

To

Annexure 'B'

**The Director General
NIELIT
Electronics Niketan,
6, CGO Complex,
New Delhi - 110 003.**

Subject: Report of the Examination Observer for the DOEACC O/A/B/C Levels of the Examination

Sir,

I am sending herewith my report as Observer for the Examination Centre at _____
(Station) along with my TA/DA particulars for necessary action.

Yours faithfully,

Signature of the Observer

Official Address (including Designation)

Name : _____

Address : _____

Telephone: _____

Mobile: _____

Email: _____

Please note that the report should cover all the points mentioned below, supported by essential details. Information - session-wise (Morning/Afternoon) as may be applicable may be given :

Date(s) of the Examination : _____

1. **Name of Centre** _____

2. **Address of centre** _____

3. **Duration of visit to the centre** : _____

4. **Adequacy of rooms needed for examination:** _____

5. **Whether sufficient no. of PCs were available** (if not, details thereof) : _____

6. **Whether all the PCs were working** : _____

7. **Whether relevant software were available** (if not, details thereof) : _____

8. **Computers provided**(indicate numbers):

Pentium Systems	486	Others

9. **Availability of the spare computer systems** : _____

10. **Lighting arrangements** : _____

11. **Drinking water facilities** : _____

12. **Toilets** (availability / cleanliness) : _____

13. **Security arrangements** : _____

14. **Power failure, if any** : _____

15. **Stand-by power arrangements** : _____

16. **Accessibility of the centre** : _____

17. **Adequacy of furniture provided** : _____

18. **Irregularities noticed** (Please attach a separate sheet if required) :

19. **Complaints from students, if any**(Please attach a separate sheet if required) :

20. **Suggestions for improvement** (*Please attach a separate sheet if required*) :

21. **General Summing up** (*Please attach a separate sheet if required*) :

Signature of the Observer

Expert Srl.No. _____
(if applicable)

Date _____