



Board of Secondary Education, Assam
Bamunimaidam, Guwahati-21

NO.SEBA/EX/Govt.letter/56/2021/36,

Dated the Guwahati, 04th Dec, 2023

From : N.N Nath, ACS.
Secretary
Board of Secondary Education, Assam
Guwahati-21

To : The Inspector of schools (All)

Sub : Forwarding.

Ref : Govt. Notification vide No.396030/1, dtd.19/10/2023.

Sir/Madam,

In inviting reference to the subject cited above, I am enclosing herewith the Govt. Notification vide No.396030/1, dtd.19/10/2023 regarding smooth and fair conduct of the ensuing High School Leaving Certificate Examination, 2024, as well as the error free activities of evaluations of Answer Scripts at Zones. In this regard, you are requested to take action for formation of the District Level Examination Supervision Committee (DLESC) in consultation with the DC and to initiate subsequent actions as instructed in the Govt. notification.

Encl : As stated above.

Yours faithfully,

Secretary,
Board of Secondary Education, Assam
Guwahati-21.

/2023



GOVERNMENT OF ASSAM
DEPARTMENT OF SCHOOL EDUCATION
DISPUR, GUWAHATI-06

Office Contact

Email ID:seceducation.deptt@gmail.com.
No.0361-2237217

No. E - 396030/DFA/409903/ 8

NOTICE OF MEETING

Sub : State Level Examination Supervision Committee (SLESC) Meeting
Ref : Notification No.396030/1 dated 21/10/2023

The 1st meeting of State Level Examination Supervision Committee (SLESC) is scheduled on **30/11/2023 at 5.00 PM** in the office chamber of the Secretary(Sr. most) at 3rd Floor, Block-C to discuss the all aspects for ensuring smooth conduct of the forthcoming High School Leaving Certificate (HSLC) Examination & Higher Secondary Final Examinations.

It is requested kindly to make it convenient to attend the same with relevant records etc., if any, as per schedule date and time accordingly or kindly depute a senior level functionaries well conversant with this matter, as your representative.

Signed by
Secretary to the Govt. of Assam
Department of School Education
Narayan Konwar

Date: 28-11-2023 17:08:35

Memo No: E - 396030/DFA/409903/ 8-A
Date :28-11-2023.

Copy to :(For information and with the request to attend)

- (2) The Inspector General of Police(L & O),Ulubari, Ghy-07
- (3) The Secretary to the Home Department, Janata Bhawan, Ghy-06
- (4) The Secretary to the School Education Department(Higher Education) Janata

Bhawan, Ghy-06

- (5) The Chairman, Board of Secondary Education Assam(SEBA)
- (6) The Chairman, Assam Higher Secondary Education Council(AHSEC)
- (7) The Secretary, Board of Secondary Education Assam(SEBA)
- (8) The Secretary, Assam Higher Secondary Education Council(AHSEC)
- (9) The Director of Secondary Education, Kahilipara, Ghy-19
- (10) The Director of Elementary Education, Kahilipara, Ghy-19.
- (11). PS to Hon'ble Minister Education, Assam(for information only)

By Order etc.,

(Digitally Signed)
Secretary to the Govt. of Assam
Department of School Education

023

/2023



GOVERNMENT OF ASSAM
DEPARTMENT OF SCHOOL EDUCATION
DISPUR, GUWAHATI-06

Email ID:seceducation.deptt@gmail.com.

Office Contact No.0361-2237217

No. E – 396030/DFA/409903/ 9

NOTICE OF MEETING

Sub : State Level Examination Supervision Committee (SLESC)Meeting

Ref : Notification No.396030/1 dated 21/10/2023

In continuation of the notice of the meeting issued vide. No. 396030/DFA/409903/8the venue of the 1st meeting of State Level Examination Supervision Committee (SLESC) is changed and shall be held in the conference room of the Hon'ble Minister Education at 3rd Floor, Block-B, Janata Bhawan, Dispur. The date and time shall remain the same.

