

# 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/.994

Dated: 22/0.1./2024

ਵੱਲ

ਸਮੂਹ ਪ੍ਰਿੰਸੀਪਲ ਸਾਹਿਬਾਨ (ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ) ਪੰਜਾਬ।

ਵਿਸ਼ਾ:- ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਦੀਆਂ Award list Files ਅਤੇ Bill Files ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਸਬੰਧੀ। ਹਵਾਲਾ: ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਦੇ ਦਫਤਰੀ ਪੱਤਰ ਨੰ. PSOU/COE/718 ਮਿਤੀ 21.11.2023 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਦਰਸਾਇਆ ਜਾਂਦਾ ਹੈ ਕਿ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆਵਾਂ (ਦਸੰਬਰ 2023/ਜਨਵਰੀ 2024) ਸਬੰਧੀ updated Annexure-II (ਨਾਲ ਨੱਥੀ) ਦੇ ਵਿੱਚ mention ਕੀਤੇ ਹੋਏ ਹੇਠ ਲਿਖੇ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਵਰਤੋਂ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਕਰਨੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ:

- 1) ਸਬੰਧਤ ਫਾਈਲਾਂ (Total 4) File C1, File C2, File C3 & File C4 ਪ੍ਰੀਖਿਆਵਾਂ ਕੰਡਕਟ ਕਰਨ ਤੋਂ ਬਾਅਦ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਨੂੰ ਜਮ੍ਹਾ ਕਰਵਾਈਆ ਜਾਣ।
- 2) Annexure-II ਮੁਤਾਬਕ File C1 ਵਿੱਚ ਬਿੱਲਾਂ ਨਾਲ ਸਬੰਧਤ ਸਾਰੇ ਪ੍ਰੋਫਾਰਮੇ ਲਗਾਏ ਜਾਣ ਅਤੇ ਫਾਈਲ C2 ਵਿੱਚ Award List (External Practical) ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ। File C4 ਵਿੱਚ Internal (Theory) ਅਤੇ Internal (Practical) Award list ਦਾ ਰਿਕਾਰਡ ਨੱਥੀ ਕੀਤਾ ਜਾਵੇ।
- 3) ਫਾਈਲ C3 ਵਿੱਚ ਥਿਓਰੀ ਅਤੇ ਪ੍ਰੈਕਟੀਕਲ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਬੰਧਤ ਪ੍ਰੋਫਾਰਮੇ ਨੱਥੀ ਕੀਤੇ ਜਾਣ।
- 4) ਹਰੇਕ Award List ਅਤੇ Bills ਤੇ ਕਾਲਜ ਦੇ Faculty ਅਤੇ Coordinator ਦੇ Sign ਕੀਤੇ ਜਾਣ।
- 5) ਹਰੇਕ ਫਾਈਲ C1, C2, C3 & C4 ਦਾ Index **(ਨਾਲ ਨੱਥੀ ਮੁਤਾਬਕ)** ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ। Index ਤੇ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਕੋਆਰਡੀਨੇਟਰ ਅਤੇ ਪ੍ਰਿੰਸੀਪਲ ਦੇ ਦਸਤਖਤ (with stamp) ਹੋਣੇ ਲਾਜ਼ਮੀ ਹਨ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਵਲੋਂ ਸਾਰੇ ਲੋੜੀਂਦੇ ਦਸਤਾਵੇਜ਼ ਯੂਨੀਵਰਸਿਟੀ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਨੂੰ ਸਮੇਂ ਸਿਰ ਨਾ ਭੇਜਣ/ ਅਧੂਰੇ ਹੋਣ ਦੀ ਸੂਰਤ ਵਿੱਚ ਸਬੰਧਤ ਕਾਲਜ ਦੇ ਵਿਦਿਆਰਥੀਆਂ ਦਾ result timely declare ਕੀਤਾ ਜਾਣਾ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗਾ ਅਤੇ ਸਬੰਧਤ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰ ਦੇ ਮਾਣਭੱਤੇ ਦੀ ਅਦਾਇਗੀ ਕੀਤੀ ਜਾਣੀ ਸੰਭਵ ਨਹੀਂ ਹੋਵੇਗੀ।

