



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI ONLINE REGISTRATION FOR SESSION 2023-24

REQUISITE HARDWARE/SOFTWARE:

1. HARDWARE:

- A Computer with a good internet connection.
- A Scanner
- A LaserJet/Inkjet Printer

2. SOFTWARE:

- Web Browser [Google Chrome (Version 40 and above) or Mozilla Firefox (Version 40 and above) or Internet Explorer (Version 9 and above).
- Adobe Acrobat Reader (Version 9 or above).

STEP BY STEP GUIDE

📌 Home Page (<https://ahsecregistration.in>)

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
ONLINE REGISTRATION FOR SESSION 2023-24

HOME NOTIFICATION MANUAL & GUIDELINES INSTITUTION LOGIN CONTACT US

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Registration will be live from 22-11-2023 to 07-12-2023.

অসম উচ্চতৰ মাধ্যমিক শিক্ষা সন্দের
Assam Higher Secondary Education Council
Bamunimaidam, Guwahati - 781021

NOTICE BOARD

- Candidate Information Sheet for Registration Session 2023-24
- Notification for Online Registration for the Academic Session 2023-24.

CONTACT US

Assam Higher Secondary Education Council
Bamunimaidam, Guwahati-781021
Email : dysecretaryrpr@gmail.com

For Technical support
Email : ahsecreg21@gmail.com
Help Desk Number : 7850980339

INSTITUTION LOGIN PAGE (INITIAL (1st TIME) LOGIN):

Click on Institution Login tab & Login with your login id (Institution Code) and default password as per provide by AHSEC. Please Enter Correct User Id & Password for Login.




 **ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI**
ONLINE REGISTRATION FOR SESSION 2023-24

HOME NOTIFICATION MANUAL & GUIDELINES **INSTITUTION LOGIN** CONTACT US

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Institution Login

 NAME OF INSTITUTE WILL DISPLAY HERE

Enter Login ID *

Enter password *

[Forgot Password](#)

VALIDATE


Recommended Browser Version :Chrome 90+ and Firefox,90+, Please do not access this portal from any mobile devices, Recommended resolution for best viewing:1024x768

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Page loaded in 0.0313 seconds

INSTITUTION'S REGISTRATION PAGE (EXISTING USER):

In this page an institution is required to provide its Principal's Contact Details, certain mandatory information's & also its alternative communication details (if any). When the page opens up only the column Principal's Mobile Number is displayed. Enter the Mobile Number in the textbox and click on the "SEND OTP" tab.



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI ONLINE REGISTRATION FOR SESSION 2023-24

NOTIFICATION CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Existing User Registration


All * fields are mandatory

* Principal's Mobile Number

10 Digits Only

SEND OTP

The system will send a one-time password “OTP” into the entered mobile number. Thereafter a new textbox opens up beside the textbox meant for entering the mobile number. In this box enter the OTP received via SMS and click on the “Verify” tab to verify the same. If you have not received the SMS then click on the “RESEND OTP” to re-generate the SMS. Please note mobile number once verified cannot be modified



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI ONLINE REGISTRATION FOR SESSION 2023-24

NOTIFICATION CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Existing User Registration

All * fields are mandatory

* Principal's Mobile Number

10 Digits Only


VERIFY

EXISTING USER PROFILE UPDATE:

Upon successful verification of the mobile number the remaining part of the page gets displayed for entering of details like Sub-Division Name, Block Name, Post Office Name, PIN Code, etc.

- All star (*) marked columns are mandatory.

Note: Please be careful while entering details in this (Existing User Registration) page as since this page will only be visible at the time of initial (1st time) login only. Also note, you cannot modify any details entered in this page after you have submitted the same into the system.



