**Statement of Expenditure incurred for Theory Exam during May/Dec 20**

**(For regular courses in Affiliated Colleges)**

Name of the College :

Name of the Course :

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the Staff** | **Date** | | **No. of Student Strength** | | **No. of Sessions** | | **Rate per session**  **Rs.** | **Amount Claimed**  **Rs.** | **Signature** |
| **From** | **To** |
| **F/N** | **A/N** | **F/N** | **A/N** |
| 1 | General Arrangement |  |  |  |  |  |  |  | 50/-  (Per 100 students or part thereof, calculated based on the maximum number of students scheduled on any one session of the Exams) |  |  |
| 2 | Chief Supdt. |  |  |  |  |  |  |  | 250/- |  |  |
| 3 | Additional Chief Supdt. |  |  |  |  |  |  |  | 250/-  (Only one person for student strength in excess of 250) |  |  |
| 4 | Asst.Supdt./ Invigilator |  |  |  |  |  |  |  | 150/-  (one person for every 25 students) |  |  |
| 5 | Clerical Asst. |  |  |  |  |  |  |  | 50/-  (For 100 students or part thereof  Min:Rs.50 Max:Rs.300) |  |  |
| 6 | Group’D’ |  |  |  |  |  |  |  | 50/-  (For every 50 students or part thereof) |  |  |
| 7 | Waterman |  |  |  |  |  |  |  | 50/-  (For first 250 students -1 person  251 to 400 students -2 persons  401 to 600 students -3 persons  Above 601 students - 4 persons) |  |  |
| 8 | Sewing charges for outstation colleges (other than Puducherry) |  |  |  |  |  |  |  | 5.00 per bag |  |  |
| 9 | Stationery charges \* |  |  |  |  |  |  |  |  |  |  |
| 10 | Scribe |  |  |  |  |  |  |  | 150/-  (per candidate) |  |  |
| 11 | Postal charges  (Outstation colleges for sending Answer Scripts) |  |  |  |  |  |  |  |  |  |  |
| 12 | Transportation Charges for local colleges |  |  |  |  |  |  |  | 500/-  per trip (max. of Rs.2500/-) |  |  |
| **Grand Total** | | | | | | | | |  |  |  |

Total Expenditure claimed : Rs.

Excess/unspent amount : Rs.

**Refunded vide** Ch./D.D. No.\_\_\_\_\_\_ dt.\_\_\_\_\_

**Less Advance**  : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Payable : Rs.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of HOD with Seal Signature of Principal/C.S. with seal**

\*Expenditure incurred for purchase of wrapping paper, string for packing answer paper packets, gum or paste, match box, candle, needles,

coping pencil, thread for stitching and sealing wax, only will be allowed, provided they are supported by original cash bills from the regular shops,

countersigned by the Chief Superintendent.

**Note:** 1. Original bills should be produced for Stationery, Postal Charges, Transport bill with

trip sheet & Hall utility charges. Xerox bills cannot be accepted for payment on any account.

2. Remuneration should be claimed **Date wise/Session wise** to each category.

**Statement of Expenditure incurred for Theory Exam for MBBS during May/Dec 20**

**(Centralized)**

Name of the College :

Name of the Course :

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the Staff** | **Date** | | **No. of Student Strength** | | **No. of Sessions** | | **Rate per session**  **Rs.** | **Amount Claimed**  **Rs.** | **Signature** |
| **From** | **To** |
| **F/N** | **A/N** | **F/N** | **A/N** |
| 1 | General Arrangement |  |  |  |  |  |  |  | 50/-  (Per 100 students or part thereof, calculated based on the maximum number of students scheduled on any one session of the Exams) |  |  |
| 2 | Chief Supdt. |  |  |  |  |  |  |  | 500/- +Rs.100/-  (Conveyance Allowance  Per day) |  |  |
| 3 | Additional Chief Supdt. |  |  |  |  |  |  |  | 500/-  (for every 500 students) |  |  |
| 4 | Invigilator/Hall Supt. |  |  |  |  |  |  |  | 250/-  (one person is eligible for every 25 students +Rs.100/-  (for conveyance allowance per day) |  |  |
| 5 | Clerical Asst. |  |  |  |  |  |  |  | 50/-  (100 students or part thereof  Min:50 Max:300) |  |  |
| 6 | Group’D’ |  |  |  |  |  |  |  | 50/-  (for every 50 students or part thereof) |  |  |
| 7 | Waterman |  |  |  |  |  |  |  | 50/-  (For first 250 students-1 person  251 to 400 students-2 persons  401 to 600 students-3 persons  Above 601 students -4 persons) |  |  |
| 8 | Scribe |  |  |  |  |  |  |  | 150/-  (per candidate) |  |  |
| 9 | Transportation Charges |  |  |  |  |  |  |  | 500/-  (per trip max. of Rs.2500/-) |  |  |
| 10 | Stationery |  |  |  |  |  |  |  |  |  |  |
| 11 | Hall Utility charges |  |  |  |  |  |  |  | Rs.12 per candidate |  |  |
| **Grand Total** | | | | | | | | |  |  |  |

