



Preface

The Financial Rule was published in the year 2012 for the first time. The change in the cost of index and market fluctuation regarding the price of materials, the horizontal and vertical expansion of the University, implementation of various financial systems as recommended by the State Government, direction by the Govt. of West Bengal through various notification involving financial issues, various financial notification of the University being a Statutory Body regarding the utilisation of own or internal source of funds, huge increase in the enrolment numbers throughout West Bengal as well as increase numbers of Study Centres and work load thereof urge the University to revise the financial rules to keep pace with the existing workable condition and for near future.

The Finance Department of this University is to humbly appreciate the co-operation received from the responsible positions of other Universities and from Teachers and other officials of our University. Over and above, The Finance Rules has been framed with the able guidance of the Finance Committee.

Our aim to frame a complete financial rules and procedure in the years to come was committed in our first Financial Rules, 2012. In view of this we have taken all possible steps to incorporate all the modifications occurred in the Government notifications, circulars and memorandums and University notifications till date. Change in the financial issues in government and non- government environment is a regular phenomenon. In view of this feature in financial and economic world the Finance Department is of the view to revise the financial rules in short regular interval.

The Finance Officer is grateful to the Hon'ble Vice-Chancellor to encourage to take such an initiative and for his all possible support. Last but not the least that the undersigned is indebted to each and every individual of the Finance Department of this University.

Finance Officer
Netaji Subhas Open University
Date: 02-12-2019



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Preface

The Netaji Subhas Open University was established in 1997 with the main object to provide educational opportunities by means of open system across the community of the society throughout the West Bengal. The goal to spread educational opportunities is achievable with a definite plan which the University has been persistently exercising since its inception. The proper implementations of the plan depend on framing of the policy, rules, procedure and program. There is constant and continuous endeavour to frame out such working manual. Each department is running following these rules and procedures framed from time to time as and when necessary. The University should have also financial rules and procedures. Our aim is to frame a complete financial rules and procedures in the years to come. In view of this the Finance Department has taken an initiative to follow consolidated financial rules at this material point of time to streamline the function of this University.

Date: August, 2012

Finance Officer
Netaji Subhas Open University



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Revised FINANCIAL RULES

The Headquarter of the Netaji Subhas Open University was located in a Heritage Building at 1, Woodburn Park, Kolkata – 700020 previously owned by great freedom fighter Late Sarat Chandra Bose. From 14th March, 2014 the Head Quarter is relocated at owned premises at DD 26, Sector – I, Salt Lake, Kolkata 700064. At present the University has 149 study centres all over West Bengal with over 5.5 lakhs learners.

Apart from the Headquarter the University has six other campuses located at different places in Kolkata and Kalyani, Durgapur & Jalpaiguri. At present the University has different functional locations at: -

1. School of Sciences, K – 2, Bidhannagar Fire station, Sector – V, Salt Lake, Kolkata – 700091.
2. Examination Department, 134/1, Meghnath Saha Sarani, 2nd Floor, Kolkata – 700029.
3. Green Campus & Regional centre, Ghosh Para, Kalyani, Nadia
4. Durgapur Regional Centre, Durgapur
5. Jalpaiguri Regional Centre, Jalpaiguri
6. School of Education, CF – 162, Sector – I, Kolkata

Other Functional centres such as School of Sciences, Social Science, Humanities, Professional Studies & Vocational Studies are housed at Head Quarters.

University is run with the financial assistance from:

(A) External Source:

- a. Department of Higher Education, Government of West Bengal: Salary, Contingency and Infrastructure Development Grants are partially received every year. Claim for Grants are submitted on the basis of actual expenditure incurred.
- b. Department of Science and Technology, Government of West Bengal: Mainly Grant for Research Project in favour of teachers / scholars are received.
- c. Rehabilitation Council of India (RCI), Government of India: Grants are sanctioned in favour of School of Education for holding various programmes designed by RCI.
- d. UGC – DEB, a Wing of UGC, Government of India: Development Grants under scheduled Heads were continuously received up to Financial Year 2015-16, thereafter there is no such Grants received.
- e. Commonwealth Education Media Centre for Asia (CEMCA): Workshops / Curriculum related Grants are received as and when they desire.



- f. Council of Scientific and Industrial Research (CSIR), Government of India: Mostly Fellowship / Research Grants in favour of teachers are received.
- g. Department of Science and Technology (DST), Cognitive Science Research Initiative (CSRI): Mainly Grants for Research Project in favour of teachers / schoolers are received.
- h. Ministry of Human Resource Development (MHRD): As directed by MHRD we have submitted a claim in the Current Financial Year and there is no feedback yet.

(B) Own / Internal Source:

- a. Admission Fees from students in the 1st year.
- b. Renewal Fees from Students for 2nd year & 3rd Year.
- c. Examination Fees from Examinees.
- d. Collection of Migration Fees, Duplicate Certificate Fees, RTI Fees etc.
- e. Proceeds from sale of Forms, Trees, Grass, Fruits (on lease), waste papers and condemned assets.
- f. Income from Interest Earnings on Saving Bank Deposit and Short Term Deposits.

The rules described below have the approval of the Finance Committee & duly accepted by the Executive Council of the University from time to time.

Explanation to (a) of (A) –State Government Grants- in-Aid is sanctioned by the Higher Education Department in favour of the University under the heads – (a) Maintenance Grant to defray the pay and allowances of the permanent and quasi-permanent staff of the University and (b) Other Maintenance Grants to defray the contingency expenses including the wages of casual staff.

Rule – 1: Financial Assistance from Higher Education Department:

The University authority is following the existing financial rules of the Higher Education Department, Government of West Bengal, in relation to salary disbursement, fixation of pay and allowances of the staff and contingency expenses including the wages of the casual staff, retirement benefits and other pensioner's benefits and health insurance scheme of the Govt. of West Bengal.

Explanation to (d) of (A) - Development Grant is sanctioned by the Distance Education Bureau, UGC, New Delhi, Government of India, under 9 (nine) major heads: -

- a. Assistance for Human Resource



- b. Development of Course Materials
- c. Student Support Services
- d. Staff Training & development
- e. Technology Support
- f. Vocational Education training (Skill Development)
- g. Library
- h. Research & Development
- i. Any Other – Unassigned Grant

This Development Grant under 9 (nine) heads is sanctioned with pre-determined conditions and time limit on the basis of the requisitions with head wise explanations placed by the University before the Bureau during the period of 6 (six) months from April to September every year.

Rule – 2: Development Grant from UGC-DEB, New Delhi:

The University authority is following the existing financial guide lines framed by the Distance Education Bureau, UGC, from time to time to utilize the said Grant. Any amount remained unspent under any sub-head is to be refunded to the Bureau including interest for the period for which the University is keeping the fund with Saving Bank Account in a Nationalized Bank within the time specified in the next financial year.

Rule –3: Monthly Advance to Departments / Schools & Purchasing Power:

As per Order No: AC/077/16-17 dated 9th June, 2016 rules regarding Monthly Advance and Purchasing Power are: -

Sub rule 3(i) Monthly Advance to Departments / Schools:

SL. No.	Name of School / Department	One Time Monthly Advance (Rs.)	Upper Ceiling Limit per Month (Rs.)
1	Office of VC's Secretariat	5,000.00	10,000.00
2	Office of Registrar	5,000.00	30,000.00
3	School of Sciences	20,000.00	30,000.00
4	School of Social Sciences	20,000.00	30,000.00
5	School of Humanities	10,000.00	20,000.00
6	School of Professional Studies & SVS	20,000.00	20,000.00
7	School of Education	20,000.00	30,000.00
8	Office of Director, Study Centres	5,000.00	30,000.00
9	Office of Controller of Examination	40,000.00	50,000.00
10	Publication Department	5,000.00	5,000.00
11	Central Library at Kalyani	10,000.00	10,000.00



Further Advance may be allowed in a month under Imprest System on submission of proper adjustment / UC up to the ceiling limit vide column No. 3.

Sub rule 3(ii) Purchasing Power of Head of Department / Director:

The maximum amount of financial power for purchase of current assets / fixed assets and procurement of services is as follows.

- | | |
|---|---------------|
| a. All Heads of Schools or Departments: | Rs. 15,000 |
| b. Finance Officer: | Rs. 50,000 |
| c. Vice-Chancellor: | Rs. 20,00,000 |

In case of (a) & (b) above prior approval of the Hon'ble Vice-Chancellor is essential.

Rule-4: Overtime Allowance to Staff including Agency Staff of the Department of Examination:

The Overtime Allowance of the staff is as follows: -

Senior Superintendent	: Rs. 37 per hour
Junior & Senior Assistant	: Rs. 35 per hour
Junior Clerk	: Rs. 30 per hour
Senior & Junior Group 'D'	: Rs. 25 per hour

- (i) Maximum limit is Rs. 1500/- (Rupees one thousand five hundred) per month per employee for all departments except Examination Department.
- (ii) Maximum limit is Rs. 3,000/- (Rupees Three thousand) per month per employee including Agency Staff for the Examination Department.

The overtime allowance could be permitted only if the extra work was performed by the respective employee with the prior approval of the Head of the Department/ Controller of Examination/Director of Study Centre or Directors of Schools. Contractual and Agency Staff would be allowed overtime allowance according to their grade held by them.

Rule - 5: Cash Handling Charge:

(a) Cash Handling Charge is Rs. 2,000/- (Rupees two thousand) per calendar month for Cashier of the Head Office.

(b) Cash Handling Charge is Rs. 1,500/- (Rupees two thousand) per calendar month for Cashier of the Controller of Examination.



Rule - 6: Fidelity Bond for Holding the Post of Cashier:

The Cashier of Head Quarter is to deposit a sum of Rs. 5,000 (Rupees Five Thousand) only as Fidelity Bond which would remain with the University at free of interest and is refundable at the time of leaving the post.

Rule – 7: - Revised Remuneration to Examiners, Moderators, Question Setters of the Department of Controller of Examinations:

As per order No. AC/ 263/18-19 dated 24-09-2018 the Revised Rate of Examination Fees, Honorarium and Examination Conducting Charges under three heads – A, B & C are stated below.

A. Revised Rate of Examination Fees from December, 2018 Examination Session and onwards.

1. Revised Rate of Examination Fees for Post Graduate Programme (PG) & 2nd Degree Programme

Particulars of Examination Fees	Revised (Rs.)
Theory Paper: 100 Marks	150
Theory Paper: 50 Marks	75
Practical Paper: 100 Marks	300
Practical Paper: 50 Marks	150
Viva-Voce: 50 Marks	150
Dissertation: per Paper	300
Project: Per Paper	300
Field Work: Per Paper	150
Theory: Examination Centre Fee per Session	100
Viva-Voce: Examination Centre Fee per Session	100
Practical: Examination Centre Fee per session	100
Practical Work Shop: (JMC): 50 Marks	1500

2. Revised Rate of Examination Fees for Bachelor Degree Programme (BDP), Vocational & Non-Conventional Programmes

Particulars of Examination Fees	Revised (Rs.)
Theory Paper: 100 Marks	75
Theory Paper: 50 Marks	55
Practical Paper: 100 Marks	200
Practical Paper: 50 Marks	100
Theory: Examination Centre Fee per Session	100
Practical: Examination Centre Fee per Session	100



3. Revised Rate of Charges for Evaluation of Assignment Paper for all Programmes

Particulars of Examination Fees	Revised(Rs.)
Theory Paper: 100 Marks	30
Theory Paper: 50 Marks	20

4. Revised Rate of Charges for Late Submission of Documents, any other Documents & Duplicate Documents for all Programmes

Particulars	Revised(Rs.)
Late Fine per Session	100
Per Duplicate Document / Per Other Document	200

B. Revised Rate of Honorarium with effect from 03-07-2018 as per table below.

1. Revised Rate of Honorarium for Post Graduate Programme (PG) & 2nd Degree Programmes

Particulars	Revised(Rs.)
Question Setting per Paper/ Preparation Hints Solution Sheet: Term- End & Assignment: 50 Marks for all subject / paper	750
Question Setting per Paper/ Preparation Hints Solution Sheet: Term- End & Assignment: 100 Marks for all subject / paper	1000
Travelling Allowance (To & Pro) for Paper Setter*	200
Question Paper Moderation (Max. 5 persons & 2 Sittings i. e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for more than 50 Marks (Full/Part)	1000
Question Paper Moderation (Max. 5 persons & 2 Sittings i. e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for up to 50 Marks (Full / Part)	1000
Refreshment Allowance per day per head for Moderator (Both-internal & external)	100
Travelling Allowance (To & fro) for Moderator (Both-internal & external)	Actual on submission of voucher if exceed Rs. 400
Head Examiner: up to 2500 answer scripts	5000
Head Examiner: up to 2500 answer scripts: Contingency	1000



Head Examiner: up to 2500 Answer scripts: Preservation (for three months after publication of result in their personal own space)	5000
Head Examiner: More than 2500 answer scripts	5000 + 1 per script
Head Examiner: More than 2500 answer scripts: Contingency	1000+500 per 2500 scripts
Head Examiner: More than 2500 Answer scripts: Preservation (for three months after publication of result in their personal own space)	5000+500 per 1000 scripts
Head Examiner: Re-checking (5% of total allotted answer scripts required to re-check of the scripts evaluated by the examiners before publication of results by the HE concerned)	Rate of Evaluation per Answer Scripts
Head Examiner: Travelling Allowance for each Travel (Max. 3 Times –To & Fro)	Actual on submission of voucher if exceed Rs. 400/
Answer Scripts Evaluation (Per Paper): Term-End Paper: 100 Marks	22
Answer Scripts Evaluation (Per Paper): Term-End Paper: 50 Marks	15
Answer Scripts Evaluation (Per Paper): Assignment Paper: 100 Marks	15
Answer Scripts Evaluation (Per Paper): Assignment Paper: 50 Marks	12
Scrutiny Per Answer Scripts (only Term-End Theory)	4
Handling Charges for Study Centre: Assignment per Paper	5
Examiner / Scrutineer: Travelling Allowance for each Travel: (Max. 2 Times – To & Fro)**	200
Minimum Remuneration for any Examination work (Where it is applicable)	100

