



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

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INSTRUCTIONS TO CENTRE SUPERINTENDENTS FOR
THE ANNUAL H.S. (SPECIAL) EXAMINATION-2021

NO-EC-II-(CS)-30/20/5004/CHSE/DT.28.09.2021

1. (a) CENTRE SUPERINTENDENT (CS) :

- (i) Centre Superintendents are appointed [subject to the clause 14 (b)(vi)] by the Council. They are the key persons in the conduct of the examination and are responsible for all records and documents in connection with the examination.
- (ii) The Centre Superintendent shall keep a close liaison with the law and order authorities for smooth conduct of the examinations.
- (iii) The Centre Superintendent should make at least two visits to each Examination hall on each day of Examination during examination hours, accompanied by the internal squad.
- (iv) The Centre Superintendents must ensure functioning of CCTV camera in the Examination Centre for all activities, from opening of Question Papers (QPS) to sealing of unvalued answer scripts during the Examination process. The Centre Superintendents, who have not installed CCTV camera in their Examination Centres, in violation of the instructions of CHSE and orders of the Government, will be held responsible for any dislocation and appropriate action will be initiated against them.
- (v) The Centre Superintendents shall create a facility/cloak room for the deposit of mobile Telephones of all personnel deployed in the Examination Centres, in switch off / silent mode, in a safe place under lock & key with the Centre Superintendents till the end of the Examination.

b) DEPUTY CENTRE SUPERINTENDENT (DCS) :

There will be no deputy Centre Superintendent for Examination Centres having upto 50 (fifty) registered examinees for Annual H.S. (Special) Examination-2021. However, Centres with 51 or more number of examinees can appoint one Deputy Centre Superintendent.

(c) ROLE OF PRINCIPALS/HEAD MASTERS/HEAD MISTRESSES OF ALL COLLEGES/ HIGHER SECONDARY SCHOOLS WHICH IS AN EXAMINATION CENTRE :

The Principal/ Head Master / Head Mistress of the Centre shall remain present at the Centre and render all possible co-operation as and when required by the Centre Superintendent even if he/she is not the Centre Superintendent.

(d) URINALS FOR EXAMINEE :

Specially constructed Urinals either in the Examination Hall or close to the Hall should be made available for use of examinees. Invigilators must ensure that students surrender their Question Papers before going to urinal. That temporary absence records are maintained scrupulously and that students don't take more than the time required, (about 3 minutes) in the urinals. In case of deviation, the same must be verified instantly. The Urinals must be visited before the start of Examination on each day and during the Examination hours for searching and preventing incriminating materials being kept their with ulterior motive.

(2) QUESTION PAPERS :

- (a) After receiving the Questions from the Council, the Centre Superintendent shall immediately open the Packets (in case more than one subject/paper is packed in one packet) and arrange the Questions subject-wise and date-wise without tampering the inner covers and compare the Questions received with the requirement. Any discrepancy or damage shall be brought to the notice of the Controller of Examinations.
- (b) The sealed packets of Question papers are to be opened by the Centre Superintendent 30 minutes before the commencement of the Examination for distribution.
- (c) Before opening the Question paper Packets, the seals on the packets should be checked as to whether they are intact or not. Before opening of the sealed packets the Centre Superintendents should declare in the presence of the invigilator, Dy. Centre Superintendent (if any), representative of District Administration about the date and time of opening the Question packets and the numbers of Questions sent by the Council to the Centre. The Centre Superintendent should furnish a certificate to that effect in the following format. (Certified that, I examined the Packets in the presence of the Invigilator, Dy. Centre Superintendent, and Representative of District Administration after the candidates assembled and before it was opened and I found that seals were intact. (See the caution slip)
- (d) The first inner cover of the Question paper is a window (transparent front side) poly pack. Before cutting this inner most cover, the Centre Superintendent must ensure the right paper for the right sitting through the window of the poly pack.
- (e) In case the packet contains any matter other than the question papers required for the particular sitting, the packet should immediately be sealed and kept under the personal custody of the Centre Superintendent. This matter should be reported to the Controller of Examinations immediately.





