



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

NOTIFICATION

No. EG-I-387/2024/3883/ CHSE (O), Dt12.09.2024

From,

Dr. Prasanta Kumar Parida (OES-I)
Controller of Examinations,
CHSE, Odisha, Bhubaneswar.

To,

The Principals/Headmasters/Headmistresses of all Higher Secondary Schools affiliated to CHSE, Odisha.

Sub: Enrollment of Regular & Form Fill up of Ex-Regular candidates (Arts/Commerce/Science & Vocational streams including Correspondence Course) for the Annual H.S. Examination, 2025, Schedule & Guidelines.

Madam/Sir,

I am directed to inform you that **Enrollment** will be done in all H.S. Schools affiliated to CHSE in the month of August every year **as an alternative of Form Fill up** from the academic session 2023-24 for class XII students of Arts, Commerce, Science and Vocational streams including Correspondence course.

You are therefore requested to take necessary steps for enrollment of all eligible students of your institution for the Annual H.S. Examination-2025 strictly adhering to the following time schedule, rules and regulations of CHSE, Odisha.

ELIGIBILITY CRITERIA FOR ENROLLMENT OF REGULAR CANDIDATE FOR A.H.S. EXAMINATION, 2025:

All candidates registered under CHSE. (O) In the year 2023 are eligible to appear at the Annual H.S. Examinations, 2025.

"ENROLLMENT FEES" FOR THE ANNUAL H.S. EXAMINATION-2025

(i) Examination Form Fill up fees per candidate. (Taking all the sub-heads of form fill up together)	Rs.520/-
(ii) Fees for Migration Certificate per candidate.	Rs.100/-
(iii) Fees for Pass Certificate per candidate.	<u>Rs.100/-</u>
	Total =Rs.720/-
(iv) Project Work/evaluation and updation Fee for all Commerce students	Rs.40/-
(v) Practical Examination fees/ evaluation fee per paper per student	Rs.40/-
(vi) Internal examination/evaluation/ updation Fee per paper per student for all stream	Rs. 40/-
(vii) 1 st Late Fine (Per student)	Rs.200/-
(viii) 2 nd Late Fine	Rs.600/-

(Internal Examination Fee is to be collected from regular students in Arts/ Commerce /Science & Vocational streams including Correspondence Course for non- Practical/Non Project subjects only)

(NB: In Biology paper one has to pay Rs. 80/- towards practical fee as it has two components Biology-I(Bot.) & Biology-II (Zoology and for each Component Rs.40/-)

(ix)The additional Centre Charge of Rs.50/- per student will be collected from the candidates of institutions which are newly opened during or after the Academic year, 2022-23.

(x)Change of Examination Centre

Rs.500/-

AMOUNT TO BE RETAINED & REMITTED BY INSTITUTIONS & EXEMPTION OF FEES FOR CHILDREN WITH SPECIAL NEED MENTIONED AT PAGE-10 FOR REFERENCE

SCHEDULE FOR ENROLLMENT & ONLINE DEPOSIT OF FEES THROUGH S.B. COLLECT FOR ANNUAL H.S. EXAMINATION, 2025.

Activity	Without Fine	With fine of Rs.200/- per student	With fine of Rs.600/- per student	Submission of Enrollment List, SB Collect, e-receipt etc.
Enrollment	18.09.2024 to 01.10.2024	04.10.2024 to 14.10.2024	11.11.2024 to 18.11.2024	21.11.2024 to 30.11.2024
Deposit of fees through SBI Collect	19.09.2024 to 03.10.2024	05.10.2024 to 15.10.2024	12.11.2024 to 19.11.2024	

EX-REGULAR FORM FILL -UP

SCHEDULE FOR FORM FILL UP & ONLINE DEPOSIT OF FEES THROUGH SB COLLECT FOR ANNUAL H.S. EXAMINATION, 2025:

Activity	Without Fine	With fine of Rs.200/- per student	With fine of Rs.600/- per student	Submission of Annexure-II, SB Collect, e-receipt etc.
Form fill up	18.09.2024 to 01.10.2024	04.10.2024 to 14.10.2024	11.11.2024 to 18.11.2024	21.11.2024 to 30.11.2024
Deposit of fees through SBI Collect	19.09.2024 to 03.10.2024	05.10.2024 to 15.10.2024	12.11.2024 to 19.11.2024	

LAST DATE OF FORM FILL-UP (WITH FINE Rs. 600/-)- 18.11.2024

So, the students, Parents & Guardians are required to be careful for filling up of forms latest by the above dates positively.

- **No extension of dates for form fill up will be made under any circumstances.**
- If any of the last date falls on **Sunday** or **public holiday** or **subsequently declared as a holiday**, the last date will be shifted to the next working day.

ELIGIBILITY CRITERIA FOR FILLING-UP OF FORMS FOR A.H.S. EXAM- 2025:

(A) A candidate can fill up form as an Ex-regular candidate if he/she satisfies all the following criteria:

- i. He /she has registered under CHSE in the year 2022 or before that.(i.e. Registered upto 2022).
- ii. Failed in previous examination(s) or has not filled up form for any Examination, though he/she was sent up to appear Annual H.S. examination, or his or her result has been cancelled due to adopting malpractice.

Candidates who appear the Annual H.S. Examination, 2025 as Ex-Regular for the first time will be treated as EX-FRESH.

(B) FILLING UP FORMS BY CANDIDATES BOOKED UNDER MALPRACTICE:

The candidates whose results have been declared as Paper Cancelled (PC) or Result Cancelled (RC) in Annual H.S. Examination, 2024 or any other examinations of earlier years due to the reason that they were booked under Malpractice are also eligible to appear as Ex-Regular candidate. They can do so by producing the mark sheet/M.P. notification of CHSE. (O).

(C) COMPARTMENTAL CANDIDATE :

A candidate can fill up form as a Compartmental candidate if he/she satisfies all the following criteria:

- (a) Secured an aggregate of 210 marks in 2024 AHSE OR 2023 AHSE
- (b) Either failed in one or more papers, or his/her Paper (s) has been cancelled due to adopting malpractice in 2024 AHSE/AHS (INSTANT) Examination or 2023 AHSE/AHS (INSTANT) Examination.
- (c) Interested to fill up the failed subjects only.

N.B. A candidate who has failed in any examination before 2023 and satisfying all above criteria shall not be allowed to fill up form as Compartmental candidate.

IMPORTANT NOTE-I

(a) This privilege of compartmental appearance is granted to candidates for the next (immediate) two consecutive examinations from the examination in which he/she originally failed securing aggregate of 210 marks subject to condition that a Compartmental candidate has to clear all the failed subjects at a time and not in piecemeal manner appearing at any of the available chances.

(b) Pass Certificate shall not be provided to the candidates appearing Compartmentally without eligibility/appearing Compartmentally after two consecutive chances/appearing the failed papers in a piecemeal manner as per Regulation 120 of the Odisha Higher Secondary Education Act & Regulations, 1982.

(c) The Principals/Headmasters/Headmistresses and verifying officers of all affiliated/recognized institutions are requested to strictly verify the mark sheets for genuineness of the candidate regarding Compartmental appearance. Strict actions will be taken against defaulting officers who allow ineligible candidates to fill up form as a compartmental candidate.