2. Revised Rate of Honorarium for Bachelor Degree Programme (BDP), Vocational and Non-Conventional Programmes

Particulars	Revised(Rs.)
Question Setting per Paper/ Preparation Hints Solution Sheet: Term- End & Assignment: 50 Marks for all subjects / papers	500
Question Setting per Paper/ Preparation Hints Solution Sheet: Term- End & Assignment: 100 Marks for all subjects / papers	750
Travelling Allowance (To & Pro) for Paper Setter*	200



Question Paper Moderation (Max. 5 persons & 2 Sittings i. e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for more than 50 Marks (Full / Part)	800
Question Paper Moderation(Max. 5 persons & 2 Sittings i. e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for up to 50 Marks(Full / Part)	800
Refreshment Allowance per day per head for Moderator (Both-internal & external)	100
Travelling Allowance (To & fro) for Moderator (Both- internal & external)	Actual on submission of voucher if exceed Rs. 400
Head Examiner: up to 2500 answer scripts	5000
Head Examiner: up to 2500 answer scripts: Contingency	1000
Head Examiner: up to 2500 Answer scripts: Preservation (for three months after publication of result in their personal own space)	5000
Head Examiner: More than 2500 answer scripts	5000 + 1 per script
Head Examiner: More than 2500 answer scripts: Contingency	1000+Rs500 per 2500 scripts
Head Examiner: More than 2500 Answer scripts: Preservation (for three months after publication Of result in their personal own space)	5000+500 per 1000 scripts
Head Examiner: Re-checking (5% of total allotted answer scripts required to re-check of the scripts evaluated by the examiners before publication of results by the HE concerned)	Rate of Evaluation per Answer Scripts
Head Examiner: Travelling Allowance for each Travel (Max. 3 Times –To & Fro)	Actual on submission of voucher if exceed Rs. 400
Examiners' Supervisor (all subject/paper(s) taken together): up to 2500 answer scripts	5000
Examiners' Supervisor (all subject/paper(s) taken together): up to 2500 answer scripts: Contingency	1000
Examiners' Supervisor (all subject/paper(s) taken together): up to 2500 answer scripts for Preservation (for three months after publication of result in their personal own space)	5000
Examiners' Supervisor for up to 2500 Answer scripts: Secretarial Assistance Allowance	2000



Examiners' Supervisor: More than 2500 answer scripts	5000 + 1 per script
Examiners' Supervisor: More than 2500 answer scripts: Contingency	1000+Rs500 per 2500 scripts
Examiners' Supervisor: More than 2500 Answer scripts: Preservation (for three months after publication of result in their personal own space)	5000+500 per 1000 scripts
Examiners' Supervisor for More than 2500 Answer scripts: Secretarial Assistance Allowance	2000+1000 per 2500 scripts
Examiners' Supervisor: Travelling Allowance for each Travel (Max. 3 Times – To & Fro)	Actual on submission of voucher if exceed Rs. 400
Answer Scripts Evaluation: Term-End Theory: Elective per Paper of 100 Marks	17
Answer Scripts Evaluation: Term-End Theory: Elective per Paper of 50 Marks	12
Answer Scripts Evaluation: Term-End Theory other than Elective per paper of 100 Marks	15
Answer Scripts Evaluation: Term-End Theory other than Elective per paper of 50 Marks	10
Answer Scripts Evaluation: Assignment Paper (Elective/other than Elective) of 100 Marks	12
Answer Scripts Evaluation: Assignment Paper (Elective /other than Elective) of 50 Marks	10
Handling Charges for Study Centre per Assignment Answer Scripts	5
Scrutiny per Answer Scripts (only Term-End Theory)	4
Examiners' /Scrutineers' Travelling Allowances for each Travel: (Max. 2 Times – To & Fro)**	200
Minimum Remuneration for any Examination work (Where it is applicable)	100

C. Revised Rate of Honorarium to Examiners and Other Related Persons with effect from
03.07.2018

1. Revised Rate of Honorarium for Evaluation of Practical Examination/ Field Work/Project
Work/Dissertation Paper/Viva-Voce

Particulars	Revised(Rs.)
Practical Examination by External Examiner : Per Day for 4 hours	750



Practical Examination by External Examiner : Per Day for more than 4 hours	1000
Practical Examination by External Examiner: Per Day Travelling Allowance – To & Fro	Actual on submission of voucher if exceed Rs. 400/
Field Work Evaluation per Paper: 50 Marks	50
Project Work/ Dissertation Evaluation per Paper: 100 Marks	100
Practical Examination by External Examiner : B.ED –ODL (SEDE) Per Day	1000
Practical Examination by External Examiner : B.ED (SEDE)-ODL Per Day Travelling Allowance (To & Fro)	Actual on submission of voucher if exceed Rs. 400
Practical Examination by External Examiner: PG in Science Subject Per Day	1000
Practical Examination by External Examiner: PG in Science Subject Per Day Travelling Allowance (To & Fro)	Actual on submission of voucher if exceed Rs. 400
Viva-Voce of MSW/MLIS by the Examiner	750
Viva-Voce of MSW/MLIS by Examiner: Travelling Allowance per day(To & Fro)	Actual on submission of voucher if exceed Rs. 400
Viva-Voce of MSW/MLIS by Examiner: Refreshment Allowance per day	100
Practical Examination by External Examiner: Tailoring & Dress Designing Courses per Day for 4 Hours	650
Practical Examination by External Examiner: Tailoring & Dress Designing Courses: Travelling Allowance per Day(To & Fro)	200

2. Guideline for Revised Rate of Honorarium for Different Category of Personnel Engaged in Term-End Theory/ Practical Examination Centre (For All Courses) with effect from 03.07.2018

Particulars	Revised(Rs.)
Head of the Institution of the Examination Centre Per Day	1000 Per Day



Examination Centre-in-charge per Day	1000 Per Day
Office Assistant per Day	500 per Day
Laboratory Attendant per Day	350
Darwan Per Day	200
Sweeper Per Day	200
/Consumables Per Day for each Student of Zoology	300
Invigilators (Students: Invigilators: 25:1) per Day for 4 Hours per head	600
Invigilators (Students: Invigilators: 25:1) per Day for 2 Hours per head	350
Observer to the Examination Centre: Honorarium per day (Consolidated)	1000

3. Charges for Conducting Examination at Examination Centre:

Particulars	Revised(Rs.)
Examination Conducting Charges: For 100 Marks Per Student Per Day Per Slot	40
Examination Conducting Charges: For 50 Marks Per Student Per Day Per Slot	20

* Submission of Question Paper & Other Related Documents to the Department of Controller of Examination.

** Receiving & Submission of Answer Scripts along with Marks Foils and other related Documents to the place of HE or Department of Controller of Examination.

*** Moderators present in the meeting are only eligible for final checking.

In continuation to the order of this department, vide memo no. AC/263/18-19 dated 24.09.2018 relating to Examination and Honorarium for Examination conducting charges following rates are extended to the Regional Centres of this university.

Guideline for Rate of Honorarium for different category of personnel engaged in Term-End Theory / Viva-Voce / Practical Examination Centre if any (for other than LCES) with effect from 17.10.2019

SL. No.	Particulars	Honorarium (Rs)
1.	Head/In-Charge of the campus (GP/AGP Rs 8000/- and above)	1000 per day



2.	Examination Centre In-Charge (GP/AGP Rs 6000/- and above)	1000 per day
3.	Office Assistant (GP Rs. 4400/- and above)	500 per day
4.	Office Assistant (GP Rs. 3300/- and above)	400 per day
5.	Laboratory attendant	350 per day
6.	Jr. Attendant (GP Rs 1800/- and above)	250 per day
7.	Darwan	200 per day
8.	Sweeper	200 per day
9.	Invigilators (Students : Invigilators :: 25:1) per day for 4 hours per head	600 per day
10.	Invigilators (Students : Invigilators :: 25:1) per day for 2 hours per head	350 per day

- Other Charges / contingency expenses for conducting examination at Examination Centre will be on actual basis.

Rule - 8: - Remuneration to Staff of Tenacity Security and Security Agency:

The remuneration of staff of Tenacity Security/Security Agency is paid to the said Agencies at the prevailing rate of Labour Department. The remuneration of staff of Tenacity Security / Security Agency is also revised whenever the rate is revised by the Labour Department.

Rule – 9: - Remuneration of Data Entry Operator engaged on daily basis from Tenacity Security:

- A. In case of payment of remuneration to the Data Entry Operators and Porters engaged on daily basis from Tenacity Security, they are being paid on monthly basis taking 26 working days in a month.
- B. The Porters and Data Entry Operators are paid one day wages as Overtime Allowance for working for 8 hours on only weekly holiday being Sunday, a compulsory weekly holiday.
- C. Such Overtime Allowance as above (B) is double the normal rate of wages while the Porters and Data Entry Operators of Examination Department are on tour.
- D. Consolidated T. A. for a maximum of Rs. 160/- (inclusive of transportation and related journey) is reimbursable to the Porters and Data Entry Operators engaged in Stores (SLMs) at Kalyani subject to a maximum of Rs. 1,500/- per month per head. Claims for 2nd Class Railway Fare may be accepted without production of tickets.

Rule – 10: - Reimbursement of Bills of Land Line Telephone, Mobile and Broadband Connection

The officers of the University are entitled to reimbursement of Telephone Charges as per the following slab.

SL. No.	Designation	Ceiling of Amount per Month
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a	Grade pay of Rs. 6,000.00 to 7,000.00	800.00
b	Grade pay of Rs. 8,000.00 – 9,000.00	1,500.00
c	Grade Pay of Rs.10,000.00 above	2000.00

Reimbursement should be the actual of amount of expenses subject to the maximum limit stated above. Original Receipts of payments are to be enclosed. Balance of Claim cannot be carried forward. Reimbursement of Bills of Land Line Telephone, Mobile and Broadband connection of Hon'ble Vice-Chancellor is unlimited.

Rule – 11: Revision of Financial Power of Cheque Signing Signatories:

- a) A cheque for an amount up to Rs. 1,00,000/ is to be signed only by the Finance Officer.
- b) A cheque for an amount of more than Rs. 1,00,000/ is to be signed jointly by the Finance Officer and either by the Registrar or by the Vice-Chancellor.

Rule – 12: - HRA Related Issues, Submission of Declaration:

- a) The employees of NSOU should submit HRA declaration as per the Government Format in the month of July every year.
- b) HRA rules as per ROPA are to be followed.
- c) HRA must not be allowed to those employees who will not submit HRA declaration.
- d) Any employee drawing any excess amount in earlier years is liable to refund within current financial year free of interest.
- e) If the spouse is engaged in any organization, other than government Organization or Government Undertaking, the HRA received by the spouse will be considered for HRA of an employee of the University.
- f) If the spouse is engaged in any government organization or government undertaking, the HRA received by the spouse is to be considered for HRA of an employee of the University.
- g) If any family dispute of an employee is turned to a court case and HRA declaration by the employee is found improper, the HRA should not be allowed to the concerned employees till the disposal of the case as per rules. In this regard the HRA may be allowed only when there is a specific Government Order for the concerned employee. In this regard the University authority may write to the Government seeking order for concerned employee.

Rule – 13: - Reimbursement of Telephone Bill In-Charge, Vocational Studies:



Reimbursement of telephone bill of the In-charge, Vocational Courses, will be as per existing rules. In –Charge, Vocational Course, may be allowed car facility for visiting different study centres against specific requisition with prior approval of Hon’ble Vice-Chancellor.

Rule – 14: - Formation of Purchase & Tender Committee:

As per Statute of the University there is a Purchase & Tender Committee comprising Hon’ble Vice chancellor, Chairperson of the Committee, Finance Officer, Convener of the Committee, Registrar, Director of Study Centre, Director, School of Sciences, Director, School of Education, Director, School of Social Science, Director, School of Humanities, Director School of Professional Studies & SVC, and Controller of Examination.

Rule – 15: -Maintenance and Other Grants to Study Centres of the University:

(a) Maintenance Grant for BDP Courses:

Maintenance Grant to each BDP Study centre is fixed in a bilateral meeting with the authority of the Study Centre and University authority. The amount fixed comprises Remuneration, Counselling and Contingency. The existing amount of Maintenance Grant for 105 BDP Study Centres is given in the table below.

