Appendix G

CENTRAL BOARD OF SECONDARY EDUCATION
PROFORMA FOR FORWARDING UNFAIRMEANS CASES

1	Name of the Student	
2	Roll No.	
3	Name of the Examination	Class X/Class XII
4	Date	
5	Subject	
6	Time of Incident	
7	Name of Official and Address of the person detecting the U.F.M. case	
8	Indicate precisely the place from where the copying material was recovered. Or Give details of the unfair means used by the Student.	
9	Whether the Student was trying to use, using or has used the detected material for writing answers. (Please mention any one in the right column) (a) Student had already copied some answers in Answer-Book (b) Student had tried to use the copying material but has not copied any answers in Answer-Book (c) Student had neither tried to use or copied any answers in Answer-Book (d) Details of any other method used as UFM	
10	Whether written statement received from the Student, if not, why?	Yes/No
11	Whether statement of the Asstt. Supdt(s) obtained, if not, why?	Yes/No
12	Whether 2nd copy of answer book was given, if yes, Indicate Serial No. If Not, why?	Yes/No
13	No. of pages of copying material recovered (pages to be signed by the Centre superintendent)	Sl. No. From _____ to _____
14	Whether copying material is serially tagged and singed by the Student and the Asstt. Supdt(s) / Observers / Mobile Inspecting Board's Party / Centre Superintendent if not please indicate reasons thereof)	Yes / No (if no give reasons thereof)
15	Whether the Student took away the answer book, if yes, whether the report lodged with the local SHO?	
16	Whether a copy of FIR enclosed?	
17	Efforts made to retrieve the answer book from the Student	
18	Clause under which the unfair means are covered in Chapter-10, Clause 10.4?	
19	Remarks of Centre Superintendent	

Signature of Centre Superintendent .....

Centre No. .....

Address .....

.....

Date .....

Enclosures:

1.

2.

3.

4.

5.

NOTE: PLEASE USE SEPARATE PROFORMA FOR EACH CASE.