ਉਪਰੋਕਤ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਯੂਨੀਵਰਸਿਟੀ ਸਟਾਫ ਵਲੋਂ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਤੋਂ ਪ੍ਰੀਖਿਆਵਾਂ ਸਬੰਧੀ ਮਟੀਰਿਅਲ ਕੁਲੈਕਟ ਕਰਨ ਸਮੇਂ **ਮਿਤੀ 9-**13 ਫਰਵਰੀ, 2024 ਦੋਰਾਨ ਰਸੀਵ ਕੀਤਾ ਜਾਵੇਗਾ। ਇਸ ਲਈ ਪ੍ਰੀਖਿਆ ਕੇਂਦਰਾਂ ਵਲੋਂ ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਤਿਆਰ ਰੱਖੇ ਜਾਣ।

ਉਪਰੋਕਤ ਸਬੰਧੀ ਕੋਈ ਵੀ ਹੋਰ ਲੋੜੀਂਦੀ ਜਾਣਕਾਰੀ ਲਈ ਪ੍ਰੀਖਿਆ ਸ਼ਾਖਾ ਦੀ ਈ-ਮੇਲ (coepsou@psou.ac.in) ਅਤੇ Helpline No. (95307-41524) ਤੇ ਸੰਪਰਕ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾਂ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਬਿੱਲਾਂ ਸਬੰਧੀ ਕਿਸੇ ਵੀ ਤਰ੍ਹਾਂ ਦੀ ਜਾਣਕਾਰੀ ਲਈ exam-bills@psou.ac.in ਤੇ ਈ-ਮੇਲ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ।

ਨੱਥੀ:

- 1) Annexure II
- 2) Index (2.1,2.2,2.3)

ਕੰਟਰਲਰ ਪ੍ਰੀਖਿਆਵਾਂ ਤੰਟਰਲਰ ਪ੍ਰੀਖਿਆਵਾਂ

ਉਤਾਰਾ:-

- 1. ਡਾਇਰੈਕਟਰ (LSC)
- 2. ਸ੍ਰੀ ਵਿਸ਼ਾਲ ਕੁਮਾਰ (DEO) ਸਬੰਧਤ ਨੂੰ ਈ.ਮੇਲ ਅਤੇ website ਤੇ ਅਪਲੋਡ ਕਰਨ ਸਬੰਧੀ।

# Annexure-II { For Exam Centres - LSCs }

- \* Hard copy of below documents is to be submitted in separate Files (with Index as first page) as mentioned below.
- a) Seal/stamp & Signature of Chief Coordinator/Principal of the college is required on Index page of all 04 Files.
- b) All record is to be duly signed by Supdtt./Coordinator & then forwarded to Examination Branch of JGND PSOU.
- \* Bills of respective Exam Centre will be processed by University only on receiving of hard copy of all below documents

I)	TABLE-A : Exam Centre	es: FILES for submission (Theory, Practical): es to submit hard copy of below files to Examinations i	branch of JGNDPSOU:
S.No	File No.	File Name	Documents to attach in Files
1.	File C1	Exam Conduct - Bills  a) Theory Exams b) Practical Exams (attach Performas as mentioned below in Table C)	P-4, P-16 P-15, P-16
2.	File C2	External Practical - Award Lists	Hard copy of Marks Lists  (Each list should be duly signed by faculty incharge & LSCs Coordinator)
3.	File C3	Exam Performas  a) Theory Exam - Performas  b) Practical Exam - Performas  (attach Performas as mentioned below in Table B)	P-17, P-1, P-5, P-6 P-1
4.	File C4	a) Internal Theory -Award List b) Internal Practical – Award List	Hard copy of Marks Lists  (Each list should be duly signed by faculty incharge & LSCs Coordinator)

