



Examination URGENT
e-SPACE

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

NOTIFICATION

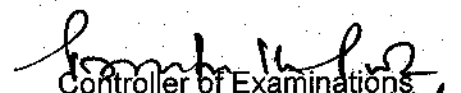
EMH MANUAL

Bhubaneswar, dated the 9.15-February, 2026.

460.


No.EC-II-(EMH)-05/26////CHSE/ The Examination Management Hub (EMH) Manual (annexed herewith) in respect of the AHSE, 2026 is hereby notified for information and compliance of all concerned. This Manual shall be followed strictly for discharging the duties and responsibilities of the EMH. All concerned are instructed to adhere scrupulously to the guidelines and procedures prescribed therein to ensure the smooth, transparent, and orderly conduct of the AHSE, 2026.

By order of the Chairman,


Controller of Examinations
9/2/26

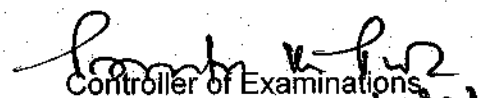
Memo No. 461 /CHSE/Dt. 09. 02. 2026

Copy forwarded to Principals/EMH Supervisors of all Examination Management Hubs (EMHs)/all Examination Centres /P.S. to Chairman/ Vice-Chairperson/Secretary/P.S.to Controller of Examinations/Strong Room/all officers / all zones /all Sections/Guard file of the Council for information and necessary action.


Controller of Examinations
9/2/26

Memo No. 462 /CHSE/Dt. 09. 02. 26

Copy forwarded to the General Manager, OCAC, Acharya Vihar, Bhubaneswar and NIC, Bhubaneswar for information and with a request to upload this letter on the respective websites for information of all concerned.


Controller of Examinations
9/2/26

**EXAMINATION MANAGEMENT HUB (EMH) MANUAL
FOR THE ANNUAL H.S. EXAMINATION, 2026.**

INTRODUCTION

The Government of Odisha in the Department of Higher Education had approved certain reforms for free, fair and smooth conduct of Higher Secondary Examinations with effect from the Annual H.S. Examinations, 2014. The concept of Examination Management Hub (in short EMH) is one such reform. Its prime objective is to store the question paper packets in some reputed Govt. & Non-Govt. colleges of the state for the nearby examination centres and on the day of the examination only, such question paper packets shall be dispatched and delivered to the Centres concerned through observers with full security. **The question paper packets meant for a centre shall not be opened at the Council level or at the EMH level at all.** However, the EMH supervisor is authorized to open the packet meant for the EMH to verify if the question packets of a subject/paper for the different centres tagged to it are present as has been mentioned in the label pasted on HUB packet and as per the check list provided by the Council at the time of receiving HUB packets from Council officials.

1. SELECTION OF EMHs:

As per the earlier decision of the Collector-cum-District Magistrates and District Level Committees and read with Notification No-EC-II-(EMH)-439/23/145/CHSE/dt.09.01.2026 of the Council, 211(Two Hundred and Eleven)H.S.Schools/Colleges/Autonomous Colleges/Universities including 01 (one)Sub-Treasury of the State have been selected as Examination Management Hubs (EMHs) for the ensuing Annual H.S. Examination, 2026. This year 1357 numbers of examination centres and 07 (seven) sub-centres are attached with these 211EMHs & available in www.chseodisha.nic.in/samsodisha.gov.in/chse-e-despatch respectively.

2. REQUIREMENTS FOR AN EXAMINATION MANAGEMENT HUB(EMH):

An EMH requires the following for its operation:

- i. strong room
- ii. EMH personnel

A. STRONG ROOM:

Strong room is a room in the EMH where the sealed question packets of different centres received from the Council and the sealed used answer script packets received from different centre superintendents of the centres under the EMH, are kept under tight security. The strong room must have CCTV connection and have all features so that it can be connected to the server of CHSE for live streaming of the events taking place in the EMH. It will be guarded by the Armed police round the clock, and EMH watch man shall be there from evening to morning. It must have power back up system and net connection of minimum 50 mbps.

