



EXAMINATION URGENT.

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

MANUAL FOR CONDUCT OF ANNUAL H.S. EXAMINATION, 2025.

NOTIFICATION.

No.EC-II-(CS)-36/20/ 357 /CHSE/ Dt.-03.02.2025

Centre Superintendents are the key persons of an examination centre and they are required to perform many works of examination which are confidential in nature. They are required to maintain utmost secrecy of the information about the invigilators appointed or to be appointed, seating arrangements, names of persons reporting mal-practice, names of students booked under malpractice etc. and not to go public on these.

Used memo forms are confidential in nature and nobody can access these unless otherwise directed by the Controller of Examinations. Nobody, other than those permitted by Controller of Examinations, can enter the premises of examination centre during the examination period and half an hour before and at least half an hour after the completion of examination in a sitting. The centre superintendents are responsible for all records and documents in connection with the examination.

They shall have to keep a close liaison with the local law and order authorities for smooth conduct of the examinations.

The duties and responsibilities of the centre Superintendent and others working under CS have been outlined in the following sections, and these are not exhaustive. The CS may contact the Controller of Examinations, on any issues or doubts or on any points which have not been mentioned inadvertently, for free and fair conduct of the Annual H.S. Examination, 2025.

1. Appointment of Centre Superintendent (CS):

- i. Centre Superintendents are appointed by the Council. Usually, the Council appoints the Principals/Headmasters/Headmistress of the H.S. School (declared as examination centre) as the Centre Superintendent for that H.S. School examination centre.
- ii. In case, the Principal is not eligible to be the Centre Superintendent or otherwise not able to discharge the duty of Centre Superintendent, then she/he should intimate the same to the Controller of Examinations much ahead with valid reasons and suggest the name of the senior most member of the teaching staff to the Controller of Examinations for appointment as Centre Superintendent.
- iii. The Council may depute Centre Superintendent to a Centre from other Colleges/H.S. Schools in case of necessity. If the Centre Superintendent thus appointed from other College/HS School fails to reach the examination Centre in time on the first day of examination, the Principal of the College or Senior most teacher (on recommendation of the Principal) will act as Centre Superintendent on ad-hoc basis, provided that he/she is not otherwise ineligible. If the deputed Centre Superintendent fails to reach the Centre even after the 1st day's examination, the acting or ad-hoc Centre Superintendent shall be treated as Regular Centre Superintendent and he/she will immediately bring this matter to the notice of the Controller of Examinations.
- iv. No person whose near relation is appearing the AHSE, 2025 shall accept the assignment of Centre Superintendent. Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

2. Appointment of Deputy Superintendents (DCS):

The Centre Superintendent will appoint Deputy Centre Superintendent(s) under intimation to the Controller of Examinations. However, one can't be appointed as DCS if his or her near relation is appearing the AHSE, 2025. Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

Number of Deputy Centre Superintendents required for a centre:

Each Centre will have one Deputy Superintendent irrespective of the number of students appearing in the Centre. However, the number of Deputy Superintendents to be appointed for a Centre is decided based on the number of students appearing in that centre, as mentioned below:

Sl. No	Number of students in the centre	Number of Dy. Superintendents that can be appointed by the Superintendent
1	1 to 500	One
2	501 to 1000	Two
3	1001 to 1250	Three
4	1251 to 1500	Four
5	1501 to 2000	Five
6	2001 & above	Six

3. Appointment of Deputy Superintendent for a Sub-centre:

In addition to the above, the Centre superintendent shall appoint one or more Dy. Superintendent exclusively required for the Sub-Centre that has been attached to the Centre at a separate location. The number of DSs to be appointed for Sub-Centre is decided on the basis of the number of students appearing in it. The CS shall have to follow the rule supra as mentioned for appointment of DSs for a centre.

However, one can't be appointed as DC for a Sub-Centre if his or her near relation is appearing the AHSE, 2025. Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

N.B.

i. There is no provision of appointment of Additional Centre Superintendent.

ii. The Deputy Superintendent appointed for a Sub-Centre will act as the CS in the sub centre. However, the senior most Dy. Centre Superintendent of a sub-centre shall act as the Superintendent, on behalf of the CS.

4. Appointment of Invigilators and Relievers:

i. The Centre Superintendent shall take all-out effort to appoint such person (preferably teachers) who are sincere, competent, vigilant and who can maintain a free and fare conduct of examination, and has the capability to check malpractice in the examination hall/room.

ii. One invigilator is to be appointed for every 20 students or fraction there of

iii. One Reliever will be appointed for every 120 students or fraction there of

iv. If there is more than one invigilator allotted for an examination room/hall, then the senior most invigilator shall be declared as the Chief Invigilator who will receive the blank answer scripts and Question papers from the CS/DCS.

v. If there is one invigilator for an examination hall/room, then he/she will receive the blank answer scripts and Question papers from the CS/DCS.

vi. However, one can't be appointed as Invigilator/reliever if his or her near relation is appearing the AHSE, 2025. Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

5. Appointment of Clerk and Menial for the examination:

The CS is authorised to appoint a clerk to help in dealing with confidential works. He/she is also authorised to appoint one Group-D employee of the institution to do the errands.

However, clerk/menial can't be assigned duties in the examination centre if his/her near relation is appearing the AHSE, 2025. Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

6. Duties and responsibilities of Centre Superintendent :

The CSs shall have the following duties and responsibilities:

- a) **The CS will appoint DCs, Invigilators, Relievers, clerk, menials and others as per rule of the Council for smooth functioning of examination centre. They must ensure functioning of CCTV camera in the examination centre during the entire examination process, i.e. during opening of question papers, progress of examination in the examination hall/room and sealing of used and unvalued answer scripts etc.**
- b) They are to create a facility for keeping the mobile phones of all personnel deployed in the examination Centre.
- c) They are to activate the CCTV camera in different examination rooms/halls of their institutions at least 1 hour before commencement of examination on a day and keep it active till the end of the examination.

7. ISSUE & VERIFICATION OF ADMIT CARDS OF STUDENTS:

- i) All students who have filled up forms online for AHSE 2025 have been issued admit cards online by the CHSE. The respective Headmaster/Principal should download these from the SAMS e-space using their login ID and distribute these to the students concerned only after taking her/his full signature and putting signature of CS/Principal on the admit card at the appropriate place.
- ii) **Students of those College/School, which are not declared as examination centres, are to be identified by the teachers of the concerned School/ College deputed for the purpose on demand of the CS or his/her representative near the entrance of examination centre and in the examination hall/room (if required by the chief invigilator).**
- iii) The Centre Superintendent has every right to enquire about the identity of any student at any time during a sitting of examination by asking him either to sign his/her name on a piece of paper and compare the signature so obtained with the signature on the Admit Card, or to show the admit card.
- iv) **The Centre Superintendent and invigilators are required to satisfy themselves about the identity of the students of tagged H.S. Schools and students who have changed centres. If any student 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 of Examinations immediately.**

8. ISSUE OF ADMIT CARDS TO STUDENTS WHO HAVE BEEN PERMITTED CENTRE CHANGE BY COUNCIL:

- i) **Students who are permitted to change their examination centres are issued necessary intimation letters. Such letters are signed by the Controller of Examinations. The permission letters are sent to the Centre Superintendents concerned either by post or through email for admitting the students concerned in the Annual H.S. Examination, 2025 after proper identification.**
- ii) In case the student produces his/her intimation letter duly signed by the Controller of Examinations as above but the Centre Superintendent does not receive the copies of intimation letter/alphabetical lists together with Admit Cards, the Centre Superintendents are requested to admit such students provisionally obtaining written undertaking from the students to the effect that their admission to the examination would be liable for cancellation if found irregular.

