



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

REGIONAL OFFICE, MYSURU REGION

HANCHYA, SATHAGALLI LAYOUT (RING ROAD), MYSURU - 570 019

Dr.R.SURESH

SPECIAL OFFICER

EMAIL : sovtumysore@yahoo.com

PHN : 0821 - 2570012

FAX : 0821 - 2570013

REF : No. VTU/ROM/2015/16 8918

TO, Mr. Varun Kumar Reddy
Dept of
Alvas IT Moodbidri

Sir,

Sub:- Appointment of DCS (External) for conduct of May/June-2016 Exams.

By the direction of the Registrar (Evaluation), you are appointed as Deputy Chief Superintendent (External) for the examination center --- Dr. MV Shetty ---

for May/June-2016 examinations from 26-05-2016 to 11-06-2016. Kindly accept this appointment and send the acceptance to the Special Officer, VTU Regional Office, Mysore and also to the Chief Superintendent of the college to which you are appointed.

You are requested to report to the Chief Superintendent of the examination center of the college (Principal) one day before the commencement of examination.

You are also requested to be at the examination centre and not to leave the centre without prior permission of the Special Officer, VTU Regional Office, Mysore.

Thanking you,

Yours sincerely,


Special officer.

Copy to

Alvas IT

The Principal, ----- for information with a request to consider his/her absence as special leave.

The Principal / Chief Superintendent --- Dr. MV Shetty --- with a request to accept his/her duty as Deputy Chief Superintendent and report the same to the Special Officer, Mysore Region. Note:- Any correspondence in this regard should be made through the Principal of your institution.