



West Bengal Board of Secondary Education

"Nivedita Bhawan", DJ-8, Sec-II, Salt Lake City, Kolkata - 700091

Tele-Fax: (033)2321-3827
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WHEN REPLYING, PLEASE QUOTE

Memo No. D.S.(Aca)/329/A/25/2

Date: 04/02/2019.

To
The Heads of all recognized Secondary Schools under WBBSE

SUB : SUBMISSION OF A COPY OF CLASS ROUTINE

Sir/Madam,

It is indeed surprising that many schools are found to have defaulted in complying with the instruction vide memo no. D.S(Aca)/268/18/A/25/2 dated 20.11.2018.

The Board has taken serious view of such lapses and nonchalant attitude of the schools and such kind of remiss will be visited with suitable penalties as per service rules.

As directed vide memo no. D.S(Aca)/268/18/A/25/2 dated 20.11.2018 this is a reminder to you from this end directing you to submit a copy of the routine/daily time table pertaining to the mandatory structure of the time periods/class distribution as earmarked by W.B.B.S.E to the Deputy Secretary (Academic), WBBSE through registered speed post latest by 15th of February, 2019.

You are therefore directed to ensure that a copy of the same is sent to the W.B.B.S.E latest by 15.02.2019 through registered speed post following the mandatory structure for framing of class routine vide memo no. D.S(Aca)/268/18/A/25/2 dated 20.11.2018.

The envelope should be superscribed as :

SPEED POST

**SUBJECT : FURNISHING A COPY OF CLASS ROUTINE/DAILY TIME TABLE OF
..... SCHOOL FOR THE ACADEMIC SESSION 2019**

To
The Deputy Secretary (Academic)
West Bengal Board of Secondary Education
Nivedita Bhawan
6th floor, Salt Lake
Kolkata-91

From :

The Head of the Institution

.....School

Address :

Vill :

Post :

Zilla :

Name of the CLRC:

Name of the Block :

Name of the Subdivision :

Name of the Gram Panchayet/Municipality/Corporation

No. of Borough:

Mobile No. of Head of the Institution:

Phone No. of the School :

PIN No.:


Index No.....

The Heads of the institutions are also being directed to send/mail a copy of the same to their respective D.I of Schools(S.E), within the stipulated time period.

The Heads of the Institutions are further being authorised by W.B.B.S.E to inform in writing to the disciplinary authority (WBBSE) so that the WBBSE can initiate disciplinary proceedings against any teaching or non-teaching staff in case of non-cooperation or violation of any directive of WBBSE, vide Memo No D.S(Aca)/268/18/A/25/2 dated 20.11.18 in the interest of the school and academic environment.

Thanking you,

With regards,



Deputy Secretary (Academic) 4/2/2019
West Bengal Board of Secondary Education

Memo No. D.S.(Aca)/ 329 /A/25/2

Date 04 / 02 / 2019

Copy for information to:-

- 1) The Secretary, School Education Dept., Govt. of W.B.
- 2) The Commissioner, School Education, Govt. of W. B.
- 3) The State Project Officer, Paschim Banga Samogro Shiksha Mission.
- 4) The Chairman, Expert Committee, School Education Dept., Govt. of W.B.
- 5) The D.I. of Schools (S.E.), all Districts- with a request to inform all the Schools & to supervise proper implementation.
- 6) The Deputy Secretary (Administration) & Secretary-in-Charge, WBBSE - with a request to publish the same in the Board's Website.
- 7) The Deputy Secretary (Examination), WBBSE.
- 8) The Deputy Secretary (General), WBBSE.
- 9) The Regional Officer, Kolkata/Burdwan/Midnapore/North Bengal, WBBSE.
- 10) The P.A. to the President/ Secretary, WBBSE.


Deputy Secretary (Academic) 4/2/2019
West Bengal Board of Secondary Education