

Himachal Pradesh University

Statement showing the names of the perishable articles of stationery that have been deposited in the stationery Box lying at.....

Note: [one copy of this proforma duly filled in should be sent to the Asstt. Registrar (Conduct) after the termination of the examination and **other copy should be sent to the Asstt. Registrar Conduct along with the adjustment bill(with in 15 days positively)**. The third copy should be retained by the Superintendent for his record].

I certify that the following perishable articles of stationery have been consumed and balance deposited in the Stationery Box H.P.U. No.....Kept at.....or with the Principal.....College/School.....date of commencement of examination.....

Superintendent

Name of examination.....Name of the centre building.....

Centre No.....

Sr. No.	Name of the article	*Received form the head of the institution		Total	Consumption in the written examination	Consumption in the practical examination	Balance deposited in the Stationery Box	Remarks
		Previous balance	Fresh supply by the University					
		1	2	3	4	5	6	7
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

Certified that the entries shown in column Nos. 1 & 2 above are correct and the balance shown in column No. 8 have been received for re-deposit.

.....Headmaster/Headmistress/Principal

Superintendent

.....High School College

.....

.....

Permanent address.....

.....

- Note:**
- The number of the box must be given. If it does not bear any number, please say so.
 - The stationery articles must be deposited with the School or College from which it was obtained.
 - The payment of the bill of the Superintendent who fails to return the form duly completed shall remain with held till the needful is done.
 - Stationery articles received or given to the other centre, must be shown to avoid correspondence and delay in payment of contingent bill.
 - The number of packets prepared and Answer-books contained in each may be mentioned on the back of this form in order to check the consumption of packing cloth and packing paper.

Sr. No.	Date	Session	No. of answer Books	Cloth consumed	Sr. No.	Date	Session	No. of answer Books	Cloth consumed
1					37				
2					38				
3					39				
4					40				
5					41				
6					42				
7					43				
8					44				
9					45				
10					46				
11					47				
12					48				
13					49				
14					50				
15					51				
16					52				
17					53				
18					54				
19					55				
20					56				
21					57				
22					58				
23					59				
24					60				
25					61				
26					62				
27					63				
28					64				
29					65				
30					66				
31					67				
32					68				
33					69				
34					70				
35					71				
36					72				