If any ineligible candidate is allowed to fill up form as a compartmental candidate, then responsibility will be fixed on:

- i. Candidate himself***
- ii. Verifying officer (Concerned Section of CHSE & Zone Offices)***
- iii. Principal of the H.S. School concerned***

(D) DOCUMENTS TO BE FURNISHED BY THE CANDIDATES IN THE H.S. SCHOOLS (ARTS, SCIENCE, COMMERCE & VOCATIONAL/CORRESPONDENCE) AT THE TIME OF FORM FILL UP:

SL. NO	CATEGORY OF CANDIDATES	DOCUMENTS TO BE PRODUCED
01.	Ex-Regular (Appearing as Compartmental candidate)	Original and self-attested photo copy of Registration Card, Failed mark sheet to verify eligibility of compartmental case.
02.	Ex-Regular (Registered up-to 2022) (Appearing for all subjects)	Original and self-attested photo copy of Registration Card, the previous year's failed mark sheet & Admit Card.
03.	Ex-Regular (Registered up-to 2022) (Appearing for first time)	Original and self-attested photo copy of Registration Card/ Duplicate Registration card/ two passport size photos/original and Xerox copy of 10 th Board pass certificate and other documents as required by the College/H.S. School.

(E) GUIDELINE FOR ONLINE FORM FILL-UP:

The online form fill-up for the eligible **Ex-Regular** (Arts, Science, Commerce and Vocational stream including **Correspondence course**) students for the Annual H.S. Examinations, 2025 will be held in their respective **H.S. School/Jr. College** through e-space site: <https://portal.samsodisha.gov.in>. The Principals of the respective **H.S. School/Jr. College** will facilitate the eligible students to fill up form and update it on-line.

The **Ex-Regular candidates** who have **failed in previous years or those failed to fill up form even after being sent up for Annual H.S. Examination in previous years** can fill up form in the institution from which they failed or from which they were sent up earlier.

PROCEDURE OF FORM FILL UP:

The Principal of the **H.S. School/Jr. College** concerned will take appropriate steps to download the **3-G forms** of the students registered under CHSE from e-space. He/she will allot a **verifying officer** not below the rank of a **PGT** who will distribute the print outs of **3-G forms** to the appropriate **candidates on the scheduled date** following due procedure of the **H.S. School/Jr. College**. The **3-G form** contains the details of the candidate like name of the candidate, father's name, mother's name, Regd. No, Subjects offered etc.

Role of the candidate:

1. The candidate has to produce the identity card, Registration Number receipt (original and photo copy), Original and photocopy of the 10th Board certificate for verification of name, date of birth, father's name and mother's name, four recent passport size color photographs and others documents as required by the H.S. School/Jr. College.

2. The candidates are required to go through the 3(G) Form carefully, verify the data in respect of their Name, Father's Name, Mother's Name and subjects, papers etc. in 3G Form. The Candidates can't change his/her name and subjects in the 3G form. However, if found incorrect, he/she can rectify the names of father, mother etc.. After going through the **3(G) Form** and making necessary correction(s), a candidate is required to put his/her full signature in the space provided and submit it to the **verifying officer**.

3. After verification of the 3G Form by the verifying officer, the candidate is to deposit the requisite Examination and other related fees (i.e. Enrollement fees) in the college counter or as per the direction of the H.S. School/Jr. College, and the candidate is required to collect the money receipt, as a proof of his/her deposition of fees from the College Counter or any other place as directed by the Verifying Officer/Principal.

(N.B:- The H.S. School/Jr. College may ask to deposit required fees before 3G Form fill-up and verification)

Role of the Verifying officer:

The verifying officer shall have to:

- I. verify the 3G Form submitted by the student as per the documents produced by the student
- II. allow relevant correction in 3-G form, if any, (except candidate name and subjects mentioned in the registration number) on the basis of 10th Board Certificate and other records.
- III. After that, the verifying Officer will put his/her signature in the space provided in the 3G Form and inform the student that his/her 3G Form has been verified and instruct him/her to deposit requisite fees if not deposited earlier.

UPDATION OF DATA ON-LINE:

Followed by verification of 3G Form, deposition of examination fee(Enrollement fees), the information/ data of the candidates duly verified in their 3(G) forms are to be uploaded/up-dated on-line in the Examination Form fill up link available in e-space **by 6.00 P.M.** of the day on which form fill up has been made.

IMPORTANT NOTE-II:

- I. Under no circumstances, off-line/manual form fill up will be entertained***
- II. Correspondence Course students (Ex-regular) are required to fill up their forms in the Higher Secondary Schools from which they had filled up form in previous examination.***

(F) PROCESS OF UPDATION OF 3G FORM IN e-SPACE.

The 3G Forms can be updated through the following steps:

- I. Enter the correct registration number of the candidate issued by CHSE.
- II. Once the registration number is entered, details of the student/ candidate will appear in the computer screen like the Name of the candidate, Father's Name, Mother's Name, Sex, Community and subjects offered.
- III. **In case of Ex-Regular/Compartmental candidates, all subjects appeared in the previous Examination will appear on the Computer Screen.**
For Ex-Regular candidates, all subjects of the previous examination are to be updated without any change at all.
However, for Compartmental candidates, '√' (TICK) mark is to be put against the paper(s) in which he/she is eligible to appear and other papers are to be strikeout.
- IV. Correction in respect of the Father's name and Mother's name may be done on the basis of 10th Board Certificate if the same is incorrect. If Father's or Mother's name is not displayed in the computer screen, then it can be entered as per the 10th Board Certificate submitted by the candidate.
- V. **Subject change by the Ex-Regular candidate is strictly prohibited.** The subjects/Papers of the last Examination will remain unchanged for an Ex-Regular Examinee. The candidate, the verifying Officer and the Principal will be held responsible if an Ex-Regular candidate changes his/her earlier subjects, because CHSE shall not issue admit card to such candidate or his/her result shall be withheld or cancelled by CHSE, Odisha and CHSE will not be held responsible for such lapses.
- VI. Upload the recent passport size coloured photograph (if not displayed) clicking on the required box. The Higher Secondary School can take digital photograph of the students or scanned copy of the photograph given in their application form. **Principals and Verifying Officers are requested to ensure that old photographs and photographs which do not match with the face of the candidates are not uploaded.**
- VII. Enter the grade awarded to the students in Environmental Education, Yoga and Basic Computer Education. **This information is mandatory for each student.**
- VIII. Once all required information are filled up, click on the 'submit' button.
- IX. **Updation of 3G Form will be submitted to the council after due payment of Form fill up fees by the candidates. (Mandatory)**

IMPORTANT NOTE-III:

REGISTERED OF REGISTRATION NUMBER (IN CASE NOT DISPLAYED):

If the candidate's particulars are not displayed on the computer screen after entering the Registration Number of a candidate, then one has to go for registering the Registration Number of the student in the portal. After registration only, all information of the student will appear on the Computer Screen.

IMPORTANT NOTE-IV:

Before clicking the "SUBMIT" button, be sure that every information including Form fill up fees with respect to the candidate is correct; once submitted, one cannot access to the data for further change.