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NOTIFICATION CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Existing User Registration

All * fields are mandatory

* Principal's Mobile Number
10 Digits Only ✓ Verified

* District

* Institution Category

* Institution Subcategory

* Address
max 50 Characters

* Post Office
max 25 Characters

* PIN Code [Know your pin code](#)
6 digits only

Institution Telephone Number
max 15 digits

* Institution Email Address
max 50 Characters

* Re-Enter Institution Email Address
max 50 Characters

Institution's Bank Details :

* Bank Name

HDFC BANK

max 50 Characters

* Branch Name

GUWAHATI

max 50 Characters

* IFSC Code

HDFC0010112

11 Characters Only

* Account Number

789456124454111

max 20 Characters

* Account Name

RAHUL SINGH

max 50 Characters

Institution's Stream wise Recognition Details :

* Arts Stream

Yes

Non-Permitted

Commerce Stream

No

Select One

* Science Stream

Yes

Recognised

Vocational Stream

No

Tagged Non-Permitted Institution's Details :

| Sl No | Code | Name | District | Category | Sub-category |
|-------|------|------|----------|---------------|--------------|
| 1 | -- | | | SR. SECONDARY | PRIVATE |

SUBMIT

Recommended Browser Version : Chrome 90+ and Firefox 90+. Please do not access this portal from any mobile devices, Recommended resolution for best viewing: 1024x768

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Page loaded in 0.0031 seconds

- There after click on the "SUBMIT" tab for submission of the same into the system.

PRINT PREVIEW BEFORE SUBMIT:

An alert window opens up asking for a confirmation before the same is accepted by the system. Click "Ok" if you want to submit the same, else click on "Cancel" if you want to modify the same.

BASIC DETAILS :

| | |
|------------------------------|----------------|
| 1. District Code : | 16 |
| 2. District Name : | HOJAI |
| 3. Institution Code : | 213226 |
| 4. Institution Name : | |
| 5. Institution Category : | H.S. SCHOOL |
| 6. Institution Subcategory : | PROVINCIALIZED |

COMMUNICATION DETAILS :

| | |
|--------------------------------|----------------|
| 1. Address : | |
| 2. Post Office : | HOJAI |
| 3. PIN Code : | 782435 |
| 4. Telephone Number : | 7894561230 |
| 5. Email Address : | demo@gmail.com |
| 6. Principal's Mobile Number : | 9874561230 |

BANK DETAILS :

| | |
|------------------------------|-----------------|
| 1. Bank Name : | HDFC BANK |
| 2. Branch Name : | GUWAHATI |
| 3. IFSC Code : | HDFC0010112 |
| 4. Bank Account Number : | 789456124454111 |
| 5. Institution Category : | H.S. SCHOOL |
| 6. Institution Subcategory : | PROVINCIALIZED |

COMMUNICATION DETAILS :

| | |
|--------------------------------|----------------------------------|
| 1. Address : | CR DAS ROAD, GOBINDAPALLY, HOJAI |
| 2. Post Office : | HOJAI |
| 3. PIN Code : | 782435 |
| 4. Telephone Number : | 7894561230 |
| 5. Email Address : | demo@gmail.com |
| 6. Principal's Mobile Number : | 9874561230 |

After submission of institution information, the user will redirect to the **INSTITUTION HOME PAGE**.

INSTITUTION HOME PAGE:

The home page serves as the dash board of your institution in the online registration system by providing certain vital information's at a glance and also links to different sections/pages in this registration portal.



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI ONLINE REGISTRATION FOR SESSION 2023-24

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Follow These Steps:- [Login](#) → [Modify](#) → [Checklist Print](#) → [Generate Challar](#) → [Payment](#)

Logged in :

- [Home](#)
- [Print Checklist](#)
- [View Duplicate](#)
- [Generate challan](#)
- [Challan Status](#)
- [Print Consolidated Statement](#)

Registration Summary

| Particulars | | ART. | CDM. | SCI. | VOC. |
|---|---------------------------|---------------------|------|------|------|
| Stream Approved by Council | | Yes | No | Yes | No |
| No. of student added for registration | Own Institution | 138 | 0 | 121 | 0 |
| | Non-permitted Institution | 0 | 0 | 0 | 0 |
| No. of student submitted for challan generation | Own Institution | 0 | 0 | 0 | 0 |
| | Non-permitted Institution | 0 | 0 | 0 | 0 |
| No of Challans Generated | 0 | No of Challans Paid | | 0 | |

List of candidates enrolled by the Institution.