SL. No.	Name of Study Centre	Code	Remuneration	Counselling	Contingency	Total
1	2	3	4	5	6	7
1	Dum Dum Motijheel College SC	A-01	438750	187500	70000	696250
2	Basanti Devi College Study Centre	A-02	283125	125000	45000	453125
3	Gurudas College Study Centre	A-03	202500	62500	30000	295000
4	Maharaja Manindra Chandra Colle SC	A-04	438750	250000	70000	758750
5	Goenka College Study Centre	A-05	202500	31250	30000	263750
6	Surendranath Evening College SC	A-06	283125	62500	45000	390625
7	Victoria Institution (College) SC	A-07	220313	125000	45000	390313
8	Shibpur Dinabandhu Inst (College) SC	A-08	202500	62500	30000	295000
9	Gurudas College of Commerce SC	A-10	202500	62500	30000	295000
10	Bankura Christian College SC	B-01	464063	125000	70000	659063
11	P. K. College Study Centre	B-02	371250	60000	40000	471250
12	Raja N.L. Khan womens College SC	B-03	938438	250000	75000	1263438
13	Tamralipta Mahavidyalaya SC	B-04	283125	187500	45000	515625
14	Fakir Chand College SC	B-05	202500	62500	30000	295000



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15	Haldia Government College SC	B-06	464063	187500	60000	711563
16	Nistarini College Study Centre	B-07	360938	62500	45000	468438
17	Behala College Study Centre	B-08	202500	62500	30000	295000
18	Sonarpur Mahavidyalaya SC	B-09	438750	31250	60000	530000
19	Hiralal Maj Mem Colle for women SC	B-10	150938	31250	30000	212188
20	Bardhaman Raj College SC	C-01	637500	125000	75000	837500
21	B.B. College Study Centre	C-02	438750	250000	60000	748750
22	Suri Vidyasagar College SC	C-03	438750	187500	70000	696250
23	Nabagram Hiralal Pal College SC	C-04	220313	125000	45000	390313
24	Chandernagore Government College SC	C-05	526875	187500	87500	801875
25	Netaji Mahavidyalaya Study Centre	C-06	464063	187500	60000	711563
26	A.P.C. College Study Centre	C-07	220313	125000	45000	390313
27	Bijoy Krishna Girls College SC	C-08	220313	250000	45000	515313
28	Baruipur College Study Centre	C-09	220313	62500	45000	327813
29	Tarakeswar Degree College SC	C-10	283125	125000	45000	453125
30	Krishnanagar Government College SC	D-01	750938	187500	75000	1013438
31	Barasat Government College SC	D-02	464063	125000	70000	659063
32	Sree Chaitanya College SC	D-03	464063	187500	60000	711563
33	Mahadevenanda Mahav. SC	D-04	360938	62500	45000	468438
34	Karimpur Pannadevi College SC	D-05	438750	187500	60000	686250
35	Chakdah College Study Centre	D-06	793125	125000	75000	993125
36	Sudhiranjan Lahiri Mahav. SC	D-07	220313	31250	45000	296563
37	Egra S. S. B. College Study Centre	D-08	438750	250000	70000	758750
38	Ghatal R. S. Mahavidyalaya SC	D-09	360938	125000	45000	530938
39	Bolpur College Study Centre	D-10	202500	31250	30000	263750
40	Balurghat College Study Centre	E-01	360938	187500	45000	593438
41	Malda College Study Centre	E-03	554063	50000	75000	679063
42	Krishnath College Study Centre	E-04	554063	62500	87500	704063
43	Vivekananda College for Women SC	E-05	220313	125000	45000	390313
44	Sarojini Naidu College for Women SC	E-06	150938	62500	30000	243438



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45	Khidirpore College Study Centre	E-07	150938	62500	30000	243438
46	Sammilani Mahavidyalaya SC	E-08	220313	31250	45000	296563
47	Dr. Kanailal Bhattacharya College SC	E-09	202500	125000	30000	357500
48	Bhairab Ganguly College SC	E-10	438750	125000	70000	633750
49	Siliguri College Study Centre	F-01	360938	62500	52500	475938
50	Ananda Chandra College Study Centre	F-02	360938	62500	52500	475938
51	Cooch Behar College Study Centre	F-03	938438	125000	87500	1150938
52	Gobardanga Hindu College Study Centre	F-04	220313	31250	45000	296563
53	Panskura Banamali College Study Centre	F-05	637500	125000	87500	850000
54	Sunderban Mahavidyalaya Study Centre	F-06	202500	31250	30000	263750
55	Manbhum Mahavidyalaya Study Centre	F-07	150938	31250	30000	212188
56	Rampurhat College Study Centre	F-08	360938	31250	52500	444688
57	Prabhu Jogatbandhu College SC	F-09	283125	187500	45000	515625
58	Gour Mohan Sachin Mondal Mahav SC	F-10	202500	62500	30000	295000
59	Chanchal College SC	G-01	202500	31250	35000	268750
60	Garhbeta College SC	G-02	202500	62500	30000	295000
61	Chandrakona Vidyasagar Mahav SC	G-03	150938	62500	30000	243438
62	Shantipur College Study Centre	G-04	202500	31250	30000	263750
63	Mankar College Study Centre	G-05	220313	31250	45000	296563
64	Katwa College Study Centre	G-06	360938	62500	52500	475938
65	Joypur Panchanan Roy College SC	G-07	150938	31250	30000	212188
66	Lalbaba College Study Centre	G-08	220313	62500	45000	327813
67	Bagnan College Study Centre	G-09	464063	125000	60000	649063
68	Bankim Sardar College Study Centrer	G-10	202500	62500	30000	295000
69	Dhruba Chand Halder College SC	H-01	202500	62500	30000	295000
70	Taki Government College SC	H-02	202500	62500	30000	295000
71	Raja Peary Mohan College SC	H-03	150938	62500	30000	243438
72	Belda College Study Centre	H-05	202500	31250	45000	278750
73	Kharagpur College Study Centre	H-06	360938	187500	45000	593438



74	Nahata Jogendra Mondal Smriti Mahav. SC	H-07	220313	62500	45000	327813
75	Sripat Singh College Study Centre	H-09	360938	125000	52500	538438
76	South Calcutta Girls College for Women SC	H-10	202500	125000	30000	357500
77	Dinabandhu Mahavidyalaya SC	I-02	202500	62500	30000	295000
78	Vivekananda Mission Mahavidyalaya SC	I-03	220313	62500	45000	327813
79	Dumkol College Study Centre	I-04	526875	62500	87500	676875
80	Durgapur Government College	I-06	150938	62500	30000	243438
81	Womens College Study Centre	I-07	150938	62500	30000	243438
82	Kalna College Study Centre	I-08	220313	62500	45000	327813
83	Mahishadal Girls College Study Centre	J-01	150938	31250	30000	212188
84	Uluberia College Study Centre	J-02	202500	31250	30000	263750
85	Bhangar Mahavidyalaya Study Centre	J-03	202500	62500	30000	295000
86	Sreegopal Banerjee College Study Centre	J-04	220313	125000	52500	397813
87	Al-Ameen-Memorial Minority College	J-06	150938	62500	30000	243438
88	Sital Kuchi College	J-08	150938	62500	30000	243438
89	Ramananda College Study Centre	J-09	150938	62500	30000	243438
90	Jhargram Raj College (Girls Wing) SC	J-10	202500	62500	30000	295000
91	New Alipore College	A-09	141000	60000	30000	231000
92	Raigunj College	E-02	141000	20000	30000	191000
93	Muragachha Govt. College	L-03	202500	62500	30000	295000
94	Alipurduar Mahila Mahavidyalaya	K-04	250000	50000	45000	345000
95	Birpara College	K-06	200000	50000	30000	280000
96	Nakshalbari College	K-07	150000	30000	30000	210000
97	S.R. Fatepuria College	K-09	300000	60000	45000	405000
98	Maynaguri College	L-09	200000	50000	30000	280000
99	Tufanganj Mahavidyalaya	M-01	250000	50000	45000	345000
100	Memari College	N-04	250000	60000	30000	340000
101	Gushkara College	N-05	200000	60000	35000	295000
102	Gour Mahavidyalaya	N-06	400000	80000	45000	525000
103	Malda Women's College	N-07	500000	80000	50000	630000
104	Sukanta Mahavidyalaya	N-10	250000	60000	35000	345000
105	Kaliyagaunj College	Q-05	350000	80000	45000	475000
Total			32054837	9556250	4782500	46393587



Note-1: Study Centre is authorized to pay Counselling fee @Rs. 300/- per class for a duration of 2 hours along with a travelling allowance of Rs.100/-.

Note-2: The Study Centre is to pay the counselling fee and TA out of the grant of Counselling Fee. At the year end the Balance Amount remaining unpaid under this head is refundable to the University.

Note-3: The Contingency grant is to be utilized by the Study Centres for the day to day maintenance of the Centre. The Balance Amount remaining unpaid in this fund is refundable to the University.

(b) Maintenance Grant for PG Courses (Sharing Basis):

Normal Maintenance Grant like BDP is not sent to the PG Study Centres. Yearly maintenance Grant for the PG Study Centre is sent on the basis of number of students admitted and number of students renewed according to the following Basis (Sharing of Fees):

- (a) For admission of new students in an academic session @Rs.500/- per student.
- (b) For renewal of old students @Rs.100/- per student.

(c) Grant to meet the Expenses for Conducting Counselling-cum-Evaluation Session on Laboratory Based Bachelor's Degree Programmes (BDP) Courses:

CATEGORY – A:

SL. No.	Designation	Amount(Rs.)	Total
1	Principal	2,,500	Consolidated
2	Coordinator	2,500	Consolidated
3	Assistant Coordinator	2,000	Consolidated
4	Office Assistant*	1,500	Consolidated
5	Office Peon	900	Consolidated
6	Office Darwan	800	Consolidated
7	Study Centre Darwan, If any	800	Consolidated

- One Office Assistant per 200 Students will be provided.

CATEGORY – B (Subject-wise Remuneration per day):

SL. No.	Designation	Amount(Rs.) per Day per Paper	Total
1	Counsellor-cum-Internal Examiner	800+50(T.A.): 850X12(Days)	9350
2	External Examiner	800+Actual T.A.	800+Actual T.A.
3	Laboratory Assistant/GLI/ Demonstrator (only one per Subject, Where there is a post)	@ Rs. 400 for 12 days	4,800 (Elective)
4	Laboratory Attendant	@ Rs. 250 for 12 Days	3,000 Elective)



5	Store Keeper (Where there is such a post)	@ Rs. 300 for 12 Days	3,600 (Elective)
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CATEGORY – C:

Head/Item	BDP Practical Subject	Amount(Rs.) /Subject/First Batch of Students or part thereof	No. of Students or part thereof in a Subject/Batch	Addl. Amount (Rs.) payable/Student in excess of first Batch of Students
Laboratory Charges (for 25/15/20 Students) (Cost of Electricity, Water, Maintenance, Fuel, Contingency, & Consumables like specimens, chemicals)	Physics	3,000	15	150
	Geography	3,750	25	150
	Chemistry	6,250	20	250
	Botany	6,250	25	250
	Zoology	6,250	25	250

Total Cost= Category (A+B+C) per Study Centre where applicable.

Note – (i) Number of Counsellors-cum-internal Examiners & Attendant: 1 for 25 students or part thereof (except Physics & Chemistry). In Physics 15 or part thereof and in Chemistry 20 or part thereof.

Note – (ii) Names of Counsellors-cum-Internal Examiners & External Examiners are to be informed immediately to the Controller of Examination for issue of Appointment Letters. (Category A, B, C as above related Laboratory Counselling were issued on 27-08-2014 by the Director, School of Sciences.

Note – (iii) All the above rates and other conditions are equally applicable for Subsidiary Subjects also for the Expenses for Conducting Counselling-cum-Evaluation Session on Laboratory Based Bachelor's Degree Programmes (BDP) Courses. In case of subsidiary subjects, the duration is to be taken as 11 days instead of 12 days.

Rule – 16: Remuneration to Sweeper / Cleaner of Department of Examinations:

The remuneration payable to Sweeper / Cleaner of the Examination Department is increased from Rs. 1,000/- to Rs. 2,000/- per month.

Rule – 17: Remuneration to Legal Adviser of the University:

Monthly Remuneration to be payable to Advocate / Legal Adviser engaged on Part-time basis for looking after the legal matters and to advise the University authority regarding legal issues from time to time is Rs. 10,000.00 per month.

Rule – 18: Fees for Course Writing, Course Editing, Course Revision & Course Re-writing under CBCS Stipulations / Framework of 70 marks for full paper of BDP Courses:



Under the mandate of UGC 100 Marks under existing system has been substituted by 70 Marks under CBCS Stipulations for a full paper of BDP Courses and the number of units have been enhanced from the existing 16 units to the range of 20 to 24 units under CBCS Format

In view of the above the manner of application of Existing Fee Structures for Course Writing, Editing, revision and re-writing for BDP Course in the following manner is to be executed as follows vide Memo No. AC/483/18-19 Dated 06-03-2019.

SL. No.	Development of BDP SLM	Existing Fee(Rs.) & Marks	Existing Fee(Rs.) & Revised / substituted Marks under CBCS
1	Course Writing	24,000/- for 100 Marks	24,000/- for 70 Marks
2	Course Editing	6,000/- for 100 Marks	6,000/- for 70 Marks
3	Course Revision	6,000/- for 100 Marks	6,000/- for 70 Marks
4	Course Re-writing	24,000/- for 100 Marks	24,000/- for 70 Marks

Rule – 19: Rates for Course Writing, Editing, Review, Re-writing, Proof Reading Translation:

As per Memo No. AC-271/16-17 Dated: 18-01-2017 the Revised Rates are given in the Chart below.

