



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Vidyasagar Bhavan
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 91

No: L/PR/42/2024

Date : 04/02/2024

NOTIFICATION

Attention : All Heads of Higher Secondary Institutions

West Bengal Council of Higher Secondary Education is pleased to announce the number of maximum permissible days for which "ON DUTY" may be allowed to the teachers for performing H.S. Examination 2024 related works. **All Heads of the Institutions are requested to grant special "On Duty" for compensatory leave against holidays, if any.** In this connection, all Heads of H.S. Institutions, Head Examiners, Examiners, Scrutineers, DAC Members (Teachers) and Council Nominee are requested to note the following break up of "ON DUTY".

1. Head Examiner (Theory) : 23 days (Maximum)

- Meeting with WBCHSE 01 Day.
- Receiving of written answer script 01 Day.
- Meeting with examiners and distribution of answer script among examiners ... 01 Day.
- Receiving of answer script from examiners ... 02 days (for 02 instalments).
- Scrutiny works 06 days (for 02 instalments).
- Entry/Upload of Marks.... 06 days (Maximum).
- Lifting of answer scripts from the residence of HEs 01 day.
- P.P.S./P.P.R. work 04 days, if allotted.
- Tatkal P.P.S./P.P.R. Work 01 day, if allotted.

2. Examiner (Theory) : 06 days (Maximum)

- Examiner meeting and receiving of answer scripts from HE 01 day
- Submission of answer script – 02 days (for 02 instalments).
- P.P.S. / P.P.R. work 03 days, if allotted.

3. Scrutineer(Theory): 12 days (Maximum)

- Scrutiny of Theory Papers 06 days (for 02 instalments).
- If engaged for Uploading of Marks by HE 06 days (Maximum).

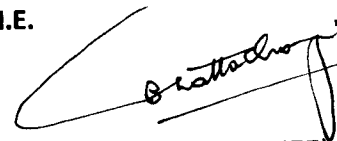
4. Teacher-Member of DAC : 14 days (Maximum)

- All Examination Dates.
- Meeting with WBCHSE..... 01 days.
- Meeting with District Administration 02 days.

5. Council Nominee : 11 days

All Examination Dates.

- ❖ In case the Head Examiner/Examiner/Scrutineer is involved in any H.S. Examination 2024 related works on any National or State holiday or on Sunday, they may be allowed special on duty against that date.
- ❖ On duty of Examiner & Scrutineer will be given by the concerned Head Examiner. On duty of Head Examiner will be given by the concerned Deputy Secretary/Assistant Secretary of Regional Offices of the Council and on duty Teacher-Member of DAC & Council Nominee will be issued by the concerned DI (SE)/ADI(SE)
- ❖ Head Examiners are authorised to invite the examiners/scrutineers to attend them on the date(s) other than the specified date(s) mentioned in the Council's Appointment letter in case of emergency or clash of date(s) with Board. Accordingly On Duty will be issue by the concerned H.E.


(DR. CHIRANJIB BHATTACHARJEE)
PRESIDENT
W.B. COUNCIL OF H.S. EDUCATION