Show entries

Search:

| Sr. | STUDENT ID | NAME | GENDER | STREAM | CLASS ROLL | INST. CODE | SUBMITTED | ACTION |
|-----|------------|---------|--------|---------|------------|------------|-----------|------------------------|
| 1 | | DEBNATH | FEMALE | SCIENCE | | | No | Modify |
| 2 | | PAUL | FEMALE | ARTS | | | No | Modify |
| 3 | | DEBNATH | MALE | SCIENCE | 0601 | | No | Modify |
| 4 | | PAUL | MALE | ARTS | 0213 | | No | Modify |
| 5 | | DEBNATH | MALE | SCIENCE | 0825 | | No | Modify |
| 6 | | PAUL | MALE | SCIENCE | 0355 | | No | Modify |
| 7 | | DEBNATH | MALE | ARTS | 0228 | | No | Modify |
| 8 | | PAUL | MALE | SCIENCE | 0418 | | No | Modify |
| 9 | | DEBNATH | MALE | ARTS | 0400 | | No | Modify |
| 10 | | PAUL | FEMALE | SCIENCE | 0932 | | No | Modify |

Showing 1 to 10 of 259 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [26](#) Next

- ✚ In “**Registration Summary**” section an institution can view Number of students added in the portal, No of students submitted for consideration in registration (student data will be considered for registration only after making of payment), No of Challans generated & No of Challans paid.
- ✚ In “**List of candidate enrolled by the institution**” section, an institution will be able to view summarized details of all candidates enrolled by it, in a tabular form.
- ✚ In the table in column “**INST. CODE**” the code of the institution under which the candidate has been submitted is displayed. In case of Permitted Institutions it will display council allotted 6 digit code and in case of Non-Permitted Institutions it will display a 9 digit code (6 digit Council allotted code of the Permitted Institution followed by dash “-” and 2 digit system allotted number).
- ✚ In the table in column “**SUBMITTED**” the present status of the candidate is displayed. A “**Yes**” tag in the column indicates the candidate data has been submitted for generation of Challan and a “**No**” tag indicates the candidate data has not been submitted for generation of Challan.
- ✚ Those Candidate data which have been already been considered for generation of Challan will have a “**View**” tab in column “**ACTION**”, and candidate data those that are yet to be considered of generation of Challan will have “**Modify**” tab in column “**ACTION**”.

The different pages where user can move to from this page are as:

Addition of Students for Registration (both for own institution and also of non-permitted institutions).

- i. Modify Students Information
- ii. Print Checklist
- iii. View Duplicate Students If any
- iv. Generate Challan (for making payment)
- v. Challan Status
- vi. Print Consolidated Statement (After Approval Payment Status)
- vii. Change of Password

MODIFY STUDENTS INFORMATION:



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Follow These Steps:-

[Login](#)

→

[Modify](#)

→

[Checklist Print](#)

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→

[Payment](#)

Logged in :

[Home](#)[Print Checklist](#)[View Duplicate](#)[Generate challan](#)[Challan Status](#)[Print Consolidated Statement](#)

Data Successfully Updated

All * fields are mandatory

This section allows you to add student into your institution's database.

Student Institution Type Section :

* Type of Institution the Student is Registering from:

REGULAR

Personal Details:

* Student's ARN

* Name of the Student:

* Date of Birth:

11-01-2008

* Gender:

 MALE FEMALE TRANSGENDER

* Caste:

 GENERAL SC ST(P) ST(H) OBC MOBC

* Are you from Tea Garden Community ? :

 YES NO

* Religion:

 HINDUISM ISLAM CHRISTIANITY SIKHISM BUDDHISM JAINISM PARSI JEWISH OTHERS

* Nationality :

 INDIAN OTHERS

Student Aadhaar No:

4 Digits Only

4 Digits Only

4 Digits Only

* Mother's Name

Max 35 Characters

* Father's Name:

Max 35 Characters

* Is Your Parent's Annual Income is Rs 2 Lacs or below? :

 Yes No

Communication Details :

* Address Line 1

gobinda Pally, ward No-08, hqai

Max 45 Characters

Address Line 2:

