

GURU NANAK DEV UNIVERSITY

- Notes:** (1) One copy of this proforma duly filled in should be sent to the Deputy Registrar (Conduct) after the termination of the examination and one copy to Assistant Registrar (Accounts) alongwith the bill. The third copy should be retained by the Superintendent for his record and the fourth copy be deposited with the college.
 (2) Special instructions given on the reverse be read carefully.

Statement showing disposal of blank answer-books at _____ Centre No. _____
located at _____ College _____

Entries made in all the columns of this statement must be checked carefully. In case of discrepancy in this proforma the payment of the Superintendent will be withheld.

Date	Session	No.of Candidates actually appeared	DAILY ACCOUNT		Practical Answer Books (8 Pages)	Remarks	
			Secrecy OMR Answer Sheet				Roll No. & Exam. of U.M.C Candidate/s to whom second A/Book is issued
			Consumption	Balance			
Opening Balance							
Total							

(if the above space is insufficient, a blank sheet with the above columns be used)

Sig.of the Centre Supdt. _____

P.T.O.

The balance shown on the obverse has been returned to the Principal of the _____
 _____ College _____

Certified that the opening balance and subsequent supply shown on the obverse are correct and that the charge of the said balance has been received by me after counting the same.

Superintendent
 Exam _____ Centre No. _____
 (_____) (College)

Principal _____
 College _____
 Seal of the College

Important : The superintendent is required to make entries of total consumption in the Account Register of Blank Answer-Books maintained at the institution, strike out the balance in that register and indicate in the statement given below, the total stock lying at the institution according to the entries made in the Register. Where there is more than one centre in the same building, the statement noted below should be left blank. This does not, however, absolve the Centre Superintendent of the responsibility in making individual entries in the Account Register and sending the consumption report in each case, as required under the rules.

	Secrecy OMR Answer Sheet	Practical Sheet (8 Pages)
1. Total stock lying at the institution before the commencement of Examination		
2. Stock received from the University at the beginning of , or during, the Examination (mention dates of receipts)		
*3. Stock received, if any, during the course of Examination by transfer from _____ College _____ on _____		
4. Total (Cols 1+2+3)		
5. Consumed at the above Examination		
*6. Transferred during the course of Examination to _____ College _____ on _____		
7. Damaged and spoiled stock sent to the University Office		
** 8. Balance (Cols 4-5-6-7)		

 Principal

 College

* These entries should be made correspondingly in the Account Register maintained in the institution

 Asstt.Suptd.(Clerk)

 Superintendent

** These figures should tally with the entry of balance struck out in the Register maintained in the institution.

 Exam.Centre _____ Exam.Centre

Special Instructions to the Superintendents

- Blank answer-books are meant for use by the examinees and not for any other purpose.
- The stock taken from the institution must be considered as part of opening balance and entered, after actual counting, in the "balance" column provided in the statement.
- The damaged and spoiled stock should be sent to this office in the last Superintendent's packet under all circumstances. The details of such answer-books should be shown separately. Such stock should not be included in the consumption.
- Answer-books for practical examination should in no case be issued by the Superintendent. The practical examiner will get his/her requirements direct from the Head of the Institution concerned.