



ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-21

No. AHSEC/EXB/CC/14/2018/3335

Date : 14/12/2018

From : Shri Pankaj Borthakur
Controller of Examinations
Assam Higher Secondary Education Council
Bamunimaidam : Guwahati – 781 021

To : The Principal,

.....,

P.O., Dist.

SUB : CONSTITUTION OF CENTRE COMMITTEE TO CONDUCT THE HIGHER
SECONDARY FINAL EXAMINATION, 2019

Sir/Madam,

I have the honour to state that the Assam Higher Secondary Education Council is pleased to appoint you as the Officer-in-Charge of the Higher Secondary Final Examination, 2019 to be held at your Institution. The Council desires that a Centre Committee be constituted as per guidelines noted below. You are, therefore, requested to convene a meeting with the members of Governing Body, Managing Committee [Development Committee], Principals and Teachers of all constituent Colleges/HS Schools of your Centre and local prominent citizen(s) and well-wishers to constitute a Centre Committee with the following guide lines to assist you in conducting the Examination smoothly.

1. President : President of the Governing Body/Managing Committee of a College/HS School or a Govt. Gazetted Officer or a person of eminence.
2. Secretary : The Officer-in-Charge of the Examination Centre
3. All Principals of the constituent College/HS Schools [Recognized or permitted], if any
4. Leading influential persons and teachers – 5 (five)
5. Officer-in-Charge of the local police station
6. The Post Master of the local post office
7. The Medical Officer of the local Dispensary/Primary Health Centre
8. One Non-Teaching staff preferably on seniority basis.

YOUR KIND ATTENTION IS DRAWN TO THE FOLLOWING POINTS

- a. **The rate of Centre fee to be realized from each candidate of the Final Examination is Rs.400/-. The centre fee should also cover the expenses for installing CCTV.**

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- b. The proforma (enclosed) is to be filled in and be forwarded to the Controller of Examinations, Assam Higher Secondary Education Council.
- c. The duties and responsibilities of the Centre Committee as well as the office bearers are furnished in the Annexure-I.
- d. Annexure-I may kindly be gone through.
- e. A copy of instructions to the Officer-in-charge, H S Final Examination is enclosed

I hope, you would extend all help and co-operation to the Council for conducting of the HS Final Examination, 2019 smoothly.

The Council desires that the amount of centre fee to be charged per candidate of the H S Final Examination, 2019 should not exceed 400/-. Blind candidate if any may be exempted from paying centre fee.

N.B. IN CASE OF AN EXAMINATION CENTRE AT A HIGHER SECONDARY SCHOOL, AT LEAST ONE OF THE SUBJECT TEACHER/DEMONSTRATOR ON SENIORITY BASIS SHOULD BE APPOINTED AS AN ASSISTANT OFFICER-IN-CHARGE OF THE CENTRE.

Encl.. Annexure-I, II, III

Yours faithfully,



Pankaj Borthakur
Controller of Examinations
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

DUTIES AND FUNCTIONS OF THE CENTRE COMMITTEE

The book-let “**Instructions to Officer-in-Charge**” and “**Conduct of Higher Secondary Final Examination**” may please be consulted. A few points are noted below for ready reference.