Max 45 Characters

* State

ASSAM

* Pin

782435

Max 6 Digits

* Contact (Mobile) Number:

Max 10 Digits

E-mail ID:

Max 50 Characters

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Logged in :

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All * fields are mandatory

Student record successfully updated

Secondary Examination Passing Details :

| | |
|--|--|
| * Name of Examination : | <input type="text" value="HSLC"/> <small>Max 45 Characters</small> |
| * Board / Council : | <input checked="" type="radio"/> BOARD OF SECONDARY EDUCATION, ASSAM <input type="radio"/> KUMAR BHASKAR VARMA SANSKRIT & ANCIENT STUDIES UNIVERSITY <input type="radio"/> STATE MADRASSA EDUCATION BOARD, ASSAM <input type="radio"/> STATE COUNCIL FOR TECHNICAL EDUCATION, ASSAM <input type="radio"/> COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS <input type="radio"/> CENTRAL BOARD OF SECONDARY EDUCATION <input type="radio"/> OTHERS |
| * Year of Passing : | <input type="text" value="2023"/> <small>Max 4 Digits</small> |
| Roll / Roll Code : | <input type="text" value="E23-"/> <small>Max 15 Characters</small> |
| * Number : | <input type="text"/> <small>Max 12 Digits</small> |
| * Total Marks (Excluding Additional Marks, if any) : | <input type="text" value="600"/> <small>Max 4 Digits</small> |
| * Obtained Marks (Excluding Additional Marks if any) : | <input type="text" value="441"/> <small>Max 4 Digits</small> |
| Marks Percentage : | <input type="text" value="73.50"/> |

Educational Details :

| | |
|------------------------------------|---|
| Date of Admission (H. S. 1st Year) | <input type="text" value="14-11-2023"/> |
| Section | <input type="text" value="6"/> <small>Max 1 Character</small> |
| * Class Roll Number | <input type="text" value="1111"/> <small>4 Digits Only</small> |
| * Choose Stream | <input type="radio"/> ARTS <input type="radio"/> COMMERCE <input checked="" type="radio"/> SCIENCE <input type="radio"/> VOCATIONAL |
| * Medium | <input checked="" type="radio"/> ENGLISH <input type="radio"/> ASSAMESE <input type="radio"/> BENGALI |
| * Core Language I | <input type="text" value="ENGLISH"/> * Core Language II <input type="text" value="MIL (ASSAMESE)"/> * <input checked="" type="checkbox"/> Confirm |
| * Elective I | <input type="text" value="BIOLOGY"/> <input checked="" type="checkbox"/> Confirm |
| * Elective II | <input type="text" value="CHEMISTRY"/> <input checked="" type="checkbox"/> Confirm |
| * Elective III | <input type="text" value="HEALTHCARE"/> <input checked="" type="checkbox"/> Confirm |
| Elective IV | <input type="text" value="PHYSICS"/> <input checked="" type="checkbox"/> Confirm |

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UPLOAD PHOTO & SIGNATURE



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI

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Follow These Steps:- [Login](#) → [Modify](#) → [Checklist Print](#) → [Generate Challan](#) → [Payment](#)

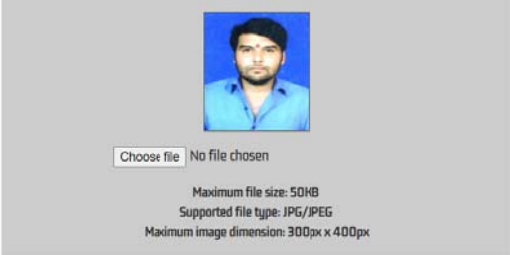
Logged in :

[Home](#) | [Print Checklist](#) | [View Duplicate](#) | [Generate challan](#) | [Challan Status](#) | [Print Consolidated Statement](#)

Student Form

✓ Student signature successfully saved

Photo Upload



Choose file | No file chosen

Maximum file size: 50KB
Supported file type: JPG/JPEG
Maximum image dimension: 300px x 400px

[Upload Photo](#)

Signature Upload



Choose file | No file chosen

Maximum file size: 20KB
Supported file type: JPG/JPEG
Maximum image dimension: 300px x 200px

