

KERALA UNIVERSITY OF HEALTH SCIENCES

Thrissur-680 596

Circular

No: KUHS/Exam-Fin/TA/2012

Date: 08.02.2012

Sub:-Calculation of Remuneration and T.A to, Chief Superintendent, Observers, External Examiners, Internal Examiners, office staff , other staff and contingent expenditure for all undergraduate (Theory & Practical) Examinations

In continuation of this Office order no.292/Exam/Remn/2011 dated16.06.11 the following clarifications are issued for regulating expenses in connection with the conduct of **all undergraduate Examinations.**

Theory Examinations

1. Following Remuneration/Expenditure is prescribed for preliminary arrangement in Examination centers

| Sl. No | Designation | Rate of Remuneration |
|---------------|---|--|
| 1. | Clerk/peon | Re.1/-per candidate subject to a minimum of Rs.50 per session. |
| 2. | IT Personnel / Skilled staff | Re.1/- per candidate subject to a minimum of Rs.50 per session. |
| 3. | Contingent expenditure (Stationery, other materials and Incidental Expenses | Rs.5/-per candidate per session subject to a maximum of Rs.750 |

2. Following rates of remuneration is prescribed for officials attending examination duty

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| 1. | Chief Superintendent | Rs.400/- per session |
| 2. | Invigilator (Assistant Superintendent) | Rs.150/- per session for batch of 25 candidates |

| | | |
|----|--------------------------------|--|
| 3. | Other Staff | Rs.5 per candidate per session subject to minimum of Rs.250 and maximum Rs.750 per session (to be divided by staff deployed for exam work) |
| 4. | Observer | -Rs.400/- per session |
| 5. | Nodal Officer at Nodal Centre | -Rs.500/- per session (Remuneration bill countersigned by Principal to be forwarded to University with copy appointment letter for effecting payment) |
| 6. | Subject Expert at Nodal Centre | Rs.400/- per session (Remuneration bill countersigned by Principal to be forwarded to University with copy appointment letter for effecting payment) |

Practical Examination

| | | |
|----|---|--|
| 1. | Chairman | Rs.300/- per day |
| 2. | A. Expert Assistant for Medical Faculty - (2 persons) | Rs.200/- per day to each Expert Assistant |
| | B. Expert Assistant for other faculty- (1 Person) | Rs.100/- per day |
| | C. Lab/Technical Assistant-1 person | Rs.100/- per day |
| | D. Nurse(for clinical subject only) | Rs.100/- per day |
| 3. | Other staff | Rs.400/- per day. (Remuneration to be divided among the other staff deployed in the Practical Examinations) |
| 4. | External Examiner | Rs.50/-per candidate (Practical-Rs.30 Viva-Rs.20) |
| 5. | Internal Examiner | Rs.50/-per candidate. (Practical-Rs.30 Viva-Rs.20) |
| 6. | Contingent expenditure | Rs.20/- per candidate (Original bills & vouchers (as the case may be) should be submitted along with consolidated statement of expenditure) |

3. The Observer / External Examiner is entitled to TA and Halt allowance at the rate prescribed in the University order No.292/Exam 1/Remn/2011 dated 16.06.2011. In cases where minimum TA only is admissible (ie Rs.250/-) it will be paid by the Chief Superintendent/Chairman on submission of duly filled up TA bill and if Observer/ External Examiner is entitled for TA above the minimum prescribed, TA bill should be forwarded to the University for making payment.
4. Remuneration of Observer / External Examiner will be paid by the Chief Superintendent/ Chairman of the Examination Centre from the advance drawn from the University for which signed remuneration bill showing details to be submitted by the Observer/External Examiner. Internal Examiner is not eligible for TA & Halt allowance
5. The Observer / External Examiner (attending duty from place which is more than 40 KMs) is entitled for TA above the minimum (ie Rs.250). He/She should submit completely filled up TA bill with Halt allowance (if eligible as per the order cited above) in the prescribed format along with copy of appointment letter to the Chief Superintendent/Chairman on the last day of his/her duty at the Centre. TA should be calculated at the rate of Rs.3.50/KM for road journey. **Distance travelled should be calculated through the shortest road route as per instructions in website (www.kuhs.ac.in & www.maps.google.co.in) .**
6. The Chief Superintendent / Chairman should sign and forward TA bills of Observer/ External Examiner through Principal /HoI to Controller of Examination immediately after his/her duty at the centre so as to effect the payment at the earliest.
7. Internal Examiners including Chairman/Chief Supdt. attending duty at their Head Quarters are not eligible for TA and Halt allowance.
8. Special sanction of Vice Chancellor is required for claiming Air charges for which Air Ticket and Boarding pass should to be submitted along with TA Bill.
9. The following Bills and forms should be submitted for regularization of advance immediately after completion of Examinations along with Consolidated statement of Expenditure .
 - i) Consolidated statement of Expenditure with signature of Chief Superintendent/ Chairman and countersigned by Principal /HoI
 - ii) Stamped acquittance of payment in original
 - iii) Remuneration bills in original
 - iv) Original TA bills (TA claims paid by the college and TA bills for making payment by the University as explained in para 3.)
 - v) Original Contingent bills/ Vouchers.
10. All bills/vouchers should be signed by Chief Supdt./ Chairman and countersigned by Principal.

Sd/-

Controller of Examinations