

Income-tax Department				
Departmental Examination 2009 for ITOs/ITIs				
Special Observer's Report [To be sent for each day of the assignment]				
Personal Particulars	Name			
	Designation			
	Civil List Code No.			
	Complete Postal Office Address			
	Phone[landline]		Mobile No.	
	Fax No.		Email-ID	
Assignment Particulars	Centre where deputed for Observer's Assignment			
	Date(s) of Assignment			
	Date(s) on which assignment not attended			
	Chief Invigilator(s) of the Centre & Designation			
Observer Check List	1	General Quality of Invigilation [V.Good/Good/Need Improvement/Bad]		
	2	Amenities for candidates like lighting/ ventilation/ clean drinking Water/ etc. [V.Good/Good/Need Improvement/Bad]		
	3	Whether separate Halls arranged for the Old Pattern & New Pattern candidates		
	4	Whether sufficient distance provided between any two candidates		
	5	Whether number of candidates in one column for the new pattern were in conformity with Directorate's Instruction (i.e. 6 or 10 or 14 or in such order)		
	6	Whether mobiles or any other electronic devices (except non- programmable simple calculators) kept out of Examn. Hall		
	7	Whether Question-paper envelope was properly sealed before opening.		
	8	Whether Question paper envelope was		

		opened only 15 minutes before actual start of Examn.	
	9	Whether answer-scripts were double-sealed and dispatched immediately after they were collected from candidates. Please list the discrepancies in this regard.	
	10	Instances of use of unfair means in the Examn. Hall [Pl. mention Examn. type; Date; Name & Roll No. and brief nature of irregularity. [Attach extra sheets, if required]	
Other Remarks, if any		Remarks [Attach extra sheets, if required]:	
Signature		Signature of Special Observer	
		Place	
		Date	