PREPARATION & SELECTION OF STRONG ROOM:

- a. The Principal & EMH Supervisor shall select a room preferably adjacent to the principal's office room for declaring/designating it as a Strong Room for the purpose mentioned earlier. The Strong Room should be closed from all sides except only one side where door is located.
- b. The designated strong room shall have no windows, no skylights, no exhaust fans or any other holes or cracks.
- c. The electrical wires must be properly insulated and electrical points must be safe.
- d. Outside door of the strong room must be fitted with iron grills.
- e. Any civil works, if required, must be completed as per direction of the Government/Council positively to keep it ready for use before receipt of confidential materials for the Annual Higher Secondary Examinations 2026. (The EMHs will receive the confidential materials in **between 13.02.2026 and 17.02.2026.(for 1st phase) and between 4.3.26 and 7.3.26.(2nd phase).**

- f. The strong room gates/doors should be locked with two Godrej Brass Padlocks compulsorily, out of which, the keys of one lock shall be kept with EMH Supervisor and keys of the other lock shall be kept with Dy. EMH Supervisor. The Strong room will be declared as Temporary Treasury and thus the security aspect of the Strong Room shall also be taken care of by the Police/District Administration. However, the Principals & EMH Supervisors are to keep in touch with the local police stations for the purpose of safety & security of the strong rooms.
- g. The Strong room must be free from water-soaking, possibility of short-circuit and other unforeseen incidents. It must have fire extinguisher.
- h. The watch & ward of the Strong Room as well as monitoring of recordings through CCTV camera round the clock is mandatory and it is the responsibility of the EMH Supervisor.

B. EMH PERSONNEL:

An EMH shall have following personnel for its day-to-day activities and smooth functioning:

- i. EMH Supervisor-One
- ii. EMH Deputy supervisor-One
- iii. EMH Assistant-One
- iv. EMH Bearer-One
- v. EMH Night watchman-One

Nopersonwhosenearrelationisappearingthe AHSE, 2026, shouldacceptany one of the above responsibilities.

Near relation includes father, mother, brother, sister, wife, husband, son and daughter.

B1. APPOINTMENT OF EMH SUPERVISOR:

The EMH Supervisor shall be appointed by the Council. Usually, the Principals of the H.S. Schools/Colleges declared as EMHs shall act as EMH Supervisors except under compelling situations. In case, the principal is not going to act as the EMH Supervisor, due to some valid reason, he/she shall report the matter to the Controller of Examinations and also recommend the name of a senior teacher having outstanding performance, very good past experience in the conduct of examinations and undoubted integrity, to the Council for appointment of EMH Supervisor in place of the principal.

B2. APPOINTMENT OF OTHER EMH PERSONNEL:

- a. **Appointment of Dy. EMH Supervisor, EMH Assistant, EMH Bearer and EMH Night-watchman:** The Principal-cum-EMH Supervisor will appoint one senior teacher/staff having outstanding performances, reputation, and integrity beyond doubt as EMH Dy. Supervisor and inform the same to the Council. The EMH Assistant, EMH Bearer and EMH Night-watchman shall also be appointed by the principal-cum- EMH Supervisor/the Principal in consultation with the EMH Supervisor. While giving appointment, it should be ensured that none of the near relations of the persons are appearing the ensuing Annual H.S. Examinations, 2026.
- b. **Appointment of EMH observers for different examination centers tagged to the EMH:** The Principal-cum-EMH Supervisor/EMH supervisor in consultation with the principal shall prepare a panel of teachers for appointment of EMH observers for different dates of examination, which must be approved by the Controller of Examinations. Therefore, the Principal-cum-EMH Supervisor/EMH supervisor shall send a list of teachers, at least twice the numbers required during the entire period of examination, to the Controller of Examinations for its approval. Usually, the EMH observers shall be appointed from the approved list only.

