



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.