



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA,  
PRAINAPITHA, SAMANTAPUR, BHUBANESWAR-13**

No.DE-1/10/2023/ 663 /CHSE (O)/Dt. 30.01.25

From

The Assistant Secretary  
CHSE (O), Bhubaneswar

To

All the Principals \ Head masters \ Headmistress of all Correspondence Course  
Admission- cum-Examination Centre of the Council.

Sub:- Submission of admission documents of correspondence Course students.

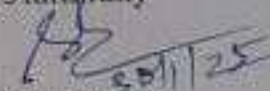
Sir/ Madam,

In inviting a reference to this Notification No. 3809 dt. 03.10.24 and 5346 dt.04.12.24 on the subject cited above, I am to say that admission of students into +2 1<sup>st</sup> year (Class-XI) in Arts & Commerce stream under correspondence course of the Council for the session 2024-25 (2024 Admission Batch) has been completed since 30.12.2024.

In this context I am to request you to submit the following admission documents of each students taken admission in your Higher Secondary School-cum-Examination Centre in respective Head Office/Zonal Office of the council in between **01.02.25 to 15.02.25**.


1. Common Application Form (CAF)
2. Intimation letter
3. Original S.L.C. / CLC
4. Original conduct certificate
5. Attested copy of Mark sheet & pass certificate of 10<sup>th</sup> passing
6. Original Migration Certificate of student passed from other than BSE
7. e-receipt in support of deposit of admission fee
8. Consolidated data sheet of students
9. One pass port size photograph

Yours faithfully

  
Asst. Secretary

Memo No. 664 /CHSE(O), Dt. 30.01.25

Copy forwarded to Dy. Secretaries of all Zonal Office of the Council for information and necessary action.

  
Asst. Secretary