



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

L.No 1075 /CHSE. Dt. 25.02.2020

From

The Controller of Examinations,
CHSE, Odisha, Bhubaneswar.

To

All Examination Management Hub Supervisors/Deputy Supervisors of Annual H.S. Examination, 2020.

Sub : Instructions & Guidelines for smooth conduct of Annual H.S. Examination, 2020 and proper functioning of EMHs.

Sir/Madam,

I am directed to inform you that the following instructions and guidelines are to be followed strictly for smooth conduct of Annual H.S. Examination, 2020 and proper functioning of the EMHs.

- 01. The dispatch of first phase of questions have already started w.e.f. 24.02.2020 and is expected to be completed by 01.03.2020. The dispatch of second phase of questions will be started w.e.f.11.03.2020 and is expected to be completed by 17.03.2020. For the purpose, you are requested to remain alert to receive the materials even on Sundays & Holidays and beyond office hours.**
- 02. Only the EMH Supervisors/Deputy Supervisors are authorized to receive the Question Paper packets from the CHSE Personnel deputed for the purpose. The handing over, verification and receipt of questions are to be made in front of CC TV Camera in the EMH.**
- 03. Each Hub-wise packet is to be opened and the Centre-wise packets are to be compared with the question paper statement given on the top of the box. Any discrepancy is to be reported to the Controller of Examinations (Mob-9437144124) then and there over telephone followed by one instant e-mail to the Controller (coechseodisha@gmail.com). No complaint will be entertained after receipt and the entire responsibility will be fixed on the erring officials. Centre packets are not to be opened at the time of verification.**

- 04.** The Hub-Supervisor must collect the Question Paper Requirements from all the Centres under its control. The requirement of the questions paper-wise and centre-wise must be compared with the actual receipt of questions. **In case of any discrepancy, the same must be brought to the notice of the Controller of Examinations over telephone followed by SMS and e-mail within twenty-four hours of receipt of the questions in order to avoid any dislocation.**

If any centre is not furnishing the question paper requirement, the same must be brought to the notice of the Controller of Examinations after necessary follow-up action.

- 05.** The Hub-Supervisor must ensure 24 x 07 hours functioning of the CC TV in the EMH, locking and sealing of the EMH in non-business hours, 24 x 07 hours guarding of the EMH by police personnel and prevent unauthorized entry of any person into the EMH.

This is to be treated as **MOST URGENT.**

Yours faithfully,


Controller of Examinations
21-2-2020