

**DATA COLLECTION FORMAT FOR SUPERVISING OFFICER**

To,  
The Inspector of Schools  
\_\_\_\_\_ District Circle  
\_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Sub: Submission of Personal Details and acceptance of the  
Offer for appointment as Supervising Officer

Sir,

With reference to the subject cited above, I have the honour to inform you that I am very pleased to accept your offer for appointment as Supervising Officer for the ensuing HSLC Examination 2023.

In this regard I am submitting here with my details as follows:

1.	District:	
2.	Name of the Supervising Officer:	
3.	Designation:	
4.	Work place address:	
5.	Home address:	
6.	Phone No:	
7.	Bank Account No:	
8.	Bank Name:	
9.	Bank Branch:	
10.	IFSC	

Thank you.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_