

To  
The Controller of Examinations  
Bangladesh University of Engineering and Technology  
Dhaka-1000, Bangladesh

Date: \_\_\_\_\_

Through: Head/Director, Department/Institute of \_\_\_\_\_

Subject: Change of invigilation duty.

Dear Sir,

I would like to request you to change the invigilation duty of the Term Final Examination in the following way.

Exam Date(s) & Time	Room No.	Current Invigilator	Proposed Invigilator
		Name:  Designation*:  Dept/Inst:	Name:  Designation*:  Dept/Inst:

\* According to the decision of the Central Monitoring Committee (held on 24-12-2012), an honorable Professor/ Associate Professor is requested to change with another Professor/ Associate Professor, and an Assistant Professor/ Lecturer is requested to change with another Assistant Professor/ Lecturer.

Reason to change the duty: \_\_\_\_\_

Sincerely yours,

I agree with the proposed change.

\_\_\_\_\_  
Signature of  
Current Invigilator

\_\_\_\_\_  
Signature of  
Proposed Invigilator