Chhattisgarh, Board of Secondary Education, RAIPUR

ACCOUNTS LEDGER

FOR THE EXAMINATION HELD IN 20 .....

HIGHER SECONDARY / HIGH SCHOOL / HIGHER SECONDARY VOCATIONAL / D.El.Ed. Main / Supplementary

.....

Centre No. : .....

Name of Centre : .....

Name of Centre Supdt. & Full Address : .....

.....

INSTRUCTIONS OF THE CENTRE SUPERINTENDENT

1. Complete account in respect of Examination are to be submitted in the Ledger No. loose paper should be used as for as possible.
2. First four pages i to iv are meant for use in the Board's Office. The Center Superintendents are requested not to be write anything on these pages. Center Superintendent are requested to fill up page 1 to 18 and submit all detail information in prescribed columns.
3. All columns provided in this ledger should be duly filled in. If no information is to be furnished under a particular column to word (NIL) should be written in such column. In no case columns or pages of this ledger should be left blanks.
4. The Expenditure at the Centre has brodly been classified under the following main Heads of Expenditure.
   A. Contingencies
   B. Stationery
   C. Postage and Railway Freight
   D. (i) Remuneration to invigilators, Asstt. Center Supedt. Clerks & Peons.
      (ii) Remuneration to Practical Examiners.
5. Amount of expenditure should be recorded in this ledger. The expenditure under a contingencies should be classified under 3 Minor Heads as shown. The Total of the Minor Heads should tally with the grand total of Expenditure under A contigencies Expenditure "Postage & Railway Frights" and remuneration should be recorted on the respective p a g e s separate cash memos for stationery & other articles may be obtained and accounted in the respective heads.
6. Payment under remuneration to Invigilators should be shown date wise onprecribed page of this ledger. the total payment made to Invigilators should be carried forwards to column 1 on the next page.
7. The payment made to the assistant Superintendents, Clerk and peons should be recorded in columns. If any centre where more than one asstt. Superintendent worked all details as desired should be written in ink in the space left blank.
8. Other necessary particurs in regard to be expenditure on remuneration should be filled up in the statements.
9. Payment made to the Practical Examiners for Private Candidate should be shown on prescribed page.
10. In stores Accounts consumable articles means those articles which are wholly utilised in t h e examination work and can not be used again. Such as stationery articles Cloth, Gunny Bages, etc. Non-consumable articles means such articles which can be used again and can be used in the next year such as knife, Scissors, Boxes & Locks etc.
11. The Centre Superintendents should not purchase boxes and articles of furniture without special sanction from the Secretary of the Board.
12. All Vouchers should be numbered and varified by Center Supdt. with Sign & Seal should be pasted at the end of the ledger serially headwise.
13. Unspent balance amount should be refunded through crossed Bank Draft of any nationalised Bank Payable to the Secretary. Chhattisgarh, Board of Secondary Education, Raipur along with this A/c. ledger.
14. This Ledger duly completed in all respects should be sent along with the remuneration bill of the Center Superintendent and additional superintendent to the Finance officer within ten days after the Examination is over therwise Rs. 2=00 per day will be deducated from the remunaration bill of center superintendent for the days of delay.
15. Necessary instruction for Expenditure have been given in "Instruction Book for Centre Supdt. "However minium possible expenditure should be incurried and every step should be taken minimise the expenditure.

RATES OF REMUNERATIONS

1. Superintendent:
   (i) Rs. 110/- Per meeting if candidates are up to 500 (+3 Extra days)
   (ii) Rs. 120/- Per meeting if candidates are more than 500 (+3 Extra days)
2. Asstt. Supdt. Rs. 90.00 per meeting
3. Additional Supdt. less Rs. 1/- Per meeting from Centre Supdt.
4. Clerk Rs. 30.00 Per meeting (3 Extra days)
5. Peon Rs. 25.00 Per meeting (3 Extra days)
6. Invigilators Rs. 40.00 Per Meeting
7. Table Player Rs. 40.00 Per day.
8. Science Asstt. Teacher
   (A) For High School Examination 40 Paise per candidate a minimum remuneration of Rs. 50.00
   (B) For Higher Secondary Examination 60 Paise per candidate a minimum remuneration of Rs. 50.00
9. Practical Examiners
   (A) Rs. 4.00 Per Candidate with a minimum remunration of Rs. 100.00 For Higher Secondary School Certificate Exam.
   (B) Rs. 3.00 Per Candidate with a minimum Rs. 100.00 For High School Exam.
10. T.W.F. Deduction - 3% T.W.F. Amount must be deducated from Asstt. Supdt. And Pract. Exminers Remuneration.