Category Nature Job	BDP & BLIS Courses	PG & MLIS Courses	BDP Diploma Courses	PG Diploma Courses	Certificate Courses
Writing for 100 Marks Papers	24,000/-	32,000/-	24,000/-	32,000/-	32,000/-
Editing for 100 Marks Papers	6,000/-	8,000/-	6,000/-	8,000/-	8,000/-
Review of Detailed Documents for 100 Marks Paper	6,000/-	8,000/-	6,000/-	8,000/-	6,000/-
Re-writing	14,000/-	18,000/-	14,000/-	18,000/-	14,000/-



Proof reading per A4 size page containing 520 words approximately Rs. 25/- per page.
Translation of any kind per A4 size page containing 520 words approximately Rs. 50/- per page.

Note :(1) For fifty marks paper rate will be 50% of the above rate of 100 Marks Papers.

(2) The amount is in INR.

(3) Rate for Course Writing, Editing, Review, Re-writing, Proof Reading, Translation for PG Diploma, BLIS & MLIS and Certificate Courses (10+2+3) is equal to rate for Course Writing, Editing, Review, Re-writing, Proof Reading, Translation for PG Courses.

(4) Rate for Course Writing, Editing, Review, Re-writing, Proof Reading, Translation for Diploma & Certificate Courses (10+2) is equal to rate for Course Writing, Editing, Review, Re-writing, Proof Reading, Translation for BDP Courses.

(5) The total charges as mentioned above for paper carrying 100/50 marks are to be divided into total number of modules when module wise payment is necessary subject to the Minimum of Rs. 2,000/- per module.

Rule - 20. Maintenance charges for use of Seminar Hall & Board Room at Head Quarter:

Maintenance Charge for 6 (six) hours is Rs. 6,000 (Rupees Six Thousand) for use of Seminar Hall at 1st Floor and Rs. 3,000 (Rupees Three Thousand) for use of Board Room at 3rd Floor by Academic Institutions / Government Offices & Corporate Sectors for Official purposes. The maintenance charge includes electricity charges, sound system etc. An hourly charge is Rs.500.00 for use of Seminar Hall & Board Room beyond 6 (six) hours at a stress.

Rule - 21: Admissibility of Child Care Leave (CCL) to regular Female Teaching and Non-teaching Employees of the University as per HE Dept. No. 309-ILC dated 22-09-2015:

Child Care Leave is available to the regular female teaching and non-teaching employees of the University appointed in a regular scale of pay on regular basis for a maximum period of 730 days. In terms of Memo No. 5560-F(P) dated 17-07-2015 and Memo No. 5780-F(P) dated 29-07-2015 of GoWB the benefit of 730 days Child Care Leave is subject to the conditions stated below.

The CCL is admissible during the entire period of service for taking care of up to 2 (two) children up to 18 years of their age whether rearing or to look after any of their needs.

The CCL is with pay.

The CCL may not be granted in more than 3 (three) spells in a calendar year.

The CCL may not be granted for less than 15 days in a spell.

The CCL shall not be debited against the leave Account.



The CCL may be combined with leave of the kind due and admissible.

The CCL should not ordinarily be granted during the probation period except in case of certain extreme situations under consideration of leave sanctioning authority.

Other terms and conditions as applicable to sanctioning Earned Leave will be applicable in the matter of sanctioning CCL.

An account for the purpose shall have to be maintained under attestation by the leave sanctioning authority.

Rule -22: Creation of Welfare Fund (Corpus Fund) to assist the employees of the University in case of treatment of Carcinoma being a terminal disease:

A corpus fund of Rs.5,00,000/- (Rupees Five Lakhs) has been created for this purpose from the financial year 2017-18 and following stipulations / procedures are to be observed for maintenance and disbursement of Corpus Fund.

- a. The financial assistance may be granted only for the patient suffering from Carcinoma, being a terminal disease.
- b. The application for financial assistance should be made to the Vice-Chancellor.
- c. The Vice-Chancellor in consultation with the Registrar and Finance Officer will sanction financial assistance. The amount of assistance will be determined by the Vice-Chancellor on case to case basis subject to a maximum of Rs.1,00,000/- (Rupees One Lakh only) per head in a financial year.
- d. An employee may apply for financial assistance from corpus fund only once in a financial year
- e. An employee opting for the Medical Insurance Facility with the University contribution as a subsidy is not entitled to apply for this financial assistance from the corpus fund.
- f. In case of paucity of available fund, the Vice-Chancellor shall have the power to decide on priority basis if there is multiple number of applications pending at any point of time.
- g. Finance Officer will be in-charge of the said Fund.
- h. Final disbursement will be made through University Accounts.

Rule - 23: Late Fee for Renewal of Studentship & Fees for Revision of Entries in Enrolment Certificate and Renewal Fees for BDP & PG Courses:

A sum of Rs.200/- will be charged as late fee for extension of the period of Renewal to recover partly the cost involved in re-opening the online system of Renewal Process. Also a supplementary fee of Rs.200/- will be imposed for any type of modification and correction request in student's enrolment certificate.

Renewal Fees for BDP & PG Courses @ Rs. 600/- per student is applicable from the Academic Session 2017-18 and onwards.

Rule – 24: Reimbursement of Medical Insurance Policy Premium of Employees:



Reimbursement of Medical Insurance Policy premium paid by the employees of the University will be a maximum of Rs. 3,600.00 per employee / year provided the Medical Insurance Policy premium for a year is Rs. 7,200 or above. If the Medical Insurance Policy Premium is less than Rs. 7,200 the reimbursement will be the premium paid minus Rs. 3,600.

Rule - 25: Reimbursement of Medical Insurance Policy premium for retired NSOU employees:

Reimbursement of Medical Insurance Policy Premium paid by the pensioners of the University will be a maximum of Rs. 3,600 per pensioner per year provided the policy premium for a year is Rs. 7,200 or above. If the Medical Insurance Policy Premium is less than Rs. 7,200 the reimbursement will be the premium paid minus Rs. 3,600.

This is effective from 01-08-2017.

Rule-26: Procedure for Placement of Proposal for Purchase of Assets–Fixed/ Current:

Proposal for Purchase of Fixed / Current Assets / Services may be placed to the Finance Department of the University following the three steps as:

- The budgetary requirements with item-wise break up has to be approved by the appropriate authority of the University at first.
- Quotations / Tenders are to be invited for all items / services to have rates for all items to be procured.
- The Final Budgetary requirements of funds with item-wise break up at the lowest rate quoted by vendor is to be placed to the Finance Department of the University for necessary follow up action.

Rule - 27: TA, DA & Halting Charges for University employees while on tour:

The Rates of TA, DA & Halting Charges given below **“in and outside”** West Bengal are applicable for different categories of employees of NSOU.

Table- 1: TA. for Teachers, Officers, Employees of the University:

A	B	C	D
Category	Position	Band Pay & G.P or for persons holding equivalent position	Maximum Entitlements
I	Registrar, Directors, Regional Directors, Finance Officer, Controller of Exams, Professors & equivalent	Band Pay: Rs.37,400/- - 60,000(67,000/-); Grade Pay: Rs.10,000/-	Air Fare (Economy Class) / AC 1 st Class



II	Associate Professors, Deputy Registrar, Deputy Director & equivalent	Band Pay: Rs.37,400/- - 60,000(67,000/-); Grade Pay: Rs.9,000/-	Air Fare (Economy Class) / AC 1 st Class
III	Deputy Registrar, Dy. Director & equivalent and Asstt. Professor	Band Pay: Rs.15,600/- - 39,100;GradePay: Rs.8,000/-	AC 2 Tier
IV	Assistant Registrar, Asstt. Director & equivalent and Asstt. Professor	Band Pay: Rs.15,600/- - 39,100 ; Grade Pay: Below Rs.8,000/- to Rs.6,000/-	AC 2 Tier
V	Employees holding the posts in the B.P & G.P as shown in the Column “B”	Band Pay: Rs.9,000/- - 28,300;Grade Pay:Rs.4,400/- to 4,800/-	AC 3 Tier
VI	All other employees	Grade Pay below Rs. 4,800/	2 nd Class Sleeper

- Note: 1. Taxi Fare is admissible if and when deputed for official work only in Kolkata with prior permission from the appropriate authority.
- Note: 2. No Taxi fare is admissible for Kolkata Urban Agglomeration Area, where regular surface transport is available.
- Note: 3. Railway ticket / Boarding Pass of Flight including Ticket is to be produced whenever travelling by Train / Flight.
- Note: 4. In case of emergency or otherwise, the Vice Chancellor will have the power to allow higher class journey than the entitled class on case to case basis.
- Note: 5 The TA for VC will be on actual basis.
- Note: 6. Category of Employees (I – VI) as shown above will be followed in all subsequent tables.

Table – 2: Daily Allowance of the employees of University while on tour as per the Category of Employees as shown in Table below:

Category	Position	Upper Ceiling Limit	
		Metro Cities & North Bengal	Other Places
I	Registrar, Directors, Regional Directors, Finance Officer, Controller of Exams, Professors & equivalent	750	600
II	Associate Professors, Deputy Registrar, Deputy Director & equivalent	750	600
III	Deputy Registrar, Dy. Director & equivalent and Asstt. Professor	600	500



IV	Assistant Registrar, Asstt. Director & equivalent and Asstt. Professor	600	500
V	Employees holding the posts in the B.P & G.P as shown in the Column “B”	500	400
VI	All other employees	400	300

- DA@ 100% is allowed provided the absence from Head Quarter exceeds 12 hours' journey if such absence is prefixed or suffixed by night stay abroad.
- DA @ 50% is allowed for more than six hours of absence from Head Quarter.
- DA is not admissible for journey within 50 km from the Head Quarter/ within Kolkata Urban Agglomeration Area. However, in such cases out-of-pocket expenses @ Rs.100/- per head is admissible.
- Employees who will claimed DA / Tiffin Allowance for official work, will not be allowed any Compensatory Casual Leave (CCL).
- DA of the Vice-Chancellor is on actual basis.

Table- 3: Halting / Lodging Charges of employees of the University while on tour:
Halting/Lodging Charges is admissible as per the categories of employees as shown in the Table below.

Category	Pay Band & Grade Pay	Entitlement: Upper Ceiling	
		West Bengal	Out of WB
		Amount (Rs.)	Amount(Rs.)
I	Registrar, Directors, Regional Directors, Finance Officer, Controller of Exams, Professors & equivalent	1800	2500
II	Associate Professors, Deputy Registrar, Deputy Director & equivalent	1800	2500
III	Deputy Registrar, Dy. Director & equivalent and Asstt. Professor	1500	2000
IV	Assistant Registrar, Asstt. Director & equivalent and Asstt. Professor	1500	2000
V	Employees holding the posts in the B.P & G.P as shown in the Column “B”	1000	1500
VI	All other employees	1000	1500

Note: 1. Halting / Lodging Charges will be on actual Basis on production of money receipt subject to the maximum amount specified above.

Note: 2. The Halting Charges for the Vice-Chancellor will be on actual basis.



Rule - 28: Consolidated Remuneration of Contractual (Superannuated) Teachers:

Consolidated remuneration of superannuated teachers who had been given appointment on the basis of last pay drawn minus pension and since the DA, HRA and other admissible benefits were not sanctioned by the HE Department, has been fixed as follows.

- a) For holding the sanctioned post of Professor: Rs. 75,000/- per month.
- b) For holding the sanctioned post of Associate Professor/Assistant Professor: Rs. 70,000/- per month.
- c) For holding the sanctioned post of Director: Rs. 80,000/- per month.

Rule -29: Sitting Allowance, Travelling Allowance (TA), Halting / Hotel Charges for External Experts attending programmes / meetings organized by NSOU:

(i) Travelling Allowance (For Air, Train, Bus & 4 Wheelers):

Group	Band Pay & Grade Pay	Maximum Entitlements
A	Rs.37,400/- to Rs.67,000/- (AGP / GP Rs.9,000/- & above)	Air Fare (Economy class) / AC 1 st Class
B	Pay Band Rs. 37,400 – Rs.67, 000/- and less. (AGP / GP less than Rs.9,000/-)	AC 2 Tier / AC Chair Car

Note:

- i) TA bill for Road journey (Public Bus / AC Bus) / Taxi should be drawn on the basis of actual fare for the shortest route along with vouchers / receipts.
- ii) Payment of Taxi fare will be made subject to the maximum of Rs.14/- per km
- iii) Expenses for travel by own car would be made within 50 km in one way Rs.700/- (fixed) & for journey within 50 km to 100 km in one way Rs. 1,500/- (fixed).
- iv) Any deviation from the above cases should have the approval of the Hon'ble Vice-Chancellor.

(ii) Halting / Hotel charges:

Group	Pay Band & Grade Pay	Maximum Entitlements
A	Rs. 37,400/- to Rs. 67,000/- & above (AGP / GP Rs.9,000/- & above)	Rs.5,000/-
B	Pay Band Rs. 37,400 – Rs. 67,000/- and less. (AGP / GP less than Rs.9,000/-)	Rs.4,000/-

Note:

- i. Halting / Hotel charges is available only when no accommodation is provided by the University.
- ii. Reimbursement will be made on production of Tax invoice subject to the maximum entitlements as stated above.

(iii) Sitting Allowance:



Sitting Allowance is payable to the External Experts @Rs.2, 000/- per day for members residing outside WB.

- (iv). Sitting Allowance is payable to the External Experts @Rs.1, 000/- per day for members residing within WB.

This order is given effect from 1st April, 2016.

Rule - 30: Revision of Sitting fees for external members of Statutory Committees:

Sitting Fee for external members of Statutory Committees – Executive Council, Academic Council, Finance Committee and Recruitment Board & Experts from any field is Rs. 2,000 (Rupees Two Thousand).