3. DUTIES & RESPONSIBILITIES OF THE EMH personnel:

3A. Duties of the EMH Supervisor:

The EMH Supervisor will appoint one Deputy EMH Supervisor, Assistant, a bearer, and a night watchman having outstanding performance, reliance, undoubted integrity, and honesty as well as capability, and inform the names to the Controller of Examinations. Apart from this, the EMH Supervisor:

- i. Shall ensure & look after the safety and security of the question paper packets received and stored in the Strong Room.
- ii. Shall ensure 24 hours functioning of CCTV and submit CCTV footage in case of exigencies.
- iii. Shall ensure & look after proper dispatch of question paper packets from the EMHs to the examination centres on each day of examination in time and monitor the transit till it reaches safely at the examination centres concerned. A tentative time by which the questions will reach the examination centre shall be intimated to the Centre Superintendent concerned beforehand.
- iv. Shall ensure round the clock watch on EMH by the Police personnel & EMH watchman.
- v. Shall ensure locking and sealing of the strong room all the time except the transaction hours.
- vi. Shall ensure that no other official works are being carried out in the strong room.
- vii. Observer (s) is to be appointed for tagged colleges only.
- viii. **NO OBSERVER SHALL BE APPOINTED FOR THE EMH Centre itself**
- ix. Shall assign the duties to the EMH observers, particularly the name of the examination centre to which a particular observer shall visit. He/she shall ensure that the observers are appointed on rotation basis and ordinarily one EMH observer should not be sent to a particular examination centre for more than two times.
- x. Shall arrange vehicles for transportation of question papers to the examination centres and bringing the sealed packets of answer scripts from the examination centres to the EMH. In case of any problem or difficulty faced for getting vehicles, the EMH Supervisor may seek assistance from the District Administration & RTO.
- xi. Equal number of vehicles may not be required for every day of examination. It may vary considering the subjects of examination in respect of each examination centre attached. He/she will ensure that minimum number of vehicles engaged for each day of examination and accordingly the shortest route shall be prepared for movement on each day of examination, considering the distance and subjects of examination of the examination centres. **Shortest routes are to be used if the routes are motorable and safe.**
- xii. Shall ensure collection of the answer books through the EMH observers appointed for each examination centre for the day of examination and keep the same in the strong room with proper care and security if could not be dispatched to the valuation zone on the same day.
- xiii. Shall take steps for writing the detail address of the valuation zone, as per dispatch address, on the answer book packets received from different centres, **using permanent marker pens only.**
- xiv. Shall take steps to keep the answer book packet, after writing address on this, in the polythene packets provided by the Council/procured by EMH and seal it is using cello tape or any other adhesive tape or mechanism without damaging the cloth packet, address and other details written on the cloth packet and without any damage to the answer scripts inside the cloth packet.
- xv. Then the above packet shall be sent to the nearest post office which is in the list of post offices with BNPL facility availed by CHSE for AHSE 2026 on the same day of examination.
- xvi. Shall ensure that the packets containing answer books of candidates booked under malpractice be sent to the Council by the name of **"SRI Abinash Satapathy, Dy Controller of Examinations, CHSE, Odisha, C/2 Samantapur, Bhubaneswar-751013" (Mob:7978505879) in single packet super-scribed in bold capital letters: "MALPRACTICE CASES"**
- xvii. Shall ensure that the answer scripts are dispatched to the proper addressee as per "Dispatch advice" supplied by the Controller of Examinations.

- xviii. Shall ensure mention of name of the Centre, subject, subject code, date of examination, regular/ex-regular, and number of answer scripts /nos. of M.P.cases on the cloth cover of sealed packets.
- xix. Shall submit a declaration that all the answer script packets have been dispatched in the correct address and retain the original copies of postal receipts. (The original postal receipts are to be xeroxed immediately for future reference)
- xx. The receipt of requisitions of actual question paper requirements from all examination centres under the control of the EMH.
- xxi. Receipt of Question papers from the CHSE personnel under CCTV surveillance in the presence of Dy. Hub Supervisor.
- xxii. Shall ensure that no body except EMH personnel can enter the strong room unless otherwise directed by the Controller of Examinations.
- xxiii. Shall maintain a register reflecting the entry & exit time as well as the initials of the EMH personnel entering into the strong room on each occasion.
- xxiv. Shall remain in constant touch with the District Administration/Superintendent of Police for safe storing and transportation of questions and answer books.
- xxv. Shall be responsible for any sort of omissions or lapses in the safety and security of the Strong Room so also the questions papers and answer books.
- xxvi. Shall be responsible for non-supply of question papers to the Centre Superintendents in time i.e. at least half an hour before the start of examination on the day of examination and causing any dislocation in the conduct of examination.
- xxvii. Shall be responsible for non-functioning of the CC 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 equipments.
- xxviii. Shall be responsible for non-despatch / despatch in wrong address of any answer script packets.
- xxix. Shall be responsible for any wrong or any inaction or wrong implementation of the instructions or guidelines given by the Council and Govt. for a free, fair and smooth conduct of Examination as well as efficient management of EMHs.
- xxx. Monitoring of recordings through CCTV camera round the clock is mandatory.

