

PART III (IV)

**MADHUSUDAN INSTITUTE OF ACCOUNTS &
FINANCE**

No. 3590 (12)M.,

Dated, Bhubaneswar.

Trg. 12 (XXXI)/83

the 27th October, 1983

To

Shri

Instructor, M.I.A.F., Bhubaneswar.

Sub : Class examination of trainees.

It is noticed that the trainees are not doing well in examination due to difficulties in writing the answers. It is necessary that class examinations should be held frequently at regular interval of at least once every week in all the major subjects like O.S.C., O.T.C., etc. so that the trainees will be acquainted with the mode of questions and writing the answers.

You are therefore requested to hold written class examination at least once a week on the last period of the week in the concerned subject on the progress made during the week. While evaluating the answer papers, the defects in the answers should be noted in each examination paper for the guidance of the trainees. The marks awarded should be duly entered in the periodical examination register and put up to me every Monday positively. Only in case of minor subjects like G. P. F., Budget Manual, Accounts Code and Audit Code these examinations should be held once in two weeks.

For the O. F. S. Probationers such periodical examination should also be held every week by the concerned Instructors and the answer papers along with the periodical examination register should be submitted to me on every Monday.

Sd/-

N. Mishra

Principal