



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-751013

No. EG-I-01/25/197/CHSE. Dt. 16.01.2026

From,

Dr. Prasanta Kumar Parida, (OES-1)
Controller of Examinations

To,

All the Principals/Headmasters/Headmistress of affiliated/recognised H.S. Schools under CHSE, Odisha including all self financing H.S. Schools/Govt. (SSD) H.S. Schools, EMRs and Govt. Vocational H. S. Schools.

Sub: Submission of hard copy of Return of Matriculates and deposit of RoM fees through SB Collect in respect of students admitted into Higher Secondary (+2) Course through e-admission process under SAMS during the Academic Session, 2025-26 (2025 Admission Batch).

Madam/Sir,

With reference to the subject cited above, I am directed to request you to submit one set of hard copy of return of Matriculates depositing the RoM fees @ ₹480/- (Four Hundred Eighty) only per student online through SB collect for registration under the Council for appearing at the Annual Higher Secondary Examination, 2027. An additional fees of ₹ 20/- (Rupees Twenty) only per student to be deposited in respect of students taken admission after passing High School Examination from Boards/Council other than Board of Secondary Education (BSE) Odisha towards migration fees.

I. Deposit of RoM fees through SB Collect.

Without fine	21.01.2026 to 03.02.2026
With a fine of ₹ 250/- per student	04.02.2026 to 11.02.2026
With a fine of ₹ 500/- per student	12.02.2026 to 17.02.2026

II. Documents to be submitted by the H.S. Schools

i)	Hard copy of details of students admitted in Annexure-I & II (to be downloaded from SAMS e-Space & to submit with seal and signature of the Principal).
ii)	SB Collect e-receipt along with Head wise statement and Demand Note towards deposit of ROM fees for the session 2025-26.
iii)	List of migrated students with Original Migration Certificates.
iv)	ROM verification check list (Mandatory) (To be prepared and signed by the Principal) (Annexure-"A")
v)	Copy of receipt in support of submission of Centre Expenses Utilisation Certificate/bill and Hub bills of Annual H.S. Examination, 2025/Instant H.S. Examination, 2025 along-with pending dues/bills, if any.
vi)	Copy of receipt in support of submission of Valuation Centre Expenses Bill and Coding Expenses Bill of Annual H.S. Examination, 2025 and Instant H.S. Examination, 2025/ pending dues if any.
vii)	Copy of receipt in support of submission of stock position of Blank Answer Scripts after Annual H.S. Examination, 2025 and Instant H.S. Examination, 2025.

viii)	Letter of opening permission/Temporary Recognition/Permanent Recognition with Stream, subject & subject strength.
ix)	Copy of receipt in support of deposit of Certificate/Migration Certificate fees/pending dues (if any) upto the Annual H.S. Examination, 2024.
x)	Copy of receipt in support of deposit of NSS fees/ pending dues (if any) in respect of 1 st year and 2 nd year students admitted upto the Academic Session 2025-2026.
xi)	Copy of receipt in support of deposit of Affiliation fees (i.e. Form/Fresh/Further/Renewal/Permanent)/Academic Audit fees/Review permanent Affiliation fees/ Pending dues (if any) upto the Academic Session 2025-2026.

The Principals/Representatives of the Principals of Higher Secondary Schools need not rush to the CHSE Head Office/Zonal Office for getting above clearances at present. They may submit/at the time of verification of RoM schedule of which shall be communicated in due course.

SCHEDULE OF SUBMISSION OF HARD COPY OF ROM :-

The H.S. Schools/Colleges are requested to submit/send the ROM along with fees and above mentioned documents by hand/Registered post, super-scribing the packet "RETURN OF MATRICULATES FOR 2025-2026" addressed to the following, which shall be received latest by 02.03.2026 positively :-

Sl. No.	Main Office (Head)/Zonal Office	Address
01.	For CHSE Odisha, main Office, Bhubaneswar	Controller of Examinations, CHSE, Odisha, C/2, Prajnapitha, Samantapur, Bhubaneswar, Dist-Khurda. Pin-751013.
02.	For Zonal Office, Berhampur	Deputy Secretary, CHSE, Odisha, Zonal Office, Berhampur, AT-Gopabandhu Nagar, Hill Pattana, Berhampur, Dist-Ganjam, Pin- 760005.
03.	For Zonal Office, Sambalpur	Deputy Secretary, CHSE, Odisha, Zonal Office, Sambalpur, AT-Bohidarnuapali, Sankarma, Sambalpur, Dist-Sambalpur, Pin- 768006.
04.	For Zonal Office, Baripada	Deputy Secretary, CHSE, Odisha, North Zone, Baripada, Behind SP Bunglow, Baripada, Dist - Mayurbhanj, Pin- 757001.

