

CHHATTISGARH BOARD OF SECONDARY EDUCATION RAIPUR



ACCOUNTS LEDGER

FOR THE EXAMINATION OF

HIGH SCHOOL/HIGHER SECONDARY/D.L.Ed.

REGULAR /PVT. STUDENT MAIN/SUPPLY EXAM.

MONTH YEAR.....

EXAM CENTER/SCHOOL CODE: -

NAME OF CENTER/SCHOOL :-

NAME OF PRINCIPAL/CENTER SUP. :-

MOBILE NO. :-

INSTRUCTIONSS OF THE CENTER SUPERINTENDENT

1. Complete accounts in respect of Examination are to be submitted in the Ledger Numbers.
2. From Page No. 03 to 04 are meant for use in Board Office. The Centre Superintendents are not to be writing anything on these pages.
3. Superintendents are required to fill up page 05 to 15 And submit all detail information in prescribed row and column.
4. All columns & row provided in this ledger should be duly filled in. If no information is to be furnished under a particular column & row to word (NIL) should be written in such column & row in no case columns & row or pages of this ledger should be left blanks.
5. The Expenditure at the centre has broadly been classified under the following main HEADS OF EXPENDITURE.

A) CONTINGENCIES/STATIONERY	B) POSTAGE & CONVEYANCE
C) CS, ACS, CLK, PEON, INVEG, GUARD REMUNERATION	D) PRACTICAL EXAM REMUNERATION
6. Payment under remuneration to invigilators should be shown DATE wise on prescribed page of this LEDGDER. The total payment made to invigilators should be carried forwards to on the next page.
7. The payment made to the Centre Supdt, Asstt. Supdt, Clerk, and Peons should be recorded in columns. If any centre where more than one Asstt. Supdt, worked all details as desired should be written in ink in the space left blank.
8. Other necessary particulars in regard to be expenditure on remuneration should be shown on prescribed page.
9. Payment made to the PRACTICAL EXAMINATION for Private Candidate should be shown on prescribed page.
10. In stores Accounts consumable articles means those articles which are wholly utilised in the examination work and cannot be used again. Such as stationery articles cloth, Gunny Bags etc, Non-consumable articles mean 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 form the secretary of the Board.
12. All Vouchers should be numbered and verified by Centre Supdt. With Sign. & Seal should be pasted at the end of the ledger serially heads wise.
13. Unspent balance amount should be refunded through crossed Bank Draft Payable to the SECRETARY. CHHATTISGARH BOARD OF SECONDARY EDUCATION, RAIPUR ALONG WITH THIS A/C LEDGER.

OR

ONLINE METOHD– A/C HOLDER NAME: - SECRETARY. CHHATTISGARH BOARD OF
SECONDARY EDUCATION, RAIPUR

A/C NO.	1)	18340100001250	2)	37138844377
BANK		UCO BANK		STATE BANK OF INDIA
BRANCH		PENSION BADA, RAIPUR		SHASHTRI BAZAR, RAIPUR
IFSC CODE		UCBA0001834		SBIN0009511

14. This Ledger duly completed in all respects should be sent along with the remuneration bill of the Centre Suptd. And Add. Suptd. To the Finance Officer withing10 Days after the Examination is over otherwise Rs. 2-00 per day will be recovered by Centre Supdt.
15. Necessary Instruction for Expenditure has given in "Instruction Book for Centre Supdt." However minimum possible expenditure should be in curried and every step should be taken minimise the expenditure.

RATE OF REMUNERATIONS

1. Superintendent :

- (I) Rs. 137/- Per Day of Examination if Candidates are up to 500 (+ 3 Extra Days)
- (II) Rs. 150/- Per Day of Examination if Candidates are more than 500 (+ 3 Extra Days)

2. Assistant Superintendent :

- | | | |
|---------------------------|---|---|
| | – | Rs. 113/- Per Day of Examination |
| (I) 1 to 500 candidates | – | One Asst. Supdt. |
| (II) Above 500 candidates | – | Two Asst. Supdt. |