(G) MAKING OFF-LINE DATA ON-LINE IN e-SPACE:(FOR OFF LINE CANDIDATES):

The data of some candidates, of Vocational stream, Correspondence Course, Arts, Commerce and Science stream, who were registered before the introduction of online generation of Registration Number, are not available on-line. In such cases, we have to go for offline entry of data in a hard copy of the 3G Form and then make it online as per the following steps:

- i. Register the Registration Number of the student.*
- ii. A blank 3 (G) form will be generated.*
- iii. Take a printout of the 3G Form & give it to the student.*
- iv. The student is to fill up the blank 3 (G) form and submit to the verifying officer.*
- v. The Verifying Officer is to verify the 3 (G) form.*
- vi. The DEO or any designated official will enter the information on verified 3G form in the 3G form available online*
- vii. Upload the recent Passport size (colour) photograph clicking on the required box.*
- viii. Take a printout copy of the filled in 3 (G) form.*
- ix. Both the student and verifying officer are to again verify the filled-in 3 (G) form and put their signature. Principal/Head of the institution is also to sign the 3 (G) form.*
- x. After that, one has to click on the 'SUBMIT' button.*

(H) LAST DATE OF UPDATION OF 3-G FORMS:

After scheduled date of on-line form fill up is over, no data updation is allowed in the e-Space. So, the H.S. Schools need to check carefully the updated record in the e-Space and tally with the collected examination fees before final submission of the data. **Any discrepancy and request for modification after the scheduled date shall not be entertained by the CHSE.**

In case of any discrepancy/problem during the process of on-line entry, the matter may be immediately brought to the notice of Controller of Examinations.

(I) SUBMISSION OF 3G FORMS:

1. Hard copies of Form No.-3(G) for Ex-Regular (Arts, Science, Commerce & Vocational stream) candidates will not be submitted at the CHSE, and shall be kept at H.S. Schools for record purposes and future reference.
2. **However, in case of Compartmental candidates, one copy of the hard copy of the 3 (G) form is to be submitted to the CHSE zone offices/ CHSE Head office as per earlier practice and another copy to be retained with the H.S. School to meet the future queries if any.**

(J) BREAK UP OF FEES TO BE DEPOSITED BY A CANDIDATE AT THE TIME OF FORM FILL UP:

(i) Examination fees	Rs.165/-
(ii)Centre Charge	Rs.120/-
(iii)Enrolment Fees	Rs. 25/-
(iv)Fees for memorandum of Marks (Pass/Fail)	Rs.100/-
(v) Fees for Migration Certificate per candidate.	Rs.100/-
(vi)Fees for Pass Certificate per candidate.	<u>Rs.100/-</u>
(vi)Supervision fees	Rs. 30/-
(vii)Cross List Fees	Rs. 05/-
(viii)Processing Fees	Rs. 05/-
(ix)Fee for Examination Form (3G)	Rs. 05/-
(x)Fees for Photo Printing	Rs. 20/-
(xi)Fee for Coding	Rs. 25/-
(xii)Computing Fee	<u>Rs. 20/-</u>

Total = Rs.720/-

(xiii) Project Work Fees for all Commerce students	Rs.40/
(xiv)Practical Examination/Project evaluation Fee (per Practical Paper)	Rs. 40/-
(xv)1 st Late Fine (Per student)	Rs.200/-
(xvi)2 nd Late Fine	Rs.600/-

(NB: In Biology paper one has to pay Rs 80/- towards practical fee as it has two components: Biology-I(Bot.) & Biology-II (Zoology and for each Component Rs.40/-)

(xvii)Change of Examination Centre	Rs.500/-
(xviii) Additional Centre charge per candidates	Rs.50/-

OTHER IMPORTANT GUIDELINES

FOR ENROLLMENT OF REGULAR&FORM FILL-UPOF EX-REGULAR CANDIDATES.

- A. The Principal of the **H.S. School/Jr. College** concerned will take appropriate steps to download the **3-G forms** of the students registered under CHSE from e-space. He/she will allot a **verifying officer** not below the rank of a **PGT** who will distribute the print outs of **3-G forms** to the appropriate **candidates on the scheduled date** following due procedure of the **H.S. School/Jr. College**. The **3-G form** contains the details of the candidate like name of the candidate, father's name, mother's name, Regd. No, Subjects offered etc.
- B. **The additional Centre Charge will be collected from the candidates of institutions which are newly opened during or after the Academic year, 2022-23.**
- C. A candidate eligible to appear in specific subjects compartmentally has to pay **all the fees like that of a Regular candidate** for appearing at the Annual H. S. Examination, 2025.
- D. **If any Higher Secondary School is demanding more amount towards Examination fees than that prescribed by CHSE, the matter may be brought to the notice of the Controller of Examinations/Director, Higher Secondary Education in writing.**

PRACTICAL EXAMINATION FEE:

SL. NO.	CATEGORY	NAME OF SUBJECTS	RATE OF FEE PER SUBJECT/ PAPER PER CANDIDATE
01.	PRACTICAL (APPLICABLE TO ANY STREAM)	ANT, EDU, PSY, GEO, GEL, HSC, IM, STA, BIO-I (BOT), BIO-II (ZOO), PHY, CHE, CSC, CA, IT, BT, ELN, ALL INTEGRATED VOCATIONAL SUBJECTS, ALL VOCATIONAL TRADE SUBJECTS, (ARTS/ SCIENCE/COMMERCE), EACH TRADE PAPER (III & IV) OF VOCATIONAL STREAM & OTHERS AS PER SYLLABUS	Rs. 40.00
		BIOLOGY (VOCATIONAL)	Rs.80.00
02.	PROJECT EVALUATION AND VIVA-VOCE (COMMERCE)	ACT,BMS,BSM,CAC,FMA,BSE AND OTHERS AS PER SYLLABUS	Rs.40/-

AMOUNT TO BE RETAINED&REMITTED BY INSTITUTIONS:

In pursuance of CHSE Notification No.EG-I-806/19 /6555/ dt.19.10.2019, & 3879 dt. 12.09.2024 the Higher Secondary Schools shall collect, retain with them and remit the rest amount to CHSE as per the rates mentioned below:

Sl. No.	Head of fee Collection	Amount to be collected per candidate per paper by the institution	Amount to be Retained by Institution per candidate per paper	Amount to be remitted by institution to CHSE per candidate per paper
01.	Practical Examination fee per paper, per candidate	Rs.40.00	Rs.30.00	Rs.10.00
02	Project Work Fees per paper, per candidate for Commerce students	Rs.40.00	Rs.10.00	Rs.30.00
03	Internal Fees per paper, per candidate for all stream (Only Non-practical /Non-project subjects for regular students)	Rs.40.00	Rs.10.00	Rs.30.00
04.	Examination fee for Theory Examination	Rs.720.00	Rs.40.00	Rs.680.00

EXEMPTION OF FEES:	Candidates with bench mark disabilities are eligible for fee waiver as mentioned below: 1. Rs.165/- (Examination fees) 2. Practical/Project/Internal Examination fees @ Rs.40/- per paper 3. Fees for memorandum of marks of Rs.100/-
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- (i) Rs 30/- to be retained at H.S.S per candidate per paper from practical examination fee will be spent for conduct of Practical Examination.
- (ii) **Rs 10/- to be retained at H.S.S per candidate per paper from Project fee will be spent for conduct of Project work.**
- (iii) **Rs 10/- to be retained at H.S.S per candidate per paper from Internal fee.**
- A. @ Rs.40/- retained per student from Examination fee collected for Theory Examination (out of Rs.720/-) will be spent towards Centre expenses during Theory Examination.
- B. **The balance amount @ Rs. 680/- per Examinee from examination and other fees (Rs 720/-),and Rs 10.00 per examinee from practical fee&Rs 30.00 from project fee collected be remitted to the Council on-line through SB Collect by logging into www.onlinesbi.com. (Detail instructions are enumerated in ANNEXURE-“C”).**
- C. **No Demand Draft/Cheque/Cash/NFT/RTGS Deposit will be accepted by the Council.**

- D. Such deducted amount shall be kept in a separate account by the H.S. School for utilization towards Centre expenses and practical examination/project evaluation
- E. In case, the H.S. School is tagged to a different Examination Centre, then the tagged H.S. School shall handover such collected amount to the H.S. School declared as Examination Centre which should receive the money and submit the U. C. to the Council within one month from the date of completion of Higher Secondary Examination, 2025 (both Theory and Practical).
- F. **UC TO BE SUBMITTED:**

At the end of the Examination, the H.S. Schools shall submit the **“Utilization Certificate” (U.C.)** to the Council as per instructions below:

- (i) The Utilization Certificate must contain the details of expenditure incurred during the Examinations with unspent amount if any. The same utilization certificate must be submitted to the council after examination is over. One copy of the utilization certificate along with copies of bills and voucher must be retained at the Centre for future reference.
- (ii) In case, there is a deficit of fund, on written request to the Controller of Examinations, the H.S. Schools will be paid the additional amount spent towards Centre Expenses by the Council. Council will take necessary steps to pay the admissible amount after due scrutiny of the bills and vouchers by the Finance Wing of CHSE.

