



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR -751013
EXAMINATION CENTRE CONTINGENT BILL, ANNUAL/INSTANT EXAMINATION, 20

Name of HS SCHOOL..... DistrictCode No.

Instructions for preparation of Bill	A. Name of the Centre Superintendent with address:
i. No bill will be accepted, if the same is not prepared in the form prescribed by the Council. ii. The bill should be sent to the Council through the Principal of the concerned HS School iii. All contingent vouchers should be signed by the Centre Superintendent before the bill is sent for payment. Receipts in support of payment in cash should be attached to the bill.	B. No. of candidate enrolled
	C. Total No. of candidate appeared (stream wise) Arts Sc. Com. Voc. Total
	D. Number of candidates appeared subject wise (Practical Subject) 1. Anthropology 2. Botany 3. Biotechnology 4. Chemistry 5. Computer Application 6. Computer Science 7. Education 8. Electronics 9. Geography 10. Geology 11. Home Science 12. Indian Music 13. Information Technology 14. Physics 15. Psychology 16. Statistics 17. Zoology 18. Vocational
iv. All payments exceeding Rs.5000/- should be affixed with a revenue stamp.	Full Signature of the Centre Superintendent
v. All the columns in the proforma are to be filled in properly.	
vi. If any amount is refundable against the amount of advance paid/retained, the refundable amount should be deposited through SBI/UBI e-collection mode or deposited at UBI, CHSE Campus Branch at Bhubaneswar and submit original receipts with the bill.	
vii. Where extra copies of the different proforma as are required, xerox forms should be used.	
viii. This booklet contains Proformas 'A' to 'L'	

Memo No. Dt

Forwarded to the Controller of Examinations, Council of Higher Secondary Education, Odisha, Bhubaneswar for information and necessary action.

Full Signature of the Principal
.....
(Seal)

GENERAL ABSTRACT

Name of the Centre :

(for office use)

Sl. No	Expenditure Particulars	Amount Claimed	Amount Passed
1.	Remuneration to Centre Superintendent (Vide Proforma-A)		
2.	Remuneration to Deputy Centre Superintendents (Vide Proforma-B)		
3.	Remuneration to Invigilators (Vide Proforma-C&D)		
4.	Remuneration to Clerk & Menials (Vide Proforma-E&F)		
5.	Remuneration to Laboratory Assistants/ Demonstrator (Vide Proforma-G&H)		
6.	Remuneration to Laboratory Bearer/Attendant (Vide Proforma-I)		
7.	Remuneration to Storekeeper (Vide Proforma-I)		
8.	Postal Charges Original Receipt are to be enclosed (Vide Proforma-J)		
9.	Other contingent charges for theory written examination (Vide Proforma-K)		
10.	a)Contingent charges for conducting Practical Examinations. b) Rem. to personnel for internal assessment of all non-practical/project subjects of all streams (Vide Proforma-L)		
11.	Remuneration & TA/DA to External and Internal Examiners for conduct of Practical Examinations		
12.	TA/DA for submission of Practical materials at Council by public conveyance		
a)	Grand Total = Amount of advance received/ retained in the College as per part - A of instruction to Centre Superintendent.	Rs.	Rs.
		Rs.	Rs.
		Rs.	Rs.
		Rs.	Rs.
b)	Balance amount refundable to CHSE	Rs.	Rs.
c)	Balance amount receivable by the College	Rs.	Rs.

Signature of the Centre Superintendent.
(Seal)

Certified that the articles purchased under the head contingencies have been utilized in full in connection with the conduct of said examination.

[2]

Signature of the Centre Superintendent.

For Use in the Office of C.H.S.E.

Certified that Sri / Smt.
..... was the Centre Superintendent for the Examination noted
against Sl. (A) (Cover Page)

Countersigned

**D.A.
E.C.II Section**

S.O.

Dy. Controller of Examinations

Forwarded to the Finance Officer, Council of Higher Secondary Education, Odisha, Bhubaneswar for
information and necessary action.

For Use by Finance Section

Checked and finally passed for Rs.
(Rupees) out of which Rs
adjusted towards advance/retained money and balance Rs. be paid/ got refunded.