3. Clerk : Rs. 38/- Per Day of Examination (+ 3 Extra Days Only any 1 Clerk)

- | | | |
|------------------------------|---|----------------|
| (I) 1 to 400 candidates | – | 1 Clerk |
| (II) 401 to 800 candidates | – | 2 Clerk |
| (III) 801 to 1200 candidates | – | 3 Clerk |
| (IV) 1201 to 1600 candidates | – | 4 Clerk |

4. Peon : Rs. 31/- Per Day of Examination (+ 3 Extra Days Only any 1 Peon)

- | | | |
|---------------------------|---|---|
| (I) 1 to 500 candidates | – | 4 Peon |
| (II) Above 500 candidates | – | 1 Additional Peon should be engaged for each 150 Candidates. |

5. Invigilators : Rs. 50/- Per Day of Examination (Each Invigilator)

- | | | |
|--------------------------|---|---|
| (I) 1 to 30 candidates | – | 2 Invigilators |
| (II) Above 30 candidates | – | 1 Additional Invigilators should be engaged for each 15 Candidates |

6. Conveyance : Rs. 100/- Per Day of Examination

1. प्रश्न पत्र थाने से केन्द्र तक लाने व अमुल्यांकित उत्तरपुस्तिका थाने में जमा करने का मानदेय।
2. अमुल्यांकित उत्तरपुस्तिका समन्वय केन्द्र में जमा संबंधी आवश्यक होने पर किराये का वाहन उपयोग करने हेतु जिला शिक्षा अधिकारी द्वारा जारी अनुमति आदेश पत्र आवश्यक होगा।

7. Police Guard : Rs. 31/- Per Day of Examination

8. Contingency Expences :

- | | | |
|----------------------------|---|-------------------------------|
| (I) 1 to 200 candidates | – | Rs. 3/- Per Candidates |
| (III) After 200 candidates | – | Rs. 2/- Per Candidates |

9. Practical Examiners :

- | | | |
|-----------------------|---|-------------------------------|
| (I) High School | – | Rs. 3/- Per Candidates |
| (IV) Higher Secondary | – | Rs. 4/- Per Candidates |
- (Minimum remuneration of Rs. 100/-)**

10. TWF Deduction: 3% TWF amt. must be deducted from CS, ACS, & Practical Examiners Remuneration.

Secretary
Chhattisgarh Board of Secondary Education
Raipur

(मण्डल कार्यालय के उपयोग हेतु)

Note & Orders

केन्द्र/संस्था क्रमांक को वर्ष हाईस्कूल/हायर
सेकण्डरी/डी०एल०एड० मुख्य/पूरक/प्रायोगिक परीक्षा संचालन हेतु प्रदाय अग्रिम
राशि रू० के विरुद्ध समायोजन निम्नानुसार किया जाना है :-

- | | |
|---|-----------|
| 01. नैमेत्तिक व्यय | : — |
| 02. स्टेशनरी व्यय | : — |
| 03. डाक/पोस्टेज व्यय | : — |
| 04. पर्यवेक्षक व्यय | : — |
| 05. अधिकारी/कर्मचारी व्यय | : — |
| 06. प्रश्न पत्र थाने से लाने व
अमुल्यांकित उत्तरपुस्तिका
थाने में जमा का मानदेय | : — |
| 07. प्रायोगिक व्यय | : — |
| 08. अन्य व्यय | : — |
| 09. कुल व्यय राशि | : — |
| 10. अवशेष राशि वापसी | : — |
| 11. कुल समायोजित व्यय राशि | : — |
| 12. घटाया : अग्रिम राशि | : — |
| 13. वसूली/अतिरिक्त भुगतान राशि | : — |

उपरोक्तानुसार परीक्षा संचालन हेतु प्रदाय अग्रिम राशि रू० के
विरुद्ध कुल समायोजित व्यय राशि रू० मान्य कर
अतिरिक्त/अवशेष राशि रू० भुगतान/वसूली किया जाना है।

अवलोकनार्थ/आदेशार्थ सादर प्रस्तुत।

Sub. :- Scrutiny accounts of Centre No. (Main/Suply) Yr..... Exam. HS+HSS+D L Ed.

