

Grams:
"TECHNOLOGY"
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JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
(Established by Andhra Pradesh Act No. 30 of 2008)
Kukatpally, Hyderabad – 500 085, Andhra Pradesh (India)

Dr. A. GOVARDHAN
B.E(CSE), M.Tech., Ph.D.
Professor in CSE & DIRECTOR OF EVALUATION

21/03/2013

To
The Principals of B.Tech/B.Pharmacy/M.Tech/M.Pharmacy/MBA/MCA
Colleges affiliated to J N T U H.

Sir,

Sub: JNTUH – Examination Branch – Receipt of amount of transferred from parent college to the host college - Submission of Acquittance of retained examination fee – Reg.

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As per the notification given by the University Examination branch, all the Principals of the parent colleges have to retain certain amount from the students' examination fee to conduct the Examinations. This amount has to be transferred to the host colleges before commencement of the examinations so that the host college can conduct the examinations. Since the amount is deducted from University examination fee, the expenditure statement along with details should be submitted to the audit office of J N T U Hyderabad along with the Utilization certificate from the Colleges for the retained amount. Under these circumstances, all the Principals of the B.Tech/B.Pharmacy/M.Tech/M.Pharmacy/MBA/MCA Colleges affiliated to J N T U H, Hyderabad are hereby informed to submit the receipt for the amount transferred to the host colleges and acquittance for conduct of the examinations i.e., remunerations paid to the Chief Superintends, Invigilators, Lab Examiners, Ministerial Staff etc., who are involved in conducting the Examinations. The details of the series examinations conducted in the financial 2012-13 and the documents to be submitted to the University are given below:

The following series of examinations held in the financial year 2012-13.

1. M. Tech (Reg/Supp) Examinations, May 2012
2. M. Pharmacy (Reg/Supp) Examinations, May 2012
3. B. Tech (Reg/Supp) Examinations, April/May 2012
4. B. Pharmacy (Reg/Supp) Examinations, April/May 2012
5. MBA/MCA (Reg/Supp) Examinations, Aug/Sep 2012
6. M. Tech (Reg/Supp) Examinations, October 2012
7. M. Pharmacy (Reg/Supp) Examinations, October 2012
8. B. Tech (Reg/Supp) Examinations, Nov/Dec 2012
9. B. Pharmacy (Reg/Supp) Examinations, Nov/Dec 2012
10. MBA/MCA (Reg/Supp) Examinations, February 2013

The following documents are to be submitted to the Controller of Examinations, J N T U Hyderabad on or before **15-04-2013.**

1. Transfer of Examination remuneration to the Host College and Receipt from the Principal/Chief Superintendent of the Host College.
2. Acquittance of remunerations for the payment to the Chief Superintendent, Invigilators, Lab Examiners, Lab ministerial staff etc for which the college has conducted the examinations.
3. Utilization Certificate on the letter head of the College.

Kindly treat it as **MOST URGENT** and submit all the documents without fail.

Thanking you,

Yours Sincerely,

Sd/- XXXXXX
DIRECTOR OF EVALUATION