



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office : Bikash Bhavan (2nd Floor, East Block)

Bidhannagar, Kolkata – 700 091

Branch Office : Ramendra Sundar, Tantuja Bhavan, DD-18/4,

6th Floor, Bidhannagar, Kolkata – 700 064

Phone : (033) 2321 3261 / (033) 2359 7711

Memo No. 391/WBCROS/2021

Date- 28.09.2021

Financial Support & Assistance For Conducting of Uchcha Madhyamik Pariksha (Higher Secondary Examination) – 2021.

The following Financial support & assistance for pre & post examination related expenses for conducting Uchcha Madhyamik Pariksha (Higher Secondary Examination), 2021 will be given by the Council.

1. Rs. 3,000/- (Rupees Three thousand only) [**Fixed**] will be given as Remuneration for conducting Higher Secondary Examination, 2021 to the Co-ordinator, Officer-in-charge & team for 6 days.
2. Printing Charge for the first copy of *Question Paper* from email or website of Rs. 5/- (Rupees Five only) per subject per page.
3. Photocopy (Xerox) charge for *Question Paper* of Rs. 2/- (Rupees Two only) per candidate per page.
4. Photocopy (Xerox) charge for one set of *Blank Answer Script (Front Page as per format + 5 blank pages as per format = 6 pages)* of Rs. 6/- (Rupees Six only) for per candidate per paper for Old Syllabus Candidates and one set of *Blank Answer Script (Front Page as per format + 9 blank pages as per format = 10 pages)* of Rs. 10/- (Rupees Ten only) for per candidate per subject.
5. Photocopy (Xerox) charge for *Top Sheet* of Rs.250/- (Rupees Two hundred fifty only) [**Fixed**] for 6 days.
6. Photocopy (Xerox) charge for *Absentee's Form* of Rs.100/- (Rupees One hundred only) [**Fixed**] for 6 days.
7. Electric charge, Water, Tiffin & other Misc. expenses of Rs. 300/- (Rupees Three hundred only) per day per half for maximum 6 days.
8. Hand Sanitizer charge of Rs. 1000/- (Rupees One thousand only) [**Fixed**] for 6 days.
9. Written Answer Script packing materials (Gala, Sutli, Wax etc.) charge of Rs. 200/- (Rupees Two hundred only) [**Fixed**] for 6 days.
10. Approx 50% of total expenses will be disbursed as an advance before examination subject to adjustment during the payment of Final Bill.
11. Final Bill in prescribed format has to be submitted after 15 days from the last day of examination.
12. Day wise Attendance Sheet of the Co-ordinator & his/her team must be attached with the Final Bill.
13. Original Copy of Final Bill in prescribed format along with all original supporting bills & vouchers (Received-in-full & Paid- in-full under seal & signature) have to be submitted duly signed by the recipient and the Co-ordinator under seal & signature in every bill & voucher.
14. Utilizations Certificate has to be submitted within 15 days after receiving of the Final Bill.
15. Study Centre who is yet to submit Bank Details of the Study Centre has to submit a Photocopy of Pass Book or Cheque leaf through Council's official email (wbcros2006@gmail.com) positively for disbursement of Advance Amount & Final Billing Amount.
16. Any other Expenses/Claim other than the above mentioned expenses for conducting of H.S Examination- 2021 will not be allowed by the Council.

Yours faithfully,

A. Banerjee 28/09/2021

Secretary

The West Bengal Council of Rabindra Open Schooling

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FINAL BILL FORMAT

for Conducting of Uchcha Madhyamik Pariksha (Higher Secondary Examination) -2021

Name of the Study Centre.....

Study Centre Code.....

| SI No. | Nature of Payment | Amount (Rs.) |
|--------|--|--------------|
| 1. | <i>Advance Received</i> | |
| 2. | Remuneration of Co-ordinator & his/her Team | |
| 3. | Printing Charge for first Copy of Question Paper from email or website No. of Total pages for all subject..... X Rs. 5/- | |
| 4. | Photocopy (Xerox) Charges for Question Paper No. of Total pages for all enrolled candidates (Old +New)..... X Rs. 2/- | |
| 5. | Photocopy (Xerox) Charges for Blank Answer Script <i>TOTAL No. of Examinees of all Subjects Old Syllabus _____ X Rs. 12/-</i> <i>New Syllabus _____ X Rs. 10/-</i> Day-1 (Date-08/11/201)- Old Syllabus _____ & New Syllabus _____ Day-2 (Date-11/11/2021)- Old Syllabus _____ & New Syllabus _____ Day-3 (Date- 12/11/2021)- Old Syllabus _____ & New Syllabus _____ Day-4 (Date-13/11/2021)- Old Syllabus _____ & New Syllabus _____ Day-5 (Date- 14/11/2021)- Old Syllabus _____ & New Syllabus _____ Day-6 (Date-15/11/2021)- Old Syllabus _____ & New Syllabus _____ | |
| 6. | Electric charge, Water, Tiffin & Other Misc. Expenses No. of Half..... X Rs. 300/- per half per day | |
| 7. | Fixed Charges for Top Sheet Rs.....+ Absentee's Form Rs.....+ Hand Sanitizer of Rs.....+ Packing materials Rs..... | |
| 8. | TOTAL (2+3+4+5+6+7) | |
| | Net Payment (8-1) | |

Total Rupees (in words).....

Signature & Seal of Co-ordinator/ Officer-in-charge

*Original Bills & Vouchers and other necessary documents of expenses will be submitted along with this prescribed format of Final Bill duly signed by the recipient and the Co-ordinator under seal & signature.

Examination Section
WBCROS

Accounts Section
WBCROS

Secretary
WBCROS