Note. I. The Asstt. Supdt. Should be engaged per Exam. as follows -
A. 1 to 500 candidate - One
B. Above 500 candidate - Two

II. The clerks should be engaged as follows -

Number of Candidate Each Exam.	Number of clearks
A. 1 to 400	One
B. 401 to 800	Two
C. 801 to 1200	Three
D. 1201 to 1600	Four

III. Peon Should be engaged as follows -

Number of Candidate Each Exam.	Number of Peon
A. Up to 500	Four
B. Above 500 One additional Peon should be engaged for each 150 candidates.	

11. मण्डल डाटा प्रदाय अग्रिम राशि में से शेष बची राशि मण्डल के खाता क्रमांक 50100116261375 IFSC कोड HDFC 0001280 HDFC बैंक एवं भारतीय स्टेट बैंक के खाता क्रमांक 37138844377 में जमा कर पावती संलग्न करे।
12. यात्रा देयक अलग से प्रेषित करें इस पर संलग्न न करे।
13. यात्रा देयक प्रस्तुत करते समय यह सुनिश्चित करें कि उक्त देयक में आदेश निर्देश मण्डल द्वारा जारी नियुक्ति संलग्न करें।

Secretary
Chhattisgarh, Board of Secondary Education
RAIPUR

Note - Centre Superintendents should be not write any thing on these pages.

(FOR BOARD'S OFFICE USE ONLY)

NOTE & ORDERS

Subject : Account Main / Suppl. Higher Secondary / High School / Exam. held in 20.....

Centre No. : .....

1.

2. Name of the Centre Supdt. ..... Designation .....

3.

4.

5.

S. No.	Head	Advance Rs.	Expen-diture Rs.	Excess Exp. Rs.	Less Exp. Rs.	Unpaid Exp. Rs.	Remarks
1.	A - Contingencies B - Stationery						
2.	C - Postage & Rly. Freights						
3.	D - (i) Remuneration						
4.	(ii) Remuneration of the Practical Examination						
5.	Additional Advance Cheque No. ..... & Date.....						

Total Advance - Rs.....

Tatal Exp. - Rs.....

Unpaid / Balance - Rs.....

Remitted - Rs.....

P.T.O.

Subject : Secrutiny accounts of Centre No..... (Main / Supply) 20..... Exams. H.S. + H.S.S. + D. Ed.

(मण्डल कार्यालय के उपयोग हेतु)

Note & Orders

केन्द्र क्रमांक ..... को ..... मुख्य/प्रायोगिक/पूरक परीक्षा संचालन हेतु प्रदाय अग्रिम राशि रू. ..... के विरूद्ध समायोजन निम्नानुसार किया जाना हैं :–

01. नैमेत्तिक व्यय : .....
02. स्टेशनरी व्यय : .....
03. डाक व्यय : .....
04. नियमित छात्रों की पर्यावरण मूल्यांकन व्यय : .....
05. स्वाध्यायी/पत्राचार/क्रेडिट योजना : .....
    अंतर्गत छात्रों का पर्यावरण मूल्याकंन व्यय : .....
06. पर्यवेक्षक व्यय : .....
07. अधिकारी/कर्मचारी की अदा राशि : .....
08. प्रश्न–पत्र थाने से केन्द्र तक लाने व ले जाने : .....
    तथा अमूल्यांकित उ.पु. समन्वय में जमा व्यय मानदेय राशि
09. प्रायोगिक व्यय : .....
10. **कुल व्यय राशि** _____
    _____
11. अवशेष राशि वापसी : .....
12. कुल समायोजित व्यय राशि : .....
13. घटाया : अग्रिम राशि : .....
14. वसुली/अतिरिक्त भुगतान राशि : .....

