



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**  
VIDYASAGAR BHAVAN, 9/2, Block-DJ, Sector-II, Salt Lake  
Kolkata-700091.

**NOTIFICATION**

No. DS(Exam)/66/2016.

Date : 10.03.2016.

This is for information of all Heads of HS institutions that a memo regarding “ON Duty” to the teachers for performing H.S. Examination 2016 related work has been issued by the Joint Secretary, School Education Deptt. Govt. of West Bengal. In this connection, all Heads of HS institutions, Head Examiners, Examiners and Scrutineers are requested to note the following break up of ON DUTY.

1) Head Examiner (Theory papers) 18 Days

- a) Meeting with WBCHSE — 1 day
- b) Receiving of written answer script — 1 day
- c) Meeting with examiners and distribution of answer script among examiners 1 day
- d) Receiving of answer script from examiners — 2 days (for 2 installments)
- e) Scrutiny work —4 days (for 2 installment)
- f) Preparation for despatch of marks foils — 2 days (for 2 installments)
- g) Submission of marks to the H.S. Council — 2 days (for 2 installments)
- h) Lifting of answer scripts from the residence of H.Es — 1 day
- i) P.P.S./P.P.R. work -4 days

2) (a) Practical Head Examiner — 7 Days

- a) Meeting with H.S. Council — 1 day
- b) Receiving written answer script — 1 day
- c) Scrutiny work — 2 days (for 2 installment)
- d) Preparation for despatch of marks foils — 1 day
- e) Submission of marks to the H.S. Council — 1 day
- f) Lifting of answer scripts for the residence of H.E. — 1 day

(b) Examiners (Theory papers) — 5 Days

- g) Examiner meeting and receiving from H.E. — 1 day
- h) Submission of answer script 2 days (for 2 installments)
- i) P.P.R. work — 2 days \*

3) Scrutineers — 9 Days \*

- a) For theory paper — 4 days for scrutiny works.
- b) For practical papers — 2 days for scrutiny works.
- c) P.P.S./P.P.R. work — 3 days

4) DAC — 15 Days

- a) All Examination Dates.
- b) 2 days for meeting with WBCHSE.
- c) 2 days for meeting with Dist. Administration.

5) Council Nominees — 11 Days

All Examination Dates.

*Kalyan Sengupta*

Deputy Secretary (Exam)

\* If engaged by & subject to H.E.'s certification.