(मण्डल कार्यालय के उपयोग हेतु)

Note & Orders

(To be filled by the Centre Suptd.)

I – GENERAL INFORMATION

1. **Name of Examination** **Main/Supply Centre No.**
2. **No. of Candidates Registered at the Centre H.S. H.S.S. D.Led. Total**
3. **Name of Centre Superintendent (In Block Letter)**
4. **Full Address of Centre Suptd.**

Tah. Dist. Pin M. No.

- 5. Date of Examination which was conducted.**

[illegible]

Note :- Dated of Practical Examination should be shown separately.

Sing. Of Centre Superintendent with Seal

(To be filled by the Centre Suptd.)

II – DETILS OF ADVANCE RECEIVED

Date	Amt.	Cheque /DD / UTR / Ref ID No.	Name of Bank

III – SUMMARY OF EXPENDITURE

Heads	Paid Rs.	Unpaid Rs.	Total Rs.
A. Contingencies / Stationery			
B. Postage / Conveyance			
C. CS, ACS, CLK, PEON, INVEG, GUARD Rem.			
D. Practical Exam Rem.			
TOTAL EXPENDITURE AMT.			
UNPAID AMT.			
REMITTED AMT.			
GRAND TOTAL AMT.			

IV – DETILS OF REMITTANCE AMT.

1. Bank DD No. Dated Name of Bank For Rs.

OR

2. On line Method (RTGS / NEFT / NET BANKING / UPI / ATM Card Swiping) Dated

OR

UTR No. / Amt. Paid Ref ID /other Name of Bank For Rs.

3. Cash Deposit by Uco Bank, Pension Bada, Raipur Challan No. Dt. For Rs.

V – BANK DETAIL FOR REMITTING / RETURN AMT. PAYABLE

A/C HOLDER NAME: - SECRETARY. CHHATTISGARH BOARD OF SECONDARY EDUCATION, RAIPUR

A/C NO.	1)	18340100001250	2)	37138844377
BANK		UCO BANK		STATE BANK OF INDIA
BRANCH		PENSION BADA, RAIPUR		SHASHTRI BAZAR, RAIPUR
IFSC CODE		UCBA0001834		SBIN0009511

VI – DETAIL OF UNPAID AMOUNT

Name of Payee Unpaid Rs. A/c No.

Name of Bank Br. IFSC Code

Sing. Of Centre Superintendent with Seal

विशेष नोट :-

- अमुल्यांकित उत्तरपुस्तिका केन्द्र/थाने से निकटतम समन्वय केन्द्र तक जमा करने हेतु आवश्यकतानुसार किराये का वाहन प्रयुक्त करने के पूर्व जिला शिक्षा अधिकारी की अनुशंसा/अनुमति आदेश पत्र प्राप्त करना अनिवार्य है। अनुमति के अभाव में वाहन किराया देयक अमान्य किया जावेगा। देयक में वाहन का प्रकार, दूरी, दर, वाहन क्रमांक आदि का स्पष्ट उल्लेख होने के साथ जिला शिक्षा अधिकारी द्वारा सत्यापित किया जाना अनिवार्य रूप से अंकित करावे।
- वापस की गई शेष राशि जमा की पावती अनिवार्य रूप से एकाउंट लेजर क साथ संलग्न करें।
- अतिरिक्त व्यय राशि हेतु एकाउंट लेजर में प्राप्तकर्ता का नाम, अनपेड देयक एवं उसके खाते का विवरण अनिवार्य रूप से एकाउंट लेजर में संलग्न करें।

VII – DETAILS OF EXPENDITURE ON INVIGILATION REMUNERATION

S.N.	Date of Exam	Name of Exam	No. of Candidates	No. of Invigilators Engaged	Amount of Invigilation Charges		
					Paid Rs.	Unpaid Rs.	Total Rs.
GRAND TOTAL							

VIII – EXPENDITURE OF REMUNERATION (CS, ACS, CLK, Peon and Guard)

[illegible]

Sing. Of Centre Superintendent with Seal

IX – INVIGILATION CHART

[illegible]