3B. Duties of Deputy EMH Supervisor:

The EMH Deputy Supervisor will:

- i. Assist the EMH Supervisor for smooth and efficient functioning of the EMH,
- ii. Maintain stock registers of question papers received & dispatched to each centre date-wise with acknowledgement,
- iii. Maintain the register reflecting the details of sealed answer books packets received from the examination centres through the EMH observers and its dispatch to the concerned valuation zones or to **SRI Abinash Satapathy, Dy Controller of Examinations, CHSE, Odisha, C/2 Samantapur, Bhubaneswar-751013** (Mob:7978505879) for the scripts to be evaluated online.
- iv. Supervise the proper discharge of duties of the EMH observers, EMH assistant, EMH bearer and EMH night watchman,
- v. Assist the EMH Supervisor in arranging the vehicles for transportation of question papers as well as EMH observers to the examination centres,
- vi. Monitor the transit of the vehicles carrying question paper packets to the examination centres so also its safety and security,
- vii. Perform such other duties or assignments as would be given to him/her by the EMH Supervisor from time to time, for effective and efficient functioning of the EMH.

3C. QUESTION PACKET RECEIPT & DESPATCH:

JOINT RESPONSIBILITY OF EMH SUPERVISOR & EMH DEPUTY SUPERVISOR:

- i. It shall be the duty of both the EMH Supervisor and the EMH Deputy Supervisor to receive the Question Packets (QPs) jointly from the CHSE personnel.
- ii. When the QPs arrive at the EMH, both the EMH Supervisor and the EMH Deputy Supervisor shall be present at the EMH to receive the QPs.

- iii. Shall have to open the Hub packet in the presence of CHSE personnel & under CCTV surveillance.
- iv. Shall have to compare the centre wise & paper wise question paper quantity supplied with the list supplied, and report discrepancy instantly through the CHSE personnel then and there and inform the Controller of Examinations immediately through telephone & e-mail.
- v. The Hub Supervisor will be held responsible for any dislocation for not intimating the discrepancy within 24 hours.
- vi. They must verify the QPs of all Examination Centers attached to their respective EMH meticulously and store the QPs systematically.
- vii. They also should reflect the shortfall in writing in the list supplied by the Council personnel.
- viii. Report of shortfall of QPs afterwards shall be construed as lackadaisical attitude by the EMH Supervisor and Deputy Supervisor, and both will be held responsible for such lapses of QPs, and appropriate action deemed proper will be taken against them.
- ix. Both the EMH Supervisor and the EMH Deputy Supervisor must put their respective signatures in acknowledgement receipt of the QPs.
- x. Shall not open the centre packets under any circumstances before the time and date of examination mentioned on the packets.
- xi. Will ensure keeping records of all questions received from the Council and despatched to each examination centres on each day of examination in a register with proper acknowledgements.
- xii. Will also ensure maintenance of records of answer books packets received from the Observers and despatch to the Valuation Zones / Dy. Controller of Examinations, CHSE, Odisha.

4. D. USED ANSWER BOOK & MP PACKET RECEIPT FROM EMH OBSERVOR, & THEIR DESPATCH TO THE VALUATION ZONES/CHSE AS PER DESPATCH ADVICE:

JOINT RESPONSIBILITY OF EMH SUPERVISOR & EMH DEPUTY SUPERVISOR:

- i. The EMH Supervisor and the Deputy EMH Supervisor shall receive the used answer book packets and MP packets from the EMH observer who received these from the Centre Superintendents of the Examination concerned.
- ii. They will take steps to write down the address of the valuation zone etc. on the cloth packets of answer books and/or MP packets and keep in the polythene packets supplied by CHSE or procured at their level and seal them from all side using adhesive tapes.
- iii. They will take steps to send these to the post office on the same day of examination.
- iv. If not delivered to the post office on the same day due to reasons not under control, then these will be kept in the Strong Room carefully and shall be dispatched in the first half on the very next day.

