

ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ref.No/ PSOU/ COE/318

Dated: 16. /62/2023

ਸਮੂਹ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਪੰਜਾਬ ।

ਵਿਸ਼ਾ:-

ਮਾਰਚ-2023 ਪ੍ਰੀਖਿਆਵਾਂ ਲਈ ਸਬੰਧਤ ਪ੍ਰੋਫਾਰਮੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਸਬੰਧਤ <u>ਹੇਠ ਲਿਖਤ ਪ੍ਰੋਫਾਰਮੇ</u> (ਨੱਥੀ ਲਿਸਟ ਮੁਤਾਬਕ) ਮਾਰਚ-2023 ਪ੍ਰੀਖਿਆਵਾਂ ਵਿੱਚ ਸਾਰੇ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਵਰਤੇ ਜਾਣੇ ਹਨ :

I. Conduct/Evaluation related performas

II. Bills related performas

ਸਮੂਹ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾ ਵਲੋਂ ਇਨ੍ਹਾਂ ਪ੍ਰੋਫਾਰਮਿਆਂ ਮੁਤਾਬਕ ਹੀ ਮਾਰਚ-2023 ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ remuneration ਯੂਨੀਵਰਸਿਟੀ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਸਬੰਧਤ ਹਾਰਡ ਕਾਪੀ ਪ੍ਰੋਫਾਰਮਿਆਂ ਤੇ ਕਾਲਜ ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਅਤੇ ਚੀਫ ਕੋਆਰਡੀਨੇਟਰ /ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਦਸਤਖਤ (ਸਮੇਤ ਕਾਲਜ ਸਟੈਂਪ) ਹੋਣੇ ਜ਼ਰੂਰੀ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਪ੍ਰੋਫਾਰਮਿਆਂ ਨੂੰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਵਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਟੀਮ (ਜੋ ਕਿ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਤੋਂ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਸਮਾਨ ਨੂੰ ਰਸੀਵ ਕਰੇਗੀ) ਨੂੰ ਤਿੰਨ ਦਿਨਾਂ ਦੇ ਅੰਦਰ ਪ੍ਰੀਖਿਆਵਾਂ ਖਤਮ ਹੋਣ ਤੋਂ ਬਾਅਦ ਜਮ੍ਹਾ ਕਰਵਾਇਆ ਜਾਵੇਗਾ। ਬਿਨ੍ਹਾਂ ਦਸਤਖਤ ਤੋਂ ਕਿਸੇ ਵੀ ਬਿੱਲ ਨੂੰ ਅਦਾਇਗੀ ਲਈ ਨਹੀਂ ਵਿਚਾਰਿਆ ਜਾਵੇਗਾ, ਜਿਸ ਦੀ ਜਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੀ ਹੋਵੇਗੀ।

ਨੱਥੀ: ਬਿੱਲ ਪ੍ਰੋਫਾਰਮੇ

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ

Controller of Examinations
Jagat Guru Nanak Dev
Punjab State Open University
Patiala

ਕਾਪੀ: (ਕਾਰਵਾਈ ਹਿੱਤ)

1) ਪ੍ਰੋਗਰਾਮਰ (ਰ) - ਕਾਲਜਾਂ ਨੂੰ ਈ-ਮੇਲ ਅਤੇ whatsapp ਕਰਨ ਸਬੰਧੀ।



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Hard copy of below documents is to be attached in one Main file for submission to University (regarding Conduct/Evaluation of University Examinations – Month................................)

