

# ANNEXURE: CS COORDINATION & CONFIDENTIALITY COMPLIANCE

## 1. General Information

Field	Details
Exam Centre Code	
Academic Session	
Appointment Date	
Prepared By	
Approved By (Principal)	

## 2. CS (Confidential Section) Coordinator Appointment

S. No.	Name	Designation	Contact No.	Responsibility Assigned	Signature

## 3. Roles & Responsibilities

Area	Responsibility	Assigned To	Status
Confidential Material Handling			<input type="checkbox"/> Assigned <input type="checkbox"/> Pending
Question Paper Security			<input type="checkbox"/> Assigned <input type="checkbox"/> Pending
Printing & Documentation			<input type="checkbox"/> Assigned <input type="checkbox"/> Pending
Coordination with CBSE/Authorities			<input type="checkbox"/> Assigned <input type="checkbox"/> Pending

## 4. Infrastructure Readiness

Parameter	Status	Remarks
High-Speed Printer Available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Printer Tested & Functional	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Backup Printer Available	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sufficient Paper & Ink	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Secure Printing Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## 5. Confidentiality Agreement (NDA Compliance)

S. No.	Staff Name	Designation	NDA Signed (Y/N)	Date	Signature
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		

## 6. Conflict of Interest Declaration

Staff Name	Related Candidate (Y/N)	Details (if any)	Declaration Signed
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

## 7. Access Control & Security

Parameter	Status
Restricted Access to CS Room	<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorized Personnel List Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Entry Log Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confidential Materials Secured	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 8. Documentation & Record Keeping

Parameter	Status
NDA Records Filed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Appointment Orders Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No
Equipment Log Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confidential Register Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 9. Compliance Checklist

Parameter	Status
CS Coordinator Appointed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Infrastructure Ready	<input type="checkbox"/> Yes <input type="checkbox"/> No
NDA Signed by All	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confidentiality Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 10. Issue Log & Action Taken

