



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. 18/WBCROS/2021

Date- 08.01.2021

**REVISED FINANCIAL SUPPORT & ASSISTANCE FOR CONDUCTING M.P. (S.E.),
DECEMBER – 2020 ALONG WITH M.P. (S.E.), JUNE – 2020.**

The following Financial support & assistance for pre & post examination related expenses for conducting M.P. (S.E.) December-2020 along with M.P. (S.E.), June-2020 will be given by the Council.

1. Rs. 2,200/- (Rupees Two thousand two hundred only) [**Fixed**] will be given as Remuneration for conducting M.P. (S.E.) December-2020 along with M.P. (S.E.), June-2020 to the co-ordinator & team for 8 days.
2. Printing Charge for first copy of *Question Paper* from email or website of Rs. 5/- (Rupees Five only) per subject.
3. Photocopy (Xerox) charge for *Question Paper* of Rs. 2/- (Rupees Two only) per candidate per subject.
4. Photocopy (Xerox) charge for *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 8 days.
6. Photocopy (Xerox) charge for *Absentee's Form* of Rs.100/- (Rupees One hundred only) [**Fixed**] for 8 days.
7. Electric charge, Water, Tiffin & other Misc. expenses of Rs. 300/- (Rupees Three hundred only) per day for maximum 8 days.
8. Hand Sanitizer charge of Rs. 800/- (Rupees Eight hundred only) [**Fixed**] for 8 days.
9. Written Answer Script packing materials (Gala, Sutli, Wax etc.) charge of Rs. 200/- (Rupees Two hundred only) [**Fixed**] for 8 days.
10. 50% of approximately total expenses will be disbursed as advance before examination subject to adjustment during payment of Final Bill.
11. Final bill in prescribe format will be submitted after 15 days from the last day of examination.
12. Day wise Attendance Sheet of the Co-ordinator & his/her team will attach with the Final Bill.
13. Original Copy of Final Bill along with all necessary bills & vouchers (Received-in-full & Paid-in-full under seal & signature) will be submitted duly signed by the recipient and the Co-ordinator under seal & signature in every bills & vouchers.
14. Utilizations Certificate has to be submitted within 15 days from receipt of the final payment.

Yours faithfully,

Secretary

The West Bengal Council of Rabindra Open Schooling

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Final Bill for Conducting M.P. (S.E.) December-2020 along with M.P. (S.E.), June-2020

Name of the Study Centre.....

Study Centre Code.....

Sl 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 Subject X Rs. 5/-	
4.	Photocopy (Xerox) Charges for Question Paper & Blank Answer Script 1) 1 st language.....(No. of Candidate), 2) English.....(No. of Candidate) 3) Life Science.....(No. of Candidate), 4) History.....(No. of Candidate) 5) Mathematics.....(No. of Candidate), 6) Geography.....(No. of Candidate) 7) Physical Science.....(No. of Candidate), 8) Additional.....(No. of Candidate) <i>TOTAL No. of Candidate of all Subjects.....X Rs. (10+2) = Rs. 12/-</i>	
5.	Electric charge, Water, Tiffin & Other Misc. Expenses	
6.	Photocopy (Xerox) Charges for Top Sheet and Absentee's Form	
7.	Hand Sanitizer and Written Answer Script packing materials charge	
8.	TOTAL (2+3+4+5+6+7)	
9.	<i>Net Payment (8-1)</i>	

Total Rupees (in words).....

Signature of Co-ordinator
with seal

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

Secretary
The West Bengal Council of Rabindra Open Schooling



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Memo No. 19/WBCROS/2021

Date- 08.01.2021

**REVISED FINANCIAL SUPPORT & ASSISTANCE FOR CONDUCTING HIGHER
SECONDARY EXAMINATION-2020.**

The following Financial support & assistance for pre & post examination related expenses for conducting Uchcha Madhyamik Pariksha (Higher Secondary Examination), 2020 will be given by the Council.

1. Rs. 2,500/- (Rupees Two thousand five hundred only) **[Fixed]** will be given as Remuneration for conducting Higher Secondary Examination, 2020 to the co-ordinator & team for 9 days.
2. Printing Charge for first copy of *Question Paper* from email or website of Rs. 5/- (Rupees Five only) per subject.
3. Photocopy (Xerox) charge for *Question Paper* of Rs. 2/- (Rupees Two only) per candidate per subject.
4. Photocopy (Xerox) charge for *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.
5. Photocopy (Xerox) charge for *Top Sheet* of Rs.250/- (Rupees Two hundred fifty only) **[Fixed]** for 9 days.
6. Photocopy (Xerox) charge for *Absentee's Form* of Rs.100/- (Rupees One hundred only) **[Fixed]** for 9 days.
7. Electric charge, Water, Tiffin & other Misc. expenses of Rs. 300/- (Rupees Three hundred only) per day for maximum 9 days.
8. Hand Sanitizer charge of Rs. 900/- (Rupees Nine hundred only) **[Fixed]** for 9 days.
9. Written Answer Script packing materials (Gala, Sutli, Wax etc.) charge of Rs. 200/- (Rupees Two hundred only) **[Fixed]** for 9 days.
10. 50% of approximately total expenses will be disbursed as advance before examination subject to adjustment during payment of Final Bill.
11. Final bill in prescribe format will be submitted after 15 days from the last day of examination.
12. Day wise Attendance Sheet of the Co-ordinator & his/her team will attach with the Final Bill.
13. Original Copy of Final Bill along with all necessary bills & vouchers (Received-in-full & Paid-in-full under seal & signature) will be submitted duly signed by the recipient and the Co-ordinator under seal & signature in every bills & vouchers.
14. Utilizations Certificate has to be submitted within 15 days from receipt of the final payment.

Yours faithfully,

Asaychi

Secretary

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