

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Performa For Daily Consumption of Blank Answer-Books(32 Pages)

Examination Centre _____ Centre Code _____

Examination August 2022

Note- One copy of this performa for each category of answer-books duly filled in should be sent to the Controller of Examinations at the End of Examination. The one copy should be retained by the Superintendent for the record.

Date	Session	Answer-Books Received			No of candidates in the session	Answer-Books Consumed		Balance if any	Signature of the Centre Clerk	Signature of the Centre Superintendent	Verified by Observer / Flying Squad	
		No of Answer books record.	Serial Nos. of Answer-Books recd.			No of Answer books / Consumed	Serial Nos. of Answer-Books					
			From	To			From					To
Grand Total												

The above balance of Stock containing Serial Nos. From _____ to _____ has been re-deposited with the Controller of Examinations, JGNDPSOU by the College (Name): _____

Certified that the opening balance and subsequent sequence shown above is correct and that the charge of the above-noted balance containing serial No.s from _____ to _____ has been received by me after counting the same.

Submitted to Controller of Examinations, JGNDPSOU
 _____ College Name
 Seal of the / Chief Coordinator/Principal (Institution)

Superintendent _____ Deputy Superintendent _____ coordinator _____
 Examination Centre _____

Important--- The superintendent is requested to make entries to total consumption in the Account Register of Blank Answer-Books maintained at the institution, strike out the balances of each category in the same register, and intimate to this office the total stock (Category wise) lying at the institution according to the entries made in the register.