

# STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

## DCA PRACTICAL EXAMINATION- MAY-2025

### EXPENDITURE STATEMENT

Financial:	<b>2025-26</b>	Year 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./Principal : .....
5. Advance Sanctioned Order No. : .....
6. Total No. of Students registered for the course (10<sup>th</sup> Batch) : .....
7. No. of Students registered for the DCA Examination - May 2025 : .....
8. No. of Students appeared for the Exam from the Previous Batches : .....
9. Total No. of Students attended in the Practical Exam - May 2025 : .....

Details of Advance Sanctioned:

Vr. No.	Particulars	Alloted Amount	Expenditure
	Remuneration to Chief Supdt./Principal		
	Remuneration to Internal Examiner		
	Remuneration to External Examiner		
	TA to External Examiner		
	Preparation Charges		
	Total		

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 - 2025

ATTENDANCE REGISTER - PRACTICAL EXAMINATION

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

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

Table with 4 main columns: Sl. No., Name & Designation, Chief Supdt., External/Internal Examiner, and Signature & Date. The Signature & Date column is further divided into four sub-columns. Rows are numbered 1 to 10.

Date & (School Seal)

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



STATE COUNCIL FOR OPEN AND LIFELONG EDUCATION - KERALA

DCA - PRACTICAL Examination - MAY-2025

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

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

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

ACQUITTANCE REGISTER FOR CHIEF SUPDT./INTERNAL/EXTERNAL EXAMINER

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

\*Rate of Remuneration : Chief Superintendent - Rs. 425/- per day
: External Examiner - Rs. 20 per student for each unit 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



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## DCA - PRACTICAL - Examination - MAY - 2025

### UTILIZATION CERTIFICATE

This is to certify that the sanctioned amount of Rs. .... (Rupees: .....  
.....) allotted for **Preparation charges** of DCA Practical Examination - May-2025 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 2025

### PRACTICAL EXAMINATION REPORT

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

PRACTICAL		
Date	Paper	No. of Students

Date &  
(School Seal)

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

