

WEST BENGAL BOARD OF SECONDARY EDUCATION

No. 7211/G/0054-242/112, Date: 21.07.82

Sub: Clarification of certain points.

Ref: His letter No. 16(1) 82 date 20.3.82

In reply to his query in his letter under reference, the undersigned is directed to state below seriatim:

| QUERY | REPLIES |
|---|--|
| 1. What will be the time of marking for late attendance of the staff of the school? | 1. Appointed hour for the staff of the school and the time for commencement of classes are different. 'Appointed hour' for the staff of the school should be fixed at least 15 minutes prior to the commencement of classes. Hence the marking time for late attendance and the absence for the staff of the school are to be decided by the school authority in the best academic interest of the school. |
| 2. Whether the permanent and temporary staff of the school can be allowed to avail themselves more than one day's C.L. in the first month of the calendar year or according to proportionate basis considering the period of his/her service. | 2. Existing Leave Rules do not provide such proportionate leave. |
| 3. Whether the staff of the school can be allowed to draw pay etc., against Medical Leave as prayed for before it is being sanctioned by the competent authority for the said month. | 3. Under the existing Leave Rules, a staff of the school can be allowed to draw his/her pay etc., after getting the said leave approved by the competent authority. |

Sd/- S. Chatterjee
for Secretary