- (f) The surplus questions of the sitting should be immediately sealed and kept under the custody of the Centre Superintendent.
- (g) The question papers for the Examination Halls will be delivered by the Centre Superintendent/Deputy Centre Superintendent in the respective Halls in packets so that the same is not exposed to anybody. The QPS of absentees will not be kept on the tables and be kept in a separate gummed envelope kept for the purpose. After half an hour, the same are to be collected by the Centre Superintendent/Deputy Centre Superintendent from different rooms.

3. ANSWER BOOKS :

The answer books that have been sent to the Headmasters/Principals for Annual H. S.(Special) Examination, 2021 contain thread stitched 28 pages in which graph papers are printed at the page No. 24 & 26. There will be no provision of additional papers and graph papers. The students are to be advised to accommodate their answer within 28 pages of the Answer Book in all papers and more particularly in MIL (O), Opt. Odia and Mathematics papers. The answer books supplied for Annual H.S. (Special) Examination, 2021 has a front page design with provision for bubbling/darkening circle with black ball point pen to provide information about question paper, Roll No. etc. All Invigilators and candidates should be familiarized with this provision. The new answer books with new front page design must be used by the examinees registered from 2016 to 2019. The students registered on or before 2015 are to be provided with old Answer scripts containing 32 pages, already available with the Centres.

SOON AFTER RECEIVING THE ANSWER SCRIPTS THE CANDIDATE SHOULD CHECK THAT IT CONTAINS 32 / 28 PAGES. IN CASE OF DISCREPANCY/MISSING PAGES/TORN PAGES, THE MATTER SHOULD BE BROUGHT TO THE NOTICE OF THE INVIGILATORS. Blank Answer Books be kept in a safe place under lock and key. The answer book bears Sl. Numbers. The Centre Superintendents are requested to check the answer books received and use the answer book serially. The numbers used in each sitting should be noted in the proforma supplied. If an answer book remains unused in a particular sitting, that should be used in the next sitting. Accurate account of the answer books should be maintained. No stamp of the H.S. School/College or of the Centre shall be affixed on the answer books. Keeping in view the requirement, sufficient stock of answer books should be maintained.

4. SITTING ARRANGEMENT

Sitting arrangement to be done keeping in mind the COVID-19 guide lines issued by the Govt. from time to time. Inside examination halls, examinees should be made to seat at safe distance from one another/on alternate desk by maintain safe distance among the students. Adequate gap must be maintained between two examinees, Preferably examinees be allotted alternate seats in alternate rows so that enough gap is maintained between two examinees.



5. INSTRUCTION AND WARNING TO CANDIDATES

- (i) Candidates are required to enter into the Examination Centre/Hall by showing their Admit Cards through one gate only. Carrying of multi-folder money purse must be strictly prohibited. Strict vigil be ensured on shoes and socks, writing boards, compass box and palm of the examinees.
- (ii) The Centre Superintendent must ensure that no examinee is taking any Mobile phone/any electronics gadgets inside inner garments/shoes and in the form of pens/watches/ear phone/lockets/rings/blue tooth etc.
- (iii) Books and papers etc. if any, brought by the candidates are to be kept outside the Examination Hall and out of reach of all candidates. Taking any old question paper to the Examination Hall must be prevented at the gate.
- (iv) The candidate should occupy their seat in the Examination Hall 15 minutes before the distribution of question papers. Before distribution of the question, Invigilators shall announce by way of warning that if inadvertently any of them is in possession of any papers other than Admit Cards/Registration Number he/she should immediately deposit the same with the Invigilators. Possession of such papers after commencement of Examination shall be treated as adopting malpractice.
- (v) The Invigilators should make an announcement just after the distribution of question papers that the examinees must write their Roll numbers inside the box at the top right hand corner of the question paper. They should not put any dots, marks, cross marks, tick marks or any other marks or write anything on the question paper and if found doing so they would be booked under malpractice.
- (vi) Candidates must occupy their seats in their respective Examination Halls at least 15 minutes before commencement of examination.
- (vii) THE CANDIDATES AND THE INVIGILATORS MAY PLEASE BE INSTRUCTED TO SEE THAT THE ROLL NUMBERS, REGISTRATION NUMBERS, SUBJECT AND OTHER INFORMATION ARE WRITTEN CAREFULLY AND CORRECTLY ON THE ANSWER SCRIPTS, TO AVOIDED CONFUSION. IT HAS BEEN SEEN THAT THE CANDIDATES WRITE WRONG ROLL NUMBERS. SUCH MISTAKES CAN EFFECTIVELY BE AVOIDED IF THE INVIGILATORS CAREFULLY COMPARE THE ROLL NUMBERS WRITTEN ON THE ANSWER BOOKS WITH THAT OF THE ADMIT CARDS.
- (viii) The candidates are required to appear in subject as indicated in the Admit Cards prepared in accordance with form filled up by them. If any candidate appears in a subject other than that mentioned in the Admit Card, the appearance will not be taken into consideration, and the candidate will be marked absent in the paper which is included in



