

REQUISITE HARDWARE/SOFTWARE:

1. HARDWARE:

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

2. SOFTWARE:

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

STEP BY STEP GUIDE

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



NOTICE BOARD

1. Candidate Information Sheet for Registration Session 2023-24 2. 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

Recomended Browser Version :Chrome 90+ and Firefox,90+, Please do not access this portal from any mobile devices, Recomended resolution for best viewing:1024×768
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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.

	HOME	NOTIFICATION	MANUAL & GUIDELINES	INSTITUTION LOGIN	CONTACT US
	Follow These St.	eps:- Login 🗲	Modify 🗲 Checklist Print	Generate Challan	→ Payment
		26 Institution	n Login		
		~	NAME OF INSTITUTE WILL DISPLAY HERE		
		Enter Login ID *			_
		Enter your Institute code			
		Enter password *			_
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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.

NOTIFICATION CONTACT US Column Coged in : Coged in: Coged in: Coged in: Setting User Registration V thete: sum mastery * Principal's Mobile Number Setting User Registration Sett	ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI ONLINE REGISTRATION FOR SESSION 2023-24
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Recomended Browser Version :Chrome 90+ and Firefox,90+, Please do not access this portal from any mobile devices, Recomended resolution for best viewing:1024x768 © copyright AHSEC 2D23-24. All right reserved Page loaded in 0.0031 seconds	All * fields are mandatory * Principal's Mobile Number
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The system will send a one-time password "**OTP**" into the entered mobile number. Thereafter a new textbox opens us 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 Image: Modify Image: Checklist Print Image: Generate Challan Image: Payment
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VERIFY
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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: <u>Please be careful while entering details in this (Existing User Registration) page</u> 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.

ASSAM HIGHER SECONDARY EDUCATION COUNCIL, GUWAHATI
NOTIFICATION CONTACT US LOGOUT
Follow These Steps:- Login Image: Checklist Print Generate Challan Payment
Logged in :
Existing User Registration
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10 Digits Only
* District
* Institution Category
* Institution Subcategory
* Address
max 50 Characters ★ Post Office
max 25 Characters
* PIN Code Filipitr only Filipitr Filipitr
Institution Telephone Number
max 15 digits ★ Institution Email Address
demo@gmail.com max 50 Characters
* Re-Enter Institution Email Address
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GUWAHATI max 50 Characters
max 50 Characters
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Institution's Stream wise Recognition Details :
* Arts Stream
Yes
Non-Permitted v
Commerce Stream
No
Select One
* Science Stream
Yes
Recognised v
Vocational Streem No Tagged Non-Permitted Institution's Details :
SI Code Name District Category Sub-category No
1 SR. SECONDARY PRIVATE

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 :	HOJ	AI				
3. Institution Code :	2132	226				
4. Institution Name :						
5. Institution Category :	H.S.	SCHOOL				
6. Institution Subcategory :	PRO	VINCIALIZED				
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 :		r.789456124454111				
5. Institution Category :	H.S.	SCHOOL				
6. Institution Subcategory :	PRO	OVINCIALIZED				
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.con	n			
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.

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	yisuauni :	Junning							
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Stream Approv	ved by Council					Yes	No	Yes	No
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- 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 nonpermitted 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:

NOTIFICATION NON-PERMIT	ED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONTACT US LOGOUT	
	paged in :	
Home Pint Checklist	View Duplicate Generate challan Challan Status Print Consolidated Statemen	t
ata Succesfully Updated		
* fields are mandatory		
his section allows you to add student into yo	r institution's database.	_
Student Institution Type Section :		4
* 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) ○ DBC ○ MOBC	
* Are you from Tea Garden	○ YES ● ND	
* Religion:	HINDUISM O ISLAM O CHRISTIANITY O SIKHISM O BUDDHISM	
* Nationalitu :	INDIAN O DTHERS	
Student Aadhaar No:		
	4 Digits Only 4 Digits Only 4 Digits Only	
7 Mother's Name	Max 35 Characters	
* Father's Name:		
🔹 is Your Paraet's Appual Jacome	Max 35 Characters	
is Rs 2 Lacs or below? :	⊖ Yes ● No	
Communication Details :		
* Address Line 1:	gobinda Pally, ward No-DB, hçiai	7
Address Line 2.	Max 45 Characters	
Address Line 2:	Max 45 Characters	
* State	ASSAM	
★ Pin	782435	
* Contact (Mobile) Number	Max 6 Digits	
a contact (noone) number:	Max 10 Digits	
E-mail ID:	May 50 Characters	
L	rian an malarista	