5. E. Duties of EMH Observer:

- i. The Observers appointed by the EMH Supervisor shall carry question papers to the Examination Centres in the hired vehicles arranged for the purpose by the EMH Supervisor
- ii. They shall have to maintain all secrecy and confidentiality during transit or transportation of question papers.
- iii. They will observe the confidentiality of the question papers from the time of reaching in the centre till the completion of examination on each day and report the EMH Supervisor and the Controller of Examinations of the Council immediately in case of any deviation.
- iv. They will supervise the conduct of examination in the centre and report to the Council through their Principal-cum-EMH Supervisor.
- v. In case of emergency, they will contact the Controller of Examinations directly.

- vi. In case of any suspicion or apprehension of any untoward situation, they will immediately report the same to the EMH Supervisor and District Administration/Council.
 - vii. They will collect the used answer scripts in sealed packets with sender's address only giving proper acknowledgement to the Centre Superintendents. They shall see the following while receiving the used answer book packets:
 - a. Used answer books of different papers of the sitting have been packed separately (paper/subject wise)
 - b. Regular/Ex-Regular answer scripts of a subject/paper shall be in one packet (two or more if number of scripts is more)
 - c. Ex-Regular answer script packets of a subject/paper shall be in one packet.
 - d. Good quality cloth has been used and have been stitched properly and sealed using lac in all sides.
 - e. Name of the centre, subject, subject code, number of scripts, Date of examination, sender's address etc have been written on the packet using permanent marker pen.
 - viii. In case of any difficulties faced or any threat is apprehended with regards to the safety and security of the question packets, answer script packets or life of the people connected with examination, it should immediately be reported to the Principal-cum-EMH supervisor and/ or Principal of institution (if the Principal is not the EMH Supervisor) and the Controller of Examinations, CHSE Odisha for taking care of the situation. The District Administration & Local Police may also be contacted instantly.
- 6. F. Duties and responsibilities of EMH Assistant:**
- The EMH Assistant will have to perform the following:
- i. Shall work as per the direction of the EMH Supervisor & EMH Deputy Supervisor, and will see the smooth and effective functioning of the Examination Management Hub,
 - ii. shall assist the Dy.EMH Supervisor in the maintenance of the registers, records, bills, and vouchers etc. as required for the management of EMH,
 - iii. Shall have to maintain cash book or payment register reflecting all the amount of advances received from the Council date wise and payments made to different parties/persons towards hiring charges/DA/Remuneration or contingencies etc,
 - iv. Shall have to keep all the original bills, vouchers, money receipts and acknowledgements, etc. which shall be submitted to the Council soon after completion of the EMH assignments or closure of the EMHs for the year, for adjustment of the advanced amount sanctioned by the Council.
 - v. Shall be responsible for maintenance of the records and registers related to EMH.
 - vi. Shall scrutinize the bills for payment of dues like remuneration, hiring charges, contingencies, etc. admissible as per the guidelines and instructions given by the Council and advice of the EMH Supervisor for making payments.
- 7. G. Duties of EMH Bearer & EMH Night watchman:**
- The EMH bearer will do all errands as and when asked to do so by EMH Supervisor, EMH Deputy Supervisor and EMH Assistant in respect of the functioning of the EMH. The Night watchman shall guard the EMH from 5p.m. to 5 a.m every day during functioning of EMH.
- 8. FUNCTIONING OF EXAMINATION MANAGEMENT HUBS (EMHs):**
- i. The EMHs shall function under the direct supervision of the principal-cum-EMH Supervisor/EMH Supervisor (if Principal is not the EMH Supervisor).
 - ii. The principal of the institution declared as EMH shall have to give all support to the EMH Supervisor in the event that the EMH Supervisor is someone else other than the Principal himself.