I. <u>Documents to be submitted reg. Conduct/Evaluation</u>

S.No.	Document No.	Details	Remarks
1.	P-17	Receiving Performa for Exam Centres	INDEX - For
		Performa – For Theory Answer Books (OMR/32-pages Theory)	submitting final all
		Performa – For Practical Answer Books	record to University
2.	P-1 (a)	Secrecy memo cum Attendance Sheet Performa	Student Attendance
		(same will be generated Online in Exam Portal for Theory)	(Theory & Practical)
3.	P-1 (b)	Secrecy memo cum Attendance Sheet Performa	
		(same will be generated Online in Exam Portal for Practical)	
4.	P-5 (a)	Daily consumption of Blank Answer Books Performa	
		(Theory- 32 Pages ABs)	
5.	P-5 (b)	Daily consumption of Blank Answer Books Performa	
		(Practical - 10 Pages ABs)	
6.	P-6	Performa to be used at Closing of Exam Centre	For closing of Exam
		(for used and unused exam material)	Centre
7.	P-12	Attendance Sheet Performa for Staff of Exam Centre	Attendance record
		(for Theory Exams Only)	(Staff)
8.	P-3	Question Paper Performa (Printing Cell)	Reg. Coordinator (Printing cell)
9.	P-23	External Award Lists (Theory & Practical)	For submission of
		(same will be generated Online in Exam Portal)	marks
		a) Signed Award List (in original) is to be attached in the main	
		file with index (Format attached).	
		b) Photostat copy of the original signed Award List is to be put	
		inside the each Bag (containing the evaluated Answer Books).	
II. <u>D</u>	ocuments to	be submitted reg. Bills	
8.	P-4	Bill Performa for Staff on duty in Exam Centre	
		(for conduct of Theory Exams)	
9.	P-14	Bill form for Evaluator (Paper checker)	
		(for Theory Exams - As generated online in exam portal)	
10.	P-15	Bill form for Practical Examiner	
		(for Practical Exams - As generated online in exam portal)	
11.	P-16	Travelling Allowance Form (TA Form) - if applicable	
12.	P-21	Remuneration Performa for Checking Assistant	
		(Only to be used at Evaluation time)	

^{*} Hard copy of all above documents are to be put in one Main file (With Index) duly signed by Supdtt./Coordinator/Principal of Exam Centre & then forwarded to Exam Branch of the University. Seal of the Chief Coordinator/Principal is also required on Index page of Main file.

^{*} Bills of respective Exam Centre will be cleared by University only on receiving of hard copy all above documents (as to submitted) in Main File.



JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,PATIALA

(Established by Act No.19 of 2019 of Legislature of the State of Puniab

RECEIVING PERFORMA (INDEX) - Theory & Practical Answer Books

(To be used by Exam Centre for Submission of Answer Books & Boras/Packets to University)

Name of Exam Centre: Date of receiving from Exam Centre: Details of Answer Books (OMR /Theory-32 Pages):	Bag (Packe	
Date of receiving from Exam Centre:	Bag (Packe	
-	Bag (Packe	
·		
Sr.No Date Type of Total no.		<u>t)</u>
Answer Books (OMR / Theory- 32 Pages) Of Answer Books packet		No. of packets
1	,	~ ~ ~ ~ ~ ~
2		_
3 4		
5		
6		
a) Main Total Boras (OMR Answer Books) :	••••••	••••••
b) Main Total Boras (Theory Answer Books -32 Pages)) :	•••••
Details of Practical Answer Books:		
Sr.No. Date Total no. of Bag (pack	ret)	
Practical Morning	Evenin	~
Answer Books Morning	Lyenin	g
1		
2		
3		
4		
5		
Total		
<u> </u>	I	
To be filled by Exam Centre/College) (Only for University abmitted by: Received by:		
gn: Sign:		
ame: Name:		
esignation: Designation:		
<u>lobile No.</u> Deptt. /Branch of Un	niversity:	
ate: Date:		
rwarded by.		
nief Coordinator/Principal of Exam Centre		
gn with Stamp		
ite		
meabile No		

Undertaking

We do hereby declare that in concern to the Examination	held in Examination Centre at
Inflibnet centre ,Gandhinagar, Gujarat, the manual attendance sheet	of students are cross checked
with present students, absentee list, detained list and UMC cases and the	same has been uploaded online.
If result got declared late due to wrong updation of serial number of ans	wer sheets, then we shall be the
sole responsible for the same. Duly signed printed copy of attendance sh	neet from login ID and Manual
copy of attendance sheet are attached herewith.	_