NOTIFICATION NON-PERMIT	TED INSTITUTION PRINT INSTITUTION PROFILE CHANGE PASSWORD CONT	ACT US LOGOUT	
Follow These Steps:-	Login + Modify + Checklist Print + Generate Challan + Pa	yment	
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fields are mandatory			
tudent record successfully updated			
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* Name of Examination :	HSLC Max 45 Characters		
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★ Year of Passing :	2023		
Roll / Roll Code :	Max 4 Digits		
* Number :	Max 15 Characters		
	Max 12 Digits		
Total Marks (Excluding Additional Marks, if any) :	600 Max 4 Digits		
* Obtained Marks (Excluding Additional Marks if any) :	441		
Marks Percentage :	78.50		
Educational Details :			
Date of Admission (H. S. 1st Year)	14-11-2023		
Section	6 Mar. 1 Character		
* Class Roll Number	1111 4 Digits Only		
* Choose Stream	○ ARTS ○ COMMERCE ● SCIENCE ○ VOCATIONAL		
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* Elective II	CHEMISTRY	🗹 Confirm	
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UPLOAD PHOTO & SIGNATURE

ASSAM HIGHER SECONDARY	EDUCATION COUNCIL, GUWAHATI
UNLINE REGISTR/	ATION FOR SESSION 2023-24
NOTIFICATION NON-PERMITTED INSTITUTION PRINT INSTITUTI	ON PROFILE CHANGE PASSWORD CONTACT US LOGOUT
Follow These Steps:- Login + (Modify) + Ch	ecklist Print + Generate Challan + Payment
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Choose file No file chosen Maximum file size: 50KB Supported file type: JPG/JPEG Maximum image dimension: 300px x 400px	Choose file No file chosen Maximum file size: 20KB Supporter file type: IPG/IPEG Maximum image imension: 300px x 200px
Upload Photo	Uplead Signature
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Click on "CHOOSE FILE" to brows photograph of student to upload.	e through the computer and select the
4 Click on " UPLOAD PHOTO " to uplo	ad photograph of student. The uploaded
photograph will be displayed in the sc	reen.
Click on "CHOOSE FILE" to brows signature of student to unload	e through the computer and select the
Click on "UPLOAD SIGNATURE" to u	pload 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.

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	NOTIFICAT	ION NON-PERMI	TTED INSTITUTION	PRINT INSTITU	JTION PROFILE	CHANGE PASSWORD	CONTACT US	LOGOUT
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			Logged in :					
Home	2	Print Checklist	View Duplicat	te Gene	erate challan	Challan Status	Print Conso	lidated Statement
This page	enables you	u to take printout and v	erify the data of eac	h candidate prior to	its final submissior	n for challan generation.		🖨 Print
Show soc	o v entrie	15					Search:	
□ ↓†	Sr. 11	STUDENT ID	NAME IT	GENDER 11	STREAM 1	CLASS ROLL	INST. CODE	SUBMITTED 1
	1	160000038669	DAS	FEMALE	SCIENCE	1111		No
Showing 1	to 1 of 1 entr	ies						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.

AS:	SAM HIC		LUNI IE REC	JARY Jistrati	EDUC# ON FOR	SESSION 20	UNCIL,GL J23-24	JWAHA ⁻	
NOTIFICATION	NON-PERMIT	TED INSTITUTION	PRIN	T INSTITUTION F	PROFILE	CHANGE PASSWORI	CONTACT US	LOGOUT	
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This page allows you to ma Note: Please deposit the fe	ke payment of Stu <mark>es within two day</mark> s	dent Registration Fe <mark>5 (excluding Sunday</mark>	es to AHS and Holid	EC ays) after gene	ration of chall	an			
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eclaration									
It is hereby certified that t	e data and photog	raph of the student(:	s) submitt	ed for registrat	ion with the co	ouncil has been check	ed and found correct	as per the schools r	ecord.
				Final Subn	nit				
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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.

