



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

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

Subject: Regarding Closing of Examination Centre/Block \_\_\_\_\_.

Respected Sir,

The Examination Team of Centre/Block\_\_\_\_\_ has successfully completed the examination of \_\_\_\_\_  
(Semester/Year) and is submitting the final centre closing documents. The details of the same are as follows:

**A) Total No. of Answer Books Consumed:** \_\_\_\_\_

**B) Blank Answer Book Details**

S.No.	Box No.	Copy No. Serial Details	Total No. of Copies

**C) Stationary Details**

S. No.	Item Name	Quantity

**D) Signature Chart Details:**

S.No.	Course/ Branch	Total Pages

S.No.	Course/ Branch	Total Pages

Signature of Centre Clerk  
(With Name & Date)

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

Signature of Centre  
Superintendent  
(With Name & Date)

Signature of  
Superintendent in Chief  
(With Name & Date)