Madhya Pradesh State Open School, Bhopal



ACCOUNT LEDGER

FOR THE EXAMINATION IN 20:
HIGHER SECONDARY, HIGH SCHOOL
MONTH:200:
Centre No.:
Name of Centre Supdt.:
Name of Centre:

Instructions to the Centre Superintendent

- 1. Complete account in respect of Examinations are to be submitted in the ledger. No loose papers should be used as far as possible.
- 2. First Four pages (i to iv) are ment for use in the Open School's Office, The Centre Superintendents are requested not to write anything on these pages. Centre Superintedents are required to fill up pages 1 to 18 and submit all detail informations 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 the word (NIL) should be written in such column. In no case columns or pages of this ledger should be left blank.
- 4. The Expenditure at the Centre has broadly been classified under the following main Heads of Expendituer—

A—Contingencies

D-(i) Remuneration.

B-Stationery

(ii) Renumeration to Practical Examiners

C-Postage and Railway E-Furnituer if any,

- 5. Date of expenditure should be recorded in this ledger. The expenditure under A Contingencies should then be classified under 3 Minor Heads shown. The Total of the Minor Heads should tally with the grand total of Expenditure under A contingencies Expenditures on Postage & Railway frights and remuneration should be recorded on the respective pages. Separate cash memos for stationery & other articles may be obtained from the market and accounted in the repective heads.
- 6. Payment under remuneration to Invigilators should be shown date wise on prescribed pages of this ledger. The total payment made to Invigilators should be carried forward to column 1 on the next page.
- 7. The payment made to the Assistant Superintendents, Clerks and Peons should be recorded in columns. If any centre where more than one Assit. Superintendent worked, all details as desired should be written in ink in the space left blank. Payments made to each Assistant Superintendent should be shown separately.
- 8. Other necessary particulars in regard to the expenditure on renumeration should be filled up in the statements.
- 9. Payment made to the Practical Examiners for Private Candidates should be shown on Perscribed Page.
- 10. In stores Accounts consumable articles means those articles which are wholly Utilised in the Eerminationwork and can be used again, such as stationery articles Cloth Gunny Bags 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 Superintendent should not purchase boxes and articles of furnitures without special sanction from the Director of M.P. State Open School.
- 12. Regarding answer books two types of answer books have been Supplied Main containing 12 Pages and supplementary containing 4 pages. Previous balance pertianing to different Faculty or examination should according by accorded for under these catergories and need not be shown faculty wise or examination wise.
- 13. All vouchers should be numbered with reference to the serial number shown in part IV of this ledger and should be parted on the flaps provided at the end of the ledger serially headwise.
- 14. Unspent balance amount should be refunded through crossed Bank Draft on any nationalised bank payable to the Director M.P. State Open School Bhopal along with this A/c ledger.
- 15. This Ledger duly completed in all respects should be sent along with the remuneration bill of the Centre Superintendent and additional Superintedent to the Finance Officer within ten days after the Examination is over otherwise Rs. 2.00 per day will be deducted from the remuneration bill of Centre Superintedent for the days of delay.
- 16. Necessary Insturctions for Expenditure have been given in "Instruction Book for Centre Supdt.". Minimum possible expenditure should be incurred and every step should be taken to minimise the expendutre.
- 17. Self addressed envelped must be enclosed with Centre Superintendent's Remuneration bill and other upaid bills if any.

Rates of Remuneration

- 1 Superintendent:
 - (i) Rs. 100/- per day, if candidates are up to 500.
 - (ii) Rs. 110/- per day, if candidates are up to 501.
- 2 Asstt. Supdt. Rs. 70/-per day.
- 3 Additional Centre Supdt. Rs. 1/- less than rate of remuneration prescribed for Centre Supdt. An Additional Superintended is allowed only when the strength is more than 500 candidates.
- 4 Clerk Rs. 30/- per day. (3 Extra days)
- 5 Peon Rs. 20/- per day. (3 Extra days)
- 6 Invigilators Rs. 30/- per meeting.
- 7 TABLE player Rs. 40/- per day.
- 8 Science Asstt. Teacher (A) For high school examination 0.30 paise per candidate with minimum remuneration of Rs. 20/-
 - (B) For higher secondary examination 50 paise per candidate with a minimum remuneration of Rs. 25/-
- 9 Practical Examiners -
- (A) Rs. 3.00 per candidate with a minimum remuneration of Rs. 60/- higher secondary school certificate. eaxm. RS. 02/- per candidate with minimum Rs. 50/- for high school exam.
- (i) The clerks should be engaged as follows --Number of candidates each exam. Number of clerks

A — 1 to 400 One
B — 401 to 800 Two
C — 801 to 1200 Three
D — 1200 to 1600 Four

(ii) Peon should be engaged as follows -

Number of candidates each exam. Number of Peon

A — up to 500

B — In additional to above one additional peon should be engaged for each 150 candidates.

Account Officer
M. P. State Open School
Bhopal

Note: Centre Superintendent should not write anything on these pages. These are meant for use in State Open School's office only.

