

Government of West Bengal
School Education Directorate
Grants-in-Aid Section

Bikash Bhawan, 7th floor, Salt Lake, Kolkata-700 091

Memo No 1277-GA

Date 04/07/ 2018

OM-21/2017

From : The Commissioner of School Education,
West Bengal.


To : The Dist. Inspector of Schools(SE)

Sub : Powers and duties of Assistant Headmasters/
Assistant Headmistress in absence of Headmasters/
Headmistress.

Consequent upon some reported incidents , his/her attention is invited to the existing amended rules in respect of management of recognised non-government aided schools and management of sponsored Institutions(Secondary) vide notification no. 215-SE(S) and 216-SE(S) both dated 08.03.18, wherein it has been clearly stated that Asstt. Headmaster or Asstt. Headmistress will officiate in the post of Headmaster or Headmistress during temporary vacancy of H.M.

Therefore, if Assistant Headmaster/Assistant Headmistress is available, no other teacher could be appointed as TIC at any school, the above mentioned rules should be enforced strictly.

Moreover, he/she is hereby directed to submit a report regarding the schools where TIC has been functioning inspite of availability of Asstt. Headmaster or Asstt. Headmistress.


(Dr. Saumitra Mohan, IAS)
Commissioner, School Education
West Bengal