

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 Superintendents 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 Expenditure—

A—Contingencies	D—(i) Remuneration.
B—Stationery	(ii) Renumeration to Practical Examiners
C—Postage and Railway	E—Furniture 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 freights 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 Asstt. 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 remuneration 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 Examinationwork 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.

(II)

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 pertaining to different Faculty or examination should according-by accounted for under these categories 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 Superintendent 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 Superintendent for the days of delay.

16. Necessary Instructions 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 expenditure.

17. Self addressed enveloped must be enclosed with Centre Superintendent's Remuneration bill and other unpaid 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.
 exam. 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 | 4 |
| B — In addition to above one additional peon should be engaged for each 150 candidates. | |

Account Officer
 M. P. State Open School
 Bhopal

(i)

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)

NOTES & ORDERS

Subject :- Account for Main / Suppl. Higher Secondary / High School/ Diploma in Education Exam. held in 200,...

Centre No.

1. Name of Centre.....
2. Name of the Centre Supdt. Designation.....
3. Address.....
4. Number of candidates at the centre.....
5. Date on which accounts are received from the centre.....
No. of days (Delay).....

6.	HEAD	Advance Rs.	Expenditure Rs.	Excess Exp. Rs.	Less Exp. Rs.	unpaid Exp. Rs.	Remarks
	A—Contingencies						
	B—Stationery						
	C—Postage & Rly Freight						
	C—(i) Remuneration						
	(iii) Remuneration to the Practical Examination						
	F—Furniture - if any						
	Additional Advance if any Cheque No.....						
	Date.....						
	Total Advance Rs.						

Total Advance Rs.
Total Paid / Unpaid Exp. Rs.
Balance Rs.
Remitted Rs.

Subject :- Scruting Account of Center No.....(Main / Suppl.) 200.....Exam.....

Notes & Order

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(To be filled by the Centre Supdt.)
I-General Information

- i Name of Examination.....Main/Suppl
- ii Centre No.
- iii Number of Candidates registration at the Centre.....
- iv Name of the Centre.....
- v Name of Centre Superintendent (In Block Letter).....
- vi Address of Centre Supdt.
- vii Number and days examination which was conducted at the centre and number of candidates appeared eah day.

Date	Number of Candidates appeared in Examination		GRAND TOTAL
	From 2.00 P.M. to 5.00 P.M.		
	Name of Subject	No. of Candidate	

Note :- Dates of Practical Examination should be shown separately

Sig. of Centre Superintendent with Seal

II-Details of Advance Received

Date of Receipt	A Contingencies B Stationery	C Postage & Rly. Freight	D (i) Remuneration	D (i) Remuneration Practical Examiner	E. Furniture Additional if any	Total
Grand Total						

(For Open School's use only)

Received Balance through B.D. No.....
 Dated.....for Rs.vide office
 Receipt Register S. No.Date.....

Signature of Centre
 Supdt. with Seal
 Centre No.

Sign. of D.A.

Sign. of S.O.

III-Summary of Expenditure

(A) Expenditure	A—Contingencies.	Rs.
	B—Stationery	
	C—Postage and Rly. Freight	Rs.
	D—(i) Remuneration	Rs.
	(ii) Remuneration Pract.	Rs.
	E—Furniture if any	Rs.

Total Expenditure Rs.

(B)—Balance of advance remitted to the Board. Remitted Rs.

(C)—Details of remittance—Bank Draft No.....dated.....
 Name of Bank.....for Rs.

Sig. of Centre Superintendent with Seal

IV-Details of Expenditure

A-CONTINGENT EXPENDITURE

Serial No.	Date	Voucher No.	Particulars of Payment	Name of Payee	Amount Paid		Progressive Total		Remarks
					Rs.	Ps.	Rs.	Ps.	

Note: 1. Vouchers Should be arranged serially.
2. Vouchers no. should be given ink red in on each voucher enclosed.

Sig. of
Centre Superintendent with Seal

B-ACCOUNT OF THE STATIONERY PURCHASED IN CONNECTION WITH EXAMINATION

Date	Voucher No.	Particulars of Payment	Name of Payee	Amount Paid		Progressive Total	
				Rs.	Ps.	Rs.	Ps.