Total Expenditure claimed : Rs.

Excess/unspent amount : Rs.

**Refunded vide** Ch./D.D. No.\_\_\_\_\_ dt.\_\_\_\_\_

**Less Advance**  : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Payable : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of HOD with Seal Signature of Principal/C.S. with seal**

\*Expenditure incurred for purchase of wrapping paper, string for packing answer paper packets, gum or paste, match box, candle, needles,

coping pencil, thread for stitching and sealing wax, only will be allowed, provided they are supported by original cash bills from the regular shops,

countersigned by the Chief Superintendent.

**Note:** 1. Original bills should be produced for Stationery, Postal Charges, Transport bill with

trip sheet & Hall utility charges. Xerox bills cannot be accepted for payment on any account.

2. Remuneration should be claimed **Date wise/Session wise** to each category.

**Statement of Expenditure incurred for Theory Exam for B.Ed during May/Dec 20**

**(Centralized)**

Name of the College :

Name of the Course :

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the Staff** | **Date** | | **No. of Student Strength** | | **No. of Sessions** | | **Rate per session**  **Rs.** | **Amount Claimed**  **Rs.** | **Signature** |
| **From** | **To** |
| **F/N** | **A/N** | **F/N** | **A/N** |
| 1 | General Arrangement |  |  |  |  |  |  |  | 50/-  (Per 100 students or part thereof, calculated based on the maximum number of students scheduled on any one session of the Exams) |  |  |
| 2 | Chief Supdt. |  |  |  |  |  |  |  | 500/- |  |  |
| 3 | Hall Supdt./Invigilator |  |  |  |  |  |  |  | 150/-  (One person for every 25 students or part thereof.  +Rs.100/- Conveyance Allowance per day) |  |  |
| 4 | Clerical Asst. |  |  |  |  |  |  |  | 50/-  (100 students or part thereof  Min:50 Max:300) |  |  |
| 5 | Group’D’ |  |  |  |  |  |  |  | 50/-  (for every 50 students or part thereof) |  |  |
| 6 | Waterman |  |  |  |  |  |  |  | 50/-  (For first 250 students-1 person  251 to 400 students -2 persons  401 to 600 students -3 persons  Above 601 students -4 persons) |  |  |
| 7 | Sewing charges |  |  |  |  |  |  |  | (5.00 per bag) |  |  |
| 8 | Stationery charges\* |  |  |  |  |  |  |  |  |  |  |
| 9 | Scribe |  |  |  |  |  |  |  | 150/-  (per candidate) |  |  |
| 10 | Postal charges for  out station colleges for sending Answer Scripts |  |  |  |  |  |  |  |  |  |  |
| 11 | Transportation Charges for local colleges only |  |  |  |  |  |  |  | 500/-  (per trip max. of Rs.2500/-) |  |  |
| 12 | Hall Utility Charges |  |  |  |  |  |  |  | Rs.10 per candidate |  |  |
| **Grand Total** | | | | | | | | |  |  |  |

Total Expenditure claimed : Rs.

Excess/unspent amount : Rs.

**Refunded vide** Ch./D.D. No.\_\_\_\_\_\_dt.\_\_\_\_\_\_

**Less Advance**  : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Payable : Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of HOD with Seal Signature of Principal/C.S. with seal**

\*Expenditure incurred for purchase of wrapping paper, string for packing answer paper packets, gum or paste, match box, candle, needles,

coping pencil, thread for stitching and sealing wax, only will be allowed, provided they are supported by original cash bills from the regular shops,

countersigned by the Chief Superintendent.

**Note:** 1. Original bills should be produced for Stationery, Postal Charges, and Transport bill with

trip sheet & Hall utility charges. Xerox bills cannot be accepted for payment on any account.