Printing Coording Signature Name:	nator re:		Superinten Signature: Name: Mobile No.:		
J	_	ı Nanak Dev Punja ecy memo cum Attendance S			Patiala
Program Paper Id Course O Course M	ntion Centre :In: Certificate Coll: GSD001 Code: GC-SDF Name: Program	nming using C	3	nming	
Sr.No	Sem.	Student Name	Roll.No	AnswerSheet No	Signature
1	Semester-1	Jaskaranbawa			
2		Kashish			
3		Monicarani			
4		Meenakshidhawan			
Centre S		Total Absent :' Total Student should be all	owed to appear	in examination without vo	
Signatur	e & Mobile N	o. of Dy. Superintendent	Sign	ature & Mobile No.of In	vigilator

Signature & Mobile No. of Center Superintendent

Undertaking

We do hereby declare that in concern to the Examination	held in Examination Centre
at Inflibnet centre ,Gandhinagar, Gujarat, the manual attendance she	et of students are cross checked
with present students, absentee list, detained list and the same has been	en uploaded online. If result got
declared late due to wrong updation of serial number of answer sh	neets, then we shall be the sole
responsible for the same. Duly signed printed copy of attendance sheet fr	rom login ID and Manual copy of
attendance sheet are attached herewith.	

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Center ID 11

Examination Centre: Inflibnet centre, Gandhinagar, Gujarat

Programme : Certificate Course in Software Development and Programming

Course Code :GC-SDP-01P

Course Name :Programming using C Lab

Exam Date :02/09/2022

Bag No

Signature : Name : Mobile No :

Semester :Semester-1

Sr.No	Student Name	University Roll.No	Practical A.Sheet No	Signature
1	Jaskaranbawa			
2	Kashish			
3	Monicarani			
4	Meenakshidhawan			

d be allowed to appear in examination without valid admit card
3. Coordinator
Signature :
Name:
Mobile No :

Jagat Guru Nanak Dev Punjab State Open University, Patiala

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

			A	nswer-Books Rec	eived			Answer-Books (Consumed				
Date		ks ages)	0	Serial Nos recd.	. of Answer-Books	the		Serial Nos. Books	of Answer-		entre	f the tendent	Verified b
	Session	Type of Answer Bokks (OMR/ Theory 32 Pages)	No of Answerbooks record.	From	То	No of candidatesin the session	No of Answer books / Consumed	From	То	Balance if any	Signature of theCentre Clerk	Signature of the Centre Superintendent	Flying Squ
Grand Total													
The above ba		has be	Serial Nos. From_ en re-deposited wit	to h the Controller of I	Examinations,		of the above-no	palance and subseque ted balance containin n received by me afte	g serial No.s f	rom			t
		has be	en re-deposited wit	h the Controller of I	Examinations,		of the above-no	nted balance containing nreceived by me afte	g serial No.s f	rom same.		_to	

Important--- The superintendent is requested to make entries to total cunsmption 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.

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Performa For Daily Consumption of Blank Answer-Books(10 Pages)-Practical

			Allowel-DOOK	s Received	S		Answer-Books C	onsumed			ہا ہا	
Doto	ion	wer ord.	Serial Nos. o	of Answer-Books recd.	ndidate	wer -	Serial Nos. o	f Answer-Books	if any	e of the Clerk	e of the tre tendent	Verified by
Date	Session	No of Answer books record.	From	То	No of candidates in the session	No of Answer books / Consumed	From	То	Balance	Signature of the Centre Clerk	Signature of the Centre Superintendent	Observer Flying Squa
								_				
								+				
and Total												
		has been	re-deposited witl	to the Controller of Examination	ations,		he charge of the abo	ning balance and subsive-noted balance controls been received by me	aining serial N	No.s from	bove is corre	ect and that to

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 o 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.



