

The above balance of stock has been re-deposited with the Principal/Chairperson of the College.....

Certified that the opening balance and subsequent supply shown above is correct and that the charge of the above noted balance has been received by me.

Principal/Chairperson
.....
.....College

.....
Superintendent
Exam. Centre No. College

Seal of the Principal/Director/Chairperson

IMPORTANT:- The superintendent is requested to make entries of total consumption in the Account Register of Blank Answer books maintain the institution according to the entries made in the Register and intimate to this office the total stocks of all kinds lying at the institution according to the entries made in the Register, in the statement given below.

Where at any place there is more than one Centre in the same building the statement noted below should be left blank. This does not, however, absolve them of the responsibility in making individual entries in the Account Register, and sending the consumption report on the above prescribed form in each case as required under rules.

S/N		Secrecy Answer Books (36 Pages)	Secrecy Answer Books (40 Pages)	Remarks
1	Total Stock lying at the Institution before the commencement of the Examination.			
2	Stock received, if any, during the course of the Examination by transfer from College			
3	Transferred during the course of Examination if any, to College			
4	Total Stock			
5	Consumed at the above Examination			
6	Missing / Extra Answer Books (specify serial no. of answer books & mention Missing / Extra under Remark)			
7	Damaged and spoiled stocks along with serial numbers of answer books *			
8	Returned to the University			
9	Balance **			

Principal/Chairperson
.....College

Asstt.Suptd.(Clerk)
Exam Centre.....

Superintendent
Exam Centre.....

Note: These entries should also be made correspondingly in the Account Register maintained at the Institution.

* Specify the reason for damaged and spoiled answer sheets

** This figures should tally with the entry of balances truck out in the Register maintained at the Institution for the purpose.