



JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY, PATIALA
 (Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Performa to be submitted to University after Closing of Exam Centre _____

Name of Exam Centre: _____ Centre Code: _____ Session : _____

Sr. no.	Items		Status of Material		
			From	To	Total
1	Answer Sheets (Along with serial nos.)	a.	Issued		
		b.	Used (Excluding Damaged & Discrepancy)		
		c.	Unused (Excluding Damaged & Discrepancy)		
		d.	Damaged		
		e.	Discrepancy in Serial No.		
			Total (b + c + d + e)		
2	Stamps (No.)		Controller's Signature Stamp		
			Date Stamp		
			Space Below Cancelled Stamp		
			Exam Morning Stamp		
			Exam Evening Stamp		
			Brass Stamp with wooden handle		

		No. of files	Total No. pages in all files	Remarks
3	Attendance Sheet (with page marking)			
4	Challan/Secrecy Memo (with page marking)			
5	Performa of consumption of answer sheets (with page marking)			
6	Bags Large size (Yellow Colour)		Bags Small (white colour)	

* Note : Use additional sheets if required.

Received from:

Name _____

Designation _____

Date _____

Supdtt. _____

Coordinator _____

Chlef. Coordinator _____

Handed over to:

Name _____

Designation _____

Date _____

Sign of DEO: _____

Sign of Supdt. (Exam Centre): _____

Name & contact no. _____

Name & contact no. _____