

ASSAM HIGHER SECONDARY EDUCATION COUNCIL
BAMUNIMAIDAM :: GUWAHATI-21

No. AHSEC/EXB/CC/14/2020/17

Date : 27/12/2019

From : Shri Pankaj Borthakur
Controller of Examinations
Assam Higher Secondary Education Council
Bamunimaidam : Guwahati – 781 021

To : The Principal,

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P.O., Dist.

SUB : CONSTITUTION OF CENTRE COMMITTEE TO CONDUCT THE HIGHER
SECONDARY FINAL EXAMINATION, 2020

Sir/Madam,

I have the honour to state that the Assam Higher Secondary Education Council is pleased to appoint you as the Officer-in-Charge of the Higher Secondary Final Examination, 2020 to be held at your Institution. The Council desires that a Centre Committee be constituted as per guidelines noted below. You are, therefore, requested to convene a meeting with the members of Governing Body, Managing Committee [Development Committee], Principals and Teachers of all constituent Colleges/HS Schools of your Centre and local prominent citizen(s) and well-wishers to constitute a Centre Committee with the following guide lines to assist you in conducting the Examination smoothly.

1. President : President of the Governing Body/Managing Committee of a College/HS School or a Govt. Gazetted Officer or a person of eminence.
2. Secretary : The Officer-in-Charge of the Examination Centre
3. All Principals of the constituent College/HS Schools [Recognized or permitted], if any
4. Leading influential persons and teachers – 5 (five)
5. Officer-in-Charge of the local police station
6. The Post Master of the local post office
7. The Medical Officer of the local Dispensary/Primary Health Centre
8. One Non-Teaching staff preferably on seniority basis.

YOUR KIND ATTENTION IS DRAWN TO THE FOLLOWING POINTS

- a. **The rate of Centre fee to be realized from each candidate of the Final Examination is Rs.300/-. The centre fee should also cover the expenses for installing CCTV.**

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