- iii. The principal of the H.S.School/College declared as Examination Management Hub shall provide a room, fulfilling all requirements of a strong room that will be used as strong room.
- iv. The strong room shall be declared as a Temporary Treasury during its operation, and so it shall be under 24 hours surveillance of CC TV camera and watch by the police personnel appointed for the purpose by the district administration.
- v. The strong room shall also be watched by the college watchman round the clock.
- vi. The EMHs shall start functioning from the date of receipt of question paper packets from the Council and will continue up to the date of last dispatch of used and unvalued answer books to the Valuation Zones and/or Dy. Controller of Examinations, CHSE, (O), BBSR.
- vii. The EMH Supervisors will prepare route chart for the examination centres attached to them and arrange vehicles for transportation of question paper packets from the EMHs to the examination centres on the dates of examination only, along with observers.
- viii. The EMH observers shall collect the used answer book packets, which have been super-scribed with details of subject/paper, Date of Examination, Number of scripts, name of the examination centre and others if any as per guidelines of Cs manual, just after completion of the examination in sealed packets (duly packed and stitched as per the instructions of the Council) with sender's address only.
- ix. Proper receipts to the Centre Superintendents shall be given and the above sealed packets shall be handed over to the EMH Supervisor on return from the Examination Centres.
- x. The EMH supervisor/Dy. EMH Supervisor shall write the details of addressee, as per despatch advice, to whom sealed answer packets are to be sent, on the body of sealed packets made using cloth, and keep it in a transparent poly packet supplied either by Council or procured at EMH level, and seal it with cello tape if it has no gum of its own.
- xi. After doing the above, the details of the packets are to be entered in the dispatch register and sent to the post office having BNPL facility, in the locality, for dispatch on the same day. In case there is BNPL link failure on that day, the EMH Supervisor can take a decision to send the same on the next very day. If BNPL link fails on next day, then these must be posted as normal parcel and the bills towards these will be reimbursed from the EMH advance to be given.
- xii. In case of failure to dispatch the sealed answer book packets on the very day of examination due to BNPL link failure or any valid reason which is out of human control, the same must be dispatched in the forenoon of the next day, if it is not postal holiday/Sunday, positively.
- xiii. Responsibility will be fixed on the EMH supervisor for not dispatching the unvalued answer script packets as per above guidelines.
- xiv. In case the answer scripts are meant for "online valuation", the sealed packets containing these shall be dispatched to "ShriBijaya Kumar Behera, Asst. Controller of Examinations, CHSE, Odisha, C-2, PrajnaPitha, Samantapur, Bhubaneswar-751013". (mob-91242 23401)

9. SAFETY & SECURITY OF STRONG ROOM:

- i. The Examination Management Hubs shall be declared as Temporary Treasuries during its operation.
- ii. The strong Room must be under 24 hours CC TV surveillance and watch & ward by the Police personnel & EMH night watchman round the clock.
- iii. It will be ensured that the CCTV footage is kept for at least one month for future reference.
- iv. In addition to the supervision of the EMHs by the District Administration, the EMH Supervisors shall also ensure proper safety and security of the strong rooms.

- v. The Local Police Stations should be apprised of the functioning of the EMHs and in case of any suspicion or apprehension, they may be contacted immediately.
- vi. Night patrolling should be insisted by the EMH Supervisors through the Officer-in-charge of the local police stations.
- vii. The strong Room must be locked and sealed during all the time except the transaction hours.
- viii. No other official work shall be carried out in the Strong Room other than EMH work.
- ix. The strong room shall not under any circumstances, be opened by EMH Supervisor or Dy.EMH Supervisor alone. On every occasion, both must be present.
- x. Entry of unauthorized persons into the Strong Room must be strictly prohibited.

