



KERALA UNIVERSITY OF HEALTH SCIENCES

ABSTRACT

KUHS - Exam General (A) - Change of procedures involved in the payment process of Travel allowance to the External Examiners posted for the Practical Examinations from outside the State - Implemented - Orders issued.

EXAM GENERAL -A SECTION

U.O.No : 335/2025/exam/KUHS

Date : 05-05-2025

Read :

1. U.O.NO.100/2023/Exam General/KUHS dated 12.09.2023.
2. Decision No. 41.05 of the 41st meeting of the Board of Examinations held on 28.02.2025.
3. Decision No. 83.21 of the 83rd meeting of the Governing Council held on 24.04.2025.

ORDER

As per paper read 1st above, the University permits flight charges to the examiners from outside the state for conducting UG practical examinations as an ex-post facto sanction based on the recommendations of the respective practical convenors .

2. In the existing procedure for permitting the flight/own car/or taxi expenses to the examiners, the convenors of the practical examinations submit individual examiner details and recommendations to the Controller of Examinations as and when they receive, rather than providing a consolidated list. This sequential submission causing delay in approval and also the processing for payments. Additionally, convenors face challenges in promptly confirming the mode of transport for external examiners, apart from their primary responsibility of recommending suitable examiners. To mitigate these issues and expedite the reimbursement process, the request for travel expenses (flight/ own car/ taxi) along with original travel proofs (Boarding passes, trip sheet etc.), shall be submitted directly to the Controller of Examinations prior to the practical examinations. Once the ex-post facto sanction is granted by the Hon'ble Vice Chancellor, payments will be processed in a timely manner. This procedure will ensure the efficient disbursement of claims.

3. In order to streamline the entire procedure, the matter was placed before the 41st meeting of the Board of Examinations vide paper read as 2nd above. After detailed discussion, the Board of Examinations recommended "to exclude the procedures of recommendation of the Practical Convenor concerned for effecting the Travel Allowances to the External Examiners appointed from outside Kerala and to consider the process of receiving requests for TA of the External Examiners appointed for Examinations outside State directly to the Controller of Examinations, for avoiding the delay in disbursement".





4. The 83rd meeting of the Governing Council vide paper read as 3rd above resolved to approve the above recommendations of the Board of Examinations.

5. In light of the above, the Hon'ble Vice Chancellor has accorded sanction to implement the above decision of the Governing Council with respect to the change of procedures involved in the payment process of travel allowance to the external examiners deputed for the practical examinations from outside the state.

6. Orders are issued accordingly.

By the order of the H Vice Chancellor,

Prof (Dr.) S Anilkumar
Controller of Examinations

To

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Section Officer

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