

From: Dr. Krishnendu Roy  
Assistant Professor  
Department of Education  
Domkal Grils College

upload  
in assignment  
26/09/24

Date: 26.09.2024  
PRINCIPAL  
Domkal Girls' College  
Domkal, Murshidabad

The Principal  
Domkal Grils College  
Domkal, MSD, 742303

Sub: Request for On-Duty Leave on 30.09.2024 to Collect Academic Materials from Berhampore Girls' College


Sir,

I am writing to request an on-duty leave on 30.09.2024 to collect the copies of UG 4th Semester Education (H)CC-T-9 Examinations 2024 from Berhampore Girls' College of University of Kalyani. This task is essential for timely evaluation and feedback to our students.

Your understanding and approval of this request are highly appreciated.

Thank you for your consideration.

Warm regards,

  
(DR. KRISHNENDU ROY)

Enco: Appointment Letter from University of Kalyani of UG 4<sup>th</sup> Semester CC-T-9

RECEIVED  
BUT CONTENT NOT VERIFIED  
26/09/24  
For Principal  
Domkal Girls' College  
Date.....

# UNIVERSITY OF KALYANI

Examiner

Confidential

[In replying, Please quote the number  
and date of this letter]



13 SEP 2024

No. CE/ .....

Kalyani, the ..... 20.....

FROM: THE CONTROLLER/DEPUTY CONTROLLER OF EXAMINATIONS,  
UNIVERSITY OF KALYANI

To  
Krishnendu Roy  
Deptt of Ed  
Dumkal Girls' College  
M. S. D

Dear Sir/Madam,

I have the honour to inform you that you have been appointed an Examiner in .....  
Education (H) Paper C-T-09 ..... for the  
B.A (H) 4th Sem ..... Examination, 20 24.

I desire to draw your special attention to the following provision in the University Regulations :-  
Examiners are required to keep the results of the Examinations and the marks assigned to  
candidates strictly secret.

If you are approached by or on behalf of any particular candidate to divulge his/her result or do  
anything else of an unfair nature in connection with his/her Examination, you are requested to report  
the matter immediately to the undersigned stating the Roll and Number of the candidate concerned.

The Vice-Chancellor desires to add that these directions should be strictly followed, and any  
violation thereof will be taken serious notice of by them.

If any Examiner fails to complete the work assigned to him/her within the period fixed in this  
behalf, he/she will have to intimate the Head Examiner/Co-ordinator in writing about the reason of  
delay and date of final submission of Examined scripts and award list.

Name and address of the Head Examiner/Co-ordinator

Controller/Deputy Controller of Examinations

CONTROLLER OF EXAMINATIONS  
University of Kalyani  
Kalyani-741235  
(Please Turn Over)

Enclosures :-

- (i) Blank remuneration bill form,
- (ii) Notice re: last date for submission of marks.
- (iii) Notice re: Examiners meeting.

[PLEASE GO THROUGH THE SPECIAL NOTE PRINTED OVERLEAF]

EXAMINER'S DECLARATION FORM

CONFIDENTIAL

Examination ..... 20 ..... Subject ..... Paper ..... Group .....

To  
The Controller/Deputy Controller of Examinations,  
University of Kalyani,  
Kalyani, Nadia

Reference : Your letter No CE/ ..... dated .....

I shall keep strictly secret all informations regarding the results of the examination and shall  
not disclose the same.

Further I declare that neither any of my near relations nor any student privately coached by me  
is a candidate for the Examination under reference.

Yours faithfully,