



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
VIDYASAGAR BHAVAN
9/2, Block-DJ, Sector-II, Salt Lake, Kolkata-700091.

No. -----

Date : -----

From:-
Dr, Mahua Das
President
W.B. Council of H.S. Education

To
Venue Supervisor

TO ALL VENUE SUPERVISORS
Confidential

Dear Sir,

Please accept my heartfelt gratitude and thanks for your dedicated service towards a safe and secured examination during the preceding years in your venue, in the capacity of Venue Supervisor.

This year too the undersigned seeks your valued co-operation and support to ensure a very peaceful Higher Secondary Examination - 2018. The Council has taken some security measures, in this respect to empower your authority to act more successfully to restrict the Mobile Phones or any other so called unwanted incident, you feel you should duly report to the Council.

SECURITY MEASURES :

- A. **An Examination Security format** to be used when you see the restriction regarding usage of your school Cell Phones is being fringed by any staff or any other person concerned inside the venue, during Examination hours.
- B. A special observer bearing the Council ID Card will be present at your venue to assist you keeping a vigil on the confidentiality of question papers.
- C. As per rule students not to be allowed to leave the Exam (Hall) for toilet purpose with in 1(One) hr. (up to 11 a.m.) to be instructed to all invigilators.

SPECIMEN OF FORMAT - A

HIGHER SECONDARY COUNCIL CONTROL ROOM
EXAM - 2018

MOB. NO.: 9073704767, 8768756068



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- a) It has been noted that name of the person/ persons, / designation, has/have been using the Cell Phones:
Inside the venue during Examination Hours instead of repeated warning.

Person / Designation

i)-----

ii)-----

iii)-----

iv)-----

- b) An untoward incident has taken place in the school reported for necessary action.
Nature of incident in the space below :

Name


Date & Time

Signature of the Venue Supervisor-----Ph. No.-----

School Name with Code-----

Note : (This format will be used by the venue supervisor only against staff/concerned persons of the school violating the Rules of Council on and from 27.03.2018 to 11.04.2018.

For detailed Report Council control Room – E.Mail ID : dsexamination@wbchse.org.in


Dr. Mahua Das
Prssident

TO BE USED FOR SENDING H.S. EXAMINATION, 2018 QUESTION PAPERS FROM THE DESK OF THE VENUE SUPERVISOR TO THE INVIGILATORS OF RESPECTIVE EXAMINATION ROOM / HALL.

CENTRE : EXAMINATION DATE :

VENUE CODE :

VENUE NAME :

EXAMINATION ROOM / HALL NO.	NAME OF THE INVIGILATOR	QUESTION PAPERS DISTRIBUTED TO EXAM. ROOM / HALL :		SIGNATURE OF THE INVIGILATOR WITH DATE
		NAME OF THE SUBJECTS WITH NO. OF COPIES OF Q.P.	SERIAL NO. OF THE ENVELOPE(S)	

N.B. : INVIGILATORS ARE INSTRUCTED TO OPEN THE ENVELOPE AT EXAM. ROOM / HALL ONLY AND NOT BEFORE 10.00 A.M.

* The list of day to day records may be preserved by the Venue Supervisor for future reference, if any.

FROM : WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
 VIDYASAGAR BHAWAN
 SALT LAKE, KOLKATA-700091

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 Signature of the Venue Supervisor