1. The Centre Committee in its first meeting will make the selection of Assistant Officer-in-Charge for conducting both the Examinations. One Assistant Officer-in-charge is to be selected entirely for the confidential work. While selecting the Assistant Officer-in-Charge, status, seniority, reliability and efficiency of the teachers/demonstrators of HS School having considerable seniority and academic qualities be considered for appointment of Assistant Officer-in-Charge.
2. Immediately after first meeting of the Centre Committee the name of the Assistant Officer-in-Charge and other particulars as per proforma (enclosed) are to be furnished to the Council.
3. The amount of centre fee to be realized from each candidate is Rs.400/-. Blind candidates, if any, may be exempted from paying centre fee.
4. The Council will not bear any expenses beyond that incurred in the despatch of Blank Answer Scripts, confidential papers etc. from the Council to the Examination Centre.
5. All expenses for conducting the examination including the cost of despatch of the answer scripts to zonal officers [for evaluation] will have to be borne by the Centre Committee from the Centre fee realized from the candidates.
6. The fund constituted as above must be kept in a Savings Bank Account in a scheduled Bank or Post Office to be operated by the Secretary of the Centre Committee.
7. The Accounts of the Centre Committee must be audited by an Auditor appointed by the Centre Committee and presented for approval before the meeting of the Centre Committee which to be convened on a convenient date within one month from the date of completion of the Examination. Within 10 (ten) days from the date of the said meeting, the details of the accounts with the auditor’s report and with resolution must be sent to this Council for necessary action.
8. **TOP CONFIDENTIAL** report as per Annexure-III on overall performance of the Examination at the Centre is to be sent to the Controller of Examinations, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21 within 7 (seven) days from the date of completion of the theory examination.
9. Remuneration due to the Officer-in-Charge, Assistant Officer-in-Charge, Invigilators, Office Assistants cum Typist, Bearers, orderlies etc. conveyance allowances to the Treasury Officer/OC, Police Station, helper of the Treasury Officer and Expenses for postage stationary etc. should be met from the centre fees collected from the candidates.

**PROFORMA FOR SUBMISSION OF PARTICULARS IN RESPECT OF
CENTRE COMMITTEE**

HIGHER SECONDARY FINAL EXAMINATION, 2019

*[This proforma is to be submitted to the Council on or before 15th January, 2019
after formation of the Centre Committee]*

CENTRE

1. Name & full address of the custodian :
to whom the confidential documents of
HS Final Examination, 2019 shall have to be
sent [Police Station/Police Out Post/
Treasury Office]
[Mobile No. of I/c of P.S./POP &
Treasury Officer], e-mil ID

2. Name of the Officer-in-Charge of the :
Centre in full [please quote telegraph
office and Phone No. along with address]
Mobile No. (Mandatory), e-mail ID

3. Name & address of the President :

4. Name & address of the Asstt. Officer-in- :
Charge for confidential work of HS Final
Examination along with Mobile No.
e-mail ID

5. Name & address of other Assistant :
Officer-in-Charge [if any] [one Asstt.
Officer-in-Charge is to be appointed for
every 200 candidates or parts thereof]

In case of an examination centre at a Higher Secondary School at least one of the subject teacher/demonstrator on seniority basis should be appointed as an Assistant Officer-in-Charge of the Centre.

6. Rate of Centre fee : per
candidate

Date :

Signature of the Centre
Management Committee, 2019

[to be sent after end of the examination]

HS FINAL EXAMINATION, 2019

TOP CONFIDENTIAL REPORT

No.

Date :

CENTRE ROLL

NAME OF THE CENTRE

<School / College>

To

Shri Pankaj Borthakur
Controller of Examinations
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-21

SUB : CONFIDENTIAL REPORT OF OVERALL PERFORMANCE OF THE
EXAMINATION CENTRE

Sir,

With reference to the above I have the honour to furnish below the particulars/
information as sought for on conducting the HS Final Examination, 2019.

1. Examination conducted in ARTS/SCIENCE/COMMERCE/VOCATIONAL
STREAM [Please tick

2. Whether the invigilators performed their duties properly ?
[if not, names and official address of such Invigilator(s)]
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.....
.....

3. Total number of candidates expelled from Examination Centre
[please attach separate list with roll nos.]

4. Whether the Supervising Officer was present at the time of opening of the
question paper packets and during the period of examination
[if not on the particular date(s) on which he was present throughout
.....

5. Whether the visiting Observer your Centre ? If yes, please mention the date(s)
.....
Mention the name of the Observer

6. Any accommodation problem encountered? State the position with total number of candidates.

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[mention five detailed reports]

7. If any untoward incident occurred during the Examination ? If yes, details of such incidents.

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8. Whether security arrangement made in the Examination Centre and whether it was adequate ?

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9. Any Venue allotted under this Examination Centre? If yes, mention the Venues

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10. Comments regarding supervision / security arrangement etc.

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Signature and full name of the Principal
[with official seal]