उपरोक्तनुसार परीक्षा संचालन हेतु प्रदाय अग्रिम राशि रू0 ..... के विरूद्ध कुल व्यय समायोजित राशि रू0 ..... मान्य कर अतिरिक्त / अवशेष राशि रू0 ..... भुगतान/वसुली हेतु किया जाना है।

अवलोकनार्थ/आदेशार्थ साद्र प्रस्तुत।

Subject : Secrutiny accounts of Centre No..... (Main / Supply) 20..... Exams. H.S. + H.S.S. + D. Ed.

(मण्डल कार्यालय के उपयोग हेतु)

Note & Orders

Subject : Secrutiny accounts of Centre No..... (Main / Supply) 20..... Exams. H.S. + H.S.S. + D. Ed.

(मण्डल कार्यालय के उपयोग हेतु)

Note & Orders

(To be filled by the Centre Supdt.)

I - GENERAL INFORMATION

(IName of Examination ..... Main / Suppl.

(ii) Centre No. .....

(iii) Number of Candidates Registered at the Centre H.S. ..... H.S.S. ..... Total .....

(iv) Name of Centre .....

(v) Name of Centre Superintendent (in Block Latter) .....

(vi) Full Address of Centre Supdt. : Village ..... Tehasil .....

(vii) District ..... Pin ..... Phone No. .....

(viii) Dates fo theory Examination which was conducted.

at the Centre and number of Candidates appeared each metting & Subject.

Date	Time	Name of Candidates appeared in Examination			Abs.	GRAND TOTAL Per Metting
		Name of Subject	Name of Exam.	No . of Candidate appeared		

Note : Dated of Practical Examination should be shown separately

Sign. of Centre Superintendent with Seal

Date	Time	Name of Candidates appeared in Examination			Abs.	GRAND TOTAL Per Metting
		Name of Subject	Name of Exam.	No . of Candidate appeared		

Sign. of Centre Superintendent with Seal

II - DETAILS OF ADVANCE RECEIVED

Date of Receipt	A Contingen - cies B Stationery	C. Postage & Rly Freight	D. (i) Remu- neration	D.(ii) Remu- neration Practical Examiner	Total	

III. SUMMARY OF EXPENDITURE	Paid Rs.	Unpaid Rs.	Total Rs.
A. Contingencies	.....	.....	.....
B. Stationery	.....	.....	.....
C. Postage and Rly Freght	.....	.....	.....
D. (i) Remuneration	.....	.....	.....
(ii) Remuneration Pract.	.....	.....	.....
Total Expenditure	.....	.....	.....
Unpaid / Remitted	.....	.....	.....
Total			

(D) - Details of Remitacne - Bank Draft No. ..... Dated .....

Name of Bank ..... For Rs. .....

(D) - Details of Unpaid Amount : .....

Name of Payee : .....

.....

.....

.....

.....

Sign. of Centre Superintendent with Seal

IV - DETAILS OF EXPENDITURE
A - CONTINEGENT EXPENDITURE

S. No.	Date	Voucher No.	Particular of Payment	Name of Payee	Amount Paid Rs.	Progre-ssive Total Rs.	Remarks
					Total		

Note : 1. Vouchers should be arranged serially.
2. Vouchers No. should be given in red-ink on each Voucher enclosed.

Sign. of Centre Superintendent with Seal

B - ACCOUNT OF THE STATIONERY PURCHASED IN CONNECTION WITH EXAMINATION

S. No.	Date	Voucher No.	Particular of Payment	Name of Payee	Amount Paid Rs.	Progre-ssive Total Rs.	Remarks
					Total		

CLASSIFICATION ABSTRACT OF EXPENDITURE UNDER CONTINGENCIES

Details of Expenditure

Head A - Contigency

(i)

(ii) Cartage Auto. Tanga, charges & other miscellaneous expenditure .....

