



# West Bengal Board of Secondary Education

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

Tele-Fax: (033)2321-3827  
Email-id: wbbse05@yahoo.co.in

WHEN REPLYING, PLEASE QUOTE

Memo No. D.S.(Aca)/330/A/25/2

Date: 04/02/2019.

To  
D.I of Schools (S.E), all Districts

## SUB : SUBMISSION OF A COPY OF CLASS ROUTINE

This is a matter of great concern that in spite of prior intimation, vide Memo No. D.S(Aca)/268/19/A/25/2, dated 20.11.2018, many schools have still not furnished the copy of their class routine/daily time table though it was mandatory. Rather they have grossly defaulted in complying with the instruction. The Board has taken serious view of such lapses and non challant attitude of the school and this is for your intimation that such kind of remiss will be visited with suitable penalties as per service rules.

You are thus being directed to kindly intervene and ensure that the Heads of the Institutions under your jurisdiction furnish a copy of the same 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 earmarked 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 Bhavan  
6<sup>th</sup> floor, Salt Lake  
Kolkata-91

From :  
The Head of the Institution  
.....School

Index No.....

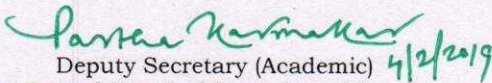
Address :  
Vill :  
Post :  
Zilla :  
Name of the CLRC:  
Name of the Block :  
Name of the Subdivision :  
Name of the Gram Panchayet/ Municipality/Corporation  
No. of Borough:  
Mobile No. of Head of the Institution:  
Phone No. of the School :  
PIN No.:



You are also being directed to verify the copy of the class routine/daily time table submitted to your end and ensure that they are in conformity with the mandatory structure of time periods/class distribution as earmarked by W.B.B.S.E and send a report immediately in case of any deviation.

Thanking you,

With regards,

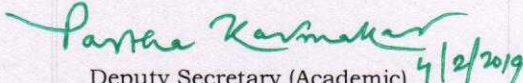
  
Deputy Secretary (Academic) 4/2/2019  
West Bengal Board of Secondary Education

Memo No. D.S.(Aca)/ 330 / 1-9/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 Deputy Secretary (Administration) & Secretary-in-Charge, WBBSE - with a request to publish the same in the Board's Website
- 6) The Deputy Secretary (Examination), WBBSE.
- 7) The Deputy Secretary (General), WBBSE.
- 8) The Regional Officer, Kolkata/Burdwan/Midnapore/North Bengal, WBBSE.
- 9) The P.A. to the President/ Secretary, WBBSE.

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