10. HIRING VEHICLES FOR EMH OBSERVERS TO TRANSPORT QUESTION PAPER PACKETS TO THE EXAMINATION CENTRES AND USED ANSWER BOOK PACKETS TO THE EMH:

- The sealed centre wise question packets of different subjects/papers of a sitting shall be dispatched to the examination centre, through an EMH Observer, appointed by the EMH Supervisor for the centre concerned.
- The EMH observers shall be provided with vehicles, preferably cars, for to and fro journey from the EMH to examination centre and back, and for transport of the Question paper packets and used answer book packets.
- The EMH Supervisor will call short quotation/tender for supply of vehicles on day basis hiring charges, considering the distance between EMH and the examination centres attached to it, as per requirement on the selected/fixed routes, for entire period of examinations. Due to examination urgency, the time gap between quotation call and opening of quotation may be reduced to a week.
- As far as practicable, minimum number of vehicles are to be engaged on a day of examination.
- One vehicle is provided to cover at least two centres in a day except hilly areas /where the distance is more than 50 Kms or otherwise permitted.
- Further, the cost of vehicle used for transporting the question papers from the center to the sub-center, and used answer scripts from the Sub-Centre to the center-cum-EMH will be borne out of EMH advance made to that EMH-cum-examination centre of AHSE, 2026.
- Route chart be made in such a manner that a vehicle can reach at each Centre by 8.30 A.M.
- Hiring charges for using the vehicles (cars) by squad members shall be met out of the EMH advance in the selected Hub.
- Any expenditure incurred towards special cases of squad duty shall be reimbursed from the EMH advance, in accordance with the orders issued from time to time.
- If any, surplus amount to be refunded by the Principal/EMH supervisor, the cost of bank commission/charges shall be included in the EMH bills expenses for reimbursement/adjustment.

REMUNERATION, CONTINGENCIES & CONVEYANCE CHARGES:

11. The remuneration for EMH personnel, the observers, and the contingent expenses for functioning of the EMH are as mentioned below:

SL. NO	REMUNERATION /CONTINGENCIES	RATE
1	EMH Supervisor	Rs.120/- (Rupees one hundred & twenty only) per sitting/day
2	Dy.EMH Supervisor	Rs.150/- (Rupees one hundred & fifty only) per sitting/day
3	EMH Assistant	Rs.80/- (Rupees eighty only) per sitting/day
4	EMH Bearer	Rs.60/- (Rupees sixty only) per sitting/day
5	Night Watchman	Rs.60/- (Rupees sixty only) per sitting /day
6	EMH Observer	Rs.500/- (Rupees five hundred only) per day inclusive TA/DA/CA.
7	Contingency charges : a) For 5 (five) or fewer H.S.School exam centres including own centre. b) For more than 6 (six) or more H.S. school exam. Centres.	a) Rs.600/- (Rupees Six hundred only) b) Rs.800/- (Rupees Eight hundred only)
8	Conveyance charges : For carrying answer script packets to post office for all examinees of the attached centres including own centre (based on total number of students appeared) (Total _____ students appeared in the exam.)	a) Up-to 1000 students- Rs.1500/- b) 1001 to 1500 students- Rs.1750/- c) 1501 and above - Rs.2000/-
9	Preparation for photocopying of different types of examination-related forms by downloading.	Maximum Rs.1000/- (Rupees One thousand only).

12. SUBMISSION OF BILLS:

The bills/vouchers shall be submitted within one month after completion of AHSE, 2026 for adjustment.

The following documents/prescribed forms shall be attached with the bills along with the sanctioned advance order at the time of submission:

