



## THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – 1, Salt Lake, Kolkata 700 064

☎ : 2321- 3461, 2334-6602./Ext. 224 & 225

☎ Fax: 2358- 0100 E mail Id of COE : [wbuhs\\_ctr@rediffmail.com](mailto:wbuhs_ctr@rediffmail.com)

Memo No : COE/UHS/982 /2013

Date : 07-09-2013

From : The Controller of Examinations,  
The West Bengal University of Health Sciences

To  
The Director-in-Charge,  
N.I.O.H., B.T. Road,  
Bonhooghly,  
Kolkata – 700 090

Sub : Offer of appointment to act as Centre-in-Charge for 4<sup>th</sup> BPT /4<sup>th</sup> BOT/  
Fourth (Final) Year BPO /PGDDRM Theoretical Examination, 2013

Sir,

This University offers you to function as Centre-in-Charge for the ensuing 4<sup>th</sup> BPT /4<sup>th</sup> BOT /Fourth (Final) Year BPO/PGDDRM Theoretical Examination, 2013. Please inform the undersigned whether you are willing to accept the University's offer at the earliest.

I would like to impress upon you that the University vests you with all necessary powers to make necessary arrangement for smooth conduct of the theoretical, examination in all subjects of the aforesaid course and/or courses as applicable for your Institute. You will be responsible for safe keeping of blank/used answer scripts, and other documents to be used for conducting the theoretical examination

I would also further like to impress upon you the importance of necessity of strictly, maintaining the secrecy of examination results. The University earnestly hopes that you will strictly adhere to the above and in so far such as lies in your power, you will secure its observance by the examiners order your control. If you are approached by or on behalf of a particular candidate to divulge his/her result or to do anything which is unfair in nature you will be so good as to immediately report the matter to the undersigned stating the roll number and the name of the candidate.

You will have to maintain strict vigilance and discipline at the examination centre.

Of late, the University decided that the students will not write his/her name or put signature on main answer sheets and loose sheet to avoid identification towards favouritism/discrimination. Therefore, it is requested that you are to ensure that no student will not signature or write name in the main answer sheet and loose sheet irrespective of space provided in the earlier version of answer scripts and without space in the present version of answer sheet and loose sheets. This should be strictly complied with, if any breaches occur by any student, the concerned invigilator should meticulously blurred the same with ball point pen.

After completion of theoretical examinations answer scripts are to be packed and sealed course wise, subject wise separately for each group and relevant top sheet has to be pasted on the envelop. Draft of the top sheet will be provided by the University. You will have to conduct the examinations as per the enclosed instructions.

Honorarium will be paid as per the approved Rules of the University.

- Encl : 1) Blank Acceptance Letter  
2) Instructions  
3) List of Candidates  
4) Blank Honorarium Bill  
5) Blank Envelop

Yours faithfully,

*K. S. Sircar*

Controller of Examinations  
The West Bengal University of Health Sciences

*A.D.S. [Signature] 9.9.2013*

*A.D.T. Please take the responsibility on behalf of UHS. As a member of UHS, you will be responsible for the conduct of the exam. [Signature] 9.9.2013*