



(A state University Established under Haryana Act No. 29 of 2013)
 (Recognized u/s 12 (b) & 2 (f) of UGC Act 1956)

Performa for Answer Books

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 copy 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

- Blank Answer Books and Continuation Sheets are meant for use by the examinee and not for any other purpose.
- The Stocks taken from the Institution must be considered as part of Opening Balance and entered in the "Balance" column provided in the statement below after the actual counting.
- Before handing over charge of the surplus stock to the Head of the Institution after 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.
- The damaged and spoiled stock should be sent to this office in the packet meant for o/o 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.
- 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 from the Head of the Institution concerned.
- 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.
- 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 from the Head of the Institution nearby Centre on any other local Institution.
- The number of Answer Books category-wise, either collected or transferred from/to the other Institution must specifically be mentioned in this Performa giving the name of such Institution/s.

Date	Session	No. of Candidates actually appeared	Daily Account		Remarks
			Secrecy Answer Books (36 Pages)	Secrecy Answer Books (40 Pages)	
			Consumption	Consumption	
Total					

[illegible]

The above balance of stock has been re-deposited with
the Principal/Chairperson of the College/UTD.....

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/Chairperson

.....

.....College/UTD

.....

Superintendent

Exam. Centre No. College/UTD

Seal of the Principal/Director/Chairperson

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/college the statement noted below should be filled by the In-charge / Dealing head of Answer Books stating the combined record for all the centers in the College/UTD.

S/N		Secrecy Answer Books (36 Pages)	Secrecy Answer Books (40 Pages)	Remarks
1	Total Stock lying at the Institution before the commencement of the Examination.			
2	Stock received, if any, during the course of the Examination by transfer from College			
3	Transferred during the course of Examination if any, to College			
4	Total Stock			
5	Consumed at the above Examination			
6	Missing / Extra Answer Books (specify serial no. of answer books & mention Missing / Extra under Remark)			
7	Damaged and spoiled stocks along with serial numbers of answer books *			
8	Returned to the University			
9	Balance **			

Principal/Chairperson

.....College/UTD

Superintendent

Exam Centre.....

Clerk / Dealing head

College/UTD.....

Note: These entries should also be made correspondingly in the Account Register maintained at the Institution.

* Specify the reason for damaged and spoiled answer sheets

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