No Return of Matriculates (RoM) shall be received in the Council/Zone Office from any H.S. School beyond the schedule date.

The details of fees per student, to be deposited towards RoM fees are given below:

Sl. No.	Fees Particulars	Fees
01	Registration fees	₹ 50/-
02	Sports fees both 1 st and 2 nd year students	₹ 100/-
03	Recognition fee	₹ 50/-
04	Students Aid fees	₹ 10/-
05	Academic fees	₹ 45/-
06	Processing of Syllabus fees	₹ 05/-
07	EMH fees	₹ 200/-
08	Literary /Cultural fees	₹ 20/-
Total :-		₹ 480/-

Besides, the College has to deposit @ ₹ 20/- per student in respect of students who have taken admission after passing High School Examination from other Boards/Council (CBSE, ICSE, WBSE etc.) other than Board of Secondary Education (BSE) Odisha towards migration fees.

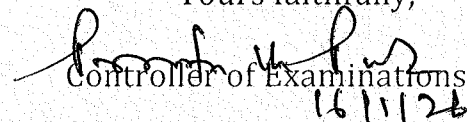
Non-deposit of ROM fees through SB Collect within the schedule by any H.S. School of the State under the Council may deprive their students to get registered for the Annual H.S. Examination, 2027 for which the Principal of the H.S. School will be held responsible. Such students will not be allowed to fill-up forms for the Annual H.S. Examination in 2027. You are, therefore, requested to strictly adhere to the schedule.

Steps for generation of RoM at SAMS e-Space & submission at CHSE, Odisha

- Login the SAMS e-Space by using the Higher Secondary School (HSS) credentials in the portal samsodisha.gov.in.
- Then click on the "Return of Matriculate" to take print out of the Annexure-I and Annexure-II. Please make sure before taking Printout, that all data related to Roll No. Subject allocation, SLC No & Date and Photo of a candidate is uploaded properly. For any modification one can use "Other information Update".
- The ROM verification check list (given at Annexure-A) is to be filled in, scanned & uploaded in the ROM link with necessary enclosures.
- Check the "Head wise ROM Fees" for the current session, where Higher Secondary School (HSS) can know /see the details of amount to be deposited in CHSE account.
- The amount displayed under "Head wise RoM fees" is required to be deposited SBI Collect online of SBI as per the CHSE guideline.
- After successful payment, details of payment e-slip needs to be updated at "Send RoM Fees to CHSE".
- After that, HSS are required to submit the Annexure-I & Annexure-II along with required documents at CHSE (O) within the scheduled timeline.

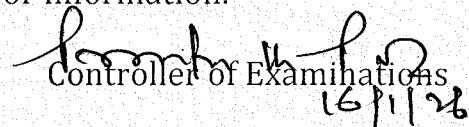
N.B.: DEPOSIT OF "SOCIAL SERVICE FEES" TO NSS BUREAU OF THE CHSE, ODISHA FOR THE SESSION, 2025-26 (Please refer to the letter No.3708, dt.08.10.2025 issued by NSS Bureau, CHSE, Odisha, Bhubaneswar).

Yours faithfully,


Controller of Examinations
16/1/26

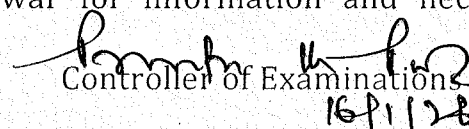
Memo No. 198/CHSE. Dt. 16.01.2026

Copy forwarded to P.S. to the Commissioner-Cum-Secretary to Government, Deptt. of School & Mass Education, Odisha, Bhubaneswar for information.


Controller of Examinations
16/1/26

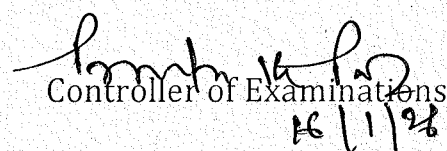
Memo No. 199/CHSE. Dt. 16.01.2026

Copy forwarded to the Director, Higher Secondary Education, Odisha, Bhubaneswar/ Director, Higher Education, Odisha, Bhubaneswar for information and necessary action.


