



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16C, DWARKA, NEW DELHI- 110078

OFFICE OF CONTROLLER OF EXAMINATION-II

GGSIPI/COE-II/Exam(Store)/2023/04

Dated: 03/01/2023

ORDER

In supersession of all earlier orders, henceforth, all the Examination Centres (Both for Minor/Practical and Major/Theory) shall use and submit in the attached formats (Form No. ES-1 to ES-5) or the request for issue, submission of used / damaged / unused Answer Sheets (Practical as well as Theory).

All the Examination Centres shall also return the Unused and Damaged (if any) Answer Sheets (Both Theory and Practical) within 15 days of the completion of End Term Examinations to the Examination Store Branch in the prescribed Form (Form No. ES-3 for Theory and Form No. ES-5 for Practical).


(Dr. S.L. Bhandarkar)

Controller of Examinations-II

Dr. S. L. Bhandarkar

Controller of Examination
Guru Gobind Singh Indraprastha University
Sector-10C, Dwarka, New Delhi-110078

Copy for information and necessary action to the following:

1. Dean(s), University Schools of Studies
2. Principal/Director(s), All Affiliated Institutes
3. Controller of Examinations-I, GGSIP University
4. Dy. Registrar (Conduct)
5. Assistant Registrar, VC Sectt. for information of Hon'ble Vice Chancellor
6. Assistant Registrar, Registrar Office for information of Registrar
7. Incharge (Examination Store)
8. Incharge UITS, with a request to upload on University website
9. Guard File


(Dr. S.L. Bhandarkar)

Controller of Examinations-II

Dr. S. L. Bhandarkar

Controller of Examination
Guru Gobind Singh Indraprastha University
Sector-10C, Dwarka, New Delhi-110078



Guru Gobind Singh Indraprastha University
Sec- 16C, Dwarka, New Delhi – 110078
(Examination Store Branch)

Request Form for issue of Answer Sheets (Theory -48 pages)

For the End Term Examinations to be held in

Name of Examination Centre

Name of Requisitioner

Designation of Requisitioner

Number of Answer Sheet Required (in fig.) in words

Examination Centre Undertakes that all the Answer Sheets (Unused/damaged) with details with Serial Number of Answer Sheets will be returned to the Examination Store, GGSIPU; within 15 days after completion of the last examination of the respective End Semester Examination.

Name and Signature with Stamp
(Dean/Principal/Director of the School/ Institute)

Recommendation of the Conduct Branch

Please issue (in fig., in wordsAnswer Sheets)

Name and Signature with Stamp

**Issue of Theory Answer Sheets to the Examination Branch
(To be filled by the Examination Store Branch)**

Issued (in fig....., in wordsAnswer Sheets)
bearing Sr. No. as detailed below today on

S. No. of Ans. Sheets		Qty.
From	to	

S. No. of the Assorted Answer Sheets, if any	Qty.

Assistant (Examination Store Branch)

Signature of Recipient
Name:
Date:

Incharge (Examination Store Branch)



Guru Gobind Singh Indraprastha University
 Sec- 16C, Dwarka, New Delhi – 110078
 (Examination Division)

Daily Account Statement of use of main Answer Sheets (Theory -48 pages)
 (To be submitted in duplicate)

Term-End –Examination: May / December Centre Code

Name of Centre with Address :-

A. Date of Examination:

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B. Name of Programme (s) :

C. Paper Name (s) :

D. Paper Code (s) :

E. Opening Balance (OB) of the Answer Sheet available with the examination Centre

Note: (Please provide the detail of (OB) in r/o Pt. 'E' above with Sr. No.(s) of Answer Sheets, in case already lying with the Examination Centre before the start of this End Semester Examination)

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F. No. of Answer Sheets issued from GGSIPU for the current End Term examination

G. Total Available (E+F)

H. No. of Answer Sheets used in today's examination with Sr. No.

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I. Damaged Answer Sheets, if any (Please provide the Sr. No. also)

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Closing Balance available with the Examination Centre for next day of examination (G-H-I)

Name and Signature of Centre Supdt. With seal

Mob. No.

Note: Examination Centre is requested not to open new bag of answer sheets before utilizing the already opened.