II)	TABLE-B ::	Exam Performas (Theory, Practical):	
S.No	Performa No.	Details	Remarks
1.	P-17	Receiving Performa for Exam Centres	INDEX - For submitting final
		Performa – For Answer Books	all record to University
		{OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}	(Theory)
2.	P-1	Student Attendance Sheet Performa	Student Attendance
۷.		(As generated Online in Exam Portal for Theory, Practical)	(Theory, Practical)
3.	P-5	Daily consumption of Blank Answer Books Performa	ABs consumption record
		{OMR sheets, Theory ABs (32 pages), Practical ABs (10 pages)}	(Theory)
4.	P-6	Performa to be used at Closing of Exam Centre	All exam material record
٦.	. •	(for details regarding used and unused exam material)	details
	manus com	enforces to be submitted reg. Rills of Eyam Centre	
III)		erformas to be submitted reg. Bills of Exam Centre	
S.No	Performa No.	Details	
1.	P-4	Attendance sheet cum Bill Performa for Staff on duty at Exam	Centre
1		- (fo	r conduct of Theory Exams)

Bill form for Practical Examiner - (for Practical Exams)

Travelling Allowance Form (TA Form) - as applicable

Johnson

P-15

P-16

2.

3.

#### INDEX 2.1 -- LSCs (Exam centres) - AWARD LISTS FILES

(JGND PSOU - University Exams: Dec. 2023/Jan. 2024)

File N	No:	File C2 / File	C4 (a) / File C4	(b)	please name file no. s	separately as	required)	
File N	Name:	AWARD LISTS	(Interna	l Theory,	/ Internal Practical/	External Pro	actical)	
а	ı) Nam	e of LSC (Exam	centre):					
t	) Addr	ess:						
c	:) Distri	ct:						
c	l) Name	e of LSC Coordi	nator:					
-	· e) Coord	dinator Mobile	no:					
	.,	aniator wiodine		••••••				
				IND				
			(please mod	lify belov	v Index as required)			
S. No.	Annexu No.	re Page Nos. (from-to)	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1.		` `						
2.								
LSC (	Coordina	tor (sign):			College Princ	ipal (sign):		
Date	:				Institute Sta	mp:		
					Date:	•••••		
Note	-		(i) (Ei) 00 =					
1	.) Sepai	rate hard copy	files (File C2, F	ile C4) m	ust be submitted for A	Award list File	es.	

- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Award Lists) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C1/C4 as mentioned in Annexure II) are submitted as required.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) For timely declaration of results, it must be ensured by all concerned that hard copy of Award Lists be timely submitted (as per date of submission).

#### INDEX 2.2 -- LSCs (Exam centres) - BILL FILES

(JGND PSOU - University Exams: Dec. 2023/Jan. 2024)

File I	No:	File C1 (a)/ File	e C1 (b)	(	please name file no. sepa	rately as ı	required)	
File I	Name:	BILLS – Theo	ry Exam / Prac		<mark>m</mark> rmas to be attached in Fil	es: <b>as pe</b> i	r Annexure-II)	
ć	a) Nam	e of LSC (Exam	centre):					
ŀ	o) Addı	ess:						
(	c) Distri	ct:						
(	d) Nam	e of LSC Coordi	nator:					
(	e) Coor	dinator Mobile	no:					
					NEW .			
			(please mo		DEX w Index as required)			
S. No.	Annexu No.	re Page Nos. (from-to)	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1. 2.								
Ζ.								
		tor (sign):		·····	College Principa Institute Stamp Date:	):		
Note	e:							

- 1) Separate hard copy files (for Theory/Practical) must be submitted for Bill Files.
- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Bills) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C1- (a)/(b), as mentioned in Annexure-II ) are submitted.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) For timely clearance of bills, it must be ensured by all concerned that hard copy of Bills be timely submitted (as per date of submission).

#### INDEX 2.3 -- LSCs (Exam centres) - EXAM PERFORMAS

(JGND PSOU - University Exams: Dec. 2023/Jan. 2024)

File I	No:	File C3 (a)/ Fi	le C3 (b)	(	(please name file no. sepa	ırately as ı	required)	
File I	Name:	PERFORMAS	– Theory Exa		i <mark>cal Exam</mark> ormas to be attached in Fi	iles: <b>as pe</b>	er Annexure-II)	
ć	a) Nam	e of LSC (Exam	centre):					
ŀ	o) Add	ress:						
(	c) Distr	ict:						
(	d) Nam	e of LSC Coord	linator:					
(	e) Cooi	dinator Mobil	e no:					
			(please mo		DEX w Index as required)			
S. No.	Annexu No.	re Page Nos. (from-to	Program Name	Sem.	Course Name	Course code	Name of Faculty Incharge (course)	Sign
1. 2.								
LSC	Coordin	ator (sign):			College Principa	ıl (sign):		
Date	:				Institute Stamp	o:		
					Date:	•••••		
Note	<b>:</b> :							