Rule - 31: RCI Norms regarding Honorarium, Local Conveyance, Working Lunch & Stationeries:

AS PER Memo No. 7-91/2017 – RCI dated 26th November, 2019 the following charges will be according to the rate prescribed by RCI in respect of holding Workshop, Seminar & Symposium and Conferences as per direction of Rehabilitation Council of India(RCI)

- Honorarium to the Experts @ Rs. 4,000/- per day per head.
- Local Conveyance/T A to the Experts @ Rs. 14 per km if the journeys commenced by own car or else for taxi fare on production of Bills.
- Working Lunch/ Tea/ Snacks/etc. @ Rs. 450/- per head.
- Stationeries as per actual.

Expenditure incurred for the meeting as per above mentioned norms is reimbursable by RCI

Rule - 32: Remuneration of PCP Counsellors & Resource Persons for Counselling in the PG-PCP & the Remuneration of mentors / guides for Dissertation for MLIS and MSW and other concerned subjects at PG Level Courses:

As per Memo No. AC – 336/19-20 dated 25th October, 2019 the rate of remuneration is: -

- Counselling Fee for PCP for one-hour duration for all 2nd Degree and P. G. Programmes is Rs.500 (five hundred) subject to a maximum of Rs. 1,500 (one thousand five hundred) per day ordinarily. However, if the hours of counselling of an individual Counsellor exceeds 3 Hours in a day, necessary permission shall be required from the Director of the School concerned.
- Remuneration of Dissertation Guides / Mentors for MLIS, MSW and other concerned subjects at 2nd Degree and PG Degree Level Courses is Rs. 800 (eight hundred) per learner from the Academic Session 2019-20. The budget amount may be estimated by the Director of the School of Studies concerned and to be placed / sent to the Finance Department for remittance of fees. The maximum number of learners per Mentor / Guide / Supervisor would be mentioned in the prospectus for different programmes.



c. Travelling Allowance (Consolidated) is Rs. 400 (four hundred) per day per head.

Note - 1: Counselling fees or fees for guiding students for dissertation (MLIS/MSW/ other concerned subjects at 2nd Degree/PG Level shall not be applicable for in-house faculties. Travelling Allowance as indicated above may be claimed by the in-house faculty only if the PCP centre is situated beyond 50 km from their respective place of posting.

Note – 2: Provision of Dissertation Guide for MLIS and MSW learners was introduced in the University in the Academic Session 2016-17. There is a Dissertation paper in the 2nd year of 2- year MSW course and similar Dissertation paper in the MLIS course for Paper-9. In the 73rd E C Meeting it was resolved that all the learners of MLIS and MSW courses would require to attend the Regional Workshop on Dissertation w. e. f. 2019-20 Academic Session and the participation certificate is to be enclosed by the learners in the final Dissertation Report.

Rule – 33: Delegation of Financial Power to the Directors of three Regional Centres & Manner of Operation:

The financial power for incurring certain expenditures has been delegated to the Directors of Durgapur and Jalpaiguri Regional Centres at par with that delegated to the Director, Kalyani Regional Centre.

Rule – 34: Lump –Sum Grant to each PG Study Centre from Academic Session 2018-19:

Presently PG Study Centres (excluding PG Study Centres of Zoology & Geography) are run on sharing basis in which they are getting Rs.500/- for each fresh student and Rs.100/- for each student in case of renewal. As provided in the UGC ODL Regulations, 2017 to augment the ICT facilities of the study centres for effective implementation of ICT based Student Support Services, additional lump sum grants of Rs. 6,000/-, Rs. 12,000/- and Rs. 24,000/- respectively to Post Graduate Study Centres with numbers of students less than 50, 50 to less than 101 and those above 100 students per year with effective from the Academic year 2018-2019.

Rule - 35: Empanelment of list of Printers for printing of SLM of the University:

The printers for printing self-learning materials are selected through e-tender process as per rules. The term of engagement may be renewed further on the same terms and conditions.



The Table showing the lowest Rates of different items for Printing of SLMs

Rate Chart for Printing of SLM For Kalyani									
Quantity	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour) per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour), 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Binding Per Page INR	DTP per page INR	Scanning Charges per Page INR	Lamination per Page INR
A	B	C	D	E	F	G	H	I	J
1-500	0.390	0.630	4.000	5.600	0.670	0.040	50.000	20.000	0.350
501-1000	0.250	0.350	3.700	5.000	0.670	0.040	50.000	20.000	0.350
1001-2000	0.200	0.230	3.250	3.500	0.290	0.040	50.000	20.000	0.350
2001-3000	0.190	0.220	2.600	2.780	0.290	0.040	50.000	20.000	0.350
3001-4000	0.190	0.220	2.300	2.440	0.270	0.040	50.000	20.000	0.350
4001-5000	0.190	0.220	2.130	2.230	0.270	0.040	50.000	20.000	0.350
5001-10000	0.180	0.210	1.830	1.930	0.250	0.040	50.000	20.000	0.350
10001-15000	0.170	0.200	1.710	1.750	0.230	0.040	50.000	20.000	0.350
15001-20000	0.170	0.200	1.690	1.740	0.230	0.040	50.000	20.000	0.350
20001-30000	0.150	0.200	1.610	1.620	0.230	0.040	50.000	20.000	0.350
30001-50000	0.140	0.200	1.540	1.560	0.230	0.040	50.000	20.000	0.350

Rate Chart for Printing of SLM as on 24.08.2018 For Kolkata									
Quantity	Text Printing per Page (Mono Colour), 58 GSM, Cream Wove Paper INR	Text Printing (Bicolour) per Page, 58 GSM, Cream Wove Paper INR	Cover Printing (Mono Colour), 90 GSM, Chromo Art Paper INR	Cover Printing (Bicolour), 90 GSM, Chromo Art Paper INR	Text Printing per Page (Multi Colour), 58 GSM, Cream Wove Paper INR	Binding Per Page INR	DTP per page INR	Scanning Charges per Page INR	Lamination per Page INR



	Wave Paper INR		mo Art Paper INR		Wave Paper INR				
A	B	C	D	E	F	G	H	I	J
1-500	0.390	0.600	4.000	5.600	0.640	0.040	50.000	20.000	0.350
501-1000	0.250	0.320	3.700	5.000	0.640	0.040	50.000	20.000	0.350
1001-2000	0.170	0.200	3.250	3.470	0.260	0.040	50.000	20.000	0.350
2001-3000	0.170	0.200	2.600	2.750	0.260	0.040	50.000	20.000	0.350
3001-4000	0.170	0.200	2.300	2.410	0.240	0.040	50.000	20.000	0.350
4001-5000	0.170	0.200	2.100	2.200	0.240	0.040	50.000	20.000	0.350
5001-10000	0.160	0.190	1.800	1.900	0.220	0.040	50.000	20.000	0.350
10001-15000	0.150	0.170	1.690	1.720	0.200	0.040	50.000	20.000	0.350
15001-20000	0.150	0.170	1.680	1.710	0.200	0.040	50.000	20.000	0.350
20001-30000	0.150	0.170	1.570	1.590	0.200	0.040	50.000	20.000	0.350
30001-50000	0.140	0.170	1.510	1.530	0.200	0.040	50.000	20.000	0.350

Penalty for non-delivery of SLMs within the specified delivery date: 10% of the Gross Bill Value of SLMs before charging GST & other taxes, would be deducted as Penalty in case the SLMs are not delivered within the specified delivery date as per Serial No. 24 of the MOU.

Rule - 36: Additional cost for on-line Admission & Data processing:

An additional cost of Rs.275 (two hundred seventy-five) for on-line admission and Rs.25(twenty-five) for Computerization of data totalling Rs.300 (275+25) (three hundred) per student will be charged. This was given effect from the Academic Session 2018-2019.

Rule - 37: Authority for placement of Order for purchase of Assets/ Procurement of services:

In terms of Memo No. Reg./1306 dated 10-07-2015, the Heads of the School of Studies/ different Departments may place purchase order for an amount of less than Rs.1,00,000/- after getting approval from the competent authority and invitation of quotations. The order along with approval and details of the materials or the services are to be furnished to the Finance Department at the time of forwarding the bills.

The Finance Office will place order for an amount of Rs.1,00,000/- & above on receipt of duly approved requisition from the respective Heads of Department or the School and after duly observance of the formalities as stated in Memorandum No. 5400-F(Y) dated 25-06-2012 of Finance Department, Government of West Bengal.



The Finance Officer shall release payment to the vendors after ensuring procurement of the goods and services in satisfactory condition and after stock entry, if necessary.

The system of cash purchase within the financial limit by the respective Heads of the Department or School with the help of the cash advance will continue. It may be mentioned that Cash Purchase for an amount of less than Rs. 10,000/- can be made.

GST Number and Income Tax Clearance Certificate are to be furnished by the Vendors for contract value of Rs. 50,000/ & above.

Rule-38: Guidelines Regarding Purchase of Materials or Procurement of Services / Works:

The following rules for Purchase of Articles or Stores or for execution of works and Services as per Memo No. 5400-F(Y) dated 25-06-2012 are to be followed before placement of orders.

- a) Purchase up to Rs. 10,000/- may be made without any tender or quotation at reasonable market price. The Purchasing Authority shall certify that the purchase has been made at reasonable market price.
- b) Purchase above Rs. 10,000 and below Rs. 1,00,000 shall be made after inviting quotations to be published on the Notice Board of the concerned Schools / Departments and Notice Board of HQ at least from four reliable firms. The Quotations shall be opened in presence of willing agents. The procurement shall be finalized on recommendation of Purchase and Tender committee of the University in each case.
- c) Open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs., 1,00,000 and below Rs. 5,00,000 Selection of agency should be made on the basis of at least three tenders to be opened in presence of willing agents. Notice of the work for the estimated value exceeding Rs. 1,00,000 and below Rs. 5,00,000 shall be published on the Notice Board and on the website of the University and also a brief referral advertisement in one daily Bengali newspaper (Darjeeling- in Nepali newspaper).
- d) As per Memo No. 3739 – F(Y) dated 3rd May, 2012, Open e-tender through State Govt. e-Tender Portal: [https:// wbtenders.gov.in](https://wbtenders.gov.in) shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs. 5,00,000 and above. Selection of agency should be made on the basis of at least three tenders to be opened in presence of willing agents.



Notice of the e-Tender for the estimated value exceeding Rs. 5,00,000 shall be published on the Notice Board and on the website of NSOU and also a brief referral advertisement in two daily newspapers, one in Bengali (Darjeeling- in Nepali newspaper) and other in English.

NOTE - 1: Brief referral advertisement will contain only certain little information such as name and location of the scheme, last date of submission of tender, names of the websites where details are available.

NOTE – 2: If the number of quotations (below Rs. 1,00,000) or tenders (Rs. 1,00,000 and below Rs. 5,00,000) fall below four or three respectively, quotation or tender shall secondly be invited afresh. Number of quotations or tenders fall below four or three respectively may be considered in cases where there are **branded products or proprietary items with specifications to be procured and preferably when technical bids are invited.**

NOTE – 3: For high value exceeding Rs, 5,00,000 or for purchasing plant, machinery, etc. of complex and technical nature, bids may be invited in two parts under two-bid system – Technical bid and Financial bid, former be followed by the later.

NOTE – 4: The minimum period for the submission of tender from the last date of publication is 7 days for value not exceeding Rs. 10,00,000 and 14 days for value exceeding Rs. 10,00,000 and up to Rupees 1(one) Crore and 21 days for value exceeding Rupees 1(one) Crore.

NOTE – 5: The Head of the Schools/Departments is authorized to purchase the supply fittings, sanitation and sewage plant, fittings and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies when it is not possible to make the purchases after calling tenders/quotations. A certificate should always be recorded in each such occasions with the signature of the Vice-Chancellor.

NOTE – 6: The Quotation Inviting Authority (School/Department) shall furnish a Certificate on the body of the Bill received from the Vendor in the Format given below.

“Purchases have been made in strict compliances of the stores purchase policy of the State Govt.”

NOTE – 7: State Govt. Corporations and Autonomous Bodies – (1) W. B. Industrial Infrastructure Development Corporation, (2) Mackintosh Burn Ltd., (3) Britannia Engineering Ltd., (4) Water House Saxby Farmer, (5) Hooghly River Bridge Commissioners, (6) Development



Authorities under Urban Development Department may be nominated for execution of University works. The nominated agencies shall execute the entrusted works after engagement of contractors to be selected observing the normal tendering procedure using the PWD code, manuals etc. and accepting the L 1 Rate or H 1 as the case may be.

NOTE – 8: Agency Fee is 8.5% of sanctioned cost estimate in case of works involving exclusive and customized drawings & design and 7.5% of sanctioned cost estimate in case of works involving standard drawings & design in case of buildings above G+3, buildings with basements and roads and bridge. Agency fee is 5% of estimated cost for buildings up to G+3 (without basement) for (i) exclusive and customized design and drawings and (ii) standard design and drawings. There is no other contingency/overhead charge except the agency fee stated above. Mobilization Advance not exceeding 10% of the sanctioned estimated cost may be given.

NOTE – 9: All projects with the estimated cost of Rs. 5 crores and above shall be vetted by a duly constituted Technical Committee in the Finance Department in accordance with other provisions narrated in the Memo No. 5400-F(Y) dated 25th June, 2012.

