



Institute of Human Resources Development
IHRD Examinations

Absentee Statement

Form - E1

- Copy 1 : to be enclosed with each primary answer script packets.
2 : to be forwarded along with a copy of Form-E3 to Director.
3 : O.C. of the Exam. Centre.

Exam. Centre Code			Date of Exam. :			
Exam. Centre Name						
Name of Exam.						
Scheme		Regular/Supply.:				
Subject Code		QP Code				
Subject Name						
Attendance Details						
A. Register no. of candidates registered for examination. (Enter range. eg. 121051 to 121076, 121079, 121081 to 121087 etc.)						Total
B. Register no. of candidates Absent						
C. Total no. of Answer scripts						

(Office Seal)

Chief Superintendent



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Label for Answer Script Packet

Form – E2

(To be pasted on each primary answer script packet)

Exam. Centre Code			Date of Exam. :			
Exam. Centre Name						
Name of Exam.						
Scheme		Regular/Supply.*:				
Subject Code		QP Code				
Subject Name						
Total no. of Answer scripts enclosed						

* Use Separate packet for Regular & Supplementary Scripts.

(Office Seal)

Chief Superintendent



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Label for Answer Script Packet

Form – E2

(To be pasted on each primary answer script packet)

Exam. Centre Code			Date of Exam. :			
Exam. Centre Name						
Name of Exam.						
Scheme		Regular/Supply.*:				
Subject Code		QP Code				
Subject Name						
Total no. of Answer scripts enclosed						

* Use Separate packet for Regular & Supplementary Scripts.

(Office Seal)

Chief Superintendent



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Answer Script Packet details

Form - E3

(To be enclosed with answer script packets packed in a cloth bag)

Exam. Centre Code		Date of packing :	
Exam. Centre Name			

Write Question Paper Code in each box as given in the primary packet label and suffix 'R' for Regular & 'S' For Supplementary exam. as shown in the example given below.

1.	D	C	1	1	0	2	0	7	R	16.	P	C	0	2	0	3	1	2	S
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Answer Script primary packet list

Sl.	QP Code	R/S	Sl.	QP Code	R/S
1.			16.		
2.			17.		
3.			18.		
4.			19.		
5.			20.		
6.			21.		
7.			22.		
8.			23.		
9.			24.		
10.			25.		
11.			26.		
12.			27.		
13.			28.		
14.			29.		
15.			30.		
QP Code of Exam.(R/S) for which all the registered candidates were Absent.					

Total no. of Primary packets enclosed in this bundle :

Nos.

(Office Seal)

Chief Superintendent



[Confidential]

Institute of Human Resources Development

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Label for Answer Script Bundle

Form – E4

(To be pasted on answer script bundle packed in cloth bag)

Exam. Centre Code		Forwarded on:		20
Exam. Centre Name				
Total no. of Answer script Packets enclosed				

Certified that this bundle contains no. of primary packets.

(Office Seal)

Chief Superintendent

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Instructions for Answer Script packing and forwarding.

1. Each Regular or Supplementary exam. Answer scripts should be packed as a separate primary packet. A copy of the Question paper of the exam. should be enclosed. **Never mix regular and supply answer scripts.** For each **scheme** use separate packing.
2. Absentee statement(*form-E1*) should be prepared in triplicate and one copy should be enclosed with each primary answer script packet. Second copy should be forwarded directly along with a copy of *form-E3* to the Director, IHRD, after completion of all exams.
3. Each primary packet should be packed in brown packing paper or a cloth envelope and should be properly sealed. Affix the '*label for Answer script packet(Form-E2)*' on each primary packet. Eight character of Question Paper code printed at the left top corner of the question paper should be clearly written in the absentee statement(*Form-E1*) and in the label for primary packet.(eg. 'DE010204')
4. Pack all Primary answer script packets as a bundle, enclosed in a tight cloth bag along with a copy of the primary packets list(*Form-E3*). Paste '*label for Answer Script bundle(form-E4)*' at one side of the bundle. Please write address, Centre code etc. on the other side of the packet using a marker pen. *(Please note that the 'Exam. Centre code' is a 3 digit code assigned by the academic section for IHRD exam centres and it may be different from the 'Institution code' given by the Finance section.)*
5. Forward the bundle through post/messenger to the Director, IHRD. In case special collection vehicle is arranged, hand over the bundle to the officer deputed.
6. Send a copy of Form-E3 with copies of all Form-E1, Corrected A-List and Hall Tickets of candidates who are not eligible for registration(*due to shortage of attendance etc.*) to the Director, IHRD, in a separate cover with superscription 'Exam-Urgent', immediately after the completion of all Theory Exams.
7. Do not enclose any other letters/documents like A-list, CE marks, Practical examination marks etc. inside the Answer script bundle.
8. Use photo copies of these forms/slip for packing multiple packets. These forms are also available to download at the *IHRD website* → *IHRD Courses* page.
9. List of IHRD examination Centres with code is published in the above webpage for information.

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Check List for Exam. Centres.

1. For preparing Primary answer script packet:

- a) Answer Scripts are arranged as per the ascending order of Register number of candidates and it is secured as a bundle using twain thread.
- b) A copy of Absentee statement(*form-E1*) is enclosed.
- c) A copy of the Question paper of the exam. is enclosed.(*for valuation purpose*)
- d) The all items a, b & c are packed as a bundle in a brown paper of suitable size. (*Cloth bags can also be used.*) Secure it with twain thread and paste the open end with gum or packing tape.
- e) Affix *form-E2* on the primary answer script packet. Affix office seal so that the seal is placed partially on the *form-E2* and partially on brown paper/cloth.

Note: Do not enclose any material other than listed above inside the Primary Answer Script packet.

2. For preparing answer script Bundle:

- a) Prepare List of 'Primary Answer Script packets'(*Form-E3*) in Triplicate.
- b) Arrange all 'Primary answer script packets' in the order as listed in *Form-E3*. Enclose one copy of *Form-E3* inside bundle.
- c) Secure it as a bundle with twain thread and pack inside a tight cloth bag. Affix seal with sealing wax.
- d) Affix the label for answer script bundle(*Form-E4*) on one side of Bundle. Forward it to the Director, IHRD.

3. Other Documents to be forwarded by post directly to the Director, IHRD, immediately after completion of all theory examinations.

- a) Corrected A-list duly signed by candidates & the Chief Superintendent.
- b) Cancelled Hall tickets of candidates, if any, with recommendation for cancellation of exam. registration.
- c) A copy of *form-E1* of all exams conducted at the centre.
- d) A copy of *form-E3*
- e) Internal Assessment(CE) marks prepared in the order of the subject code.(*Please ensure that the marks awarded are based as per the maximum marks for the subject correctly*)

Forward the above items in a sealed cover with the superscription '**Exam. Urgent**' directly by post to the Director, IHRD.

4. Forward the marks of Practical Examination in a sealed cover with the superscription '**Exam. Urgent**' to the Director, IHRD, immediately on completion of the Practical examinations

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