There is no provision of refund or adjustment of Examination fees if deposited in excess. Payment through, SB Collect in Heads other than “Examination form fill-up fees - 2025” will not be entertained.

12. PREPARATION OF ENROLLMENT LIST/ANNEXURE-2 :

**(FOR REGULAR CANDIDATES:- ARTS/SCIENCE/ COMMERCE/ VOCATIONAL):-
(Excluding Correspondence)**

- A. Two sets of Enrollment List (Stream-wise) for Regular candidates (Arts, Science, Commerce & Vocational streams) are to be generated by H.S. Schools. Out of these two, one set of Enrollment List will be submitted in the Council Head Office/Zonal Offices (as the case may be) and another set will be retained with the H.S. School for future reference.

Arts - Regular(all subjects)
 Science - Regular(all subjects)
 Commerce-Regular (all subjects)
 Vocational -Regular (all subjects)

- B. **FOR-EXREGULARCANDIDATES(ARTS/SCIENCE/COMMERCE/ VOCATIONAL: -
(EXCLUDING CORRESPONDENCE)**

Similarly two copies of Annexure-2(stream-wise) separate for Ex-Regular (all subjects) and Compartmental cases are to be generated by the H.S. Schools for the following categories of candidates.

Arts - Ex-Regular (all subjects) and Compartmental (Specific subjects) separately.
 Science - Ex-Regular (all subjects) and Compartmental (Specific subjects) separately
 Commerce- Ex-Regular (all subjects) and Compartmental (Specific subjects) separately
 Vocational-Ex-Regular (all subjects) and Compartmental (Specific subjects) separately.

C. FOR CORRESPONDENCE (ARTS/COMMERCE): - (REGULAR) :

For Correspondence Course students, two sets of Enrollment List each for Regular candidates' stream-wise are to be generated of which one set is to be deposited and other set to be retained by the H.S. School.

D. FOR CORRESPONDENCE (ARTS/COMMERCE) (EX-REGULAR & COMPARTMENTAL):

For correspondence course students, two sets of Annexure-2 each for Ex-Regular & Compartmental candidates stream wise are to be generated which one set is to be deposited and other Set to be retained by the H.S. Schools.

All entries in ENROLLMENT LIST/ANNEXURE-2 must be made in capital letters only which should be signed by the Verifying Officer and the Principal of the institution. Principals will be held responsible for any wrong information or mistakes.

13. DOCUMENTS TO BE SUBMITTED BY THE INSTITUTIONS IN THE HEAD OFFICE/ZONAL OFFICES AS PER FIXTURE (DT.21.11.2024 to 30.11.2024)

- (i) One copy each of ENROLLMENT LIST/ANNEXURE-2 for Regular/Ex-Regular & Compartmental (separately) (Generated stream-wise in Arts, Science, Commerce & Vocational stream and for Correspondence Course).
- (ii) SBI Collect e-receipt, Demand Notes and Head-wise detail statements towards proof of remittance of fees **(Two copies mandatory)**.
- (iii) Photocopy of +2 failed Mark Sheets of the Compartmental candidates towards verification of Compartmental eligibility and appearance in all failed papers at a time duly verified by the Verifying Officer and countersigned by the Principals.
- (iv) Copy of 3(G) form for Compartmental candidates only.
- (v) Consolidated data sheet in respect of Correspondence Course candidates. (Arts & Commerce separately)
- (vi) The applications of the candidates duly forwarded by the Principal concerned for Centre Change cases are to be submitted by the Principal separately at the Head Office of the Council.
- (vii) The applications of the candidates duly forwarded by the Principal concerned for Scribe/Reader/Lab. Assistant/Extra timeto be submitted by the Principal at the Head Office& concerned zonal offices of the Council.

No documents will be received from the H.S. Schools, if photocopy of +2 failed mark sheets of the qualifying years and subsequent years, one copy of 3(G) Form with signature of the candidate, the Verifying Officer and the Principal in case of Compartmental candidates are not submitted.

14. CHANGE OF EXAINATION CENTRE:

Permission or change of Examination Centre is not a matter of right. It is up to the Council to allow or disallow the applicant to change Examination Centre or assign any Examination Centre. However, change of Examination Centre may be permitted on application in prescribed pro-forma (ANNEXURE-A) under the following grounds:

GROUND FOR CHANGE OF EXAMINATION CENTRE

- i. Retirement of Father/Mother from Govt. Service. (Copy of superannuation order to be enclosed with contact Number of the Father, Mother and the then employer)
- ii. Transfer of Father/Mother/Spouse if employed under State Govt./State Govt. Undertakings/Central Govt./Central Govt. undertakings (copy of the transfer order with contact number of Father/Mother/Spouse and the present and past employer is to be enclosed along with the application).
- iii. Marriage in case of Girl student. (Marriage Certificate, contact number of Father/Mother/ Joint photograph with Husband and contact number of Husband is to be enclosed along with the application).
- iv. Demise of Father/Mother (Death Certificate from appropriate authority to be enclosed).
 - (i) *Change of Examination Centre shall be allowed only if one seeks a change of centre to a Government or fully Aided H.S. School affiliated to CHSE.*
 - (ii) *Principals are requested to notify the Centre Change Criteria and grounds for change of Examination Centre in the H.S. School Notice Board for wide circulation among the students.*
 - (iii) *The Principals are requested to submit the applications of students seeking for centre change separately in the Head Office of the Council at the time of submission of Annexure-2, SB Collect e-receipt etc.*

LAST DATE FOR APPLYING FOR CHANGE OF Examination Centre:

For Regular /Ex-Regularcandidates :18.11.2024

15. PROVISION FOR CHILDREN WITH SPECIAL NEED :

A registered candidate who is unable to write by himself/herself due to some physical deficiency/deformity (with 40% or above deformity) shall be allowed to take the help of Scribe/Reader/Lab. Assistant on application in the prescribed **PROFORMA (ANNEXURE-B)** herewith to appear the Annual H.S. Examination, 2025. The prescribed proforma and the notification No. 459 dt.25.01.2019 (Guidelines for providing scribe/Reader/Lab. Asst.) are appended with this notice.

The Principals are requested to notify the provision for candidates with bench mark disabilities i.e. for CWSN, issued vide CHSE (O) Notification No.459, dt.25.01.2019(Guidelines for providing Scribe/Reader/Lab. Asst.) in the H.S. School Notice Boards for wide circulation among the Children with Special Need.