(FOR STATE OPEN SCHOOL'S USE ONLY)

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6.	HEAD	Advance Rs.	Expen- diture Rs.	Excess Exp. Rs.	Less Exp. Rs.	unpaid Exp. Rs.	Remarks
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(To be filled by the Centre Supdt.) 1-General Information

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	Number of Candidates	appeared in Examination	GRAND
Date	From 2.00 P.	M. to 5.00 P.M.	TOTAL
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Date	Name of Subject	No. of Candidates	Total
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II-Detail of Advance Received

Receipt	A Contingen- cles B Statolnery	C Postage & Rly. Freight	D (I) Rem- uneration	D (I) Rem- uneration Practical Examiner	E. Furniture Additional If any	Total
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IV-Details of Expenditure

			-CONTINGENT	XPENDITUE	E			
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No.	MARA	No.				Paid	Total	emar
No.		No.	Payment	Payor		mount Paid s. Pa.	Progressive Total Rs. Ps.	Remark

vote: 1. Vouchers Should be arranged serialy.

2. Vouchers no. should be given ink red in on each voucher enclosed.

B-ACCOUNT OF THE STATIONERY PURCHASED IN CONNECTION WITH EXAMINATION

Date	Voucher	Particulars of	Name of	Amount Paid	Progressive Total Rs. _I Ps.
	No.	Payment ·	Payee	Rs. Ps.	Rs. Ps.
			4		
•					

CLASSIFIED ABSTRACT OF EXPENDITURE UNDER CONTINGENCIES

Details of Expenditure:		
Head A :- Contingency		
(I) Cost of cotton cloth and gunny cloth	Rs.	Ps.
(ii) Payment to servant employed for the	duration of	
Examination for mental works.		
(III) Cartage Auto tanga Charges & other	miscelleneous	
Expanditure Head B : Cost of stationery articles. Total		

Sig. of Centre Suprintendent with Seal

CONNECTION WITH THE EXAMINATION

Date	Particulars e.g.letters telegram,registered letter / Packet,Railway Fregh etc.	Addressed to	Amount Paid or Stamp used Rs. Ps.	Total Rs. Ps.
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Grand Total			Grand T	ntal				

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DETAILLS OF EXPENDITURE ON INVIGILATION D-(I) REMUNERATION

Date of	Hours of Examination	Numbers of	Amount o	n charges	Voucher No.	
Examination	Examination	Numbers of Invigilators engaged	Rs.	Rs.	Rs.	
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Date			
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D-EXPENDITURE ON REMUNERATION

		Voucher No.	Paid Rs.	Unpaid Rs.	TOTAL
	Total Number of Invigilator Total Amount Pald to Invigilator				
uno	Pald to Asstt. Centre Superintendent (i) Name of Asstt. Superintendent Shri (ii) Number of theory examination day (iii) Rate of remaneration Rs.				
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VI	Paid to clerks and servants 1. (i) Number of theory exam. meeting (ii) Name of Clerks			A STATE OF THE PROPERTY OF THE	
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	(ii) Number of theory exam, day (iii) Name of class IV servants				
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Signature of Centre Supdt, with Seal

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Date		

Grand Total Carried
Signature of Crntre Supdt. with Seal
Signature of Crntr
8
Number of Candidates

STATEMENT SHOWING THE REMUNERATION CHARGES PAID TO THE PRACTICAL EXMINERS AND SCIENCE ASSTT. TEACHERS ENGAGED IN PHYSICS, CHEMISTRY AND BIOLOGY FOR PRIVATE CANDIDATES AT THE CENTRE DII REMUNERATION

Serial No	Date	Subject	Numbers of Candi- dates	Name and Address of Examination .	Amount Claimed Rs.	Net Payable Rs.	V. No. Paid or Unpaid
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Note: - 1. T.W.F. not be deducted from lab attaindent remunmeration.

Remuneration only to be paid to science assit. leachers for physics, chemistry & biology.

3. Practical	remuneration	paid or un-paid voucher must be enclosed with
ledger.		Sig. of Seal of Centre Suprintendent
		Centre No

Madhya Pradesh State Open School, Bhopal

REMUNERATION BILL

For Higher Secondary High School Examination 200

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Shri/Smt./Ku.:	Designation:
Address:	
worked as Superintendent / Additional / Assistant	Superintendent on Centre No
Name of Centre	
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High school exam. (Dates)	days
Higher secondary & other exam. (dates)	days
Practical Exam. (Dates) only for Centre Supdt	days
For High School Exam. Candidates	@ Rs per day Rs
Practical (For Centre Supdt.)@ Rs.	per day Re TOTAL
	Signature
	Name
	Designation
Signature & Seal of Centre Supdt.	Address
Date	
Received from the Director, M.P. Open School, Bho	opal a sum of Rs
Rupees	
being the amount of remuneration of the mention	ned work.
	Sign. on
	Revenue Stamp of
	Rs. 1/-
	,
EXAMINATION AND F	OUND CORRECT
Passed for Payment	(In words) Rs
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Initial of Dealing Asstt.	Director M. P. State Open School Bhopal
Initial of S. D	IVI. F. State open concer shope.

