

# 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/ <sup>488</sup> of 2025

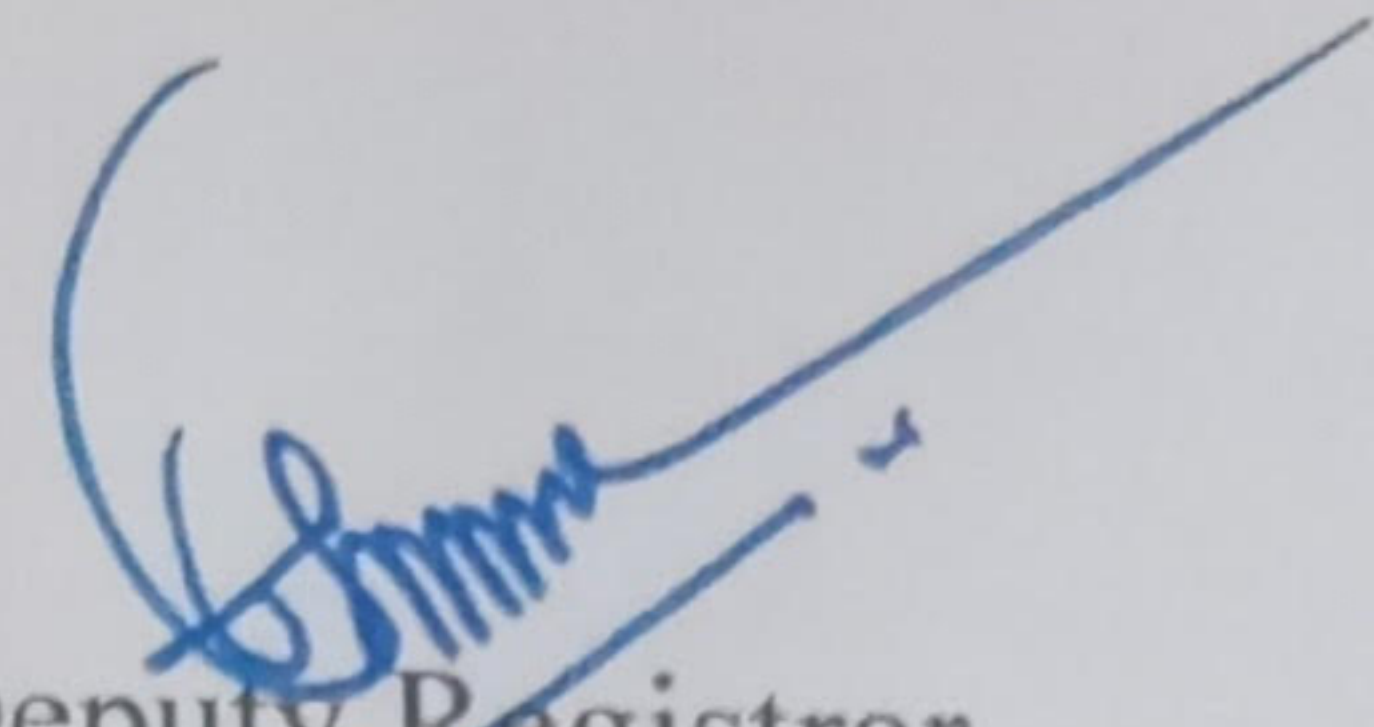
04<sup>th</sup> March, 2025

## CIRCULAR :-

**Sub :- Statement of the Balance Stock of Blank OSM cum Bar coded Answer Books of 32 page & 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 & 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](mailto:despatch.godownexam@mu.ac.in) as well as Hard copy submitted to Despatch Section, Chhatrapati 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 Oline 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 :-

SECOND 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	8 page A/b Suppliment	....Pkt.....Nos	.....Nos		
3	Full size Draw Sheet	.....Nos	.....Nos		
4	Half size Draw Sheet	.....Nos	.....Nos		
5	Supervisors Report	.....Nos	.....Nos		
6	Attendance Report	.....Nos	.....Nos		
7	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