

**STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA**

**DCA Examination - MAY/JUNE 2017**

**EXPENDITURE STATEMENT**

Financial Year:	<b>2017-18</b>	Total Pages:		Total No. Vouchers	
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1. Exam Centre Code : .....
2. Name of the Exam Centre : .....
3. Name of the Chief. Supdt. : .....
4. Name of the Deputy Chief Supdt. : .....
5. Advance Sanctioned Order No. : .....
6. Total No. of Students registered for DCA course (2<sup>nd</sup> Batch) : .....
7. No. of Students registered for the DCA Examination - May/June, 2017 : .....
8. No. of Students appeared for the Exam from the Previous Batch (1<sup>st</sup> Batch) : .....
9. Total No. of Students attended the Exam - May/June 2017 : .....

Details of Advance Sanctioned:

Vr. No.	Particulars	Allotted Amount	Expenditure
	Remuneration to Chief Supdt.		
	Remuneration to Deputy Chief Supdt.		
	Remuneration to Internal Examiner (Practical)		
	Remuneration to External Examiner (Practical)		
	Preparation Charges		
	Remuneration to Invigilator		
	Remuneration to Clerk/Lab Assistant		
	Stationary Charges		
	Photo Copying Charges		
	Postage Charges		
	<b>Total</b>		

Advance Amount Sanctioned	Rs.
Expenditure	Rs.
Balance amount to be Refunded	Rs.
Balance to be Re-imbursed	Rs.

Date &  
(School Seal)

Signature : .....  
Name : .....  
Chief Superintendent/Principal



# STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

## DCA Examination - MAY/JUNE 2017

### ATTENDANCE REGISTER - PRACTICAL EXAMINATION

No. of Students registered for the Examination : .....

No. of Students attended the Examination : .....

Sl. No.	Name & Designation	Chief Supdt., External/Internal Examiner	Signature & Date			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Date &  
(School Seal)

Signature : .....  
Name : .....  
Chief Superintendent/Principal



# STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

## DCA Examination - MAY/JUNE 2017

### ATTENDANCE REGISTER - THEORY EXAMINATION

No. of Students registered for the Examination : .....

No. of Students attended the Examination : .....

Sl. No.	Name & Designation	Chief/Deputy Chief/ Invigilator/Clerk/ (Lab Assistant)	Signature				
			03.06.17	04.06.17	10.06.17	11.06.17	18.06.17
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Date &  
(School Seal)

Signature : .....  
Name : .....  
Chief Superintendent/Principal



STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

DCA Examination - MAY/JUNE 2017

No. of Students registered for the Examination : .....

No. of Students attended the Examination : .....

Exam Centre Code: ..... Name of Exam Centre.....

ACQUITTANCE REGISTER

Table with 7 columns: Sl. No, Name & Designation, Specify, Chief/Deputy Chief Supdt./Invigilator/Cleark/Lab Asst., Rate of Remuneration, No. of days attended for the duty, Total Amount, Signature. The table contains one row with numbers 1-7 and several empty rows below.

Date & (School Seal)

Signature : .....
Name : .....
Chief Superintendent/Principal



STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

DCA Examination - MAY/JUNE 2017

No. of Students registered for the Examination : .....

No. of Students attended the Examination : .....

Exam Centre Code: ..... Name of Exam Centre.....

ACQUITTANCE REGISTER FOR INTERNAL/EXTERNAL EXAMINER

Table with 8 columns: Sl. No., Name & Designation, Specify Internat/ Exteranal, No. of Students Attended the Exam, No. of Batch, No. of days attended, Total Rumun-eration, Signature

\*Rate of Remmuneration : External Examiner - Rs. 20 per student for each unit of Exam. : Internal Examiner - Rs. 100 for a Batch in each unit (Candidates consisting atmost 12 numbers shall be treated as one batch

Date & (School Seal)

Signature : ..... Name : ..... Chief Superintendent/Principal



# STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

## DCA Examination - MAY/JUNE 2017

### UTILIZATION CERTIFICATE

This is to certify that the sanctioned amount of Rs. .... (Rupees: .....  
 .....) allotted for Preparation charges of DCA Practical Examination - May/June 2017 has been utilized for the same purpose.

No. of Students registered for the Exam : .....

No. of Students attended the Exam : .....

Name of Exam Centre : .....

Centre Code : .....

District : .....

Date &  
 (School Seal)

Signature : .....  
 Name : .....  
 Chief Superintendent/Principal



# STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

## DCA Examination - MAY/JUNE 2017

### EXAMINATION REPORT

#### I Details of Students attended in the Exam

PRACTICAL			THEORY				
Date	Paper	No. of Students	Date	Paper	No. of Students		
					Current Batch	Previous Batch	Total
			03.06.2017	DC 01			
			04.06.2017	DC 02			
			10.06.2017	DC 03			
			11.06.2017	DC 04			
			18.06.2017	DC 05			

#### II Details of Materials issued to the Centres

Sl. No.	Items	Received	Used	Balance
1.	Question Paper			
2.	Main Answer Script			
3.	Additional Sheets			

Date &  
(School Seal)

Signature : .....  
Name : .....  
Chief Superintendent/Principal