The Principals must ensure collection of duly filled in application forms from the children with special need of filling up of forms for Annual H.S. Examination, 2025 and requiring Scribe/Reader/Lab. Asst. at the time of form fill up. Further, the Principals are requested to submit their applications in the **Head Office & concerned Zonal Offices of the Council** at the time of submission of ANNEXURE-2, SB Collect e-receipt etc. separately on the scheduled dates as per the 'FIXTURE'.

- Principals are requested to sensitize all Ex-Regular & Regular students to fill up their forms/enrollment within the notified time schedule.
- **LAST DATE for submission of applications for Scribe/Reader/Lab. Assistant:**
- **For Regular /Ex-Regular candidates : 18.11.2024**

No application pertaining to Scribe/Reader/ Lab. Asst. and Examination Centre change cases will be accepted by the Council beyond the scheduled date. If the scheduled last date is a public holiday, the last date shall be shifted to the next working day.

16. DOWNLOADING ADMIT CARDS:

(a) The Admit Cards for Ex-Regular & Regular (Arts, Science, Commerce & Vocational Streams including Correspondence Course) candidates will be made available on-line through their respective H.S. Schools in the site: **portal.samsodisha.gov.in**.

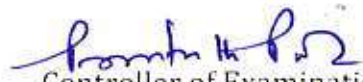
(b) The Principals will take steps to download the Admit Cards from the e-space of the above sites: **(portal.samsodisha.gov.in User ID Password Examination Form Fill up get Admit Card)**, take print out of the Admit Cards and put their signature in the space provided, and distribute the same to the students. Before handing over the Admit Card to a candidate, the Principals are requested to ensure that candidate puts his/her signature in the space provided in the Admit Card, in front of him or any designated official of the H.S. School.

In case any mistake is detected in Admit Cards, the same must be brought to the notice of the Controller of Examinations immediately for necessary action.

17. SYLLABUS AND QUESTION PATTERN:

For syllabus and question pattern for the A.H. Examination-2025, the Principals are requested to strictly adhere to the guidelines issued vide CHSE(O) notification No.Acd/09/2024/3014, Dt.20.08.2024.

Yours faithfully,


Controller of Examinations
12/9/24

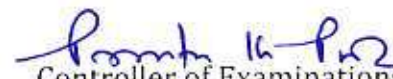
Memo No.3884/CHSE. Dt.12.09.2024

Copy submitted to Private Secretary to the Hon'ble Minister, School and Mass Education, Odisha, Bhubaneswar for kind information.


Controller of Examinations
12/9/24

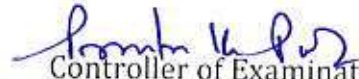
Memo No.3885/CHSE. Dt.12.09.2024

Copy submitted to P.S. to the Commissioner-Cum-Secretary, Department of School and Mass Education/Director, Higher Secondary Education Odisha, Bhubaneswar/Director, Higher Education, Odisha for kind information.


Controller of Examinations
12/9/24


Memo No.3886/CHSE. Dt.12.09.2024

Copy forwarded to the Controller of Examinations Utakal University, Vanivihar, Bhubaneswar/Sambalpur University, Jyotivihar, Burla/Berhampur University, Bhanjavihar, Berhampur/Maharaja S.C.B.D. University, Sriramvihar, Takatpur, Baripada/Fakir Mohan University, Balasore/Sri Jagannath Sanskrit University, Puri/Ravanshaw University, Cuttack/R.D. Women's University, Bhubaneswar/ GangadharMeher University, Sambalpur/Khalikote University, Berhampur/ Rajendra University, Bolangir/Kalahandi University, Kalahandi/ VikramDev University, Koraput/D.D. University, Keonjhar/Board of Secondary Education, Odisha, Cuttack for information and necessary action.


Controller of Examinations
12/9/24


Memo No.3887/CHSE. Dt.12.09.2024

Copy forwarded to all Officers/all Sections of the Council for information and necessary action. S.O, PPS Section is requested to keep ready all the printed stationeries immediately in connection with filling up of forms and supply to S.O. EC-I, EC-II, EG-I, EG-II and Zonal Offices for Annual H. S. Examination, 2025.


Controller of Examinations
12/9/24

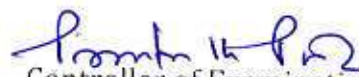
Memo No.3888/CHSE. Dt.12.09.2024

1. Copy forwarded to Deputy Secretary of three Zonal Offices located at Berhampur/Sambalpur/Baripada for information and necessary action. They are requested to verify all the Compartmental cases with regard to eligibility and correctness of the papers and submit the same in the Head Office within Seven days from the receipt of Annexure-1 & 2.
2. Henceforth, the Deputy Secretary of three Zonal Offices are allowed to scrutinize the application forms of the students with special need& allow the eligible students for providing (Scribe/Reader/Lab. Asst./Extra time)as per CHSE (O) Notification No.459, dt.25.01.2019.


Controller of Examinations
12/9/24

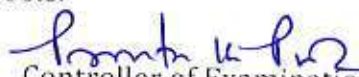
Memo No.3889/CHSE. Dt.12.09.2024

Copy forwarded to Finance Officer/F.S.-I/F.S.-II/F.S.-III/Notice Board and information Counter for information and necessary action.


Controller of Examinations
12/9/24


Memo No.3890/CHSE. Dt.12.09.2024

Copy forwarded to Chief Manager, SBI, IRC Village, Nayapalli, Bhubaneswar for information and necessary action. He is requested to take suitable steps for activation of SBI Collect mode as per schedule for remittance of fees by H.S. Schools.


Controller of Examinations
12/9/24

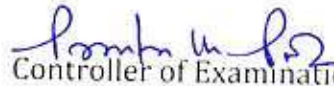
Memo No.3891/CHSE. Dt.12.09.2024

Copy forwarded to the General Manager (Admin) Odisha Computer Application Centre, Acharyavihar, Bhubaneswar for information and necessary action. He is requested to upload this letter in SAMS Notice for information of all H.S. Schools and take necessary steps for on-line form fill up of all students & send 3G Form to the registered mobile nos. of the students.


Controller of Examinations
12/9/24

Memo No.3892/CHSE. Dt.12.09.2024

Copy forwarded to the DDG & SIO, NIC, Odisha, Bhubaneswar for information and necessary action. He is requested to take necessary steps to upload this letter in the Council web site: www.chseodisha.nic.in. for information of all concerned.


Controller of Examinations
12/9/24

N

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, C/2, SAMANTAPUR, BHUBANEWAR-751013
APPLICATION FORM FOR CHANGE OF EXAMINATION CENTRE FOR THE ANNUAL
H. S. EXAMINATION, 2025.**

(Please read carefully the important Notes, Terms & Conditions before applying)
Correspondence Candidates are not allowed to Change Examination Centres. Change of
Centre is allowed only to Govt./Full Aided Colleges.

