No.S.F.13

Board of Intermediate & Secondary Education, Faisalabad

ATTENDANCE CHART

Examination _____ Centre No. & Place _____

INSTRUCTIONS

1. One copy of this Chart is to be sent to one Assistant Controller Secrecy and one copy to Asstt. Controller Conduct in a Registered Cover marked "Attendance Chart" within seven days of the termination of the written examination.
2. Various Columns of the Chart should be signed by the Superintendent.
3. To avoid any mistake or omission while mentioning Roll Nos. of the candidates presenter absent in the Chart, the Roll Nos. on the answer books as well as on the list of the candidates supplied by this office must be very carefully compared with each other, and if in course of this comparison, any answer book with a wrong Roll No. is discovered, it must be sent to the Secrecy Officer under a separate Registered cover with a forwarding letter giving the correct Roll No. of the candidate;
4. The actual account of the answer-books despatched and that of Roll Nos. of the candidates present, as may be shown in the chart must not differ from each other. A very careful scrutiny should be made before the answer-books are despatched.
5. If the examination in a particulars Subject or Paper is shifted to another centre under any special, arrangement, the Superintendent of the centre where the candidates concerened where to appear originally should invariably mention this fact against such subject in the Chart.

Anautomatic deduction can be made from the remuneration of Superintendent for contravening any instructions, however, insignificant they may be.

In case of a candidate who has used-unfairmeans or has been expelied or whose answer-books have been sent separately to this office for special reason, the Superintendent should supply the following details:-

Roll No.	Subject and Paper	Reasons in breif	Disposal of Answer-Books
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In the case of candidate writing wrong Roll No. On his answer-book the Superintendent should place supply the following information.

Actual Roll No. of the candidate	Subject and Paper	Wrong Roll No. as written on the Answer-books	Disposal of the Answer-Books
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DECLARATION

I hereby/declare that the examination at my centre has been conducted. strictly, according to the instructions laid down in the book of instructions for Superintendent and Supervisory staff.

I also certify that this Chart has been filled in correctly with complete details.

ATTENDANCE CHART

Date Session	Subject	Paper	Roll Nos. of the candidate present in this paper	Total Nos. of Scripts	To whom Script forwarded	Means of despatch Bank/Post Railway Receipt Number (if any)	Roll No. of Candidates absent in this paper	Remarks