

# UNIVERSITY OF PUNE



Exam./XC/

Date :

To,

All Chairmen, Paper-setters/Examiners/Moderators  
at the University Examinations.

*Subject* :—**Request for a Certificate and a Receipt in Advance.**

Sir / Madam,

I am to request you to forward to the Chairman the Certificate in 'Form A' and receipt in advance in '**Form B**' as given **on the reverse**, duly signed and completed in all respects. While completing the form 'A', **please strike off which is not applicable**. This will enable the Chairman to attach the same to the joint bill to be claimed by him for self and on behalf of all his colleagues for onward submission to the University Office.

On receipt of the required certificate duly completed and signed and also the advance receipt duly stamped and signed, payment of remuneration due to you as included in the joint bill can be effected without delay.

Your's faithfully,

Controller of Examinations  
University of Pune.

- [N.B. :— (1) **This letter is to be returned to the Chairman after filling the certificate and advance receipt on the reverse.**
- (2) **The Chairman has also to submit his certificate and receipt in advance along with those of his colleagues.]**

The Controller of Examinations,  
UNIVERSITY OF PUNE, Pune-411007.

Date :

Sir,

In response to your letter on the reverse, I give below the certificate in form 'A' and receipt in advance in form 'B' as desired. Remuneration due as per joint bill be paid to me by cheque. Necessary details are as under.

Yours faithfully,

Please note that I have assessed ..... answer-books.

.....  
(Signature)

**FORM 'A'**

**Certificate**

Name : .....  
(in Block Letters beginning with Surname)

Paper-setter / Examiner / Moderator in ..... Theory / Practical  
(Subject)

at ..... Examination/s held in April / October 200 .

Full address on which Cheque } .....  
for remuneration is to be sent } .....  
} .....

Name of the College (where serving) .....

Certified that :

\* (a) I have not been appointed as a Paper-setter/Examiner/Moderator at any other examination/s of the University of Pune in this same season, except the above examination/s for which remuneration is due to me.

\* (b) I have also been appointed as a Paper-setter/Examiner/Moderator at the following examination/s of the University of Pune in the same season :

*Examination*

*Subject*

(1)

(2)

(3)

.....  
(Signature)

Paper-setter / Examiner / Moderator.

\* **Strike off which is not applicable.**

@ **Dated signature on the certificate is necessary to verify the admissibility of claim.**

**FORM 'B'**

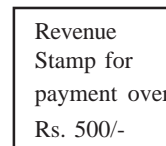
**Receipt in Advance**

Received from the Registrar, University of Pune an amount as shown in the joint bill referred by the Chairman, on account of my remuneration as a Paper-setter / Examiner / Moderator in ..... Theory / Practical at the .....

.....(Subject) .....

Examination/s held in April / October 200 .

Date :



Signature across Revenue Stamp is required.