



# WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION

VIDYASAGAR BHAVAN  
9/2, BLOCK-DJ, SECTOR-II, SALLAKE  
KOLKATA-700091

No. L/Secy/23/2022

Date: 22/03/2022

## TO ALL VENUE SUPERVISORS

Dear Sir,

Please accept our heartfelt gratitude and thanks for your dedicated service towards a safe and secured examination during the preceding years in your venue, in the capacity of venue supervisor.

This year too we seek your valued co-operation and support to ensure a very peaceful Higher Secondary Examination-2022. The Council has taken some security measures in this respect to empower your authority to act more successfully in restricting the usage of Mobile phone(s) and other electronic gadget(s), in case of any untoward incidents, the matter may be reported to the council as per enclosed format ( Format is attached).

### SECURITY MEASURES:

- A. The Confidential Format is to be used when you see the usage of Cell Phones at your school by any staff or any other person concerned inside the venue, during Examination hours.
- B. Mobile Phone checking is to be carried out at the main gate of the venues and if necessary at the entry point of each Examination Hall.

(Tapas Kumar Mukherjee)

Secretary-in-Charge

West Bengal Council of HS Education



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**CONFIDENTIAL FORMAT**

- a) It has been noted that the following person(s), has/ have been using the cell phones inside the Examination venue during Examination Hours despite of repeated warnings.

Person(s) / Designation

- i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_  
iv) \_\_\_\_\_

- b) An untoward incident which has taken place in the School Premises / Examination Hall being reported for necessary action. Nature of incident is stated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Time: \_\_\_\_\_ Signature of the Venue Supervisor \_\_\_\_\_

Name of the Venue Supervisor \_\_\_\_\_ Mob. No. \_\_\_\_\_

School Name with Code \_\_\_\_\_

Note: (This format will be used by the venue supervisor only against staff/ concerned persons of the school violating the Rules of the Council during the Examination days. Detailed Report to be mailed to - Email ID: [dsexamination@wbchse.org.in](mailto:dsexamination@wbchse.org.in))