

The Bihar School Examination Board Regulations, 1964

JHARKHAND

India

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Rule

THE-BIHAR-SCHOOL-EXAMINATION-BOARD-REGULATIONS-1964 of 1964

- Published on 31 March 1973
- Commenced on 31 March 1973
- [This is the version of this document from 31 March 1973.]
- [Note: The original publication document is not available and this content could not be verified.]

The Bihar School Examination Board Regulations, 1964Chapter - I

1. Short title.

- These Regulations may be called the Bihar School Examination Board Regulation, 1964.

2.

They shall come into force at once.

3. Definition.

- In these Regulations, unless there is anything repugnant in the subject or context-(a)"Rules" mean rules made by the State Government under the Act for the time being in force in respect of the Board;(b)"Headmaster" or "Head Mistress" means the head of recognised Secondary School or Institution eligible to send up candidates for Board's Examination;(c)"Principal" means the head of recognised secondary school or institution eligible to send up candidates for Board's Examination;(d)"Superintendent" means a person appointed by the Board to supervise the examination of the Board at a particular centre of examination;(e)"Inspector" means a person appointed by the Board for inspection work or an Inspecting Officer of the Education Department, Government of Bihar authorised to inspect Secondary School;(f)"Regular Course of Study" means a course of study prescribed for the examination of the Board;(g)"Guardian" means the natural or legal guardian or a person approved by the head of the institution concerned as a guardian of a

student;(h)"Form" means a form prescribed in or appended to these regulations;(i)"Sessions" means a period of twelve months commencing with the month of formation of new classes ;(j)"The date of sent-up" means the last date for the receipt of form and fee by the Board;(k)"Regular student" means a student who has pursued a course of study prescribed by the Board in an institution or institutions recognised as such;(l)"Ex-student" means a student who appeared at the Board Examination from a recognised school as a regular-course student, but failed, or a student who after being sent up could not appear at the examination for valid reasons;(m)"Private candidate" means a candidate who has pursued a course of study prescribed by the Board privately, or a candidate who has passed the Secondary School Examination of the Board and desires to appear in an optional subject not offered by him in examination which he has passed;(n)"Centre" means an institution or a place selected by the Board for the purposes of holding its examination and includes the entire premises attached thereto;(o)"State Government" means the Government of Bihar;(p)"Aggregate" means aggregate of the marks secured in the six compulsory and three optional papers plus the marks obtained above 30 in the additional (tenth paper).

4.

Words or expressions used in these Regulations but not defined here shall have the meaning assigned to them in the Act and the Rules.

Chapter II

Procedure to be followed in regulating the conduct of business at meetings of the Board

1.

The Board shall meet ordinarily once a month and at other times as decided by the Chairman.

2.

The Secretary shall convene meetings of the Board with the prior approval of the Chairman.

3.

The Chairman shall preside at the meeting of the Board. If the Chairman is absent from any meeting, the Director of Public Instruction or in his absence members present will elect a President for the meetings.

4.

Notice of a meeting of the Board shall ordinarily be issued by the Secretary to every member five days before the date of an ordinary meeting and two days prior to the date of an emergent meeting.

5.

The agenda, as approved by the Chairman, shall be sent by the Secretary to the members of the Board alongwith the notice calling the meeting. Matter not included in the agenda, shall be taken up for considering without the express leave of the Chairman or the President of a meeting elected under Rule 3.

6.

Items of agenda or other resolution moved may be adopted, amended or dropped at the meeting or at any adjourned meeting.

7.

Three members of the Board shall constitute a quorum at meeting;

8.

All questions shall be decided by a majority of votes of the members present and voting.

9.

If the votes including the vote of the Chairman are equally divided, the Chairman shall have a casting vote.

10.

The Chairman shall convene a meeting when requisitioned by three members of the Board.

11.

The Secretary shall keep the minutes of the meeting of the Board. The minutes as approved and signed by the Chairman or the President of the meeting shall be printed and circulated to the members of the Board and shall be confirmed at the next or subsequent meeting of the Board. No such minutes shall be published or communicated to the press unless authorised by the Board.

12.

The meeting to be held in the month of March shall be called the Annual meeting. In case more than one meeting is held in the month of March the Chairman shall declare one of these meetings to be the Annual meeting of the Board and it shall be so indicated in the agenda. The Board at the Annual meeting shall amongst other business-(a)consider and pass with or without any amendment the Budget Estimates of the Board for the next financial year as prescribed and presented by the

Secretary;(b)consider the Statement of Accounts for the previous financial year and the revised estimates of the current financial year as prepared and presented by the Secretary and take such action as it deems fit;(c)consider any other item relating to improvement in the working of the Board.

Chapter III

Conduct of business at the meeting of a Committee constituted by the Board

1.

The Board may at any time appoint a committee from amongst its own members or from outside as may be considered necessary.

2.

Such committee shall elect its own President unless otherwise directed by the Board.

3.

The functions, powers, and terms of reference of the committee shall be determined by the Board.

4.

The report of such committees shall be placed before the Board for such action as it may deem fit.

5.

The quorum for a committee appointed by the Board shall not be less than 50 per cent of the members appointed.

Chapter IV

Conditions under which students shall be admitted to the Secondary School Examinations of the Board

1. Eligibility of School.

- (i) Subject to such conditions as may be specified by the Board from time to time, every recognised Secondary School in the State of Bihar shall be eligible to send up candidates for the Board's Secondary or Higher Secondary Examination, as the case may be.(ii)Every Secondary School

shall.-(a)supply to the Board on or before such dates as may be fixed by the Board such returns and information as may be required by the Board from time to time;(b)maintain such registers and records of the students sent up by the School as may be required by the Board from time to time;(c)carry out and observe such instruction in connection with the Board's examination as may be issued by the Board from time to time and shall give necessary facilities for the conduct to the Board's examination.(iii)The Board may recommend to the Board of Secondary Education or other appropriate authorities the withdrawal, cancellation or suspension of recognition of any high school on one or more of the following grounds:-(a)that the standard of teaching in the school has considerably deteriorated or is not up to the mark;(b)that the school authorities' have failed to carry out the instructions issued by the Board from time to time.

2. Eligibility of candidates.

- Subject to conditions prescribed under these regulation, the following class of candidates shall be eligible to be sent up for the examination of the Board:(a)The candidate who has attended a regular course of study in the topmost class in one or more high schools for at least one session immediately preceding the examination in which he intends to appear and whose record of work and conduct are assessed to be satisfactory and who has been found fit for being sent up.(b)The candidate who has failed at the examination of the Board or could not appear therein after having been sent up and has not joined any high school, on the production of a certificate of (i) good conduct and (ii) diligent and regular study from the Head master or from the principal of the school last attended by him.(c)The candidate who has been duly registered by the Board under Article 22 of Chapter IV of this regulation.Explanation. - In the case candidate who has once failed at the Board's Examination and is again admitted to a school to attend a regular course of study in the top-most class, the term "session" means the period between the publication of results of the examination at which he failed and the next annual examination.

3. Eligibility of Private candidate for Secondary School Examinations.

(a)A candidate who has not attended any recognised secondary school as pupil at any time during one year immediately preceding the examination in which he wants to appear may be admitted to the Board's Secondary School Examination as a private candidate.(b)Such private candidates as have not been resident in the State for at least one year immediately prior to the Secondary School Examination will not be permitted to appear at the Board's Examination, unless they are the sons or wards of Government servant transferred from another State within that period.(c)In order to be eligible for appearing at the Secondary School Examination, such private candidates shall have to pass a preliminary test examination held at any Government Secondary School or other Secondary School appointed by the Director of Public Instruction for the purpose.(d)Such candidates shall also have to produce a certificate of good conduct from a respectable person of the locality to the satisfaction of the head of the institution concerned.(e)The private candidate shall have to register himself in the Board under article 22 of Chapter IV of this regulation.

4. Permission to appear in English only.

- Persons who have passed the Madhyama, Shastri, Acharya Examination of the Bihar Sanskrit Association or of the Sanskrit University, Darbhanga or have passed the Alim, Fazil or Maulvi Examination of the Bihar Madarsa Board or are holders of any other title or certificate recognised by the Board for the purpose may be admitted to the Secondary School Examination in English only on payment of half the prescribed rate of examination fees provided they fulfil the conditions laid down in Regulations 3(a), (c) and (d) of this Chapter. If a candidate fulfils the above conditions he may apply for necessary permission to the Secretary, Bihar School Examination Board, Patna in the prescribed proforma through the S.D.E.O concerned or Vice-Chancellor, Sanskrit University, Darbhanga or Assistant Director of Education, Sanskrit or Islamic studies, Bihar.

5. Permission to appear in Hindi only.

- Inspecting officers of the Education Department or teachers in any recognised Secondary School or any person who is a graduate of any University of Bihar or who after passing the Matriculation Examination or the University or Secondary School Examination of the Board has passed the Teacher's Certificate Examination or any other Education of Bihar or any woman who is a graduate of any University, may on payment of half the prescribed fee be admitted to the Annual or Supplementary School Examination in Additional Hindi only provided they fulfil the conditions laid down in Regulation 3(a), (c) and (d) of this Chapter. For such candidates appearing in Additional Hindi (Optional Group 'A') syllabus will be same as prescribed for Modern Indian Language II (Hindi) though the question papers might be different.

6. Permission to appear in Hindi (both papers).

- Notwithstanding anything to the contrary contained in the regulations a candidate may on payment of half the prescribed fee be examined in the course of study prescribed in Hindi as Modern Indian Language for the Secondary School Examination provided he fulfils the conditions laid down in Regulation 3 of this Chapter. Such candidates will be examined in both the papers (Hindi I) and (Hindi II). If a candidate satisfies the above conditions, he may apply to the Secretary, Bihar School Examination Board (through the Head of the Institution and the District Education Officer concerned in case of teachers and Inspecting Officers) for necessary permission stating clearly, if he wants to appear in Additional Hindi as a single subject or in Hindi as Modern Indian Language (both papers Hindi I and Hindi II).

