



West Bengal Council of Higher Secondary Education

Vidyasagar Bhavan

9/2, Block DJ, Sector – II, Salt Lake, Kolkata - 700 091

Memo No: L/PR/029/2026

Date: 30/01/2026

NOTIFICATION

Attention: All HOIs, teachers, non-teaching staffs under the purview of the Council

All HOIs under the purview of the Council are hereby advised to act in accordance with the following guidelines before sanctioning any kind of leave to their teachers and non-teaching staffs during Higher Secondary Examinations - 2026 (Semester IV, Supplementary Exam of Semester III & Under Old Yearly/Annual System) to be held from 12/02/2026 to 27/02/2026.

1. They are requested not to grant any kind of leave to any teaching and non-teaching staffs during the examination period. In case of extreme medical urgency (hospital/surgical procedure) or maternity leave, application must be submitted through **proper channel** to the concerned Regional Offices of the Council before granting such leave.

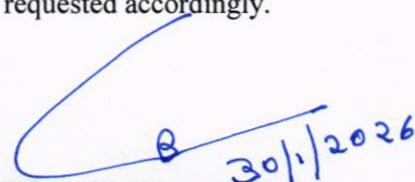
2. Leave may be granted in the following cases-

a) The teacher/non-teaching staff, belonging to the schools affiliated under W.B.C.H.S.E whose ward is an examinee of any Board Examination (Class-X & XII) may be granted leave by applying to the concerned Regional Offices of the Council through proper channel along with the relevant papers.

b) In case, both the parents are in Government/Semi-Government Service, then either of them can avail the leave during the examination period, and necessary undertaking in this regard is to be submitted along with application.

c) If the ward of a teacher and/or non-teaching staff of any school affiliated to the Council which is selected as Centers and/or Venue for Higher Secondary Examinations - 2026 (Semester IV, Supplementary Exam of Semester III & Under Old Yearly/Annual System), is appearing in the said examination(s); then such teacher and/or non-teaching staff shall not be allowed to perform any duties in Higher Secondary Examinations - 2026 (Semester IV, Supplementary Exam of Semester III & Under Old Yearly/Annual System) whatsoever. Moreover, he/she should keep himself/herself away/isolated during the examination hours for the sanctity of the examination.

This may be treated as extremely urgent and co-operation from all concerned is requested accordingly.


Prof. (Dr.) Chiranjib Bhattacharjee
President
W.B. Council of H.S. Education

President
West Bengal Council
of Higher Secondary Education