



OFFICE OF THE PRINCIPAL
GOVERNMENT HIGHER SECONDARY SCHOOL, ROURKELA.769004
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No. 4124/GACR

Dt. 05.12.24

By WhatsApp/Website

NOTICE

The Internal stream change within higher Secondary School (HSS) and the online student transfer admission to a different or the same stream for Class XI students under the SAMS project for the academic Session 2024-25 will be held as per dateline given in the DHSE(O) letter No.14456, Dt.04.12.2024(Attached).

Interested students are informed to follow the same accordingly.

Enclosed: Date line of various activities.

[Signature]
Principal

Govt.H.S.School,Rourkela

Memo No. 4125/GACR. Date. 05.12.24

Copy to Notice Board/ Girls Common Room/ College website/ All faculties GHSSR through Emp.Asso WhatsApp Group/ OICs Admission +2/ Sri D.Ray, DEO, +2 SAMS/ Principal's file for information and necessary action.

[Signature]
Principal

Govt.H.S.School,Rourkela

DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA
SRC FOR AE BUILDING, 1ST FLOOR, UNIT-V, BHUBANESWAR-751001
Ph. 0674-2390939/2390639(O), E-mail: dhse.odisha@gov.in

NO: 14456
SAMS-V-05-2024

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DATE: 04.12.24

From

Shri Raghuram R. Iyer, IAS
Director

| |
|-----------------------------------|
| Govt. (A) COLLEGE ROURKELA A-K |
| Diary No. <u>1855</u> |
| Date <u>04/12/24</u> |
| Signature |

B. R. Roy

B. R. Roy
04.12.24

To

The Principals,
All Higher Secondary Schools of the State
(Coming under SAMS admission process)

Sub: Regarding the internal stream change within Higher Secondary Schools (HSS) and the online student transfer admission to a different or the same stream for Class XI students under the SAMS project for the 2024-25 academic session.

Madam/Sir,

In inviting a reference to the subject cited above, I am enclosing the guidelines and scheduled timeline for internal stream changes and online transfer admissions to a different or the same stream for Class XI students for the 2024-25 academic session.

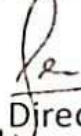
| Sl. No | Activities | Date Lines |
|---|--|--|
| Internal Stream Change within HSS | | |
| 1 | Students should submit their applications for stream changes on plain paper to the Principal of the Higher Secondary School (HSS). | 09.12.2024 (11.00 AM) to 14.12.2024 (04.00 PM) |
| 2 | Availability of the online link for the internal stream change in the HSS e-Space login. | 16.12.2024 to 18.12.2024 (06.00 PM) |
| Transfer Admission for Class-XI Students | | |
| 1 | Availability of transfer application form for the Class-XI in the student's e-Space of SAMS, S&ME Department website i.e. www.samsodisha.gov.in | 20.12.2024 (11:00 AM) |
| 2 | Last date of applying for the online transfer application form for Class-XI through www.samsodisha.gov.in | 28.12.2024 (11.55 PM) |

| Sl. No | Activities | Date Lines |
|--------|---|-------------------------------------|
| 3 | Verification at the level of Higher Secondary School, which the student will leave. | 20.12.2024 to 30.12.2024 (09.00 PM) |
| 4 | Document Verification at the District Nodal Higher Secondary School (SAMS) | 21.12.2024 to 02.01.2025 (09.00 PM) |
| 5 | Application review and approval at DHSE | 03.01.2025 to 10.01.2025 (09.00 PM) |
| 6 | Admission to destination Higher Secondary School | 04.01.2025 to 13.01.2025 (06.00 PM) |

N.B. Changes to the deadline will be notified on the SAMS portal of DHSE (O).

You are therefore requested to take all necessary steps to facilitate stream changes and online transfer admissions for eligible students, following the provided timeline.


Yours faithfully,


Director 4/12/24

Memo No: 14457/DHSE,

Date: 04.12.24

Copy submitted to the Additional Secretary to Govt. S&ME Department, for information.



Director 4/12/24

Memo No: 14458/DHSE,

Date: 04.12.24

Copy forwarded to the General Manager, OCAC for information and necessary action.


She / He requested to make the necessary provision in SAMS software for Class-XI transfer admission and to provide a report in the CHSE (O) login which will show all details along with the Transfer Admission intimation for all Class-XI students.


Director 4/12/24

Memo No: 14459/DHSE,

Date: 04.12.24


Copy forwarded to all Chief District Medical Officers, H&FW Department under Government of Odisha for kind information and necessary action.


Director 4/12/24

Memo No: 14460/DHSE,

Date: 04.12.24

Copy forwarded to the Chairman / Controller of Examinations, CHSE (O) for information and necessary action.


Director 4/12/24

Guidelines for Internal Stream Change within HSS

Students admitted to Class-XI for the 2024-25 academic session through the SAMS portal of DHSE (O) may change their stream within the same Higher Secondary School, following the guidelines.

