



West Bengal Board of Primary Education

Acharya Prafulla Chandra Bhavan, DK 7/1, Sector II, Bidhannagar, Kolkata 700091

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No. 894/BPE/2018

Date : 08/06/2018

NOTIFICATION

In continuation of the notification No. 722/BPE/2018 Dated 23/05/2018, it is to inform for all concerned that the D. El. Ed. Part –I (Theoretical) for the session 2016-2018 (for Regular Candidates) and session 2014-2016/2015-2017 (for Continuing Candidates) will be held on and from 21.06.2018, as per the schedule published in the afore mentioned Notification of West Bengal Board of Primary Education.

The Instructions and guidelines for conducting the said examination, noted below, are being notified hereby for all concerned:

All the Principals/Lecturers-in-Charge of the DIETS/Primary Teachers' Training/ D El Ed Institutes are requested to be in touch and co-operate with the District Inspectors of Schools (PE), of the concerned districts in this matter.

The following **District Level Committee** for each district for conducting the above mentioned examination smoothly in maintenance of sanctity is hereby formed and notified for all concerned.

1. District Magistrate or his Nominee—Chairman of the Committee
 - a) Chairperson, District Primary School Council—Vice-Chairman of the Committee
 - b) District Inspector of Schools (PE) — Member-Secretary
 - c) District Inspector of Schools (SE) — Member
 - e) Principal of concerned D I E T— Member
 - f) Principal/ Lecturer-in-Charge/ Headmaster/ Headmistress of Venue Institute — Member
 - g) Designated Officer(s)-in-Charge of Examination Centre— Member
 - h) One Local Registered Medical Practitioner— Member
 - i) Officers-in-Charge of Custodian and Venue-attached P.S. — Member
 - j) Principal/ Lecturer-in-Charge of Participating DIET, D El Ed / PTT Institutes Member


Functions of the Committee:

- a) Selection of Officer-in-Charge of the Centre
 - b) To select Personnel(s) for invigilation duty from amongst the staff of the Venue – Institute or others whom/which the Committee deems fit;
 - c) The Committee shall decide on the general procedures to be adopted for smooth conduct of the examination in the Centres;
 - d) The Committee will ensure help and guidance to the Officer-in-Charge and Centre Superintendent in the matter of conducting the examination and all other necessary arrangements for smooth conduct of theoretical examinations;
 - e) It will deal with all sorts of irregularity and adoption of unfair means during, before and after the examinations, including cancellation, expulsion, as per the norms;
 - f) The Officer-in-Charge of Diploma–In–Elementary Education Examination, 2016 of each center will be appointed by the District Inspector of Schools (PE) of the concerned District in consultation with the District Committee subject to the approval of the West Bengal Board of Primary Education. The remuneration of such Officer-in-Charge is Rs. 750/- (Rupees seven hundred fifty) only for each centre.
3. The Head of the Institution selected as venue of the above mentioned examination will normally act as the Centre Superintendent with a remuneration of Rs. 750/- (Rupees seven hundred fifty) only per centre.

4. The District Committee may impose a "Centre Fee" not exceeding Rs. 250/- (Rupees two hundred fifty) only on each candidate to meet the contingent expenditure for conducting the examination. This 'Centre Fee' may be collected from the examinees and accounted for appropriately.
5. The said Centre Fee, to be imposed by the District Committee, will have to be spent on the following items:
 - a) Remuneration of the Officer-in-Charge: Rs750/- (Rupees seven hundred fifty) only per centre.
 - b) Remuneration of the Centre Superintendent: Rs. 750/- (Rupees seven hundred fifty) only per centre.
 - c) Remuneration to the invigilator @ Rs. 125/- (Rupees one hundred twenty five) only per invigilator per half (one invigilator for 25 candidates and when the number of candidates exceeds the next 10, another invigilator up to 50 and so on).
 - d) Arrangement and re-arrangement of seats.
 - e) One person @ Rs. 80/- (Rupees eighty) only per day for supply of drinking water.
 - f) Purchase of papers and other stationery articles etc.
 - g) Two Gr. 'D' staff @ Rs. 80/- (Rupees eighty) only per day for packing and binding answer-scripts and other works.
 - h) One person may be engaged for Cleaning and sweeping work for each Centre and his remuneration will be Rs. 80/- (Rupees eighty) only per day.
 - i) Honorarium of custodian of confidential papers: Rs. 750/- (Rupees seven hundred fifty) only.
 - j) Any other contingent expenditure as deemed fit and proper.
 - k) To meet the Bank Charge for preparing draft etc. where necessary.
 - l) One person may be engaged for clerical work for each centre and his remuneration will be Rs. 100/- (Rupees one hundred) only per day.

The accounts of income-expenditure for each centre shall be audited by an Auditor to be appointed by the District Committee within three months after the examination is over.

The District Inspector of Schools (PE) is requested to forward the copy of the Audit Report to this Board within a month or soon thereafter.


(Dr. R.C. Bagchi)
Secretary

No. 894/1(507)/BPE/2018

Date: 08/06/2018

Copy forwarded for information and necessary action to the:

- 1) Secretary, Department of School Education, Govt. of West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata – 700 091.
- 2) Commissioner of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake, Kolkata – 700 091.
- 3) Deputy Director of School Education (Basic), West Bengal, Bikash Bhavan, 7th floor, Salt Lake, Kolkata – 700 091.
- 4) District Magistrate, District
- 5) Superintendent of Police, District.
- 6) Commissioner of Police, Kolkata Police, Lalbazar, Kolkata/Bidhannagar Police Commissionerate, North 24-Pgs/Barrackpur Police Commissionerate, North 24-Pgs.
- 7) Chairperpson, District Primary School Council.
- 8) District Inspector of Schools (PE), District.
- 9) District Inspector of Schools (SE), District.
- 10) Officer-in-Charge of Examination Centre,

- 11) C.M.O.H, District.
- 12) Treasury Officer,Disrtrict.
- 13) Officer-in-Charge,Police Station.
- 14) The Heads of all DIETs/Govt./Govt. Aided/Govt. Spon. and Self-Financed Private PTTIs for information and necessary action. He / She is requested to co-operate with the District Committee as well as the District Inspector of Schools (PE), of concerned district for smooth conduct of said D.El.Ed. Part-I-Examination. He /She is also requested to note the following directions and attach importance and urgency to these.
 - i. The Centre-Fee be collected from the examinees @ Rs. 250/- (Rupees two hundred fifty) only per candidate and the total amount of Centre Fees should be handed over to the Officer-in-Charge of the concerned Examination Centre on the 1st day of examination.
 - ii. Internal marks of D.El.Ed. Part – I 2016-2018 of the candidates of each DIET/Govt./Govt. Aided/Govt. Spon. and Self-Financed Private PTTI should be prepared as per the proforma available in the Website: www.wbbpe.org and submitted in duplicate (hardcopy) along with softcopy in Excel format to the Examination Section of the West Bengal Board of Primary Education latest by 31/07/2018, in Acharya Prafulla Chandra Bhavan, DK-7/1, Sector-II, Salt Lake, Kolkata – 700 091.

R.C. Bagchi

(Dr. R.C. Bagchi)
Secretary