[Upload Signature](#)

[< Back](#) | [Home >](#)

Recommended Browser Version :Chrome 90+ and Firefox,90+, Please donot access this portal from any mobile devices, Recommended resolution for best viewing:1024x768

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- ✚ Click on **“CHOOSE FILE”** to browse through the computer and select the photograph of student to upload.
- ✚ Click on **“UPLOAD PHOTO”** to upload photograph of student. The uploaded photograph will be displayed in the screen.
- ✚ Click on **“CHOOSE FILE”** to browse through the computer and select the **signature** of student to upload.
- ✚ Click on **“UPLOAD SIGNATURE”** to upload signature of student. The uploaded signature will be displayed in the screen.
- ✚ The system will accept the data and display a **“thank you”** screen in the form of an overlay screen

PRINT CHECKLIST:

Printing of Checklist for checking of data entered into the online system. In order to print checklist of candidate data entered into the online system, click on the “PRINT CHECKLIST” tab.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
ONLINE REGISTRATION FOR SESSION 2023-24

NOTIFICATION NON-PERMITTED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Home **Print Checklist** View Duplicate Generate challan Challan Status Print Consolidated Statement

This page enables you to take printout and verify the data of each candidate prior to its final submission for challan generation. [Print](#)

Show 500 entries Search:

| <input type="checkbox"/> | Sr. | STUDENT ID | NAME | GENDER | STREAM | CLASS ROLL | INST. CODE | SUBMITTED |
|-------------------------------------|-----|--------------|------|--------|---------|------------|------------|-----------|
| <input checked="" type="checkbox"/> | 1 | 160000038669 | .DAS | FEMALE | SCIENCE | 1111 | | No |

Showing 1 to 1 of 1 entries Previous 1 Next

- Checklist will be generated for all selected candidates only. In order to select candidate click in the checkbox (placed before the serial number) corresponding to the record and click on the “PRINT” tab. (To select all records you can click on the checkbox placed in the table header.)

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VIEW DUPLICATES: Viewing, Editing and Deleting of duplicate records.

GENERATE CHALLAN:

- Final submission of data and generation of bank Challan. A list of all candidates added by the institution into the system but Challan not generated till that time will get displayed in this page.
- Such candidate's whose checklist has been generated by the institution, for them column "STATUS" will contain the word "Awaiting Final Submit" and also a checkbox will appear before such wording; and for candidate's whose checklist has not been generated by the institution for them column "STATUS" will contain the word "Record not Checked".
- Please note; only those candidates marked with the word "Awaiting Final Submit" in column "STATUS" are eligible for final submission and Challan generation provided the same is not a duplicate entry as identified by the system.



ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI

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Logged in :

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This page allows you to make payment of Student Registration Fees to AHSEC
Note: Please deposit the fees within two days (excluding Sunday and Holidays) after generation of challan

Show entries Search:

| Sl. No. | STUDENT ID | NAME | GENDER | STREAM | CLASS ROLL | INST. CODE | STATUS |
|---------|-------------|-------|--------|---------|------------|------------|---|
| 1 | 16000038669 | \ DAS | FEMALE | SCIENCE | 1111 | | <input checked="" type="checkbox"/> Awaiting Final Submit |

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Declaration

It is hereby certified that the data and photograph of the student(s) submitted for registration with the council has been checked and found correct as per the schools record.

[Final Submit](#)

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CHALLAN CONFIRMATION PAGE:

For final submission of candidate data and generation of Challan kindly follow the below mentioned steps

- For final submission of candidate data and generation of Challan kindly follow the below mentioned steps
- Click on the “Checkbox” appearing in the “Declaration” tab and thereafter click on the “Final Submit” tab. The system will do a self-check for duplicates amongst the data selected and also the data previously submitted (if any).
- The Challan so generated will get generated automatically and will also get downloaded into your computer’s browser default location in PDF file format.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
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NOTIFICATION NON-PERMITTED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

PLEASE NOTE THAT YOU CANNOT MAKE ANY CHANGES AFTER THIS STEP.
Please take a printout of the checklist in the previous step, if not already taken, and verify the checklist completely. In case of any doubt, click 'Cancel' now. Click 'Final Confirm' only if you are 100% sure that all information entered is correct.

