

CHECKLIST TO BE FURNISHED BY THE ADDITIONAL CHIEF SUPERINTENDENT

1	Name and Designation of Additional Chief Superintendent	:	
2	Name of Centre & Centre No.	:	
3	Date and Time of Examination	:	
4	Name of Post and Department with category number	:	
5	Number of examination halls in the Centre		
6	Whether all arrangements were made in the class rooms for the proper conduct of the examination with register numbers properly marked against each seat.	:	Yes/No
7	Whether all the Assistant Superintendents were available at the respective halls before the commencement of the preparation time.	:	Yes/No
8	Whether the list of Assistant Superintendents have been shuffled and Assistant Superintendents properly allotted to the Examination hall.	:	Yes/No
9	Whether all the present candidates have put their signatures in the signed list and also across their photos.	:	Yes/No
10	Number of OMR Scripts collected (Part A & Part B)	:	
11	Whether the actual number of Scripts in Part A & Part B Packets tallies with the number of candidates present	:	Yes/No
12	Number of Tamil / Kannada Scripts	:	
13	Whether Tamil / Kannada Scripts have been separately covered, labeled and kept in the bundle	:	Yes/No
14	Whether Tamil / Kannada Scripts are marked in the Signed list.	:	Yes / No
15	Whether complete Signed List (all pages duly attested by Assistant Superintendent) of each Examination Hall has been enclosed in the bundle, (specify the total number of pages)	:	Yes / No Total.....pages
16	Whether all the unused question paper packets have been sealed and number noted above the question paper packet cover by the Assistant Superintendent.	:	Yes / No
17	Any malpractices noted in the examination centre	:	Yes / No
18	If yes, detailed report to be given	:	

DECLARATION

I hereby declare that the above particulars are true and complete.

Dated Signature of Additional Chief Superintendent

Name, Designation and PEN:

Section:

Contact No.