



**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C/2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13**

No.SR-06/2026/352/CHSE, Dt. 30. 01.26

From,

The Controller of Examinations,
CHSE, Odisha, Bhubaneswar.

To,

All Supervisors/Deputy Supervisors,
Examination Management Hub (EMH) of Annual H.S. Examination, 2026.

Sub: 1. Dateline for dispatch of confidential materials of AHS Examination-2026.
2. Instruction & Guidelines for receipt of confidential materials of Annual H.S. Examination, 2026.
3. Proper functioning of EMHs.

Madam/Sir,

I am to inform you that, Council will dispatch sealed question paper packets along with other confidential materials to **211** Examination Management Hubs (EMHs) in two phases for the Annual H.S. Examination-2026 as per the following schedule.

Sl. No.	Phase	Date of Dispatch of Question Paper from CHSE Head Office	Expected Date of Delivery at the HUB	Remark
1	2	3	4	5
01.	First Phase	12.02.2026 to 14.02.2026	Latest by 15.02.2026	Confidential materials shall reach the HUB on any day and any time, during the period mentioned, (in column-3 & 4), even if it is a Sunday/Holiday. Please inform the Controller of Examinations (Mob.-9937390878) if you don't get it by last date as mentioned in column-4.
02.	Second Phase	04.03.2026 To 06.03.2026	Latest by 07.03.2026	

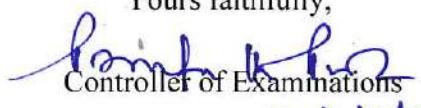
The Hub Supervisors and Deputy-Hub supervisors along with other Hub personnel of the EMH are requested to remain alert during the period mentioned in each phase to receive the confidential materials at any time and any day, and co-operate the CHSE deputed personnel on duty.

Further, the Hub Supervisors and Deputy-Hub supervisors are requested to go through the **"INSTRUCTIONS TO EMH SUPERVISORS"** **meticulously** and any doubt with regards to the instruction/guidelines may please be brought to the knowledge of the Controller of Examinations immediately.

Your active co-operation in this regard is highly solicited.

This is to be treated as **MOST URGENT**.

Yours faithfully,


Controller of Examinations
30/1/26

INSTRUCTIONS TO EMH SUPERVISORS/DY-SUPERVISORS

Each EMH supervisor/Dy. Hub supervisor has to play the key role in receipt (from CHSE) and dispatch (to the Examination Centre) of correct question paper packets in terms schedule of examination, subject and quantity of questions paper required in a sitting for a particular Centre. To ensure this, following instructions/guidelines are to be ideally followed:

PREPARATIONS FOR PRE-RECEIPT OF QUESTION PAPER:

- I. Please keep a programme of AHSE-2026 with you and go through it thoroughly to become well conversant with date of exam, subject of Exam, category of examinee (i.e. Regular- (R), Regular/Ex-Regular- (R/E), Ex-Regular- (E) (2023) and Ex-Regular- (Ex) (upto 2022) sitting etc.
- II. Please collect the date wise question paper requirement (subject/paper and quantity) from the Principal of Examination Centres/Centre Superintendent under your EMH.
- III. Please compile all the data received from other centers along with your own Centre requirement, and prepare a consolidated statement in the supplied Proforma (that has been supplied earlier).
- IV. Please see that the Strong Room is having functional CCTV and closed from all sides (without window) and having only one exit route which is having door and grill gate outside.
- V. Both door and grill must be locked and sealed after every use. High quality locks must be used.
- VI. Internal security arrangement round the clock is to be ensured.
- VII. External security by deploying armed police has to be ensured.
- VIII. All law and order maintaining authority of the locality are to be informed.
- IX. The Hub Supervisor, Deputy-Supervisor and Hub dealing Assistant are required to give a dedicated Mobile Number to the Controller of Examination, and these Mobile numbers must remain open round the clock for contact in emergency.**
- X. The Principal of the EMH Centre is requested to inform the Collector & DM for extending all kinds of support for maintaining law and order situations during the functioning of the Hub.**
- XI. The local IIC of the police station shall be informed well in advance to provide police personnel for round the clock security of the Hub till last day of the functioning of EMH.**
- XII. The Hub-Supervisor must ensure 24x7 hours functioning of the CCTV in the EMH, locking and sealing of the EMH in non-business hours, 24x7 hours guarding of the EMH by police personnel and prevent unauthorized entry of any person into the EMH.**

