

Guru Nanak Dev University, Amritsar
Superintendent's File
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Controller of Examinations

Special Instructions for Superintendents of Examination Centres

1. The answer-books in all the subjects shall be forwarded to **Assistant/Deputy Registrar (Secrecy)**, Guru Nanak Dev University, Amritsar-143005.
2. The answer-books in each paper shall be packed in craft-paper, tied crosswise with *sutri* and slip Ec-17 (iii)—be pasted properly. The packet then be placed in cloth cover on which lable Ec-17 (ii)—duly filled in shall be pasted in triplicate Memos for each paper are to be placed *flat* (without folding) in between the *sutri* and craft paper of each packet, and not to be packed inside the packet of answer-books at all.
3. The inner packets should not contain anything like plan of the Hall or any document bearing Superintendent's signature etc., which may give an indication of the identity of the centre of examination.

To be sent to Assistant/Deputy Registrar (Secrecy)

From

_____ Superintendent

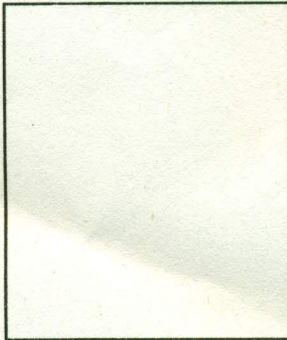
_____ Centre

Certified that the seal is kept carefully in his/her custody and reports despatch of _____ Packets, by _____ containing answer-books in _____ paper _____ for the _____ examination, 200__.

The Way Bill No. _____ is attached herewith.
(Please score out in case the answer-books have been sent by Regd. Post).

Space for the seal impression used on packets containing answer-books.

To be stamped in pad ink



Permanent address of the
Superintendent

(Full Signature) _____
Superintendent

Full name of Centre _____

DESPATCH OF SECRECY ANSWER-BOOKS

When despatching the answer-books to the **Deputy Registrar (Secrecy)**, Centre Superintendents are directed to paste invariably this chit on each outer packet. This is very Important

GURU NANAK DEV UNIVERSITY

Centre No. _____
 Examination(s) _____
 Subject(s) _____
 Paper(s) _____
 Date _____
 *Session _____
 Signature of the Supdt. _____

To

**Deputy Registrar (Secrecy),
 Guru Nanak Dev University,
 Amritsar-143005**

*Please indicate carefully 'morning' or 'evening', as the case may be.

GURU NANAK DEV UNIVERSITY

Centre No. _____
 Examination(s) _____
 Subject(s) _____
 Paper(s) _____
 Date _____
 *Session _____
 Signature of the Supdt. _____

To

**Deputy Registrar (Secrecy),
 Guru Nanak Dev University,
 Amritsar-143005**

*Please indicate carefully 'morning' or 'evening', as the case may be.

GURU NANAK DEV UNIVERSITY

Centre No. _____
 Examination(s) _____
 Subject(s) _____
 Paper(s) _____
 Date _____
 *Session _____
 Signature of the Supdt. _____

To

**Deputy Registrar (Secrecy),
 Guru Nanak Dev University,
 Amritsar-143005**

*Please indicate carefully 'morning' or 'evening', as the case may be.

GURU NANAK DEV UNIVERSITY

Centre No. _____
 Examination(s) _____
 Subject(s) _____
 Paper(s) _____
 Date _____
 *Session _____
 Signature of the Supdt. _____

To

**Deputy Registrar (Secrecy),
 Guru Nanak Dev University,
 Amritsar-143005**

*Please indicate carefully 'morning' or 'evening', as the case may be.

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

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Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

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Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

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Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

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Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

Ec.17 (iii)-20
Exam. 200
Subject _____ Paper _____
Option _____
Total No. of answer-books _____
(To be passed on the inner craft-paper cover)

GURU NANAK DEV UNIVERSITY

Important :— Memo for each paper should be placed flat (without folding) in between the sutri and the concerned packet, and in no case be placed inside the packet.

MEMO FOR SECRECY OFFICE FOR _____, EXAMINATION, _____ 200_____

CAUTION : to avoid wrong entries in the Memo, each item must be checked twice.

NOTES:— (1) The superintendents are requested to send this memo slip to the **Deputy Registrar (Secrecy)**, (BOTH THE HALVES TO BE FILLED IN BUT ONLY THE UPPER HALF TO BE SIGNED) Placed on the packet of Answer-books concerned. They are also requested to keep a copy of this memo-with them for reference and record alongwith the prescribed chart No. Ec. 17 (iv). which is also available in this file. All the sub-packets are to be packed in one cloth cover.

(2) The inner craft paper packets should not contain any paper which may give an indication or identity of centre of examination.

(3) Please see that the memo should not be sent separately.

- | | |
|---------------------------|------------------------------------|
| 1. Station _____ | 2. Centre _____ |
| 3. Name of Building _____ | 4. Date and Session of Exam. _____ |
| 5. Subject _____ | 6. Paper/option _____ |

To be stamped in
pad ink Seal
Impression

Total No. of answer-books (in words) _____ (in figures) _____

Roll No. of candidates in serial order whose answer-books are being forwarded. (use backside, if necessary). In order to avoid unnecessary correspondence, please check these entries carefully.

Certified that the Roll Nos. in words and figures as mentioned on the answer-books have been compared with those of the candidates present, as shown above, and there is neither any mistake nor any answer-book is missing.

Roll Nos. of absentees _____

Total number of absentees _____

Roll Nos. of candidates whose answer-books have been sent as stray separately _____

(Total _____)

Centre Clerk	Deputy Superintendent/Supervisor	Superintendent
[To be cut by Asstt. Registrar (secrecy) and not by the Centre Superintendent]		

MEMO FOR EXAMINERS (_____ EXAMINATION, _____ 200 _____)
(to be filled in by the Superintendent but to be left unsigned)

- | | | |
|------------------------|------------------|----------------|
| 1. Date of Exam. _____ | 2. Subject _____ | 3. Paper _____ |
| 4. Session _____ | 5. Script _____ | |

Total No. of answer-books (in words) _____ (in figures) _____

Total No. of candidates, in Serial No. whose answer-books are being forwarded. (use backside, if necessary)

Roll Nos. of absentees :

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Name of the examination _____ Month _____ 200 _____

Chart of the candidates who remained absent in the examination or in a paper(s).

This may be sent to the Assistant Registrar (Examinations) alongwith other papers, if any, after the termination of the examination.

Roll No.	Name of the candidate	Subject and Paper(s) in which remained absent

Station _____

Centre No. _____

Signature of the Superintendent



This slip duly completed should be placed at the top of the bundle inside the cloth

GURU NANAK DEV UNIVERSITY

Centre _____

Date and Session _____

Detail of Sub-Packets included in the parcel of answer-books for each session :-

Sr. No.	Name of Examination	Subject	Paper	Option	No. of Sub-Packets

Total No. of Sub-Packets _____
Signature of Superintendent

GURU NANAK DEV UNIVERSITY

Centre _____

Date and Session _____

Detail of Sub-Packets included in the parcel of answer-books for each session :-

Sr. No.	Name of Examination	Subject	Paper	Option	No. of Sub-Packets

Total No. of Sub-Packets _____
Signature of Superintendent

GURU NANAK DEV UNIVERSITY

Centre _____

Date and Session _____

Detail of Sub-Packets included in the parcel of answer-books for each session :-

Sr. No.	Name of Examination	Subject	Paper	Option	No. of Sub-Packets

Total No. of Sub-Packets _____
Signature of Superintendent