



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021.

**FINAL STATEMENT OF ZONAL EXPENDITURE ACCOUNTS FOR HSLC EXAMINATION
SPOT EVALUATION ZONE AT _____**

**(HSLC EXAMINATION, 2024)
TO BE SUBMITTED TO THE CONTROLLER OF EXAMINATION, SEBA**

SL NO	RECEIPT FORMS	EXPENDITURE (IN Rs.)
1	ZAC -01 Payment of Remuneration to Head Examiners	
2	ZAC -02 Payment of Remuneration to Scrutinisers	
3	ZAC -03 Payment of Remuneration to Examiners	
4	ZAC -04 Payment to Zonal Officer/ Asstt Zonal Officers/Other Staff	
5	ZAC -05 Payment to Attendants/Security Persons etc.	
6	ZAC -06 Payment to Zonal Committee Members including T.A/D.A.	
7	ZAC -07 Expenditure for refreshment	
8	ZAC -08 Expenditure against T.A/D.A to Zonal staff for local tour/tour to SEBA/Others.	
9	ZAC -09 Expenditure against Office contingencies	
10	ZAC -10 Expenditure against other contingencies only in cases of unavoidable items, for specific purpose.	
11	ZAC -11 A/C of Scripts to be prepared by concerned Head Examiners with countersignature of the Zonal Officer	
12	ZAC -12 A/C of total packets sent to SEBA through Board's messenger	
13	Total Expenditure (ZAC 01 to ZAC 10)	
14	Total Receipt from Board's	
15	Balance to be received from Board's	
16	Balance to be refunded to Board	

In case of refund, refunded vide Bank Draft
No.....Dated.....

Signature of Zonal Officer (with seal)

Verified and forwarded to C.A.O., SEBA :

Controller/Dy. Controller of Examination, SEBA



BOARD OF SECONDARY EDUCATION, ASSAM

BAMUNIMAIDAM, GUWAHATI -781021.

ZAC-01

TO BE PREPARED BY THE ZONAL OFFICER AND SUBMITTED DIRECTLY TO THE
CONTROLLER OF EXAMINATIONS, SEBA, GUWAHATI- 781021.
HSLC EXAMINATION, 2024

STATEMENT OF REMUNERATION TO HEAD EXAMINERS

SL. NO.	NAME OF HEAD EXAMINER	SUBJECT	NO. OF SCRIPTS Examined		PERIOD OF WORKING		FIXED REMUNERATION	REMUNERATION FOR 5% OF SCRIPTS (AT EXAMINERS' RATE)	TOTAL	REMARK
			FULL PAPER	HALF PAPER	FROM	TO				
					ZONE.....					

Verified and forwarded to C.A.O., SEBA :

.....
Controller/DY. Controller of Examination, SEBA

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-781021.

ZAC-02

TO BE PREPARED BY THE ZONAL OFFICER AND SUBMITTED DIRECTLY TO THE CONTROLLER OF EXAMINATIONS, SEBA, GUWAHATI - 781021.
HSLC EXAMINATION, 2024 (SPOT EVALUATION)

ZONE

SUBJECT

STATEMENT OF REMUNERATION TO SCRUTINISERS

SL NO.	NAME OF THE SCRUTINISERS	SCRUTINISERS NO.	PERIOD OF WORKING		TOTAL NO. OF SCRIPTS SCRUTINISED		NO. OF SCRIPTS EXAMINED		REMUNERATION PAID	TOTAL
			FROM	TO	FULL PAPER	HALF PAPER	FULL PAPER	HALF PAPER		
TOTAL :										

Verified and forwarded to C.A.O., SEBA :

.....
 Controller/DY. Controller of Examination, SEBA

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-781021.

ZAC-03

TO BE PREPARED BY THE ZONAL OFFICER AND SUBMITTED DIRECTLY TO THE CONTROLLER OF EXAMINATIONS, SEBA, GUWAHATI - 781021.

