



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

No : L/AS/124/19

Date : 17.06.2019

Circular

Attention : All Heads of Higher Secondary Institution.

Please find the blank Teachers' Data Sheet and Institution Contact Form enclosed with this Notification.

You are requested to

- submit the filled-in Teachers Data Sheet to the concerned Regional Office at the time of submission of Registration Forms for Class XI .
and
- send the filled –in Teachers' Data Sheet to the Council either *through mail to dsacademic@wbchse.org.in or by post to the Officer on Special Duty (OSD) to Vidyasagar Bhavan .*

Please use additional sheet , if needed.

(Tapas Mukherjee)
Officer on Spl. Duty
(WBCHSE)



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INSTITUTION CONTACT INFORMATION FORM

(To be filled in BLOCK LETTER ONLY)

Institution Code :

Institution Name : _____

E-Mail :

HM/AHM/TIC/AT Mobile :

Institute Pin code :

Signature and Stamp of the
Head of the Institution / TIC

Teachers' Data Sheet

Date: _____

**Name of the Institution: **Inst. Code :

**Address : **P.O. : **P.S.: **Block :

**Sub Div : **District : **PIN : Phone No. of Institution (If any) :

Name of H.M. / TIC : Mobile No.

Sl. No.	Subject (with no. of students)	Name of the concerned Teacher with residential address and contact number **	Detailed Qualifications (Mention the Honours and/ or M.A./ M.Sc. / M.Com. Degree including the subject) **	Nature of Appointment (Full time / contractual / part time / voluntary / other) **	Date of Retirement **	Experience of Teaching in H. S. (Completed Years) **	Assignment Discharged in Connection with H. S. Exam, 2018 (Please mention the examiner code) **	Signature of the Teacher with date **

** Mandatory Field Please use separate sheet where necessary

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Signature of H.M. / TIC with date and seal