

## COUNCIL OF HIGHER SECONDARY EDUCATION

### Manipur

(The statutory body under Department of Education)  
Government of Manipur

INFORMATION PUBLISHED UNDER  
SUB-CLAUSE (vi)  
OF SECTION 4(1)(b) OF THE RTI ACT, 2005.

Statement of the categories of documents that are held by the Council or under its control

Section	Sl. No	Documents held
Academic-I	1.	Framing of Curriculum & Syllabus
	2.	Matters relating to Council of Boards of School Education in India (COBSE)
	3.	Matters relating to National Council of Educational Research and Training (NCERT)
	4.	Matters relating to Central Board of Secondary Education (CBSE)
	5.	Verification of Boards/Councils
	6.	Issue of Eligibility Certificate to those students other than Boards of Secondary Education, Manipur for admission in Class-XI, XII and Private Candidates
	7.	Verification of documents that submitted while applying Eligibility certificates
	8.	Correction of documents at par with the HSLC/equivalence Examination (Eligibility cases)
	9.	Introduction of Major Indian Languages (MIL)
	10.	Printing of Textbooks
	11.	Publication of Books
	12.	Matters relating to Royalty for adopting books as Reference/Prescribed textbooks and printing & sales of books
	13.	Holding of Workshops/Orientation Programmes etc. especially for Techniques of Paper Setting & Evaluation, Question Designs, Curriculum and Syllabus
	14.	Introduction of National Education Policy 2020 (NEP 2020)
	15.	Matters relating to State Government, Organisation etc. from time to time

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<b>Section</b>	<b>Documents held</b>
Hr. Sec. Examinations Section (XII)	<ol style="list-style-type: none"><li>1. Conducting Examinations:-<ol style="list-style-type: none"><li>(a) Higher Secondary Examination</li><li>(b) Higher Secondary Practical Examination</li><li>(c) Higher Secondary Improvement Examination</li><li>(d) Higher Secondary Improvement Practical Examination</li></ol></li><li>2. Preparation &amp; Printing of Examination Forms &amp; Documents</li><li>3. Arrangement of Examination related works</li><li>4. Preparation &amp; Process of Private candidates</li><li>5. Checking of Exam Forms</li><li>6. Receipt &amp; Issue of Admit Cards</li><li>7. Appointment of O.Cs &amp; S.Os</li><li>8. Process of Handicaps/Differently able Candidates</li><li>9. Process under trial prisoners candidates</li><li>10. Process of Workshop, Question Analysis &amp; Group Discussion</li><li>11. Expulsion Process</li><li>12. Process of Appointment of Head/Asst. Head, Examiners &amp; Scrutinisers</li><li>13. Process of Central Evaluation works</li><li>14. Declaration of the Exam Results</li><li>15. Printing of Original Mark Sheets</li><li>16. Issue of Original Mark Sheets</li><li>17. Printing of Improvement Exam Forms &amp; Issue</li><li>18. Process of Improvement Examination</li><li>19. Process of Central Evaluation Works of Improvement Examination</li><li>20. Declaration of the Improvement Exam Results</li><li>21. Duplicate/Triplicate Mark Sheets</li><li>22. Duplicate/Triplicate Admit Cards</li><li>23. Checking of O.C/S.O.bills (Centre Charges bills)</li><li>24. Checking of bills (Head/Asst. Head, Examiners &amp; Scrutinisers)</li><li>25. Checking of bills (External &amp; Internal Examiners, Practical Centre Charges)</li><li>26. Name Correction Process</li><li>27. Verification of Documents</li><li>28. Statistical Data Process</li><li>29. Maintenance of Statement of Candidates &amp; Attendance Sheets</li><li>30. Cancellation of Candidates.</li></ol>

<b>Section</b>	<b>Documents held</b>
<b>Academic-I</b>	<ol style="list-style-type: none"> <li>1. Framing of Curriculum &amp; Syllabus</li> <li>2. Matters related to Council of Boards of School Education in India (COBSE)</li> <li>3. Matters related to National Council of Educational Research and Training (NCERT)</li> <li>4. Matters related to Central Board of Secondary Education (CBSE)</li> <li>5. Verifications of Boards/Councils</li> <li>6. Issue of Eligibility Certificates to those students other than Board of Secondary Education, Manipur for admission in Class-XI, XII and private candidates</li> <li>7. Verification of documents that submitted while applying Eligibility certificates</li> <li>8. Correction of documents at par with the HSLC/Equivalence Examination (Eligibility cases)</li> <li>9. Introduction of Major Indian Languages (MIL)</li> <li>10. Printing of Text Books</li> <li>11. Publications of Books</li> <li>12. Matters related to royalty for adopting books as References/Prescribed textbooks and printing &amp; sales of books</li> <li>13. Holding of workshops/Orientation programmes etc. especially for techniques of paper setting &amp; evaluation, question design, curriculum and syllabus</li> <li>14. Introduction of Nation Education Policy 2020 (NEP 2020)</li> <li>15. Matters related to State Government, Organization etc. from time to time</li> </ol>
<b>Certificate</b>	<ol style="list-style-type: none"> <li>1. Issuance of Original, Provisional, Migration Certificates including their duplicate, triplicates quadruplicate copies etc. on demand</li> <li>2. Issuance of E-migration</li> <li>3. Issuance of Original Certificates for the Institutions including private candidates under the Council</li> <li>4. Necessary correction of name, parents name of the above said certificates</li> <li>5. Verification/Authentication of Certificates</li> <li>6. Issuance of Original, Provisional, Migration Certificates for internally displaced students</li> <li>7. Replacement of Provisional, original and migration certificates.</li> </ol>
<b>Administration</b>	<ol style="list-style-type: none"> <li>1. Order of appointments and seniority lists of employees of the department</li> <li>2. Training register</li> <li>3. Stock register</li> <li>4. Work order given to agencies engaged to provide various services like maintenance, cleaning, transportation etc.</li> <li>5. Logbooks in respect of the council vehicle</li> <li>6. Register for receipts and dispatch</li> <li>7. Bills received and paid for services and items like electricity, water, telephone, petrol &amp; lubricants and stationery</li> </ol>