Cancel Final Confirm

Home Print C Consolidated Statement

This page allows you to make
Note: Please deposit the fees

Show 200 entries

| Sl. No. | STUDENT ID | NAME | GENDER | STREAM | CLASS ROLL | INST. CODE | STATUS |
|---------|-------------|------------|--------|---------|------------|------------|-------------------------|
| 1 | 16000038669 | RITIKA DAS | FEMALE | SCIENCE | 1111 | 213226 | ✓ Awaiting Final Submit |

Showing 1 to 1 of 1 entries

Previous 1 Next

Declaration

It is hereby certified that the data and photograph of the student(s) submitted for registration with the council has been checked and found correct as per the schools record.

Final Submit

Recommended Browser Version :Chrome 90+ and Firefox,90+, Please do not access this portal from any mobile devices, Recommended resolution for best viewing:1024x768

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BANK CHALLAN FORMAT:

Bank Challan will download in three copies.

1. AHSEC COPY
2. INSTITUTION COPY
3. BANK COPY

AHSEC COPY

(To be submitted along with statement of Registration)

BANKER'S MEMORANDUM

Paid into the Assam Co-operative Apex Bank Ltd.
Noonmati Branch

Challan No. : 200006-213226

For credit of Current A/c No. **201043010002113**
of The Assam Higher Secondary Education Council

Particulars of the depositor are

Institution Code & Name : _____

Purpose of Deposit : Regn. Fee For Session 2023-24

| HEAD | AMOUNT (in Rs.) |
|--|-----------------|
| Registration Fees / Challan. Processing Fees | 200/- |
| Bank Charges | |
| Late Fine | 0/- |
| TOTAL | 200/- |

(Amount in words : **Two Hundred Only.**)

Date : _____

Signature of depositor & seal

No. of Candidate(s) in the Challan : 1

FOR BANK'S USE

Credited to the account of The Assam Higher Secondary
Education Council, Assam with Rs. _____

(Rupees _____)

only as per particulars above.

Place _____ Date _____

For The Assam Co-op. Apex Bank Ltd.

Authorised Signatory
with Seal

INSTITUTION COPY

(To be retained by the Institution)

BANKER'S MEMORANDUM

Paid into the Assam Co-operative Apex Bank Ltd.
Noonmati Branch

Challan No. : 200006-213226

For credit of Current A/c No. **201043010002113**
of The Assam Higher Secondary Education Council

Particulars of the depositor are

Institution Code & Name : _____

Purpose of Deposit : Regn. Fee For Session 2023-24

| HEAD | AMOUNT (in Rs.) |
|--|-----------------|
| Registration Fees / Challan. Processing Fees | 200/- |
| Bank Charges | |
| Late Fine | 0/- |
| TOTAL | 200/- |

(Amount in words : **Two Hundred Only.**)

Date : _____

Signature of depositor & seal

No. of Candidate(s) in the Challan : 1

FOR BANK'S USE

Credited to the account of The Assam Higher Secondary
Education Council, Assam with Rs. _____

(Rupees _____)

only as per particulars above.

Place _____ Date _____

For The Assam Co-op. Apex Bank Ltd.

Authorised Signatory
with Seal

BANK COPY

(To be retained by the Bank Branch)

BANKER'S MEMORANDUM

Paid into the Assam Co-operative Apex Bank Ltd.
Noonmati Branch

Challan No. : 200006-213226

For credit of Current A/c No. **201043010002113**
of The Assam Higher Secondary Education Council

Particulars of the depositor are

Institution Code & Name : _____

Purpose of Deposit : Regn. Fee For Session 2023-24

| HEAD | AMOUNT (in Rs.) |
|--|-----------------|
| Registration Fees / Challan. Processing Fees | 200/- |
| Bank Charges | |
| Late Fine | 0/- |
| TOTAL | 200/- |

(Amount in words : **Two Hundred Only.**)

Date : _____

Signature of depositor & seal

No. of Candidate(s) in the Challan : 1

FOR BANK'S USE

Credited to the account of The Assam Higher Secondary
Education Council, Assam with Rs. _____

(Rupees _____)

only as per particulars above.

