**Rajiv Gandhi University of Health Sciences, Karnataka**

4th T Block, Jayanagar, Bangalore-560 041

**FINANCE DEPARTMENT**

**Documents required while submitting Examination Bills**

**20.01.2016Rajiv Gandhi University of Health Sciences, Karnataka**

4th T Block, Jayanagar, Bangalore-560 041

**Theory Examination**

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| **Sl. No.** | **Particular** | **Requirements** |
| 1 | Theory Staff Remuneration **\*** | * Examination Center allotment of order copy to be enclosed.
 |
| * Staff Remuneration bill should be signed by the Principal with seal & signature.
* No facsimile or Xerox copy is accepted.
 |
| * Contingency, VRL, LCA and stationary collection and other bills to be submitted along with staff remuneration only.
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**PRACTICAL EXAMINATION**

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| **Sl.No.** | **Particular** | **Requirements** |
| 1 | Practical Remuneration**\*** | * Center allotted order copy to be enclosed.
 |
| * Staff Remuneration bill should be signed by the Principal with seal & signature.
* No facsimile or Xerox copy is accepted.
 |
| * All Internal & Externals examiners original attendance certificate to be enclosed and all the claims to be signed by the concerned examiners and also on the reverse side of Practical Remuneration bill. (for PG exam Chairman and UG exam Coordinator should be signed in the prescribed format)
 |
| * Flight Tickets and original boarding pass of PG Examiners should be enclosed
 |
| * No Xerox copies are accepted. Self attestation on the tickets of online booking is required.
 |
| * Contingency, VRL, LCA and stationary collection and other bills to submitted along with staff remuneration.
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* **Follow Theory/Practical staff remuneration format is enclosed.**

**Digital Valuation**

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| **Sl.****No.** | **Particular** | **Amount in Rs.** |
| 1 | Chief Coordinator | 2/- per script |
| 2 | Coordinator | 1.75 per script |
| 3 | Custodian | 1.50 per script |
| 4 | Clerical Assistant  | * 60 paise per script
* Upto 500 Scripts = one – Clerical Assistant
* 501 & above = Two - Clerical Assistant
 |
| 5 | Menial Assistants | * 0.50 paise per script
* Upto 500 Scripts = one – Menial Assistant
* 501 & above = Two– Menial Assistant
 |
| 6 | Requirements | * Please enclose the attached colleges list issued by the Registrar (E).
* Valuators should submit the bill in prescribed format (Form No.2) – Theory Remuneration Bill only along with attendance duly signed by Chief Custodian.
* Form No. TA (Travelling Allowance Bill) dully filled and signed by the valuators.
* Individual valuators work done summary statement should also include amount claimed.
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**Flying Squad**

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| **Sl.****No.** | **Requirements** |
| 1 | * Enclosed the Order copy issued by Registrar (E) attested by Principal/Chief Superintendent.
 |
| * Original attendance certificate to be enclosed.
 |
| * Sessions mention clearly (Morning / Afternoon).
 |
| * Claim should be in theory remuneration bill in prescribed format (Form No.2) and counter signature is required.
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**SQUAD cHIEF / Observer Squad**

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| **Sl.****No.** | **Requirements** |
| 1 | * Enclosed the Order copy issued by Registrar (E) attested by Principal/Chief Superintendent.
 |
| * Original attendance certificate to be enclosed.
 |
| * No. of sessions mention clearly in attendance certificate (Single / Double with date).
 |
| * Claim should be in theory remuneration bill in prescribed format (Form No.2) and counter signature is required.
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**Note**

* All Bills/Letters should be submitted within 15 working days after the completion of examination address to the Finance Officer along with the relevant documents in original.
* Advance settlement bills should be submitted within 10 working days, after the completion of examination / valuation. If any balance is left remit it to University Account and submit the receipt along with advance settlement file.
* After the verification of advance settlement bills, to pay the balance amount the letter will be sent to the college, if it is not refunded, the amount will be deducted from next staff remuneration bill without intimation. Please note.
* Examination related bills ( Staff remuneration of Theory / Practical / Contingency / VRL / Bundle submission (LCA) and Joint remuneration of Practical examiners with TA/DA ) should be submitted in one Slot. If the bills are submitted separately, those bills are not considered.
* For Distance from one place to another place, go through Google Map and take the Shortest distance, **Journey period DA will be not considered.**
* Local Conveyance is not given on Second Saturdays for any examination/valuation work.
* **Please don’t include dissertation claim in practical remuneration bill.** Claim separately in Form No.2 and submit through Registrar (E).
* Synopsis bills should be submitted to concerned department in RGUHS.
* Please don’t utilize Practical / valuation advance amount for contingency, staff remuneration, postal expenses and other Miscellaneous Exp.,
* Advance amount to be utilized for the payment of TA, DA, Practical remuneration, Valuation remuneration and conveyance allowance for eligible valuators.
* Bill should be addressed to the Finance officer and submit only one set.
* Irrespective of number of examinations conducted in a day the remuneration allowed is only one /session for Chief Superintendent and peon for Chief Supt.
* Without Counter signature and incomplete bills will not be considered.
* For any clarification / any exam related bills / payments contact Finance Officer / concern case worker.

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|  | Theory - Staff Remuneration |
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| **Date & Session** |  | **Students** |  **Chief. Suptd. 1/Session** | **Dy. Chief. Suptd. 1/Session** | **Room. Sup. 3-Invigi/1** | **Invigilator - 20 Stu/1-invigi** | **Off. Supt.-1/Session** | **Clerk - (upto 400 Candidates) 2/Session** | **Typist - 2 / Session** | **Comp. Operator 1/Session** | **Attender 40 students/1** | **Watchman - 1/Session** | **Copier Sk. Asst. 1/Session** | **Peon - for Chief Supt. 1/Session** |  **Contingency** |  |
| **Subjects** | **450/- per session** | **375/- per session** | **225/- per session** | **225/- per session** | **150/- per session** | **90/- per session** | **90/- per session** | **120/- per session** | **75/- per session** | **75/- per session** | **75/- per session** | **75/- per session** | **3/- per Cand.**  | **TOTAL** |
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| **TOTAL** |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  | **Note: Irrespective of number of examinations conducted in a day the remuneration allowed is only one /session for Chief Superintendent and peon for Chief Supt.** |
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|  | Practical - Staff Remuneration |  |  |  |
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| **Date & Session** |  | **Students** |  **Chief. Suptd. 1/Session** | **Exp. Asst. Per person**  | **Lab. Tec -1/session** | **Nurse -1/ Session (Clinical Sub. Onlys)** | **Clerk -1 / session** | **Typist/Comp-1 / session** | **Store Keeper-1 / session** | **Attender-1/session** | **Secutiy/Watchman 1/sesn** | **Peon - for Chief Supt. 1/Session** |   |
| **Subjects** | **450/- per session** | **225/- per session** | **150/- per session** | **150/- per session** | **120/- per session** | **120/- per session** | **120/- per session** | **75/- per session** | **75/- per session** | **75/- per session** | **TOTAL** |
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| **TOTAL** |  |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|  | **Note: Irrespective of number of examinations conducted in a day the remuneration allowed is only one /session for Chief Superintendent and peon for Chief Supt.** |  |  |  |
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