



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

**FORM OF FUND UTILISATION CERTIFICATE TOWARDS CENTRE EXPENSES FOR
CONDUCTING THEORY AND PRACTICAL HIGHER SECONDARY EXAMINATIONS,
20_____**

H.S.S. CODE	
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PART - A

1. Name & Address of the Institution : _____

2. Name of the Examination : Annual/ Instant H.S. Examination 20 _____
3. Name & Address of the Centre Superintendent _____

4. Total No. of Candidates enrolled, tagged to the centre and fees retained/ received.

College	ARTS	COM	SC	VOC	C. Course	TOTAL	Amount Retained
Own College							
Tagged College							
TOTAL							

5. Total No. of Practical Papers for which candidates enrolled, tagged to the Centre and fees retained/ received.

College	ARTS	COM	SC	VOC	C. Course	TOTAL	Amount Retained
Own College							
Tagged College							
TOTAL							

6. Amount, if any retained/ received from the Council _____
7. Grand Total Amount Retained/ received (4+5+6) _____



PART - B
ABSTRACT OF EXPENDITURE

Sl. No.	Head of Expenditure		Utilized Amount
1.	Remuneration to Centre Superintendent	Theory	
		Practical	
2.	Remuneration to Dy. Centre Superintendent	Theory	
3.	Remuneration to Invigilator	Theory	
4.	Remuneration to Laboratory Assistant		
5.	Remuneration to Laboratory Attendant		
6.	Remuneration to Storekeeper		
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	Remuneration	
		TA/ DA	
13.	Postage		
14.	Remuneration to personnel for internal assessment examinations of all non-practical/project subjects of all streams		
15.	Other Misc. Expenditure	Theory	
		Practical	
16.	TA/ DA to submit Practical Mark Foils & documents in CHSE		
17.	Others if any		
18.	Grand Total of Utilization		

PART - C

Certified that, out of Rs. _____ (Sl. No. 07 Part-A) retained from examination fees of the candidates and received from tagged institutions and CHSE towards Centre Expenses for conducting theory and practical examinations of Annual/ Instant Higher Secondary Examination 20_____ a sum of Rs. _____ (Sl. No. 17, Part B) has actually been utilized for the purpose for which it was retained/ received, and

(a) That the balance of Rs. _____ remaining unutilized at the end of examination is hereby returned to the Council vide B.D. No. _____ Dt _____ drawn in favour of the “FINANCE OFFICER, CHSE, ODISHA”. The Original Vouchers have been retained at this end for the purpose of Audit.

(b) That excess expenditure of Rs. _____ incurred for the purpose, payable by the Council, for which the Original Vouchers along with prescribed Centre Contingent Expenses Booklet are submitted herewith. The photocopies of vouchers & Centre Contingent Expenses Booklet have been retained at this end for the purpose of Audit.

CERTIFIED THAT, all the expenditures have been made as per prescribed norms/ rates determined by the Council and that I have exercised the checks as are found necessary to ensure that the money was actually utilized for the purpose for which it was retained/ received as per data furnished above.

Date

Signature

Designation