FORWARDING MEMO FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded alongwith their award List, otherwise no payment can be made

Centre of Examination..... .....
(In case the examiner is to conduct exam. at more than one centre, he may prepare and send to this office separate forwarding Memos for each centre)
Name of the examination.....

Subject.....Practical examiner's serial number given with the centre of exam. in the programme chart for practical exam.....
.....
on.....

Date on which result submitted to the Asstt./Dy.Registrar (Conduct)

Total No. of candidates examined.....

Roll Nos. of candidates actually examined by the examiner :

.....

.....

.....

.....

.....

Roll Nos. of ABSENTEES :

.....

.....

.....

Candidates who were absent have been shown as such against their Roll Nos. in the attached award list.

.....
(Full Signature of Examiners, as the case may be)
Name and Full address.....
(in capital letters)

.....

.....

Dated.....

Examiner's serial No. as shown in the Programme Chart for Practical Exam.....

-MDU Press, Rohtak

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

.....Examination, 20

PRACTICAL ATTENDANCE CHART

This Chart is being supplied to superintendents for preparing a list of each group for practical in various Science subjects.

Centre for Written Examination.....

Centre for Practical Examination.....

Subject.....Date.....

Group.....Time.....

Sr. No.	Roll No.	Signature of candidate before the Superintendent	Singature of the candidate before Practical Examiner

Total No. of candidates examined by the Examiner.....

.....

Total No. of candidate absent in the Practical Examination

1. Signature of Practical Examiner
   Address.....
   .....

2. Singature of Practical Examiner(s).....
   Address.....
   .....

(P.T.O.)

IMPORTANT INSTRUCTIONS

1. Attendance Charts in all **cases should be sent to the concerned Assistant Registrar (Results)** M.D. University, **Rohtak after Examination.**
2. In case of Examination where there are Head Examiner the awards and Answer-books are to be sent to the Head Examiner concerned where four days to the termination of the Practical Examination.
3. In all other cases, the awards are to be sent to the Asstt./Dy. Registrar (Conduct) within four days from the termination of the Practical Examination.
4. This chart should be filled in correctly and neatly and duly signed by the Superintendent and the Examiner concerned.
5. The Roll No. of the candidate who remains absent in the practical Examination may also be entered in this chart and marked absent against the entry.
6. This chart must be provided to each Practical Examiner/s for a separate group in various subjects.

Sr. No.	Roll No.	Signature of candidate before the Superintendent	Singature of the candidate before Practical Examiner

Maharshi Dayanand University, Rohtak

TRAVELLING ALLOWANCE BILL

Name ..... Purpose of Journey .....

Designation ....

Basic pay Declared Income for Non-Employees Date of Meeting/Inspection Exams. etc., if any.....

For T.A. Purposes .... Bill Registrar Page .....Voucher No. .....

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. Mode of Journey

(a) By Rail : Class .....Ticket No. .....

(b) By Bus :(Ord./ Delux/ A.C.) .....

(c) Own Car No./Staff Car No./ Taxi No. .....

(d) By Air : Ticket No. .....

(Air Ticket attached)

2. Journey/ Halting days..... @ .....

..... @ .....

3. Local Conveyance, if any .....

(Details on Separate Sheet)

Total

Declaration : Certified that -

(i) Particulars provided herewith are correct & that I have not claimed T.A./ D.A. etc. for this Journey from any other public source

(ii) I have used full Taxi for the Journey/ paid full propulsion charges for the car which is a private property.

(iii) I was not provided free lodging and/ or Boarding at the cost of Govt. University or any autonomous body.

Signature* .....

Address .....

For Use in Accounts Branch

Head of Account .....

Pay Rs. (in figures).....(in words).....

.....

Clerk Asstt. Supdt.

Cheque No. .....

Date ..... A.R.A./A.O.

For Audit use

Sanc.(i) Sanction (ii) Bill Registrar (iii) Grant Register(iv) Attendance Register

MDU Press, Rohtak

Counterfoil for

Examiners record which should be preserved for at least 6 months

.....

Examination 200

Subject.....

Paper.....

Maharshi Dayanand University, Rohtak

To be treated as strictly Confidential

.....Examination, Dec./Ap. 200

Subject.....Paper/ Code .....

Max. Marks .....

Minimum Pass Marks.....

Roll No.	Marks
Total	
Total	

Pass.....

Fail.....

Roll No.	Marks in Figures	Marks in Words
Total		
Total		

Pass.....

Fail.....

Signature of Examiner (1).....

(Name in capital block letters).....

College.....

Signature of Examiner (2).....

(Name in capital block letters).....

College.....