Guru Gobind Singh Indraprastha University
 Sec- 16C, Dwarka, New Delhi – 110078
 (Examination Division)

Form-ES-3

Final Account Statement and submission of the un-used Answer Sheets (48 pages)
 (To be submitted in the Examination Store after completion of the End Semester Examination)

Term-End –Examination: May / December Centre Code

Name of Centre with Address :-

A. Opening Balance (OB) of the Answer Sheet
 available with the examination Centre

Note: (Please provide the above detail with Sr. No.(s) of Answer Sheets, in case already lying with the Examination Centre before the start of this End Semester Examination)

B. No. of Answer Sheets issued from GGSIPU for the current End Term examination

C. Total Available (A+B)

D. Answer Sheets used during end term examination

E. Damaged Answer Sheets to be submitted to the Examination Store

Serial No. of damaged A/sheets

F. Balance Answer Sheet to be deposited with Examination Store Branch
 (Please also provide the Serial No. of all the balance answer sheets)

S. No. of Ans. Sheets		Qty.
From	to	

S. No. of the Assorted Answer Sheets, if any	Qty.

Name and Signature of Centre
 Supdt./Examination Incharge

Name and Signature of Dean/Principal/Director
 with stamp

Received below mentioned Ans. Sheets bearing Sr. No. as detailed above on

Un-used:- (in fig....., in words)

Damaged:- (in fig....., in words)

Assistant (Examination Store)

In-charge (Examination Store)



Guru Gobind Singh Indraprastha University
 Sec- 16C, Dwarka, New Delhi – 110078
 (Examination Store Branch)

Form-ES-4

Request Form for issue of Answer Sheets (Practical/ Minor -16 pages)

For the End Term Examinations to be held in

Name of Examination Centre

Name of Requisitioner

Designation of Requisitioner

Number of Answer Sheet Required (in fig.) in words

Examination Centre Undertakes that all the Answer Sheets (Unused/damaged) with details with Serial Number of Answer Sheets will be returned to the Examination Store, GGSIPU; within 15 days after completion of the last examination of the respective End Semester Examination.

Name and Signature with Stamp
 (Dean/Principal/Director of the School/ Institute)

Recommendation of the Conduct Branch

Please issue (in fig., in wordsAnswer Sheets)

Name and Signature with Stamp

**Issue of Practical/Minor Answer Sheets to the Examination Branch
 (To be filled by the Examination Store Branch)**

Issued (in fig....., in wordsAnswer Sheets)
 bearing Sr. No. as detailed below today on

S. No. of Ans. Sheets		Qty.
From	to	

S. No. of the Assorted Answer Sheets, if any	Qty.

Assistant (Examination Store Branch)

Signature of Recipient
 Name:
 Date:

Incharge (Examination Store Branch)



Guru Gobind Singh Indraprastha University

Sec- 16C, Dwarka, New Delhi – 110078
(Examination Division)

Form-ES-5

Final Account Statement and submission of the un-used Answer Sheets (16 pages)
(To be submitted in the Examination Store after completion of the End Semester Examination)

Term-End –Examination: May / December Centre Code

Name of Centre with Address :-
.....

G. Opening Balance (OB) of the Answer Sheet
available with the examination Centre

Note: (Please provide the above detail with Sr. No.(s) of Answer Sheets, in case already lying with the Examination Centre before the start of this End Semester Examination)

H. No. of Answer Sheets issued from GGSIPU for the current End Term examination

I. Total Available (A+B)

J. Answer Sheets used during end term examination

K. Damaged Answer Sheets to be submitted to the Examination Store

Serial No. of damaged A/sheets

L. Balance Answer Sheet to be deposited with Examination Store Branch
(Please also provide the Serial No. of all the balance answer sheets)

S. No. of Ans. Sheets		Qty.
From	to	

S. No. of the Assorted Answer Sheets, if any	Qty.

Name and Signature of Centre
Supdt./Examination Incharge

Name and Signature of Dean/Principal/Director
with stamp

Received below mentioned Ans. Sheets bearing Sr. No. as detailed above on

Un-used:- (in fig....., in words)

Damaged:- (in fig....., in words)

Assistant (Examination Store)

In-charge (Examination Store)