1. (a) Name of the Applicant : _____
(in Capital Letters)
- (b) Category : _____
- (c) Registration. No. : _____
2. Name (a) (Father) : _____
(b) (Mother) : _____
3. Permanent Address (In Capital): _____
: _____
4. Present Address (In Capital) : _____
(For Correspondence) : _____
- (i) Contact No. of the Candidate : _____
- (ii) Contact No. of Parents : _____
5. (a) Name & Address of the Institutions in : _____
which the applicant is studying
- (b) Stream : _____

Subject

Compulsory

Elective

(1) English

(1) _____

(2) MIL ()

(2) _____

(3) _____

(4) _____

- 6.(a) Name of the Examination Centre and : _____
Address through which the applicant
desires to appear.
- (b) Whether the subjects of the applicant are available in the College to which the
candidate desires to change: _____

7. Distance between the two Colleges in : _____
Kilo meters (permission will not be granted if the distance is 30 Kms or less)
8. Details deposit of Rs.500/- towards fees M.R./B.D. No. _____
Date _____.
9. (a) Reasons for intending to change of : _____
Examination Centre
- (b) List of documents submitted
 1. Xerox copy of Registration Receipt
 2. Xerox copy of Mark Sheet (if appeared)
 3. Self-attested copies of documents regarding genuineness of ground
(As mentioned in the guidelines)
 - (i)
 - (ii)
 - (iii)

DECLARATION AND UNDERTAKING

10. (a) I, hereby, undertake to abide by all the terms and conditions in respect of change of examination centre as imposed by the Council.
- (b) I, hereby, declare that all the statements made by me in this application form are true to the best of my knowledge and belief, I undertake that, if at any time, it is found that any information given in this application is false/incorrect, the Council may cancel my result without notice or take any action as deemed fit & proper.

DATE :

FULL SIGNATURE OF THE APPLICANT

PLACE :

11. **CERTIFICATE OF THE PARENT COLLEGE :**

The information given in this form is correct as per the records verified by me and I have no objection if the candidate is allowed to change his/her centre of examination on the ground of _____.

The ground for change of examination centre as specified by the candidate is true and genuine to the best of my knowledge and belief. I recommend his case to the CHSE for change of examination centre opted by the candidate.

His/Her Subjects are :

English , MIL ()

Elective Subjects :

SIGNATURE OF THE PRINCIPAL
WITH DATE & SEAL

12. **CERTIFICATE BY THE PRINCIPAL OF THE FULL AIDED/GOVT. COLLEGE THROUGH WHICH THE APPLICANT DESIRES TO APPEAR :**

- (i) I have verified the documents submitted by the candidate along with the application form and found to be genuine.
- (ii) I have no objection if the candidate is allowed to appear through this centre. I further declare that this college has the recognition/affiliation of the subjects in which the candidate desires to appear and at present teaching is being provided in these subjects and this year also Regular students of this college are going to appear the examination with these subjects.
- (iii) I, declare that with this permission, the number of candidates allowed to appear the examination in this college on the basis of change of centre does not exceed the permissible limit of **2 (two)** in this Stream. In case any deviation is found, all the applications for the change of centre to this college shall be rejected.

I shall be held responsible if any deviation is found.

I shall bear all the additional expenses, incurred by Council on account of any deviation made by me.

Signature & Seal of the Principal
Permitting the candidate to appear
through his/her College Centre

Annexure –A (PART)

IMPORTANT NOTICE, TERMS AND CONDITIONS

1. Correspondence candidates are not allowed to change examination centre.
2. Change of examination centre to Regular candidates may be allowed (though, to get such permission is not a matter of right) only on the grounds of **(i)** death of Father/Mother, **(ii)** retirement of Father/Mother from Govt. Service, **(iii)** transfer of Father/Mother serving as employee of State Govt./Govt. undertaking **(iv)** Marriage in case of girl students.

DOCUMENTS TO BE SUBMITTED

- (i) Death of Father/Mother after March, 2024 (death Certificate to be enclosed)
- (ii) Retirement of Father/Mother from Govt. service after March, 2024. (copy of superannuation order with contact number of the Father, Mother and the then employer)
- (iii) Transfer of Father/Mother/Spouse if employed under State Govt. /State Govt. undertakings after March, 2024. (enclose copy of the transfer order with contact number of Father/Mother/Spouse and the present and past employer)
- (iv) Marriage in case of Girls students after March, 2024. (enclose marriage certificate, contact number of Father/Mother, joint photograph with Husband and contact number of Husband)
3. No application for change of centre will be entertained after the last date of form fill up.
4. No change of centre can be ordinarily allowed if the distance of the centre applied for is not more than 30 (Thirty) Kilometers from the parent College.
5. A fee of Rs.500/- (Rupees Five Hundred) only is to be deposited at the time of submission of application form. This amount is not refundable even if the applicant is not allowed to change centre.
6. **The Council reserves the right to reject the application without assigning any reason thereof or to allot an Examination Centre in the area other than the centre applied for. No communication is to be made if the application is rejected.**
7. All the relevant/necessary documents must be submitted at the one time and the application deficient in any manner at the time of its submission is liable to be rejected.
8. The application for change of Examination Centre is to be submitted to the Principal of the parent College who will verify and recommend to the Council for consideration.
9. A candidate who intends “to change his/her centre of examination may submit (apply) in the prescribed proforma to the Principal of the parent College (college in which he/she is filling-up of his/her examination form for Annual H. S. Examination, 2025 after obtaining “No Objection Certificate from the Principals” of both the Colleges to which he/she desires to change his/her centre of examination and his/her parent College.

The "No Objection Certificate" must be given by the Principal himself/herself but not by any other Officer after verifying the genuineness of the documents, facts and statements submitted by the candidate.

The centre change application form along with requisite fees and documents has to be submitted to the Principal of the parent College at the time of submission of Application Forms and other documents for Annual H. S. Examination, 2025 (at the time of filling-up of forms during the prescribed dates).

N.B. : Applications mentioning other reasons should not be recommended by the Heads of the Institutions. If recommended it will be rejected outright.

10. It shall be the prime and exclusive responsibility of the Principal of the parent College to verify the genuineness of the facts, statements and documents submitted by the candidate. After verifying all these documents and being satisfied, the Principal should endorse his views and recommend the same to the Council for consideration enclosing the true copies of the documents duly attested by him/her.
11. The Principals are required to recommend a maximum of two (2) cases in each stream for change of centre from and to the College.
12. The application form, attested Xerox copies of the supporting documents and fees are to be submitted to the Council by the parent College at the time of submission of ANNEXURE-2 and other documents for Annual H. S. Examination, 2025 as per the schedule.
13. The Principals are requested to please go through the terms, conditions laid down by Council and documents of the candidates before recommending their cases for change of examination centre.
14. The recommending Principals will be held solely responsible for not verifying the document/statements properly in case the statements/documents are found incorrect/false at a later stage. In such case, the results of the candidate will not be published and he/she will be debarred from appearing subsequent examinations.

The applicant is required to fill-up the following receipt and get it signed by the Receiving Officer.

RECEIPT

Received an application for change of examination centre from Shri/Smt. _____
_____ with the Money Receipt No.
_____ Date _____ and other documents as mentioned in the
application form

Signature with date of
Receiving Officer



ANNEXURE-'B'

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANEWAR-751013**

**APPLICATION FORM FOR THE FACILITY OF SCRIBE/READER/LAB. ASST./TAKING COMPENSATORY
TIME IN EXAMINATION BY CANDIDATES FOR CHILDRENS WITH SPECIAL NEED**

(If cannot be filled in by the candidate himself/herself, this application form may be filled in
by the Father or Mother or Legal Guardian)

(Incomplete application form in any respect and without supporting documents will be out
rightly rejected)

PART-I (FOR APPLICANT)

1. Name of the Applicant (in Capital Letters) : _____

2. Registration No. : _____

3. Name of the College from which the Candidate has been sent up : _____

4. Name of the Father/Mother or Guardian : _____

Contact Number : _____

5. Permanent Address : _____

: _____

6. Present Address (for correspondence) : _____

Contact Number : _____

7. Subject(s) of Examination (i) Compulsory: English, MIL ()

(ii) Electives :

8. Documents to be submitted by the applicant along with this application

- (i) The Original and a photocopy of the certificate of physical deformity given by Competent Medical authority to the effect that the deformity is **40% or above and the candidate cannot write by himself/herself.**
- (ii) Two attested photographs depicting fully the deformed part of the body of the candidate.

