



Government of West Bengal
Office of the District Inspector of Schools (S.E.)
Cooch Behar.

Memo No. : 792/Estt.

Date: 19/07/2018.

From: The District Inspector of Schools (SE),
Cooch Behar.

To: The Head Master/ Head Mistress/Teacher-in-Charge of all the Secondary
Schools under the control of this Inspectorate, Cooch Behar.

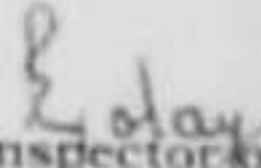
Sub: Powers and duties of Assistant Head Master/Assistant Head Mistress in
absence of Head Master/ Head Mistress.

Ref: CSE WB's Memo No. 1277-GA dated- 04/07/2018.

In reference to the Commissioner of School Education WB's Memo No. stated
above, the undersigned has to inform him/her that the Assistant Head
Master/Assistant Head Mistress will be the in charge of the school in absence of
the Head Master/ Head Mistress where the Assistant Head Master/Assistant Head
Mistress is in position. No deviation in this regard will be entertained.

However, if Assistant Head Master/Assistant Head Mistress is not in
position in any school, the senior most Assistant Teachers will be the teacher-in-
Charge of the school in absence of the Head Master/ Head Mistress.

This for strict compliance with intimation to the undersigned.


District Inspector of Schools(S.E.),
Cooch Behar.

Memo No. : 792/1(6)/Estt.

Date: 19/07/2018.

Copy forwarded for kind information and necessary action to :-

1. The Commissioner of School Education, West Bengal.
2. The Assistant Inspector of Schools(SE) all the Sub-Divisions of this district
for letter circulate to all the secondary schools under his jurisdiction
immediately.