

# INDIRA GANDHI UNIVERSITY MEERPUR – REWARI

## SUPERINTENDENTS FILE (GENERAL)

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**STATEMENT SHOWING DETAIL OF THE SUBJECTS IN WHICH NO CANDIDATE APPEARED AT THE CENTRE**

This form should be sent direct to the Assistant Registrar (Secrecy), I.G. University, MEERPUR, Rewari immediately after termination of the examination

I hereby certify that no candidate appeared at the centre in the subjects and papers noted below. Necessary intimation to this effect was sent to the university office/examiner on the dated mentioned against each.

..... Exam .....20. Centre.....

Sr. No.	Subject and papers	Date of Examination
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Signature of Superintendent of Examination Centre.....

**INDRA GANDHI UNIVERSITY MEERPUR – REWARI**

Ec-2(iii)

One copy each of this Performa duly filled in should be sent to the supdt. In chief and Deputy/Asstt. Registrar (Conduct) after the termination of the examination and one copy be sent to the CAO along with the bill. The fourth by should be retained by the Superintendent for his record.

STATEMENT showing disposal of blank answer books at .....  
 Examination Centre no. .... Station..... Building.....

**Special instructions to the superintendent**

1. Blank Answer books and Continuation. Sheets are meant for use by the examiner and not for any other purpose.
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.
3. Before handing over charge of the surplus stock to the Head of the institution after the termination of the examination it is essential to see that figures of opening balance should tally with total consumption plus balancing hand of each kind of stock.
4. The damaged and spoiled stock should be sent to this office in the packet meant for office Deputy/ Asstt. Registrar (Conduct) under all circumstances. The details of such stock should be shown separately on the back of this form. **Such stock should not be included in the consumption.**
5. Answer books/Continuation- sheets for Practical Examination should in no case be issued by the Superintendent. The Practical Examiner will get his/her requirements direct form the Head of the Institution concerned.
6. Entries made in all columns of this statement must be TOTALLED carefully. In case of discrepancy in this performa the payment of the Superintendent will be withheld.
7. Blank answer books in no case be unstitched and used as Continuation- sheets. In case the Superintendent runs short of continuation-sheet he/she must collect his/her requirements form 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/ from/to the other institution must specifically mentioned in this Performa giving the name of such institution/s

Date	Session	No. of candidates actually appeared	DAILY ACCOUNT			Name of the institution from/to which collected and transferred	Remarks
			Secrecy Answer-books(36 pages)	Secrecy Answer-books(40 pages)	Supplementary Answer-books		
			Consumption/Balance	Consumption/Balance	Consumption/Balance		
	Total C/O						

Date	Session	No. of candidate actually appeared	DAILY ACCOUNT			Name of the institution from/to which collected and transferred	Remarks
			Non Secrecy Answer- books(24 pages)	Secrecy Answer-books(32 pages)	Supplementary Answer-books		
			Consumption/Balance	Consumption/Balance	Consumption/Balance		
Grand Total.....							

The above balance of stock have been re-deposited with the Principal of the ..... College.....

Certified that the opening balance and subsequent supply shown above is correct and that the charge of the above noted balance has been received by me.

Principal

.....

.....College

.....

Superintendent

Exam. Centre No. .... College

Seal of the institution

**IMPORTANT:-**

The superintendent is requested to make entries of total consumption in the Account Register of Blank Answer books maintain the institution according to the entries made in the Register and intimate to this office the total stocks of all kinds lying at the institution according to the entries made in the Register, in the statement given below.

Where at any place there is more than one Centre in the same building the statement noted below should be left blank. This does not, however, absolve them of the responsibility in making individual entries in the Account Register, and sending the consumption report on the above prescribed form in each case as required under rules.

	Non- Secrecy Answer Books (36 pages)	Secrecy Answer books (40 pages)	Supplementary Answer-Books or Continuation sheets	Remarks
1.Total stock lying the institution before the commencement of the Examination.				
2.Stock received, if any, during the course of the Examination by transfer from ..... College.				
3.Total.....				
4.Consumed at the above Examination				
5.Transferred during the course of Examination if any, to ..... College.				
6.Damanaged and spoiled stocks sent to the university office				
7.BALANCE**				

Principal

Asstt.Supdt.(Clerk)

Superintendent

.....College

.....Exam,centre.....

Exam.Centre.....

\*These entries should also be made correspondingly in the Account Register maintained at the institution.

\*\*This figures should tally with the entry of balances truck out in the Register maintained at the institution for the purpose.



Certified that the entries showing in column 1,2,3, & 10 above are correct and the balances shown in column No. 9 have been received for re-deposit.

..... Principle  
.....College,  
.....

Superintendent  
.....  
Permanent address.....  
.....