	Contro From
Superintendent / Assistant Superintendent at	Centre, From Centre from
at	Accountant's Officer M. P. State Open School Bhopal
Payment drawn vide Voucher No. United Commercial Bank Clossed Cheque No. dated 200 Cashier BHOPAL Date	Cheque issued vide No. Dated
RATE OF REI	VIUNERATION
Superintendent:- Rs. 60/- per	day, if candidates are up to 500.
Rs. 70/- per	day. if candidates are more than 501
Addt. Supdt.:- Rs. 1/- less t	han rate of remuneration prescribed for Centre
Ass ⁺⁺ Supdt.:- Rs. 40/- per	day.
	PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O.

STATEMENT SHOWING STORE ACCOUNT OF CONSUMABLE ARTICLES

(Including Stationery Articles)

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Serial No.	Name of the Articles	Previous Year's Balance	Quantity Purchases during the year	Total	Quantity Consumed during the year	Evaluate at the Chape of the exam.
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STATEMENT SHOWING ARTICLES AT THE CENTRE AT THE CLOSE OF

Serial	Name of the Articles	Balance of the Previous Year	Purchases the during the year	Total	No. of articles written off for wear and tEar	Remark
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Madhya Pradesh State Open School, Bhopal

REMUNERATION BILL

For Higher Secondary High School Examination 200

	Designation:
Shri/Smt./Ku.:	Designation:
Address:	stant Superintendent on Centre No.
worked as Superintendent / Additional / Assis	stant Superintendent on Centre No
Name of Centre	
	EXAMINATION
High school exam. (Dates)	days
Higher secondary & other exam. (dates)	days
Practical Evam (Dates) only for Centre Supo	Itdays
For High School Exam, Candidates	@ Rs per day Rs
Practical (For Centre Sundt.)	@ Rs per day Re TOTAL
Fraction (1 of control of party)	Signature
	Name
	Designation
a Carlos Contro Sundt	Address
Signature & Seal of Centre Supdt.	
Date Na Director M.P. Orien Scho	ol, Bhopal a sum of Rs
Received from the Director, W.F. Open Scho	01, Briopera 11.
being the amount of remuneration of the m	nentioned work.
being the amount of remanoration of an	
	Sign. on Revenue
	Stamp of
	Rs. 1/-
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	(In words) Rs
1 8 44	Director
Initial of Dealing Asstt.	M. P. State Open School Bhopal
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Verified that Shri	
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at	Accountant's Officer
Date 200	M. P. State Open School Bhopal
Payment drawn vide	Cheque issued vide No.
	Dated 200
Voucher No.	Despatched
United Commercial Bank	1
Clossed Cheque No.	Payment received wide cheque
dated	Datedfor Rs.
Cashier	(in words)
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BHOPAL	Signature
Date	
RATE OF REM	IUNERATION
Superintendent:— Rs. 60/- per c	day, if candidates are up to 500.
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	an rate of remuneration prescribed for Centre
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Supdt.	Jour .
Asstt. Supdt.:— Rs. 40/- per d	lay.

PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O.

Madhya Pradesh State Open School, Bhopal

REMUNERATION BILL

For Higher Secondary High School Examination 200

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Shri/Smt./Ku.:	Designation :	
Shri / Smt. / Ku.:		
Address:	unarintendent on Centre No	
Address:worked as Superintendent / Additional / Assistant S	uperintendent on Control	
Name of Centre		
DURATION OF EXAMINATION		
High school exam. (Dates)	days	
Higher secondary & other exam. (dates)	days	
Practical Exam. (Dates) only for Centre Supdt	days	
Practical Exam. (Dates) only for Centre Suput	@ Rs per day Rs	
For High School Exam. Candidates	nerday Re TOTAL	
Practical (For Centre Supdt.)@ Rs.	O'	
•	Signature	
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Date		
Received from the Director, M.P. Open School, Bho	ppal a sum of Rs	
D		
being the amount of remuneration of the mentioned work.		
	Sign. on	
	Revenue	
	Stamp of Rs. 1/-	
EXAMINATION AND FOUND CORRECT		
Passed for Payment(In words) Rs		
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Initial of Dealing Asstt. Initial of S. O.

Verified that Shri worked as	
Superintendent / Assistant Superin	tendent at Centre, From
at	
at	Accountant's Officer
Date 200	M. P. State Open School Bhopal
Payment drawn vid	Cheque issued vide No.
	Dated200
Voucher No	Despatched
United Commercial Bank	
Clossed Cheque No.	Payment received wide cheque
dated	Dated for Rs.
Cashier	(in words)
	in payment of this bill
BHOPAL	Signature
Date	
Hardy Will within them. Note that a total from 100 to 100	
KAIL	OF REMUNERATION
Superintendent:- Rs	. 60/- per day, if candidates are up to 500.
Rs. 70/- per day. if candidates are more than 501	
Addt. Supdt.:- Rs.	. 1/- less than rate of remuneration prescribed for Centre
	pdt.

Rs. 40/- per day.

PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O.

Asstt. Supdt.:-