DECLARATION

9. (A) I do hereby declare that:

- (i) I am a physically disabled candidate with the deforming of 40% or above.
- (ii) I have deformity in _____ part of the body for which I am unable to write for which I, may be allowed to take the help of Scribe.
- (iii) I have read/I am aware of the provisions for the candidates with disability issued by the CHSE. Odisha in the notification issued for form fill-up.

UNDERTAKING

(B) I do hereby undertake that:

- (i) I shall use only one scribe, except the specific need for language papers, viz, Telugu, Bengali, Urdu and Hindi and will not change the scribe unless there is explicit emergency. The explicit emergency will be explained by me in writing with documentary evidences, where ever available and is to be submitted with the Principal for examination and forwarding the same to the Controller of Examinations for necessary approval before examination.
- (ii) The Scribe approved by the Controller of Examinations will serve as helper writer to me till the end of the examination.
- (iii) The qualification of my scribe will be one step below my qualification. For any deviation, detected at any stage, I will be abided by the decision of the CHSE. Odisha.
- (iv) I shall be in constant touch with my Scribe and in case of emergency for any change of Scribe I will apply to the Controller of Examinations/Deputy Secretary concerned Zone office through the Principal with supporting evidences immediately. (e-mail : coechseodisha@gmail.com, Mob- 9937390878).
- (v) I will not change my scribe without justifying the reasons in writing and without the prior approval of the Controller of Examinations failing which my paper will not be evaluated and be liable for cancellation.
- (vi) The identity proof, photograph and copies of Certificates and Mark Sheets in support of educational qualification of scribe with contact number are true, correct and signed by me. In case of any emergent need, I will submit the Identity proof, Photograph, copies of Certificates and Mark Sheets in support of educational qualification and contact number of the new scribe explaining the reasons thereof to the Principal for forwarding the same to the Controller of Examinations for necessary approval before sitting in the examination, failing which my answer scripts will not be evaluated and I will be solely responsible for the same.
- (vii) If the disability Certificate produced by myself is found to be fake at any point of time, appropriate legal action can be initiated against me and the Pass Certificate and Mark Sheet can be instantly cancelled.

- (viii) I am submitting separate application forms for reserve Scribe including the Scribe required for language paper, viz, Urdu, Telugu, Bengali and Hindi. (strike out if the point is not applicable)

Signature/Thumb impression
of the applicant

Counter Signature of the Principal
with date and Seal

Signature of Parents

N.B. Application form without the signature/thumb impression of the applicant, parents and counter signature of the Principal without seal signature in the undertaking will be out rightly rejected.

PART-II (FOR SCRIBE/READER/LAB. ASST.)

- 1 (i) Name of the Scribe/Reader/Lab. Asst.: _____
(in capital letters)
- (ii) Permanent Address : _____
: _____
- (iii) Present Address : _____

- (iv) Identity Proof (Enclose with Application)
Signed by physically disabled candidate & the Scribe _____
- (v) Educational Qualification (Enclose Certificates &
Mark Sheets signed by both the physically disabled _____
Candidate and the Scribe.
- (vi) Occupation : _____
- (vii) Contact Number : _____

Signature of the applicant

2. LIST OF DOCUMENTS TO BE SUBMITTED BY THE SCRIBE/READER/LAB. ASST.

- (1)
(2)
(3)

3. UNDERTAKING BY THE SCRIBE/READER/LAB. ASST.

I, hereby, undertake to serve as the Scribe, till the end of the examination of Sri/Ku. _____
_____ who is appearing at the H.S. Examination, 2025 and I will abide by the rules of Examination of the Council as laid down for Scribe and examination.

Signature of the Scribe/Reader/Lab. Asst.

4. CERTIFICATE OF THE PRINCIPAL OF THE COLLEGE FROM WHICH THE HANDICAPPED CANDIDATE HAS BEEN SENT UP.

Certified that the application of the candidate for the facility of Scribe/Reader/Lab. Asst./taking compensatory time in Annual H.S. Examination, 2025 (strike out which is not applicable) with the requisite enclosers have been verified and found correct and genuine as per CHSE (O) **Notification No.** _____ **dt.** _____ (form fill-up notification for Ex-Regular students of Annual H.S. Examination, 2025) and No. 459 dt.25.01.2019 (Guide lines for conducting written examinations for persons with Benchmark Disabilities)

Counter Signature of the Principal
with date and Seal

N.B. Application form without signature of the applicant, required documents of Scribe and signature of the Scribe in **Part-II** and counter signature and seal of the Principal in the certificate will be out rightly rejected.

PROCEDURE FOR DEPOSITING EXAM. FEES-2025 USING : STATE BANK COLLECT FACILITY.

- (a) Visit online banking website of SBI by typing <http://www.onlinesbi.sbi> in the address bar of the internet explorer. Once the Home Page appears click on '**State Bank Collect**' tab.

Select type of Corporate/Institution as "**Educational Institution**".
Now select Educational Institution name as 'Council of Higher Secondary Education, Odisha'.
- (b) Select the required payment category from the drop down viz Enrollemnt fees-2025 (Regular without fine) Enrollment Fees-2025 (Regular with late fine of Rs.200/-), Enrollment. fees-2025 (Regular with late fine of Rs.600/-) as the case may be.
- (c) For Ex-Regular, select the required payment category from the drop down viz Exam. fees-2025 (Ex-Regular without fine) Exam. Fees-2025 (Ex-Regular with late fine of Rs.200/-), Exam. fees-2025 (Ex Regular with late fine of Rs.600/-) as the case may be.
- (d) Fill in the challan with required information as asked for. Take adequate care while filling in **(a)** Name **(b)** Date of Birth and **(c)** Mobile Number as asked for in the lower part of the screen. This information is important to reprint the e-Receipt subsequent to any successful payment. Hence, the above details may be provided by the depositor, who is responsible for reprinting the e-Receipt subsequently as and when required.
- (e) Once required data is filed in click on '**submit**'
- (f) The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on '**Confirm**'.
- (g) The system will request you to select the desired payment mode from various options. The H.S. Schools can pay the fees using **Net Banking Facility** availed from any of their Banker or visit any SBI Branch to deposit Cash or Cheque drawn on any SBI Branch. Pease note that the Bank charges for various payment modes are also displayed which is to be borne by the Remitter. Carefully examine the charges displayed since the charges for different payment made are different. Select the desired payment mode.
- (h) If net Banking is selected as payment mode, the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a Reference Number on PDF Format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from '**Payment History**' link of '**State Bank Collect**'.

- (h) If **'SBI Branch'** is selected as payment mode a Pre-Acknowledgement Payment(PAP) Form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits any SBI Branch for payment through cash or cheque drawn on SBI Branch. After the payment is successfully processed by the branch, the Branch will give an acknowledgement of Payment on the PAP Form.

- (i) Now any time the payer is return to **'State Bank Collect'** link in the Home page of www.onlinesbi.sbi for printing the e-Receipt from the **'Payment History'** link and submit the e-Receipt in the Council along with the necessary **Annexure-2** and Computer Generated Form (Print out from e-Space).

