

Guru Nanak Dev University, Amritsar
Superintendent's File
(General)

Contents

S.F. 1.	Certificate of opening the scaled parcels and envelopes containing question papers	(Ec.23(i)—6)
S.F. 2.	Memo for late-comers	(Ec.23(ii)—3)
S.F. 3.	Statement showing detail of the subjects, in which no candidate appeared at the centre	(Ec.23v)—1)
S.F. 4.	Statement showing account of blank answer-books	(Ec.23(iii)—4)
S.F. 5.	Statement of perishable and imperishable articles	(Ec.23(iv)—4)
S.F. 6.	Form for sanction of substitute/casual supervisors	(Ec.23(vi)—3)
S.F. 7.	Superintendent's Report	(Ec.23(vii)—2)
S.F. 8.	Deleted	
S.F. 9.	Certificate of furniture to be filled in by the Superintendent	(Ec.23(viii)—1)
S.F. 10. & 11.	Lables addressed to various officers in the University for despatching the last packet.	(Ec.23(ix, x)—1)
S.F. 12.	Lable for stary answer-books	(Ec.23(xi)—12 lables)
S.F. 13.	Sanction forms for Superintendents	(Ec.23(xii)—2)
S.F. 14.	Application for permission to leave the examination centre.	(Ec.23(xiii)—1)
S.F. 15.	Lables to be used in lieu of Roll Nos. in case a candidate without Roll No. is admitted to the examination.	(Ec.23(viv)—12 lables)
S.F. 16.	Duty chart of the supervisory and other supporting staff.	(Ec.23(xv)—1)

Registrar
Guru Nanak Dev University
Amritsar

Guru Nanak Dev University, Amritsar

Parcel Opening Certificate

Note : To be sent to the Deputy Registrar (Conduct) immediately on opening the parcel(s) of Question Papers.

Name of Examination _____ Month _____ Year _____

Name of Centre _____

The parcel(s) containing _____ envelopes of question-papers was/were opened in the presence of the undersigned today. The contents and seals were checked according to the date-sheet and the centre statement.

*(a) The envelopes noted below appear to have been damaged in transit and have been enclosed immediately in another cover, which has been sealed with a seal in the possession of the Deputy Superintendent :

Subject	Paper

(b) The following question papers appear to have been tampered with. Their contents have also been dealt with as in (a) above :

Subject	Paper

(c) The following question-papers have neither been received nor any intimation received about their being despatched later :

Subject	Paper

(d) The following question-papers have not been received in sufficient number :

Subject	Paper

Date _____

Signed. _____

Supdt.

Time _____

Signed. _____

Dy. Supdt.

Signed. _____

Additional witness

* Please write *NIL* in the blank spaces if there is no such discrepancy.

Note : Mere signing and forwarding this certificate is not enough. If there are discrepancies in terms (b), (c) and (d), action suggested in the Book of Instructions must also be taken.

