



**West Bengal Council of Higher Secondary Education**  
Vidyasagar Bhavan  
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

**No : L/PR/46/17**

**Date : 14.03.2017**

**NOTIFICATION**

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

This is to inform you that a memo regarding "ON DUTY " to the teachers for performing H.S Examination 2017 related work has been issued by the Joint Secretary , School Education Deptt. Govt. of West Bengal . In this connection , all Heads of HS Institutions , Head Examiners, Examiners and Scrutineers are requested to note the following break up on ON DUTY.

**1) Head Examiner ( Theory Papers ) 18 days**

- a) Meeting with WBCHSE --- 1 day
- b) Receiving of written answer script --- 1 day
- c) Meeting with examiners and distribution of answer script among examiners --- 1 day
- d) Receiving of answer script from examiners --- 2 days ( for 2 installments)
- e) Scrutiny work --- 4 days ( for 2 installments)
- f) Preparation for despatch of marks foils --- 2 days ( for 2 installments)
- g) Submission of marks to the H.S Council --- 2 days ( for 2 installments)
- h) Lifting of answer scripts from the residence of HEs --- 1 day
- i) P.P.S / P.P.R work --- 4 days

**2) (a) Practical Head Examiner 7 days**

- a) Meeting with WBCHSE --- 1 day
- b) Receiving of written answer script --- 1 day
- c) Scrutiny work --- 2 days ( for 2 installments)
- d) Preparation for despatch of marks foils --- 1 day
- e) Submission of marks to the H.S Council --- 1 day
- f) Lifting of answer scripts from the residence of HEs --- 1 day

**(b) Examiners ( Theory Papers ) 5 days**

- a) Examiner meeting and receiving from HE --- 1 day
- b) Submission of answer script - 2 days ( for 2 installments)
- c) P.P.R work --- 2 days

**3) Scrutineers 9 days**

- a) For Theory Papers --- 4 days for scrutiny work
- b) For Practical Papers --- 2 days for scrutiny work
- c) P.P.S/P.P.R work --- 3 days \*

**4) DAC 15 days \***

- a) All Examination Dates
- b) 2 days for meeting with WBCHSE
- c) 2 days for meeting with Dist. Administration

**5) Council Nominees 11 days**

All Examination Dates

*Mahua Das*  
President  
(WBCHSE)

\*If engaged by & subject to H.E.'s certification.