7. Permission to appear in any single subject.

- Notwithstanding anything to the contrary contained in the regulation a candidate who has passed the Board's Secondary School Examination but wants to offer a single subject other than the subjects in which he passed at the previous Board Examination, may be sent up as a private candidate to take the examination in that subject only within three years from the year of passing the Board's examination on payment of half the prescribed rate of the examination fees.

8. Eligibility of candidates at the Supplementary Examination.

- A candidate may be admitted to the Supplementary Examination if (a) he was enrolled for the Annual Secondary School Examination but failed to appear thereat, or (b) he appeared only in some papers at the Annual Examination but could not take the full examination, or (c) he failed at the Annual Examination, or (d) he is sent up by the school to appear at the Supplementary Examination.

9. Compartmental Examination.

- Candidate, who has failed at the Annual Secondary School Examination may appear at the supplementary examination for the same year in the subject only in which he failed to pass. If he then passes in every subject in which he had to appear he shall be declared to have passed the examination but shall not be placed in a division.

10.

Deleted.

11.

A candidate who is successful at the Indian School Leaving Certificate Examination or its equivalent may appear as private candidates at the Secondary School Examination of the Board. A candidate who failed at the School Leaving Certificate Examination in a previous year with Science, Geography, Agriculture or any other subject which comprise a practical examination, may also be allowed to appear as a private candidate on completion of required number of practicals.

12.

A candidate who is unsuccessful at the Indian School Leaving Examination will be eligible for admission to class XII Secondary School in the subsequent session.

13. Date of application.

(a) All applications for permission to appear at the Board's examination shall be in the prescribed form and shall be forwarded to the Secretary by the Heads of the Institution so as to reach the Office of the Board by such dates as may be fixed and notified by the Board from time to time. (b) Late fee. - A late fine @ Re 1/- (one) per day per candidate shall have to be paid in case of later submission of fee and form subject to the condition that no fee or form shall be accepted later than thirty days of the commencement of the Annual Examination and fifteen days of the Supplementary Examination."

14.

Every candidate sent up for the Board examination shall send with his application for admission : (i) The prescribed fee for the examination unless exempted from the payment of the whole or part of the fee under the regulation or under which any order or notification of the Government to which reference should be made in the application; and (ii) A certificate from the Head of the Institution:- (a) that the applicant is a bona fide student of his school; (b) that his admission to the institution is in accordance with the prescribed rules and regulations; (c) that he has attended a regular course of study for one session immediately preceding the date of commencement of the examination; (d) that the examination fee up to the extent payable by him under this regulation has been remitted to the Secretary or that he is exempted from payment of examination fees under clause 14(i). (e) that he knows nothing against his character.

15.

Provided that in the case of a private candidate :- (i) the certificate referred to in sub-section (ii)(a), (b) and (c) above shall not be required; (ii) the certificate referred to in sub-section 14 (ii) (e) shall be signed by a Gazetted Officer and countersigned by the head of the institution in which the candidate has appeared for the preliminary test.

16. Certificate of good conduct not to be withdrawn by the Institution after candidate's enrolment.

- After the candidate has been sent up for any examination of the Board and his name has been registered as such in the records of the Board, the Headmaster or the Principal sending up his application shall not withdraw or cancel the certificate granted by him, regarding his good conduct etc. But if a student sent up for any examination of the Board has been subsequently found to be guilty of serious fraud, misconduct or indiscipline the Headmaster or the Principal concerned may report the matter to the Secretary, who shall, after any further enquiry which he may deem necessary, place before the Chairman, who may pass such orders as the circumstances of the case may require.

17. Issue of Admit Cards.

(a) On receipt of the application from candidates to appear at the Board's examination, the Secretary shall, after satisfying himself that all the requirements for admission to the examination have been fulfilled, issue an Admit Card in the prescribed form in favour of the candidate and send the same to the Headmaster or Principal concerned or to the Superintendent of Centre at which the candidate will be appearing at the examination. (b) The Headmaster or the Principal or Centre Superintendent to whom Admit Cards are sent shall issue the cards to the candidates concerned, provided nothing has happened since the submission of the application form by the candidate to debar or disqualify any candidate from appearing at the examination. (c) If the Headmaster or Principal or Centre Superintendent withholds the Admit Card of any candidate he shall immediately return the same to

the Secretary giving his reasons for withholding it.

18. Change of name or title.

(a) A candidate may after his application for admission to the Board's examination has been forwarded but at least one month before the commencement of examination, apply to the Secretary through the Headmaster or Principal concerned for changing his name stating the reason therein. All such application must be accompanied by a fee of Rs. 25/- and an affidavit signed by a First Class Magistrate with a Court Seal. (b) All such applications shall be placed before the Chairman for orders. If any change in name is sanctioned by the Chairman, the change shall be recorded by the Secretary with reference to the order of the Chairman on the application for admission to the Board's examination, and a certificate to that effect shall be issued to the candidate concerned. In all the subsequent records, documents or certificate of the Board the former as well as the new name of the candidate shall be recorded. (c) A candidate may even after passing the Board's examination and after the issue of certificate in his favour, apply to the Secretary through the Head of the Institution for changing his name or title within six months from the issue of certificate from the Board's office stating the reason therein. Such applications also must be accompanied by a fee of Rs. 25/- and an affidavit signed by a First Class Magistrate with a Court seal. In that case if change is allowed the candidate shall be given a letter indicating the change. No entry shall be made in his certificate.

19. Examination fee.

- The fees for the Annual Secondary School Examination and for Supplementary Secondary School Examination will be as under: (i) Annual Secondary School Examination Rs. 30 (Rupees thirty) per candidate. Supplementary Secondary School Examination Rs. 40 (Rupees Forty) per candidate. (ii) Besides the Examination fee at the prescribed rate, every candidate shall have to pay the following charges :- (a) Fee for the issue of schedule and individual mark-sheet at the cost of Rs. 6.00 per candidate or at any other rate as prescribed by the Board. (b) Local levy at the rate of Rs. 5.00 per candidate or at any other rate prescribed by the Board. (c) Practical Examination fee at the rate of Rs. 2.00 per candidate in subjects in which there is a practical examination or at any other rate prescribed by the Board. (iii) Examination fee once paid cannot be adjusted against any fee or dues payable to the Board by the same person or any other person but may be refunded or adjusted in the circumstances and to the extent mentioned below: - (a) if the candidate died prior to the first day of examination, the entire fee received from him shall be refunded. The application for refund should be made within 6 months of the commencement of the examination; (b) if the candidate is suddenly taken ill and is prevented from appearing at an examination, one half of the examination fee shall be adjusted against the fee payable by him at a subsequent examination provided that an application for such adjustment supported by medical certificate from a registered medical practitioner reaches the Secretary through the Head of the Institution concerned within one month after the close of the examination in which he could not appear. Provided further that when such a candidate takes admission in any institution and is sent up by that institution for a subsequent examination no such adjustment of the examination fee shall be made; (c) if the candidate is not admitted to the examination by Board the entire fee shall be refunded; (d) no application of refund shall be entertained after the expiry of six months from the date of the commencement of the

examination concerned.

20. Change of Optional subjects.

- A candidate, after having been sent up for a Board examination, may be allowed to change his optional subject or subjects not earlier than the Annual Examination of the next year, provided he passes the test examination of his school in the new optional subject or subjects.

21. Provision of writer to blind and physically handicapped candidates.

- In the following types of cases of the blind and physically handicapped candidate, the use of writer may be allowed by the Board. (i) Candidates with permanent blindness - Writer may be allowed at the cost of the Board. (ii) Candidates with permanent loss of limbs who are unable to write - Writer may be allowed at the cost of the Board. (iii) Candidates with semi-permanent blindness - Writer may be allowed at the cost of the Board on the advice of a competent eye specialist. (iv) Candidates with serious injury who are not able to write - Writer may be allowed after examining each case on its merits. The remuneration of the writer will be paid by the candidate: Provided that in all such cases, the educational qualification of the Writer shall be less than that of the candidate. The remuneration to writers shall be paid at the rate of Rs. 4 per sitting by the Board in categories (i) to (iii) and by the candidate in category (iv) of this clause.

22. Registration of candidates.

- (i) Subject to conditions prescribed under these regulations, the registration of all candidates including private candidates appearing at the Secondary School Examination shall be made by the Board. (ii) The registration fee will be Rs. 5 per student. (iii) Applications from regular candidates with requisite fee for registration duly forwarded by the Head of the Institution shall be received up to 31st March of the preceding year of the Board Examination. No application for registration shall be entertained after this date. (iv) A private candidate shall also send the application for registration with requisite fees through the Head of the Institution from which he intends to be sent up for the Board Examination latest by the 31st March. (v) A private candidate however can register himself up to 31st July of the preceding year on payment of late fine of Rs. 5 (Rupees five) only. (vi) Ex-students not registered earlier can get themselves registered till the last date for submission of fee and forms with late fine for that examination. (vii) Duplicate registration card will be issued to a candidate in case his/her card is lost, on payment of Rs. 2 as fee. (viii) Those schools which have not got their all or some of their students registered till 31st March, 1973 may get registered after submitting their registration fees and application forms alongwith Rs. 5 as late fine per candidate latest by 31st May, 1973. This concession is meant only for the year 1973. (ix) Such schools whose period of recognition has expired or whose recognition is under consideration or where there are students in class XI in anticipation of recognition will have to get their students registered in accordance with clauses (ii), (iii), (vi) and (viii). (x) Students who have migrated from other States and have got regular admission in class XI of any school of the State will have to get themselves registered within a month of their admission or in accordance with clause (iii)

Chapter V

Conduct of Examinations

1. Programmes.

- The Board shall hold its examinations on such dates as the Board may decide and notify from time to time.