Place _____ Date _____

For The Assam Co-op. Apex Bank Ltd.

Authorised Signatory
with Seal

CHALLAN STATUS: In order to pay the registration fees please visit any branch of **The Assam Co-operative Apex Bank Ltd.** With a copy of the system generated Challan. After submission of the registration fees please keep the counter foils of the Challan in safe custody. (You are required to submit the part marked as council copy of the Challan in original along with the system generated final statement to the council.)

In order to obtain copies of the bank **Challan** at a later time go to the **“Challan List”** page and click on the **“REPRINT”** tab appearing in column **“Action”**. Copies of the bank **Challan** can only be obtained till the payment of the same has not been confirmed by the banker.

In the table column **“Status”** indicates the payment status of the Challan in registration portal as confirmed by the banker. An **“Approved”** mark in column **“Status”** indicates that payment for the Challan has been received by the system and an **“Unapproved”** mark in column **“Status”** indicates that payment for the **Challan** has not been received in the system.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
ONLINE REGISTRATION FOR SESSION 2023-24

NOTIFICATION NON-PERMITTED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Home Print Checklist View Duplicate Generate challan **Challan Status** Print Consolidated Statement

Payment status will be updated within 2 days (excluding Sunday and Holidays) after the fees is deposited in the Bank

| Sr. | Payment Method | Challan No. | Challan Date | Number of students | Status | Action |
|-----|----------------|---------------|--------------|-------------------------|------------|---------|
| 1 | CHALLAN | 200006-213226 | 21-11-2023 | 1 Annexure | Unapproved | REPRINT |

Recommended Browser Version :Chrome 90+ and Firefox,90+, Please do not access this portal from any mobile devices, Recommended resolution for best viewing:1024x768
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(Please note that generally it takes around 2 working days from the date of your making the payment into the bank branch for the payment status to get updated in the system, if after expiry of the said period your payment status is not updated please contact the council with the counter foil of the paid Challan.)

NOTE:

- a. Institution Code and name appearing in the Challan is of the Institution whose data has been submitted for generation of the Challan.
- b. The Challan should be submitted before the last date as mentioned by the Council after duly filling all requisite columns.

CONSOLIDATED STATEMENT: Generation and printing of Consolidated Statement.

A Consolidated Statement corresponding to a Challan gets automatically generated only after confirmation of receipt of payment against the Challan from the banker.

In order to obtain the consolidated statement, go to the “**Print Consolidated Statement**” page by clicking on the same. List of all approved Challans till that time gets listed in a table.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
ONLINE REGISTRATION FOR SESSION 2023-24

NOTIFICATION NON-PERMITTED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONTACT US LOGOUT

Follow These Steps:- Login → Modify → Checklist Print → Generate Challan → Payment

Logged in :

Home Print Checklist View Duplicate Generate challan Challan Status **Print Consolidated Statement**

Print option of Consolidated Statement will be made available after due approval of challan

| Sr. | Challan/Advice No. | Payment Date | Payment Amount | Number of students | Action |
|---------------|--------------------|--------------|----------------|--------------------|--------|
| No data found | | | | | |

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- In order to obtain the **consolidated statement** corresponding to a Challan click on the “**Print**” tab appearing in column “**Action**” against the corresponding Challan number.
- The consolidated statement will get downloaded into your browser’s default location in PDF format.
- Double click on the PDF file to open and print the same.

The **consolidated statement** contain list of all those candidates which has been selected for generation of the Challan. The last page of the consolidated statement also contains a gender-wise and a category-wise report of candidates submitted via the Challan.

SUBMISSION OF DOCUMENTS WITH THE COUNCIL:

After printing of the consolidated statement the principal of the institution is required to put his seal and signature in all the pages of the consolidated statement.

Thereafter the institution is required to stitch tag together the consolidated statement & part of the Challan marked as “**COUNCIL COPY**” (containing the banks receiving seal) and submit the same to the council at such specified location and within such specified place as notified by the council.

CONTACT US

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