

**DOCUMENTS TO BE SUBMITTED FOR THE PAYMENT FOR THE
CONDUCT OF UNIVERSITY EXAMINATIONS**

1. Bills (Original and Duplicate) should be presented for two sessions in a Financial Year.
ie,
 March session (March to August)
 September session (September to February)
2. Forwarding letter from the Principal.
3. A Certificate of payment to the effect that “Certified that the expenditure has been incurred according to the rates prescribed by the University and that the payment have been effected after obtaining proper receipts which have been filed in my office for production for the Audit purposes whenever required” is required.
4. Attested Datasheet and copy of Passbook from the Principal along with College Seal.
5. Expenditure Statement.
6. Statement showing the total number of students registered and appeared for each day/session of examination for Theory and Practical.
7. Time Table for respective Examinations.
8. Total number of Halltickets issued (course /Semester wise number of candidates).
9. Claim in Form no:31 and corresponding Vouchers relating to each cadre for Theory Examinations.
10. The Bills/vouchers should not be Claimed by one person in different Cadres.
11. Vouchers for both Peon and Clerk has to be submitted while claiming for Preliminary and Conduct of exams.
12. Original stationery bill of corresponding session.
13. Claim and Voucher relating to each Practical Examination.
14. Original bill relating to cost of materials of Practical Examination.
15. Signature, Designation seal of Chief Superintendent/Principal and College seal to be affixed on all bills and vouchers.

**DOCUMENTS TO BE SUBMITTED FOR PAYMENT OF STATIONERY
TO CHAIRMAN FOR THE CONDUCT OF PRACTICAL
EXAMINATIONS**

1. Forwarding letter from Chairman.
2. Appointment letter from University.
3. Original Stationery bill (signed by the Chairman).
4. Time table.
5. Photocopy of Question papers.
(Number of copies taken should be written)
6. Attested Datasheet and copy of Passbook.

**DOCUMENTS TO BE SUBMITTED BY THE CHAIRMAN FOR REGULARISATION
OF PROVISIONAL ADVANCE RECEIVED TOWARDS TA/DA OF EXAMINERS FOR
THE CONDUCT OF PRACTICAL EXAMINATIONS**

1. Request for regularisation of Provisional Advance addressed to the Controller of Examinations.
2. A copy of the UO sanctioning the advance.
3. TA bill of each examiner duly filled in.
(Name & Designation, Purpose of Journey, Bank details, date and Venue of Conducting Practical examination, Details of Journey, Signature of Chairman and Claimant wherever required, Basic pay, Annual grade pay)
4. Duly filled in datasheet and copy of first page of Bank passbook that is being currently operated by the Examiner.
5. Chalan relating to refund of unspent balance to KUF if any.
6. Expenditure statement showing details of distribution of Advance.
7. Workdone statement of each examiner showing the date and venue of conducting the Practical Examination.
8. Receipts from each examiner for the advance received.

**DOCUMENTS TO BE SUBMITTED ALONG WITH TA BILLS NOT
INVOLVING PROVISIONAL ADVANCE**

1. TA bill duly filled in.
2. Signature of Chairman .
3. Counter Signature of Chairman.
4. Basic pay and Annual grade pay of Examiner.
5. Workdone statement showing the date and venue of Practical exam conducted by the Examiner.
6. Datasheet duly filled in and copy of first page of bank passbook of each Examiner.