

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

No.EG-I-333/15-16/2834/CHSE Dt. 20-5-16

From

Dr. Biranchi Narayan Mishra,  
Controller of Examinations.

To

The Principals/Headmasters/Head Mistresses of all Junior Colleges/Higher Secondary Schools affiliated to the CHSE. Odisha.

Sub : Verification and retention of student documents and records at the College level in view of doing away with physical ROM verification at CHSE (O) Office.

Sir/Madam,

In inviting a reference to the subject cited above I am directed to inform you that the following procedures/guidelines have been finalized for verification and preservation of records of students admitted to the Higher Secondary Course of CHSE Odisha during the ensuing Academic Session 2016-17.


**These guidelines may be strictly followed in view of the fact that there shall be no physical ROM verification in CHSE Offices w.e.f. the Academic Session 2016-17. The Principals shall be held responsible for non-observance of these guidelines.**

1. At the time of admission following documents must be collected from the admitted students and preserved by the College.
  - (a) SLC/CLC from the institution last studied, duly cancelled and signed by the admission officer at the time of admission.
  - (b) Migration Certificate for students admitted from Boards other than Board of Secondary Education, Odisha.
  - (c) Equivalent Certificate from the students admitted from other Boards/Courses not yet recognized by CHSE Odisha.
  - (d) Identity Card or Study Centre Certificate from students admitted from National Open School system.
2. The following records must be meticulously and flawlessly prepared and preserved by the institutions.
  - (a) Admission Register of the students containing all details for each and every student including full Name, Parent's name, address, date of birth, photograph, subjects offered for study at the Higher Secondary stage and name of the Board and year of passing High School. All entries for each student should be dully signed by the Head of the institution.
  - (b) Receipt Book showing all collection of fees of students at the time of admission.

Contd....2/-

3. All these documents mentioned in Sl No. 1 (a to d) and Sl. No. 02 (a & b) are to be kept under the custody of the Head of the institution and must be produced for verification / inspection by the officers of the Council. The Heads of the institutions are specially requested to verify the authenticity and correctness of all the documents submitted by the students at the time of admission and the correctness of the admission register and receipt books on behalf of CHSE Odisha and to preserve the documents safely. Any admission done beyond the sanctioned strength and beyond the admission dates is illegal and is not allowed.
4. Soon after the completion of the entire admission process the heads of the institutions are to deposit the Return of Matriculates fees @ Rs. 430/- (Rupees Four Hundred Thirty only) per student with the CHSE Odisha through SBI Collect. An additional fee of Rs. 20/- (Rupees Twenty only) be deposited for all students admitted from Boards other than BSE. Odisha. However, students of BSE Odisha who have taken admission in ITI prior to this admission shall have to pay an addition fees Rs. 20/- (Rupees Twenty only) like students of other Boards.

Yours faithfully,

  
20.5.16

Controller of Examinations

Memo No. 2835/CHSE. Dt. 20.5.16


Copy forwarded to the P.S. to the Principal Secretary to Govt. Higher Education Dept. for information.

  
20.5.16

Controller of Examinations

Memo No. 2836/CHSE. Dt. 20.5.16


Copy forwarded to the Director, Higher Education/Regional Director of Education/Deputy Secretaries of Zonal Offices of CHSE. Odisha for information and necessary action.

  
20.5.16

Controller of Examinations

Memo No. 2837/CHSE. Dt. 20.5.16

Copy forwarded to all Officers /all Sections for information and necessary action.

  
20.5.16

Controller of Examinations.