HSLC EXAMINATION, 2024
(SPOT EVALUATION)

ZONE
SUBJECT

STATEMENT OF REMUNERATION TO THE EXAMINERS (ALL)

SL NO.	NAME OF EXAMINERS	EXAMINER NO.	NO. OF SCRIPTS TOTAL OF ALL THE PKTS. TO BE INCLUDED IN SINGLES ENTRY		TOTAL	PERIOD OF WORKING		REMUNERATION PAID	TOTAL
			1 ST PAPER	2 ND PAPER		FROM	TO		
	TOTAL :								

Verified and forwarded to C.A.O., SEBA

.....
Controller/Dy. Controller of Examination, SEBA

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

ZAC-04

TO BE PREPARED BY THE ZONAL OFFICER AND SUBMITTED DIRECTLY TO THE CONTROLLER OF EXAMINATION, SEBA, GUWAHATI - 781021.

HSLC EXAMINATION, 2024
(SPOT EVALUATION)

ZONE

STATEMENT OF EXPENDITURE AGAINST PAYMENT TO ZONAL OFFICERS & STAFF

SL NO.	NAME OF ZONAL STAFF	DESIGNATION	PERIOD OF WORKING		TOTAL DAYS	AMOUNT PAID	STAMPED RECEIPT SIGNATURE
			FROM	TO			
1		ZONAL OFFICER					
2		ASSTT. ZONAL OFFICER					
3		ASSTT. ZONAL OFFICER					
4		ASSTT. ZONAL OFFICER					
5		OFFICE ASSTT. CUM-COMPUTER OPERATOR					
6		PAYMENT TO GRADE-IV					
7		NIGHT/DAY CHOWKIDAR					
8		NIGHT/DAY CHOWKIDAR					
9		CLEANER					
10		CLEANER					
	TOTAL :						

Verified and forwarded to C.A.O., SEBA

.....
Controller/Dy. Controller of Examination, SEBA

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

ZAC-05

STATEMENT OF EXPENDITURE AGAINST PAYMENT TO ATTENDANTS
(SPOT EVALUATION)

ZONE

HSLC EXAMINATION, 2024.

SL NO	NAME OF THE ATTENDANT	AGAINST THE HEAD EXAMINER/CODING OFFICER OF..... SUBJECT	PERIOD OF WORKING		TOTAL DAYS	AMOUNT PAID	RECEIPT SIGNATURE
			FROM	TO			
TOTAL :							

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

ZAC-06

STATEMENT OF PAYMENT TO ZONAL COMMITTEE MEMBERS

(SPOT EVALUATION ZONE) HSLC EXAMINATION, 2024

ZONE

SL NO.	NAME	DESIGNATION & ADDRESS	DATES OF ATTENDING THE ZONAL MEETING	TOTAL NO. OF DAYS	AMOUNT OF SITTING ALLOWANCE	AMOUNT OF T.A/D.A IF APPLICABLE (FOR ABOVE 12 K.M.)	TOTAL AMOUNT (IN Rs.)	RECEIVED SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								

ZONAL OFFICER (WITH SEAL)

ZAC-08



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

STATEMENT OF EXPENDITURE AGAINST T.A. BILLS

(SPOT EVALUATION) ZONE, HSLC EXAMINATION, 2024

ZONE

SL NO.	NAME & DESIGNATION OF THE PERSON MAKING THE JOURNEY	FROM	TO	DATE	PURPOSE	WHEATHER PRIOR PERMISSION OBTAINED FROM SEBA FOR MAKING THE JOURNEY	WHEATHER BOARD'S OFFICIALS COUNTERSIGNATURE OBTAINED ON THE T.A. BILL FORM (IF THE JOURNEY IS TO SEBA)	AMOUNT OF THE BILL (IN Rs.)
	TOTAL :							

ZONAL OFFICER (WITH SEAL)

ENCLO : T.A. BILLS.



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-781021.

