

Prof. Dr. Kalyanmoy Ganguly
President



West Bengal Board of Secondary Education
Nivedita Bhawan, Karunamoyee
Block: DJ-8, Sector-II, Salt Lake, Kolkata-700 091

No : 103/Pres/19

Date : 30/07/2019

NOTIFICATION

Sub : Joining of Headmaster/Headmistress in different schools

It is hereby notified that as per decision of the School Education Department, Govt. of West Bengal, the Headmaster/Headmistress who could not obtain release order or could not join at the assigned schools due to following reasons shall get an extension of joining time for another 15 days. In such cases, the procedure to be followed shall be as below :

- i) Where there is no Managing Committee/Administrator, the Headmaster/Headmistress/Teacher-in-Charge may release provisionally the incumbent, after checking his/her liabilities to the school, subject to the post facto approval of the Administrator/Managing Committee in its first meeting after constitution, after which the same shall be sent to the Board for final ratification.
- ii) Where incumbent himself/herself happens to be the Headmaster/Headmistress of a school and there is an absence of Managing Committee/Administrator, the D.I. of Schools may release the incumbent subject to post facto approval of the Administrator/Managing Committee, as and when appointed. Finally the same shall be sent to W. B. B. S.E. for ratification.
- iii) In case of joining at the assigned school under similar circumstances, the appointed Headmaster/Headmistress shall submit his/her joining report to the D.I of Schools and take over the charges from Assistant Headmaster/Assistant Headmistress/Teacher-in-Charge, as the case may be, subject to post facto approval of the Administrator/Managing Committee in its first meeting after constitution, after which the same shall be sent to the Board for final ratification.

Kalyanmoy Ganguly
(Kalyanmoy Ganguly) 30/07/2019
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Memo No : 103/Pres/19(1-7)

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Copy forwarded for information to :

- 1) The Principal Secretary, School Education Department, Govt. of W.B.
- 2) The Commissioner of School Education, Govt. of W.B.
- 3) The O.S.D. to the Hon'ble Minister-in-Charge, School Education Department, Govt. of W.B.
- 4) The Chairman, West Bengal Central School Service Commission
- 5) All D.I. of Schools (S.E.) – With the request to take necessary action in this regard.
- 6) The Secretary-in-Charge, W.B.B.S.E.
- 7) The Deputy Secretary (Academic), W.B.B.S.E.

Kalyanmoy Ganguly

(Kalyanmoy Ganguly)
President

30/07/2019.