2. Fixation of Centre.

- The Board's Examinations shall be held at the centres selected by the Board from time to time and the authorities of the institution so selected shall make available the services of their staff, buildings, furniture, laboratories and all other facilities required by the Board for holding the examinations.

3. Allocation of School.

- The Board may on its own initiative or on the request of the head of the institution concerned allocate or change the allocated centre of examination of the candidates of school.

4. Change of Centre.

(a)The Board may, either on its own initiative for reasons to be recorded in writing or on the request of a candidate through the Headmaster concerned, change the centre of examination of a candidate only on the ground of transfer of his/ her guardian, as recorded in the Admission Register of the school from which he/she is sent up for the examination.No such application from any candidate shall be considered by the Board unless it is accompanied with a non-refundable fee of Rs. 50/- (Rs. fifty) and two copies of passport size best photographs (front view) from the same negative duly attested and recommended by the Head of the Institution concerned, such an application must reach the office of the Board not later than twenty one days of the commencement of Annual Examination and fifteen days of the Supplementary Examination.(b)Change of centre on the ground of transfer of the legal guardian of the candidate may be permitted provided the said transfer was made within six months of the commencement of the examination and the incumbent joined the new place of postings, but the aforesaid time limit will not be applicable to Ex-Regular Candidate.(c)An application for change of centre will be examined by the Board on its merit and the Board reserves the right to accept or reject any such application for reasons to be recorded in writing.(d)Change of centre may be permitted either to the Examination centre at the place of posting of the legal guardian or in case there be no such a centre, at the centre adjacent to changed centre of the candidate or will be permitted to take examination at Government High School centres as far as possible.(e)Change of centre on the ground of transfer will be entertained only from the Ward of Government, Semi-Government and autonomous Boards employees.(f)Application for change of centre shall not be entertained in case of private candidates.

5. Method of Test.

(a)The Board's examination shall as far as practicable include, besides a written test of the candidates an oral and practical test where prescribed.(b)The written test shall ordinarily be held by means of printed question papers.

6. Medium of Examination.

(a)Question in all subjects other than languages shall be set in Hindi as well as in English.(b)Candidates shall have the option to answer the question in non-language subjects through the medium of Hindi, Urdu, Oriya or Bengali, provided the same language and script is used throughout the examination.(c)If the mother tongue of a candidate is not one of the languages referred to in clause (b) above, he may answer the question in English or in any of the languages specified in the aforesaid clause.

7. Subject of Examination.

- The Board's examination shall be held in the subject or subjects provided in course of studies prescribed.

8. Centre Superintendent.

- (i) The Board shall appoint a Superintendent for every Centre of Examination.(ii)The Superintendent shall be responsible for proper conduct of the examination at his centre strictly according to instruction of the Board issued from time to time and for the safety of the confidential papers of the Board sent to him. He shall appoint personnel required for the conduct of the examination as per instructions of the Board.(iii)The remuneration and travelling allowances, and other expenses where necessary, shall be paid to Superintendents, Assistant Superintendents and other persons employed by the Superintendent in accordance with the instructions issued by the Board from time to time at the prescribed rates.(iv)The Superintendent shall maintain and furnish to the Board different accounts and records concerning the conduct of the examination at the centre as per instructions issued from time to time.

9. Provisional Admission to Examination.

(a)The Superintendent shall admit a candidate to the examination on the production of the Admit Card issued by the Board after proper identification unless he has been directed by the Secretary not to admit a particular candidate:Provided any candidate who has lost or failed to get his Admit Card, may approach a Centre Superintendent who, on proper identification of the candidate and after obtaining from him a declaration in writing, to the effect that his admission to the examination is provisional and liable to be cancelled if not approved by the Board, may provisionally admit him to the examination. The Centre Superintendent will allot provisional Roll and Number to the candidate concerned in such cases and report the matter immediately to the Secretary.(b)No candidates shall

be allowed to leave the examination room until the examination in that paper is over. Any candidate who is late by more than half an hour will not ordinarily be allowed to appear at the examination in that paper.

10. Use of unfair means.

- The Superintendent shall have the power to expel a candidate from the examination if he is found guilty of impersonation using unfair means or misconduct including breach of any of the instructions laid down for the proper conduct of the Examination. The Superintendent shall forthwith make a detailed report of such cases to the Secretary and such candidates shall not be allowed to appear in subsequent papers, unless otherwise directed by the Secretary.

11.

The candidate appearing at the Board Examination shall not write their names on their answer books, but only their examination roll number and distinctive symbol.

12. No admission to candidate suffering from contagious diseases.

- No candidate, suffering from any kind of infectious or contagious sickness shall be allowed to present himself for examination with other candidates. Such candidates may however be allowed to sit at the examination if arrangements for their proper segregation is made.

13.

The Superintendent will determine a reasonable floor space to be allowed to each candidate which ordinarily be 25 sq. ft. per candidate and shall submit a report to the Secretary indicating the actual floor space available for candidate.

14.

The Board shall appoint a committee under clause 1 of Regulation 1 of Chapter III for considering the cases of use of unfair means and other cases of indiscipline by the candidates.

15.

The Board shall conduct the following examinations :-(i)(a)Secondary School Examination-Annual and Supplementary;(b)Deleted.(ii)Departmental Examinations;(a)Deleted.(b)Diploma in Physical Education;(c)Certificate in Physical Education;(d)Training School Examinations.(iii)Such other examinations as may be assigned by the State Government.

16. Commencement of examination.

- Date of commencement of different examinations conducted by the Board will be fixed and notified by the Secretary well in advance of the date of commencement of the examination concerned.

17. Supply of result and marks.

(a) Institution sending up candidates for the Board's examination will be informed of the result of all successful candidates and will be supplied with the marks of all the candidates enrolled from those institutions for the examination concerned on payment of the prescribed fee. (b) The result of the examination of a candidate may be sent direct to the candidate from the office of the Board after its publication if either Rs. 31- for a telegram and Rs. 7.50 for letter conveying the information, is paid in advance.

18. Malpractice, indiscipline, etc.

- In any case where it is found that the examination has been violated by error, improper conduct, or other causes or where malpractice, fraud, or act of indiscipline or use of unfair means are reported to have been practised, the Board shall have the power to cancel the examination or to withhold or amend the result in such cases and to take such other action as it may deem fit.

19.

In any case where the result of the examination has been ascertained and published and it is found that such result has been affected by error, malpractice, fraud, or any other cause whereby an examinee has in the opinion of the Board been party to or privy to or connived at such malpractice, fraud or improper conduct the Board shall have power at any time, notwithstanding the issue of the certificate to amend the result of such examinee and to make declaration as it may consider necessary in that behalf.

20. Scrutiny.

(a) Candidates, who desire to get their answer book scrutinised may apply for the same within one month of date of publication of the Board's result. The application for scrutiny must be accompanied in such case by a fee of Rs. 5/- (Five) per paper, minimum Rs. 10/- (Ten) and maximum of Rs. 30/- (Thirty) only. No such application will be entertained unless the same forwarded by the Head of Institution from which the candidate appeared with a certificate to the effect that he is convinced that there is strong and sufficient ground for such scrutiny. (b) Scrutiny will not imply re-examination of the answer-books of a candidate. It will merely be a check to ensure whether there has been any mistake in totalling the marks assigned to individual question or in carrying them over or any omission to mark a question or part thereof. (c) The result of scrutiny will be communicated to the Head of Institution and the candidate concerned. (d) The fee paid for scrutiny of answer books

shall not be refunded.

21. Original Certificate.

(a) The original certificate of successful candidates will be issued ordinarily within six months from the date of publication of results of Supplementary Examination free of cost to the respective schools from where the candidates were last sent up to take the Board's Examination. The head of institution will check up the certificate from the list of successful candidates concerned making necessary entries in the relevant registers of the schools. They will correspond immediately with the Secretary in case they do not get the certificate of any successful candidate or if any discrepancy is discovered. (b) Late fee. - If it is found at the time of issue of certificate that there is some omission or inaccuracy in the application forms of candidates either due to the mistake of the candidate or the Head of the Institution the issue of certificate will be withheld. The Board will immediately inform the Head of the Institution concerned and then it will be the responsibility of the candidate and the Head of the Institution to remove the defects in the application form before the certificate can be issued. After a lapse of one year, a fee of Rs. 21/- shall be charged for issue of such certificates.

22. Provisional certificate and its duplicate.

- A provisional certificate, before issue of the original may be issued to a candidate who has passed an examination of the Board. Application for provisional certificate should ordinarily be made through the Head of the Institution from which the candidate was sent up accompanied by a fee of Rs. 5/-. A fee of Rs. 5/- shall be charged for duplicate provisional certificate.

23. Migration Certificate.

(a) Migration certificate shall be issued to a candidate who passes the examination of the Board and intends to prosecute further studies outside the State. (b) Application for such certificate should be made through the head of the institution and must be accompanied by a fee of Rs. 10/-. (c) The Migration fee will not be refunded in case of a student who having obtained permission to migrate to any other State decides not to migrate. (d) Duplicate Migration Certificate. - A fee of Rs. 10/- will be charged for the duplicate migration certificate.