**Note:-**

1. The number of the box must be given: if it does not bear any number, Please say so.
2. The stationary articles must be deposited with the School or College from which these were obtained.
3. The payment of the bill of the Superintendent who fails to return the form duly completed shall remain were held till the needful is done.
4. Stationery articles received from or given to the other centre. The name of the other centre must be show to avoid correspondence and delay in payment of contingent.
5. The number of packets prepared and answer- books contained in each may be mentioned on the back of this form in order to check the consumption of packing cloth and packing paper.
6. The entries should tally with the account register maintained by the institution.

**Form for superintendent’s Report regarding Conduct of Examination**

Note:- This form is being supplied , in duplicate. One copy duly filled in should be sent to the Asstt. Deputy Registrar (Conduct ) immediately after termination of the examination and the second copy may be retained by the superintendent for record.

Examination .....Date of commencement of examination .....Station .....Centre ..... Date of submission of report..... Total No. of candidates .....

- 1. When did you reach your station of examination. 1.....
- 2. What arrangements did you make for your stay? 2.....
- 3. When did you take delivery of the insured parcels containing question- paper? What is the name of to person who identified you at the post Office ? 3.....
- 4. Did you satisfy yourself after carefully examining the seals of the insured parcel/parcels that these were not tampered with? 4.....
- 5. What care did you take for the safe custody of the insured parcel of parcels? 5.....
- 6. Before opening the parcel or parcels on the date fixed for their opening, did you get the certificate form the supervisory staff? 6. ....
- 7. Did you verify the subject with date sheet and centre statement and satisfy yourself that sufficient number of copies of questions papers had been supplied? 7.....
- 8. Did you take the certificate of opening of sealed envelopes containing question papers from the supervisory staff before opening envelopes for each day? 8.....
- 9. Did you obtain a certificate from the supervisory staff that none of them was related to any candidate or no candidate was privately coached by any of the staff individually or in an unrecognized Institution? 9.....
- 10. Did the supervisory staff report in the examination hall each day at least half an hour before the commencement of the examination? If not, list of such supervisory staff coming late should be forwarded to the C.O.E after the termination of the examination . 10.....
- 11. Did you leave the centre during the examination days without the previous permission the C.E.O .11.....



12. Had you to act contrary to the rules on your own discretion without obtaining previous permission from the C.E.O? if so, where? 12.....

13. Names of initiations with No. of candidates seated at the centre 13.....

14. (a) was the examination conducted smoothly at your centre? Point out infringement of rules, if any, either by yourself or by any of the supervisory or by the candidates.

.....  
.....

(b) Did you conduct the examination strictly according to the date and time specified in the Date-Sheet? If so, please fill in the enclosed certificate for record.

Certified the ..... Examination in each paper at my centre was held according to the date and the time fixed for commencement of the examination in the relevant papers

Asstt. Superintendent

Superintendent

(Witness)

centre

15. Was this centre an ideal centre or had it some defects? In the latter case please point out the defects and suggest improvements.

.....  
.....  
.....  
.....

16. Was this number of candidates, seated at this centre, within its capacity at 14sq. ft. per candidate or was it over or under its capacity? In the latter case what was the maximum capacity of this centre?

.....  
.....  
.....

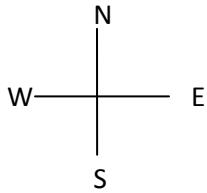
17. (a) Did you get adequate furniture for efficient conduct of the examination, or you had to hire some? Please name the institution which co-operated in lending the use of the school furniture.

.....  
.....  
.....

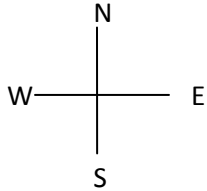
(a) Also mention below, if any institution declined to lend furniture for the purpose.

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18. Give below a rough sketch of the Hall and the side rooms used as an examination centre indicating the dimension of each. All the doors should also be shown in this sketch to see whether the rooms were inter-connected or not, etc.



19. (a) Can you suggest any other suitable building in this town which can be utilized as a centre of examination in case of necessity next year? If so, please give below the sketch of the building as required under item 18 on this page.



(b) If you are aware of any other suitable building in the neighbourhood of this town where we can open a centre, kindly suggest the same to enable us to secure sketch, etc, direct. You will at least mention the name of schools which can be seated here to remove congestion from this town and furnish us a plan of the roads or railway lines connecting each other, giving distance between these places.

.....  
 .....  
 .....  
 .....

20. State below the discrepancies in the question paper, if any:

.....  
 .....  
 .....

21. Give below a list of unopened question- papers sent in packet of Assistant Registrar(secretary) on the termination of the examination.

.....  
 .....  
 .....