The meeting shall be chaired by Hon'ble Minister, Education, Assam

Signed by

Shah Nawaz Chowdhury
Secretary to the Govt. of Assam
Date: 29-11-2023 14:26:17
Department of School Education

Memo No: E – 396030/DFA/409903/ 9-A

Date :29-11-2023.

Copy to :(For information and with the request to attend)

1. ✓ The Inspector General of Police(L & O),Ulubari, Ghy-07
2. The Secretary to the Home Department , Janata Bhawan, Ghy-06
3. The Secretary to the School Education Department(Higher Education) Janata Bhawan, Ghy-06
4. The Chairman, Board of Secondary Education Assam(SEBA)
5. The Chairman, Assam Higher Secondary Education Council(AHSEC)
6. The Secretary, Board of Secondary Education Assam(SEBA)
7. The Secretary, Assam Higher Secondary Education Council(AHSEC)
8. The Director of Secondary Education,Kahilipara,Ghy-19
9. The Director of Elementary Education,Kahilipara,Ghy-19.
10. PS to Hon'ble Minister Education, Assam(for information only)

By Order etc.,

(Digitally Signed)

Secretary to the Govt. of Assam

Department of School Education

**GOVERNMENT OF ASSAM
SCHOOL EDUCATION DEPARTMENT :: DISPUR**

ORDERS BY THE GOVERNER OF ASSAM

NOTIFICATION

Dated : 19 /10/2023

No.396030/1 : With a view to ensure smooth conduct of the Higher Secondary Examination and High School Leaving Certificate Examination every year, without any hindrance from any quarters, in all examination centres in the District as well as for smooth conduct of evaluations post examination stage, the Governor of Assam, is pleased to constitute two Committees viz. the State Level Examination Supervision Committee (SLESC) and the District Level Examination Supervision Committee(DLESC) for supervision, monitoring and guidance.

- A. The State Level Examination Supervision Committee (SLESC) shall be constituted with the following members:

1	Senior Most Secretary to the Govt. of Assam, Department of School Education	Chairman
2	Secretary of the School Education department	Member- Secretary
3	Inspector general of Police (I.&O)	Member
4	One nominee of the Home Department	Member
5	One Senior level officer of the Higher Education Department	Member
6	Chairman, Board of Secondary Education Assam, (SEBA)	Member
7	Chairman, Assam Higher Secondary Education Council (AHSEC).	Member
8	Chairman, Assam Higher Secondary Education Council (AHSEC).	Member
9	Secretary , Board of Secondary Education Assam, (SEBA)	Member
10	Secretary, Assam Higher Secondary Education Council (AHSEC).	Member
11	Director, Elementary Education Assam	Member
12	Director, Secondary education Assam	Member

The State Level Examination Supervision Committee will supervise the conduct of examination by the districts especially the safety and security of question paper/OMR sheet in the transit and in the PS/POP and arrangement in Examination Centres/ Evaluation Zones.

0/e

SE-11019(43)/135/2023-Secondary Branch-Department of School Education

/316783/2023

B. District Level Examination Supervision Committee:

1	District Commissioner	Chairman
2	Superintendent of police or his nominee not below the rank of Additional Superintendent of Police	Member
3	Inspector of schools	Member-Secretary
4	District Elementary Education Officer	Member
5	ADC i/c Education	Member
6	ADC of the Sub – Districts /ADCic/SDO (Civil)/ of Sub Divisions	Member
7	Circle Officers of the Circles	Members
8	Three reputed Academician of the District to be nominated by the Chairman(Retd. Principals/Retd Head masters/Principals /Head masters of Prov/ Govt Schools/ Principal DIET)	Members
9	Head of the institutions of all evaluation Zones/ Examination Centres	Member

For smooth conduct of the examination and evaluation, the following procedures are to be followed at each examination and evaluation centre :