C - Number of Candidates

I – Number of Invigilators

Sing. Of Centre Superintendent with Seal

X – STATEMENT SHOWING THE REMUNERATION CHARGES PAID TO THE PRACTICAL EXAMINERS ENGAGED IN PRACTICAL SUBJECT

SN	Date	Subject	No. of Candidates	Name of Examiners	Amt. Paid Rs.	Amt. Unpaid Rs.	Total Rs.
TOTAL							

- Note : -**
- 1) **Remuneration Paid to All Practical Subjects.**
 - 2) **Practical Remuneration Paid, Un-Paid Voucher/Bills must be enclosed with ledger.**
 - 3) **3% TWF must be deducted from Practical Examiners remunerations.**

Sing. Of Centre Superintendent with Seal

(To be filled by the Centre Suptd.)

XI – LIST OF VOUCHERS / BILLS (MUST BE ENCLOSED)

SN	EXPENDITURE HEADS	SUB HEADS OF EXPENDITURE		PAID AMT.	UNPAID AMT.	TOTAL AMT.	VOCHER / BILL NO.	
							FROM	TO
1	CONTIGENCY	A	STATIONERY					
		B	POSTAGE					
2	REMUNERATION	A	INVIGILATOR					
		B	CS & ACS					
		C	CLK & PEON					
		D	GUARD					
		E	CONVENYANCE					
		F	PRACTICAL EXAM					
3	OTHER							
4	TOTAL							
5	TOTAL EXP. AMT.							
6	RECIVED ADVANCE AMT.							
7	RETURN / REMITED AMT.							
8	ADDITIONAL EXP. AMT.							

Sing. Of Centre Superintendent with Seal

CENTRE AND ASST. CENTRE SUPDT. REM. BILL

(केन्द्राध्यक्ष एवं सहायक केन्द्राध्यक्ष का पारिश्रमिक देयक)

A. Name of Examination (HS/HSS/D Led) (Main/Sup) Year

B. Name of Centre Centre No No. of Cand.

Rate: - **Superintendent :**

Rs. 137/- Per Day of Examination if Candidates are up to 500 (+ 3 Extra Days)

Rs. 150/- Per Day of Examination if Candidates are more than 500 (+ 3 Extra Days)

Assistant Superintendent :

– Rs. 113/- Per Day of Examination

1 to 500 candidates

– One Asst. Supdt.

Above 500 candidates

– Two Asst. Supdt.

C. REM. BILL DETAILS

SN	WORK POST	TOTAL NO. OF EXAM DAYS	EXTRA DAYS	TOTAL DAYS	RATE	GROSS AMT	3% TWF DED.	NET PAY AMT.	UN PAID AMT.
1	CS								
2									
3	ACS		NIL						
4	ACS		NIL						
TOTAL									

D. OTHER DETIALS

SN	WORK POST	NAME	ADDRESS	MOB NO.	DUTY DAYS	PAID AMT.	UNPAID AMT.	SIG.
1	CS							
2								
3	ACS							
4	ACS							

EXAMINED AND FOUND CORRECT

Passed for payment Rs. (In owrds)

Dated :

Sing. Of Centre Superintendent with Seal

CLERK AND PEON REM. BILL

(लिपिक एवं भृत्य का पारिश्रमिक देयक)

A. Name of Examination (HS/HSS/D Led) (Main/Sup) Year

B. Name of Centre Centre No No of Candt.....

Rate : Clerk : Rs. 38/- Per Day of Examination (+ 3 Extra Days Only any 1 Clerk)

(A) 1 to 400 candidates – 1 Clerk (B) 401 to 800 candidates – 2 Clerk

(C) 801 to 1200 candidates – 3 Clerk (D) 1201 to 1600 candidates – 4 Clerk

Peon : Rs. 31/- Per Day of Examination (+ 3 Extra Days Only any 1 Peon)

(A) 1 to 500 candidates – 4 Peon (B) Above 500 candidates – 1 (Additional Peon should be engaged for each 150 Candidates)

C. REM. BILL DETAILS

SN	WORK POST	NO OF CLK & PEON	TOTAL NO. OF EXAM DAYS	EXTRA DAYS (ANY ONE)	TOTAL DAYS	RATE	GROSS AMT	NET PAY AMT.	UN PAID AMT.
1	CLERK								
2	PEON								
TOTAL									

D. OTHER DETIALS

SN	WORK POST	NAME	ADDRESS	MOB NO.	DUTY DAYS	PAID AMT.	UNPAID AMT.	SIG.

