



To,  
The Controller of Examination,  
SGT University, Gurugram.

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

Subject: Regarding Issuance of the Answer Book to Centre/Block \_\_\_\_\_.

Respected Sir,

As per the notification received from your office for the conduction of examination for the session/year \_\_\_\_\_, Semester (Odd/Even/Annual/Supplementary) \_\_\_\_\_ the centre would require \_\_\_\_\_ number of copies for smooth conduction of examination. The detailed breakup is as under:

Answer Book Requirement Details		
S. No	Particulars	Quantity Required
1.	Answer Book 32 Pages	
2.	Answer Book 40 Pages	
3.	Answer Book 60 Pages	

Stationary and Other requirements		
S. No	Particulars	Quantity Required
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Kindly issue the above requirements to the Centre/Block \_\_\_\_\_.

Signature of Centre Clerk  
(With Name & Date)

Signature of Dy. Centre Superintendent  
(With Name & Date)

Signature of Centre Superintendent  
(With Name & Date)

For Office Use:

Total \_\_\_\_\_ no. of copies has been issued and the details are as under:

Answer Book Issued Details		
S.No.	Answer Book Box/Serial No.	Total no. of Copies
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Stationary Issued Details		
S.No.	Particulars	Qty. Issued

Signature of Issuer  
(With Name & Date)

Signature of Receiver  
(With Name & Date)

Signature of AR Exam  
(With Name & Date)