1. The sealed box/cartons of the question papers/OMR sheets will be sent to the respective PS/POP in single or two consignments. The question papers /blank OMR sheet must be kept in police station/police out post. Under no circumstances the confidential materials are allowed to be kept at police patrol posts.
2. After arrival of question paper/OMR sheet at the police station/police outpost the officer in-charge of the centre must examine the following in presence of the officer in-charge of police station/police outpost.
 - i. Whether the seals of the box/cartons are intact.
 - ii. Whether sealed box/carton for all the shifts/subjects have been received.
 - iii. He/she will place the sealed box/cartons of question papers/OMR sheets in the Almirah date-wise from last day of examination so that he/she can take the correct sealed box/carton of question papers/OMR sheets every day of examination. He/she must confirm that he gets box/carton of correct question paper/OMR sheet for the day.
 - iv. In no case these sealed box/carton can be opened at PS/POP or in transit to the examination centre on the day of examination.

1/316783/2023

3. The Officer in-charge of examination should open the Almirah in which the materials are stored in presence of Office in-charge of the police station/ police out post or the authorized police officer of the police station/police out post only.
4. Sorting of question paper/OMR sheet at the examination centres to be done in presence of Supervising Officer appointed by the Inspector of Schools or by AHSEC as the case may be. The Centre In-Charges must ensure that the teachers/invigilators engaged do not take their mobile phones inside the sorting area in order to rule out the possibilities of taking photographs unless there is specific instruction of SEBA/AHSEC.
5. The Inspector of School should issue necessary instructions to all concerned that the mobile phone/electronic devices will not be allowed to be carried inside the sorting area and examination halls neither by the teachers nor by the students. If possible, CC TV cameras should be installed. SEBA/AHSEC will appoint one Supervisor at each centre, whose duty will be to ensure that no mobile/electronic devices are taken inside the Hall where the question papers are sorted room wise before distribution unless there is specific instruction of SEBA/AHSEC. The invigilator of each room must ensure that no students should have taken mobile phone/Electronic device in the examination halls.
6. The District Level Committee will make arrangement to ensure frisking of each and every candidate before they enter the examination hall. No electronic gadgets in the form of mobile phone, smart watch etc. or any printed and hand written materials except the Admit card should be allowed to carry by the candidate.
7. The concerned district administration may impose prohibitory order under Sec. 144 CrPC around the examination centre prohibiting movement of public.
8. The District level examination monitoring committee will engage required numbers of Flying Squad in the district under leadership of Executive magistrate or other officer of education department. Such squad will move around the examination centres and will ensure strict compliance of prescribed guidelines in and around the centre.
9. The Strong Room at the evaluation centre will have only single operating door for opening and it should have double lock with good quality lock. If there are more than one door, other door(s) will be sealed while the Answer scripts are in store. The key of one lock shall be with the Head of the Institution and the other will be with the representative of Zonal officer. In no circumstances the key shall be left to a third person or both the key be with one person and violation shall be treated seriously.
10. Each evaluation zone should have a proper flood/fire protected strong room to store the answer scripts. The answer scripts should be stored on benched. Stacking on ground should be avoided.
11. All ventilators and windows of the strong room should be properly sealed. The glasses of ventilation and the windows are to be covered so that the answer scripts are not visible from the outside.

SE-11019(43)/135/2023-Secondary Branch-Department of School Education

1/316783/2023

12. The electrical connections inside the strong room should properly be checked and a separate circuit has to be fixed outside the strong room and at the time of closer of the strong room the main switch should be switched off. To ensure safety of the Strong Room a certificate from the PWD (electrical) Departments shall be obtained not more than 1 month before the Strong Room is used for storing the Answer Scripts.
13. Proper fire fighting equipments should be kept there as per the advice of local fire services authority.
14. The outside area of the Strong Room should be kept under the CC TV surveillance.
15. The evaluation zone should be kept under security coverage round the clock.
16. The Zone in-charge must keep a proper record of answer scripts such as receipt, issue on daily basis. No answer scripts should be allowed to be evaluated outside the space earmarked for evaluation.
17. The Zonal Officer shall make all such arrangement so as to complete the evaluation and related works within the stipulated time frame to be given by SEBA/AHSEC.
18. The Inspector of Schools will examine the preparation of all arrangements including construction of strong room and safety security system, issue and receipt of answer scripts etc. he should personally monitor the entire process.
19. SEBA/AHSEC will appoint one Supervisor in each evaluation zone whose duty will be to ensure that all procedures are carried out in accordance with rules and guidelines.
20. Higher Education department will issue a circular issuing strict instructions to all Colleges to allow Inspector of Schools to monitor the examination and evaluation process carried out in their colleges. The college teachers who are teaching students of class XI and XII in the colleges should be engaged for evaluation of answer scripts of AHSEC for better evaluation quality.

