

University of Mumbai



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

No. Exam./Des./G/ **466** of 2024

16th September, 2024

CIRCULAR :-

Sub :- Statement of the Balance Stock of Blank OSM cum Bar coded Answer Books of 32 page, 40 pages & 8 page (Pink 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, Director, Centre for Distance and Online Education and the Assistant Registrar, University Sub-Campus Ratnagiri & Sindhudurg, Assistant Registrar, University Sub-Campus Thane & Kalyan are hereby requested to submit the balance stock of blank OSM cum Bar Coded answer books of 32 pages, 40 pages & 8 pages (Pink 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, Chhātrapati Shivaji Maharaj Bhavan, Exam. Section.**

Please treat this as most urgent.


Deputy Registrar
Despatch Unit (EXAM.)

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, Director, Centre for Distance and Online Education and the Assistant Registrar, University Sub-Campus Ratnagiri & Sindhudurg, Assistant Registrar, University Sub-Campus, Thane & Kalyan.
2. P.A. to the Honb'le Vice-Chancellor.
3. P.A. to the Pro-Vice Chancellor.
4. P.A. to the Director, Board of Examination & Evaluation.
5. P.A. to the Director, Academics and Planning.
6. P.A. to the Registrar.

Examinations Section, Despatch Unit (Godown) Mumbai-400 098.
Email : despatch.godownexam@mu.ac.in

PROFORMA

Statement Showing balance Answer books & other Stationery in Nos. of Quantity :-

FIRST HALF - 2024

Total nos. of Received Answerbooks (32 page) :-..... Box (8 page) :- Pkts

Sr. No.	Particulars	No. of Used A/B	No. A/B Wasted (Stamped)	Total	Balance (Unused) A/B
1	32 page (Pink) A/b	 Box....Nos	Box.....Nos		
2	40 page (Pink) A/b	 Box....Nos	Box.....Nos		
3	8 page A/b Suppliment	Pkt.....Nos	Nos		
4	Full size Draw Sheet	Nos	Nos		
5	Half size Draw Sheet	Nos	Nos		
6	Supervisors Report	Nos	Nos		
7	Attendance Report	Nos	Nos		
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