the list of subject in the Admit Cards. In such cases the procedure as maintained under clause-9 be followed.

- (ix) The candidate should use only black ball point pen to write their answer.
6. **DISTRIBUTION OF QUESTION PAPERS AND BLANK ANSWER BOOKS AND DUTIES OF INVIGILATORS.**
- (a) Only one answer book containing 32 / 28 pages will be supplied to each candidate at the beginning of the sitting. In case of Biology of Science stream, the examination for Botany and Zoology will be conducted in between 10.00 A.M. and 11.30 A.M. & 11.50 P.M & 1.20 P.M. respectively. For the students registered from 2016 to 2019, separate question and answer book to be used for Botany and Zoology student of Science stream.
- (b) The Invigilators should check the correctness of Roll Number, Registration Number, Subject on the Answer Books as per Admit Card of the candidates and give a certificate to that effect as printed on the cover page. The Invigilator shall be responsible for any error in this regard. These should not be signed earlier in anticipation. Each answer book has two portions, one detachable and another non detachable, Invigilators to be instructed to see that candidates fill up both these portions as instructed.
- (c) All candidates must be asked to limit their Answers within 32 / 28 pages as there is no provision of additional Answer Books in the Examination.
- (d) The Question Papers shall be distributed sharp at 9.45 A.M. except the QP in Zoology for Regular/Ex-Regular students (students registered in 2016 and after) which will be distributed 11.50 A.M.
- (e) For Annual H.S.(Special) Exam, 2021 the Council has prepared separate questions for Ex-Regular candidates (all students registered up to 2015) and for Regular candidates and Ex-Regular candidates registered in 2016, 2017, 2018 and 2019.
- (f) THE CENTRE SUPERINTENDENT/DEPUTY SUPERINTENDENT (IF ANY) AND THE INVIGILATOR MUST ENSURE DISTRIBUTION OF CORRECT QUESTION (R/E OR EX-REG.) DEPENDING ON THE YEAR OF REGISTRATION OF THE STUDENTS. THEY WILL BE JOINTLY HELD RESPONSIBLE FOR ANY DEVIATION IN THIS REGARD AND ALL COST ASSOCIATED WITH THE DISLOCATION WILL BE BORNE BY THEM WITH OTHER DISCIPLINARY MEASURES AS DECIDED BY THE COUNCIL AND THE GOVT.
- (g) Candidate should be instructed after the distribution of question paper to write their answer on both sides of pages in answer books.
- (h) **VERY IMPORTANT: ON THE TOP OF EACH QUESTION PAPER 'TOTAL NUMBER OF QUESTION' AND 'TOTAL NUMBER OF PAGES' ARE PRINTED.SOON AFTER THE DISTRIBUTION OF QUESTION TO THE CANDIDATES THE INVIGILATORS SHOULD ASK THE CANDIDATES**



TO CHECK IF THE QUESTION PAPER SUPPLIED TO THEM CONTAINS ALL THE QUESTIONS AND PAGES AS PRINTED ON THE TOP.

IF ANYTHING IS MISSING IN QUESTION PAPER SUPPLIED TO THE CANDIDATE, THAT SHOULD BE REPLACED BY ANOTHER QUESTION PAPER. THE QUESTION PAPER RECOVERED FROM THE CANDIDATE SHOULD BE RETURNED SEPARATELY TO THE CONTROLLER IMMEDIATELY AFTER THE SITTING WITH A FORWARDING LETTER.

