West Bengal Board of Secondary Education

"Nivedita Bhaban", DJ-8, Sec-II, Salt Lake City, Kolkata – 700091

Memo No. Inf / 309/22 Date: 28 /11/2022

Notification

To : Guidelines for the Heads of all Non-Govt.aided Schools and Govt. Sponsored Schools under W.B.B.S.E

Sir/Madam,

As directed, in pursuance of the West Bengal Information Commission's order No. 588-1/1(4)- (Order)-WBIC/ RTI/258/21 dated 08/3/2022, the communicative order No. 889-SE/RTI/BS-117/2022 dated 27/05/2022 of the School Education Department, and subsequent order from Directorate of School Education no. 136-SC / AIS/ RTI/AIS/RTI/ Appellate / MISC/2022 dated 29/9/2022, the management of records in aided schools, which include classification of records, retrieval of records, period of retention for each category of classified records and the procedure to be followed for destruction of such records etc. is the responsibility of the Head of the Institution. For details, you may consult the above mentioned enclosure published by the Directorate of School Education.

Your kind co-operation for effective implementation of the same will be highly appreciated.

Yours sincerely,

R. Chatterjee 28/11/22

Deputy Secretary (Academic)- S.P.I.O.(H.Q)
West Bengal Board of Secondary Education

Enclo :- Directorate of School Education no. 136-SC / AIS/ RTI/AIS/RTI/ Appellate / MISC/2022 dated 29/9/2022

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Copy for information and taking necessary action to:-

1. The Principal Secretary, School Education Dept., Govt. of W.B.
2. The Commissioner of School Education, Govt. of W. B.
3. The State Project Officer, Paschim Banga Samagra Shiksha Mission.
4. The Chairman, Expert Committee, School Education Dept., Govt. of W.B.
5. The D.I. of Schools (S.E.), all Districts- with a request to inform all the schools & to supervise proper implementation.
6. The Deputy Secretary (Administration), WBBSE - with a request to publish the same in the Board's Website.
7. The Deputy Secretary (Examination/General/Records), WBBSE.
8. The Regional Officer, Kolkata/Burdwan/Medinipur/North Bengal, WBBSE.
9. The P.A. to the President/Secretary, WBBSE

R. Chatterjee 28/11/22

Deputy Secretary (Academic) - S.P.I.O. (H.Q)
West Bengal Board of Secondary Education

599/N/S 12/10/22 OSD S(Aca) 13/10 RBD R. Chatterjee 13/10

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF SCHOOL EDUCATION
BIKASH BHAWAN, 7TH FLOOR, SALT LAKE CITY
KOLKATA-700091

Aca 11/10/22

No. 136-SC/AIS/RTI
AIS/RTI/Appellate/MISC/2022

Date: 29.09.2022

In pursuance of the West Bengal Information Commission's order No. 588-1/1(4)-(Order)-WBIC/RTI/258/21 Dated 08.03.2022 and the communicative order No. 889-SE/RTI/BS-117/2022 dated 27.05.2022 of the School Education Department, the following guidelines have been prepared for management of records in all non-government aided schools and Govt. sponsored schools across the state.

The management of records in aided schools include classification of records, preservation of records, retrieval of records, period of retention for each category of classified records, procedure to be followed for destruction of such records etc. The responsibility for overall management of the records will lie on the head of the institution.

Classification of Records: There will be three categories of records classified as A, B and C. Category A qualifies for permanent preservation. Category B records are of secondary importance and having reference value not more than 12 years. In exceptional circumstances a record of B category can be upgraded to category A for permanent preservation. C classified records need not be kept for more than two years excluding the years of disposal. To distinguish the records, the records may be marked prominently by the use of A, B and C stamps.

Classified record "A": Records of category "A" are of utmost importance for administrative purposes of the institution or which are of historical importance such as:

1. Files containing land records of the School, Building plans (including subsequent addition and alteration, if any), Fire safety certificates, Blueprint for electrical wiring layout, records related to recognition and affiliation of schools;
2. Files/records containing major policy decision of the school;
3. Files/records regarding constitution, function and working of important committees which bears major effect on the administration/functioning of the school;
4. Admission registers of pupils, pass-out registers of students, issue registers for pass-out certificates for School/Board/Council examination at appropriate level;
5. Files/records relating to staff pattern of the school;
6. Files/records relating to important litigation or 'cause celebres' in which the school administration was involved;
7. Files/records relating to well-known public events in the school which gave rise to interest or controversy;
8. Records/documents/files which bear historical importance for preservation;
9. Copies of Service Books and pension files are to be preserved till death of the pensioner;
10. Library stock registers;

Classified Record "B": Records of category "B" are:

1. Decisions, resolutions of different committees which are of lesser importance;
2. Audited Documents, vouchers;
3. Laboratory stock registers, general store registers, mid-day meal registers;
4. Attendance registers for employees;
5. Records relating to implementation of various welfare schemes and scholarships for students;
6. Utilisation certificates in respect of various grants,

7. Cash Book Registers and Bill registers of various kinds subject to their preservation till ratified by the audit authority;

Classified Record "C": Records of category "C" are:

1. Records pertaining to periodic and annual evaluation of the students;
2. Students attendance registers,
3. Medical records of students;
4. Records relating to extracurricular activities of students;
5. Records relating to sanction and disbursement of medical scheme of the employees as stipulated by the state Govt. subject to their preservation till ratified by the audit authority;

The school authorities may time to time review and weed out /destroy records as maintained by its office.

sd/-
Appellate Authority
& Joint Director of School Education,W.B.

Dated: 29.09.2022

No.136/1(55)-SC/AIS/RTI

Copy forwarded for information to:

1. The Secretary to the Govt. of W.B., School Education Department, W.B.
2. The Secretary, West Bengal Information Commission
3. The Commissioner of School Education, W.B.
4. The President, West Bengal Board of Secondary Education, with the request to circulate the order to all the non-Government aided schools and Govt. sponsored schools in the state.
5. The President, West Bengal Council of Higher Secondary Education with the request to circulate the order to all the non-government aided schools and Govt. sponsored H.S. schools in the state.
6. The President, West Bengal Board of Primary Education, with the request to circulate the order to all the Government aided primary schools in the state.
7. All the District Inspector of Schools (PE & SE), W.B.

Appellate Authority
& Joint Director of School Education,W.B.