- (j) For further clarification please contact- 9937390878.

SCHEDULE OF SUBMISSION OF FORM FILL UP DOCUMENTS OF ANNUAL H.S. EXAMINATION, 2025 (ANNEXURE-II, SB COLLECT E-RECEIPT, DEMAND NOTE, HEAD WISE STATEMENT, CENTRE CHANGE, CANDIDATES WITH DISABILITY APPLICATION FORMS ETC.)

BARIPADA ZONE								
Sl. No.	21.11.2024	22.11.2024	25.11.2024	26.11.2024	27.11.2024	28.11.2024	29.11.2024	30.11.2024
1	AA 01 to AA 13	AA 14 to AA 26	AA 27 to AA 39	AA 40 to AA 52	AA 53 to AA 65	AA 66 to AA 78	AA 79 to AA 91	AA 92 to AA Rest
2	AB 01 to AB 07	AB 08 to AB 14	AB 15 to AB 21	AB 22 to AB 28	AB 29 to AB 35	AB 36 to AB 42	AB 43 to AB 49	AB 50 to AB Rest
3	GA 01 to GA 08	GA 09 to GA 16	GA 17 to GA 24	GA 25 to GA 32	GA 33 to GA 40	GA 41 to GA 48	GA 49 to GA 56	GA 57 to GA Rest
4	KA 01 to KA 13	KA 14 to KA 26	KA 27 to KA 39	KA 40 to KA 52	KA 53 to KA 65	KA 66 to KA 78	KA 79 to KA 91	KA 92 to KA Rest

BERHAMPUR ZONE								
1	EA 01 to EA 12 EZ 01 to EZ 04	EA 13 to EA 24 EZ 05 to EZ 08	EA 25 to EA 36 EZ 09 to EZ 12	EA 37 to EA 48 EZ 13 to EZ 16	EA 49 to EA 60 EZ 17 to EZ 20	EA 61 to EA 72 EZ 21 to EZ 24	EA 73 to EA 84 EZ 25 to EZ 28	EA 85 to EA Rest EZ 29 to EZ Rest
2	EB 01 to EB 03	EB 04 to EB 06	EB 07 to EB 09	EB 10 to EB 12	EB 13 to EB 15	EB 16 to EB 18	EB 19 to EB 21	EB 22 to EB Rest
3	HA 01 to HA 07	HA 08 to HA 14	HA 15 to HA 21	HA 22 to HA 28	HA 29 to HA 35	HA 36 to HA Rest HB 01 to HB 04	HB 05 to HB 11	HB 12 to HB Rest
4	HC 01 to HC 06	HC 07 to HC 12	HC 13 to HC 18	HC 19 to HC 24	HD 01 to HD 07	HD 08 to HD 14	HD 15 to HD 21	HD 22 to HD Rest
5	LA 01 to LA 05	LA 06 to LA 10	LA 11 to LA Rest	LB 01 to LB 05	LB 06 to LB 10	LB 11 to LB 15	LB 16 to LB 20	LB 21 to LB Rest

SAMBALPUR ZONE								
1	BA 01 to BA 09	BA 10 to BA 18	BA 19 to BA 27	BA 28 to BA 36	BA 37 to BA 45	BA 46 to BA 54	BA 57 to BA 63	BA 64 to BA Rest
2	BB 01 to BB 08	BB 09 to BB 16	BB 17 to BB 24	BB 25 to BB 32	BB 33 to BB Rest	FB 01 to FB 08	FB 09 to FB 16	FB 17 to FB Rest
3	FA 01 to FA 08	FA 09 to FA 16	FA 17 to FA 24	FA 25 to FA 32	FA 33 to FA 40	FA 41 to FA 48	FA 49 to FA 56	FA 57 to FA Rest
4	NA 01 to NA 08	NA 09 to NA 16	NA 17 to NA 24	NA 25 to NA 32	NA 33 to NA 40	NA 41 to NA 48	NA 49 to NA 56	NA 57 to NA Rest
5	NB 01 to NB 05	NB 06 to NB 10	NB 11 to Rest NC 01 to NC 03	NC 04 to NC 08	NC 09 to NC 13	NC 14 to NC 18	NC 19 to NC 23	NC 24 to NC Rest
6	ND 01 to ND 07	ND 08 to ND 14	ND 15 to ND 21	ND 22 to ND 28	ND 29 to ND 35	ND 36 to ND 42	ND 43 to ND 49	ND 50 to ND Rest
7	PA 01 to PA 10	PA 11 to PA 20	PA 21 to PA 30	PA 31 to PA 40	PA 41 to PA 50	PA 51 to PA 60	PA 61 to PA 70	PA 71 to PA Rest

**SCHEDULE OF SUBMISSION OF FORM FILL UP DOCUMENTS OF ANNUAL H.S. EXAMINATION, 2025(ANNEXURE-II, SB COLLECT E-RECEIPT,
DEMAND NOTE, HEAD WISE STATEMENT, CENTRE CHANGE, CANDIDATES WITH DISABILITY APPLICATION FORMS ETC.**

Sl. No.	21.11.2024	22.11.2024	25.11.2024	26.11.2024	27.11.2024	28.11.2024	29.11.2024	30.11.2024
1	CA 01 to CA 07	CA 08 to CA 14	CA 15 to CA 21	CA 22 to CA 28	CA 29 CA 35	CA 36 to CA 42	CA 43 to CA 45 & CZ 01 to CZ 04	CZ 05 to CZ 10
2	CA 46 to CA 53	CA 54 to CA 61	CA 62 to CA 69	CA 70 to CA 77	CA 78 to CA 85	CA 86 to CA 93	CA 94 to CA REST & MZ 61 to MZ 63	MZ 64 to MZ Rest
3	CB 01 to CB 14	CB 15 to CB 28	CB 29 to CB 42	CB 43 to CB Rest & MA 01 to MA 07	MA 08 to MA 21	MA 22 to MA 30 & MZ 26 to MZ 30	MZ 31 to MZ 44	MZ 45 to MZ 60
4	MB 01 to MB 07	MB 08 to MB 14	MB 15 to MB 21	MB 22 to MB 28	MB 29 to MB 35	MB 36 to MB Rest	MZ 01 to MZ 05	MZ 06 to MZ 10
5	MC 01 to MC 21	MC 22 to MC 42	MC 43 to MC 63	MC 64 to MC Rest & MA 31 to MA 37	MA 38 to MA 59	MA 60 to MA 81	MA 82 to MA Rest & MZ 11 to MZ 15	MZ 16 to MZ 25 & CZ 11 to CZ Rest
6	CC 01 to CC 10	CC 11 to CC 20	CC 21 to CC 30	CC 31 to CC 40	CC 41 to CC 50	CC 51 to CC 60	CC 61 to CC 70	CC 71 to CC Rest
7	CD 01 to CD 08	CD 09 to CD 16	CD 17 to CD 24	CD 25 to CD 32	CD 33 to CD 40	CD 41 to CD 48	CD 49 to CD 56	CD 57 to CD Rest
8	DA 01 to DA 06	DA 07 to DA 12	DA 13 to DA 18	DA 19 to DA 24	DA 25 to DA 30	DA 31 to DA 36	DA 37 to DA 42	DA 43 to DA Rest
9	DB 01 to DB 07	DB 08 to DB 14	DB 15 to DB 21	DB 22 to DB 28	DB 29 to DB 35	DB 36 to DB 42	DB 43 to DB 49	DB 50 to DB Rest