

Instruction Manual for the Portal designed to Submit the Utilisation Certificate by Centre-in-charges Of HSLC/AHM Examination 2020

Step 1.

Please visit the official website of SEBA (i.e. sebaonline.org) and click on the link "Online portal for Utilisation Certificate".

Board of Secondary Education, Assam
Bamunimaidam, Guwahati-781021

Home About Us Branches Notifications Downloads Contact Us

*Candidates,
Use black inked ball or gel pen
for the forthcoming examination*

Quick Link
SEBA ONLINE SERVICES
CLASS IX
REGISTRATION PORTAL
2020
**Online portal for
Utilization Certificate**

Objectives
The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam.

Notifications

Chairman's Message
It is my pleasure to announce that the Board of Secondary Education, Assam (SEBA) is going to launch a new website sebaonline.org very shortly. I wish a successful!

Secretary's Message
The Board of Secondary Education, Assam commonly known as SEBA was established in the year 1962 with an objective to improve the quality of the Secondary Education o

Dislaimer Total visits: 01045 Designed and Developed By IT Department, SEBA

Step 2:

Login to the portal using the Centre Code and Password that was used during online form fill up of Students for HSLC/AHM Examination 2020.

Board of Secondary Education, Assam
Online Portal for Submission of Utilization Certificate by Centre-in-Charges
HSLC/AHM Examination 2020

Instructions to the Users:

1. This portal is to be used by Centre-in-Charges of HSLC/ AHM Examination 2020.
2. User ID is your Centre Code (e.g. B20-XXX) and password is same as used during online form fill-up of HSLC/AHM Examination 2020
3. Please select user type as 'user' while log in.
4. Please fill up the form correctly and take a print out.
5. Please sign on the print out and upload a scan copy.
6. Maximum allowed file size for the scanned image is 600 KB only.
7. Click [here](#) to download the Instruction Manual

Log in

user

Centre Code

Password

2 3 4 0 Captcha

Log in

Step 3:

Fill up the online form properly. All fields in this form except only numeric input. Please enter "0" if some inputs are needed to be kept blank or not applicable.

Board of Secondary Education, Assam Welcome: **ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI** -

Online Portal for Submission of Utilization Certificate 2020

Dashboard

Settings

Note:

1. All fields are to filled up with numeric values.

2. If amount is zero then put "0" in the text box.

Basic Information:

Name of the District:

Name of the Centre:

Student appeared in 2019: Student appeared in 2020:

Amount received as advance for centre fee in 2019: Amount received after submission of U/C in 2019:

Utilization Certificate

Opening Balance i.e. unspent fund of HSLC/AHM Examination 2019: Amount received as advance against HSLC/AHM Examination 2020:

Total available fund:

Details of Expenditure:

1. Payment for unpaid bills, (if any) pertaining to 2019 Examination due to less release of fund than actual entitlement, by SEBA:

2. Payment for Expenditure incurred in 2020:

i) Honorarium to all types of staff including invigilators, police etc.: ii) Expenditure on creation of temporary infrastructure:

iii) Expenditure on CCTV if purchased in 2020: iv) Expenditure on Refreshment:

v) Other total expenditure: Total:

3. Total of unpaid bill (if any) for 2020:

i) Honorarium to all types of staff including invigilators, police etc.: ii) Expenditure on creation of temporary infrastructure:

iii) Expenditure on CCTV if purchased in 2019: iv) Expenditure on Refreshment:

v) Other total expenditure: Total:

Total Expenditure (1+2+3):

Amount to be released by SEBA: Amount unspent and lying in hand:

Total Student appeared in DISHA 2020 Examination: Total expenditure on DISHA 2020 Examination:

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Step 4

Once Save button is pressed the page will save the inputs and will be redirected to another page with link to print the online Utilisation Certificate.

Board of Secondary Education, Assam Welcome: **ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI** ▾

Online Portal for Submission of Utilization Certificate 2020

Dashboard

Settings ▾

Note:
1. All fields are to filled up with numeric values.
2. If amount is zero then put "0" in the text box.

Current Status of your Submission

Sl. No.	School Name	Status	Last Submitted On	Uploaded File	Action
1	ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI	Confirmed	29/02/2020 13:05:31	View	Print U/C

Upload Scanned File

Upload file: No file chosen

A/C Holder Name (as per PassBook):

A/C No.:

Bank Name:

Bank Branch:

IFSC:

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Step 5

Please take the print out and obtain the necessary signature on the print out. Then scan the page and upload in the portal again. Please fill up the Bank Details for smooth online reimbursement of remaining amount.

Proforma for Submission of Utilisation Certificate regarding Centre Fees released for conduct of HSLC/ AHM Examination 2020

Basic Information

Name of the District	: BARPETA
Name of the Centre:	: B20-001/BM20-861-ABBAS ALI CHOUDHURY MEMORIAL H S SCHOOL, KSHUDRAKUCHI
Total no. of Students appeared in 2019:	: 1000
Total no. of Students appeared in 2020:	: 1000
Amount received as advance towards Centre Fee in 2019:	: Rs. 2000
Amount received after submission of U/C against Examination of 2019:	: Rs. 2000

Utilization Certificate

(Amount in Rs.)

Opening Balance i.e. Unspent Fund of HSLC/AHM Examination 2019		1000
Amount received as advance against HSLC/AHM Examination 2020		1000
Total Available Fund		2000
Details of Expenditure		
1. Payment of unpaid bills (if any), pertaining to 2019 Examination due to less release of fund than actual entitlement by SEBA		2000
2. Payment for expenditure incurred for 2020		
	(Amount in Rs.)	
(i) Honorarium to all types of staff, including invigilators, police etc.	500	
(ii) Expenditure on creation of temporary infrastructure.	500	
(iii) Expenditure on refreshment	500	
(iv) Expenditure on purchase of CCTV if purchased in 2020.	500	
(v) Other total expenditure .	500	
Total of Point No. 2		2500
3. Total of unpaid bills (if any) for 2020 Examination		
(i) Honorarium to all types of staff, including invigilators, police etc.	250	
(ii) Expenditure on creation of temporary infrastructure.	250	
(iii) Expenditure on refreshment	250	
(iv) Expenditure on purchase of CCTV if purchased in 2019.	250	
(v) Other total expenditure .	250	
Total of Point No. 3		1250
Total Expenditure (1+2+3)		5750
Amount to be released by SEBA		1000
Unspent amount lying in hand		20
Total candidate for DISHA 2020:	350	Total expenditure on DISHA: 3500

Counter Signature by IS with seal

Signature of Centre-in-Charge with seal

Note: Please Scan & Upload this sheet in the portal. **No need** to send the hard copy to SEBA.