	ASS/	AM HIG	HER SEC	E REG) ary e Istrati	DUCA DN FOR S	FION COL	JNCIL,GL 23-24	јшанат	
NOT	IFICATION	NON-PERMITTE	D INSTITUTION	PRINT	INSTITUTION P	ROFILE	HANGE PASSWORD	CONTACT US	LOGOUT	
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SI. No. 11 S	TUDENT ID		NAME		GENDER 11	STREAM	CLASS ROLL	INST. CODE	STATUS 🗆	47
1 160	000038669	RITIKA DAS			FEMALE	SCIENCE	1111	213226	Awaiting Final Su	bmit
Showing 1 to 1 of	1 entries								Previous 1	Next
<u>Declaration</u>										
It is hereby cer	tified that the d	lata and photogra	ph of the student(s) submitte	d for registratio	n with the coun t	cil has been checked	d and found correct :	as per the schools rec	ord.
Recomende	ed Browser Ver © copyright	rsion :Chrome 90: AHSEC 2023-24.	+ and Firefox,90+, All right reserved	Please do	not access this	portal from any	mobile devices, Reco Page loade	omended resolution d in 0.0038 second	ı for best viewing:107 Is	24x768

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

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

(Amount in words : Two Hundred Only.

Date :

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

FOR BANK'S USE

Signature of depositor & seal

Credited to the account of The Ass	am Higher Secondary
Education Council, Assam with Rs.	
(Rupees	
only as per particulars above.	
Place	Date
For The Assam Co-op Apex Bank	l td

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 :

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Bank Charges	
Registration Fees / Challan. Processing Fees	200/-
HEAD	AMOUNT (in Rs.)

(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.

or 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

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(Amount in words : Two Hundred Only.

Date :

Signature of depositor & seal

Date

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

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.

	ASSAN	1 HIGHER S	ECONDARY	EDUCATION C	OUNCIL,GU 2023-24	WAHATI
	NOTIFICATION	ON-PERMITTED INSTITUTION	N PRINT INSTITUTION	N PROFILE CHANGE PASSW	ORD CONTACT US	LOGOUT
	Follow The	se Steps:- Login 🗲		klist Print 🗲 Generate Cha	illan 🗲 Payment	
		Logged in :				
Ho	me Print Check	dist View Dupl	licate Generate	challan Challan Statu	us Print Consc	olidated Statement
Payme	ent status will be updated with	nin 2 days (excluding Sunday	and Holidays) after the fees i	s deposited in the Bank		
Sr.	Payment Method	Challan No.	Challan Date	Number of students	Status	Action
	CHALLAN	200006-213226	21-11-2023	1 Annexure	Unapproved	REPRINT
	CHALLAN	200006-213226	21-11-2023	1 Annexure	Unapproved	REPRINT
Re	CHALLAN ecomended Browser Versior	200006-213226 1 :Chrome 90+ and Firefox,5	21-11-2023 90+, Please do not access ti	1 Annexure	Unapproved	REPRINT
Re	CHALLAN ecomended Browser Versior © copyright AHS	200006-213226 n :Chrome 90+ and Firefox, SEC 2023-24. All right reser	21-11-2023 90+, Please do not access to ved	1 Annexure	Unapproved , Recomended resolution f	REPRINT
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Re	CHALLAN ecomended Browser Versior © copyright AHS	200006-213226 1 :Chrome 90+ and Firefox,9 IEC 2023-24. All right resen	21-11-2023 90+, Please do not access ti ved	1 Annexure	Unapproved	reprint

(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 HI	GHER SECOND ONLINE REGI	ARY EDUCAT	FION COUN ESSION 2023	NCIL,GUWA -24	HATI
NOTIFICATION NON-PERM	ITTED INSTITUTION PRINT IN	ISTITUTION PROFILE	HANGE PASSWORD	CONTACT US	IGOUT
Follow These Steps:-	Login > Modify >	Checklist Print >	Generate Challan	Payment	
	Logged in :				
Home Print Checklist	View Duplicate	Generate challan	Challan Status	Print Consolidated	Statement
rint option of Consolidated Statement will	be made available after due appro	val of challan			
Sr. Challan/Advice No.	Payment Date	Payment Amount	Nu	mber of students	Action
data found					

- 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

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

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

**** END****