22. Give below a complete list of the Supervisory Staff actually employed with special reference to the replacements, if any:

Name and address	Remarks
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

.....  
.....

23. Indicate the number of unfair means cases detected at your centre. Name of the examination and the Roll Nos. of the candidates involved should be given.

Name of the Candidate	Class	Roll No.	Paper
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

24. Indicate number of candidates belonging to other centres, who for one reason or other , were admitted at your centre Roll Nos. of such candidates, quoting against each subject and paper in which the admission was allowed, as a special case should be given.(Superintendents should note that such admissions have ordinarily to be avoided and are permissible only on the first day of examination at places where there is more than one centre).

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25. General remarks, If any:

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.....  
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.....  
.....  
.....  
.....  
.....  
.....

Dated .....20 .

.....  
Superintendent  
.....Examinations 20

# INDRA GANDHI UNIVERSITY MEERPUR – REWARI

## FORM FOR REPORTING CASE OF UNFAIR MEANS OR ACTS OF INTERFERENCE WITH THE PROPER CONDUCT OF UNIVERSITY EXAMINATION

(To be filled in by the official detecting the case and to be forwarded by the Superintendent, after recording the statement of the candidate, to the Deputy/Assistant Registrar (conduct) by name under a registered insured cover, on the very day of detection of the case , the cloth lined envelope supplied for purpose.)

1. Name of the Examination .....
2. Centre of examination .....
3. Subject.....4. Paper.....
5. Date and exact time of the detection  
Date.....  
Of the case under report  
Time.....
6. Name of the  
Candidate.....
7. Name of the Candidate's  
father.....
8. Roll No.  
.....
9. Permanent address of the  
Candidate.....
10. Total no of incriminating papers  
recovered.....  
(a) No. of printed  
papers.....  
(b) No. of handwritten  
papers.....  
(c) Torn book  
pages.....

Note:- The Detector should sign the recovered objectionable material.

11. The material was recovered from the candidate under reference as indicated below:- (Please Strike out the columns which are not applicable).

- (i) in candidate's hand
- (ii) in candidate's pocket
- (iii) in candidate's shoes or socks
- (iv) under the clothes worn by the candidate
- (v) on candidate's table/desk
- (vi) in candidate's desk
- (vii) in candidate's answer book
- (viii) under candidate's answer book
- (ix) under candidate's question paper
- (x) under his feet
- (xi) near his seat on the ground at a distance of

.....

(xii) any other place.

12. The Candidate, Roll No.....was found giving/receiving help to/from candidate , Roll No.....who was sitting just in front/behind /left or right of the candidate, Roll No.....

13. Any other mode of use of unfair means:-

14. ....

Signature of the candidate(in case of his refusal to do so, signature of another member of staff certifying this fact)

Signature of the Detector  
Designation.....  
Date.....

Room no.....

Date.....

## REPORT OF THE CENTRE SUPERINTENDENT

I am enclosing the following evidence in support of the allegation of the use of unfair means by examinee in University Examination:-

(i) The incriminating material recovered from the candidate as mentioned in column No. 11 on pre-page.

(ii) The Scripts (Answer-Books)of the candidate:

No. of answer-book.....

(In case the candidate refused to have second answer-book, this fact stated specifically).

(iii) A copy of the seating plan ( This should be attached without fail):

Further observations, if any:

Signature (full).....

Superintendent

Exam Centre No. ....

Date.....Permanent address.....

.....

STATEMENT OF THE CANDIDATE AT THE EXAMINATION  
THE CENTRE SUPERINTENDENT

CENTRE TO BE RECORDED BY

Note:- The Superintendent will give a hearing to the candidate and recorded his statement. He may allow the student to question the detector and the questions and answers will also be recorded. If the candidate refuses to make any statement this fact will be recorded by Superintendent.

.....

Name of the Asstt. Supdt. On duty

Room No.....

Date.....

.....

Signature of the Superintendent

**ASSISTANT REGISTRAR (SECRECY)**

Label of Packing the Following documents:

(Confidential list of Examiners)                      (2)Unopened question paper envelops

To

**Assistant Registrar (Secrecy)**  
**INDIRA GANDHI UNIVERSITY,MEERPUR-REWARI**

Ec-2(x)

R.S.F.-13

To,

**The Deputy/Assistant Registrar (conduct)**

**I.G.University, Meerpur-Rewari**

Label of packing the following documents:

- 1) Confidential list of candidates.
- 2) Memo Book for the C.O.E./Attendance Chart along with a certificate of direction to the candidates. reading out
- 3) Photos of the private candidates.
- 4) Empty Envelops from which the question papers have been removed.
- 5) Roll numbers collected from the candidates.
- 6) Seating plans of the examination Centre.
- 7) Identification sheet (Rule No. 19).
- 8) Report about blank answer-books received, utilized, and returned.(Rule Nos 26 &2)
- 9) Report of Superintendent regarding deposit of stationary box with Head of the institution containing perishable and imperishable articles.(Rule No 46)
- 10) General report regarding conduct of examination.(Rule No. 43)
- 11) Book of Institutions for Superintendent
- 12) Spoiled blank answer-books and continuation sheets if any.