NOTE – 10: Rule regarding acceptance of tenders with less than 3 qualified bidders in 2nd or subsequent calls are revised in Memo No. 6989- F(Y) dated 19th November, 2018. If the value of the tender is up to Rs. 5,00,00,000, tender is to be sent to Addl. Chief Secretary/Principal Secretary who may accept the tender with less than 3 qualified bidders after verifying all the details as per the check List (Annexure – 1) if said authority has the power to accord administrative approval for Rs. 10,00,00,000. If the value of the tender is above Rs. 5,00,00,000 and up to 10,00,00,000 tender is to be sent to the Administrative (HE) Department, GoWB, who may accept the tender with less than 3 qualified bidders after verifying all the details as per the check List (Annexure – 1) if said authority has the power to accord administrative approval for Rs. 20,00,00,000.

NOTE – 11: If the value of tender is above 10,00,00,000, the files should be referred to Finance Department, GoWB, for acceptance along with specific recommendations of the FA and HoD in the Annexure – 1. However, prior to such acceptance of tender, the HoD shall examine:

- (i) Whether there was sufficient publicity given to the tender in adequate no. of newspapers having appropriate territorial coverage and readership, Departmental Website (if any) and e-Tender Portal.
- (ii) Whether the EMD was received online through the e-Tender Portal.



- (iii) Whether the minimum mandatory period for submission of bids as per Financial Rules was available to bidders from the date of publication in newspapers, Departmental Website (if any) and e-Tender Portal.
- (iv) Whether the Tender Inviting Authority (TIA) has provided sufficient reasons justifying and recommending acceptance of the selected bid and finds the quoted rate reasonable.
- (v) Whether the Technical Criteria were reviewed and revised by the TIA, if necessary, before 2nd or subsequent calls of the Tender.
- (vi) Whether the Eligibility Criteria like Minimum Average Annual Turnover, Net Worth, Packages Tendered, Credentials. etc. did not restrict fair Competition among the prospective bidders.
- (vii) Whether in case of Non-Schedule Item(s) market rates have been suitably assessed by the TIA to ascertain reasonability of quoted rate(s).
- (viii) Whether the Departmental Tender Committee has examined the Tender and recommended acceptance and found the quoted rate reasonable
- (ix) Whether the Financial Adviser Setup has recommended acceptance or re-tender.
- (x) Any other aspects and factors as required and deemed fit.

CHECK LIST IN ANNEXURE – 1 is given in the next page.

Annexure-I: Checklist for Accepting tenders with less than 3 bids on 2nd or subsequent calls

FD Memo No. 6989-F(Y) dated 19th November, 2018

Estimated amount	
Amount put to tender	
In case of First Call	
Eligibility Criteria (Technical) <i>(For procurement of services under OCBS/COCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
Eligibility Criteria (Financial) <i>(For procurement of services under OCBS/COCCBS Methods the details of marks, Weightage, etc. are to be mentioned)</i>	
<u>Details of Publications of NIT</u> Date of NIT: Minimum Period for submission of tender as per Rules: Minimum Period for submission actually allowed: No. of Newspapers where publication is to be made as per Rules:	7/14/21/..... 1/2/3



<p>Names of Newspapers in which publicity was actually made: Whether e-Tender:</p> <p>Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov.in):</p> <p>If Extension of dates have been done, whether:</p> <ol style="list-style-type: none"> 1. The period of extension is reasonable as per rules. 2. Corrigendum Notice has been published in at least one newspaper. 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>No. of Bidders.</p> <ol style="list-style-type: none"> 1. Total no. of Bidders who responded: 2. No. of technically qualified Bidders: <p><i>(For procurement of services under QCBS/ CQCCBS methods the details of scores are to be mentioned)</i></p>	
<p>In case of 2nd / Subsequent Call</p>	
<p><u>Whether Technical Criteria were reviewed before inviting 2nd/ Subsequent Call to ensure that the eligibility criteria were not restrictive:</u></p> <ol style="list-style-type: none"> 1. If yes, whether revised or not: 2. If no. why not revised: 	
<p>Revised Eligibility Criteria (Technical)</p> <p><i>(For procurement of services under (QCBS/ CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i></p>	
<p>Revised Eligibility Criteria (Financial)</p> <p><i>(For procurement of services under (QCBS/ CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i></p>	



<p><u>Details of Publications of NIT</u></p> <p>Date of NIT:</p> <p>Minimum Period for submission actually allowed:</p> <p>No. of Newspapers where publication is to be made as per Rules:</p> <p>Names of Newspapers in which publicity was actually made:</p> <p>Whether e-Tender:</p> <p>Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov. in):</p> <p>If Extension of dates have been done, whether:</p> <p>1. The period of extension is reasonable as per rules.</p>	<p>7/14/21/ (Any other)</p> <p>1/2/3</p> <p>Yes / No</p> <p>Yes / No</p>
<p>No. of Bidders:</p> <p>1. Total no. of Bidders who responded</p> <p>2. No. of technically qualified Bidders:</p> <p><i>(For procurement of services under QCBS/CQCCBS methods the details of marks.</i></p>	
<p><u>Details of Financial Bids of only the technically qualified bidders</u></p>	
<p>In case of lowest financial bid based tender, whether and by what % of the L1 Bid is:</p> <p>1. Below/ At par with /Beyond the amount put to tender:</p> <p>2. Below/At par with /Beyond prevalent market rates (for procurement of goods and services):</p>	
<p>Specific comments of TIA:</p> <p>1. Reasons justifying and recommending acceptance of L1 bid:</p> <p>2. Whether the quoted rate is reasonable:</p>	
<p>Specific recommendation of the Departmental Tender Committee:</p> <p>1. Views on the submission of TIA:</p> <p>2. Whether the quoted rate is reasonable:</p>	



Specific recommendation of the FA regarding acceptance/re-tender:
Acceptance of the Head of the Administrative Department / Older for Re-tender:

Rule – 39: Procurement of Goods and Services through Govt. e-Marketplace (GeM):

Consequent upon abolition of DGS&D System according to the direction given by the Higher Education Department vide Memo No. 3876- F(Y) dated 14th June, 2018 and 5430- F(Y) dated 23rd August, 2018 the University may procure goods and services through Government e-Marketplace(GeM) henceforth only after creation of Primary User ID, Secondary User ID and DDO User ID through registration on the GeM Portal (<http://gem.gov.in>). Procurement through GeM depending upon estimated value is allowable in the following manner:

- a. Purchase / Procurement value up to Rs. 25,000/- may be made directly through GeM when the goods and services are meeting the requisite quality, specification and delivery period and the procuring authority is satisfied about the reasonability of the rate.
- b. Purchase / Procurement value Above Rs. 25,000/- up to Rs.1 lakh may be made through the GeM when the procuring authority has lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the competent authority.
- c. Purchase / Procurement value above Rs.1 lakh may be made through the GeM when the procuring authority has lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM
- d. If the number of qualified vendors / sellers is less than three for L1 Purchase / Bidding in GeM, the Registrar shall take a decision based on the following situations:

Case 1: If the no. of qualified bidders is 2, the Procuring Authority (FO) should mandatorily use online Reverse Auction available on GeM.

Case 2: If the estimated value is less than 5 lakhs and the no. of qualified bidders is 1 during the re-tender, the Finance Officer may accept the tender in consultation with the Registrar of the University.

Case 3: If the estimated value is less than 5 lakhs and the no. of qualifying bidders is 2 during the re-tender, the Finance Officer (Tendering Authority) may accept the tender on recommendation of the Purchase and Tender Committee.

Case 4: If the estimate value is equal to or more than 5 lakhs and the no. of qualified bidders are less than 3 bidders, the Vice-Chancellor will be able to accept tenders up to Rs. 5 Crores after verifying all the detail as per the checklist given in Annexure 1(Given in e-Tender Rules No. 36).

Case 5: For purchase of Branded Articles and Proprietary items through GeM,



concurrence of Purchase and Tender Committee shall mandatorily be obtained before placing the order on GeM.

Case 6: The format of the Sanction Order of the Purchase and Tender Committee to be uploaded in GeM Portal before placing the order is provided at Annexure-A (given below):

ANNEXURE – A to Memo No. 5430- F(Y) Dated 23rd August, 2018

Netaji Subhas Open University
 DD 26, Sector – I, Salt Lake, Kolkata – 700064
SANCTION ORDER for procurement through GeM

Memo No.

Date:

Products/Services to be procured	
Quantity	
Amount Sanctioned by the competent authority as per DFPR for this Order (in Rs.)	
Name of the appropriate Sanctioning Authority as per DFPR	
Head of Account/Scheme ID (If applicable)	
Whether fund has been blocked / kept aside for timely payment	(Yes/No)
U.O. No. fit Date (if available)	
Remarks	

This is to certify that sanction of appropriate authority as per DFPR and other extant rules in force has been obtained for procuring items as mentioned above and the fund in relevant Head of Account/Deposit Account/Bank Account has been kept aside for making timely payment to the Seller.

SIGNATURE OF HEAD OF OFFICE:.....

DESIGNATION WITH SEAL: Finance Officer

Memo No..... /1(3)

Date:

Copy forwarded to:

- i) Buyer
- ii) Drawing & Disbursing Officer/Paying Authority i:i)



Consignee(s)

SIGNATURE OF HEAD OF OFFICE:.....

DESIGNATION WITH SEAL

- e. The procurement of vehicles, computers & peripherals, printers, scanners, photocopier machines, etc. may be made only through GeM. For other articles, procurement through GeM is voluntary.
- f. The payment procedure for procurement through GeM:
 - i. The DDO will process the bill within 2 days of generation of Consignee's Receipt and Acceptance Certificate (CRAC) with copy of the printouts of the invoice for the GeM purchase along with bank details of the concerned supplier(s).
 - ii. After passing the bill the proceeds would be credited to the bank account of the supplier.
 - iii. The DDO will obtain the UTR (Unique Transaction Reference) against the payment made and update the same in the GeM Portal to complete the process.
- g. The total time limit for payment to the vendor being 10 days from the Generation of CRAC. Finance Department should scrupulously follow the Timeline.

Rule - 40: Guidelines regarding Leave Travel Concession of University Employees:

- A. As per Notification No. 375-Edn(CS) dated 13-04-2017 of HE Dept. the following benefits of Leave Travel Concession are introduced for the State-aided Universities w. e. f. 1st February, 2017.
 - a. Regular and whole time Teachers including Librarians & Physical Instructors, & Graduate Laboratory Instructors of NSOU are entitled to the benefit of Leave Travel Concession once in their service career to visit any place within the country, but the benefit availed of by them after completion of 10 years of regular service.
 - b. They may also be allowed the benefit of leave travel concession once in their service career to visit any place in the neighbouring countries, namely, Thailand, Singapore, Malaysia, Myanmar, Sri Lanka, Bangladesh, Pakistan, Nepal, Bhutan and Maldives, but the



benefit may be availed of by them only after completion of 20 (twenty) years of regular service.

- B. Kinds of Journey Admissible: The teachers will be granted the concession for journeys to any place in India and back (HTC) and for journeys to any place in the neighbouring countries and back (LTC).
- C. Family for the Purpose of Leave Travel Concession:

(a) Family means a teacher's wife (but not more than one wife) or husband, as the case may be, residing with the teacher and legitimate children and stepchildren residing with and wholly dependent on the teacher including parent, stepmother, unmarried sisters and minor brothers residing with and wholly dependent on the teacher.

(b) When the teacher is entitled to leave travel concession, the family members need not compulsorily accompany the teacher, they will get the concession independently irrespective of whether the teacher avails himself/herself of it or not. The members of the family may either travel together or separately in different groups as may be convenient to them. The teacher and/or member(s) of his/her family may visit the same place or different places of their choice.

(c) Where a teacher and his family perform journeys separately, in different groups at different times, there may be no objection to their presenting separate claims, provided the journeys are performed during the currency of the period during which it is due.

- D. Declaration of place of visit:

The intended place of visit will have to be declared by the teacher in advance to his/her Registrar. The declared place of visit may be changed before the commencement of the journey with the approval of his Registrar, but it may not be changed after the commencement of the journey except in exceptional circumstances beyond the control of the concerned teacher.

- E. Mileage Allowance & Class of Accommodation:

- (a) For journeys to any place of India and back on leave travel concession (HTC), the teachers will be entitled to undertake journeys by rail in the A.C—II class 2 tier sleeper.
- (b) For journeys to any place of neighbouring countries and back on leave travel concession (LTC), the teachers will be entitled to undertake air from the International Airport in India nearest to his/her HQ/place of posting in economy class by national carrier or private carrier of the country having direct flight to the country of visit and in the absence of which by a foreign carrier having direct flight to the country of visit.
- (c) If the place of visit is Agartala in Tripura, the teachers may travel by air. The claim of fare shall be the least of fares of national carrier or private carrier or actual fare on the date journey.



- (d) For journeys to place like Port Blair in the Andaman and Nicobar Islands and Lashkadweep group of islands, journey shall be performed by Ships operated by the Shipping Corporation of India, in first/ 'A cabin class of Accommodation. Air journey may be availed of, but reimbursement will be limited to the entitled class of accommodation by ship.
- (e) For journey to a place in India including popular hill stations not connected by rail where road journey is unavoidable, cheapest mode of public transport from railway station to place of visit should be availed of.
- (f) LTC will not be admissible if the journeys are made through package tour agency or by a private car or vehicle owned by private operator. However, journey is performed by vehicle owned and operated Tourism Development Corporation of India, State Transport Corporation and transport services run by other Governments or local bodies to visit the declared place, the reimbursement will be either the actual hire charges or the railway fare by the shortest route whichever is less.