DURING THE TIME OF RECEIPT OF EMH WISE QUESTION PACKETS:

- I. CHSE Officials will hand over the EMH wise question packets for different subjects under CCTV surveillance only.
- II. Please collect the statement of question packets meant for your EMH from the CHSE deputed officials.
- III. First see that the EMH packets (of different subjects) handed to you are intact and tally the EMH packets with Question Paper Statement given to you by CHSE official.
- IV. Then, open the EMH packet of a subject (Example: MIL-O/(SCIENCE), PHYSICS & POL. SC.) under CCTV surveillance carefully, in the strong room and see whether the required packets of questions of that subject (say MIL-O/(SCIENCE), PHYSICS & POL. SC.) for all centres under your EMH are present inside the HUB packet for that subject(say MIL-O/(SCIENCE), PHYSICS & POL. SC.).
- V. After comparing, these should be kept in strong room in lockers.
- VI. Any discrepancy must be brought to the notice of the Controller of Examinations instantly in his Mobile Number - 9937390878.
- VII. Subsequently, on the same day or next day, the consolidated statement of Question Paper requirement (Prepared at EMH level) must be compared with the Question Paper Statement provided by the CHSE mainly, the nos. of Question required for each Examination Centre. Any discrepancy must be intimated to the Controller of Examinations immediately.
- VIII.

IMPORTANT NOTE

- 1. ONLY HUB PACKETS CAN BE OPENED CAREFULLY IN FRONT OF CHSE OFFICIALS.**
- 2. HUB SUPERVISOR/HUB DEPUTY SUPERVISOR/ANY BODY ELSE CAN NOT OPEN THE CENTRE WISE QUESTION PACKETS OF A SUBJECT WHILE RECEIVING FROM THE CHSE OFFICIALS.**
- 3. CENTRE PACKETS CAN ONLY BE OPENED BY THE CENTRE SUPERINTENDENTS IN PRESENCE OF INVIGILATORS, OBSERVERS ETC. IN THE CENTRES ON THE SCHEDULED DATE OF EXAMINATION**

HANDLING OF QUESTION PACKETS IN EMH:

Only the EMH Supervisors/Deputy Supervisors are authorized to receive the question paper packets from the CHSE personnel deputed for the purpose.

The handing over, verification and receipt of question papers are to be made under CC TV surveillance in the EMH.

For proper handling of question packets by the HUB supervisor/Deputy supervisor/HUB observer, one should have knowledge of packing of question papers by CHSE. Following is the account of it which is not exhaustive:

1. Questions of a particular subject (Example: MIL-O/(SCIENCE), PHYSICS & POL. SC.) for an EMH has been packed in following order:

I. SUBJECTWISE PACKET

II. CENTREWISE PACKETS OF A SUBJECT

III. HUB-WISE PACKET OF A SUBJECT FOR DIFFERENT CENTRES

2. The EMH packets/boxes (simply called HUB packets) of a particular subject (SAY: MIL(O)/(SCIENCE), PHYSICS & POL. SC.) will contain Centre Wise packets of that subject (SAY: MIL(O)/(SCIENCE), PHYSICS & POL. SC.).

3. **HUB PACKET OF A SUBJECT(e.g.:MIL-O/(SCIENCE), PHYSICS/SCIENCE & POL.SC):** Each Hub-wise packet/box will have question paper statement pasted on the body (lateral side) of the cartoon/box, which bears the details of Centres, Name of Subjects of quantity of Questions (Regular, Ex-Regular & Regular/Ex-Regular) etc. are below: On the body of the HUB packet/box of a subject, following information will be available:

1.