1. Interested students may submit a plain paper application to the Principal of the HSS to request a stream change between **11:00 AM on 09.12.2024** and **6:00 PM on 14.12.2024**, subject to seat availability in the desired stream.
2. If the number of applicants exceeds the available seats, the HSS will prepare a **merit list** based on the marks secured by each student.
3. **No reservations or weightage** will be considered in the preparation of the merit list.
4. The total marks secured by the student must **meet or exceed the cut-off marks** for the stream into which they wish to transfer.
5. The process of stream transfer, along with the admission update in the SAMS portal (e-Space), must be completed by **6:00 PM on 18.12.2024**.
6. No increase in seats will be considered if the number of applicants for a stream change exceeds the available vacant seats in the respective stream at the HSS.

W.K. 04.12.24

Transfer Admission Guideline (Class-XI)

The transfer admission process for Class XI (1st Year) students will be conducted online at www.samsodisha.gov.in. Interested students can apply for transfer admission to another Higher Secondary School, either within the same stream or a different one, by following the specified guidelines. Class XI students in the state's Higher Secondary Schools must log in to the SAMS portal using their existing student user ID (mobile number) and the password provided during their online registration and admission.

1. Procedure for Online Transfer

1.1. Application Process

Eligible students can apply for transfer by using the application form available in the student's e-Space login. The steps for the online transfer process are outlined below.

Selection Criteria

- ✓ The student can select their preferred Higher Secondary School for transfer admission as outlined below.
 - a) Selection is based on seat availability and requires meeting or exceeding the cut-off marks for the desired stream. Note that seat numbers will not be increased.
- ✓ The leaving Higher Secondary School will verify the student's information, including name, roll number, stream, and subject, and provide remarks accordingly.
- ✓ The Nodal Higher Secondary School (SAMS) will verify the supporting documents attached by the student and provide remarks regarding their authenticity on the application.
- ✓ After verifying the application details, the Director of Higher Secondary Education, Odisha, will take appropriate action and issue the order accordingly.

- ✓ The applications approved by the Director of Higher Secondary Education, Odisha, will appear in the destination Higher Secondary School for updating the required information to complete the transfer admission.
- ✓ Transfer admission approval by DHSE (O) for vacancies in Higher Secondary Schools will be considered on a merit basis.
- ✓ For students applying for a transfer to another stream in a different Higher Secondary School, their general marks secured in the 10th board exam must meet the cut-off percentage specified for the 1st, 2nd, or 3rd phase of the e-Admission academic session 2024-25.
- ✓ Approval from DHSE (O) does not guarantee admission to the destination Higher Secondary School, as it is purely provisional. The student must obtain the HSSLC from the leaving Higher Secondary School and report to the destination Higher Secondary School within the specified timeline.
- ✓ Higher Secondary Schools are advised to issue the HSSLC only after the DHSE (O) has issued the candidate's transfer order.
- ✓ A candidate who has willingly obtained the HSSLC without the DHSE (O) transfer order approval will not be eligible for transfer admission.
- ✓ Higher Secondary Schools are required to collect, verify, and store the transfer order issued by DHSE (O) and submit it to CHSE (O) during the Class XI annual examination form fill-up.
- ✓ Applicants can check the status of their applications in their respective e-Space logins.
- ✓ Transfer admissions are not permitted for students from boards or councils other than the CHSE (O) Board.
- ✓ Students must be admitted through the Common Application Form (CAF) during the regular e-Admission period, in accordance with the schedule published for the respective admission year.
- ✓ Transfer cases from outside the state may be considered only in the event of the transfer, retirement, or death of a parent, provided that the syllabus aligns with the CHSE (O) syllabus and has received due approval from DHSE (O).

1.2. Certificates and Documents required

Different documents required for applying for transfer application:

| Sl. No | Reason | Document Required (Scanned copy) |
|---|--|--|
| 1 | Parental Transfer | Transfer order issued by the competent authority |
| 2 | Parental Retirement | Retirement Certificate by the competent authority |
| 3 | Parental Death | Death Certificate by the competent authority |
| 4 | Marriage of girl student(s) | Marriage Certificate |
| Sl. No | Reason | Document Required (Scanned copy) |
| 5 | Medical (Terminal / Severe diseases only) | The medical certificate must be signed by an authority not below the rank of Chief District Medical Officer (CDMO) and should include the forwarding letter number and date. |
| For 1 st Year Transfer Admission in a Different Stream | | |
| 6 | Current stream is too challenging | Handwritten application by the student, including their signature |
| 7 | Non availability of stream within the admitted HSS | Handwritten application by the student, including their signature |

It is essential for students must adhere to the outlined criteria, ensure the authenticity of submitted documents, and comply with the timelines for the internal stream change and transfer process. Successful transfer admission ultimately depends on obtaining the necessary approvals and completing the required formalities at both the originating and destination schools.


G.K. 04-12-24