2. Remuneration should be claimed **Date wise/Session wise** to each category.

**Aquittance (Theory & Practical Exam) May/Dec 20**

**(Common to All Courses)**

Name of the college:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Category** | **Name of the Staff** | **Date** | | **Total Session** | **Amount**  **Rs.** | **Signature** |
| **From** | **To** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

**Signature of Principal with Seal**

Note: Remuneration should be claimed **Date wise/Session wise** to each category.

**Statement of Expenditure for Practical Exam May/Dec 20**

**(UG/PG Courses)**

Name of the College : Date :

Name of the Dept. : Name of the Subject & code :

No. of Students : F/N\_\_\_\_\_A/N\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the staff** | **Sessions** | | **Rate Per Session**  **Rs.** | **Amount Claimed**  **Rs.** | **Signature** |
| **F/N** | **A/N** |
| 1 | Skilled Assistant |  |  |  | 10(UG)/15(PG) per candidate & Max. of Rs.100/- |  |  |
| 2 | Asst. Supt./Hall Supt. |  |  |  | 100/- |  |  |
| 3 | Technical/Electrician |  |  |  | 50/- |  |  |
| 4 | Waterman |  |  |  | 40/- |  |  |
| 5 | Cleaner/Sweeper |  |  |  | 40/- |  |  |
| 6 | Purchase of Specimen/Chemicals \* |  |  |  | 15(UG)/20(PG) |  |  |
| **Total** | | |  |  |  |  |  |

**Signature of HOD with seal Signature of Principal with seal**

**Note: 1.** Separate form should be used for each subject**.**

**2.** Stamped signature is necessary for an individual payment exceeds Rs.5000/-

**3.** Original bills should be enclosed for purchase of specimen/Chemicals.

**4.** Xerox Copy of bills will not considered for payment

**5.** Remuneration should be claimed **Date wise/Session wise** to each category.

\* For UG/PG(Botany, Zoology/Chemistry)

**Department-wise Summary Expenditure Details for Practical Exam May/Dec 20**

**(UG/PG Courses)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **\*** | **\*** | **\*** | **\*** | **Total** |
| **Rs.** | **Rs.** | **Rs.** | **Rs.** | **Rs.** |
| 1 | Skilled Asst. |  |  |  |  |  |
| 2 | Asst. Supdt. / Hall supdt. |  |  |  |  |  |
| 3 | Technical/ Electrician |  |  |  |  |  |
| 4 | Waterman |  |  |  |  |  |
| 5 | Cleaner / Sweeper |  |  |  |  |  |
| 6 | Purchase Specimen/Chemicals |  |  |  |  |  |
| **Grand Total** | |  |  |  |  |  |

\*Mention Dept. Name

**Signature of Principal with seal**

**Note:**

* + 1. All Department claims to be submitted at a time.
    2. Piecemeal of claims will not be entertained.
    3. Claims pertains to the particular session should be claimed within that session i.e. within six months.
    4. Belated claims will not be considered for payment.
    5. Remuneration should be claimed **Date wise/Session wise** to each category.

**Statement of Expenditure for Practical Exam May/Dec 20**

**(All UG/PG Medical & Paramedical Courses)**

Name of the College : Date :

Name of the Course : Title of the Subject :

No. of Students :F/N\_\_\_A/N\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the Staff** | **Total No. of** | | **Rate**  **per day**  **Rs.** | **Amount Claimed**  **Rs.** | **Signature** |
| **Staff** | **Days** |
| 1 | Chief Supervisor |  |  |  | 200/- |  |  |
| 2 | Skilled Assistant |  |  |  | 125/- |  |  |
| 3 | Asst. Supt./Hall Supt. |  |  |  | 125/- |  |  |
| 4 | Nurse |  |  |  | 75/- |  |  |
| 5 | Technician |  |  |  | 75/- |  |  |
| 6 | Senior Attender |  |  |  | 75/- |  |  |
| 7 | Patient Charges |  |  |  | 25/-  (per head) |  |  |
| 8 | Diet Charges  Patient sign. with ward no. should be enclosed |  |  |  | 25/-  (Per patient) |  |  |
| 9 | Waterman |  |  |  | 40/- |  |  |
| 10 | Sweeper |  |  |  | 40/- |  |  |
| 11 | Gas Man (for Bio-Chemistry) |  |  |  | 40/- |  |  |
| **Total** | |  |  |  |  |  |  |

