



**West Bengal Board of Secondary Education**  
"Nivedita Bhawan", DJ-8, Sec-II, Salt Lake City, Kolkata - 700091

**NOTIFICATION**

No.:D.S(Aca)/98/C/68

Date:09.02.2021

**From : DR. PARTHA KARMAKAR, W.B.E.S.,  
Deputy Secretary (Academic)**

**To: THE D.I OF SCHOOLS (S.E) OF ALL DISTRICTS**

**SUB : CONFIRMATION OF SERVICE OF NEW RECRUITS WHO HAVE BEEN  
TRANSFERRED AFTER JOINING**

**(TEACHING AND NON-TEACHING STAFF INCLUDING LIBRARIAN)**

Sir/Madam,

The West Bengal Board of Secondary Education has already notified regarding the confirmation of the teaching and non-teaching staff including librarian vide memo no. D.S(Aca)/863/C/68, dated 11.12.2020.

The following procedure needs to be followed in case of confirmation of service of the candidates who have availed of transfer during this period after joining:

1. **The Headmaster/Headmistress of the institution in which the concerned incumbent has been transferred, requires to seek for an MC Resolution from the previous School stating continuous and satisfactory service of the incumbent from the date of joining till the date of release.**
2. **The Headmaster/Headmistress needs to adopt an MC Resolution in this regard, mentioning the service to be satisfactory, after the concerned incumbent has completed the remaining part of the completion of 2 years of continuous service.**
3. **He/She would then forward the above (both 1 & 2) with a request of confirmation for the post of the concerned incumbent to the respective DI of School.**

*The Summary Sheet for confirmation is enclosed herewith which will be filled in by the respective D.I of Schools(S.E) and that summary sheet must be sent to the W.B.B.S.E along with the documents mentioned in the **point 4 of the Notification No.: D.S(Aca)/863/C/68, Date : 11.12.2020** within 15<sup>th</sup> of each and every month.*

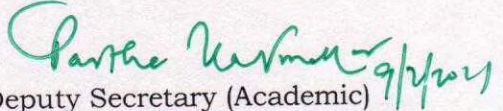
*Partha Karman*  
Deputy Secretary (Academic)  
W.B.B.S.E

**Memo No: D.S(Aca)/ 98/C/68**

**Date: 09.02.2021**

**Copy forwarded for information and necessary action to the:**

1. Principal Secretary, School Education Department, Govt. of W.B
2. Commissioner of School Education, Govt. of W.B.
3. O.S.D to MIC, School Education Department, Govt. of W.B.
4. D.I of Schools (SE)..... (All Districts) with a request to circulate to all concerned
5. D.S (Administration), W.B.B.S.E, with the request to upload the notification in the Board's website
6. All Deputy Secretaries of W.B.B.S.E
7. All Regional Officers of W.B.B.S.E
8. P.A to President, W.B.B.S.E
9. P.A to Secretary, W.B.B.S.E
10. Office file.

  
Deputy Secretary (Academic) 9/2/21  
W.B.B.S.E

**SUB : Summary sheet for confirmation**

District:

Sl No.	Name of the Incumbent	IOSMS Employee Code	Category: Group D/ Group C/ AT(UP) / AT(IX-X) / AT(XI-XII)	Name of the School	Appointment No. & Date	Joining letter		Approval Letter		Resolution of M.C./Administrator order		Non litigation Certificate		Validation of SMC/ Administrator		PVR Satisfactory		Satisfactory Medical fitness	
						Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

**N.B:** 1. PVR & Medical certificate, if copy available with candidate may be filled in or left blank (to be checked by Board)

2. Please put Yes or No from column no. 6 to 12 and enclose copies within.