24. Duplicate and triplicate of original certificate.

- A duplicate and triplicate of original certificate shall be issued to candidates whose original certificate is (i) either lost or (ii) destroyed by insect or any other cause. The application for such certificates should be made through the Head of the Institution and must be accompanied by a fee of Rs. 10 (for duplicate) and Rs. 25 (for triplicate) and an affidavit from the Court of a First Class Magistrate with his Court seal to the effect that the certificate is lost or destroyed. If the candidate is above 18 years of age, the affidavit may be sworn in by the candidate himself. In case he is less than 18 years of age the affidavit should be sworn in by the guardian.

25. English version certificate or its duplicate.

- The English version of an original certificate may be issued to candidates on payment of a fee of Rs. 10/-. A duplicate of English version of original Certificate will be issued on a fee of Rs. 10/- on fulfilment of the requirements prescribed in Regulation 24 for the issue of duplicate certificate.

26. Disposal of answer books.

- Answer-books of candidate shall be preserved for three months from the date of the publication of results of the examination concerned.

27.

Deleted.

Chapter VI

Conditions and mode of appointment and duties of Examiners.

1. Criteria for appointments.

- (i) The Board shall in consultation with the Committees of Courses for different subjects constituted under Section 7 of the Act, prepare lists of persons suitable for appointment as Paper-setters, Moderators, Examiners and Tabulators and make such appointments as may be necessary. Members of the Board will not be eligible for such appointment. (ii) The qualification and experience and other criteria for determining the suitability of a person for appointment as Paper-setter, Moderator, Examiner, Tabulator, Copyists, etc. will be prescribed by the Board from time to time.

2. Conditions for appointment.

- A person shall be disqualified for being appointed as a Paper-Setter or a member of Moderator:- (i) If he is a member of the Board. (ii) If near relation of his is appearing in the examination concerned in the subject. (iii) If he is coaching or has coached or worked as a private tutor in the 2 years preceding the year of examination of any candidate appearing at the examination. Explanation - The word 'near relation' shall for the purpose of sub-clause (i) mean and include husband, wife, father, mother, son, daughter, grand-daughter, grand-son, brother, sister, nephew, niece, grand-nephew, grand-niece, uncle, aunt, son-in-law, brother-in-law and sister-in-law. (iv) If he has published any note or annotation of text books prescribed for the examination concerned. (v) If he is an employee of the Board. (vi) If his name has been removed by the Board from the approved panel of names for any reasons whatsoever.

3. Appointment of Paper-setters and Moderators.

(a) Ordinarily only one paper-setter will be appointed for each paper. (b) The number of moderators to be appointed for each subject shall not ordinarily be less than 3 and more than 5.

4. Records of eligible persons.

- Registers or Card Index or other papers of persons eligible for appointment as Paper-setters, Moderators and Examiners and Tabulators will be maintained by the Secretary.

5. Duties of Paper-setters, Moderators, etc.

- The names of paper Setters, Moderators, Examiners, Tabulators and the distribution of answer-books to be examined shall be kept strictly by all concerned until after the publication of results of the examination concerned.

6. Action against acts of omission and commission.

- If at any time it comes to the notice of the Chairman that a person appointed as a Paper-setter, Moderator, Examiner or Tabulator, Collator or Copyist has been guilty of any dishonesty, misconduct of culpable negligence which renders his continuance as Paper-setter, Moderator, Examiner or Tabulator, Collator or Copyist inexpedient and if there be a prima facie case on the basis of such enquiries as the Chairman may deem necessary, the Chairman may cancel his appointment forthwith and appoint someone else in his place.

7. Duties of Paper-setters and Moderators.

(a) Paper-setters shall be guided as to the scope of the subject of examination, by the syllabus prescribed and as to the standard and extent of knowledge required, by the books if any recommended or prescribed for such purpose. (b) The paper set shall be such as candidate can reasonably be expected to answer within the time allotted. The question in each paper shall be fairly distributed over the whole course. (c) No question shall be asked at any examination which offends religious belief. (d) Paper-setters shall, as far as partible, avoid any marked change of standard from year to year.

8.

(a) It shall be the duty of the Board of Moderators to scrutinise the papers set by the Paper-setters and to ensure that the questions have been set in accordance with the general principles laid down under clause 7 of this regulation. In order to make the questions conform to these principles, the Board of Moderators may suitably modify or substitute such questions, as it may deem necessary. (b) In case the question set in any paper are in the opinion of the Board of Moderators unsuitable, it may reject that paper and inform the Secretary accordingly. Any member of the Board

of Moderators may on the request of the Secretary set the paper in lieu of the rejected paper and the Board of Moderators shall again moderate that paper. The fee for setting question paper which has been rejected by the Board of Moderators shall not be paid to original Paper-setter and shall be paid to such member of the Board of Moderators who sets the question paper in lieu thereof.

9.

(a) Paper-setter and Moderators will put their personal seal on the envelop containing the question paper before sending or handing over the same to the Secretary. (b) No copy or any note of the question paper shall be retained by the Paper-setter or the Moderators and every Paper-setter shall certify that he had destroyed all copies and notes of the question paper set.

10. Meeting of the Moderators and Head Examiners.

- As soon as possible after an examination has been held, the Paper-setter, the head-examiners and the Moderators concerned will meet to determine the kind or standard of answers to be expected from the candidates and decide upon a system of marking. If owing to any unavoidable circumstances any one is unable to attend the meeting, the remaining persons shall carry on the work. Their conclusion shall be embodied in a memorandum which shall be forwarded to the Secretary for further necessary action.

11. Duties of Head Examiners.

(a) It shall be duty of the head-examiner to co-ordinate the marking of the co-examiners working under him and to see that each co-examiner has marked the paper in accordance with the memorandum drawn up under clause 10 of this regulation and other instructions, if any, sent to the co-examiners. (b) The head-examiner shall revise not less than 10 answer-books examined by each co-examiner working under him and shall send such suggestions to the co-examiners as he may deem necessary. (c) The head-examiner shall re-examine fifteen per cent of the answer books examined and sent to him by the co-examiners and advise during the further progress of the marking. In case of divergence of standard, the head-examiner shall increase or decrease the marks awarded by a co-examiner. In the event of his being entirely dissatisfied with the work of the co-examiner he shall communicate with the Secretary for further orders. After scrutinising the marks of the co-examiner, the head examiner shall forward them to the tabulator concerned or the Secretary as per instruction issued from time to time. (d) The head-examiner shall check up totalling and transcription in all the answer books submitted to him by the co-examiners working under him. (e) The head-examiner shall compare the marks entered in the marks slip with the marks on the cover of the answer books submitted to him by his co-examiners. (f) Head-examiner shall report to the Secretary each case of delay in the submission of marks by a co-examiner. (g) The head-examiner shall also submit a separate report upon the work of his co-examiner in the prescribed form.

12. Duties of Co-Examiners.

(a)The co-examiner shall receive the answer books and a copy of question paper direct from the examination centre from the Secretary and shall acknowledge their receipt in the prescribed form. Any answer book mis-sent to a co-examiner shall be returned immediately to the Secretary.(b)Co-examiners in awarding marks shall (i) take the correctness of the language of the answer into account; (ii) consider whether the answer indicates an intelligent application of the subject or is merely the result of unintelligent memory work.(c)In marking answer books the co-examiner shall note against each answer the marks which he awards to it and also note each mark and the total on the outside cover of the answer book in legible figures, alterations in the marking shall be initiated by the co-examiner.(d)After the issue of the memorandum each co-examiner shall send not less than 10 marked answer books as specimen direct to the head-examiner as soon as possible for revision by him. The co-examiner need not wait for the return of the specimen answer books from the head-examiner but should continue to examine the answer books on the basis of the memorandum. He shall revise the marking, if necessary, in the light of any suggestion that the head-examiner may make after scrutiny of the 10 examined answer books sent by the co-examiner. The marks and the answer books marked by the co-examiner shall then be sent to the head-examiner.(e)Blank marks sheet shall be supplied to the co-examiner. The Co-examiner shall not enter any fraction in the total of marks in the mark sheet. If there be any fraction in the total marks it shall be increased to the next whole number (e.g. 25 $\frac{1}{4}$ shall be entered as 26). The Co-examiner shall prepare mark sheet according to the instruction issued to him from time to time.

13.

All head-examiners, co-examiners and the members of the Board of Moderators shall keep the result of the examination and marks assigned to the candidate strictly secret.

14.

Along with the final instalment of marks, the co-examiner shall submit the head examiner a report in the form prescribed for the purpose.

15.

The co-examiner, shall report to the head-examiner and Secretary any unusual feature detected in the answer books of the candidate.

16.

No person shall accept the assignment who for any reason whatsoever not be in a position to follow the work schedule.

17.

No co-examiner appointed for a particular subject will ordinarily be appointed as an examiner in any other subject at the same examination except in exceptional cases.

Chapter VII

Powers and Duties of the Secretary

1.

Besides the powers and duties of the Secretary prescribed in the Act and the rules he shall have the power-(a)to receive and subject to the control of the Chairman and the Board deal with application for admission to the Board's examination;(b)to pass and sign the bills of the staff of the Board's office and all travelling and conveyance allowance bills and other bills in connection with the work of the Board other than those of the members of the Board;(c)to grant casual leave to the employee of the Board under his control;(d)to grant leave other than special or extraordinary leave to any member of the staff except himself and other official of the Board;(e)subject to the approval of the Chairman to appoint, to dismiss, fine, promote, demote, suspend, discharge and to take such action, as may be, necessary for maintaining the strength, discipline, efficiency and moral of the office of the Board with respect to all members of the staff except the officers of the Board;(f)to sanction within the Budget provision, purchase or hire of store, papers, Stationery, furniture or other articles required; provided that the cost of each such purchase or hire does not exceed Rs. 500.