- (i) The rules laid down for the guidance of the candidates are printed on the back of the Admit Cards and on the second page of the answer script. It is the duty of the Invigilators to acquaint themselves with the rules for their strict compliance.
- (j) The Invigilators should keep moving among the candidates in the Examination Hall and should not be engaged in any other work, which may impair their efficiency as Invigilators.
- (k) Invigilators are not allowed to read the Question paper inside the Examination hall except the front cover page printed with instructions, in case of need.

7. ATTENDANCE OF CANDIDATES AND ABSENTEE STATEMENT :

- (a) No Examinee will be allowed to enter the Examination Hall half an hour after the commencement of the Examination.
- (b) A candidate who wants to submit the paper before the end of Examination is allowed to submit the paper and leave the hall after the expiry of one hour. In such cases he/she should not be allowed to take the Question paper out of the hall with him/her and has to surrender the Question paper to the Invigilator, to be kept in an envelope. If the candidate so wants he/she can come back after completion of Examination and collect the Question paper from the invigilator.
- (c) Candidates must sign in full in Proforma-III on the 1st day their appearance at the Examination. Attendance of every candidate should be taken in proforma-III in every sitting. After every sitting the absentee Roll Numbers should be marked absent in the Proforma-III in red ink, before preparation of memo form. This will prevent wrong entry of absentee in the memo form.
- (d) One hour after the commencement of the Examination, Examinee may be permitted to go out to attend the call of nature. And if necessary, one of the Invigilators and if necessary, also an attendant should watch them during their temporary absence from the Examination Hall. A record of such absence shall be maintained by the Invigilators in Proforma-IV, which should be kept in the envelope and sent to the Council in Cover No. 11. The examinees are not allowed to go elsewhere except the nearest toilet meant for them.
- (e) A record of the candidates leaving the Examination Hall before the warning bell is given be maintained by the invigilators for each sitting under column No. 5 of Proforma-III.



8. ABSENTEE STATEMENT : (To be sent in Cover No-13 b)

This important document is required at the time of processing of result. Hence, the Centre Superintendents are requested to be very careful in preparing the statement and note the following:

- (a) On the basis of attendance taken daily on the Proforma-III/alphabetical list, one consolidated statement in the prescribed proforma Form No.-5 showing all absentees of all the sittings of the entire Examination (instead of using forms for separate sittings) should be prepared. Care must be taken to prepare separate statements for each stream of regular course candidates and correspondence course candidates.
- (b) The candidates who are exempted from appearing in certain subjects (as compartmental candidates.) should not be marked absent.
- (c) These statements should be kept in the envelope meant for the purpose and sent to the Controller of Examinations.

9. ADMIT CARDS AND IDENTIFICATION OF CANDIDATES :

- (a) All candidates are issued Admit Cards by their respective Headmaster/Principal only after taking full signature of the candidate on the Admit Card at the appropriate place, in his/her presence. Candidates of those College/School, which are not declared as Centres are to be identified by the teachers of the concerned School/College deputed for the purpose.
- (b) The Centre Superintendent may require any candidate at any time during an Examination to sign his/her name on a piece of paper and compare the signature so obtained with the signature on the Admit Card.
- (c) The Centre Superintendent and the Invigilators are expected to satisfy themselves about the identity of tagged centre candidates and candidates who have changed centres. If any candidate is not properly identified for any reason he/she may be allowed to sit for the Examination pending production of satisfactory evidence of his/her identity on a later day. In doubtful cases the matter should be reported to the Controller immediately.

10. MISTAKE OF SUBJECTS IN THE ADMIT CARDS

In case a candidate claims to have offered a subject other than the subject printed on the Admit Card he/she may be permitted on application (written) to appear in the subject(s) or paper(s) after giving an undertaking in the following proforma to the effect that he/she is appearing in the changed subjects at his/her own risk.

I undertake to accept the responsibility of appearing the subject/paper (.....) even though my Admit Card does not reflect this subject/paper. The C.S. has allowed me for this on my application and therefore I am appearing in this subject/paper at my own risk and the Council may take appropriate action against me, if my 'Examination Records' states otherwise than my claim.

