



## **CIRCULAR**

All exam centres in charge are informed to strictly observe the following instruction for maintaining the record of stationary utilization at their centre/institute for the forth coming Winter- 2012 examination starting from 26<sup>th</sup> Dec, 2012.

1. Exam material will be send at all exam centres prior to start of examination.
2. Separate register for answer book and Drawing Sheet must be maintained at exam centre by stationary supervisor.
3. Entry of answer book Serial No. issued to each block and quantity utilized must be noted in the answer book register and balance quantity should be forwarded to next session.
4. Exam centre in charge and observer has to sign in answer book and drawing sheet register after verification at the end of each session during each day examination.
5. Consumable register for other exam stationary (i.e. Supplementary, drawing sheet supplementary, black sticker etc.) must be maintained by exam centre in charge and GTU observer must verify and sign in register every day.
6. Exam centre must provide balance of the exam stationary stock as and when asked by the University.
7. At the end of semester examination it is responsibility of the exam centre in charge to submit report of the exam stationary at GTU through zonal office.
8. GTU may carry out inspection for the exam stationary at any time.

Sd/-  
Registrar