Such students be asked to submit one copy of their photograph which should bear the full signature of the students and attestation of the Centre Superintendents (on the back of photograph in each case and should be sent in an envelope inside Cover No.13 b).

- iii) The Name and complete address of all Centre change students and their full signature should be noted at the end of the alphabetical list sent to the Centre Superintendents.
- iv) Special vigilance shall be exercised over the students who are appearing at the examination through change of centres. Any misbehaviour shown or malpractice adopted by such students should be reported confidentially to the Controller by name separately.

9. CORRECTION OF SUBJECTS PRINTED ON THE ADMIT CARDS BY CS/DCS IS PROHIBITED:

i) The CS/DCs can't change the subjects /papers of a student printed on the admit card or CNR even a student claims to have offered a subject other than the subjects printed on the Admit Card or CNR (Computerised Nominal Roll, downloaded from SAMS e-Space).

ii) Making provision for urinals for examinees:

The Centre Superintendent must see that there are separate urinals, in the vicinity of examination halls/rooms, for boys and girls. If there is no permanent urinal, then specially constructed temporary urinals either in the examination hall/room or close to the hall/room (separate for boys and girls) must be provided for use of Examinees. All-out effort may be taken for separate toilets for boys and girls.

iii) Recording the time of temporary absence:

A student is allowed a maximum of 2-3 minutes temporary absence for attending the nature's call. Invigilators must ensure that students surrender their question papers and answer scripts before going to urinals. Further, it is a must that the temporary absence records are maintained scrupulously and students do not take more time than that is allowed.

iv) Co-operating the observers appointed by EMH:

An Observer shall be appointed by the EMH Supervisor on behalf of the Council for the examination centre which is tagged to that EMH, and such observer shall carry the sealed packets of question papers from the EMH to the examination centres and bring back the sealed packets of answer books to the EMH. The observer appointed for an examination centre will assist the Centre Superintendent in smooth conduct of the examination. They will go round the halls and submit the reports in the prescribed form.

v) Receiving of Question packets from the EMH supervisor (if the centre is tagged to another EMH):

The superintendent shall have to receive the sealed question packets (as per programme) from the EMH observer at least 60 minutes before the commencement examination. She/he must ensure that the question packets handed over to him satisfy the following immediately after receiving from the observer:

- Question packets received are of correct subject/paper, quantity and date as per programme.
- Intact and sealed. Any discrepancy found, must be intimated to the EMH supervisor and the Controller of Examinations instantly (99373 90878)

vi) Managing of the Question paper packets by the Centre Superintendent :

- Sealed packets containing Question Papers of different subjects, as per programme, are to be received from the observer appointed by the Examination Management Hub (EMH) on the day of examination.
- CENTRE-WISE QUESTION PACKETS OF A SUBJECT: The question packets of a subject (Example: MIL-O) meant for the centre are kept in a larger paper packet/gunny bag.
- The CENTRE PACKET OF A SUBJECT on its body bears the information as given in following example:
 Name of the centre with Code: (AA21/JALESWAR WOMENS)
 Name of Subject/stream: MIL (O)/Arts
 Total quantity of questions (in terms of denominations: eg.20x4, 40x2, 60x2, 100x1 etc.)

vii) Date of Examination etc.

SUBJECT-WISE PACKET: Question papers of a particular subject
 (Example: MIL-(O) are kept in sealed poly packet which is again covered in a paper packet)

On the body of each question packet, a label with following information is pasted:

Name of the Examination: Annual H.S. Examination, 2025.

Name of Subject (stream): MIL (O)-ARTS,

Regular (R): (Students registered in 2023)

OR

Ex-Regular (E): (Students registered upto 2022)

OR

Regular/Ex-Regular (R/E): (Students registered upto 2023)

OR

(VTS/Integrated Vocational Subject/Vocational Trade Subject)

OR

IVS/VTS/VTP (Regular/Ex-regular) (R/E): (Students Registered upto 2023)

OR

Accounting and Auditing & Tax Assistant (AA) : (Registered upto 2022)

viii) **Subject code:**

No. of Question papers:

Date & Day of Examination:

Time of Examination:

- **The CS must see that the question packets received from the observer are meant for his/her centre, and as per correct date, subject, paper and quantity.**
- **Further, it is to be seen that the packets are intact from all points of view. Any doubt arising during receipt must be clarified from the Controller of Examinations immediately. It is to be ensured that the Hub Supervisor hasn't opened the centre wise question packets in the EMH.**
- The CS shall receive the Question Packets of a subject/paper, as per programme on the day of examination only, at least one hour before the commencement of examination in a sitting.
- **Further, the CS has to verify that the vehicle carrying question packet is accompanied by an Observer appointed for the Centre by the EMH and escorted by a Police personnel provided by the district administration. Any deviation in this regard is to be intimated to the Controller of Examinations immediately.**
- Opening of Question packet: Question Packet is to be opened before 30 minutes of commencement of Examination on schedule date only.
- The CS must see that under no circumstance the seals of the QPs are broken. Before opening the question paper packets, the CS must match the information printed on the QP packet and that in the programme:

SL NO	PROGRAMME	PRINTED ON QP PACKET
1		Name of Centre
2	Date & Time	Date & Time
3	Name of subject, subject code and paper (if any)	Name of subject, subject code and paper (if any)

- The question packet which is going to be opened is meant for his/her examination centre.
 - The Date & Time printed on the packet is as per schedule.
 - The name of subject, subject code and paper (if any) printed is as per programme.
 - The Invigilators/Observers/ representatives of district administration are present
 - The details printed on the packet are also verified by Invigilators/Observers/ representatives of district administration present.
- ix) The CS must ensure that the declaration form/certificate printed in the caution slip accompanying the question packets are signed by all concerned. The certificate is as given below:

“Certified that I examined the packets in the presence of the Invigilators/Observers after the students assembled, and before it was opened I found that the seals were intact”

- Following aspects are to be taken care of while opening the question packets:

SITE OF CUTTING	Question packet is to be cut open along the line indicated to do so on the question packet
PERSONS TO BE PRESENT AT THE TIME OF OPENING	Question packets are to be opened in the presence of Superintendent, Deputy superintendent (any one if more than one is appointed as per rule), at least two invigilators, EMH observer and representative of district administration. However, the Superintendent may open the Question packets in absence of the representative of district administration if she/he does not reach by the stipulated time.
CERTIFICATE TO BE GIVEN	Certificate is to be signed by the invigilators, observer, DS and CS for which the format is printed in the caution slip
SIGNATURE ON THE BODY OF QUESTION PACKET	Invigilators, observer, DS, CS and representative of district administration (if present) are required to sign on the body of question packet mentioning date and time.
CCTV	Question packets are to be opened under CCTV and care must be taken so that the contents of question papers are not captured by CCTV camera.
OBJECTS THAT ARE NOT ALLOWED AT THE TIME OF OPENING QP PACKETS.	Smart phone or any other imaging devices are not allowed to the site of QP packet opening. Any emergency calls from the persons associated with examination can be attended going outside the premises of question paper opening.

