



West Bengal Board of Secondary Education

Nivedita Bhawan, DJ-8, Sector-II, Salt Lake, Kolkata – 700091

No. D.S.(C)/018/25

Date : 15.01.2025

To
The Heads of the Institution of
All the Recognized Secondary Schools
Under West Bengal Board of Secondary Education

NOTIFICATION : Leave in relation to Madhyamik Pariksha (SE) 2025

The undersigned is directed to notify the following to all concerned of the recognized Secondary Schools in the state of West Bengal about availing leave in relation to Madhyamik Pariksha (SE) 2025.

1. The teachers and non-teaching staff of schools selected as Centers and Venues for the Madhyamik Pariksha (SE) 2025 may be granted Child Care Leave (CCL) or Paternity Leave (as applicable) only under the circumstance when their child is a candidate for Secondary/Higher Secondary Examination of any statutory Board.
2. To avail such Leave during the Madhyamik Pariksha period, the concerned applicant must submit an undertaking, along with proof of the examinee status (Routine of Examination, Admit Card, School Identity Card) of their respective son/daughter/ward to the School Authority, to the effect that her/his spouse is not availing Child Care Leave (CCL) or Paternity Leave (as applicable) for the same purpose.
3. Application along with above mentioned documents are to be submitted at least three weeks prior to the proposed date of leave so as to allow the said school to have time for necessary planning and allotment of duties for Madhyamik Pariksha (SE) 2025.
4. The HoI without referring such cases to WBBSE may grant such leave with prior/subsequent approval of the Managing Committee. All such eligible teachers/staff of a school shall be allowed subject to fulfillment of the conditions delineated above.
5. The HoI of such schools shall intimate the D.I, if need be, for additional teachers/staff for the conduct of Madhyamik Pariksha (SE) 2025, under the circumstances, from non-venue and non-participating school, and such allotment from D.I shall be obligatory upon the school/allotee.
6. Child of a teacher and/or non-teaching staff of a school selected as Centers and Venues for the Madhyamik Pariksha (SE) 2025, if appearing in Madhyamik Pariksha (SE) 2025, and does not avail leave out of volition or because her/his spouse is enjoying such leave for same purpose, then such teacher and/or non-teaching staff shall be allowed to perform duties for Madhyamik Pariksha (SE) 2025, except for entering strong room, opening and handling of question papers, and invigilation in examination hall.

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7. Teachers enjoying such leave shall however remain obliged to check answer scripts of Madhyamik Pariksha (SE) 2025.
8. Any other nature of application of Child Care Leave (CCL) or Paternity Leave (not covered in point no. 1) during the Madhyamik Pariksha (SE) 2025 shall have to be forwarded to WBBSE (addressed to Deputy Secretary-Academic) for its prior consideration and restricted approval, on a case to case basis.
9. For all other forms of leave admissible, though established rules and procedures shall prevail, however such applications are highly discouraged. Furthermore, it is advised that for conducting such a large public examination, like Madhyamik Pariksha (SE) 2025 smoothly and efficiently, all concerned should exercise utmost care to avoid availing any form of leave, to their best of abilities and circumstances, during the ensuing period.



SUBRATA GHOSH
S E C R E T A R Y