

UNIVERSITY OF CALICUT

REMUNERATION BILL for Setting of Question papers, Valuation of answer papers of Theory/Practical Examinations, Revaluation/Picking out and Despatching of answer papers of.....Examinations.

1 a.	Name of QP Setter/Examiner/Chief/Chairperson (<i>in block letters</i>)	
b.	Calicut University Teacher Unique ID No.	
2 a.	Designation & Basic Pay :	b. Tick whether Govt./Aided/Self Financing
3	Office address : (<i>in block letters</i>)	Home : (<i>in block letters</i>)
4	Permanent Account Number (PAN) :	5 Mobile Number :
6	E-mail ID :	7 Bank A/C Number :
8	Name of the Bank and Branch :	9 IFS Code :
10	Name of the disbursing Officer (Treasury Officer in the case of Govt. College Teachers, Principal in the case of Aided College Teachers).	

*** 11 For setting question papers**

Name of the Programme	Details of Courses and question papers	No. of QP set	No. of answer keys	Remuneration (Rs.)	
				For QPs	For Keys
Total					

Rs. (in words)

*** 12 For Valuation / Revaluation / Picking out / Despatching of answer scripts**

Name of the Programme/ Examination/Paper	False No. of answer scripts		Duration of Paper with question paper code	No. of Answer scripts valued (a)	Mandatory minimum No. of answer scripts (b)
	From	To			

Remuneration for (a-b) (P)	Remuneration for Discussion (Q)	Remuneration for handling of answer scripts (R)	No. of answer scripts revalued/ picked/despatched (S)	Remuneration for 'S' (T)
Total (P+Q+R) Rs.....			Amount (T) Rs.....	
Total Rupees (in words)				

*** 13 For Practical/Viva Examinations of**

No. of Batches (prescribing work)	No. of Candidates		Remuneration for				
	Registered	Present	Prescribing work (P)	Preparing work (Q)	Conducting work (R)	Remuneration for valuation of practicals if any (S)	Conduct of Viva if any (T)
Total (P+Q+R+S+T)						Rs.	
Rupees (in words)							
Grand Total of Theory & Practical Rs.....							

*** Strike off whichever is not applicable**

14 Name & Signature of :

Chairperson	Chief Examiner	Additional Examiner	QP Setter
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CERTIFICATE

Certified that the amount in this bill has not been claimed previously and it is paid to me provisionally and I shall refund to the University any amount received which is subsequently disallowed by audit.

Affix Revenue
Stamp for
Claims
exceeding
Rs. 5000/-

Contents received

Signature of the Examiner/Chief/Chairperson/QP Setter with date

FOR OFFICE USE ONLY (Pareeksha Bhavan)

1. ReceivedQPs /Answer Keys / Mark sheets of Answerscripts
2. No. of Answerscripts revalued / picked /despatched

Signature of SO/AR/JCE with date :

Designation :

<u>Pre-audit / Payment by Finance Branch</u>	<u>Payment by Pareeksha Bhavan to QP Setters</u>
Rs. (Rupees)only) found admissible and passed for payment / paid.	Paid the amount passed for payment
Asst. S.O. AR/DR/JR/FO	Asst. S.O. AR/DR/JR/FO

Important instructions to Examiners / Chief / Chairpersons / QP Setters

- The teachers drawing UGC scale of pay shall value the mandatory number of answerscripts as part of duty without any remuneration.
- The examiners are not eligible for reimbursement of any expenses with respect to the picking out and despatching of answerscripts over and above the remuneration fixed.
- Examiners are eligible for TA/DA for attending CV Camps as per rules.
- Revenue stamp is to be affixed in the bill when the total amount exceeds Rs. 5000/-
- The remuneration will be sanctioned by the University and credited directly to the Bank Account mentioned in the bill.
- The Payment of remuneration by this office is an income for the purpose of income tax. This may be included in the taxable income while computing annual income during the financial year.
- For further details Examiners are requested to refer the University Orders issued from time to time.

Additional instructions to QP Setters

- The Chairman of Board of QP Setters may claim 'Chairman's Fee', Postage and Stationery charges (enclosing signed vouchers), etc., in his bill.
- All Question paper setters should forward their remuneration bills to the Controller of Examinations through the Chairperson, as soon as the QP setting work is over.
- All remuneration bills must bear the signature of the Chairperson. If there is no separate Chairperson, the fact may be noted in the space provided for the signature of the Chairperson.
- The Chairperson must forward all the remuneration bills of the QP setting Board in one lot within one month positively.