- SUBJECT : For example: MIL(O)/(SCIENCE)
- DATE OF EXAMINATION: 18.02.2026
- HUB CENTRE WITH CODE: Example: MA03/BJB H.S. SCHOOL, BHUBANESWAR
- Name of the following Centres for which questions of a subject (e.g. MIL(O)-Science) printed with subject code and quantity under HUB Centre : MA03/BJB H.S. SCHOOL, BHUBANESWAR.

SL. NO.	NAME OF THE CENTERS WITH CODE	SUBJECT CODE	QUANTITY	DENOMINATION (EXAMPLE)
1.	BJB H.S. SCHOOL, BHUBANESWAR (MA03)	602 (R) (Regd. in 2024)	560	(100X5) + (60X1)
		602 (E)- (Regd. in 2023)	240	(100X2) + (40X1)
		602 (Ex)- (upto 2022)	120	(80X1) + (40X1)
2.	RD WOMEN'S H.S. SCHOOL, BHUBANESWAR (MA28)	602 (R) (Regd. in 2024)	480	(100X4) + (40X2)
		602 (E)- (Regd. in 2023)	220	(100X2) + (20X1)
		602 (Ex)- (upto 2022)	100	(20X5)
3.	PS H.S. SCHOOL, BALAKATI (MA27)	602 (R) (Regd. in 2024)	280	(100X2) + (40X2)
		602 (E)- (Regd. in 2023)	100	(60X1) + (20X2)
		602 (Ex)- (upto 2022)	60	(40X1) + (20X1)

2.

- SUBJECT : For example: PHYSICS
- DATE OF EXAMINATION: 28.02.2026
- HUB CENTRE WITH CODE: Example: MA03/BJB H.S. SCHOOL, BHUBANESWAR
- Name of the following Centres for which questions of a subject (e.g. PHYSICS) printed with subject code and quantity under HUB Centre : MA03/BJB H.S. SCHOOL, BHUBANESWAR.

SL. NO.	NAME OF THE CENTERS WITH CODE	SUBJECT CODE	QUANTITY	DENOMINATION (EXAMPLE)
1.	BJB H.S. SCHOOL, BHUBANESWAR (MA03)	603 (R/E) (Regd. upto2024)	480	(100x4) + (80x1)
2.	RD WOMEN'S H.S. SCHOOL, BHUBANESWAR (MA28)	603 (R/E) (Regd. upto2024)	360	(100x3) + (40x1) + (20x1)
3.	PS H.S. SCHOOL, BALAKATI (MA27)	603 (R/E) (Regd. upto2024)	260	(100x2) + (60x1)

3.

- a. SUBJECT : For example: POLITICAL SCIENCE
- b. DATE OF EXAMINATION: 09.03.2026
- c. HUB CENTRE WITH CODE: Example: MA03/BJB H.S. SCHOOL, BHUBANESWAR
- d. Name of the following Centres for which questions of a subject (e.g. POLITICAL SCIENCE) printed with subject code and quantity under HUB Centre : MA03/BJB H.S. SCHOOL, BHUBANESWAR.

SL. NO.	NAME OF THE CENTERS WITH CODE	SUBJECT CODE	QUANTITY	DENOMINATION (EXAMPLE)
1.	BJB H.S. SCHOOL, BHUBANESWAR (MA03)	716 (R/E) (Regd. in 2024/2023)	560	(100x5) + (40x1) + (20x1)
		716 (EX) (Regd. upto 2022)	240	(100X2) + (40X1)
2.	RD WOMEN'S H.S. SCHOOL, BHUBANESWAR (MA28)	716 (R/E) (Regd. in 2024/2023)	460	(100X4) + (20X3)
		716 (EX) (Regd. upto 2022)	220	(80X2) + (60X1)
3.	P.S H.S. SCHOOL, BALAKATI (MA27)	716 (R/E) (Regd. in 2024/2023)	260	(100x2) + (40x1) + (20x1)
		716 (EX) (Regd. upto 2022)	140	(100X1) + (40X1)

The Hub Supervisor and the Deputy-Hub Supervisor shall open the HUB-Wise packets present in the box/cartoon and shall tally with those mentioned in the question paper statement supplied by CHSE.