- 1) Separate hard copy files (for Theory/Practical) must be submitted.
- 2) Mark Annexure as I, II, III and so on... & also ensure proper page nos.
- 3) Attach all hard copy record (Performas) as per above Index (Program wise & course wise)
- 4) Faculty Incharge (course) are to submit all hard copy record to respective LSC coordinator.
- 5) LSC coordinator are to ensure that separate files (Files C3 (a)/(b), as mentioned in Annexure-II ) are submitted.
- 6) Each File (with Index) should be duly signed & forwarded by respective LSC coordinator to Chief coordinator/Principal for further forwarding to JGNDPSOU Examination Branch.
- 7) It must be ensured by all concerned that hard copy be timely submitted (as per date of submission).



## JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,PATIALA

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

#### RECEIVING PERFORMA (INDEX) - Theory & Practical Answer Books

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

Sr.No		Books (OMR /Theory		T	Pag (Paglast)	
Sr.No	Type of Answer Book (OMR / Theory- 32 Pag		Total no. of Answer Books	Sr. No. of packets	No. of packets (Morning Session)	No. of packets (Evenin Session
1					Session)	Session
2						
3						
5				- ::		
6						
Details o Sr.No.	f Practical  Date	Answer Books:	Total no. of	Bag (packet)		
	Date		Practical Answer Books	Morning	Evening	
1						
	-					
2	5					
3						
3						
3						
3		Total				
3 4 5 o be filled bmitted gn:	by:	n Centre/College)	Received Sign:			
3 4 5 o be fille	by:	n Centre/College)	Received Sign: Name:	d by:		
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3 4 5 o be filled bimitted gn: esignation obile No	n:	n Centre/College)	Received Sign: Name: Designat Deptt. /B	d by: tion: Branch of Univer	rsity:	
3 4 5 o be filled bounded gon:  mene:  essignation obile Noonte:	<u>by:</u> n:	n Centre/College)	Received Sign: Name: Designat Deptt. /B	d by: tion: Branch of Univer		
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3 4 5 o be filled britted gn: esignation obile No obile No obile No obile Coordinate:	n:	n Centre/College)	Received Sign:Name: Designation Deptt. /B Date:	d by: tion: Branch of Univer	rsity:	
3 4 5 o be filled bimitted gn: care: care grantion obile No other: warded by the fooding with State granting on the state of the state	n:	of Exam Centre	Received Sign: Name: Designat Deptt. /E Date:	tion: Branch of Univer	rsity:	
o be filled by the state of the	n:	n Centre/College)	Received Sign: Name: Designat Deptt. /B Date:	tion:	rsity:	

# **Undertaking**

copy of	attendance she	eet are attached herewith.	17.51	-	
Printin Coordi	9		Superinten	<u>ndent</u>	
Signatu	ro.		Signature:		
9	ic.		Name:		
Name:			Mobile No.	:	
Mobile I	No. :				
J		u Nanak Dev Punja ecy memo cum Attendance S			Patiala
Paper Io Course. Course	d: GSD001 Code:GC-SDF Name:Progran Date:2022-08-0	nming using C	ent and Program	nming	
Sr.No	Sem.	Student Name	Roll.No	AnswerSheet No	Signature
1	Semester-1	Jaskaranbawa		14-3-04: 30-71: 493-04: 170-02 (150-02)4: 33 (14) 40 (19-24)4: 33 (19-27)4: 33 (19-27)4: 33 (19-27)4: 33 (1	7,000
2		Kashish			
3		Monicarani			
4		Meenakshidhawan			
Centre S	esent : Supdt. Please N to ID Card	Total Absent :T			alid admit card
Signatu	re & Mobile N	o. of Dy. Superintendent	Sign	ature & Mobile No.of In	vigilator
1			-		