10. MOST IMPORTANT NOTE:

- i) **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.**
- ii) The surplus questions of the sitting shall be immediately sealed and kept under joint custody of CS & observer appointed by EMH.
- iii) Question papers for the examination halls will be sent through the centre Superintendent /Dy. Centre Superintendent in closed packets so that the same is not exposed to anybody else until these are opened by the chief invigilator.
- iv) The invigilators, after distribution of QPs, will keep the surplus QPs in covers with gum sealing which will be promptly collected by the Centre Superintendent/ Dy. Centre Superintendent.

IMPORTANT NOTE:

The CS has to contact the EMH supervisor to know the tentative time of arrival of the EMH observer in her/his examination Centre. In case the observer does not reach the examination centre in time, then the centre Superintendent should contact the EMH supervisor concerned and intimate the problem to the Controller of Examinations immediately.

11. Managing the theory answer books and their features:

- i) The answer books (for theory examination) have already been supplied to the H.S. Schools which have been declared as centres for Annual H.S. Examination, 2025.
- ii) Each theory answer book is thread stitched of 32 pages. The graph papers are printed at page at page 30 in 32 pages script.

Answer booklets will be distributed to the student as detailed below:

SL.NO.	TYPE OF ANSWER SCRIPT	TO BE USED BY
1	32 PAGE	(ALL STUDENTS REGISTERED UPTO 2023)

- There is no provision for supply of additional papers and graph papers. Hence, the student's are to be made aware of that they shall not be supplied with additional answer booklet, by way of declaration by the invigilator, at the time of supplying the answer booklet of 32 pages.

iii) Features of answer scripts:

The front page of answer books supplied for AHSE, 2025 has following features:

A vertical line divides it into two parts

- The left part of front page mainly contains a box to mention set code, eight boxes to write down the date of examination, one box to write the name of SUBJECT, and another box to write name of PAPER. This also bears QUESTION NUMBER COLUMN (Q.No-1 to Q. No 22) and MARKS AWARDED column. It has a row for writing total marks (printed as TOTAL) below last question number in which total mark is to be written in digit .Below TOTAL row, there are four boxes in which marks are to be written in words [(printed as MARKS IN WORDS (INDIVIDUAL DIGITS))]It also contains space for full signature of the examiner, scrutiniser, chief examiner and coding officer. Finally, at the bottom of left part, there is a box for writing the CODE NUMBER.

- The right part of the front page of Answer script has following information:

Series of answer script like OSTB /24 or OSTB /25.

Sl. Number of answer script.

Logo of CHSE printed between two words-CHSE & ODISHA

Annual/Instant Examination20 and two boxes for year.

Eight boxes for date

Two boxes for writing name of SUBJECT & name of PAPER

One box to write the name of Question set (A, B, C, D)

Eight boxes to write the examination ROLL NO

Below each digit of ROLL NO there are ten bubbles (circles) of which 1st,2nd,3rd,6th,7th,& 8th bubble is having a digit [0 (zero),1,2,3,4,5,6,7,8 or 9] whereas 4th bubble is having 13 alphabets and 5th bubble is having 5 alphabets for OSTB/24 and 6 alphabets for OSTB/25 .

Below the ROLL NO panel, there are ten boxes to write down the REGISTRATION NO.

Below Registration No, there is space for the use of invigilators to write the subject code and full signature of the INVIGILATOR.

Below space for invigilator signature, there is a box for writing the PAPER CODE.

IMPORTANT:

Steps must be taken to familiarise the front page of theory answer script to all invigilators and students much before the commencement of examination.

The answer books with new front page design (OSTB/24 series and OSTB/25 series) as mentioned above must be used by all categories of examinees).

(iv) STOCKING & ISSUE OF ANSWER SCRIPTS TO THE EXAMINATION HALLS:

Blank Answer scripts must be kept in almirah or racks safely in a room under lock and key.

The Answer Books bear serial numbers. The Centre Superintendents are requested to check the answer books received and use the answer books serially. Before issuing the blank answer books into the examination room/hall, the CS must ensure that all answer books supplied bear serial number and complete in all respect.

The answer books 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 College/School or of the centre shall be affixed on the answer books. Keeping in view of the requirement, sufficient stock of answer books should be maintained.

IMPORTANT:

Under no circumstance, answer scripts without a serial number be issued to a student. Hence, the invigilators are to take extra care while issuing a script to a student.

IMPORTANT:

The Invigilator must declare the following after distributing answer scripts in a hall/room:

“Students! Please check the answer script, and see that it is complete in all respect...see the number of pages...see whether it has SERIAL NUMBER.... etc....If not, then inform me”

12. Steps to be taken for sitting arrangement:

Rooms/halls selected for use for theory examination must not be scattered and far away from each other. All out efforts are to be taken to conduct theory examination in halls/rooms which are close to each other or selected in such way there will be no difficulty in supervising the examination by the observers and squad members appointed by the Council.

IMPORTANT:

If any CS is found to fix examination rooms/halls in a scattered manner in spite of availability of rooms/halls fit for examination in close proximity, with any ill intention, then such examination centre will be taken into task, and if the evil intention is established in any sitting, then steps will be taken for cancellation of that sitting and that H.S. School will not be selected as an examination centre for the next AHSE examinations, and that H.S. will be tagged to any other examination centre in the district.

Following points are to be followed while arranging seats in an examination hall/room:

- a) Each student should ordinarily be allowed a floor space of 7.5 sq. ft. However; the Centre Superintendent should use his/her discretion to make the best possible arrangement.
- b) Seats for students should be arranged serially according to their roll numbers. Since, the questions in most papers are prepared in 4 sets i.e .A,B, C, D, sitting arrangement must be made according to 4n+ 2 plan (i.e. 6+4 or 6+multiples of 4) such that no two adjacent students will get the same question set.