Head B -

Total

Sign. of Centre Superintendent with Seal

A - ACCOUNT OF THE POSTAGE STAMP AND RAILWAY FREIGHT IN CONNECTION WITH EXAMINATION

Date	Particulars as latter Telegram, registered latter / Packet, Railway Freight etc.	Addressed to	Amount paid of Stamps Used Rs.	Progressive Total Rs.
		Total		

Sign. of Centre Superintendent with Seal

Date	Particulars as latter Telegram, registered latter / Packet, Railway Freight etc.	Addressed to	Amount paid of Stamps Used Rs.	Progressive Total Rs.
		Grand Total		

Sign. of Centre Superintendent with Seal

DETAILS OF EXPENDITURE ON INVIGILATION
D (1) REMUNERATION

Date of Nami-nation	Name of Exami-nation	House of Examination	Numbers of Invigilators engaged	Amount of Invigilation charges			
				Paid Rs.	Unpaid Rs.	Total Rs.	
			Total				

Sign. of Centre Superintendent with Seal

D : EXPENDITURE OF REMUNERATION

On Invigilators, Asstt. Centre Supdt. Clerks and Peons

S. No.	Name	Name of Works	Exam. meet-ings	Extra days	Total	Rate of Remu @ Rs.	Paid Rs.	Unpaid Rs.	Total Rs.	Voucher No.
						Grand Total				

Note : - 2% T.W.E. Amount must be deducted from Asst. Centre Supdt. Remu.

Sign. of Centre Superintendent with Seal

INVIGILATION CHART - (Contd.)

Date	Name of Exam	Exam. Hours	Hall		Room No. 1		Room No. 2		Room No. 3		Room No. 4		Room No. 5		Room No. 6		Room No. 7		Room No. 8		Room No. 9		Room No. 10		Room No. 11		Room No. 12		Total	
			C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I	C	I

Number of Candidates.....

Number of Invigilators.....

Sign. of Centre Superintendent with Seal

STATEMENT SHOWING THE REMUNERATION CHARGES PAID TO THE PRACTICAL EXAMINERS AND SCIENCE ASSTT. TEACHERS ENGED IN PHYSICS, CHEMISTRY AND BIOLOGY FOR PRIVATE CANDIDATES AT THE CENTRE D ii REMUNERATION

S. No.	Date	Subject	Number of Candi-dates	Name and Address of Examiners	Amount Paid Rs.	Amount Unpaid Rs.	Total Rs.	Voucher No.

Note : 1. Remu. Paid to Science Asstt. Teachers for Phy. Chem., Bio. Only.
2. Practical Remuneration Paid Un-Paid Voucher must be enclosed with ledger.
3. 2% T.W.F. must be deducted from Pract. Examiners Remunerations

Sign. of Centre Superintendent with Seal No. .....

STATEMENT SHOWING ARTICLES ON THE CENTER AT THE CLOSE OF EXAM. NON CONSUMABLE

S. No.	Name of the Articles	Balance 00 the Previous Year	Purchase made during the year	Total	Number of article written off for wear and tear	Remark

Sign. of Centre Superintendent with Seal No. .....

STATEMENT SHOWING STORES ACCOUNT OF CONSUMABLE ARTICLES
(Including Stationery Articles)

S. No.	Name of the Articles	Previous year's Balance	Quantity Purchased during the year	Total	Quantity consumed during the year	Balances at the Close of the exam

Sign. of Centre Superintendent with Seal No. .....

CHHATTISGARH, BOARD OF SECONDARY EDUCATION, RAIPUR
REMUNERATION BILL

For Higher Secondary /High School / Diploma - in Education Main / Supplementary Examination 20 .....

Worked as Additional / Assistant Superintendent / Clerk / Peon on Centre No .....

DURATION OF EXAMINATION

H.S.S. & Other Exam. Candidates ..... days ..... @ Rs. ..... Perday Rs. .....

Paid / Unpaid Verified by C.S.

Extra days ..... @ Rs. ..... Perday Rs. .....

Total days.....@ Rs. .....Perday Rs. .....

Signature .....

Name .....

Designation .....

Address .....

Received from the Secretary, Chhattisgarh, Board of Secondary Education, Raipur a sum of

Being the amount of remuneration of the above mentioned work.

Sig.on Revenue Stamp of Rs. 1/-

EXAMINED AND FOUND CORRECT

Passed for payment Rs. ..... (In words) Rs. .....

Initial of Dealing Asstt. .....

Initial of S.D. .....

Date .....

Secretary
Chhattisgarh, Board of Secondary Education
Raipur

CHHATTISGARH, BOARD OF SECONDARY EDUCATION, RAIPUR
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DURATION OF EXAMINATION

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Extra days ..... @ Rs. ..... Perday Rs. .....

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Signature .....

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Raipur