Controller of Examinations
16/1/26

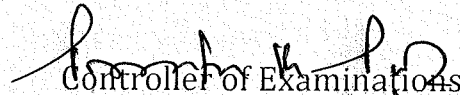
Memo No. 200/CHSE. Dt. 16.01.2026

Copy forwarded to General Manager, OCAC, Acharyavihar, Bhubaneswar for information and necessary action with a request to take suitable steps to provide the online RoM link for the academic session, 2025-26 and take care of restricted subject combinations as per prescribed Syllabus and deploy resource person to CHSE, Odisha as per the previous practice without any cost to CHSE. The General Manager, OCAC is also requested to upload the letter in SAMS site for information of all Higher Secondary Schools.


Controller of Examinations
16/1/26

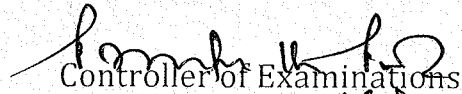
° Memo No. 201/CHSE. Dt. 16.01.2026

○ Copy forwarded to the DDG & SIO, NIC, Odisha, Bhubaneswar with a request to take steps for uploading the letter in the CHSE web-site: www.chseodisha.nic.in for information of all concerned.


Controller of Examinations
16/1/26

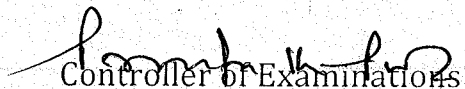
Memo No. 202/CHSE. Dt. 16.01.2026

Copy forwarded to the Chief Manager, SBI, IRC Village, Bhubaneswar for information and necessary action. He/she is requested to take steps for preparation of Challan for SB Collect as per date schedule.


Controller of Examinations
16/1/26

Memo No. 203/CHSE. Dt. 16.01.2026

Copy forwarded to all Officers/all Sections/Dy. Secretaries & Asst. Secretary of three Zonal Offices for information and necessary action.


Controller of Examinations
16/1/26

ROM VERIFICATION CHECK LIST (TO BE FILLED BY THE COLLEGE)
ADMISSION BATCH : 2025-2026

01. Name of the H.S. School/College :

Address :

College Code :

College E-mail ID :

Mobile Number :

(College/Principal)

02. **Sanctioned Strength:-**

Sl. No.	Stream	Year of Opening Permission	Strength	Year of Temporary Recognition	Strength	Year of Permanent Recognition	Strength	Remark
1	Arts							
2	Science							
3	Commerce							
4	Vocational							

03. Total Number of students enrolled during the Session, 2025-26 as per Annexure I & II of RoM submitted by the H.S. School/College.

Arts :

Science :

Commerce :

Vocational :

04. RoM Fees Deposited : Without fine Rs. _____ (_____)

With Fine of Rs.250/- Rs. _____ (_____)

With Fine of Rs.500/- Rs. _____ (_____)

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05. Copy of receipt in support of deposit of Affiliation fees (i.e. Form/Fresh/Further/Renewal/Permanent)/Academic Audit fees/Review permanent Affiliation fees/Pending dues (if any) upto the Academic Session 2025-2026.(Put \checkmark mark):

Receipt/Clearance Enclosed: Yes/No

Pending Dues if any: Yes/No

06. Submission of Centre Expenses Utilisation Certificate/Bill & Hub Bills,

	Centre	Hub
Receipt/Clearance Enclosed: Yes/No	<input type="checkbox"/>	<input type="checkbox"/>

Pending Dues if any: Yes/No	<input type="checkbox"/>	<input type="checkbox"/>
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07. Submission of Valuation centre & coding centre Expenditure Bills :

Receipt/Clearance Enclosed: Yes/No/NA

Pending Dues if any: Yes/No

08. Submission of Certificate Fees upto Annual H.S. Examination-2024:

Pending Dues if any: Yes/No

Receipt/Clearance Enclosed: Yes/No

09. Submission of Answer Script Utilization Statement/Unused Answer Scripts :

Receipt/Clearance Enclosed: Yes/No

10. Submission of Receipt /Clearance from NSS :

Receipt/Clearance Enclosed: Yes/No

Pending Dues if any: Yes/No

11. Additional Documents, if any, submitted

12. Declaration by the Principal : -

"I do hereby declare that all the fees, bills and vouchers, statements and Utilization Certificates pertaining to the Academic Session (2025-26)/ Academic Session upto - 2024 have been deposited/submitted with CHSE and nothing is pending with the Higher Secondary School/College".

Date:-

Seal & Signature of the Principal