Three Examples of (4n+2) sitting arrangement is given below for reference:

(i)

(4x3)+2			
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D
5	A	C	A
6	B	D	B
7	C	A	C
8	D	B	D
9	A	C	A
10	B	D	B
11	C	A	C
12	D	B	D
13	A	C	A
14	B	D	B

(ii)

	(4x2)+2		
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D
5	A	C	A
6	B	D	B
7	C	A	C
8	D	B	D
9	A	C	A
10	B	D	B

(iii)

	(4x1)+2		
ROW	COLUMN-1	COLUMN-2	COLUMN-3
1	A	C	A
2	B	D	B
3	C	A	C
4	D	B	D
5	A	C	A
6	B	D	B

13. MAINTAINING BELL TIMING FOR EXAMINATION :(FOR 3 HOURS EXAMINATION STARTING AT 10 A.M.)

SL NO	BELL TIMING	TYPE OF RINGING BELL	EVENT TO OCCUR
1	BEFORE 30 MINUTES OF COMMENCEMENT OF EXAMINATION (9.30A.M.)	LONG BELL	Entry into examination centre through main gate after thorough checking
2	BEFORE 10 MINUTES OF COMMENCEMENT OF EXAMINATION(9.50 A.M)	LONG BELL +ONE STROKES	Distribution of blank answer booklets
3	BEFORE 5 MINUTES OF COMMENCEMENT OF EXAMINATION(9.55 A.M)	LONG BELL +TWO STROKES	Distribution of Question papers
4	COMMENCEMENT OF EXAMINATION(10.00A.M)	SHORT CONTINUOUS	Start of answering by students
5	ONE HOUR PAST(11.00 A.M)	ONE STROKE	Indicating One Hour past
6	TWO HOURS PAST(12.00 NOON)	TWO STROKE	Indicating two Hours past
7	2 HOURS 55 MINUTES PAST (12.55 P.M)	THREE STROKE	Indicating five minutes remaining
8	END OF EXAMINATION(1.00 P.M)	LONG BELL	Indicating end of examination

NOTE: For examinations of duration 2.30 Hours/2 Hours / 1.30 Hours, the invigilators will intimate the students before five minutes of completion of 2.30 Hours /2 hours/1.30 hours, and collect used answer books from them at 12.30 p.m./12 Noon/11.30 a.m. respectively, if these examinations are scheduled in a sitting in which there are examination of subject or papers of 3 Hours duration.

14. Instructions to be given to students:

Following instructions are to be notified to all students appearing for Annual H.S. Examination, 2025:

- i) Students are required to reach the examination centre at least 30 minutes before the commencement of the examination.
- ii) Students shall be allowed to enter the examination centre on production of valid admit card issued by the CHSE which has been signed by the student and the Centre Superintendent. They are also required to carry their Registration Number slip and the identity proof.
- iii) The students of a tagged H.S. School must be accompanied by any of the authorised staff members of their H.S. School who will help in identification of their students at the main gate.
- iv) The students shall be checked at the main entrance to the examination centre and also near the door/ gate of the examination hall/room enter by the team of squad members of the examination centre to prevent malpractice in the examination hall/room by the students.
- v) Students are not allowed to carry mobile phone/pager/ imaging devices/any other electronic devices/books etc. that may help them in adopting malpractice inside the examination hall/room.
- vi) Books, Papers etc. if any, brought by the students are to be kept outside the Examination hall/room and out of reach of all students.
- vii) The students shall only be allowed to enter the examination room/hall to occupy their seats 15 minutes before the commencement of the examination.

IMPORTANT:

Before distribution of questions, it is mandatory for the invigilators to announce the following in the examination hall/room:

“If inadvertently any one is in possession of any papers/electronic gadgets other than Admit Card/Registration Number, which are not allowed into the examination hall/room, please immediately hand over the same to me. Possession of such items by any one, if detected after commencement of examination, shall be treated as adopting malpractice”

- viii) Sample check of students shall be carried out at least once in a sitting with the help of Invigilators/Squad personnel/ Observers.
- ix) The students are required to see that the roll number, subject, the set (A/B/C/D) and other information are written clearly and correctly in the front page of the answer script to avoid confusion.
- x) Reporting at the examination centre en-mass by the students at the time of commencement of examination or later shall be viewed seriously. All such cases will be promptly reported to the Controller of Examinations/Control Room at the Council on the same day for further action.
- xi) The students should be careful while writing their Roll Numbers and registration numbers set of question in the front page of the Answer booklet. They must check it twice or thrice if these are correct.

IMPORTANT:

- xii) The students are required to appear in subjects as indicated in the admit cards. If any, student appears in a subject other than that mentioned in the admit Card, the appearance will not be taken into consideration and the student will be marked absent in the paper which is included in the list of subjects in the Admit Card.
- xiii) The students are required to use only black ball point pen to write their answer.
- xiv) The students will be allowed to the examination hall/room before 15 minutes of commencement of examinations.

- xv) The students will be supplied with blank answer scripts 10 minutes before commencement of examination.
- xvi) The students will be supplied with question paper 5 minutes before the commencement of examination.
- xvii) The students shall be allowed to write answer at 10.00 a.m. only [for all subjects/papers except for Section-II (Biology: Science)] which shall be answered at 11.50 A.M. on the day of examination.
- xviii) Three strokes of bell will be given 5 minutes before the end of examination indicating that the examination time is going to be finished, and the students are required to complete writing by that time and glance through the answers written. A long bell after three strokes will indicate the end of examination and invigilators will instruct "STOP WRITING").
- xix) The students shall have to hand over the used answer scripts to the invigilator concerned, and will sit silently till answer scripts from all students in that hall/room are collected.
- xx) The students can't leave the hall/room unless directed by the chief invigilator to do so.

15. DISTRIBUTION OF BLANK ANSWER BOOKS:

The CS shall ensure that the answer scripts supplied to the student are the correct ones as per the following instructions:

SL NO	ANSWER SCRIPT TYPE	TO BE USED BY	STUDENTS REGISTERED IN THE YEAR
1	32 PAGES	(ALL STUDENTS)	UPTO 2023

Superintendents should organise internal squad and make at least two visits to each Examination hall/room, in each sitting of examination, accompanied by the internal squad.

16. Correction of CNR:

IMPORTANT:

Correction of the CNR is an important step in the examination process. It is highly essential to avoid any kind of mistake in printing names, father's name etc. in Mark sheet and Original certificate. Hence, it is mandatory to get necessary correction of the name of the Student, Father's/Mother's name, Sex, Caste etc., if any, of a student, in the CNR supplied by CHSE on the 1st day of the Examination. This can be done by circulating the CNR among the students on their first sitting of examination and asking to go through all entries against his/her Roll number and name. **Only corrected page** of Nominal Roll (CNR) shall be handed over to the observer of Examination Management Hub (EMH) on the 5th day of the Examinations in a sealed cover super-scribing "CNR" with name of the Centre & Centre code, and signature of Centre Superintendent. Such CNRs will be collected by the Council from the EMH at the time of delivering the 2nd phase of questions.

