



WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Vidyasagar Bhavan
9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 700091

No: L/PR/021/2025

Date: 20.01.2025

NOTIFICATION

Attention : All Head of the Institutions affiliated to the Council

The undersigned is pleased to announce the number of maximum permissible days for which "ON DUTY" may be given to the teachers for performing H.S. Examination 2025 related works. All the Head of H.S. Institutions, Head Examiners, Examiners, Scrutinisers, DAC Members (Teachers) and Council Nominee are requested to note the following break up of "ON DUTY".

1. Head Examiner (Theory) : 21 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..... 05 days maximum.
- Entry/Uploading of marks online.... 05 days maximum.
- Lifting of answer scripts from the residence of HE 01 day.
- P.P.S./P.P.R. works, if allotted 05 days maximum including Tatkal PPS/PPR.

2. Examiner (Theory) : 03 days (Maximum)

- Examiner meeting and receiving of answer scripts from HE 01 day
- Submission of evaluated answer scripts– 02 days (for 02 instalments).

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

- Scrutiny of answer scripts...04 days maximum.
- Uploading of marks online, if engaged by HE.... 05 days maximum. Total number of "on duties" issued to all the scrutinisers should not be more than 06 in this case.
- P.P.S. / P.P.R. work, if allotted 03 days maximum.

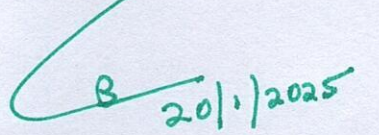
4. Teacher-Member of DAC : 14 days (Maximum)

- All examination dates11 days.
- Meeting with WBCHSE..... 01 days.
- Meeting with District Administration.....02 days.

5. Council Nominee : 11 days (Maximum)

All examination dates11 days.

- ❖ If the Head Examiner/Examiner/Scrutiniser is involved in the above mentioned works on any National or State holiday or Sunday, they may be allowed special on duty against the day(s).
- ❖ On duty of Examiner & Scrutiniser will be given by the concerned Head Examiner. On duty of Head Examiner will be given by the concerned Deputy Secretary/Assistant Secretary of the Regional Offices of the Council and on duty of the Teacher-Member of DAC & Council Nominee will be issued by the concerned DI (SE)/ADI (SE).
- ❖ Head Examiners are authorised to invite the examiners/scrutinisers 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.


PROF. (DR.) CHIRANJIB BHATTACHARJEE

PRESIDENT

W.B. COUNCIL OF H.S. EDUCATION