

INTERMEDIATE PUBLIC EXAMINATIONS FEBRUARY/MARCH - 2026 :

EXAMINATION CENTRE ARRANGEMENTS - CHECK LIST

★ IMPORTANT REGISTERS TO BE MAINTAINED

- 1) Question Paper Account Register (to be maintained by Dept. Officer)
- 2) Question Paper Deposit & Withdrawal Register
- 3) Police Station Register (Daily Q.P Set No. to be noted)
- 4) Staff Attendance Register.
- 5) Absentee Statement Register.
- 6) Bundles Depatch Register (Post Office work)
- 7) Visitors Register.
- 8) Answer Scripts & Bar Code Sheet Register (Used/Unused details)
- 9) Mal Practice Case (M.P Case) Register

★ IMPORTANT PROFORMAS / DOCUMENTS TO BE PRESERVED ::

◆ Useful before Exam :

- 1) Examination Letters (6) to S.I., Tahasildar, M.E.O, Medical Officer, APSRTC & Post Office
- 2) Relieving Orders
- 3) Figure Statement (Day, Subject & medium wise)
- 4) Q.P Deposit & Withdrawal proforma.
- 5) Instructions to Invigilators

◆ Useful During Exam :

- 1)Exam Staff ID Cards
- 2)Seating Plan
- 3)Room-wise attendance Sheets (Student)
- 4) Bundle Slips
- 5) Bundle title page
- 6) Consolidated Absentee statement
- 7) M.P. Case Proforma
- 8) M.P Case booking letter to J.S. - T.S.B.I.E.
- 9) Post Office Booking Proforma.
- 10) Answer Books Account (Annexure-I, II, III)

◆ Useful After Exam ::

- 1) Post -Examination material submission Letter to DIEO/NODAL OFFICER
- 2) Attendance & Acquittance for Remunerations
- 3) Exam. Bill Proforma (A.B.C)
- 4) T.A & D.A Bill form.
- 5) Workdone Statement.
- 6) Conveyance Allowance
- 7) Remuneration rates, admissible, scale of appointment
- 8) Bill submission Covering letter to J.S. (Accounts)

● Note :: The following material is to be collected from TGBIE/DIEO/NODAL OFFICER (or) Download from College Login.

- 1) Nominal Rolls (Centre.N.R & College N.R)
- 2) Photo Attendance Sheets(Students)
- 3) Printed BarCoded sheets & Blank Barcoded sheets
- 4) D-forms
- 5) Answer Scripts & others