**Signature of HOD with seal Signature of Principal with seal**

**Note: 1.** Separate form should be used for each subject**.**

**2.** Remn. is not admissible for project and comprehensive viva-voce.

**3.** Stamped signature is necessary for an individual payment exceeds Rs.5000/-

**4.** Xerox Copy of bills will not considered for payment

**5.** Remuneration should be claimed **Date wise/Session wise** to each category.

**Department-wise Summary Expenditure Details for Practical Exam May/Dec 20**

**(All UG/PG Medical & Paramedical Courses)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** |  |  |  |  |  | **Total** |
| **Rs.** | **Rs.** | **Rs.** | **Rs,** | **Rs.** | **Rs.** |
| 1 | Chief Supervisor |  |  |  |  |  |  |
| 2 | Skilled Asst. |  |  |  |  |  |  |
| 3 | Asst. Supt/Hall Supt. |  |  |  |  |  |  |
| 4 | Nurse |  |  |  |  |  |  |
| 5 | Technician |  |  |  |  |  |  |
| 6 | Sr. Attender |  |  |  |  |  |  |
| 7 | Patient |  |  |  |  |  |  |
| 8 | Diet Charges |  |  |  |  |  |  |
| 9 | Waterman |  |  |  |  |  |  |
| 10 | Sweeper |  |  |  |  |  |  |
| 11 | Gas Man (for Bio-Chemistry ) |  |  |  |  |  |  |
| **Grand Total** | |  |  |  |  |  |  |

\*Mention Dept. Name  **Signature of Principal with seal**

**Note:**

1. All Department claims to be submitted at a time.
2. Piecemeal of claims will not be entertained.
3. Claims pertains to the particular session should be claimed within that session i.e. within six months.
4. Belated claims will not be considered for payment.
5. Remuneration should be claimed **Date wise/Session wise** to each category.

**Statement of Expenditure for Practical Exam May/Dec20**

**(B.Tech. / M.Tech., MCA / MBA)**

Name of the College : Date :

Name of the Dept. : Name of the Subject :

No. of Students : F/N\_\_\_A/N\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **Name of the staff** | **No. of Sessions** | | **Rate Per Session**  **Rs.** | **Amount claimed**  **Rs.** | **Signature** |
| **F/N** | **A/N** |
| 1 | Skilled Assistant |  |  |  | Rs.10/-  per candidate & Min. Rs.100/- |  |  |
| 2 | Asst. Supt./Hall Supt. |  |  |  | Rs.100/- |  |  |
| 3 | Store Keeper |  |  |  | Rs.50/- |  |  |
| 4 | Mechanic/Instructor |  |  |  | Rs.50/- |  |  |
| 5 | Electrician |  |  |  | Rs.50/- |  |  |
| 6 | Waterman |  |  |  | Rs.40/- |  |  |
| 7 | Cleaner/Sweeper |  |  |  | Rs.40/- |  |  |
| **Total** | | |  |  |  |  |  |

**Signature of HOD with seal Signature of Principal with seal**

**Note: 1.** Separate form should be used for each subject**.**

**2.** Remn. is not admissible for project and comprehensive viva-voce.

**3.** Stamped signature is necessary for an individual payment exceeds Rs.5000/-

**4.** Xerox Copy of bills will not be considered for payment

**5.** Remuneration should be claimed **Date wise/Session wise** to each category.

**Department-wise Summary Expenditure Details for Practical Exam May/Dec 20**

**(B.Tech./ M.Tech., MCA/MBA)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Category** | **\*** | **\*** | **\*** | **\*** | **Total** |
| **Rs.** | **Rs.** | **Rs.** | **Rs.** | **Rs.** |
| 1 | Skilled Asst. |  |  |  |  |  |
| 2 | Asst. Supdt./ Hall supdt. |  |  |  |  |  |
| 3 | Store keeper |  |  |  |  |  |
| 4 | Mechanical /Instructor |  |  |  |  |  |
| 5 | Electrician |  |  |  |  |  |
| 6 | Waterman |  |  |  |  |  |
| 7 | Cleaner / Sweeper |  |  |  |  |  |
| **Grand Total** | |  |  |  |  |  |

\*Mention Dept. Name

**Signature of Principal with seal**

**Note:**

1. All Department claims should be submitted at a time.
2. Piecemeal of claims will not be entertained.
3. Claims pertains to the particular session should be claimed within that session i.e. within six months.
4. Belated claims will not be considered for payment.
5. Remuneration should be claimed **Date wise/Session wise** to each category.