No : L|PR|18|2018

Date : 20/3/2018

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 2018 related work . 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) PPS/P.P.R work --- 2 days

3) **Scrutineers 9 days**
   a) For Theory Papers --- 3 days for scrutiny work
   b) For Practical Papers --- 4 days for scrutiny work
   c) P.P.S/P.P.R work --- 2 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

President
(WBCHSE)

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