HSLC EXAMINATION, 2024

SPOT EVALUATION ZONE.....

STATEMENT OF EXPENDITURE AGAINST OFFICE CONTINGENCY.

DATE	VOUCHER NO.	AMOUNT (IN Rs.)	<u>PURPOSE / REASON FOR THE EXPENDITURE MUST HAVE TO BE MENTIONED</u>

TOTAL :

CONCERNING VOUCHERS/CASHMEMOS
ARE ENCLOSED HEREWITH

Zonal Officer (with seal)



**BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-781021**

HSLC EXAMINATION, 2024.

SPOT EVALUATION ZONE _____

**STATEMENT OF EXPENDITURE AGAINST OTHER CONTINGENCY ITEMS
(IF UNAVOIDABLE WITH PRIOR PERMISSION FROM SECRETARY, SEBA,
GUWAHATI- 781021)**

DATE	VOUCHER	AMOUNT (IN Rs.)	CLARIFICATION ON MAKING SUCH EXPENDITURE WITH RESOLUTIONS.

TOTAL :

CONCERNING VOUCHERS
ARE ENCLOSED HEREWITH

Zonal Officer(with seal)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMAIDAM, GUWAHATI-781021

ZAC-11

HSLC EXAMINATION, 2024

TO BE USED BY HEAD EXAMINER/A GROUP OF HEAD EXAMINERS

NAME.....

SUBJECT.....

STATEMENT OF TOTAL NO. OF SCRIPTS EVALUATED

SL NO.	NAME/NAMES OF HEAD EXAMINERS	TOTAL NO. OF SCRIPTS AS PER HEAD EXAMINERS		TOTAL NO. OF SCRIPTS AS PER SCRUTINISERS		SCRIPTS EXAMINED BY SCRUTINISERS		TOTAL NO. OF SCRIPTS AS PER EXAMINERS		SIGNATURE OF THE CONCERNED HEAD EXAMINERS
		FULL PAPER	HALF PAPER	FULL PAPER	HALF PAPER	FULL PAPER	HALF PAPER	FULL PAPER	HALF PAPER	

ZONAL OFFICER (WITH SEAL)



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

ONE COPY TO BE SUBMITTED ALONGWITH THE ZONAL ACCOUNTS & ONE COPY TO BE RETAINED BY THE CHIEF ZONAL OFFICER AS RECEIPT AND RECORD

HSLC EXAMINATION, 2024.

ZONE.....

ZAC - 12

RECEIPT OF ANSWER-SCRIPT PACKETS.

NO. OF TOTAL PACKETS HANDED OVER TO DEPUTED SEBA STAFF	NATURE OF WRAPING WHETHER BROWN PAPER/ORDINARY PAPER	NAME OF THE SEBA STAFF	NO. & BRAND OF THE VEHICLE USED	DATE & TIME OF DEPARTURE FROM ZONE

CHIEF ZONAL OFFICER (WITH SEAL)

SIGNATURE OF RECEIVING SEBA STAFF



BOARD OF SECONDARY EDUCATION, ASSAM
BAMUNIMADAM, GUWAHATI-781021

ZAC-10

ONE COPY TO BE SUBMITTED ALONGWITH THE ZONAL ACCOUNTS & ONE COPY TO BE RETAINED BY THE CHIEF ZONAL OFFICER AS RECEIPT AND RECORD

HSLC EXAMINATION, 2024.

ZONE.....

RECEIPT OF ANSWER-SCRIPT PACKETS.

NO. OF TOTAL PACKETS HANDED OVER TO DEPUTED SEBA STAFF	NATURE OF WRAPING WHETHER BROWN PAPER/ORDINARY PAPER	NAME OF THE SEBA STAFF	NO. & BRAND OF THE VEHICLE USED	DATE & TIME OF DEPARTURE FROM ZONE

CHIEF ZONAL OFFICER (WITH SEAL)

SIGNATURE OF RECEIVING SEBA STAFF