

**GOVERNMENT OF WEST BENGAL  
SCHOOL EDUCATION DEPARTMENT  
(SECONDARY BRANCH)**

**BIKASH BHAYAN, SALT LAKE, KOLKATA-700091.**

**No. 78-SE/S/8C-01/2013**

**Date: 03.02.2016**

**From: The Joint Secretary  
to the Govt. of West Bengal.**

**To: The DIS (SE) (All)**  
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**Sub: "On Duty" to school teachers for performing H.S. Examination 2016 related work.**

The undersigned is directed to communicate the following for further communication to all concerned:

1. To instruct the school authorities to the effect that where both the Higher Secondary and Annual Examination, class XI, 2016 will be held other classes will be suspended for the days of examinations. In other cases where only the annual examination of class XI will be held in the 2<sup>nd</sup> half of the school hour, the school authority may decide to suspend the classes for entire day as for the 2<sup>nd</sup> half only on the basis of the situation. The schools which have been ordered to spare their teachers for invagination and other function in other examination centres need not require suspending normal classes.
2. To instruct the school authorities to release the school teachers for performing duties in various capacities in connection with the H.S. examination, 2016 as per below mentioned list:
  - A) The Head Examiners (Theory Paper) - 18 Days.
  - B) Practical Head Examiners - 7 Days
  - C) Examiners (Theory Paper) - 5 Days
  - D) Scrutinisers - 9 Days
  - E) District Advisory Committee members - 15 Days
  - F) Council Nominees - 11 Days

as per recommendation made by the Council and to treat their absence from normal duties as 'On Duty' for the above mentioned days.

Sd/-

Joint Secretary  
to the Govt. of West Bengal

**No. 78/1(4)-SE/S/8B-01/2013**

**Date: 03.02.2016**

Copy forwarded for information and necessary action to the:-

1. Commissioner of School Education, West Bengal, Bikash Bhavan, 7<sup>th</sup> Floor, Salt Lake, Kolkata - 91.
2. The Joint Secretary Administrative Branch, School Education Deptt. West Bengal, Bikash Bhavan, 6<sup>th</sup> Floor, Salt Lake, Kolkata - 91.
3. The Secretary, West Bengal Council of Higher Secondary Education Vidyasagar Bhavan, Block-DJ-8, Salt Lake, Kolkata - 700 091/WBBSE.
4. Office Copy

W/  
Joint Secretary