4. After opening the EMH packet/box, Centre wise packets of a subject will be available.

CENTRE-WISE QUESTION PACKETS OF A SUBJECT: The question packets of a subject (Example: MIL-O/(SCIENCE), PHYSICS & POL. SC.) meant for a particular Examination Centre are kept in a larger paper packet which is covered by large poly pack.

The **CENTRE PACKET OF A SUBJECT** on its body bears following information:

- a. Name of the Centre with code: (For example) : RD WOMEN'S H.S. SCHOOL, BHUBANESWAR (MA28)
- b. Name of Subject/stream: MIL-O/(SCIENCE) :-
- c. Total quantity of questions-480 (in terms of denominations) : e.g.
 $100 \times 4 = 400$
 $40 \times 2 = 80$
- d. Date of Examination :- 18.02.2026

FUNCTIONS & RESPONSIBILITIES OF SUPERVISOR/DY-SUPERVISOR OF EMH:

01. After receiving the material, please fill in the required format supplied by the CHSE officials, and return this to them with seal, signature and date.
02. The Centre-wise packets shall not be opened at the time of verification, and these are to be opened by the Centre Superintendents on the dates and sitting of examination as per programme.
03. The EMH shall function under the direct supervision of the Principal/HUB Supervisor and deputy HUB Supervisor.
04. The Strong Room shall be under 24 hours surveillance of the CCTV camera and Police personnel besides regular watch and ward duty by the colleges
05. Maintain a register reflecting the entry and exist time as well as the initials of the officers/staff entering into the Strong Room on each occasion.
06. The Strong Room shall also be watched by the College Watchman round the clock.

07. The EMHs shall start functioning from the date of receipt of question paper packets from the Council and will continue upto the date of last dispatch of answer books to the Valuation Zones.
08. The Hub Supervisors are to prepare route chart for the examination centres attached to them and arrange vehicles for transportation of question paper packets from the hubs to the examination Centres on the date of examinations only along with Observers.
09. The Observers shall collect the answer books immediately after completion of the examination in sealed packets (duly packed and stitched as per the instructions of the Council) with sender's address only.
10. Proper receipts to the Centre Superintendents be given and the above sealed packets should be handed over to the Hub Supervisor on return from the Examination Centres.
11. The said sealed answer books shall be stored/kept in the Strong Room of the EMHs for onward dispatch of the same to the concerned Valuation Zones/Dy. Controller of Examinations, CHSE, Odisha as the case may be, in the first hour of the following working day.
12. Hub Supervisors are to keep in touch with the local police stations for the purpose of safety & security of the strong rooms.
13. It should be ensured that the Observers should be appointed on rotation basis and ordinarily one Observer should not be sent to a particular examination Centre for more than two times.
14. In case of any problem or difficulties, the EMH Supervisor may seek assistance from the District Administration & RTO.
15. The HUB Supervisor will be responsible for non-functional of the CCTV camera due to the fault of the College or for any deliberate attempt to stop recording or disconnect the power supply etc. to the camera or its ancillary equipment's.
16. HUB Supervisors are to keep in direct touch with tagged examination Centre and intimate them about the probable time at which the question will reach at their Centre and ask them to act proactively in case question do not reach at the given time.

NOTE:

CHSE shall not entertain complaint of any kind like **missing question packet** with respect to a Centre, **damage of seal** etc. after signing and receiving the Question Paper Statement, and the **entire responsibility will be fixed on the erring officials**.

You are, therefore, requested to remain alert, along with your Deputy Hub Supervisor to receive the materials during the aforesaid period.



Controller of Examinations
30/1/26