

West Bengal Board of Secondary Education  
"NiveditaBhaban", DJ-8, Sec-II, Salt Lake City, Kolkata – 700091



WHEN REPLYING, PLEASE QUOTE

Memo No. N/S/212

Date 20-03-2013

Tele-Fax : (033) 2321-3827

E-mail ID : wbbse.academic@yahoo.com

From: The Secretary, W.B.B.S.E.

To : The Heads of all recognised Secondary Institutions in West Bengal

Sub: Appointed Hour, Commencement of class teaching, Daily Assembly, Late Attendance and Hour of Absence of staff in Schools

Dear Sir/Madam,

In continuation of Board's Memo No. Admn/139 dt. 29.1.2013 all the Heads of Institutions are requested to be guided by the following instructions of the Board regarding above noted points.

Head of an Institution and all members of the Staff, teaching and non-teaching, should attend School at the appointed hour and shall not leave before the School closes for the day.

The appointed hour of a School shall be 15(fifteen) minutes before the commencement of the class teaching. (i.e. 10.35 A.M.)

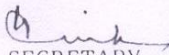
Daily Assembly shall start at 10 (ten) minutes before class teaching. Attendance of Daily Assembly shall be compulsory for all teaching and non-teaching staff including the Head of the Institution.

Late attendance shall be counted from the start of class teaching (i.e. 15 minutes after appointed hour) and up to half an hour from appointed hour and no staff will be allowed to record his or her attendance after half an hour from the appointed hour (i.e. 11.05 A.M.).

Head of an Institution may condone such late attendance if he or she is satisfied with the explanation offered by the staff concerned.

One day's Casual Leave will be deducted for every 3 (three) days' Late attendance in a Calendar month. In case the Casual Leave account of a staff is exhausted and the incumbent concerned comes late he/she shall be asked to apply for one day's "Half Average Pay" leave for each three days' late attendance in a Calendar month. If he/she fails or declines to apply for such leave or if there is no such leave to his/her credit then he/she will be granted "Leave without pay" one days' leave for each 3 (three) days' late attendance in a Calendar month.

Yours faithfully,

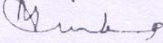
  
SECRETARY

Memo No. N/S/212 (1 to 13)

Date 20-03-2013

Copy forwarded for information and necessary action to :

1. The Secretary, School Education Department, Govt. of West Bengal, Bikash Bhaban, 6<sup>th</sup> floor, Salt Lake City, Kolkata-700 091
2. The Commissioner of School Education, West Bengal, 7<sup>th</sup> floor, Bikash Bhaban, Salt Lake City, Kolkata-700 091
3. The District Inspector of Schools(SE) of all districts of West Bengal for circulation to recognized Secondary Schools
4. The Deputy Secretary (Academic) for publication in the next issue of the 'Parshad Varta'
- ✓ 5. The Deputy Secretary (Administration) for uploading in the website
6. All Recognized Secondary Teachers' Organizations
7. P.A. to the Secretary, W.B.B.S.E.
8. P.A. to the President, W.B.B.S.E.
9. All Deputy Secretaries, General Section, W.B.B.S.E.
10. All Assistant Secretaries, General Section, W.B.B.S.E.
11. All Regional Officers, W.B.B.S.E. (Kolkata, Burdwan, Midnapore & North Bengal)
12. The Law Cell, W.B.B.S.E.
13. The O.S.D., W.B.B.S.E.

  
SECRETARY

W.B.B.S.E.