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

- a) After the examination is over, the Centre Superintendents are requested to report on the prescribed proforma supplied, whether all instructions have been fully carried out. Any suggestion with a view to improve 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.
- (c) **TAKING ATTENDANCE OF STUDENTS AND PREPARATION OF ABSENTEE STATEMENT:**
Attendance of students in a sitting of examination:

- i) No Examinee will be allowed to enter the examination hall half an hour after the commencement of the Examination.
- ii) A student should not be allowed to submit the paper and leave the examination hall during the 1st hour of examination. She/he shall not be allowed to take question papers out of the hall until the examination is over.
- iii) Students must sign in full on the roll sheet on the first day of the appearance at the Examination.
- iv) Attendance of every student should be taken in proforma-III in every sitting.
- v) After every sitting, the absentee Roll Numbers must be marked "ABSENT" in the roll Sheet, in red ink, before preparation of memo form. This will prevent wrong entry of absentee in the memo form.
- vi) **One hour after the commencement of the examination, an examinee if she / he desires may be permitted to go out to attend the call of nature. One of the Invigilators and if necessary, also an attendant, should keep watch on 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.**

A record of the students 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.

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

This Absentee statement is an important document 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:

On the basis of attendance taken daily on the roll sheet/alphabetical list, one consolidated statement of absentee Roll Numbers, subject-wise for Regular & Ex-Regular students shall be prepared separately for Arts, Commerce, Science & Vocational streams.

IMPORTANT :

- i) **The students who are exempted from appearing certain subjects (example: compartmental students) should not be marked absent in the subjects for which they have not filled up examination form.**
- ii) **Those who have changed Centre and appeared elsewhere, should be recorded separately as "changed to other Centre".**

These statements should be kept in the envelope meant for the purpose and sent to the Controller of Examinations.

19. COLLECTION OF SPARE QUESTION PAPERS, BLANK ANSWER BOOKLETS AND USED ANSWER BOOKS:

(i) All spare copies of question papers after distribution to the students present should be collected by the Centre Superintendent within 35 minutes of the commencement of the Examination and preserved under joint custody of the C.S. and the observer appointed by EMH till the examination is over.

The number of spare question papers and number of QPs 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, be brought to the knowledge of Controller of Examinations. 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.

(ii) Blank Answer Books, if any, not distributed to the students shall be collected from the invigilators within one hour from the commencement of the Examination. This should be used in

the next sitting. The stock of answer booklets with the centre after end of the examination be ascertained. The same shall be used in the next Examination or will be used as per the direction of the Council. The stock position be intimated to the PPSM section of the Council.

20. DESPATCH OF USED & UNVALUED ANSWER BOOKS TO THE EXAMINATION MANAGEMENT HUBS (EMHS):

- i) Memo forms: 4 (four) 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. All packets of Answer Books should be sent to EMHs through the EMH Observer. 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. Packing caption:
Suppose the date of Examination is 18.02.2025, Paper is MIL (Odia), Science stream, Regular and Ex-regular students appeared 225, then the superscription on the packet of used & unvalued Answer Scripts will be as follows:

Date of Exam:-18.02.2025
Subject:-MIL (O)
Subject Code:-602R/602E
Stream: -Science
Total Nos. of student appeared:-225

To,
(To be filed by EMH Supervisor)

- ii) Two copies of memo form containing details of Answer Books are to be kept inside each packet of the Answer Books despatched to EMHs. 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.
- iii) Besides memo form, a copy of the questions from each set be kept with the memo form sent with unvalued answer script.
- iv) The Centre Superintendents are requested to use their personal metal seals for sealing of answer book packets.

21. REPORTING MALPRACTICE (MP) CASES:

- (i) All case so malpractice are to be reported through the Superintendent of the concerned Centre in the prescribed form (Form-20).
- (ii) For each individual case separate reports are to be made.
- (iii) The person detecting the case of malpractice should seize the incriminating materials from the students and get the incriminating materials signed by the student and get a written statement of the student.

In case the student 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.

(iv) 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.

(v) The Centre Superintendent after receiving the Form No.20 along with staple/tagged incriminating material should hand it over to the Dy. Centre Superintendent personally.

(vi) The Dy. Centre Superintendent should take utmost care in filling up all blank columns meticulously and see that no column is left blank and then hand it over to the Centre Superintendent personally.

(vii) 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.

(viii) The Centre Superintendent should ensure that the documents are kept in a sealed cover super-scribed as directed and handed over to the EMH observer at the end of the sitting.

The CS should retain photocopy of the incriminating material along with the Form 20 of reported cases for future reference.

(ix) 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.

(x) **Following documents (related to MP cases) are to be sent by the Centre Superintendent on the very day of examination in a sealed cover super scribed Cover No.11:**

- Form No.20 filled in all respect
- Incriminating materials signed by the student and the invigilator /by the person detecting the case and the Centre Superintendent himself/herself.

- **Answer Book of the student booked under malpractice.**

IMPORTANT NOTE:

- **Cover No.11 (Relating to MP case) duly sealed and addressed to Dr. Jamini Ranjan Mohanty, Deputy Controller of Examinations, C/2, Samantapur, Chandrasekharpur, Bhubaneswar-751013 (9439372505/9861581353) is to be handed over to EMH observer along with the answer book packet(s).**

- **Under no circumstance, the answer scripts of the students booked under malpractice be sent to the valuation zones.**

- **In case of shortage of Form No. 20 in the examination centre, photocopies of the Form may be prepared or downloaded from CHSE website.**

(xi) The Centre Superintendent should send a consolidated report separately stating the roll numbers of students reported for adopting unfair means at his/her Centre on the last day of the Examination to the Controller of Examinations by name.

(xii) Disciplinary action will be taken against the Centre Superintendents, if the aforementioned procedure is not followed while reporting the cases of malpractice.

(xiii) **In case malpractice is detected by a Squad Member, the Centre Superintendent should sign on the malpractice certificate prepared by the 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.**

22. SUBMISSION OF DOCUMENTS, BILLS AND UNUSED BLANK ANSWER PAPERS

STATEMENT :

The Centre Superintendent is to see that all documents are sent to the Council soon after the Examinations are over. For this purpose cover to be used are stated hereunder.

This covers contain the most important documents required for publication of Result. Hence this must be despatched 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. This packet should contain the following.

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

(1) Cover No.13(a)

(i) Seat Charts.

(ii) Undertaking and other papers of Centre change students and Proforma-III

(iii) Copy of Memo Forms

Duplicate copies of Certificate of Centre Superintendent
General Report and Certificate of Centre Superintendent

(2) Cover No.13 (b)

(i) Consolidated absentee statement sheet

(ii) Report on correction of subjects in Roll Sheets, Admit Cards along-with undertaking given by student

(3) 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.

(iii) The Employees deputed to submit Practical Examination related material in the CHSE(O), Bhubaneswar are entitled TA/DA as per rules.

(2) SUBMISSION OF ACCOUNTS AND VOUCHERS:

Cover No.4:

All materials relating to accounts should be dispatched in this cover by registered post within 30days after the Examination is over. This cover should contain Centre Charge Bills, Proform-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.

(a) CO-OPERATION WITH THE 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 students at the gates, in the rooms, collect seat chart, report malpractice etc.