2.

It shall be the duty of the Secretary-(a)to issue notice, convene meeting of the Board and its committees and to keep minutes of such meetings;(b)to conduct all official correspondence of the Board;(c)to call for report and returns and other informations from recognised institutions sending candidates for the Board's examinations;(d)to function as Treasurer of the Board and keep proper accounts of all money of the Board and to see that they are expended on the purpose for which they are sanctioned or allotted;(e)to be custodian of the records, Library, Common seal and such other properties of the Board as the Chairman, with approval of the Board, may place in his charge;(f)to receive all fees and other dues payable to the Board all sums intended for the Board and to credit all such money to the examination fund in the State Bank of India or any other Bank authorised by the State Government;(g)to arrange for conduct of examination at various centres, timely marking of the answer papers, tabulation of the marks and moderation of result, and to prepare and publish results under the direction of the Board;(h)to issue certificates in the prescribed form, on behalf of the Board to successful candidates of having passed the Board's Examination and other forms of certificates where necessary;[The Secretary may, however, designate an officer of the Board to check and verify each and every certificate and to affix Secretary's facsimile on the certificates of successful candidates and in that case the designated officer shall be solely responsible for proper accounting and the custody of blank certificates and issue of genuine certificate to bona fide candidates.] [Substituted by Notification No. 1068, dated 24.11.1980.](i)to maintain a list of persons suitable for

appointment as Paper-setters, Moderators, Head-examiners, Co-examiners, Tabulators, Collators, Copyists, Superintendents and others for the Board's examination ;(j)to maintain list of instructions recognised for the purpose of Board's examinations;(k)to perform such other duties as may be necessary for carrying out Board's decisions and directions.

3.

It shall be the duty of the Secretary to bring to the notice of the Chairman any breach of the Act and the Rules and Regulations made thereunder and to carry out such instructions as the Chairman may give thereat.

4.

The Secretary shall sign all contracts made on behalf of the Board.

5.

The Secretary shall manage the properties and investments of Board.

Chapter VIII

Subject of examination and conditions of passing the Secondary School Examination

1.

Candidates for Secondary School Examination shall be examined in the following subjects:-(i)Modern Indian Language and Literature - 2 Papers(a)National Language Hindi - 1 Paper(b)Literature of the Mother-tongue (Urdu, Bengali, Maithili, Oriya, Nepali, Santhali and Hindi) - 1 Paper.Note. - Candidates whose mother-tongue is not one of these languages or those who have studied through the medium of English may offer English.(ii)English - 2 Papers(iii)Social Studies - 1 Paper(iv)Everyday Science or Elementary Physiology and Hygiene or in case of candidates offering optional group B or G Elementary Mathematics or in case of private candidates Elementary Physiology and Hygiene - 1 Paper.(v)Optional subjects from any one of the groups mentioned in the syllabus - 3 papers.

2.

Besides these 9 papers 6 (six) compulsory and 3 (three) optional under Regulation above, a candidate may offer an additional paper from the same group from which he has selected his optional papers or a paper in oriental classical language (Sanskrit, Arabic and Persian), provided that he has not already offered the subject. Marks obtained above 30 in the additional paper will only be added to the aggregate. In case he secures only 30 marks in the additional paper these marks

shall not be included in his aggregate, but the fact that he has passed in the subject shall be noted in his certificate. Notes. - There shall be two categories of papers in Paper I Modern Indian Language and Literature (Hindi). (i) For those who have studied Hindi continuously from Class I. (ii) For those who have not studied Hindi continuously from Class I, i.e., who have studied continuously from Class IV, the standards to be attained will be that intended for Class IX. In the case of private candidates the distinction will be made on the basis of the mother-tongue of the candidate. (iii) Although certain subjects occur in more than one group, their syllabuses are the same for the different groups, but the syllabus for the Elementary Mathematics for those offering group 'G' may be different from the syllabus for the same subject offered under group 'A'. (iv) The syllabus for Modern Indian Language Paper II (compulsory subject) and the syllabus for the same subject under optional group 'A' shall be the same.

3.

Each paper shall be of 3 hours' duration.

4.

(i) Candidates who obtain 540 or more marks in the aggregate shall be placed in the first division and those who obtain 405 marks or more but less than 540 marks shall be placed in the second division. The other successful candidates will be placed in the third division. The minimum, aggregate for the third division is 270 marks. (ii) Candidates passing the examination under regulation 10 of Chapter IV under compartmental rules shall be declared to have passed the examination, but shall not be placed in a Division.

5.

Every paper for the Secondary School Examination shall carry 100 marks and the distribution of marks in each paper shall be as prescribed by the Board from time to time.

6.

Save and except as otherwise provided in order to pass the Secondary School Examination, a candidate must obtain not less than 30 per cent of the total marks in each subject and not less than 270 marks in the aggregate.

7.

As soon as possible after the examination, the rules of the candidates will be moderated and placed before the Board for consideration under its orders a list of the successful candidates, arranged according to school and in divisions and according to the candidates Roll number will be published and released to the press. A copy of the result sheet of successful candidates shall also be sent to the institutions concerned. Every candidates shall on passing receive a certificate in the prescribed

form.

8.

A candidate for the Secondary School Examination who secures pass marks in the aggregate but fails in one subject by not more than 5 per cent marks or by not more than 3 per cent marks in two subjects shall be allowed to pass and placed in the appropriate division. Note. - Failing in the different parts of the same subjects shall not be treated as failure in two different subjects.

9. Interchange.

- If a candidate passes in all subjects except in one of the optional subjects and has offered an extra subject as the 10th paper and passes in it, he shall be allowed option to pass by substituting the subject in which he has failed with the subject of the 10th paper in which he has secured pass marks and shall be placed in the appropriate division. He shall express this option in the appropriate column of the application form submitted by him for enrolment in the examination.

10.

Candidates securing first division marks in the aggregate and passing in English and failing in one subject by not more than 8 per cent marks shall be allowed to pass and shall be placed in the appropriate division. Note. - A subject consisting of 2 or more parts requiring separate pass marks shall be treated as one subject, and failure in different parts shall not be treated as failure in two different subjects.

11. High Proficiency case.

- Case of candidates who have passed in English, but cannot be allowed to pass under Regulations 8, 9 or 10 of this Chapter shall be specially considered by the Board as High Proficiency case:-(a) Pass in English, High Proficiency marks in one subject 300 marks in aggregate and failure by not more than 6 per cent in one subject; (b) Pass in English, High Proficiency marks in one subject, second division marks in aggregate and failure by not more than 8 per cent in one subject. (c) Pass in aggregate, High Proficiency marks in English or M.I.L and failure in one subject by not more than 10 per cent. (d) Pass in English, High Proficiency marks in two subjects second division marks in aggregate failure in one subject by not more than 10 per cent; (e) Pass in English, High Proficiency marks in more than two subjects second division marks in aggregate, failure in one subject by not more than 12 per cent; (f) Pass in English, High Proficiency marks in one subject, first division marks in aggregate and failure in one subject by not more than 10 per cent; (g) Pass in English, High Proficiency marks in two subjects, first division marks in aggregate and failure in one subject by not more than 12 per cent; Explanation. - For the purpose of this regulation aggregate means the aggregate without 10th paper and High Proficiency marks as prescribed by the Board from time to time. Note. - No marks be added in the subject of failure and no deduction shall be made in the aggregate of the candidate who is declared to have passed the examination under Regulations 10

and 11.

12. Consideration of Special cases.

- If it is proved to the satisfaction of the Board that the question in any subject are not such a candidate could reasonably be expected to answer within the time allotted or that such questions have not been fairly distributed, over whole course in that subject or do not conform to the Regulations laid down for the examination in that subject, or show a marked change of standard or that from any other cause injustice has been or is likely to be done the Board shall issue such directions as may be necessary to remedy or prevent such injustice, and shall inform the Board of Moderators concerned of the action taken.

13.

Candidates who have failed to pass or could not appear in all papers of the Secondary Annual Examination, make take the Supplementary Examination of the same year as per Chapter IV, Regulation 10.

14.

(a)A candidate who has obtained pass marks in the aggregate and failed only in English shall be declared to have passed the Secondary School Examination in appropriate division, according to aggregate marks secured by him.(b)A candidate who has passed the Secondary School Examination without English may appear in English at any Examination within 2 (Two) years from the date of publication of the result on payment of a fee of Rs. 15/- (Rupees fifteen) only. Pass marks for such candidate will be 60.(c)A candidate who has failed in English and some other subjects at the annual examination and appears in the next Supplementary examination compartmentally in those subjects and passes in the subjects other than English, shall be declared as have passed the Compartmental examination without English.

15.

A candidate having already passed the Secondary School Examination may be allowed to re-appear at the two examinations within two years from the date of publication of the result of the examination which he passed with a view to improving his result. Such candidate may submit his application form and fees as an ex-regular candidate from the school from which he passed the Secondary Examination.

Chapter IX

Subjects of Examinations and Conditions of Passing Higher Secondary School Examination

1.

Candidates for Higher Secondary School Examination shall be examined in the following subjects:-

(i)	Modern Indian Language and Literature	...	2 Papers
(a)	National Language Hindi	...	1 Paper
(b)	Literature of the mother tongue (Urdu, Bengali, Maithili, Oriya, Nepali, Santhali and Hindi).	...	1 Paper

Note.- Candidates whose mother-tongue is not one of those languages or those who have studied through the medium of English may offer English.

(ii)	English	...	2 Papes
(iii)	Social Studies	...	1 Paper
(iv)	Everyday science or in case of the candidates offering optional group 'B', 'E' or 'F' Elem. Mathematics.	...	1 Paper
(v)	Optional subjects from any one of the groups mentioned in the Syllabus.	...	3 Papers

2.