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

N	ame of Exam	Се	ntre <u>:</u>				_Centr	e Coc	le:		Session	:
Sr.	Items				OM	₹		Theo	ry pages)		Practica (10 Page	
110.				From	То	Total	From	To	Total	From	To	Total
1	Answer Sheets	a.	Issued									
	(Along with serial nos.)	b.	Used (Excluding Damaged &									
	1103.)	С	Discrepancy) Unused (Excluding Damaged & Discrepancy)									
		d.	Damaged									
		e.	Missing									
		f.	Discrepancy in Serial No.									
			Total (b + c + d + e + f)									
	Stamps		a) Date Stamp		•							
	(No.) Returned		b) Space Below									
			CancelledStamp									
			c) Exam Morning Stamp									
			d) Exam Evening Stamp									
			e) Brass Stamp with									
			wooden handle									
					No.	of files	Tota	l No. pa	ages in a	III files	Rem	narks
3	Secrecy Men (as online go		um Students Attendance ated)	Sheet								
	(with page m		<u> </u>									
4			sumption of answer shee g)(P-5 Performa to filled)	ets								
_	Bags Return	ed			Qty =							
5	Bago Rotain	- u			Qty –							
Ve	rified by:											
	Superintenden	<u>:</u> :				dinator:						tor/Principal
Sig	n:			Sig	n:					Sign:_		
Na	me:			Nar	me:					Name:		
Мо	bile no:			Mol	bile no):				Mobile	no:	
* N	ote : Use addi	tiona	al sheets if required.									
	eceived from	•	r Exam Centre use o	nly):						•	r Univer	sity use only
	esignation											
	obile no:											

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA

	Attendance Sheet of Staff on Examination Duty (Theory Exam only)																								
Exam	Exam Centre Name:																								
Sr.no	Name of staff	М	E	M	E	М	E	М	E	M	E	M	E	М	Е	М	E	М	E	М	E	М	E	Total Session	We verified that all the filled sections are correct
	Y																								(Signature)
	Cut list strength of students																								
															·										

1 ਪੈਂ	ਤਸਦੀਨ	त्रतमा .	/ਨਰ ਦੀ :	तां ति	മപ്പി	तास्ती	ਬਿਲਕਲ	ਨੀਕ ਹੈ	l 1
1. n	37114	400	400	יוטי וא	901	וטתיט	୲୳ଡ଼ୢ୳ଡ଼	014 0	

2. ਸੁਪਰਵਾਈਜ਼ਗੀ ਸਟਾਫ਼ ਦੀ ਡਿਊਟੀ ਯੂਨੀਵਰਸਿਟੀ ਨਿਯਮਾਂ ਮੁਤਾਬਕ ਲਾਈ ਗਈ ਹੈ।

ਨੋਟ:1. ਹਾਜ਼ਰੀ ਲਈ P ਲਗਾਓ। ਨਾ ਹਾਜ਼ਰ ਲਈ × ਲਗਾਓ।

Verified by:				ਲੇਖਾ-ਸ਼ਾਖਾ	
Superintendent	Coordinator	Chief coordinator/Principal	Forwarded by Exam Branch, JGND PSOU		
Sign:	Sign:	Sign:	Sign:	1 1	ਊਂਟੈਂਟ
- 0			Name:		ਜਸਟਰਾਰ
Name:	Name:	Name:	Designation:	ਮਿਤੀ	
Mobile No:	Mobile No:	Mobile No:	Date:)
Date:	Date:	Date:			

^{**} ਇਸ Answer Sheet ਪਰਫੋਰਮੇ ਦੇ Format ਨੂੰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਸੁਪਰਡੈਂਟ ਵਲੋਂ ਆਪਣੇ ਤਰੀਕੇ ਨਾਲ ਡਿਊਟੀ ਭਰਨ ਲਈ modify ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।

PRINTING CELL

Jagat Guru Nanak Dev Punjab State Open University, Patiala Examination (Month Year) **Question Paper Performa** Paper ID **Details of Question Paper Printed** Sr. No. Date Session Time Course Remarks Code (M / E) Total Used **Balance** 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 Coordinator **Chief Coordinator/** Observer/ Dy. Superintendent Superintendent/ Flying Squad Principal Invigilator

Jagat Guru Nanak Dev Punjab State Open University, Patiala

External Award List for Exam – Month...... Year..... Year.....

