



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

NOTIFICATION

No.:D.S(Aca)/863/C/68

Date:11.12.2020

**From : DR. PARTHA KARMAKAR, W.B.E.S.,
Deputy Secretary (Academic)**

**To: THE HEADS OF ALL (GOVERNMENT, GOVERNMENT SPONSORED AND NON-
GOVT. AIDED) JUNIOR HIGH/SECONDARY SCHOOLS RECOGNISED BY
W.B.B.S.E IN WEST BENGAL**

**SUB :CONFIRMATION OF THE TEACHING AND NON-TEACHING STAFF
INCLUDING LIBRARIAN**

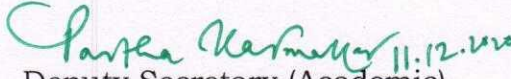
Sir/Madam,

The procedure of the confirmation of the Teaching and Non-Teaching staff including Librarian has to be started at an early date as per Notification No. 213-SE/S/10M-01/18, dated Kolkata, the 8th March,2018 and No.244-SE/S/10M-01/18, Date 16.03.18 .

The steps of confirmation will be as follows:

- 1) **The candidates will pray for his/her confirmation to HOI after appearing in the Medical test and police verification.**
- 2) **The HOI will call a MC meeting with a specific agenda for confirmation of the Candidates who had prayed for it.**
- 3) **The MC/S.M.C will adopt a resolution or Administrator will issue an order regarding the satisfactory continuous service of the candidate since his/her joining.**

- 4) After that, the HOI will send the documents with a forwarding letter to the respective D.I of Schools (S.E). The documents are as follows:
- Recommendation letter issued by WBCSSC,
 - Appointment letter of the Candidate issued by W.B.B.S.E,
 - Joining letter,
 - Approval letter,
 - The photocopy of resolution of the M.C or Administrator's order regarding the satisfactory continuous service of the candidate since his/her joining,
 - Non litigation Certificate,
 - Validation of S.M.C/Administrator,
- 5) The respective D.I of Schools(S.E) will forward his/her opinion along with all documents of the Candidate to the W.B.B.S.E for confirmation. All cases for candidates who have completed 02 years of satisfactory service may be sent together by January 15,2021.
- 6) W.B.B.S.E will issue the confirmation letter in favour of respective candidate after receiving all necessary documents as mentioned in Sl. No.4.
- 7) Confirmation letter in favour of only those Candidates will be issued whose PVR and medical fitness certificate are cleared.
- 8) The Head of the Institution will record the confirmation of the Candidate in his/her service book.



Deputy Secretary (Academic)
W.B.B.S.E

Memo No: D.S(Aca)/ 863/1(10)/C/68

Date:11.12.2020

Copy forwarded for information and necessary action to the:

1. Principal Secretary, School Education Department, Govt. of W.B
2. Commissioner of School Education, Govt. of W.B.
3. O.S.D to MIC, School Education Department, Govt. of W.B.
4. D.I of Schools (SE)..... (All Districts) with a request to circulate to all concerned
5. D.S (Administration), W.B.B.S.E, with the request to upload the notification in the Board's website
6. All Deputy Secretaries of W.B.B.S.E
7. All Regional Officers of W.B.B.S.E
8. P.A to President, W.B.B.S.E
9. P.A to Secretary, W.B.B.S.E
10. Office file.


Deputy Secretary (Academic)
W.B.B.S.E