

University of Mumbai

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Email ID : despatch.godownexam@mu.ac.in



Board of Examinations & Evaluation,
Despatch Unit, (Godown)
M. J. Phule Bhavan,
Vidyanagari, Kalina
Santacruz (East)
Mumbai- 400 098.

No. Exam./Des./G/0013 of 2018

22nd January, 2018

CIRCULAR :-

Sub :- Statement of the Balance Stock of Blank Bar coded answer books of 40 pages (Green & Blue/Gray Colour) & stationary etc.

Directors/Heads of the University Departments, Principals of the affiliated Colleges, Heads of the recognized Institutions & The Principal, Sir J. J. College of Architecture, The University Librarian & Head of the University Department of Library & Information Science, Professor-Cum Director, Institute of Distance and Open Learning and the Assistant Registrar, University Sub-Center Ratnagiri, Assistant Registrar, University Sub-Center Thane, are hereby requested to submit the balance stock of blank Bar Coded answer books of 40 pages (Green & Blue/Gray Colour) in the enclosed Proforma which is remained with them. The enclosed Proforma duly filled may please be sent within 7 days on receipt of this circular, through, **Email :- despatch.godownexam@mu.ac.in as well as Hard copy submitted to Despatch Section, (Godown, Room No. 10).**

Please treat this as most urgent.


Offg. Deputy Registrar
Despatch Unit (Godown)

AS
22/1/18

Encl : PROFORMA.

To,

1. Directors/Heads of University Departments, Principals of the affiliated Colleges, Heads of the recognized institutions & The Principal, Sir J. J. College of Architecture, The University Librarian & Head of the University Department of Library & Information Science, Professor-Cum Director, Institute of Distance and Open Learning and the Assistant Registrar, University Sub-Center Ratnagiri, Assistant Registrar, University Sub-Center, Thane.
2. P.A. to Vice-chancellor
3. P.A. to Director, Board of Examination & Evaluation
4. P.A. to Director, Academics and planning

Examinations Section, Despatch Unit (Godown) Mumbai-400 098.
Contact No.022-26543389 Email : despatch.godownexam@mu.ac.in

PROFORMA

Statement Showing balance Answer books & other Stationery in No. of Quantity :-

SECOND HALF - 2017

Opening Balance (Green A/B) :-.....Box....Nos /(Blue A/B) :-Box.....Nos

Sr. No.	Particulars	No. of Used A/B	No. A/B Wasted (Stamped)	Total	Balance (Unused) A/B
1	40 page Green A/bBox.....NosBox.....Nos		
2	40 page Blue/Grey A/bBox.....NosBox.....Nos		
3	Full size Draw SheetNosNos		
4	Half size Draw SheetNosNos		
5	Tracing PaperNosNos		
6	Supervisors ReportNosNos		
7	Attendance ReportNosNos		
8	Other Stationery				
9					
10					
11					
12					

Name of the College :-

Name of the Principal :-

Name of the office Superintendent :-.....

Contact No. :-Email:-

Date:-

Signature & College
Seal