Signature of candidate. Roll No.Regn. No.

A report on all such cases along with the undertaking of the candidates should be sent in an envelope inside Cover No. 13(b) to the Controller of Examinations by name.



11. COLLECTION OF SPARE QUESTION PAPERS, BLANK ANSWER BOOKS AND USED ANSWER BOOKS

- (a) All spare copies of question papers after distribution to the candidates present should be collected by the Centre Superintendent within 35 minutes of the commencement of the Examination and preserved under his custody till the completion of the Examination and number of question papers distributed in a particular subject in a sitting should be verified immediately after 45 minutes of the commencement of the Examination. Discrepancies, if any, noticed in the total number of question papers received should be reported to the Controller. The packets containing these unused question papers must be sealed and preserved under lock/seal by the Centre Superintendent till publication of result. Thereafter, these shall be given to College library for reference of students.
- (b) Blank Answer Books, if any, not distributed to the candidates should be collected from the Invigilators through the Relieving Invigilators within one hour from the commencement of the Examination. They should be used in the next sitting. The stock of Answer Book with the Centre after end of the Examination be ascertained. The same shall be used in the next Examination or as per the direction of the Council. The stock position be intimated to Council after the Examination is over.
- (c) A warning bell should be given five minutes before the final bell is rung at the end of a sitting. After the warning bell is given all doors should be closed and the candidates should be asked to be on their seats till all the answer books are collected and accounted for.

12. DESPATCH OF USED & UNVALUED ANSWER BOOKS

(a) Memo forms:

4 Copies of Memo should be prepared detailing the number of students present/absent, Centre change cases and MP cases. Answer Books should be properly packed in cloth with strong packing paper inside and sealed with the seal of the Centre Superintendent. The packet should have only sender's address (Name of the Examination Centre).

The date of examination, subject and paper and the number of scripts contained in the packet may be super scribed above Centre's name as per example given below on the left side enabling the Zonal Valuation Supervisor to know the position even before opening the packet.

For instructions regarding packing of answer scripts please refer to the Important Instructions for conduct of Annual H.S.(Special) Examination, 2021 being notified separately.

- (b) Two copies of memo form containing details of Answer Books are to be kept inside each packet of the Answer Books dispatched.
One copy of memo form in respect of all subjects is to be sent to the Council in Cover No. 13 (a) and another copy of memo form be retained at the Centre.
- (c) Besides memo form, a copy of the question paper be kept with the memo form sent with unvalued answer script.





(d) The Centre Superintendents are requested to use their personal metal seals for sealing of Answer Book packets.

13. HOW TO REPORT CASES OF MALPRACTICE :

- (a) All cases of malpractice are to be reported through the Superintendent of the concerned Centre in the prescribed form (Form-20)
- (b) For each individual case separate reports are to be made.
- (c) The person detecting the case of malpractice should seize the incriminating materials from the candidates and get the incriminating materials signed by the candidate and get a written statement of the candidate. In case the candidate refuses to give his/her signature on the incriminating materials or/and a written statement, the same should be noted/recorded at item No. 16 . The Invigilator should also give his/her statement at item No.15 of form 20.
- (d) The person detecting the case should put his/her signature on the incriminating materials and fill up item Nos. 5(a)(b), 6, 7, 8, 9, 10, 13/ 14 and 15 of form 20 before handing them over to the Centre Superintendent. The incriminating materials should be tagged/stapled to Form 20 and then handed over to Centre Superintendent.
- (e) The Centre Superintendent after receiving the Form No.20 along with staple/tagged incriminating material should hand it over to the Dy. Centre Superintendent,(if any) personally.
- (f) The Dy. Centre Superintendent/Centre Superintendent should take utmost care in filling up all blank columns meticulously and see that no column is left blank.
- (g) The Centre Superintendent after proper enquiry will forward all such cases after giving his/her views at item No. 18 of form 20 and putting his/her signature and seal on the body of the incriminating materials and Form 20. (signature must be done on the body of the incrementing materials in each page on the spot)
- (h) The Centre Superintendent should ensure that the documents are kept in a sealed cover superscripted as directed.
- (i) The Centre Superintendent should retain photocopy of the incriminating material along with the Form 20 of reported cases for future reference.
- (j) In no case the incriminating materials should be verified with the answer papers to ascertain their use as it is the duty of the Council to get it checked through competent authorities.
- (k) Following documents are to be sent by the Centre Superintendent on the very day of occurrence in a sealed cover superscripted Cover No.11:
 - (i) Form No. 20 filled in all respect,
 - (ii) Incriminating materials signed by the candidate and the invigilator/by the person detecting the case and the Centre Superintendent himself/herself.
 - (iii) Concerned Answer Book of the candidate booked under malpractice.
 - (iv) Cover No.11 duly sealed and addressed to Sri Sanjay Kumar Biswal, Assistant Controller of Examinations, CHSE. Under no circumstances the answer scripts of the candidates booked under malpractice be sent to the valuation zones.
- (l) In case of shortage of Form No. 20 photocopies of the Form may be prepared or



