

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.....

Examiner's Serial Number given with the Centre of Exam. in the programme chart for Practical Exam.....

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

Name of Examination.....

held on.....201.....

Subject.....Practical

Date on which result submitted to the Deputy / Assistant Registrar (Examination.)

Total No. of candidates examined

Roll Nos. of candidates actually examined by the examiner :

Roll Nos. of ABSENTEES :

I also certify that the sealed packets containing the Question Papers were received by me intact and according to the Programme Chart from the Principal of the college / Supdt. where the examination took place and the contents of the packets were correct.

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

.....
(Full signatures of Examiner or Examiners, as the case may be)

Name and full address.....

(in capital letters).....

Dated.....201.....

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

HIMACHAL PRADESH UNIVERSITY, SHIMLA

PAYMENT BILL FORM

[To be used only by Examiners in subjects where there is no head Examiner]

In order to avoid delay in payment all the column in this bill should be filled in properly.

Name of the Examination..... 201.....

No. of Examiners : Co-Examiners in your group.....

Name.....

Address.....

Name of Co-Examiner.....

Address.....

Subject..... Paper..... Year of the Examination.....

Name of Laboratory where Practical Examination was conducted :.....

Date and time at which the Practical Examination was conducted :.....

Date on which the award lists despatched.....

Was any extension granted by the Controller of Examination ? If so, quote the letter No. & Date :

No. :..... Date.....

Person to whom despatched.....

Name of examination	Number of Papers Set	Number of Answer books	No. of candidates tested through a Practical or Viva Voce examination	Amount	Remarks

Name.....

(Signature)