

COUNCIL OF HIGHER SECONDARY EDUCATION ODISHA,

PRAJNAPITHA, SAMANTAPUR BHUBANESWAR-13

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E.G-1-364/2014-15 1256 C.HSE (O) dt. 10/03/15

From

Dr. Biranchi Narayan Mishra,  
Controller of Examinations.

To

The Principal/ Headmaster/ Head mistress of all affiliated,  
Recognised institutions of the Council (including self financing + 2Colleges)

**Sub: Verification of ROM for the Session-2014-15.**

Ref: This office letter NO.61/ 7.01.2015

Sir/ Madam,


With reference to the subject cited above, I am directed to inform you that, it has been decided by the council to verify the ROM for the session 2014-15. W.e.f. 15.05.2015.

You are therefore requested to produce the following documents in the Head office & there zone offices of the council for verification as per scheduled date. (Fixture enclosed for ready reference)

1. Admission Register.
2. Money receipts
3. SLC/ CLC.
4. Mark sheet
5. Migration Certificate (for other Board Students)
6. Equivalence Certificate (if required)
- 7, Study centre certificate / identity card (in case of National open school Students)
8. Old Registration receipts (for old registered student of the council)
9. Copy of the Council permission letter (in case of inter college Transfer)
10. Copy of the Affiliation / Recognition / permission letter for the session 2014-15.

The verification of ROM will be done strictly adhering to the scheduled date line fixed by the council. If any college does not turn-up for verification within the scheduled period a fine Rs. 30,000/- (Rupees Thirty thousand) only will be imposed on the defaulting colleges.

Yours faithfully,

  
10.3.15  
Controller of Examinations.