Besides the 9 papers 6 Compulsory and 3 optional under Regulation 1 above, a candidate may offer an additional paper in Oriental classical languages (Sanskrit, Arabic and Persian) provided that a candidate who has already offered Sanskrit, Arabic and Persian as an optional paper, may offer as an additional paper any one of the subjects under group 'A1 Humanities and Social Sciences which he has not offered as one of the optional subject. Only marks obtained above 30 marks in the additional paper will be added to the aggregate. In case he secures only the pass marks in the extra subject, these marks shall not be included in his aggregate, but the fact that he has passed in the subject shall be noted in his certificate. Note :- There shall be two categories of papers in Paper I Modern Indian Language and Literature (Hindi). - (i) For those who have studied Hindi continuously from Class I, (ii) For those who have not studied Hindi continuously from Class I, i.e., who have studied continuously from Class IV. The standards to be attained will be that intended for class IX. In the

case of private candidates the distinction will be made on the basis of the mother-tongue of the candidate.

3.

Each paper shall be of 3 hours' duration.

4.

(i) Candidates who obtain 450 marks or more marks in the aggregate shall be placed in the first division and those who obtain 405 marks or more but less than 540 marks shall be placed in the second division. The other successful candidates will be placed in the third division. The minimum aggregate for the third division is 270 marks. (ii) Candidates passing the examination under regulation 10 of Chapter IV under compartmental rules shall be declared to have passed the examination, but shall not be placed in a Division.

5.

Every paper for the Higher Secondary School Examination shall carry 100 marks and the distribution of marks in each paper shall be as prescribed by the Board from time to time.

6.

Save and except as otherwise provided in order to pass the Higher Secondary School Examination, a candidate must obtain not less than 30 per cent of the total marks in each subject and not less than 270 marks in the aggregate.

7.

As soon as possible after the examination, the results of the candidates will be moderated and placed before the Board for consideration and under its orders a list of successful candidates arranged according to schools and in divisions and according to the candidates' Roll numbers shall be published and released to the press. A copy of the result sheet of successful candidates shall also be sent to the institutions concerned. Every candidate shall, on passing, receive a certificate in the prescribed form.

8.

A candidate for the Higher Secondary School Examination who secures pass marks in the aggregate but fails in one subject by not more than 5 per cent marks or by not more than 3 per cent marks in two subjects shall be allowed to pass and placed in the appropriate Division. Note. - Failing in the different parts of the same subject shall not be treated as failure in two different subjects.

9.

Candidate securing First Division marks in aggregate and passing in English and failing in one subject by not more than 8 per cent marks shall be allowed to pass and shall be placed in the appropriate division. Note. - A subject consisting of 2 or more parts requiring separate pass marks shall be treated as one subject, and failure in different parts shall not be treated as failure in two different subjects.

10. Intercharge.

- If a candidate passed in all subjects except in one of the optional subjects and has offered an extra subjects as the 10th paper and passes in it, he shall be allowed to pass by substituting the subject in which he has failed with the subject of the 10th paper in which he has secured pass marks and shall be placed in the appropriate division.

11. High Proficiency cases.

- Cases of candidates who have passed in English, but cannot be allowed to pass under Regulation 7 or 8 of this Chapter shall be specially considered by the Board as High Proficiency case. (a) Pass in English, High Proficiency marks in one subject, 300 marks in aggregate and failure by not more than 6 per cent in one subject. (b) Pass in English, High Proficiency marks in one subject, second division marks in aggregate and failure by not more than 8 per cent in one subject; (c) Pass in aggregate, High proficiency marks in English or M.I.L. and fail in one subject by not more than 10 per cent; (d) Pass in English, High proficiency marks in two subjects, second division marks in aggregate, failure in one subject by not more than 10 per cent; (e) Pass in English, High Proficiency marks in more than two subjects, second division marks in aggregate, failure in one subject by not more than 12 per cent; (f) Pass in English, High Proficiency marks in one subjects, first division marks in aggregate and failure in one subject by not more than 10 per cent; (g) Pass in English, High Proficiency marks in two subjects, first division marks in aggregate, and failure in one subject by not more than 12 per cent.

12. Consideration of special case.

- If it is proved to the Board that the questions in any subject are not such as a candidate could reasonably be expected to answer within the time allotted or the questions have not been fairly distributed over the whole course in that subject or do not conform to the Regulation laid down for the examination in that subject or show a marked change of standard or that from any other cause injustice has been or is likely to be done, the Board shall issue directions as may be necessary to remedy or prevent such injustice, and shall inform the Board of Moderators concerned of the action taken.

13.

Candidates who failed to pass or could not appear in all papers of the Higher Secondary School Annual Examination may take the Supplementary Examination of the same year as per Chapter IV, Regulation 10.

14.

(a) A candidate who has not obtained pass marks in English but has obtained pass marks in each of the remaining subjects and also in the aggregate shall be declared to have passed the Higher Secondary School Examination without English. He shall be placed in the division according to total marks obtained by him in the subject other than English. (b) A candidate who has passed the Higher Secondary School Examination without English may appear in English only at any subsequent examination on payment of a fee of Rs. 15 only. (c) A candidate who obtained 60 per cent or more marks in English at such a subsequent examination shall be declared to have passed in English with distinction and a candidate who obtained not less than 36 per cent marks shall be declared to have passed in English. [Chapter X] [Inserted by Notification No. 1/V9-26-E-2304, dated 1.11.1976 published in Bihar Gazette (Extra-ordinary) dated 4.11.1976.] Service Statutes A. Definitions. Unless there be anything repugnant in the subject or context the terms defined in this Chapter are used in the Regulations in the sense herein explained :

1.

'Average Pay' means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay. If no pay was earned, during a portion of the aforesaid 12 months such portion shall be excluded from the calculation and the average pay shall be determined by the pay earned during the remaining portion.

2.

'Board servant' means a person in the employment of the Board and drawing a pay therefrom.

3.

'Cadre' means the strength of a service or part of a service sanctioned as a separate unit.

4.

'Compensatory allowance' means to allowance granted in consideration of personal expenditure or loss of amenities or private practice necessitated by a special circumstances in which duty is performed. It includes a travelling allowance. It does not include a grant of a free passage by sea to or from any place outside India.

5.

'Duty'. - (a) Duty includes-(i)Service in India as a probationer or apprentice if such service is followed by confirmation, or by appointment to Government service.(ii)Joining time.(iii)Extra leave on average pay granted to a Board servant undergoing treatment at a Pasteur Institution.

6.

'Holiday' means holiday prescribed or notified by the Chairman of the Board.

7.

'Honorarium' means a recurring or non-recurring payment granted to officer servants of the Board from the Examination Fund as remuneration for special work of an occasional character.

8.

'Inferior service' means any kind of service which may be classed from time to time as such by the Board.

9.

'Leave on average or half of quarter average pay' means leave salary equal to average (or half or quarter average) pay.

10.

'Leave Salary' means the monthly amount paid by Board to a Board servant on leave.

11.

'Lien' means the title of a Board servant to hold subsequently either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he has been appointed substantively.

12.

'Ministerial servant' means a Board servant of subordinate service whose duties are entirely clerical and any other class of servants specially defined as such by general or special order of the Board.

13.

'Month' means a calendar month. In calculating a period expressed in terms of months and day complete calendar months irrespective of the number of day in each, should first be calculated and the odd number of days calculated subsequently.

14.

'Officiate.' - A Board servant officiates in a post when he performs the duties of a post on which another person holds a lien. The Board may, if it thinks fit, appoint a Board servant to officiate in a vacant post on which no other person holds a lien.

15.

'Pay' means the amount drawn monthly by a Board servant as:-(a)the pay other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre.(b)special pay and personal pay; and(c)any other recurring emoluments which may be specially classed as pay by the Board.

16.

'Permanent post' means a post carrying a definite rate of pay sanctioned without limit of time.

17.

'Personal pay' means additional pay granted to a Board servant-(a)to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than a disciplinary measure, or(b)in exceptional circumstances, on other personal consideration.

18.

'Presumptive pay' of a post, when used with reference to any particular Board servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties, but it does not include special pay unless the Board servant performs or discharges the work or responsibility or is exposed to unhealthy condition, in consideration of which the special pay was sanctioned.

19.

'Probationer' means a Board servant employed on probation in or against substantive vacancy in the cadre.

20.

'Special Pay' means an addition of the nature of pay, to the emoluments of a post or of a Board servant, granted in consideration of.-(a)the specially arduous nature of the duties, or(b)a specific addition to the work or responsibility; or(c)the unhealthiness of the locality in which the work is performed.

21.

'Subsistence grant' means a monthly grant made to a Board servant who is not in receipt of a pay or leave salary.

22.

'Substantive pay' means the pay other than special pay, personal pay, or emoluments classed as pay by the Board to which he has been appointed substantively or by reason of his substantive position in a cadre.

23.

'Superior service' means any kind of service which is not inferior.

24.

'Temporary post' means a post carrying definite rate of pay sanctioned for a limited time.

25.

'Tenure post' means a permanent post which an individual Board servant may not hold for more than a limited period. In case of doubt, Chairman will decide whether a particular post is or is not a tenure post.

26.

(a)'Time scale pay' means pay which subject to any condition prescribed in those Regulations, rises by periodical increments from a minimum to a maximum.(b)Time scales are said to be identical if the minimum, the maximum, the period of increments and the rate of the time scales are identical.(c)A post is said to be on the same time-scale as another post on a time-scale if the two scales are identical and the posts fall within a cadre, or a class in a cadre. Such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

27.

