



## CHECK LIST

### Material/Reports/Annexures to be handed over to the Observer-cum-Coordinator after conduct of examination for further submission at Board Office

(All these Annexures/Reports should be bunched for each shift separately)

(This Checklist to be enclosed over all annexure/reports)

Centre No. \_\_\_\_\_ Centre Name [School I.D.] \_\_\_\_\_

Name of Examination: \_\_\_\_\_

Date & Time of the examination: \_\_\_\_\_

Shift (I / II): \_\_\_\_\_

S.No.		Description of Material /Reports /Annexures	Mark (✓) (to be filled by Observer)	(For DSSSB use)
<b>1. MATERIAL</b>				
1.		Steel Trunk – Shift – I (Morning)		
2.		Steel Trunk – Shift – II (Evening)		
3.		Key Envelope (Small Envelope) Shift- I (Morning)		
4.		Key Envelope (Small Envelope) Shift- II (Evening)		
5.		Envelope – I (Big Envelope) Admit Cards		
6.		Envelope – II (Big Envelope) Attendance Sheets		
7.		Canvas Bag Shift – I (Morning)		
8.		Canvas Bag Shift – II (Evening)		
<b>2. REPORTS</b>			Shift – I	Shift - II
			<b>Mark (✓)</b>	
9.	<b>REPORT- 1</b>	Final report of Centre Superintendent		
10.	<b>REPORT- 2</b>	Special Report		
11.	<b>REPORT- 3</b>	Report of Observer-cum-Coordinator		
12.	<b>REPORT- 4</b>	Report of Assistant Observer		
13.	<b>REPORT- 5</b>	Report of Chief Invigilator		
<b>3. ANNEXURES</b>				
14.	<b>ANNEXURE - I</b>	Deployment of Invigilators/ No Relation Certificate		
15.	<b>ANNEXURE – II</b>	Deployment of Security Personnel		
16.	<b>ANNEXURE – III</b>	Opening Certificate		
17.	<b>ANNEXURE - IV</b>	Closing Certificate		
18.	<b>ANNEXURE – V</b>	Bill of contingency expenditure incurred		



19.	<b>ANNEXURE – VI</b>	Acquaintance Roll			
20.	<b>ANNEXURE – VII</b>	Absentee Statement for Centre			
21.	<b>ANNEXURE - VIII</b>	Absentee Statements of the Rooms			
22.	<b>ANNEXURE – IX</b>	Account of the OMR Sheets issued to and returned by the Invigilators			
23.	<b>ANNEXURE – X</b>	Account of the Question Booklets/ Question-cum-Answer Booklets issued to and returned by the Invigilators			
24.	<b>ANNEXURE - XI</b>	Combined account of the used & unused Question Booklets & OMR Sheets			

(Signature of Chief Invigilator)      (Signature of Assistant Observer)      (Signature of Centre Supdt.)

(Signature of the Observer-cum-Coordinator)

**Signature:**

**Name:**

**Material Receiving/ Checking Team of DSSSB**