

S S C PUBLIC EXAMINATIONS, MARCH - 2015
DAILY REPORT OF THE DEPARTMENTAL OFFICER

- 1 Date :
- 2 District :
- 3 Center No & Date :
- 4 Name of the Chief Superintendent & Address :
- 5 Name of the Departmental Officer & Address :
- 6 No of Candidates Alloted :
- 7 No of Candidates Present :
- 8 No of Candidates Absent :
- 9 Time of your arrival along with C.S. to police station / S.T.O for withdrawal of question paper packets :
- 10 Name of the Subject/Paper/Media and No of paper packets :
- 11 Whether station house officer/STO counter signed in the with drawal register :
- 12 Nos & Names of Police Escort accompanied you from SHO/STO to center :
- 13 Mode of transportation used from STO/SHO to the center :
- 14 Time of departure from SHO/STO :
- 15 Time of Arrival at the Examination Center :
- 16 Names of persons on whose presence the question paper packets were opened at the center with time :
- 17 Are there any shortages or excess of question papers were against the denomination shown on the question paper packets if so, record the No. etc., :
- 18 Time of Distribution of Part B obejective type paper :

- 19 Did the flying squad visit your center ? If so, time and date of visit :
- 20 No of malpractice cases booked with roll numbers :
- 21 Is there any slackness during invigilation by the invigilators :
- 22 Did your invigilators collected with al the answer scripts from the students allotted to them :
- 23 Total No of answer scripts collected from all the invigilators of the center :
- 24 Have you maintained account for the blank answer scripts and additional answer scripts :
- 25 Whether answer scripts packed as per packing instruction given keeping marks strips of packets and how many small bundles were kept inside the sealed packet :
- 26 Please note down the time of packing of answer scripts, whether you and your C S accompanied with the sealed packet to the post office :
- 27 Time of taking the sealed packets containing answer scripts to the Post Office :
- 28 Record the Regd. Post No. & Date and total service postage utilised for sending the sealed packet :
- 29 Find out whether the postmaster is sending the parcels by RMS or RTC on the same day. If so find out procedure of sending Regd. Post Parcels :

Station :

Signature of the Departmental Officer

Date :