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 miscellaneous
 Expenditure

Head B :- Cost of stationery articles.

Total _____

Sig. of
Centre Superintendent with Seal

CONNECTION WITH THE EXAMINATION

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

Sig. or Seal Centre Superintendent

DETAILS OF EXPENDITURE ON INVIGILATION
D-(I) REMUNERATION

Date of Examination	Hours of Examination	Numbers of Invigilators engaged	Amount of Invigilation charges			Voucher No.
			Rs.	Rs.	Rs.	
						Carried Over

Date.....

Sig. or Seal Centre Suprintendent

D—EXPENDITURE ON REMUNERATION

	Voucher No.	Paid Rs.	Unpaid Rs.	TOTAL
I	Total Number of Invigilator..... Total Amount Paid to Invigilator.....			
II	Paid to Asstt. Centre Superintendent (I) Name of Asstt. Superintendent Shri (ii) Number of theory examination day (iii) Rate of remuneration Rs.			
III	Paid to the Addl./Asstt. Centre Supdt. (i) Name..... (ii) No. of Theory Exam. day (iii) Rate of Re. Rs.			
VI	Paid to clerks and servants 1. (i) Number of theory exam. meeting (ii) Name of Clerks 1. 2. 3. 4. 2. (i) Number of theory exam. day..... (ii) Name of class IV servants..... 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.			
	Grand Total			

Signature of
Centre Supdt. with Seal

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 Candidates	Name and Address of Examination.	Amount Claimed Rs.	Net Payable Rs.	V. No. Paid or Unpaid

- Note :-**
1. T.W.F. not be deducted from lab attendent remuneration.
 2. Remuneration only to be paid to science asstt. teachers 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

Shri / Smt. / Ku. : Designation :

Address :

worked as Superintendent / Additional / Assistant Superintendent on Centre No.

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

For High School Exam. Candidates @ Rs. per day Rs.

Practical (For Centre Supdt.) @ Rs. per day Re. TOTAL

Signature

Name

Designation

Address

Signature & Seal of Centre Supdt.

Date

Received from the Director, M.P. Open School, Bhopal a sum of Rs.

Rupees

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.

Initial of Dealing Asstt.

Initial of S. D.

Director

M. P. State Open School Bhopal

Verified that Shri worked as
Superintendent / Assistant Superintendent at Centre, From
at Centre from
at
Date 200
Accountant's Officer
M. P. State Open School Bhopal

Payment drawn vide
Voucher No.
United Commercial Bank
Closed Cheque No.
dated 200
Cashier

Cheque issued vide No.
Dated 200
Despatched
.....
Payment received wide cheque
Dated for Rs.
(in words)
in payment of this bill

BHOPAL
Date

Signature

RATE 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 Supdt.
Ass't Supdt. :—	Rs. 40/- per day.

PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O.

Director
M. P. State Open School Bhopal

STATEMENT SHOWING STORE ACCOUNT OF CONSUMABLE ARTICLES

(Including Stationery Articles)

Serial No.	Name of the Articles	Previous Year's Balance	Quantity Purchases during the year	Total	Quantity Consumed during the year	Balance at the Close of the year

Sig. & Seal Centre Suprintendent
Centre No.

STATEMENT SHOWING ARTICLES AT THE CENTRE AT THE CLOSE OF
EXAM. NON-CONSUMABLE

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	Remarks

Sig. & Seal Centre Superintendent
Centre No.

Madhya Pradesh State Open School, Bhopal

REMUNERATION BILL

For Higher Secondary High School Examination 200

Shri / Smt. / Ku. : Designation :

Address :

worked as Superintendent / Additional / Assistant Superintendent on Centre No.

Name of Centre

DURATION OF EXAMINATION

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Higher secondary & other exam. (dates) days

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For High School Exam. Candidates @ Rs. per day Rs.

Practical (For Centre Supdt.) @ Rs. per day Re. TOTAL

Signature

Name

Designation

Address

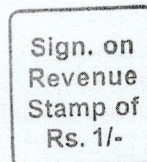
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Madhya Pradesh State Open School, Bhopal

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worked as Superintendent / Additional / Assistant Superintendent on Centre No.

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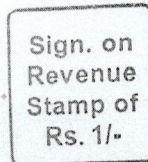
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