- a) Short Quotation/Tender Call Notice for supply of vehicles on a day-basis rent charge and consumption of fuel charges calculated for number of running kilometers at the local rate.
- b) Detailed supporting statement to be filled in as per Annexed Format- 3.
- c) Vehicles may be used directly in case non-availability of a travel agency through short quotation/tender call.
- d) Quotation papers from the travel agencies/vehicle owners shall be minimum three quotations.
- e) Comparative statement indicating the lowest approved rate, based on the supporting quoted papers.
- f) Work order issued to the lowest travel agency/vehicle owner for supply of vehicles.
- g) Abstract of head-wise expenditure as per Annexed Format-1.
- h) Payment details of remuneration to EMH personnel (EMH Supervisor, Dy. Supervisor, Assistant, Bearer, Night watchman) as per Annexed Format-2.
- i) Detailed statement for movement of vehicles and payment of remuneration to EMH observers as per Annexed Format-3.
- j) Voucher towards conveyance charges for transportation of sealed answer book packets to the post office, supported by a self-certificate.
- k) Voucher towards contingency charges, supported by a self-certificate.
- l) Voucher for photocopying charges of various exam-related forms supported by a self-certificate.
- m) Claimed bill towards hiring charges from the travel agency/vehicle owner duly certified by the principal.
- n) Money receipt from the travel agency/ vehicle owner with revenue stamp affixed and signed across the stamp.
- o) Logbook of vehicle shall be maintained by the deployed Central Squad members, wherever applicable and to be submitted at the EMH concerned.
- p) Hiring charges shall be also followed on a day-basis rent charges and consumption of fuel charges calculated for number of running kilometers at the local rate for the vehicles used by deployed squad members.
- q) All bills/vouchers must be countersigned by the Principal/ EMH Supervisor.
- r) Any surplus amount shall be refunded to CHSE through www.onlinesbcollect and the acknowledgement receipt must be attached with the bills.
- s) Bank commission charge for refund of surplus amount is reimbursable as per the attached acknowledgement sb collect receipt.

Dr. Prasanta Kumar Parida
Controller of Examinations
Mob: 99373 90878



Annexure – 1

**ABSTRACT OF HEAD-WISE EXPENSES
FOR CONDUCT OF EXAMINATION MANAGEMENT HUB (EMH)
OF ANNUAL H.S. EXAMINATION, 2026.**

NAME OF THE EMH _____

CODE: _____

Sl. No	Abstract of Head-wise Expenditure	Amount claimed in Rs.	Amount passed by the CHSE in Rs.
1	Payment of remuneration to EMH Personnel.		
2	Payment of remuneration to EMH Observers.		
3	Payment of Hiring charges		
4	Conveyance charges for carrying answer script packets to post office for all examinees of the attached centres and including itself. (Total _____ students appeared in the exam.) d) For upto 1000 students- Rs.1500/- e) For 1001 to 1500 students- Rs.1750/- f) For 1501 and above- Rs.2000/-		
5	Contingency charges. c) Rs.600/- for 5 exam centres including itself under this EMH. d) Rs.800/- for more than 6 exam. centres.		
6	Charges for making of the photo copy of different types of examination related Forms.(maximum Rs.1000/-(one thousand only)		
7	Bank commission charges. (if surplus amount refunded to CHSE through sbcollect)		
	Expenditure of Total Amount. Rs.		
	Advance Amount Received Rs.		
	Surplus Amount refunded (if any) Rs.		
	Balance Amount Payable.Rs.		

FULL SIGNATURE OF EMH SUPERVISOR

MOB: _____



COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, BHUBANESWAR
Payment of Remuneration to EMH Personnel

Sl. No.	Name & Designation	Assignment	Rate per day	Nos. of days	Total Amount in Rs.	Full Signature
1		EMH Supervisor	@120/-			
2		EMH Dy. Supervisor	@150/-			
3		EMH Assistant	@80/-			
4		EMH Bearer	@60/-			
5		EMH Watchman	@60/-			

Countersigned by the EMH Supervisor



SAMPLE COPY

ANNEXURE-3

STATEMENT SHOWING THE MOVEMENT OF VEHICLES USED BY EMH OBSERVERS IN ACCORDANCE WITH THE LOWEST APPROVED RATE

Sl. No	Date of Exam and subject	Name of the Exam Centre covered	Type of vehicle used and its Regd. No.	Total Distance covered	Total fuel consumption	Expenditure towards fuel for 15km/1ltr @100 /- per litre	Day- wise Rent	Total Exp. (7+8)	Remuneration @Rs.500/- to observer per day/ per person	Signature of observer
1	2	3	4	5	6	7	8	9	10	11
1	18.02.20 26 MIL(O) Science	Shankarpur HSS (NZ01) SSD HSS (NZ-02) RRV (NZ-09)	MARUTI SWIFT DIZIRE OR-05- MZ-2400	90 KM	6 Ltrs	600/-	Rs.1000/-	Rs.1600/-	Rs.500/-	
2										
3										
4										
TOTAL										

Certified by the EMH Supervisor