



MEMO No. 266/sec/23

DATE. 17/08/2023

## WEST BENGAL BOARD OF SECONDARY EDUCATION

DEROZIO BHAWAN, DJ-8, SECTOR-II, SALT LAKE CITY, KOLKATA-700 091.

visit:-[wbbse.wb.gov.in](http://wbbse.wb.gov.in)

### NOTIFICATION

To

The Head of all Recognised Junior High & High Schools (Aided, Un-aided and Sponsored)

**Sub:** Submission of Audit reports of the schools for last 5(five) years to the Regional Office of the Board.

This is to notify all recognised Junior High and High Schools to submit only the Page 1, 2 & 2A of the Audit reports (without any annexure) in soft copy to the regional office of the Board, for last audited 5(five) years along with due resolution of the Managing Committee/Ad-hoc Committee/Administrator, as the case may be in terms of rule 14 & 24 of Aided, Unaided Rules, 1969 as amended upto 1984 and rule 13 & 21 of Notification No. 264-Edn.(S) dated 08/03/1972 of Rules for Management of Sponsored Institution (Secondary), 1972 by 28/09/2023, 4P.M. The said soft copy folder for a particular school should have folder name < School Index \_ IOSMS School code> and also submit a sheet (Hard copy) in the following format.

School Name	IOSMS Code	School Index	Years for which Audit Report Submitted (Default-Last Audited Five Years as per approval of Director of Education, Govt. of West Bengal)

All the reports should be submitted without fail by 28<sup>th</sup> Sept 2023 to the Regional Office of the respective Region.

This is to apprise you that if any discrepancy is identified in the audit report, M.C. will be liable to take appropriate action in accordance with the said report. The Board will only take action on receipt of any specific complaints in this regard.

E-mail Id of the Respective Regional Offices are stated below where the soft copies are to be mailed:

- 1) North Bengal Regional Office :- [auditrptwbbse.nbro@gmail.com](mailto:auditrptwbbse.nbro@gmail.com)
- 2) Burdwan Regional Office :- [auditrptwbbse.bur@gmail.com](mailto:auditrptwbbse.bur@gmail.com)
- 3) Kolkata Regional Office :- [auditrptwbbse.kol@gmail.com](mailto:auditrptwbbse.kol@gmail.com)
- 4) Medinipur Regional Office :- [auditrptwbbse.med@gmail.com](mailto:auditrptwbbse.med@gmail.com)

Hard copies are to be sent to the address of Regional Offices, as available in website of WBBSE

S. Ghosh  
Secretary 17.08.2023

West Bengal Board of Secondary Education

Memo No: 266/sec/23

Date: 17/08/2023

Copy to:

- 1) The Commissioner of School Education, Govt. of West Bengal, Bikash Bhawan, Salt Lake, Kolkata-700091
- 2) The Deputy Secretary (General), Derozio Bhawan, Salt Lake, Kolkata-700 091
- 3) Regional Officer, North Bengal, WBBSE,
- 4) Regional Officer, Burdwan, WBBSE
- 5) Regional Officer, Kolkata, WBBSE
- 6) Regional Officer, Medinipur, WBBSE

S. Ghosh  
Secretary 17.08.2023,

West Bengal Board of Secondary Education