FINANCE OFFICER

PROFORMA - A

Remuneration bill of the Centre Superintendent of
 HS School Centre for Examination, 20.....
 (Theory and Practical)

[illegible]**TOTAL**

Signature of the Centre Superintendent

PROFORMA - B

Remuneration bill of the Centre Superintendent of
 HS School Centre for Examination 20

[illegible]**TOTAL**

Signature of the Centre Superintendent

PROFORMA - C

Statement showing the invigilation work done for the.....
Examination 20

Name of Centre

From

To

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - C

Statement showing the invigilation work done for the.....
Examination 20

Name of Centre

From

To

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - C

Statement showing the invigilation work done for the.....
Examination 20

Name of Centre

From

To

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - C

Statement showing the invigilation work done for the.....

Examination 20

Name of Centre

From

To

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - C

Statement showing the invigilation work done for the.....

Examination	20
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Name of Centre

From

To

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - D

Statement showing the amount of remuneration to the Invigilators and Relievers
for the.....Examination 20

Name of Centre

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - D

Statement showing the amount of remuneration to the Invigilators and Relievers
for the..... Examination 20

Name of Centre

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - D

Statement showing the amount of remuneration to the Invigilators and Relievers

for the Examination 20

Name of Centre

[illegible]

Signature of the Centre Superintendent

Date

PROFORMA - E

Remuneration to clerks of

College Centre for Examination, 20.....

[illegible]

Signature of the Centre Superintendent

PROFORMA - F

Remuneration to menials of
College Centre for Examination, 20.....

(Theory Only)

[illegible]

Signature of the Centre Superintendent

PROFORMA - G

Remuneration bill of Laboratory Assistant of Demonstrator.....
College Centre for Examination, 20.....

[illegible]

Signature of the Centre Superintendent

PROFORMA - H

Remuneration bill of Laboratory menials.....

College Centre for Examination, 20.....

[illegible]

Signature of the Centre Superintendent

PROFORMA - I

Remuneration to other staff actually engaged during the conduct of practical Examination for the Examination ,20.....

Date of Examination	Subject	Staff Engaged	No. of Candidate	No. of Sitting	Rate per Sitting	Amount Admissible	Acquittance
	Chemistry	1. Store Keeper 2. Compounding Assistant 3. Gasman 4. Sweeper 5.					
	Physics	1. Mechanic 2. Instrument Keeper 3. 4.					
	Botany	1. Specimen Collector 2. 3. 4.					
	Zoology	1. Specimen Collector 2. 3. 4.					

Total Amount Paid Rs.

Signature of the Centre Superintendent

PROFORMA - J

STATEMENT OF POSTAL CHARGES

[illegible]

Signature of the Centre Superintendent

STATEMENT OF POSTAL CHARGES

Signature of the Centre Superintendent

PROFORMA - J

STATEMENT OF POSTAL CHARGES

[illegible]

Signature of the Centre Superintendent

STATEMENT OF CONTINGENT CHARGES

[illegible]

PROFORMA - K

STATEMENT OF CONTINGENT CHARGES

[Theory]

Sl. No.	Date of Purchase	Bill No.	From Whom Purchased	Nature of articles Purchased	Amount

UTILISATION CERTIFICATE

Certified that a sum of Rs. _____ (Rupees
.....) only was actually spent by me towards the contingent expenses for conducting the Annual/ Instant, C.H.S.E Examination 20at this College Centre and that the amount was fully spent for the purpose for which it is sanctioned by the Council of Higher Secondary Education, Odisha in the items stated above and that the detailed voucher for the amount have been appended herewith being pasted in separate sheets.

Voucher(s) for Rs.(Rupees.....
.....) only (other than postal receipts) in support of misc., contingent expenses submitted herewith for verification by internal Audit of the Council.

Signature of the Centre Superintendent

PROFORMA - L

STATEMENT OF CHARGES FOR PRACTICAL EXAMINATION

[illegible]

PROFORMA - L

STATEMENT OF CHARGES FOR PRACTICAL EXAMINATION

Date of Examination	Subject	Rate	No. of Candidates	Kind of articles Purchased	Amount Paid

UTILISATION CERTIFICATE

Certified that a sum of Rs. _____ (Rupees
.....) only was spent towards Practical Examinations of Annual/Instant. H.S
Examinations, 20.at this college centre as mentioned above and that above paid amounts.
have been fully utilized by them for the purpose with my knowledge for which they were paid, and the
detailed vouchers submitted by the centres concerned have been sent herewith for verification &
adjustment.

Signature of the Centre Superintendent