'Travelling allowance' means an allowance granted to a Board servant to cover the expenses which he incurs in travelling in the interests of the Board. It includes allowances granted for the maintenance of conveyance. B. General Conditions of Service

28.

Save as otherwise provided in the regulation the provisions of the Bihar Service Code and Government Servant Conduct Rules mutatis mutandis will apply to the employees of the Board.

29.

Except as provided by this regulation, no person may be substantively appointed to a permanent post in the Board service unless he produces a medical certificate of health signed by a Civil Surgeon or Medical Officer incharge of any hospital.

30.

Unless in any case it be otherwise distinctly provided, the whole time of a Board servant is at the disposal of the Board, and he may be employed in any manner required by the proper authority, without claim for additional remuneration. During the period of such employment he will not engage himself in any trade, business, occupation or in any work other than that of his office without the previous permission of the Chairman whose order in the matter shall be final and that he will not (except in case of accident or sickness certificate by a competent medical officer) absent himself from his said duties without the previous permission in writing of persons authorised in this behalf by the Board.

31.

(a) Two or more Board servants cannot be appointed substantively to the same permanent post at the same time. (b) A Board servant cannot be appointed substantively except as temporary measure to two or more permanent posts at the same time. (c) A Board servant cannot be appointed substantively a post on which another Board servant holds a lien.

32.

Unless in any case it be otherwise provided in these regulations a Board servant on substantive appointment to any permanent post acquire a lien on that post and ceases to hold any lien previously acquired on any other post.

33.

Unless his lien is suspended by the Board under regulation 34, a Board servant holding substantively a permanent post regains a lien on that post.-(i)while performing the duties of that post;(ii)while on deputation or holding a temporary post or officiating in any other post;(iii)while on leave; and(iv)while under suspension.

34.

The lien of a Board servant on a permanent post which he holds substantively shall be suspended if he is appointed in a substantive capacity.-(i)to a permanent post outside the grade of pay on which is borne; or(ii)to a tenure post; or(iii)provisionally, to a post on which another Board servant would hold a lien, had his lien not been suspended under this regulation.

35.

Unless the Board, in view of the special circumstances of the case, shall otherwise determine, a Board servant after five years continuous absence from duty, whether with a without leave, shall cease to the employee of the Board.

36.

A Board servant may be required to subscribe towards insurance or provident fund in accordance with such rules and regulations as may be prescribed by the Board.

37.

Every Board servant shall be entitled to get free medical service in such manner and within such limits as the Board may prescribe.

38.

Subject to any exceptions specially made, a Board servant shall begin to draw the pay and allowance attached to his tenure post with effect from the date he assumes the duties of the post and shall cease to draw them as soon as he ceases to discharge those duties.

39.

No Board servant shall be entitled to pay or allowances for any time he may spend outside his sphere of duty without proper authority of the Board.

40.

The period of probation to be served by a Board servant in any appointment shall ordinarily be one year but it can be extended by the appointing authority in special circumstances.

41.

No person appointed on probation will be deemed to have been confirmed in the post after the expiry of the period of probation unless an order to that extent is issued.

42.

Eligibility of persons for appointment to different posts other than Chairman and the Secretary under the Board shall be prescribed by the Board from time to time: Provided that:

1. Whenever a permanent post in any grade and pay-scale is available for substantive appointment, any Board servant holding a tenure post continuously for a period exceeding one year in that grade and pay-scale and possessing the requisite qualifications prescribed for the permanent post will ordinarily be considered first for substantive appointment.

2. (i) Whenever an appointment to the post of Officer in the Board is to be made either due to a vacancy or on account of the creation of a new post, the Secretary shall report the same to the Chairman who will bring it to the notice of the Board.

(ii) Before filling up the posts, the Board shall decide whether a particular post is to be filled up by direct recruitment or by promotion keeping in view the availability of suitable person or persons in the service of the Board. (iii) After it has been decided whether the post in question is to be filled by promotion or by direct recruitment, the following procedure for making the appointment shall be followed.-(a) When an appointment to a post of officer is to be made by promotion, the Board shall send to the Bihar Public Service Commission the name of persons considered suitable for appointment accompanied by all relevant papers, statement of qualifications and experience in order to enable the Commission to consider whether the person recommended by it have the requisite character and ability for the post and in such case on the basis of the recommendation of the Commission the Board shall make the appointment. (b) When an appointment to the post of officer is to be made by direct recruitment, it shall be done by open advertisement through Bihar Public Service Commission to whom all the qualification requisite for post and other necessary details shall be forwarded. (iv) In making recommendations for appointment to every post of officer of the Board (other than Chairman and the Secretary) the Bihar Public Service Commission shall have the assistance of one expert to be nominated by the Board whose duty it shall be to give expert advice to the Commission. (v) Subject to the provision of Regulation (iv), the Public Service

Commission shall, whenever feasible, recommend to the Board for appointment to every post of officer of the Board, names of two persons arranged in order of preference, and considered by the Public Service Commission to be the best qualified therefor.(vi)In making appointment to a post of officer of the Board shall within three months from the date of receipt under Regulation (v) above make the selection out of the names recommended by the Public Service Commission, provided that if this Board, in the first instance, does not consider the names recommended by the Public Service Commission to be suitable, it shall refer the matter back to the Public Service Commission for reconsideration and in no case shall the Board appoint a person who is not recommended by the Public Service Commission.

43.

The Board servant in class IV grade and any other servant named by the Chairman shall be entitled to get uniform and liveries free.

44.

Except otherwise provided in the regulations pre-1952 employees of the Board who were governed by the Patna University Rules, the date of compulsory retirement of a Board servant would be the date on which he attains the age of 58 years. Notes. - (1) Pre-1952 employees of the Board who were governed previously by the Patna University Rules and Class IV employees may be allowed to continue in service of the Board up to the age of 60 years. (2) Extension in service of a Board employees after the age of 58 or 60 years could only be given on the previous approval of the State Government otherwise not.

45.

No employee of the Board is authorised to leave his station without the specific permission of the Secretary.

46.

During his term of duty no employees may leave his duty or office without the permission of the Secretary.

47.

Without prejudice to the provisions of the Bihar School Examination Board Act, no order of dismissal, removal or reduction in rank shall be passed on and of the Board holding a substantive appointment unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of the allegations on which each

charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires, or if the authority concerned so direct an oral inquiry shall be held. At that inquiry an oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing refuse to call a witness. The proceeding shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof: Provided that these regulations shall not be applicable to the case of any Board servant who has been tried in a court and found guilty of any criminal offence involving moral turpitude. C. Disciplinary Action.

48. Suspension.

- An employee whose conduct is undergoing investigation on a serious charge, may be placed under suspension pending the result of inquiries into his alleged misconduct: Provided that. - No one should ordinarily be suspended unless - (i) he wilfully and obstinately refuses to carry out an order or there is gross desecration of duty; (ii) during the course of an enquiry his retention in his appointment would hamper or frustrate such enquiry; (iii) he is in Police custody or undergoing imprisonment; (iv) he is charged with an offence of a nature which, it proved against him, would ordinarily result in his dismissal.

49.

No employee who has been suspended is entitled to absent himself from his station during the interval till the final disposal of the case, unless otherwise permitted by Secretary in writing:

50. Disciplinary action.

- The following punishments for good and sufficient reasons may be imposed on a Board servant namely: - (i) Censure; (ii) Withholding of increment or promotion including stoppage at an efficiency bar; (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence, or breach of orders; (iv) Fine; (v) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in the time scale; (vi) Compulsory retirement; (vii) Removal from service which shall not be a disqualification for future employment; (viii) Dismissal from service which shall ordinarily be a disqualification for future employment: Provided that the penalty of fine shall be imposed only on menials and inferior servants.

51.

The punishments specified in clauses (i) to (iv) will be minor punishment and those in clauses (v) to (viii) of the regulation 50 of this Chapter shall be major punishment.

52. Authority competent to impose punishment.

(a) Board is the punishing authority in respect of officers of the Board (except the Secretary and the Chairman). Chairman is the punishing authority for all Ministerial staff and the Secretary is the punishing authority for all Class IV employees. (b) Board is the appellate authority of Ministerial staff and the Chairman is the appellate authority of Class IV employees. (c) A punishment can be imposed only by the prescribed punishing authority, and an appellate authority or any other authority higher than the appropriate punishing authority cannot exercise any concurrent original disciplinary jurisdiction. In no circumstances should an authority higher than the punishing authority issue any direction in regard to the punishment to be imposed. Neither should a punishing authority obtain the guidance or consent of any superior authority in this respect.

53. Procedure for punishment.

- When an employee is charged with an offence, every opportunity should be given to defend himself and following procedure should be strictly observed:-(a) A memo of charges should be issued against him; (b) A written statement of the defence if any offered, should be obtained from him; (c) An oral enquiry should be held, in respect of cases involving the penalty of reduction, removal or dismissal from service; and (d) An order should be passed embodying the findings of the punishing authority.