The functions of the District Level Examination Supervision Committee shall include the following:-

- a. To ensure that each and every guideline of SEBA/AHSEC must be followed in letter and spirit to avoid any untoward incident.
- b. Open and maintain a dedicated control-room with at least 2 staff and an officer during examination and evaluation period. The control-room number should be widely publicized and a banner would need to be put up in every examination centre. The same need to be shared with SEBA/AHSEC and its central control room.
- c. Conduct sensitization meetings with all Centre-in-charges and Zonal Supervision Officers before the commencement of examinations to obtain feedback and also provide necessary advisories.
- d. The Inspector of Schools will act as the District Examination Officer

U/316783/2023

and will obtain daily compliance report from all Zonal Centre-in-Charge and in turn, he will prepare and send strict compliance report to SEBA/AIASEC with the approval of Chairperson of District Level Examination Supervision Committee (DLKSC)/ADC, Education as per the instruction given above.

- e. To serve as a contact point for SEBA/AIASEC in the district on matters related to examinations.
- f. Any other matter as requested by SEBA/AIASEC from time to time.

The functions of SEBA and AIASEC

- a. SEBA and AIASEC shall prepare and issue guidelines for smooth and fair conduct of their Board Examinations and Evaluation Works.
- b. SEBA and AIASEC shall issue necessary notifications with regard to conduct of Examinations and Evaluation Works and as per their requirement in the interest of smooth conduct of the whole examination process.

This Notification shall come into force with immediate effect.

Signed by

Narayan Konwar
Secretary to the Government of Assam
Department of School Education.

Date: 24/10/2023 08:03:10

Dated: 19/10/2023

Memo No No.396030/1

Copy forwarded for information and necessary action to:

1. The PS to the Hon'ble Minister Education, Assam for kind appraisal of the Hon'ble Minister.
2. The PS to the Chief Secretary, Assam for kind appraisal of the Chief Secretary
3. The PS to the Director General of Police, Assam for kind appraisal of the Director General of Police, Assam.
4. The PS to the Senior Most Secretary, Department of School Education, Assam for kind appraisal of the Senior Most Secretary.
5. The PS to the Senior Most Secretary, Department of Home Affairs, Assam for kind appraisal of the Senior Most Secretary.
6. The PS to the Senior Most Secretary, Department of Higher Education, Assam for kind appraisal of the Senior Most Secretary.
7. The PS to the Inspector General of Police (I&O), Assam for kind appraisal of the IGP, Assam
8. The PS to the Chairman, SEBA for kind appraisal of the Chairman, SEBA.
9. The PS to the Chairman, AIASEC for kind appraisal of the Chairman, AIASEC.
10. The District Commissioner (All district)
11. The Superintendent of Police (All).
12. The Director, Higher Education, Assam, Kahilipara, Guwahati-19.
13. The Director, Secondary Education, Assam, Kahilipara, Guwahati-19.
14. The Director, Elementary Education, Assam, Kahilipara, Guwahati-19.
15. The ADC of the Sub Districts(All)/ ADCi/c /SDO (civil)/Sub-Divisions.
16. The ADC i/c Education, All Districts.
17. The Circle Officers (All revenue circles).

SE-11019(43)/135/2023-Secondary Branch-Department of School Education

1/316783/2023

18. The Inspector of Schools(All Districts)
19. The District Elementary Education Officer (All Districts).
20. Guard file.

By order etc
(Digitally Signed)
Secretary to the Govt. of Assam School
Education Department