



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

No. : 97 /Pres/18

Date: 05.06.2018

ORDER

In modification of the Board's earlier order dated 04.05.2017 issued under Memo No. 75/Admin/17, it is expedient in the interest of proper management of the inflow of the numerous number of applications Review/Scrutiny of the answer scripts as per the Provision of R.T.I. Act, 2005 the Board issue the following revised guidelines which shall take immediate effect :-

- 1) Inspection of answer scripts will be allowed to the Candidates and one of his/her natural or legal guardian, and in case of their absence, an authorized representative of their natural/legal guardian, under the Provision of R.T.I Act, 2005 on payment of Rs.100 /- (payable in Cash only to the Board) as inspection fees for each answer script written by the Candidate.
- 2) If any Candidate demands certified copies of his/her answer scripts, the Candidate will have to pay Rs. 100/- as additional cost for certified copy for each subject.
- 3) No third party will be allowed to inspect answer scripts or to obtain certified copy.
- 4) No application for inspection of answer scripts and / or for certified copy thereof shall be entertained after the expiry of 180 days from the date of publication of Madhyamik Pariksha (Secondary Examination) result as per the Regulation 25 of the W.B.B.S.E. Examination Regulation 2001, as amended provision stipulates preservation of answer scripts only for the said 180 days (six months) period and not beyond the said period.
- 5) Inspection fees and /or cost for certified copy is payable by the Candidate to the Cash Section of the Board in the Office of respective S.P.I.O. by Challan in triplicate and one of the party's copy of the receipt Challan is to be produced before the S.P.I.O. concerned along with the application.
- 6) While supplying certified copy of answer scripts of any candidate the Signature panel on the cover page of the answer scripts will be hidden.
- 7) The existing provision of PPS/ PPR shall remain unchanged and during the process of PPS/PPR of the Candidate, no request for inspection or getting certified copy of the answer scripts shall be entertained. However, on receipt of prayer regarding any wrong total/wrong caging/unmarked answer, if detected through inspection of answer scripts allowed under R.T.I. Act, 2005, the same shall be rectified without any extra charge, if applied for within 30 days from the date of inspection and or/ receipt of their certified photocopies of answer scripts and not beyond the stipulated period, under any circumstances.
- 8) Whenever any application requesting inspection of answer scripts will be submitted to the S.P.I.Os., he/she shall forward the same to the Deputy Secretary(Examination) of the Board requesting him/her to inform whether the answer scripts is available for inspection. The Deputy Secretary (Examination), in turn, shall inform S.P.I.O. about the availability of the answer scripts at the earliest. On getting confirmation from the Deputy Secretary (Examination), the S.P.I.O. shall inform the requestor to inspect the answer script(s) on a particular day to be fixed by the S.P.I.O. after candidate deposits requisite fees.
- 9) Regional Officer (Kolkata) shall act as S.P.I.O. (for answer scripts) and Deputy Secretary (Academic) shall act as S.P.I.O. for other cases. For showing answer scripts fixed dates and time-slots will be allotted accordingly.
- 10) S.P.I.O. (Kolkata Regional Office) will inform Deputy Secretary (Administration), Deputy Secretary (Academic) and Deputy Secretary (Examination) the number of Candidates scheduled to inspect answer scripts on a particular day, at least 7 days before the date of inspection.



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- 11) Deputy Secretary (Examination) will depute Staff-members from his/her Section with the custody of answer scripts on the date of inspection and S.P.I.O. (Kolkata Regional Office) will depute Staff machinery for keeping watch on the Candidates during inspection. He/She may, however, approach Deputy Secretary (Administration) for additional work force, if required.
- 12) The Caretaker shall make necessary seating arrangements for the Candidates and their guardians/ authorized representatives for inspection of answer scripts at the Meeting Hall at the 6th Floor of Nivedita Bhawan, Salt Lake, Kolkata-700091.
- 13) To supervise and monitor the entire management, an R.T.I. Cell is formed at Nivedita Bhawan for Kolkata Region with the following members :-
 - i) Deputy Secretary (Administration), **Convener.**
 - ii) Deputy Secretary (Academic)- S.P.I.O.(HQ).
 - iii) Deputy Secretary (Examination).
 - iv) Regional Officer (Kolkata)- S.P.I.O., Kolkata Regional Office.
- 14) An R.T.I. Cell will be formed in each Regional Office with the concerned Regional Officer (Acting as S.P.I.O.) as Convener.

Kalyanmoy Ganguly

President