Ec-2(xi)

R.S.F.-14

To

**Superintendent (Accounts)**  
**I.G.University,Meerpur-Rewari**

- 1) Supervisor's Bill
- 2) Contingent Bill with relevant vouchers and sanctions etc. and a copy of report about blank answer-books, received utilized as required vide(Rule No. 27c).

# INDIRA GANDHI UNIVERSITY, MEERPUR-REWARI

## APPLICATION FOR PERMISSION TO LEAVE THE EXAMINATION CENTRE

To be Submitted under Registered Cover to

To.....

The Deputy/Asstt. Registrar(Conduct)  
I.G.University  
Meerpur-Rewari

- 1. Name of the Superintendent.....
- 2. Name of Examination.....
- 3. Name of the Centre (mention station and centre No.).....
- 4. Days/Date on which leave is required .....

5. Reason for leave .....

.....  
.....  
.....  
.....  
.....

6. Person recommended to act as Superintendent

Qualification.....

Name.....

Age.....

Address.....

.....  
.....

Date. ....20

Signature of the Applicant

permanent address.....

.....

Remarks by the University office:

.....  
.....  
.....  
.....

Asst. /Deputy Registrar(Conduct)

Supt.(Conduct)

Asstt.(Conduct)

Note: Leave will not will be granted unless the application is received in the office well in time



**INDIRA GANDHI UNIVERSITY MEERPUR, REWARI**  
**ANSWER-BOOK WITHOUT ROLL NUMBER**

Note:- To be passed at the left top corner invariably on the answer-book without Roll Number to be sent to the Assistant Registrar(Secrecy). A complete report of the should be addressed to the Assistant Registrar(Results). I.G.U. Meerpur on the first day of the examination.

<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>	<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>
<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>	<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>
<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>	<ol style="list-style-type: none"> <li>1. Name of examination.....</li> <li>2. Name of centre .....</li> <li>3. Name of candidate.....</li> <li>4. Father's Name .....</li> <li>5. Permanent address..... .....</li> <li>6. University fee receipt No. ....</li> <li>7. Subject and Paper.....</li> <li>8. Reason for not submitting..... the Roll Number to the ..... Superintendent</li> </ol> <p style="text-align: center;">Full signature of Centre Superintendent</p> <p>Dated.....20</p>

**(B) Substitute Assistant Superintendent**

Date and Session M&E	Name of Original Assistant Superintendent	Reason for change	Name and Full official address of the Substitute and his/her Designation	Qualification	Age	Recommended by	Orders from University Office
1	2	3	4	5	6	7	8

(For use by the University office)  
 Returned with orders as in column No. 11 of (A) and No.8 of (B)  
 Controller of Exams.

Yours faithfully,  
 Superintendent of the Center



In case of answer –books to be sent to this office as stray answer-r book these lables should invariably be used on each packet. This packet should be sent to Assistant Registrar (Secrecy) under a separate registered cover.

<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>	<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>
<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>	<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>
<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>	<p style="text-align: center;"><b>STRAY ANSWER –BOOKS</b></p> <p>Examination .....                  Roll No./s .....                  Subject ..... Paper .....</p> <p>Reason in brief .....</p> <p>Memo. For such answer-book be placed inside the packet.                  (Forwarding latter should be placed inside the cloth cover alongwith other memos . of answer- book .)</p> <p style="text-align: center;"><b>Signature of Supdt.</b></p> <p>Centre .....                  Date .....</p>



Sr. No.	Name of sanction required	Quantity	Rate per trip	Total trip	Total amount involved	Description of work in brief	Final orders of the Controller of Examination with Remarks, if any.
1	2	3	4	5	6	7	8

.....Signature of the Superintendent      No.....      Date .....

Returned in Original with orders against each items

House no. ,Road or Mohalla of .....

Residence during examination days .....

Address after examination .....

.....

Deputy/ Asstt. Registrar(Conduct)  
For Controllers of Exams.  
I.G. University. Meerpur.

Duty Chart of the Supervisory and Inferior Staff engaged at the .....Centre .....Examinations 20

Sr. No.	Name of the person engaged	Designation at the Centre	Dates and Session on which required to attend	Signature	Remarks
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.		Assistant/Deputy Superintendent Assistant Superintendent			

Station .....

Dated, the .....20

Superintendent

.....Examination

Centre .....