Signature & Mobile No. of Center Superintendent

#### Jagat Guru Nanak Dev Punjab State Open University, Patiala

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

			1 /	Answer-Books Rec	eived	4		Answer-Books	Consumed				
Date		(ks ages)	ın.	Serial Nos	s. of Answer-Books	뷹		Serial Nos. Books	of Answer-	8	entre	f the tendent	Verified by Observer /
	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 Squad
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						-							
Grand Total								50 50 50					
The above bal	400000000000000000000000000000000000000	has be	200	to the Controller of			of the above-note	alance and subseque ed balance containin received by me afte Submitted	ig serial No.s fi	om same		to	
-	Superinten	ient	-	Deputy Superinte	ndent	Coordinator					Colle	ege Name	

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.

Examination Centre\_



# 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

1			OMI	₹	Ť	Theo	ry	1	Practical	
			2000000						(10 Pages	
		From	То	Total	From	То	Total	From	То	Total
1.75%	ALITECATION I									
D.	(Excluding Damaged & Discrepancy)									
С	(Excluding Damaged & Discrepancy)									
d.	Damaged									
e.	Missing									
f.	Discrepancy in Serial No.		1		1					
	Total (b + c + d + e + f)							1		
s	a) Date Stamp									
	b) Space Below CancelledStamp									
	c) Exam Morning									
	d) Exam Evening									
	e) Brass Stamp with wooden handle									
	<i>n</i> -		No.	of files	Tota	No. pa	ages in a	all files	Rema	arks
gener	ated)	Sheet								
f con	sumption of answer shee	ts								
narkin	g)(P-5 Performa to filled )									
ned			Qty=							
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		Nai	me:					Name:	4	
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ition	al sheets if required.									
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	Strength of students (as per actual cut list)											-	
	Centre Superintendent												
	Deputy Superintendent						1	N.	1				
	Invigilator (one upto 30 students)						0.		1				
	Centre Clerk cum Computer Operator												
	Other Staff:												
	(a) Daftri												
	(b) Waterman												
	(c) Sweeper												
	(d) Security/Chownkidar												
	Refreshment to Staff												
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	of Coordinator es That persons names in t	the bill were actually e	ngaged in the Condo	uct of practical. Examination	on during the days no	ted against the nam	ne of each and he/she h	as worked satisf	actory.	<del></del>
Vana.	No Remuneration will be p	naid unlace submission	af hand some of this	hill farm to the University	. December will be also	and Condinor	unt of Deirosinal of College		Chief	Coordinator/Principa (with Seal

#### FOR OFFICIAL USE ONLY

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

#### JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY, PATIALA



#### Travelling Allowance Bill

1	PAN NO							e o			
						pose of Journey					
Grade Pay	y/Declared	l Income fo	r Non Em	ployees	Date	of Meeting/	Inspection/E	xam.etc., (if .Voucher No.	any)		
Departure			Arrival			Mode of Journey	Distance for Road Mileage		Amount		
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise	
(a) By Rail: (b) By Bus: (c) Own Ca (d) By Air: T	uxe/A.C.Bu: Class (Ord./Delux r/Staff Car/ Ticket No n: Certificat	s/1 <sup>st</sup> Class Ra Ticket N ke/A.C.) Taxi No ted that –				3. Journey da 4. Local Conv (Details on So	ays@  yeyance, if and eparate Sheer	t)	otal		
claimed T./ source	A./D.A. etc.	for this Journ	ney from a	ny other pu	ıblic	Pay Rs. (in fig	gures)	(in words)			
(ii) I was not provided free lodging and/or boarding at the cost of Govt./University or any autonomous body.  (iii) I travelled in the class of accommodation to which I am					Clerk Asstt. Supdt.  For Audit Use						
D.A. has be (v) The Mil and inform	een daimed eage claime nation.	ed is correct t	to the best			Seen: (i) San (iii) Att	0.000	(ii) T.A. Check (iv) Budget Re Register		it	
(vi) Certificate for Payment at the Spot.  Certified that I shall perform the return journey from				Pay Order  AUDIT DEPARTMENT  Preaudited & Passed for Rs							
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		Signature*. (*Please		oth the plac				Pay Order v Clerk/Asstt.			