(b) PROVISION FOR PHYSICALLY CHALLENGED EXAMINEES:

Proper provision is to be made available by the Centre Superintendent to the physically challenged examinees as per letter No.18357/CS(W&CD) dated17.09.2013 of the Chief Secretary Odisha and CHSE(O),Notification No.569,Dated.18.01.2017.The students who have been allowed scribe and/or compensatory time by CHSE shall be allowed scribe and /or compensatory time of 20 minutes per hour of examination. If the scribe allowed by the Council for an examinee of CWSN category does not turn up in a sitting, then the student will be allowed another scribe on request of the student and under intimation to the Controller of Examinations. However, such scribe allotted shall be as per the CHSE guidelines, and the CS has to keep all documents required relating to the educational qualification, ID proof preferably AADHAAR Card/voter ID/College Identity Card.

(c) SUBMISSION OF UTILIZATION CERTIFICATE:

(i) All types of payment for conduct of Internal Assessment/project work/ practical/theory examinations shall be spent out of the retained money, collected from the students @ 40/-per student for theory & @ 30/-for each practical. (Rs.60/-for Botany & Zoology paper) and @ 10/- from the students per paper for conduct of internal assessment exam/project work.

(ii) After completion of internal assessment, practical and theory examinations, Principals/HMs are requested to submit their utilization certificates (UC), taking into amounts of all expenses towards centre contingent expenditure for obtaining clearance certificate from the Council.

(iii) If any, surplus amount arises out of the retained money shall be refunded by the Principals/HMs through www.onlinesbicollect to the Council.

(iv) If any, claimed excess, the detailed bills & vouchers along with a copy of instructions to Centre Superintendents along-with photo copy of bank pass book front page and utilization certificate must be submitted by the Principals/HMs within 30 days after completion of annual examination to the Council.

23. DUTIES AND RESPONSIBILITIES OF DY. CENTRE SUPERINTENDENTS:

- (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/ She 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 Superintendent 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, pack it and seal it and hand over to the EMH Observer (To be signed on the body of the each page of the incriminating materials).
- (iii) The Answer script has two portions to be filled in by student. In the non-detachable portion of the paper, a student is also required to write the name of the subject, date of Examinations and QUESTION IN SET.

The Deputy Centre Superintendent should ask the Invigilators to ensure that these information are also written by the student.

24. DUTIES OF CHIEF INVIGILATORS:

The Chief Invigilator will receive the following from the CS:

- Seat chart showing Roll numbers allotted, subject of examination, Room No., name of invigilators, name of relievers etc.
 - Signature sheet (proforma-III)
 - Required number of blank answer scripts
 - Question papers from the CS/DCS
 - Others(if any)
- i. She/he will allot the rows/columns in the hall/room, in which students are seated, to the other invigilators and himself.
 - ii. She/he will have to distribute required number of blank answer scripts among themselves as per the number of students allotted before 10 minutes of commencement of examination.
 - iii. She/he will have to distribute the required question papers among themselves as per students allotted before 5 minutes of commencement of examination
 - iv. She/ he will ensure that the invigilators in charge of respective row/column verifies the student seated in a seat in all details like:
 - Whether the student occupying the seat has valid Admit card and appearing for AHSE 2025.
 - Whether the student has been allotted that specific room and seat
 - Whether the student has written the Roll number, Registration Number, Subject, set of Question and date of examination etc. correctly.
 - Has properly darkened the bubbles against the Roll Number and registration number and set of Question etc.
 - v. She/he has noted down the Answer script serial number issued to each student allotted to him against their Roll numbers
 - vi. She/he has taken the signature of each student allotted to him against their Roll numbers
 - vii. She /he has put her/his signature in the designated place on the front page of the answer script and Proforma-III
 - viii. Written "ABSENT" against the student who has remained absent.
 - ix. Returns the unused answer scripts and question papers to the Chief Invigilator (in case some students allotted to him are absent)
 - x. Maintains Temporary absence of the students allotted to him.
 - xi. Moves between the rows/ columns of students allotted to him.
 - xii. Keep watch on the students leaving the room permanently after one hour so that they hand over the Question paper and the used answer script
 - xiii. Collects the answer scripts from the students allotted to him at the end of examination and submits to him.

- xiv. Stays till all the answer scripts are received from other invigilators and tallied as per absentee statement
- xv. Accompanies with the Chief invigilator to the room of Cs and stays till the receipt of answer scripts is over by the CS.
- xvi. To ensure that the invigilator is not performing any works other than as assigned by the Chief invigilator/DCS/CS related to examination in the allotted room/hall.

25. DUTIES OF INVIGILATORS:

- i. The invigilator will act as per the direction of the Chief Invigilator. (If more than one invigilator have been appointed for an examination hall/room)
- ii. The invigilators in charge of respective row/column will have to verify the following:
 - Whether the student occupying the seat has a valid admit card and appearing for AHSE 2025 for that day and sitting.
 - Whether the student has been allotted that specific room and seat.
 - Whether the student has written the Roll number, Registration Number, Subject, set of Questions, date of examination etc. correctly
 - The Invigilators must thoroughly verify the information filled up by the students on the cover page of the answer scripts and cross check it with that of Admit Card, and put their full signature on the space provided at the bottom right corner of the page only after being satisfied to do so.
 - Whether an Ex-regular student has occupied the seat of a Regular student simply because last three digits are same, and like wise
 - Whether the student has been supplied with correct answer script (i.e. one answer book of 32 pages is to be given to Regular/Ex-regular students.
 - In Biology sitting (Science stream), a second blank answer script will be supplied to the students for answering Section-II (Zoology) after collection of Botany answer scripts at 11.30 AM.
 - Has properly darkened the bubbles against the Roll Number and registration number etc.
 - **Shall have to check the correctness of Roll Number, Subject and Set code of the question paper (if any) mentioned by the student in designated places or boxes on the 1st page of the answer booklet and give a certificate to that effect as printed on the cover page.**
 - Soon after the distribution of questions, the student must be asked to write the SET Code and Roll Number at the appropriate place of Question paper.
 - Shall be responsible for any error in this regard the answer books should not be signed by invigilator earlier in-anticipation that student will fill up information correctly.
 - Each Answer Book has two portions, one detachable and another non-detachable. Invigilators to be instructed to see that students fill up both these portions as instructed.
 - All students must be asked to limit their answers to **32** pages (as the case may be) because **there is no provision of additional Answer Books/scripts.**
 - The Question Papers shall be distributed 5 (five) minutes before the commencement of the Examinations, except the QP of BIOLOGY-II (Zoology) which will be distributed at **11.45 A.M. on day of Biology Examination as per programme.**
 - After the distribution of question papers, student should be instructed to write their answer at 10.00 a.m. / time of commencement of examination and to use both sides of the papers meant for writing answers.
 - Whether the student has been supplied with correct Question Paper according to their Registration number. (Please refer the Programme of AHS Exam-2025).

VERY IMPORTANT:

26. DECLARATION IN EXAMINATION HALL/ ROOM BY INVIGILATOR AFTER DISTRIBUTION OF QUESTION PAPER:

On the top of each question paper “total number of pages” is printed. Soon after the distribution of question to students, the invigilators shall have to ask the students to check the following:

Students! Please check:

- Whether the answer booklet issued to you contains all pages (Sl. No.-1 to 32)
- Whether the question paper supplied to you is correct in all respect (please check the subject, paper, (Regular, Regular/Ex-Regular or Ex-Regular printed on QP)
- Whether the QP issued to you contains all the pages (Total number of printed pages has been mentioned on the top of 1st page of QP)
- Is there any page missing in the QP?
- Is there any misprint in the QP supplied to you?