downloaded from CHSE website.

- (m) The Centre Superintendent should send a consolidated report separately stating the roll numbers of candidates reported for adopting unfair means at his/her Centre on the last day of the Examination to the Controller of Examinations by name.
- (n) Disciplinary action will be taken against the Centre Superintendents, if the afore mentioned procedure is not followed while reporting the cases of malpractice.
- (o) In case malpractice is detected by a Squad Member the Centre Superintendent should sign on the malpractice certificate by Squad Member (prepared in triplicate) and keep two copies of it and give one copy to the Squad Member. Out of the two copies, one is to be sent to the Controller of Examinations at the end of the Examination and the other is to be retained as office copy for future reference.

14. APPOINTMENT, DUTIES AND RESPONSIBILITIES OF DY. CENTRE SUPERINTENDENTS, INVIGILATORS AND RELIEVERS:

(a) Deputy Centre Superintendent:

- (i) He /She shall render all assistance to the Centre Superintendent in the conduct of the Examination and maintenance of records as and when required by the Centre Superintendent.
- (ii) He should receive all Form No.-20(MP Form) along with the incriminating materials either from the invigilators, the squad members or the Centre Superintendent and take due care in filling up all the columns meticulously. No column should be left blank. After the examination in a sitting is over the Deputy Centre Superintend is required to collect the answer scripts of the students booked under malpractice and staple the Form 20 and incriminating material to the respective scripts and pack it and seal it and hand over to the Centre Superintendent. The Answer script has two portions to be filled in by candidate. In the non-detachable portion of the paper, a candidate is also required to write the name of the subject, date of Examinations. The Deputy Centre Superintendent should ask the Invigilators to ensure that these information are also written by the candidates.

(b) Invigilators/Relievers :

- (i) Not more than one Invigilator should be appointed for every 20 candidates or less in a room and not, more than one Relieving Invigilator should be appointed for every 120 candidates or less.
- (ii) The Reliever should properly carry out the work of the Invigilator in the temporary absence of the Invigilators originally appointed. They should also present themselves for Gate Checking, distribution of questions and Answer Scripts.
- (iii) Normally, no teacher who teaches a particular paper shall be appointed as Invigilator on the date of examination in the same subject.
- (iv) Teaching staff attached to the coaching centres or engaged in private tuition/coaching should not be assigned any Examination work.



- including Invigilation.
- (v) The Centre Superintendent should satisfy himself/herself before the commencement of the Examination that the Invigilators have made themselves acquainted with the duties of Invigilation and with the instructions printed on the Admit Cards and second page of the Answer Scripts.
- (vi) **No person whose near relation is appearing at the Centre should accept the job of Invigilator or any other Examination/Valuation related job. The Centre Superintendent should ensure this.**
NEAR RELATION includes, father, mother, brother, sister, wife, husband, son and daughter.
- (vii) The Invigilators must thoroughly verify the information fill up by the candidates on the cover page of the answer scripts and cross check it with the Admit Card and after they are convinced that the information entered is correct, put their full signature on the space provided at the bottom right corner of the page.

