Himachal Pradesh University

Note: One copy each of this proforma duly filled in should be sent to the Sr. Supdtt. and Assistant Registrar (Conduct) after the termination of the examination and one copy be sent to Assistant Registrar (Conduct) alongwith the adjustment bill. The fourth copy should be retained by the supdtt. for own record.

STATEMENT	Showing	g disposal of blank answer Books atExamination Ce	entre
No		Station	
	1.	Blank Answer-Books and Continuation Sheets are meant for use by the examiners and not for any other purpose.	
F	2.	The stocks taken from the institution must be considered as part of opening balances and entered in the "Balance" column provided in the statement below after actual counting.	
VTENDEN	3.	Before handing over change of the surplus stock to the Head of the Institution after the termination of the examination, it is essential to see that the figures of opening balance should tally with total consumption plus balance in hand of each kind of stock.	
SPECIAL INSTRUCTJION TO THE SUPERINTENDENT	4.	The damaged and spoiled stock should be sent to this office in the packet meant for Office Superintendent (Conduct) under all circumstances. The detail of such stock should be shown separately on the back of this form Such Stock should not be included in the consumption.	
DI NOIL	5.	Answer-Books/Practical-Sheets 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.	
INSTRUC	6.	Entries made in all the columns of this statement must be TOTALLED carefully. In case of discrepancy in this proforma the payment of the Superintendent will be withheld.	
SPECIAL	7.	Blank Answer-Books in no case be unstitched and used as practical-Sheets. in case the superintendent runs short of Practical sheets he/she must collect his/her requirement from the Head of the Institution/nearby centre or any other local institution.	
	8.	The number of Answer-Books category-wise either collected or transferred from/to the other institution must be specifically mentioned in this proforma giving the name of	

such institution/s.

Date	Session		DAILY ACCOUNT					Remarks		
		No of Candicates actully appeared	Answer-Books Answer-Books		Practical Answer-					
			ndica	(40 pag	es)	(32 pag	es)	Books		
			Opening -		Opening -		Opening -			
		No of actull	Consumption	Balance	Consumption	Balance	Consumption	Balance		

Date	Session		DAILY ACCOUNT					Remarks	
	No of Candicates actully appeared	ates ired	Answer-Books		Answer-Books		Practical Answer-		1
		(40 pages)		(32 pages)		Books			
		Opening -		Opening -		Opening -			
		No o actul	Consumption	Balance	Consumption	Balance	Consumption	Balance	
			ck have been re- Col				ne opening bala oply shown abo		
							e of the above		

Centre Supdtt.

Exam. Centre No..... College)

Principal

Seal of the Institution

been received by me

	Answer-Books (40 pages)	Answer-Books (32 pages)	Practical Answer-Books	Remarks
Total Stock lying at the institution before				
commencement of the Exam.				
Stock received , if any, during Exam.				
Total Balance Stock				
Consumed at the above Exam.				
Transferred during Exam. if any				
Damaged and spoiled stock sent to the				
University				
Balance Stock after Closing of the Exam.				

Principal	Asst. Supdt. (Clerk)	Centre Supdtt.
College	Exam.	Exam.

These entries should also be made correspondingly in the Account Register maintained at the institution. These figures should tally with the entry of balances struck out in the Register maintained at the institution for the purpose.