F. Admissibility of Leave Travel Concession in case of the Spouse of the Teachers:

- (i) If the spouse of the teacher is not employed, the benefit may be drawn as per the provisions made hereby in this notification.
- (ii) If the spouse of the teacher is also a teacher of State aided Universities and Government aided Colleges of West Bengal, the benefit may be enjoyed by both husband and wife together as a one family unit in the teacher's family and in that case the spouse will give an undertaking that he/she will not prefer any claim in this behalf to his/her employer in future and that fact should be recorded in his/her Service Book.
- (iii) When the spouse of the teacher is employed in the State Government/Central Government/Central PSUs/State PSUs/Corporation/ Autonomous Body which provides LTC facilities to its employees and their families, the teacher if enjoyed the benefit as a member of the family of the spouse will not be entitled to enjoy the benefit of LTC hereby sanctioned.
- (iv) When the spouse of the teacher is employed in the State PSUs/Corporation/Non-Government aided Institutions/Autonomous Body where he facility of LTC does not exist, the spouse of the teacher may be allowed to enjoy the benefit along with the concerned teacher as a member of the family subject to furnishing a declaration to his/her controlling authority that in future he/she will not enjoy the benefit of LTC, if the benefit is extended to the organization/institute in future by the Government and the said declaration should be recorded in his/her Service Book.



G. Reimbursement:

Reimbursement under the leave travel concession facility will not cover incidental expenses and expenditure incurred on local journeys. Reimbursement for expenses of journey shall be allowed on the basis of a point to point journey on a through ticket over the shortest direct route.

H. Claim for reimbursement:

The claim for reimbursement in respect of leave travel concession under the provisions of this notification will have to be made in the usual T.A. Bill Form and the claims would have to be preferred within 3 (three) months of completion of journey along with Railway/Air/Ship/Bus tickets in original. Any claim if detected to be fraudulent, will be dealt with according to rule.

The Controlling Officer for such sanction of LTC will be the Joint Secretary (University Branch), Dept. Of Higher Education.

The charge will be debited to the head, "Salary Grants" under the respective salary heads of the State-aided Universities.

As per G. O. No. 451-Edn(U)/1U-75/95 dated 20th August, 1998 issued by the Joint Secretary, GoWB, Higher Education Department, University Branch, the benefit of Leave Travel Concession of West Bengal Government was extended to the all whole time non-teaching employees of the State-Aided-Universities. The benefit was extended on the same terms and conditions as applicable to the State Government Employees in terms of the Finance Department Memo no. 3430-F dated 2nd May, 1981 read with Memo No. 5019-F dated 31st May, 1985 and Memo No. 9224 dated 13rd August, 1993.

In the present context, the benefit of Leave Travel Concession of regular teachers of State Aided Universities is extended to the all whole time non-teaching employees of the State-Aided-Universities as per the terms and conditions as laid down in the Notification No. 375-Edn(CS) dated 13rd April, 2017 issued by the Department of Higher Education.

Rule - 41: Protection of pay of Teachers, Officers and Non-Teaching Staff of State-aided Universities of West Bengal:

1. As per Memo No. 951(21) – Edn (U)/IU - 87/16 Dated: 26.08.2019, a teacher / officer / non-teaching staff holding a post in any State Government establishment, Government Colleges/ Government aided Colleges affiliated to the State-aided Universities in West Bengal, other Research Institutes/National Important Institute of repute run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal. and a teacher/officer & non-teaching staff of Government and Non- Government aided



/Government Sponsored Schools run fully or partly with the financial assistance of the State Government and within the administrative jurisdiction of the Government of West Bengal, appointed to a post of teacher/officer/ non-teaching staff in a State-aided University after observing prescribed norms of recruitment. He / she will be eligible for benefit of pay protection subject to the fulfilment of the following conditions.

- (i) He / She has served on a permanent basis in substantive approved post in any of the afore-mentioned institution for at least 3 (Three) years continuously and satisfactorily on the last day of applying in response to an advertisement.
- (ii) He / She has applied through proper channel.
- (iii) The new post carries duties and responsibilities of same or greater importance.
- (iv) There shall not be any break in service between leaving the former post and joining the new post in the University. It may be said that reasonable joining time will not be treated as break-in-service.

2. (a) The initial pay shall be fixed in the revised pay-structure either at the minimum of the post or the same shall be fixed in such a manner that the basic pay (Pay in the Pay Band plus Grade Pay) of the new post is same as the basic pay (Pay in the Pay Band plus Grade Pay) of the former post whichever is higher.

(b) The date of increment shall be the 1st day of July provided that he/she has completed six months or more in his / her new post as on 15 day of July.

This Order takes retrospective effect from 01.01.2006 notionally and actually from 01.04.2008.

Rule – 42: Government Standard Rate of Rent per Square Feet:

As desired by the SDO, Bidhannagar vldc his Memo no. SDO/BDN/1002, dated 29.07.2014 and requesting the rate of rent at Salt Lake area, which is approved by the authority w. e. f. 15.10.2014. The rate of rent per sq. ft. at Salt Lake area under Bidhannagar Sub-Division, are given below:

Sl. .No.	Different Localities as Sector-wise	Name of Sub-Division	Rent/sq. ft.	Remarks
1.	Salt Lake, Sector - I	Bidhannagar	@ Rs. 41/-	Flat rate
2.	Salt Lake, Sector - II	Bidhannagar	@ Rs. 31/-	Flat rate
3.	Salt Lake, Sector - III	Bidhannagar	@ Rs. 29/-	Flat rate
4.	Salt Lake, Sector - V	Bidhannagar	@ Rs. 49/-	Flat rate

Rule – 43: West Bengal Health Scheme for the Beneficiaries of State aided Universities in terms

Sachindra Chandra Kar, Finance Officer, Mobile No.-9432747119, e-mail: sachindrakar@yahoo.in



of Memo No. 1020-Edn(CS)/1M-01/2017 Dated:29/08/2018:

1. (a) This Scheme is titled as “West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities.”
(b) It shall come into force from the date of Notification in the Official Gazette (29.08.2018).
2. Application - (1) This scheme shall apply to serving teachers and officers of State aided Universities and their beneficiaries including Librarian and Graduate Laboratory Instructors.
(2) The provision of enrolment under this scheme shall be optional.
(3) A teacher/officer shall not be entitled to draw the regular medical allowance, if opted for this scheme, with effect from the date of effect of such enrolment under clause 4.
(4) A teacher/officer shall have the liberty to opt out of this scheme at any time. Provided that where a teacher/officer or his/her beneficiary has enjoyed any benefit under this scheme, such employee shall not be allowed to opt out the scheme within five years from the month following the month in which he/she enjoyed the benefit.

A teacher/officer enrolled under this scheme shall not be eligible to be enrolled again if he/she opts out of the scheme for whatever reason.

3. Definitions - In this Scheme, unless there is anything repugnant in the subject or context:
 - a. "approved rates" means such rates as may be notified by the Government from time to time for various services, procedures and investigations required in connection with the medical attendance and treatment of a beneficiary.
 - b. "beneficiary" means a dependent member of the family of a serving teacher/officer.
 - c. (i) "teacher" means a full time and regular serving teacher including Librarian and Graduate Laboratory Instructor of State-aided Universities of the Govt. of West Bengal enrolled under clause 4.
(ii) "Officer" means serving officers of the state aided universities enjoying the similar scale of pay as of the teachers.
 - d. "family", in relation to a teacher/officer, means and includes
 - (i) Husband or Wife, as the case may be.
 - (ii) Dependent Parents whose monthly income does not exceed rupees three thousand and five hundred.
 - (iii) Dependent Children including step-children, children related to half-blood and uterine blood, legally adopted children and unmarried daughters.
 - (iv) Dependent widowed/divorced daughters.



- (v) Dependent Minor brothers, minor sisters.
- (vi) Dependent unmarried/widowed/divorced sisters.

Note: (1) 'Son' is considered to be dependent till he starts earning or attains the age of 25 years whichever is earlier. Son suffering from permanent disabilities either physically or mentally will be considered dependent without any age limit.

(2) Unmarried daughter is eligible till she starts earning (irrespective of age).

(3) As an exception, parents can live away from employee in another station with other members of family.

(4) A declaration regarding the income of parents should be furnished by the employee concerned once at the beginning of every calendar year.

- e. "Form" means a Form appended to this scheme.
- f. "hospital or institution" means such hospital or nursing home or institution as may be recognized from time to time by the Government for the purpose of availing benefits of medical attendance and treatment under this scheme.
- g. "laboratory" means such laboratory or institution as may be recognized by the Government from time to time for availing of benefits of medical attendance and treatment under this scheme.
- h. "medical attendance" means attendance for professional advice and includes pathological, bacteriological, radiological or other methods of investigations' for the purpose of diagnosis which are considered necessary by the attending physician and are carried out in a hospital or institution.
- i. "treatment" means the use of medical and surgical facilities and includes-
 - (i) the employment of such pathological, bacteriological, radiological or other methods of investigations as are considered necessary by the attending physician.
 - (ii) the use of such medicines, vaccines, serum or other therapeutic substances as may be considered necessary by the attending physician.
 - (iii) medical and surgical services and procedures.
 - (iv) dental treatment.
 - (v) physician at the hospital may certify' in writing 'patient' having the recovery or for the prevention of deterioration in the condition of the regard to the nature of the disease".
 - (vi) such nursing as is provided at the hospital or such special nursing at the hospital as the authorised medical attending physician at the hospital may certify in writing to the essential for the recovery or for the prevention of serious deterioration in the condition of the patient, having regard to the nature of the disease.



4. Facilities - A teacher/officer or his/her beneficiary shall be entitled to the following facilities' namely: -
 - a. Medical attendance and treatment as an indoor patient in a hospital or an institution, and
 - b. medical attendance and treatment at outpatient department of a hospital or an institution, or a clinic attached to such hospital or institution for such disease, and under such circumstances' as may be specified.
5. Medical attendance and treatment as an indoor patient in a hospital – A teacher /officer shall be entitled to reimbursement of the cost or his/her beneficiary's medical attendance and treatment' as an indoor patient in a hospital or an institution.

Explanation - For the purpose of this clause, the expression 'cost of medical attendance and treatment' shall include -

- (a) The amount charged by the hospital or institution in accordance with the approved rates.
 - (b) the cost of medicines purchased from outside on the advice of the attending physician at the hospital or institution.
 - (c) the charges for such pathological, bacteriological' radiological or other methods of investigations as are considered necessary by the advice attending physician and carried out on the advice of the attending physician, in a laboratory or institution, other than the hospital or institution in which the patient is treated.
6. Medical attendance and treatment as an OPD (out. Patient Department) patient in a hospital–
 - (I) A teacher/officer shall be entitled to reimbursement of the cost of his/her beneficiary's medical attendance and treatment as an OPT patient .in a hospital or institution in the following cases: -
 - (i) Malignant diseases, (Mainly cancer cases are considered as Malignant diseases)
 - (ii) Tuberculosis,
 - (iii) Hepatitis B/C and other liver diseases'
 - (iv) Insulin-dependent diabetes (Type-2 Diabetic Melitas is not considered as insulin-dependent Diabetes.
 - (v) Heart diseases'
 - (vi) Neurological disorders/Cerebrovascular disorders'
 - (vii) Malignant malaria'
 - (viii) Renal failure'
 - (ix) Thalassaemia/Bleeding orders/Platelet disorders.
 - (x) Injuries caused by accidents (Animal Bite cases will come under the purview of injuries caused by the accidents.
 - (xi) Rheumatoid Arthritis
 - (xii) Systematic Lupus Erythematosus(LUPUS)



(xiii) Crohn's Disease.

(2) A teacher/officer or his/her beneficiary shall also be entitled to reimbursement of the cost of follow-up medical attendance and treatment relating to Neuro Surgery, Cardiac Surgery (including Coronary Angioplasty and implants), Cancer Surgery/Chemotherapy/Radiotherapy, Renal Transplant, Hip/Knee replacement Surgery and Accident cases received as an OPD patient in a hospital or institution.

Explanation. - For the purpose of this clause, the expression "cost of medical attendance and treatment" shall include-

- (a) the amount charged by the hospital or institution in accordance with the approved rates.
- (b) the cost of medicines purchased from outside on the advice of the attending physician at the hospital or institution.
- (c) the charges for such pathological, bacteriological, radiological or other methods of investigations as are considered necessary by the attending physician and carried out on the advice of the attending physician in a laboratory or institution, other than the hospital or institution in which the patient is treated.

7. Enrolment:

- a) State-aided University Teachers & Officers will have to apply online for enrolment in West Bengal Health Scheme Portal of Finance Department's website: <http://wbfin.nic.in> A new URL will be made available under this portal for beneficiaries of Grant- in- aid Universities.
- b) Filled up (uploaded with scanned photo and signature of all beneficiaries) application shall be submitted to the concerned DDO. Concerned DDO shall verify the application and approve / reject accordingly. If approved, the employee can take system generated printout of Certificate of Enrolment (if required) for each beneficiary. If rejected, the application shall be sent back to the applicant with reason of rejection. This application can be again submitted to the concerned authority after modification. Detailed procedure and guidelines for online application will be provided in the website.
- c) On successful enrolment under the health scheme, the drawal of regular medical allowance shall be discontinued with effect from the 1st day of the month following the month in which the certificate is issued.
- d) i) The Enrolment of existing teachers/Officers under the scheme shall be completed within 1(one) year from the date of notification of the enrolment process.
ii) If one opts under the scheme and spouse name is included, both husband and wife will be covered under the scheme and both will not be entitled to draw regular medical allowance.

