

Office of the Director of
Higher Secondary Education
Housing board Buildings
Santhinagar
Thiruvananthapuram

NO. Ex. II(2)/15067/2012/HSE

Date: 13/04/2012

CIRCULAR

Sub:- Higher Secondary Examination 2012 - Relieving teachers for valuation duty-
directions issued - reg.

Ref:-Valuation Camp duty Posting order No. Ex.II(2)/15067/2012 HSE dated 26.03.2012.

Vide paper read above Higher Secondary School teachers were posted for valuation duty in 55 centralized valuation camps spread across the State. The posting of teachers were made to complete the process of valuation in the minimum possible days so as to facilitate the timely publication of Higher Secondary Examination results. It has come to the notice of the department that many teachers posted for valuation duty are not attending the same. Also it is noticed that teachers who report for valuation duty absent themselves from the camps without valid reasons, This affects the functioning of the camp and also puts the camp officials to difficulties. The non reporting and absence of teachers from the valuation camp, delays the valuation and tabulation process which in turn delays the publication of results. This goes against public interest. Hence the following guidelines are issued.

- (i) In the order read above the Principals were directed to relieve the Higher Secondary teachers of his school with direction to report at the respective camps. Non relieving of a teacher will be viewed as dereliction of duty on the part of the Principal concerned.
- (ii) The Principal shall note, in the school attendance register for teachers, the number and date of the relieving order issued to each teacher, against his / her name.
- (iii) The teachers so relieved shall report at the CV Camps concerned without fail. Exemption from valuation duty will not be granted as a rule.
- (iv) Teachers shall attend the valuation duty on all days except public holidays. If due to very unavoidable reasons a teacher is forced to absent himself from the camp, he

1.

shall do so under proper intimation to the camp co-ordinator. Application for leave for more than three days at a stretch shall be supported by valid documents.

- (v) The Camp Co-ordinators shall maintain the attendance register of teachers attending the camp and the same shall be produced for verification by the officials of the Directorate.
- (vi) On the last day of valuation of a subject, the Camp Co-ordinator shall issue duty certificate / relieving certificate to the teachers.
- (vii) Duty certificate / relieving certificate shall not be issued to teachers with less than 70% attendance. Duty / relieving certificate to such teachers shall be issued by the Secretary, Board of Higher Secondary Examination, on proper application.
- (viii) The Principals of the schools concerned shall permit the teachers to rejoin duty only on production of a valid relieving / duty certificate. The number and date of the certificate shall be noted against the name of the rejoining teacher in the school attendance register for teachers.

The order to the above effect is issued for compliance of Higher Secondary School Teachers, Principals and Centralised Valuation Camp Co-ordinators.



SECRETAR

BOARD OF HIGHER SECONDARY EXAMINATIONS

For DIRECTOR

Copy to:



2. All Higher Secondary School Principals, for compliance.
3. All Centralized Valuation Camp Co-ordinators.
4. PA to DHSE
5. CA toAO
6. CA to Sr. FO
7. CA to JD (Exams)
8. CA to JD (Acad.)
9. RDD Thiruvananthapuram, Ernakulam and Kozhikode.