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 meant 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
   B—Stationery
   C—Postage and Railway
   D—(i) Remuneration
   (ii) Remuneration to Practical Examiners
   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 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 respective 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 Asst. 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 prescribed page.

10. In stores Accounts consumable articles means those articles which are wholly Utilised in the termination work and can be used again, such as stationery articles Cloth carry 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 furniture 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 accordingly be 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 pasted 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 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 Superintendent 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
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)

<table>
<thead>
<tr>
<th>NOTES &amp; ORDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: Account for Main / Suppl. Higher Secondary / High School/ Diploma in Education Exam. held in 200,...</td>
</tr>
<tr>
<td>Centre No.</td>
</tr>
</tbody>
</table>

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)

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<tbody>
<tr>
<td>A</td>
<td>Contingencies</td>
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<td>B</td>
<td>Stationery</td>
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<td>C</td>
<td>Postage &amp; Rly Freight</td>
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<td>C(i)</td>
<td>Remuneration</td>
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<td>III</td>
<td>Remuneration to the Practical Examination</td>
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<tr>
<td>F</td>
<td>Furniture - if any</td>
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<td>Additional Advance if any</td>
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<td>Total Advance Rs.</td>
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</table>

Total Advance Rs. 
Total Paid / Unpaid Exp. Rs. 
Balance Rs. 
Remitted Rs.
(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 each day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Number of Candidates appeared in Examination From 2.00 P.M. to 5.00 P.M.</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of Subject</td>
<td>No. of Candidate</td>
</tr>
</tbody>
</table>

Note: - Dates of Practical Examination should be shown separately

Sig. of Centre Superintendent with Seal
### II-Detail of Advance Received

<table>
<thead>
<tr>
<th>Date of Receipt</th>
<th>A Contingencies</th>
<th>C Postage &amp; Rly. Freight</th>
<th>D (i) Remuneration</th>
<th>D (ii) Remuneration Practical Examiner</th>
<th>E. Furniture Additional if any</th>
<th>Total</th>
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</table>

**Grand Total**

(For Open School's use only)

- Received Balance if rough B.D. No. ........................................ Signatures of Centre
- Dated .................. for Rs. ...................................... vide office
- Receipt Register S. No. .......... Date .................. Supdt. with Seal
- Centre No. ..................

- Sign. of D.A. ..................
- Sign. of S.O. ..................

### III-Summary of Expenditure

- (A) — Expenditure
  - A — Contingencies ........................................ Rs. ..............
  - B — Stationery ........................................ Rs. ..............
  - C — Postage and Rly. Freight ........................................ Rs. ..............
  - D (i) Remuneration ........................................ Rs. ..............
  - D (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 ........................................ Rs. ..............
  - Name of Bank ........................................ for Rs. ..............

Sig. of Centre Superintendent with Seal
### IV. Details of Expenditure

#### A. Contingent Expenditure

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Date</th>
<th>Voucher No.</th>
<th>Particulars of Payment</th>
<th>Name of Payee</th>
<th>Amount Paid (Rs.)</th>
<th>Progressive Total (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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

Sig. of Centre Superintendent with Sr. D.
### B_ACCOUNT OF THE STATIONERY PURCHASED IN CONNECTION WITH EXAMINATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Voucher No.</th>
<th>Particulars of Payment</th>
<th>Name of Payee</th>
<th>Amount Paid Rs.</th>
<th>Rs. Ps.</th>
<th>Progressive Total Rs. Ps.</th>
</tr>
</thead>
</table>

### 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

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Sig. of Centre Superintendent with Seal
## CONNECTION WITH THE EXAMINATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Particulars e.g. letters, telegram, registered letter / Packet, Railway Freigh etc.</th>
<th>Addressed to</th>
<th>Amount Paid or Stamp used</th>
<th>Total</th>
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<td>Rs.</td>
<td>Ps.</td>
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Sig. or Saal Centre Superintendent
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<th>Date</th>
<th>Particulars e.g. letters/telegram, registered letter/Parcel, Railway Packet etc.</th>
<th>Addressed to</th>
<th>Amount Paid or Stamp used</th>
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</table>

Grand Total

Date................................................................. Sig. or Seal Centre Suprintendent
# Details of Expenditure on Invigilation

## D-(I) Remuneration

<table>
<thead>
<tr>
<th>Date of Examination</th>
<th>Hour of Examination</th>
<th>Numbers of Invigilators Engaged</th>
<th>Amount of Invigilation Charges</th>
<th>Voucher No.</th>
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<td></td>
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<td>Rs.</td>
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Carried Over

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Date: .............................................

