



West Bengal Council of Higher Secondary Education

Vidyasagar Bhavan
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No : L/PR/29/2020

Date : 25.02.2020

NOTIFICATION

Attention : All Heads/ T.I.C s of all Higher Secondary Institutions

West Bengal Council of Higher Secondary Education is pleased to announce the number of maximum permissible days for which "ON DUTY " may be allowed to the teachers for performing H.S Examination 2020 related work . In this connection , all Heads of HS Institutions , Head Examiners , Examiners and Scrutineers are requested to note the following break up of ON DUTY.

1) Head Examiner (Theory Papers) : 18 days

- Meeting with WBCHSE --- 1 day
- Receiving of written answer script --- 1 day
- Meeting with examiners and distribution of answer script among examiners --- 1 day
- Receiving of answer script from examiners --- 2 days (for 2 installments)
- Scrutiny work --- 4 days (for 2 installments)
- Preparation for despatch of marks foils --- 2 days (for 2 installments)
- Submission of marks to the H.S Council --- 2 days (for 2 installments)
- Lifting of answer scripts from the residence of HES --- 1 day
- P.P.S / P.P.R work --- 4 days

2) Practical Head Examiners at Camp : 5 days

- Meeting with WBCHSE --- 1 day
- Scrutiny work --- 4 days

Examiners (Theory Papers) : 5 days

- Examiner meeting and receiving of answer scripts from HE --- 1 day
- Submission of answer script - 2 days (for 2 installments)
- P.P.S / P.P.R work --- 2 days

3) Scrutineers 9 days

- For Theory Papers --- 3 days for scrutiny work
- For Practical Papers at Camp--- 4 days for scrutiny work
- P.P.S/P.P.R work (for Theory) --- 2 days

4) DAC Members : 14 days

- All Examination Dates
- 2 days for meeting with WBCHSE
- 2 days for meeting with Dist. Administration

5) Council Nominees : 10 days

All Examination Dates

Mahmadas .

President
(WBCHSE)