

**Council of Higher Secondary Education, Odisha
Pranjanpitha, Samantapur, Bhubaneswar-751013**

No.: 406 /CHSE (O), Dated: 22.01.2019
EG-I-416/18

From

Dr. Bijay Kumar Sahoo
Controller of Examination

To

The Principals
All Higher Secondary Schools (Erstwhile Junior Colleges) / Govt. (SSD) Higher Secondary Schools / Government Vocational Junior Colleges / Self Financing Colleges recognized by the Government and affiliated to CHSE (O).

Sub: Submission of necessary documents on-line for approval of RoM for the Academic Session: 2018-19 for timely generation of Registration Numbers.


Sir,

In inviting a reference to the subject cited above I am directed to say that the ROM hard copies generated from SAMS e-Space have already been received by Council Head Office/Zonal Offices for academic session 2018-19. For timely generation of Registration Numbers you are required to submit/upload all the necessary ROM related documents in the SAMS e-Space for verification of ROM for the Said session. After submission of documents on-line you need to take a print-out copy and submit the same at CHSE, Odisha for approval. Kindly follow the below mentioned steps for uploading of documents.

- Login to the SAMS e-space
- Click on the link "**Return of Matriculate**" available in the left menu.
- Then click on the link "**ROM Overview_Documents**" available under "Return of Matriculate".
- Provide necessary information as asked in the form.
- All submitted records can be seen under **View** tab & **Deleted / Edited** for any wrong updation.
- All submitted records will be verified and approved at CHSE (O) login.
- RoM (Annexure-I) can be printed only after getting online clearance from CHSE (O).
- This process shall be abided by all the High Secondary Schools (**HSS**) (Erstwhile Junior Colleges) to get their registration cards in time.


Therefore, you are requested to submit the required documents online between **24/01/2019** and **05/02/2019** and submit printout copy with your signature along with the relevant documents on or before **12/02/2019** positively.

Yours faithfully,


22-01-19,
Controller of Examinations

Memo No. 407 /CHSE (O), Dated: 22 /01/2019


Copy submitted to the PS to Principal Secretary to Government, Department of S&ME, Odisha / Director, Higher Secondary Education, Odisha for kind information and necessary action.


22-01-19.

Controller of Examinations

Memo No. 408 /CHSE (O), Dated: 22 /01/2019

Copy forwarded to the General Manager, OCAC to facilitate the above steps for submission of documents related to Return of Matriculate under the project SAMS.


22-01-19.

Controller of Examinations