15. REPORT ON THE CONDUCT OF THE EXAMINATION (to be sent in Cover No. 13)

- (a) The Centre Superintendents are requested to report after the Examination is over on the prescribed proforma supplied whether the above instructions have been fully carried out. Any suggestion with a view to improving the method of conducting the Examination will be duly considered by the Council.
- (b) In case the Centre Superintendent desires to send any interim report of urgency, the same should be sent in a plain paper furnishing all details.

16. REMUNERATION AND CONTINGENT EXPENDITURE

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| (a) Remuneration to Centre Superintendent
For Theory (Written Exam) - | Rs. 70/- per sitting |
| (b) Remuneration to Deputy Centre Supt.-
(For Theory) (if appointed) | Rs.60/- per sitting |
| (c) Remuneration to Invigilator-
(For Theory) | Rs.50/- per sitting |
| (d) Clerks-
part for
Examination. | * Rs.25/- per 100 candidates or
sitting of Theory |
| (e) Menials- | Rs. 15/- per 100 candidates or
Part per sitting for Theory
Examination |

Contingency:

- (f) Other Miscellaneous expenditure - Rs. 7/- per candidate
subject to minimum of -Rs. 400/- per Centre.

The Centre expenses for the Annual H.S. (Special) Examination, 2021 to be met out of the amount retained by the by the H.S. Schools/ Examination Centres out of the form fill-up fees collected from the students for Annual H.S. Examination, 2021.




17. **SUBMISSION OF DOCUMENTS, BILLS, UNUSED BLANK ANSWER PAPERS AND QUESTION PAPERS ETC. TO THE COUNCIL.**

The Centre Superintendent is to see that all documents are sent to the Council soon after the Examinations are over. For this purpose covers to be used are stated hereunder. These covers contain the most important documents required for publication of Result. Hence this must be dispatched immediately so as to reach the Council within seven days after Examination is over. Delay in this regard will be viewed seriously. No other material should be sent inside this cover. These packets should contain the followings.

The following documents should be sent to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar by name.

(a) **Cover No.13(a)**

- (i) Seat Charts.
- (ii) Proforma-III [See instruction at 7 (c) & 14 (b)]
- (iii) Copy of Memo Forms {See instruction No. 12(b)}
- (iv) Duplicate copies of Certificate of Centre Superintendent
- (v) General Report and Certificate of Centre Superintendent {See instruction No. 17}.

(b) **Cover No.13(b)**

- (i) (Consolidated absentee statement sees instructions at No. 8)
- (ii) Report on correction of subjects in Roll Sheets, Admit Cards along with undertaking given by candidate {See instruction at 10.

(c) **Unused Articles: Cover No.13(c)**

- (i) The detailed account of unused Blank Answer Books, Practical Answer Books, Memo Forms, Envelopes and other Forms be dispatched to the Controller, Council Of Higher Secondary Education, Odisha, Samantapur, Bhubaneswar-751013.
- (ii) Detailed account of question papers received used and balance should be reported to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar-751013.

18. **SUBMISSION OF ACCOUNTS AND VOUCHERS :**

Cover No. 4 : All materials relating to accounts should be dispatched in this cover by registered post within 30 days after the Examination is over. This cover should contain

Centre Charge Bills, Pro forma I & II, Utilization Certificate and all other papers relating


to accounts and this should be sent to the CONTROLLER OF EXAMINATIONS, COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, SAMANTAPUR, BHUBANESWAR-751013.



19. **FLYING SQUAD AND OBSERVERS :**

Council arranges to send flying squads and observers to Examination Centres to ensure that Examinations are conducted as per Council Rules. The Squad members/Observers may be sent directly by the Council Centre Superintendents are required to allow these Squad members/observers to do their jobs without any hindrance. The Squad members/Observers are authorized to check the candidates at the gates, in the rooms, collect seat chart, report malpractice etc. The Squad members can't enter Examination hall with Mobile Phones. They have to leave the mobile phones in their vehicles or surrender it to the Centre Superintendent . Then, they can enter Examination Hall

C-2, Samantapur
Bhubaneswar


28.9.2021
Dr. Bijay Kumar Sahoo
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