

From:  
**The Principal,**

Date:

To  
**The Co-ordinator (Exams),**  
Centre for Distance Education,  
Acharya Nagarjuna University,  
Nagarjuna Nagar-522510.  
Email id: coordinatorexams.anucde@gmail.com

Sir,

Sub:- ANU, CDE – Willingness to conduct the **May 2018 CDE Examinations** – Reg.  
Ref:- CDE letter No. 101- ANU/CDE/Exams/Fixation of centers/May,2018,  
Dt: 08-03-2018.

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With reference to the above, we are willing to conduct CDE Examinations from **20<sup>th</sup> May,2018.**

1. No. of students can be accommodated :  
No. of Rooms/Halls available :
2. Name of the Chief Superintendent :  
Landline :  
Mobile :  
e-mail Id :
3. Name of the Examination clerk :  
Landline :  
Mobile :
4. Police station under which the college is located :  
Address :  
Landline :  
Mobile :
5. Bank account details

Name of the College	
Account Number	
Name of the Account holder on Bank Pass Book	
Type of Account (College account only)	
Bank Name	
Bank's Branch Name and IFS Code:	

(The Principal will act as Chief Superintendent for the conduct of examinations).

We agree to conduct the examinations in a fair, transparent and systematic manner as per the Centre for Distance Education, Acharya Nagarjuna University rules and regulations.  
Thanking you,

Yours sincerely,

**PRINCIPAL**

**CENTRE FOR DISTANCE EDUCATION  
ACHRYA NAGARJUNA UNIVERSITY: : NAGARJUNA NAGAR – 522 510**

**COORDINATOR (Exams)**



**Landline : 0863-2346256  
2346257**

**Mobile : 9492800722  
: 9848477441**

No. 101 ANU/CDE/Exams/Fixation of Centres /May-2018

Dt: 08-03-2018

To  
The Principal,

Sir,

Sub:-ANU, CDE – Academic Batch-Year End Examinations scheduled from 20.05.2018 -  
Request to give your willingness letter to conduct the examinations at your college - Reg.

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I bring to your kind notice that the annual examinations for UG/PG/ Diploma/Certificate Courses offered by Centre for Distance Education, Acharya Nagarjuna University are scheduled from 20<sup>th</sup> May, 2018. **For most of the courses the exams will be completed by 03<sup>rd</sup> June, 2018.**

In this connection, I am by direction to request you to send your willingness along with the details of infrastructure available at your college to allocate the students for conducting examinations.

The University will pay Rs.20/- (Rupees Twenty only) per candidate per examination. Even, if the number of students for any session (either Morning or Evening) is less than 20, the University will pay a minimum amount of Rs.400/- (20 x 20 = 400) to your college per session.

I, therefore, request you to accept this and send your willingness in the proforma enclosed.

Thanking you,

Yours sincerely,

*[Handwritten Signature]*  
for COORDINATOR 8/3/18