



## GURU NANAK DEV UNIVERSITY

### Secrecy Memos for all Examinations Special Instructions for Superintendents

1. Answer-books in all the examinations shall be forwarded to Asstt./Deputy Registrar (Secrecy), Guru Nanak Dev University, Amritsar.
2. Label Ec-17 is to be pasted on each outer packet. The name and the number of the Centre with the name of the Town shall invariably be shown on the sealed cover of the packet.
3. Answer-books shall be packed in single cloth cover and not in double cover.
4. In case no candidate appears in a subject scheduled to be held at the Centre according to the Centre Statement supplied by the office, the Superintendent of Centre concerned shall invariably inform the Asstt./Deputy Registrar (Secrecy) about this fact on the same day on the prescribed forwarding letter. The Superintendent shall also furnish to the Asstt./Deputy Registrar (Secrecy) a statement to the above facts on the prescribed form (S.F. 3) available in the file after the termination of the examination.
5. Impression of the Seal to be used by the Superintendents shall be sent alongwith the R/R to the Deputy Registrar (Secrecy).
6. Packet weighing about a kilogram should be sent by Registered post and not by Rail in any case.
7. It has been noticed that some Superintendents do not carefully check the Roll Nos. written on the answer-books with the Roll Nos. of the candidates present as per identification chart. It shall be noticed that the final responsibility for such discrepancies shall rest with the Superintendent and the name of the defaulting Superintendent shall be reported to the Vice-Chancellor for such action as he may deem proper.
8. Memos for Secrecy office in duplicate be placed in the packet of answer books.

**Note:** I. The Asstt. Supdts. should be instructed to be very careful to see while collecting the answer-books that the candidates have filled in the columns regarding Roll Nos. Subject, Paper, date of examination and number of continuation sheets/additional answer-books used. If any, on the title page of their Answer-books and they should also verify that the continuation sheets/additional answer-books mentioned on the title page by the candidates are actually attached with the answer books.

Failure to comply with these instructions on the part of the Asstt. Supdt. is likely to disqualify him as well as Superintendent of the Exam. Centre.

II. Further the candidates may cautioned that they must write their Roll Nos. correctly in words & figures and fill in all the columns properly and the continuation sheet/additional Answer-book used, if any, should be tagged tightly with the main answer-book.

9. The candidates for the examinations where secrecy answer books are used should particularly be asked that they should write their Roll Nos. only at the space provided for the purpose on the title page and nowhere else in the answer-book continuation sheets/additional answer-books. They should not write their Roll Number even in the answer to Question set on latter. Any candidate writing Roll No. at a space not specified for the purpose will make himself liable to disqualification. The candidates should specifically be asked not to write on the back of title page.

As a further safeguard in this connection, the supervisory staff be advised to keep eye on the candidates and not to let this happen under ignorance of some of the candidate.

**10. B.A./B.Sc. Examination**

In English paper, the candidates be instructed to indicate on the title page of their answer-books, the language i.e., Hindi, Punjabi, Urdu etc. In which they have translated the English passage.

The candidates have got the option to use English, Hindi or Punjabi as medium for answering the question papers in the following subjects:

- I. Economics
- II. Philosophy
- III. Political Science
- IV. Home Science
- V. Sociology and Public Administration
- VI. History
- VII. Music (Indian)

They shall, therefore, be directed to write medium they have used on the title page of the answer-books. Answer-books of all scripts be combined and one memo shall be prepared for all the scripts. Where there are different options in a paper, separate memos be prepared for each option and packed separately.



# GURU NANAK DEV UNIVERSITY MEMO FOR SECRECY OFFICE

(To be used in the case of examinations in which fictitious  
Roll Nos. are used)

*Note:- Superintendents are requested to send two copies of Memo slip to the Deputy/Assistant Registrar (Secrecy) packed inside the packet alongwith answer-books and should in no case be sent separately.*

Examination(s) \_\_\_\_\_

Subject(s) \_\_\_\_\_ Paper(s) \_\_\_\_\_

Centre (Building) \_\_\_\_\_ Station \_\_\_\_\_

Centre No. \_\_\_\_\_

\*Roll Nos. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use backside, if necessary)

Total No. of answer-books despatched \_\_\_\_\_

Roll Nos. of absentees \_\_\_\_\_

Total Nos. of absentees \_\_\_\_\_

Roll Nos. of candidates whose answer-books have been sent as  
stray \_\_\_\_\_

Total No. of stray answer-books \_\_\_\_\_

The \_\_\_\_\_ 20 (Signature of the Superintendent)

*Note :- In case any mistake is found by the Secrecy Branch for wrong entry, Rs. 5 per error will be deducted from the remuneration of the Superintendent.*

\*Superintendents should satisfy themselves that the Roll Nos. mentioned herein tally those give on the answer-books.