Center ID:

Name of Centre:

University Roll no	Name of Student	Answer Sheet No	External Marks
me:	•		
nature of Coordinator (Evalua me: obile No.:	rtion)		
	pe (Theory/Practical): tal Marks: 70 University Roll no e have verified and cross checked gnature of Evaluator/Examiner time: obile No.:	University Roll no Name of Student University Roll no Name of Student A have verified and cross checked total no of students for filling atture of Evaluator/Examiner time:	University Roll no Name of Student Answer Sheet No University Roll no Name of Student Answer Sheet No Answer Sheet No

	Exam Centre ID :	JAGAT G	URU NANAI	K DEV PUNJ	IAB STATE	OPEN UN	IVERSIT	, PATIAL	Α			P-4
1. 2.	Exam Centre ID :	(Examinati	(Examination: /)									
۷.	Exam centre Name.					Detail of I	Bill (The	ory Exam)			
Sr. No.	Particular		Date of Exam. (1) M E		Date of Exam (2) M E		of	Date of Exam (N) M E		No. of sessions	Rate	Amt
NO.		M					(3) E					
1	Strength of students (as per actual cut list)		_		_							
2	Centre Superintendent											
3	Deputy Superintendent											
4	Invigilator (one upto 30 students)											
5	Centre Clerk cum Computer Operator											
6	Other Staff:											
	(a) Daftri											
	(b) Waterman											
	(c) Sweeper											
	(d) Security/Chownkidar											
7	Refreshment to Staff											
	Total											
1	A) Total Student Strength in Exam Centre											
ı	Advance Payment received from University:	Rs:										
(C) Stationary & Miscellaneous Expenses	Rs			(Exam C	entre to ser	nd hard co	opy of bills	only as p	er University r	ules)	
I	Payment to Chief Coordinator/Principal	Rs										
ı	Payment to Coordinator	Rs	Rs									

ਨੌਟ : ਉਕਤ ਮਾਣਭੱਤਿਆਂ ਦੀ ਅਦਾਇਗੀ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਪੱਤਰ ਨੰਬਰ PSOU/Reg./2165 ਮਿਤੀ 25.07.2022 ਮੁਤਾਬਕ ਹੀ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਨੂੰ ਕੀਤੀ ਜਾਵੇਗੀ।

Verified by:

Superintendent	Coordinator	Chief coordinator/Principa
Sign:	Sign:	Sign:
Name:	Name:	Name:
Mobile No:	Mobile No:	Mobile No:
Date:	Date:	Date:
		College Stamp

Forwarded by Exam Branch, JGND PSOU
Sign:
Name:
Designation:
Date:

3	ਲੇਖਾ-ਸ਼ਾਖਾ
????	2272222
???????	2.222222
????	

											P-14
				Jagat Guru Na	nak Dev Pun	jab State Op	en University	, Patiala			
				Bill Form for Evalu	ator for Theory	Examinations (.		/)			
Cente Name	r ID: of Exam Centre:									oucher No: To be filled by Univers	
Recei	pt of payment:-										
Sr. No	Name of Evaluator	Designation	Programme	Course Name	Course Code	Exam Date	Total Answer books Examined (Count)	Total Answer books Sequence Examined (from-to)	Rate	Total Remuneration	Signature of Evaluator
								1. 2.			
								1.			
								1. 2.			
-	of Coordinator ies That persons names i	n the bill were actu	ally engaged in th	e theory answer books.	Evaluation during	the days noted ag	gainst the name of ea	ach and he/she has worked	satisfactory	<i>i</i> .	-
Note:	No Remuneration will b	e paid unless subm	ission of hard copy	y of this bill form to the	University. Payme	nt will be directly	Credit to account of	Principal of College.		Chief Coo	ordinator/Principal (with Seal)

FOR OFFICIAL USE ONLY

Exam Branch (JGNDPSOU)	For Account Department (JGNDPSOU)				
Checked by	Remuneration Paid by me	Remuneration Rs Verified & Paid			
Sign Name DEO		Accountant			
Verified by Sign	Signature	Superintendent			
Name Sr. Asstt.	Designation	AR (Accounts)			

Chief Coordinator/Principal

(with Seal)

									. 13				
	Jagat Guru Nanak Dev Punjab State Open University, Patiala												
	Bill Form for Examiner for Practical Examinations (//)												
Cente	r ID:								Voucher No:				
Name	Name of Exam Centre: (To be filled by University)												
Recei	ot of payment:-												
Sr. No.	Name of Examiner	Designation	Programme	Course Name	Course Code	Exam Date	Total Students Examined	Rate (in Rs.)	Total Remuneration (in Rs.)	Signature of Internal/ External Examiner			
_	Sign. of Coordinator Certifies That persons names in the bill were actually engaged in the Conduct of practical. Examination during the days noted against the name of each and he/she has worked satisfactory.												

