

3291 (150)

BERHAMPUR UNIVERSITY : BHANJA BIHAR, BERHAMPUR-760007

Date: 09/05/2019

No. ___/Store/BU/19

To
Principals of all Affiliated & Tagged Colleges of Berhampur University
Sub: Indent for Main Answer Books and Practical Answer Books

Sir/ Madam,

The Annual Indent for Main Answer Books and Practical Answer Books of the college for the 2nd, 4th, 3rd and 5th Semester examinations 2019 of Berhampur University may be sent to the University as per the proforma given below. The indent should be based on.

- Actual student strength of the college x 5 sittings x4 Exams.
- Practical Answer Books shall be issued only for all Science Stream and Arts Stream only with Education & Home Sci Hons.

Earlier stock of answer scripts should be deducted from the indented figures.

You are required to maintain a Register of Stocks of these answer books to be produced before the Annual Audit of the university.

Name of the College	Earlier Stock of Main Answer Books	Earlier Stock of Practical Answer Books	Present Requirement of Main Answer Books	Present Requirement of Practical Answer Books	Indent for Main Answer Books now being made (4-2)	Indent for Main Practical Books now being made (5-3)	Contact Person Name and Mobile No. to receive the books
1.	2.	3.	4.	5.	6.	7.	8.

The indent for Answer books should be sent to the S.O. (Stores), email: sostoresbu@gmail.com with 15 days of this notification. The college shall receive the materials from the store section, if the Indent is made after the stipulated date on the own cost/risk.

Yours faithfully,

Memo No 3292 (2) /Store

Date: 05/05/2019

(OIC Stores) 9.5.19

Copy to the webmaster, BPCB with a request to upload the Notice in the university Webpage.

(OIC Stores) 9.5.19