Sig. or Seal Centre Superintendent
### D—Expenditure on Remuneration

<table>
<thead>
<tr>
<th></th>
<th>Voucher No.</th>
<th>Paid Rs.</th>
<th>Unpaid Rs.</th>
<th>TOTAL</th>
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<tr>
<td>I</td>
<td>Total Number of Invigilator</td>
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<td></td>
<td>Total Amount Paid to Invigilator</td>
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<td>II</td>
<td>Paid to Asstt. Centre Superintendent</td>
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<td>(i) Name of Asstt. Superintendent</td>
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<td>Shri</td>
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<td></td>
<td>(ii) Number of theory examination day</td>
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<td>(iii) Rate of remuneration Rs.</td>
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<tr>
<td>III</td>
<td>Paid to the Addl./Asstt. Centre Supdt.</td>
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<td>(i) Name</td>
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<td>(ii) No. of Theory Exam. day</td>
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<td>(iii) Rate of Rs. Rs.</td>
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<td>VI</td>
<td>Paid to clerks and servants</td>
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<tr>
<td></td>
<td>1. (i) Number of theory exam. meeting</td>
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<td>(ii) Name of Clerks</td>
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<td>2. (i) Number of theory exam. day</td>
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<td>(ii) Name of class IV servants</td>
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<td>Grand Total</td>
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Signature of Centre Supdt. with Seal
## Statement Showing the Remuneration Charges Paid to the Practical Examiners and Science Asstt. Teachers Engaged in Physics, Chemistry and Biology for Private Candidates at the Centre DII Remuneration

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Date</th>
<th>Subject</th>
<th>Numbers of Candidates</th>
<th>Name and Address of Examination</th>
<th>Amount Claimed (Rs.)</th>
<th>Net Payable (Rs.)</th>
<th>V. No. Paid or Unpaid</th>
</tr>
</thead>
</table>

**Note:**

1. T.W.F. not be deducted from lab attendance 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 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

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.

EXAMINATION AND FOUND CORRECT

Passed for Payment ........................................ (In words) Rs. ........................................

........................................

Initial of Dealing Asstt. ........................................

Initial of S. O. ........................................

Director

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

Payment drawn vide

Voucher No. ..........................................................
United Commercial Bank
Closed Cheque No. ..............................................
dated ................................. 200
Cashier ..........................................................

Cheque issued vide No. ..........................................
Dated ..........................................................
Despatched ..........................................................

Payment received wide cheque ..........................................
Dated ..........................................................
(in words) ..........................................................
in payment of this bill ..............................................

Bhopal
Date ..........................................................

Signature ..........................................................

RATE OF REMUNERATION

Superintendent:-- Rs. 60/- per day, if candidates are up to 500.
Addt. Supdt. :-- Rs. 70/- per day, if candidates are more than 501
Ass't Supdt. :-- Rs. 1/- less than rate of remuneration prescribed for Centre Supdt.

PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O. ..........................................................

Director
M. P. State Open School Bhopal
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of the Articles</th>
<th>Previous Year's Balance</th>
<th>Quantity Purchased during the year</th>
<th>Total</th>
<th>Quantity Consumed during the year</th>
<th>Balance at the Close of the Year</th>
</tr>
</thead>
</table>

Signature & Seal: Centre Superintendent
Centre No.
<table>
<thead>
<tr>
<th>Serial</th>
<th>Name of the Articles</th>
<th>Balance of the Previous Year</th>
<th>Purchases the during the year</th>
<th>Total</th>
<th>No. of articles written off for wear and tear</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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

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.

EXAMINATION AND FOUND CORRECT

Passed for Payment ........................................... (In words) Rs. ..............................................................

..............................................................

Initial of Dealing Asstt. ..............................................................

Initial of S. O. ..............................................................

Director
M. P. State Open School Bhopal

Sign. on Revenue Stamp of Rs. 1/-
Verified that Shri .................................................. worked as
Superintendent / Assistant Superintendent at Centre, From .......................................................... Centre from
at ............................................................ Accountant's Officer
at ............................................................ M. P. State Open School Bhopal
Date .............................. 200 ..... ..............................

Payment drawn vide

Voucher No. ............................................................
United Commercial Bank
Closed Cheque No. ............................................................
dated .............................. 200 ..... ............................................................
Cashier ............................................................

Cheque issued vide No. ............................................................
Dated .............................. 200 ..... ............................................................
Despatched ............................................................

Payment received vide 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.

Asstt. Supdt. :- Rs. 40/- per day.

PAID AND CANCELLED

Initial of Dealing Asstt. ............................................................
Initial of S. O. ............................................................

Director ............................................................
M. P. State Open School Bhopal
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.

EXAMINATION AND FOUND CORRECT

Passed for Payment .......................................................... (In words) Rs. ..................................................

Initial of Dealing Asstt. ..........................................................
Initial of S. O. ..........................................................

Director
M. P. State Open School Bhopal

Sign. on Revenue
Stamp of Rs. 1/-
Verified that Shri ................................................................. worked as Superintendent / Assistant Superintendent at Centre, From ..............................................
at ................................................................. Centre from at .................................................................
Accountant's Officer
Date ....................... 200 ......

M. P. State Open School Bhopal

Payment drawn vide

Cheque issued vide No.
Dated ....................... 200 ......
Despatched

Payment received vide cheque
Dated ....................... for Rs. ............... (in words)

in payment of this bill

BHOPAL

Signature ....................... ....................... ...................

Date .................................................................

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.

Asstt. Supdt.:—
Rs. 40/- per day.

PAID AND CANCELLED

Initial of Dealing Asstt.
Initial of S. O. ....................... ....................... ...................

Director
M. P. State Open School Bhopal