FOR OFFICIAL USE ONLY

Note: No Remuneration will be paid unless submission of hard copy of this bill form to the University. Payment will be directly Credit to account of Principal of College.

Exam Branch (JGNDPSOU) For Account Department (JGNDPSOU) Remuneration Paid by me Remuneration Rs. Checked by Verified & Paid Sign _____ Name _____ Accountant _____ DEO Signature _____ Verified by Superintendent _____ Name AR (Accounts) _____ Sr. Asstt. Designation _____

JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA



Travelling Allowance Bill

							Bank Name					
						Account No						
	PAN NO					IFSC CODE		••••••				
						pose of Journey						
_		d Income foi			Date	of Meeting/	Inspection/Ex	am.etc., (if	any)			
For T.A. P	urpose				Bill	Register Page	······································	oucher No				
Done				Auutoal		Mode of	Distance	for Road	0			
Depa	arture			Arrival		Journey		eage	Ai	nount		
Station	Date	Time	Station	Date	Time	,	K.M.	Rate	Rs.	Paise		
(b) By Bus: (c) Own Ca (d) By Air: Declaration (i) Particul	c (Ord./Deluz ar/Staff Car/ Ticket No on: Certificat ars provided	Ticket N xe/A.C.) Taxi No ted that – d herewith ar for this Jourr	e correct 8			(Details on So	reyance, if any eparate Sheet) For use in the count/Code No	Account Bran				
	•	free lodging a any autonom		-	e cost	Clerk	Asstt.	Su	ındt			
(iii) I trave		lass of accom			ım	Clerk Asstt. Supdt. For Audit Use						
entitled. (iv) I was present at the Duty point on the days for which the D.A. has been claimed. (v) The Mileage claimed is correct to the best of my knowledge and information.						Seen: (i) Sanction (ii) T.A. Check Register (iii) Attendance (iv) Budget Register/Grant Register						
(vi) Certific	cate for Pay	ment at the S	pot.					ay Order				
Certified that I shall perform the return journey fromto					Rupees	& Passed for R						
Address						Auditor		1	Audit Offic	e		
Countersig	gned								יטיואייהי.			
Controllin		eceived Paym	ent Sta	x Re.1. Revenue Render Research Researc	nt	Cheque No Date:						
		Signature*						Pay Order ve				
		(*Please	e Sign at bo	oth the plac	es).			Clerk/Asstt.				

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		Jag	at Guru Nanak Dev F	Punjab State Open Universit	ty, Patiala		
Center ID: Name of I	: Exam Centre:		Bill Form for Checkin	g Assistant for Theory Examinations	(March-2023)		No: lled by University)
Receipt of	f payment:-						
Sr.No.	Name of Checking Assistant	Designation	Total Answer books Checked (Count)	Total Answer books Sequence Examined (from-to)	Rate	Total Remuneration	Signature of Checking Assistant
				1.			
				2.			
				1.			
				2.			
				1.			
				2.			
_	oordinator That persons names in the bill were a	actually engaged in the answ	er books. Checking during the	days noted against the name of each and	he/she has work	xed satisfactory.	Chief Consuling April (Duine in a
Note: No	Remuneration will be paid unless su	bmission of hard copy of thi	s bill form to the University. Pa	syment will be directly Credit to account o	of Principal of Col	llege.	Chief Coordinator/Principal (with Seal)
			F	FOR OFFICIAL USE ONLY			
	Exam Branch (JGN	DPSOU)		For Accour	nt Department (Jo	GNDPSOU)	
Checked k	oy		Remuneration Paid by me			n Rs	
					Verified & Pa	iia	
DEO					Accountant _		
Verified b	'y		Signature		Superintende	ent	
Sign Name			Name				

AR (Accounts) _

Designation _

Sr. Asstt.