- If a student complains within five minutes of the start of examination, then it shall be replaced by another question paper (preferably same set, if set of QP is there).
- The defective question paper recovered from the student shall be returned separately to the Controller of Examinations with a detailed report, immediately after the sitting for the examination is over, along with a forwarding letter.
- i. She/he has to note down the Answer script serial number issued to each student allotted to him against their Roll numbers
- ii. She/he has to take the signature of each student allotted to him against their Roll numbers
- iii. She /he has to put her/his signature in the designated place on the front page of the answer script and Proforma-III
- iv. Has to write “ABSENT” against the student who has remained absent.
- v. Has to return the unused answer scripts and question papers to the Chief invigilator(in case some students allotted to him are absent)
- vi. Has to maintain Temporary absence record of the students allotted to him
- vii. Has to move between the rows/ columns of students allotted to him
- viii. Has to keep watch on the students leaving the room permanently after one hour and collect the Question paper and the used answer script from them
- ix. Has to collect the answer scripts from the students allotted to him at the end of examination and submits to the chief invigilator(to CS if he/she is the single invigilator in the room/hall)
- x. Has to stays till all the answer scripts are received from other invigilators(if there are more than one invigilator) and tallied as per absentee statement
- xi. Has to Accompany the Chief invigilator in case there are more than one invigilator) to the room of Cs and stays till the receipt of answer scripts is over by the CS
- xii. To perform any other works related to conduct of examination assigned by the Chief invigilator/DCS/CS inside the examination room/hall
- xiii. The rules laid down for the guidance of the students are printed on the back of the Admit Cards .It is the duty of the Invigilators to acquaint themselves with the rules for the strict compliance.
- xiv. The Invigilators should keep moving among the students and should not be engaged in gossip or any other work which may defeat the very purpose of invigilation.
- xv. No invigilator shall talk to students for the purpose of correcting a misprint or resolving any ambiguity in the question paper during the hours of the

Examination. He/she only will listen any other problems like request for temporary absence, requirement of water, health issues of student etc. which are felt to be resolved soon.

xvi.

A student is not supposed to write anything except answers in the answer script which may lead to Mal-Practice (MP).

27. DUTIES OF RELIEVER:

A reliever has to perform following functions:

- i. Checking of the students near the main gate/examination hall as per direction of the CS/DCS.
- ii. After completion of one hour of examination, she/he has to report in the room(s)/hall(s) allotted to him and will relieve each invigilators for a time of 5 minutes twice during the last two hours of a examination sitting.
- iii. She/he will have to remain till the end of the examination Centre/premises.
- iv. If required, she/he will have to collect the answer scripts from the students as per the direction of the chief invigilator of the room or on request of an invigilator in a room in which she/he is doing duty.
- v. She/he has to escort the used answer scripts to the room of CS.
- vi. 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.

IMPORTANT NOTE:

- a. Normally, a teacher who teaches particular paper/ subject shall not be appointed as invigilator/ reliever on the date of examination in the same subject.
- b. Teaching staff attached to the coaching centres or engaged in private tuition/ coaching should not be assigned any examination work including Invigilation.
- c. The Centre Superintendent should satisfy himself/herself, before the commencement of the examination that **the invigilators/relievers have made themselves acquainted with the duties of invigilation and with the instructions printed on the back of the admit cards and in page-2 of the front cover of answer books.**
- d. No person whose near relation is appearing at the centre shall accept the job of Invigilator or any other examination/ Valuation related work. The Centre Superintendent should ensure this.
- e. NEAR RELATION includes, father, mother, brother, sister, wife, husband, son and daughter.
- f. The service of teachers of Schools/Colleges who are deputed to identify the students from their institutions may be utilized for invigilation purpose.
- g. They shall not, however be allowed to invigilate in the rooms where students of their own School/Colleges are appearing the examination.
- h. Teachers who are considered worthy of trust and confidence and capable discharging their duties most efficiently should be appointed as invigilators.

28. DUTIES OF THE CLERK:

- i. To keep record of used and unused answer scripts
- ii. To keep record of all other records related to the conduct of examinations
- iii. To assist the Deputy Superintendent/Superintendent in sitting arrangement
- iv. To assist in making seat charts, room wise answer book allotment, packing of answer scripts etc.
- v. Any other works as required for the smooth conduct of examination as per the direction of CS and DCS

29. DUTIES OF MENIAL:

The Group-D employee appointed for doing the errands, as per direction of the CS/DCS/Clerk, related to the examination.

30. REMUNERATION AND CONTINGENT EXPENDITURE:

Sl. No.	Assignment works of the personnel	Remuneration
1	Preparation of Question Paper (QP) & Evaluation of answer script/project work by the subject teacher for internal assessment examination for non-practical subjects of all streams.	Rs.5/- per student/ per paper. (In case of I.A./Project Examination)
2	Supply of Question papers & answer script to the students containing 4 pages/2 sheets for internal assessment & 6 pages/3 sheets for project work of Commerce stream for non-practical subjects of all streams.	Rs.3/- per student/ per paper (In case of I.A./Project Examination)
3	Online feeding of marks by DEO through SAMS portal for internal assessment & project work for non-practical subjects of all streams.	Rs.1/- per student / Per paper (In case of I.A./Project Examination)
4	Contingent expenditure for internal assessment examination for non-practical subjects of all streams.	Rs.1/- per student/ per paper.
5	a) Remuneration to Centre Superintendent for theory (written) b) Remuneration to Centre Superintendent for Practical.(for each practical)	a) Rs.70/- per sitting. b) 15/- per sitting (subject to minimum of Rs.50/-)
6	Remuneration to Dy. CS for theory.	Rs.60/- per sitting.
7	Remuneration to Invigilator for theory.	Rs.50/- per sitting.
8	Laboratory Assistant for practical.	Rs.2/- per student. (subject to minimum of Rs.20/-)
9	Laboratory Attendant for practical.	Rs.1/-per Student (subject to minimum of Rs.20/-)
10	Store Keeper for practical.	Rs.1/-per Student (subject to minimum of Rs.20/-)
11	Clerks	Rs.25/-per100 students or part per sitting for theory examination.
12	Menials	Rs.15/-per 100 students or part per sitting for theory examination.
13	Mechanic for Physics.	Rs.1/-per student (subject to minimum of Rs.20/-)
14	Specimen Collector for Botany & Zoology	Rs.1/-per student. (subject to minimum of Rs.20/-)
15	Remuneration to Internal Examiner	Rs.8/-per student. (subject to minimum of Rs.60/-)
16	Remuneration to External Examiner	Rs.8/-per student. (subject to minimum of Rs.60/-)
17	Miscellaneous contingent to Internal & External Examiners.	Rs.20/- per examiner.
18	Other miscellaneous contingency	Rs.7/- per student. (subject to maximum of Rs.400/- per centre) (Theory)
a	Practical Examinations in Physics, Home Science, Anthropology, Education, Geology Psychology, Statistics, Electronics, Geography, Computer Application, Indian Music, Comp. Science, Information Technology, Bio-Technology.	Rs.2/-per student.
b	Practical in Chemistry, Botany, Zoology & all Vocational Papers.	Rs.4/-per student.

