A.D. Lamba   *Ph.: 011-25302261*
Deputy Registrar   *E-mail:* examconduct2@gmail.com

Ref. No.: GGSIPU/Exam/IC-II/   *Dated: 19.10.2016*

N O T I C E

Sub.: **Schedule for collection & submission of Registration Chart(s) for BJMC Programme of all the Affiliated Institutes/Colleges for End Term November-December, 2016 Examination.**

     All the Affiliated Institutes/Colleges conducting **BJMC** Programme are hereby informed that the Registration Charts (RCs) for the End Term Nov.-Dec., 2016 Examination (Regular & Reappear) have been processed. All Affiliated Institutes/Colleges are hereby directed to collect the RCs from Conduct Branch-II, Examination Division, Sector 16-C, Dwarka, New Delhi-110078 on **20.10.2016 (Thursday) at 11:00 AM onwards.** These RCs duly checked & signed by the Students and verified by the Principal / Director of the respective Institutes/ Colleges are to be submitted back along with reappear fees to the Conduct Branch-II, Examination Division, Dwarka Campus by **27.10.2016 (Thursday) by 03:00 PM positively.** All are requested to kindly go through the Covering Letter/Instructions attached with the RCs. The Cover page of RCs duly signed and stamped by Directors/Principals is required to be submitted while returning the filled in RCs.

     Director/Principal should ensure that no ineligible students be allowed for sign the Registration Charts under any circumstances.

     All the Affiliated Institutes/Colleges are also requested to submit a single Bank Draft/Demand Draft. In case of more than one DD, the same should be provided in the format given below in Soft and Hard Copy:

S. No.	Name	Code	Enl. No.	Semester	Batch	Name of Bank	DD No.	MICR Code	Date	Amount

(A.D. Lamba)

Copy to:

1. Finance Officer-II, GGSIPU.

2. PS to COE for kind information of Controller of Examinations (Operations) please.