54. Framing of Memorandum of charges : holding of oral enquiry and drafting of punishment order.

(a) The following instructions should be observed in framing a memorandum of charges:-(1) The grounds on which it is proposed to take action against an employee should be reduced to the form of a definite charge or charges. (2) A statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case, should invariably be recorded in the memorandum. In no circumstances, however, should an opinion or anything that can be constructed as an opinion as to the guilt of the employee appear in the memorandum. (3) The employee should be required, within a reasonable time to be specified in the memorandum, to put in a written statement of his defence. He should also be required to state whether he desires to be heard in person, in respect of cases involving the punishment of reduction, removal or dismissal from service. (b) The circumstances in which an oral enquiry has to be held and the manner in which it should be conducted, are detailed below:-(1) If the employee who has been charged with an offence involving the punishment of reduction, removal or dismissal from service, desires to be heard in person, an oral enquiry must be held. It is also open to the punishing authority to direct that an oral enquiry should be held, even if the employee does not ask for it. (2) At the oral enquiry it is incumbent on the authority concerned to have oral evidence as to such of the allegations as are not admitted and to give the employee charged an opportunity (a) to cross-examine the witnesses (b) to give evidence in person and (c) to have such witnesses called as he may wish provided that the officer conducting the enquiry may, for special and sufficient reason to be recorded in writing refuse to call a witness. (3) The proceeding of the oral enquiry should be reduced to writing and be signed by the enquiring officer and the employee charged. (c) After the

enquiry against the employee has been completed and after the punishing authority has arrived at provisional conclusions in regard to the punishment to be imposed, the employee should, if the punishment proposed is dismissal, removal or reduction be supplied with a copy of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular punishment proposed to be inflicted. Any representation submitted by the employee in this behalf should be duly taken into consideration before final orders are passed. If he does not submit any representation in reply to this 'show cause' notice within the time specified, ex-parte orders of punishment may be passed by the punishing authority. If, however, he submits a representation in this behalf, it should be duly taken into consideration by the punishing authority before final orders are passed. (d) The order or punishment should be framed in a proper form. It should contain a summary of the evidence (including oral evidence, if any) and a statement of the findings and the grounds thereof. In other words, the punishment order should contain briefly the following:-(i) The facts and the history of the case leading to the charges; (ii) the charges; (iii) a summary of the examination of the defence and the evidence (including oral evidence, if any) in respect of each charge; and (iv) a statement of the findings in respect of each charge. In the examination of the evidence the defence of the accused must be briefly dealt with, and in the final opinion and decision expressed in the order, consideration should be given to the service and character of the employee whose conduct has been under enquiry. The order of punishment should be signed personally by the authority competent to inflict the punishment and the concluding portion of the order embodying the punishment inflicted should be on the model of the following form prescribed in cases of removal or dismissal from service. I, the undersigned, do hereby dismiss/remove Mr. from the service with effect from Name..... Designation of officer..... Competent to dismiss/remove from service. A copy of the order must be furnished to the employee punished under receipt which must be kept on record attached to the original order of punishment in the personal file of the official concerned or in the file from which the order is issued, as the case may be. Particulars of the punishment awarded to the official should be recorded in his confidential record or character sheet, as the case may be. The adverse remarks to be recorded should be prepared in duplicate, one copy to be signed and retained by official to be kept in his confidential record or character sheet. In case where an official prefers an appeal and his appeal is upheld either wholly or partially, particulars of the appellate orders should be recorded in his confidential record or character sheet.

55.

In some cases it may not be necessary or possible to take all the steps prescribed in Regulation 54 as for instance when an order of suspension or an order based on facts which have led to his conviction in a criminal court, is passed or when the increments of an employee are stopped or when an employee is reverted from an officiating post or from an appointment on probation. If however, any punishment is imposed, the order imposing it must invariably be in writing and if a departmental punishment is inflicted for a criminal offence, the reasons for not prosecuting the offender must be recorded either in the order of punishment or separately.

56. Appeal.

- A Board servant may appeal against the orders of the competent authority to Higher authority but no appeal shall be entertained unless it is submitted within a period of two months from the date on which the appellant receives a copy of the order appealed against, provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

57.

The fixation of pay of officers shall be made by the Board and that of other employees by the Chairman, provided that the pay of a Board servant shall not be so increased as to exceed the pay sanctioned for his post without the sanction of an authority competent to create a post in the same cadre or on a rate of pay equal to his pay when increased.

58.

Notwithstanding anything to the contrary in these regulations, the Board may grant to its servants-(i) Personal pay as defined in Regulation 18 of this Chapter. (ii) Special pay as defined in Regulation 20 of this Chapter not exceeding Rs. 100 a month for (a) the specially arduous nature of the duties or (b) a specific addition to the work or responsibility. Special pay could only be given on the previous approval of the Government.

59.

The holder of a post, the pay and/or designation of which is changed shall be treated as if he were transferred to new post on the new pay.

60. Increment.

- An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Board servant by the competent authority, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which, it is withheld, and whether the postponement shall have the effect of postponing future increments.

61. Efficiency bar.

- Where an efficiency-bar is prescribed in a time-scale, the increment next about the bar shall not be given to a Board servant without the specific sanction of the Chairman or the Board, as the case may be.

62.

The following provisions prescribe the conditions on which service counts for increments in a time-scale:-(a)All duty in a post on a time-scale counts for increments.(b)Service in another post, whether in a substantive or officiating capacity, service on deputation and leave other than extraordinary leave counts for increments in the time-scale applicable to the post on which the employee holds a lien, as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.(c)If an employee, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increments in the time scale applicable to such lower post.

63.

The Board may grant premature increments to a Board servant on a time-scale of pay in exceptional circumstances.

64.

If a Board servant is, on account of misconduct or insufficiency, reduced to a lower grade or post or to a lower stage in his time-scale, the authority ordering such reduction shall state period for which it shall be effective and whether, restoration, it shall operate to postpone further increments and if so, to what extent.

65.

Personal pay except when the authority sanctioning it, orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased, and shall cease as soon as his pay is increased by an amount equal to his personal pay.

66. Compensatory allowance.

- The Board may grant such allowances to any Board servant under its control and may prescribe their amounts and the conditions under which they may be drawn.

67.

When the Board provides an officer with a residence leased or owned by it, the following conditions shall be observed:-(a)The scale of accommodation provided shall not exceed that which is appropriate to the status of the occupant.(b)Unless in any case it be otherwise expressly provided in these regulations, he shall pay rent for residence at the rate of 10 per cent of his monthly salary.

68.

Chairman may sanction rent-free accommodation to such officers and other employees of the Board whose presence in the campus outside office hours is considered necessary in the interest of the Board.

69.

Ministerial and Grade IV employees of the Board residing in a private house on rent at Patna shall be eligible to get house rent allowance at the rate prescribed by the State Government from time to time for Government servants. If residence is provided to them by the Board, they shall pay house rent at the rate payable by the Government servants of the same category.

70. Washing of liveries to Class IV staff.

- The washing charges of the Class IV staff shall be paid by the Board. The rate of washing shall be fixed by the Secretary from time to time.

71.

The Chairman may sanction honorarium or other allowances to officers and other employees of the Board subject to the provisions in the budget.

72.

The Board may appoint one Board servant to hold, as a temporary measure, or to officiate in two or more posts at once time. In such cases he will get the extra remuneration not exceeding 20 per cent of the presumptive pay of the post whose duties the Board servant is performing provided that the days of duties so performed are not less than 30 days.

73.

The pay and allowances of a Board servant who is dismissed or removed from service cease from and including the date of such dismissal or removal.

74. Payment in cases of dismissal, removal, or suspension.

- A Board servant under suspension is entitled to substitutions grant as prescribed by the State Governments from time to time.

75.

When a Board servant who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order-(a)regarding the pay and allowances to be paid to the Board servant for the period of his absence from duty; and(b)whether or not the said period shall be treated as period spent on duty.

76.

Leave may not be granted to a Board servant under suspension.

77.

Earned leave cannot be claimed as a matter of right. When the exigencies of the Board service so requires, discretion to refuse or revoke leave of any description is reserved by the authority empowered to grant it.

78.

Absence from duty without leave previously obtained is opposed to discipline. Application for leave shall ordinarily be submitted one month before the commencement of the period of leave to enable the necessary arrangements to be made for the performance of the absentee's duties during his absence. Should the application not be submitted in proper time, the leave applied for may be refused or postponed.

79.

Leave rules, as laid down in the Bihar Service Code, will be applicable to the officers and staff of the Board with such modification as may be made by the Board from time to time. Notifications [No. II/B2-01/66E-1374, dated the 8th May, 1967. - In exercise of the powers conferred by Section 17 of Bihar School Examination Board Act, 1952 (Bihar Act VII of 1952), the Governor of Bihar is pleased to confirm the following regulations, framed by the Board, the same having been previously published by the Board, as required by the said Section.] [Notification approving Chapter I to VIII of Regulation.] [No. II/B2-01/66E-2027, dated the 15th June, 1967. - In exercise of the powers conferred by Section 17 of the Bihar School Examination Board Act, 1952 (Bihar Act VII of 1952) the Governor of Bihar is pleased to confirm the following regulations, framed by the Board, the same having been previously published by the Board as required by the said Section.] [Notification approving Chapter IX of Regulation.] [No. II/B2-01/66 (Pt) E/4665, dated the 19th December 1967. - In exercise of the powers conferred by Section 17 of the Bihar School Examination Board Act, 1952 (Bihar Act 7 of 1952), the Governor of Bihar is pleased to confirm the following regulations, framed by the Board, and as notified by Government the same having been previously published by the Board as required by the said Section.] [Notification approving Para 81 of Chapter X of Regulation.] [No. 1/B9-26/76-E-2305, dated the 1st November 1976. - In exercise of powers

conferred by Section 17 of Bihar School Examination Board Act, 1952 (Bihar Act 7 of 1952) the Governor of Bihar is pleased to confirm the following regulations framed by the Board, the same having been previously published by the Board as required by the said Section.] [Notification approving Chapter X of Regulation.][No. 1068, dated 24th November, 1980. - In exercise of the powers conferred by Section 17 of the Bihar School Examination Board Act, 1952 (Bihar Act 7 of 1952), the Governor of Bihar is pleased to confirm the following regulations by the Board, the same having been previously published by the Board as required by the said Section of the said Act.] [Notification approving Para 2(h) of Chapter VII of Regulations.]