

**EXAMINATION – SR SECONDARY/SECONDARY (FEB / MARCH 2023)**

**CENTRE NAME:**

**SECERACY CODE:**

**(to be written on memo of copies packet and tag of the bag)**

**BOX. NO.**

**(For the collection of question papers)**

**NAME OF CENTRE SUPERINTENDENT:**

# DATESHEET

(Alongwith subject code & no. of students)

SR NO.	SUBJECT	CODE	DATE	No. of students
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**\*Subject code is to written on absentee memo**

## Details of students at Centre

<u>Sr. no.</u>	<u>Roll number students</u>	<u>Total</u>	<u>Name of the school</u>
<u>1</u>			
<u>2</u>			
<u>3</u>			
<u>4</u>			
	<b>total</b>		







# Duties and Absentee record (sub: \_\_\_\_\_ dt \_\_\_\_\_)

Room no	Name of supervisor	Roll number of students in the room	Total absentee	Roll no. of absentee	Signature
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

# Duties and Absentee record (sub: \_\_\_\_\_ dt \_\_\_\_\_)

Room no	Name of supervisor	Roll number of students in the room	Total absentee	Roll no. of absentee	Signature
5					
6					
7					
8					



## Record of sheets

Sr no	date	Sr no of Received sheets	Total sheet received	consumed
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				

## **\*NOTE**

- 1 TAKE PRINT OF DUTIES & ABSENTEE CHART DAILY AS PER REQUIREMENT**
- 2 KEEP INSPECTION DAIRY AND UMC FORMS ALONG WITH THIS FILE**
- 3 MAXIMUM 24 IN ONE ROOM**
- 4 1 DEPUTY FOR STRENGTH UPTO 175 &  
ABOVE 175 2 DEPUTY**
- 5. FOR CONVENIENCE PREPARE SEATING PLAN & PACKING MEMO ONE DAY PRIOR TO EXAM,**
- 6. FOR FURTHER MORE DETAILS READ THE INSTRUCTIONS GIVEN IN THE BAG CAREFULLY.**
- 7. MAKE 4 COPIES OF SEATING PLAN (2 WITH CODE & 2 WITHOUT CODE )**
- 8. ONE COPY IS TO PASTE AT ENTRANCE OF THE SCHOOL AND ONE COPY IS TO BE PASTED AT EACH CLASS ROOMS (WITHOUT CODE)**
- 9. MAKING PACKING MEMO IN DOUBLE COPY**