

WEST BENGAL BOARD OF SECONDARY EDUCATION

Memo No. S/180 Date: 07.04.90

To: The Heads of all recognised Secondary Schools.

Sub: Special Leave under Rule-5 of the existing Leave Rules.

It has been represented that a large number of teaching and non-teaching staff of recognised Secondary Schools who have availed of Special Leave under Rule-5 did not get their approval from the Board as required under the rule either due to the fact that the School authorities did not forward such cases with necessary documents and recommendations in time or the staff concerned did not supply the required documents and at present are not in a position to procure and supply the same. It has been claimed that a considerable number of such cases for the period upto 31.3.81 are pending in the Board for disposal for want of supporting documents. As a result, large numbers of staff are suffering for want of approval of such leave cases which are essentially required for computation in the Service Book of the concerned staff.

The matter was placed for consideration in the 99th meeting of the Executive Committee of the Board dated 12.1.80 when it was resolved after deliberations that the prayers for approval of Special Leave under Rule-5 which have been enjoyed prior to 1.4.81 only and which are under consideration in the Board and which have been enjoyed upto 31.3.81 only and may be submitted to the Board later on by the present Managing Committees will be disposed of on the basis of the specific recommendations (i.e. mentioning the period of leave to be approved and whether leave is recommended with full average pay or half average pay) of the Managing Committees even if the School the incumbents fail to produce the required timetable of examinations or medical certificates as the cases may be.

Hence you are requested to forward with specific recommendation of the present Managing Committee the cases of Special Leave under Rule-5 of Leave Rules enjoyed by a staff prior to 1.4.81 only but have not yet been forwarded/approved for want of supporting documents.

You are further requested to send the cases of Special Leave enjoyed by a staff w.e.f. 1.4.81 onwards with specific recommendation of the Managing Committee accompanied by supporting documents, if any, as stated above.

Sd/- Sudin Chattopadhyay
Secretary