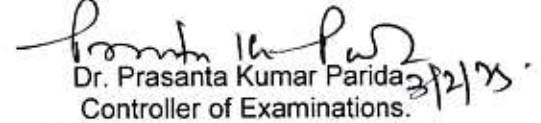
NB:

- a) TA/DA/CA as admissible shall be entitled to the staff members of the HS Schools/ Colleges as per the Council rules/rate as mentioned below, out of the retained money for submission practical mark foils and other related document in the CHSE.
 - A. TA as per prevailing CHSE rate, car TA is allowed subject to production of original bills vouchers.
 - B. DA @ 300 per day irrespective of pay level. However, DA shall be calculated as per graduated rate mention under OTA Rules.
 - C. CA @150 per day inliev of TA/DA to local person only.
- b) The external examiners for practical examinations will not get extra DA for valuation of practical examination scripts where **the student's strength is less than 16.**
- c) Remuneration & contingent expenditure to Centre Superintendent and other engaged personnel for internal assessment/project work/practical paper examinations shall be paid out of the retained money by following the Instructions to Centre Superintendent".
- d) A copy of the appointment letter should be attached with the remuneration bills of Centre Superintendent and Deputy Superintendents(s).
- e) All Principals/ Head of Institutions are hereby informed that they may spend a maximum of Rs.500/-(Rupees Five hundred only) out of their retained money for making photo copy of different types of examination related forms as per the issued Notification No-EC-II-405/16/3469/CHSE/11.08.2023.

31. ROLE OF PRINCIPAL/ HEAD MASTER/ HEAD MISTRESS OF THE COLLEGES/ HIGHER SECONDARY SCHOOLS WHICH IS AN EXAMINATION CENTRE :

In case the Principal/Headmaster/Headmistress of the HS School is not the Centre Superintendent, she/he shall remain present at the centre and render all possible co-operation as and when required by the Centre Superintendent for smooth conduct of the Annual HS Examination, 2025.

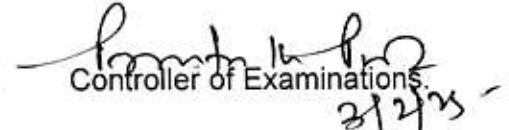
By order of the Chairperson,


Dr. Prasanta Kumar Parida
Controller of Examinations.

C-2, Samantapur, Bhubaneswar.
Tel Ph-0674 -2300907/ 99373 90878
E-mail – coechseodisha@gmail.com

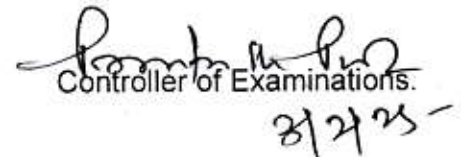
Memo No. 358 / CHSE/ Dt. 03/02/2025.

Copy forwarded to General Manager, OCAC, Acharya Vihar, Bhubaneswar/ DDG & SIO, NIC, Odisha State Centre, Sachivalaya Marg, Bhubaneswar for information and necessary action. They are requested to upload this Notification in the website of www.samsodisha.gov.in and www.chseodisha.nic.in respectively for information of all concerned.


Controller of Examinations.
31/2/25 -

Memo No. 359 / CHSE/ Dt. 03/02/2025.

Copy forwarded to Principals of all Examination Management Hubs (EMHs)/ All Examination Centres/ PS to Chairperson / Secretary/PS to Controller of Examinations/ Strong Room/ Exam. Issue Branch / All Officers / All Zones /All Sections/Guard File/ Notice Board of the Council for information and necessary action.


Controller of Examinations.
31/2/25 -



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

**UTILIZATION CERTIFICATE TOWARDS CENTRE EXPENSES
FOR PRACTICAL / PROJECT AND THEORY PAPERS.**

PART – A

H.S.SCHOOL CODE	
------------------------	--

Name & address of the H.S. School: _____

Name of the Examination: Annual / Instant H.S. Examination, 20 _____

Name & Address of the Centre Superintendent: _____

Statement for enrolment of students towards retaining money for theory papers, as follows:

H.S. SCHOOL	ARTS	COMM	SC	VOC.	C.C. COURSE	TOTAL	@ Rs.40/-per student
Own H.S. School							
Tagged H.S. School(s) & code							
Total							

Statement for enrolment of students towards retaining money for practical/project papers, as follows:

H.S. SCHOOL	ARTS	COMM	SC	VOC.	C.C. COURSE	TOTAL	@ Rs.30/-for each practical /project paper (Rs.60/-for Botany & Zoology)
Own H.S. School							
Tagged H.S. School(s) & code							
Total							

Total retained money received: _____

PART-B

ABSTRACT OF EXPENDITURE

Sl. No.	Head-wise Expenditure	Utilized Amount
1	Remuneration to Centre Superintendent for Theory	
2	Remuneration to Dy. Centre Superintendent for Theory only	
3	Remuneration to Invigilator for Theory	
4	Remuneration to Laboratory Assistant	
5	Remuneration to Laboratory Attendant	
6	Remuneration to Store Keeper	
7	Remuneration to Clerks	
8	Remuneration to Menials	
9	Remuneration to Mechanic (Physics)	
10	Remuneration to Specimen Collector (Biology)	
11	Remuneration to Internal Examiner	
12	Remuneration /TA/ DA to External Examiner	
13	Remuneration to personnel for internal assessment examinations of all non-practical/project subjects for all streams.	
14	a) Other misc. Expenditure for Theory	
	b) Practical	
15	TA/DA to submit for practical mark-foils & other related documents in the CHSE	
16	Postage	
17	Temporary Urinal, if any	
18	If any other claim	
19	Total amount Utilized	

PART - C

Certified that Rs. _____ (Part-A) has been retained from the students/ tagged institution(s) towards centre expenses for Practical and Theory examinations of Annual/Instant Higher Secondary Examination 2025.

A sum of Rs. _____ (Part-B) has actually utilized for the above purpose for which it was retained /received money of the HS School concerned and the surplus amount of Rs. _____ is hereby refunded to the Council through SB e-collect.(copy attached)

The Original bills and vouchers along with Utilization Certificate (UC) shall be submitted at this end for the audit purpose in future.

If any claimed excess, the Principals/HMs are requested to submit the bills & vouchers in the details prescribed centre contingent booklet, utilization Certificate (UC) along-with photo copy of instructions to CS & front page of bank pass book for payment.

CERTIFIED THAT, all expenses towards centre contingent have been incurred by me as per the norms/ rates prescribed by the Council and ensured that the money was actually utilized out of the retained money as per the scheduled programme for the AHSE,2025.

Date: -

Signature & seal
Designation