

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) 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	:	Yes / No
17.	Total No. of unused Question Paper	:	
18.	Any malpractices noted in the examination centre	:	Yes / No
19.	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
PEN: