



**WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION**

**Vidyasagar Bhavan**

**9/2, Block DJ, Sector-II, Salt Lake, Kolkata – 700091**

**No: L/PR/017/2026**

**Date: 13.01.2026**

**NOTIFICATION**

**Attention: All Head of the Institutions under the purview of the  
Council and Examination Personnel of H.S. Examinations, 2026**

The undersigned is pleased to announce the number of maximum permissible “On Duty” that may be given to the teachers for performing their duties in H.S. Examinations, 2026. All concerned are requested to note the following break up in this regard.

**1. Head Examiner (Theory) : 21 days (Maximum)**

- a) Meeting with WBCHSE ..... 01 day.
- b) Receiving of written answer script ..... 01 day.
- c) Meeting with examiners and distribution of answer script among them..... 01 day.
- d) Receiving of answer script from examiners ... 02 days (for 02 instalments).
- e) Scrutiny works..... 05 days maximum.
- f) Entry/Uploading of marks online.... 05 days maximum.
- g) Lifting of answer scripts from the residence of HE ..... 01 day.
- h) P.P.S. / P.P.R. works, if allotted ..... 05 days maximum including Tatkal PPS/PPR.

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

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

**3. Scrutinizer (Theory): 10 days (Maximum)**

- a) Scrutiny of answer scripts...04 days maximum.
- b) Uploading of marks online, if engaged by HE..... 03 days maximum.

(Total number of “On Duty” issued to all scrutinizers should not be more than 05 in this case).

- c) P.P.S. / P.P.R. work, if allotted .... 03 days maximum.

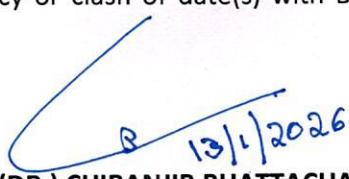
**4. Teacher-Member of DAC : 16 days (Maximum)**

- a) All examination dates ....12 days.
- b) Meeting with WBCHSE..... 02 days.
- c) Meeting with District Administration.....02 days.

**5. Council Nominee : 13 days (Maximum)**

- a) All examination dates ....12 days.
- b) Meeting with Centre Committee/others .....01 day.

- If the Head Examiner/Examiner/Scrutinizer is involved in their duties on any National or State Holiday or Sunday, they may be allowed special on duty against the day(s).
- On duty of Examiners & Scrutinizers will be given by concerned Head Examiners. On duty of Head Examiners will be given by the concerned Deputy Secretaries/Assistant Secretaries of the Regional Offices of the Council and on duty of Teacher-Member of DAC & Council Nominee will be issued by the concerned DI (SE)/ADI (SE).
- Head Examiners are authorised to invite examiners/scrutinisers to attend them on any other date(s) than the specified date(s) mentioned in the appointment letter in case of emergency or clash of date(s) with Board. Accordingly “On Duty” will be issued by the concerned H.E.

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