

## INTERMEDIATE PUBLIC EXAMINATIONS MAR / MAY 20

## : EXAMINATION CENTRE ARRANGEMENTS - CHECK LIST

:: **IMPORTANT REGISTERS TO BE MAINTAINED** ::

1. Question Paper Account Register ( to be maintained by Dept.Officer)
2. Question Paper Deposit & Withdrawal Register
3. Police Station Register ( Daily Q.P Set No. to be noted)
4. Staff Attendance Register.
5. Absentee Statement Register.
6. Bundles Depatch Register(Post Office work)
7. Visitors Register.
8. Answer Scripts & Bar Code Sheet Register ( Used / Unused details)
9. Mal Practice Case (M.P Case) Register

:: **IMPORTANT PROFORMAs / DOCUMENTS TO BE PRESERVED** ::**Useful before Exam :**

1. Examination Letters (6) to S.I,Tahasildar,M.E.O, Medical Officer,APSRTC & Post Office
2. Relieving Orders
3. Figure Statement ( Day, Subject & medium wise)
4. Q.P Deposit & Withdrawal proforma
5. Instructions to Invigilators

**Useful During Exam :**

1. Exam Staff ID Cards
2. Seating Plan
3. Room-wise attendance Sheets (Student)
4. Bundle Slips
5. Bundle title page
6. Consolidated Absentee statement
7. M.P Case Proforma
8. M.P Case booking letter to J.S,BIE,A.P
9. Post Office Booking Proforma
10. Answer Books Account ( Annexure-I,II,III)

**Useful After Exam :**

1. Post –Examination material submission Letter to RIO
2. Attendance & Acquittance for Remunerations
3. Exam. Bill Proforma (A.B.C)
4. T.A & D.A Bill form
5. Workdone Statement
6. Conveyance Allowance
7. Remuneration rates, admissible, scale of appointment
8. Bill submission Covering letter to J.S (Accounts )

Note: The following material is to be collected from BIE,AP / R.I.O :

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|--|-------------------------------------|
| 1. Nominal Rolls (Centre.N.R & College N.R)        | 2.Photo Attendance Sheets(Students) |
| 3. Printed BarCoded sheets & Blank Barcoded sheets | 4. D-forms                          |
| 5. Answer Scripts & others                         |                                     |

**Tools & Techniques.....leads to success....With best wishes from :**

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