Do not paste or staple at the middle.)		

C) DOCUMENTS TO BE ATTACHED:

		YES/NO			YES/NO	
1	Original Document (s) to be corrected	Registration Certificate		Original copy attached	Registration Certificate	
		Marks Sheet – S1			Marks Sheet – S1	
		Marks Sheet – S2			Marks Sheet – S2	
		Marks Sheet – S3			Marks Sheet – S3	
		Marks Sheet – S4			Marks Sheet – S4	
		Marks Sheet – S5			Marks Sheet – S5	
		Marks Sheet – S6			Marks Sheet – S6	
		Pass Certificate			Pass Certificate	
2	Copy of Secondary Admit Card / Certificate		Attached			
3	E-receipt related to deposition of fees					
4	Document for photo identification (for photo correction)					

D) PAYMENT DETAILS:

1	Number of documents to be corrected		Seal & Signature of the Council
2	Amount deposited as correction fee (Rs/-)		
3	Date of fees deposition (through SBI Collect)		
4	Document Code of e-Receipt		

Above information furnished by me are true to the best of my knowledge.

Signature & Seal of the Institute Authority

Signature of the Student with date