

Ref No PTU/COF/5244

Date 05/12/08

To

**All the Superintendents/Flying squad incharge/observers,
Appointed for Conduct of Exam Dec 2008,**

Subject: - Instructions & guidelines for submission of TA/DA/Honorarium claim for Superintendents/Flying squad incharge/observers.

It is hereby informed to all the Superintendents/Flying squad incharge/observers that for the Regular Examinations Dec 2008 onward, the following instructions may be followed for preparing of account and submission of claim.

1. The bill must be submitted in proper file with all pages duly numbered on the prescribed Performa as enclosed herewith.
2. The TA/DA of Centre Supdt must be verified by the Principal. The TA/DA claim of Centre Supdt.will be paid by the university.
3. The claimant must declare basic pay otherwise minimum fare & DA will be given.
4. Car number should be entered in prescribed column of TA bill if traveled by own car.
5. Dates of journey should be verified by the Principal including opening & closing of the Centre.
6. Reliving letter should be attached, issued from the parents department/Institute.
7. N.O.C from the examination centre should be attached. (only for supdts)
8. Self attested photocopy of PAN should be attached.
9. Receipt/Pre-receipt of co member should be attached otherwise the same will not be passed.
10. Appointment letter should be attached with the claim.
11. Revenue Stamps should be affixed on the payment of Rs 5000/- & above.
12. Bill not presented within one year from the date of journey shall lapse and shall not be entertained.

The bills should be submitted to the office of Dean Examination within 15 days from the end of the examination.

**-Sd-
Controller of Finance**

Ref No PTU/COF/5245

Date 05/12/08

To

**The Director/Principal,
All colleges affiliated to PTU**

Subject: - Instructions & guidelines for submission of claim for Conduct of Examination.

It is hereby informed to all the concerned that for the Regular Examinations Dec 2008 onward. The bills should be submitted to the office of Controller of Finance within 15 days from the end of the examination along with the NOC issued by the office of Dean Examination. The following instructions should be followed for preparing of account and submission of bills/claim.

1. The bill must be submitted in proper file with all pages duly numbered on the prescribed Performa as enclosed.
2. The TA/DA of Centre Supdt must be verified by the Principal. The claim of Centre Supdt will not be paid by the college, superintendent may submit the claim directly to the University.
3. The date wise strength of the students as per attendance duly verified by the Principal must be submitted along with the claim.
4. The date wise list of session having 6 hour must be submitted separately.
5. TA bill should be filled properly.(For Practical Examiners)
6. The claimant must declare basic pay otherwise minimum fare & DA will be given.
7. Car number should be entered in prescribed column of TA bill if traveled by own car.
8. Taxi bill must be attached with TA bill & verified by the claimant.
9. All TA bill should be counter signed by The Principal / Director.
10. The bills of Theory exam should be submitted with proper attendance sheet.
11. The practical bill should be submitted team wise i.e. External Examiner and his TA/DA, Internal examiner, Lab staff, with separate detail, on the front page of the claim. (in ann-2)
12. Receipt of payment made towards Building rent, Nodal center, stationary & contingency should be charged as per rules of the PTU notified vide PTU/Reg/19139 dated 24/10/07.
13. Bills of, stationary, contingency should be counter signed by the controller, & It should be certified that the material has been purchased at the lowest market rate & consumed during the examination.
14. The Claim of local charges of the Nodal Center should be attached separately date wise. (in ann-6)
15. Unpaid claim should be submitted with pre receipt.
16. Revenue stamps should be affixed on the payment of Rs 5000/- & above.
17. Every bill must be in original & verified by The Principal / Director.
18. As per university norms only up to 100 km to & fro is allowed for use of Scooter/M.Cycle @ Rs 2/- per km.
19. For claiming of local conveyance local mileage should be mentioned.
20. For external viva/practical etc. at Asst Prof. and Reader are entitled to travel by their own vehicles and to claim TA/DA according.
21. Two or more lecturers /Sr. Lecturers are authorized to travel by own car/taxi on sharing basis.
22. If the journey is more than 6 hour then full DA is admissible.
23. List of External examiners approved by the Dean (Examination) should be attached.

**-Sd-
(Controller of Finance)**

PUNJAB TECHNICAL UNIVERSITY JALANDHAR

No Objection Performa (Conduct of Examination)

It is certified that the University has established the examination centre at

For the semester Examination:

Name of the Centre Controller:

Name of Superintendent appointed by University:

No. of centres created:

Total no of Students:

Exam Conducted for Courses

Name of Flying squad/observer appointed:

Date of start of Theory Examination:

Date of start of Practical Examination:

Thesis of M.Tech/M.Pharm:

Name of Nodal centre:

It is certified that examination was conducted smoothly at the centre, and this office has has no objection for the submission and reimbursement of expenditure incurred by the said college during the Examination for the session _____. The bills should be processed and paid as per university norms. .

Dy. Registrar (Conduct)

Dean (Examination)

(Note: - This performa shall be issued, after submission of last superintendent packet.)

PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Head wise Summary of expenditure for Conduct of Exam _____

Name of College:

Ann no	Particular	Amount (In Rs)
	N.O.C	
1	Expenditure on Theory Exam	
2	Expenditure on Practical Exam	
3	Building Rent (Rs 20/- per candidate for the whole semester examination)	
4	Contingency Expenditure Maximum ,Rs 2000/- up to 500 candidates, Rs 3000/- more than 500 candidate	
5	Nodal Center Charges (Lumsum Rs 4000/-)	
6	Delivery/collection of examination material (Rs 5/-km for official car & Rs 5.50 for Taxi)	
A	Total	
B	Less Advance received from the University	
	Balance (A-B)	

Principal/Controller
(With seal)

Receipt/Pre Receipt of Building Rent

An amount of Rs _____ has been received on account of building rent for _____ students for the Conduct of Examination Dec _____.

It is to be certified that _____ students appeared in the said examination is as per the Roll numbers issued by the University.

**Principal/Controller
(with seal)**

Affix 1 Rs Revenue Stamp if amount exceeds Rs 5000/-

Receipt/Pre Receipt of Contingency/Stationary Expenditure

An amount of Rs _____ has been received on account of contingency for _____ students for the Conduct of Examination Dec 2008 _____ as per bills enclosed.

It is to be certified that the no of students appeared in the said examination is as per the Roll numbers issued by the University.

**Principal/Controller
(with seal)**

Receipt/Pre Receipt of Nodal Center Charges

An amount of Rs 4000/- has been received by the following Persons on account of Nodal Center.

Sr no	Name	Designation	Amount	Signature
1		Co-ordinator	2500-00	
2		Clerk	1000-00	
3		Helper	500-00	
	Total		4000-00	

Principal/Controller
(with seal)

Ann-6

Receipt/Pre- Receipt of Delivery/collection of Question paper, Answer sheets and examination material from Nodal Center

Taxi/Own Car no _____

Sr no	Date	Purpose	From	To	KM	Rate	Amount

Received an amount of Rs _____ on account of delivery/collection of question paper and answer sheets from the said nodal center.

Principal/Director/Controller
(with seal)

Affix 1 Rs Revenue Stamp if amount exceeds Rs 5000/-

No objection Certificate (to be issued by the college to Centre Superintendent.)

To Whom It May Concern

**This is to certify that Mr/Mrs _____ of _____
has acted as a centre superintendent at our college during Semester Examination _____
from _____ to _____ as per detail here under:**

Date	Session (Morning / Evening)

He/She has not claimed any TA/DA from the college. He has not availed accommodation at our campus during Exams.

**Principal/Director/Controller
(with seal)**