EXAMINED AND FOUND CORRECT

Passed for payment Rs. (In owrds)

Dated :

Sing. Of Centre Superintendent with Seal

POLICE GUARD & CONVEYANCE REM. BILL

(सुरक्षाकर्मी पारिश्रमिक एवं कन्वेन्स देयक)

A. Name of Examination (HS/HSS/D Led) (Main/Sup) Year**B. Name of Centre Centre No Total Exam Days**

Rate : **Police Guard - Rs. 31/- Per Day of Examination**
 Conveyance - Rs. 100/- Per Day of Examination

C. REM. BILL DETAILS

SN	WORK POST	TOTAL NO. OF EXAM DAYS	RATE	GROSS AMT	PAID AMT.	UNPAID AMT.
1	GUARD					
2	CONV.					
3	OTHER					
	TOTAL					

D. OTHER DETIALS

SN	NAME OF POLICE GOURD	PAID AMT.	UNPAID AMT.	SIG.

SN	NAME OF CONVENYANCE RECIVER	PAID AMT.	UNPAID AMT.	SIG.

EXAMINED AND FOUND CORRECT**Passed for payment Rs. (In owrds)****Dated :****Sing. Of Centre Superintendent with Seal**

PRACTICAL EXAM REM. BILL

(प्रायोगिक परीक्षा देयक)

- A. परीक्षा का नाम संस्था का नाम (जहां प्रायोगिक परीक्षा संपन्न हुई)
 केन्द्र क्रमांक प्रायोगिक परीक्षा का विषय प्रायोगिक परीक्षा संपन्न होने
 की तिथि कुल प्रायोगिक परीक्षा दिवस

Rate : Practical Examiners :

- High School** - **Rs. 3/- Per Candidates (Minimum remuneration of Rs. 100/-)**
Higher Secondary / D. Led. - **Rs. 4/- Per Candidates (Minimum remuneration of Rs. 100/-)**
 (बाह्य एवं स्थानीय/आंतरिक परीक्षक को देय)
D.A. - **Rs. 40/-** (स्थानीय/आंतरिक परीक्षक को छोड़कर)
T.A. - **Rs. 80/-** (स्थानीय/आंतरिक परीक्षक को छोड़कर)

(सामान्यतः बाह्य परीक्षक संबंधित जिले से ही नियुक्त किये जाते हैं। अतः बाह्य परीक्षक को यदि वह संबंधित जिले से नियुक्त है, यात्रा पर होने वाले कुल व्यय हेतु "आने-जाने को मिलाकर" वास्तविक द्वितीय श्रेणी रेल किराया अथवा बस किराया भुगतान किया जावे। इस हेतु बस/रेल टिकट तथा अन्य कोई रसीद शिक्षक द्वारा देने की आवश्यकता नहीं है। यदि आपकी संस्था पर कोई बाह्य परीक्षक जिले के बाहर से नियुक्त किया गया है, तो उसके यात्रा संबंधी देयक नियमानुसार यात्रा देयक में तैयार कराकर आपके प्रमाणीकरण के उपरांत ही पृथक से मण्डल कार्यालय को भिजवाना सुनिश्चित करें।)

- B. बाह्य परीक्षक का नाम -
 पूर्ण पता पिन कोड एवं
 मो0 नंबर सहित
 आंतरिक परीक्षक का नाम -
 पूर्ण पता

C. REM. BILL DETAILS

क्र	परीक्षक	कक्षा	परीक्षा तिथि	छात्र संख्या	दर	पारिश्रमिक राशि	डीए राशि	टीए राशि	भुगतान की गई राशि	अप्राप्त राशि	हस्ता.
1	बाह्य										
2											
3											
4											
5	आंतरिक										
6											

EXAMINED AND FOUND CORRECT

Passed for payment Rs. (In words)

Dated :

Sing. Of Centre Superintendent with Seal