8. Criteria for Reimbursement of Claims:



- (i) Enrolled teachers/officers of Grant-in-aid universities will get the facility of medical treatment in Government hospitals, in hospitals managed by local bodies like municipalities, in State-aided hospitals, in selected Specialty hospitals outside the state, in empanelled private hospitals, nursing homes, Institutions, Clinics, Laboratories, Diagnostic centres (commonly called 'Health Care Organisation' or HCO) as listed in Finance Department's Notification No.3473-F dated 11.05.09, and as amended from time to time. List of such HCOs will be available in the Health Scheme portal.

The beneficiaries under this Health Scheme may also avail the indoor medical treatment facilities in any non-empanelled private hospital/nursing home. Reimbursement of the cost of such indoor medical treatment will be made under the Health scheme in the following manner:

- a) Cost up to 80% of the West Bengal Health Scheme Approved Rates may be reimbursed for the indoor medical treatment, if availed in a non-empanelled private hospital/nursing home with bed capacity more than 80 (eighty).
b) For indoor medical treatment in a non-empanelled private hospital/nursing home with bed capacity 80 (eighty) or less, costs up to 60% of the West Bengal Health Scheme Approved Rates may be reimbursed.

(ii) Accommodation/ Entitlement:

- (a). In the case of medical attendance and treatment as an indoor patient in a hospital or an institution, a teacher/officer or his/her beneficiary shall be entitled to such accommodation as tabled below:

(b).

SL. No.	Category of Teacher/Officer	Basic Pay (Band Pay +Grade Pay)	Type of Accommodation
1	I	Rs. 27000/- pm and above	Private Ward
2	II	Below Rs. 27000/- pm	Semi-Private Ward

© Where the type of accommodation in a hospital does not correspond to the nomenclature as referred to above, the Government shall in consultation with an authorities of the hospital concerned, determine the entitlement of the beneficiary.

(iii) The admissible cost of medical attendance and treatment shall be worked out on the basis of the approved the rates as per Finance Department', Notification no'796-F(MED) dated 31-01-2014 as revised from time to time. List of Rate Chart will be available in the Health Scheme Portal.

(iv) The financial power for sanction of cost of medical attendance and treatment as indoor patient and OPD treatment is given hereunder:

Approving Authority	Financial Power	
	Indoor Treatment	OPD



Head of the Department (Secretary/Principal Secretary/ Addl. Chief Secretary)	Full Power	
	Vice-Chancellor	Rs. 1,00,000/-
Registrar or any senior teacher as authorized by VC (in absence of Registrar)	Rs. 50,000/-	Rs. 5,000/-

- (v) Tenure - Notwithstanding anything contained in this scheme and without prejudice to the provisions of sub- clause (2) of clause 6, the cost incurred on account of related medical attendance and treatment received in a hospital or an institution during the period up to 30 days prior to hospitalization and 30 days from the date of discharge shall be reimbursable.

9. Settlement of Reimbursement Claims:

- i) Teachers/Officers have to apply with details of claim online in the West Bengal Health Scheme Portal. The duly filled in application along with supporting vouchers will have to be submitted by the Teachers to the Registrar through concerned Head of the School for consideration of claim. The Officers will submit the claims to the Registrar. The Registrar will verify the claims and will give necessary approval if the claim amount is within financial power. On approval, Sanction order will -be generated. The DDO will then take necessary action for payment to the beneficiary as per Sanction Order.
- ii) If the admissible claim amount is more than the prescribed limit mentioned at (i) above, concerned authority will forward the same to the appropriate authority for necessary approval, if required.
- iii) The appropriate authority will act accordingly. On approval Sanction order will be generated by the Registrar. The DDO will then make necessary arrangement for payment to the beneficiary.

10. Treatment in a hospital or institution outside the State-

- (i) Notwithstanding anything contained elsewhere in this scheme, the government may recognize specialized Hospitals and institution outside the State for treatment of specific diseases.
- (ii) Prior approval of the Secretary/ Pr. Secretary of the Department of Higher Education shall be obtained before receiving medical attendance and treatment in these hospitals or institutions.
- (iii) Claim for reimbursement of the cost of medical attendance and treatment in these hospitals or institutions shall be allowed on the basis of the rates of various services provided by and investigations and procedures carried out by these hospitals/institutions in the course of medical attendance and treatment.

11. Operational guidelines, clarifications, etc.-(I)The Department of Higher Education, in consultation with the Finance Department (Medical cell), wherever necessary' shall issue operational guidelines, clarifications, etc. for implementation of the scheme.



(2) If any difficulty arises in the course of implementation of the scheme, it shall be referred to the Finance Department (Medical Cell) and the decision of the Finance Department (Medical Cell), thereon shall be final.

In terms of notification No. 546 – Edn (CS)/ I M- 01/2017 dated 8th March, 2019 the partial modifications of this Department's Notifications No. 1020 – Edn(CS) dated 29.08.2018 and No. 01-Edn(CS) dated 02.01.2019 are the following guidelines in respect of modalities of processing of reimbursement of claims for the medical benefit under West Bengal Health Scheme for the Beneficiaries of State aided Universities.

I. Approval against the claims preferred by the beneficiaries of West Bengal Health Scheme for State aided Universities:

The Registrar shall approve the claim of the Beneficiary up to the monetary limit specified above and for cases beyond the limit, the Registrar shall forward the claim to Higher Education Department along with original voucher for necessary approval.

In all cases original vouchers should be kept in the office of the approving authority for audit.

II. Sanctioning Authority of Medical Reimbursement Claim for Beneficiaries of Grant in-aided Universities.

Higher Education Department will sanction fund against the approved cases, for all beneficiaries of University irrespective of any amount of claim.

Sanction Order shall specifically mention the name of individual in whose favour sanction is made.

Once the sanction is accorded by the HE Department there is no need for further sanction of the same by the university authority.

III. Allotment of Fund in IFMS to DDO from HE Department:

After sanction of the claim amount by the Department, DDO wise fund shall be allotted through e-Bantan Module of IFMS by the Department in favour of the concerned DDO of the University.

IV. TR Form & Voucher for drawal of reimbursement amount by DDO of the University:

The claim for Medical Benefit shall be drawn in TR Form No. 31 mentioning beneficiary details. No physical voucher is required to be attached at the time of submission of bill to Treasury as per existing provision. Only sanction letter of HE Department shall be submitted to Treasury at the time of drawal of claim. The medical reimbursement claim shall be drawn by DDO of Grant-in-aid University under Head of Account, '70-2202-03-102-00-026-Medical Reimbursement for State Aided University Teachers -31-02-Other Grants.

Moreover, the guidelines for settlement of claims shall be followed as per Finance Department (Medical Cell) Memorandum No. 797-F(MED) dated 31.01.2011 read with Memo No. 3474-F dated 11.05.2009. as amended from time to time by Finance Department.



List of inadmissible items. viz. Foods. Tonics. Toilets, Medicines etc. shall be guided as per Finance Department (Medical Cell) Memorandum No. 6586-F(MED) dt. 29.06.2011 as amended from time to time by Finance Department.

The Forms of enrolment & re-imburement of claims along with the prescribed format for approval, recommendation and claim sanctioned are annexed hereto.

1. Form A: Application for Enrolment
2. Form B: Certificate of Enrolment
3. Form C Application form for settlement of claim for reimbursement
4. Form D: Essentiality certificate-cum-statement of expenditure certified by treating specialist.
5. Form E: Checklist for reimbursement of medical claims
6. Form P: Approval of claim
7. Form Q: Recommendation for approval of claim
8. Form R: Sanction Order

Annexure to Notification No.546-Edn(CS)/1M-01/2017 dated 08/03/2019

8 (Eight Tables are given below)

FORM A Application for Enrolment

To
The Registrar, Netaji Subhas Open University

I, Shri / Smt.
..... (designation) attached

to NSOU, District.North 24-Parganas under Department of Higher Education, Government of West Bengal do hereby opt for coming under the West Bengal Health Scheme for the beneficiaries of Grant-in-aid Universities, 2017, with effect from(Date of Enrolment for the Scheme).

The particulars of the members of my family as defined in the Scheme is as follows:

Name of Employee:
Employee HRMS/ Unique ID (if available):
Designation:
Residential Address with District name:
Gender:
Marital Status:
Date of joining in University:
Date of Superannuation:

Sachindra Chandra Kar, Finance Officer, Mobile No.-9432747119, e-mail: sachindrakar@yahoo.in



Present pay (Band + Grade Pay):

DDO Code:

Mobile No:

Email ID:

Voter Card / Aadhaar /VID No.

PAN Card No.

Details of Family:

SL. No.	Name	DOB	Relationship	Identity Proof No.	Monthly Income (Rs.)
1					
2					
3					
4					
5					

I do hereby declare that upon enrolment under the above scheme I shall forgo the regular medical allowance drawn by me as part of salary. I shall also abide by the provisions of the West Bengal Health Scheme for the beneficiaries of Grant -in -aid- Universities, 2017, as may be in force from time to time.

Enclosure: Recent colour Passport Size Photograph. Signature /LTI, copy of Identity proof of all eligible beneficiaries.

Signature of Applicant

FORM B
Certificate of Enrolment

Memo No:

Date:

Certified that Shri/Smt. (Designation) attached to Netaji Subhas Open University under Department of Higher Education, has been enrolled under the West Bengal Health Scheme for the beneficiaries of Grant –in-aid-Universities. 2017 with effect from.....(Date of Enrolment for the Scheme).

The particulars of the members of his family as defined in para of the Scheme are as follows:

Name of the Employee :
Employee HRMS/Unique ID (if available) :
Designation :
Residential address with District name :
Date of joining in University :
Date of superannuation :
Present pay (Band + Grade Pay) :
Mobile No :
Email ID :



PAN Card No. _____ :

Details of family:

Beneficiary ID No.	Name	DOB	Relationship	Identity Proof No.	Photo	Signature

Signature of the Finance Officer
Netaji Subhas Open University
DDO Code:

Memo No..... (1/1)

Date

Copy forwarded for information and necessary action to:

1. Shri/Smt. (Designation)
2. The (Drawing and Disbursing Office)

He/she is requested to discontinue the drawal of regular medical allowance in respect of Shri/Smt. with effect from.....

Signature of the Finance Officer
Netaji Subhas Open University
DDO Code:

FORM C

Application Form for settlement of claim for reimbursement
(To be filled in by the applicant)

To

The Registrar, Netaji Subhas Open University

Sir/Madam,

I, Shri/Smt..... (Designation).....

attached to NSOU, District-North 24 Parganas under Department of Higher Education, Government of West Bengal, do hereby furnish the reimbursement claim coming under the West Bengal Health Scheme for the beneficiaries of Grant -in -aid Universities, 2017.

The particulars of the claims are as Follows:

Shri/Sm

1. Health Scheme Beneficiary ID No. of Employee :
2. Full name of' the Employee with designation (in Block letters) :
3. Full Address
 - (i) College/University :
 - (ii) Residence :
4. Name of the patient :



5. Relationship with the Employee :
6. Health Scheme Beneficiary ID of patient :
7. Pay (Band Pay + Grade Pay) :
8. Name of the Hospital with address :
9. Total amount claimed : Rs:
 - (a) For OPD treatment : Rs:
 - (b) For Indoor treatment : Rs:
 - (c) For Indoor and Indoor related OPD treatment : Rs:
10. Date of Admission.....Date or Discharge.....
11. Details of permission (if required) :
12. Details of Medical advance, if any :

Declaration

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a beneficiary of the West Bengal Health Scheme for the beneficiaries of Grant -in -aid Universities, 2017 and the Enrolment Certificate issued under the Scheme was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

Date: _____ Signature of the Employee/ Claimant
Relationship with the Employee: _____

FORM D

Essentiality Certificate-cum-Statement of Expenditure Certified by Treating Specialist

(to be submitted in duplicate)

(Strike out whichever is not applicable)

1. Health Scheme Beneficiary ID of Patient :
2. Name of the patient and relationship with employee :
3. Name of Hospital, address and Code. if any :
4. Whether Hospital is Empanelled under WBHS or Not :
5. Total amount claimed : Rs.
 - (Rupees) only
 - (A) For OPD Treatment : Rs.
 1. (Rupees) only
 - (B) For Only Indoor Treatment : Rs.
 - (Rupees) only
 - (C) For Indoor and Indoor related OPD : Rs.
 - (Rupees) only



(A) OPD Treatment Details:

(I) Name of OPD Disease [As mentioned in 6 (I) clause of Notification No. 1020-Edn(CS) dated 29.08. 2018] :

(II) Date of OPD consultation :

(III) Total No. of vouchers :

(IV) Amount claimed : Rs:

(Indicate serial number of individual vouchers with name and address of the shops with date against each sub- heading in a separate annexure wherever required)

Amount Claimed (Rs.)

Amount Admissible (Rs.)

[To be filled up by office of University]]

(a) Consultation fees.

(Specify number of consultations)

(b) Cost of pathological and radiological Investigations.

(Give break up in a separate annexure with code no.)

(c) Cost of Medicines.

(Give details of purchase in separate annexure)

(d) Cost of Consumables.

(Give details of purchase in separate annexure)

(e) Miscellaneous (specify) Sectional

Total of SL.(A): Rs;

(B) Indoor Treatment Details:

(To be marked N.A. wherever necessary)

(Details of hospital bill and others vouchers pertaining to the period of indoor treatment)

(a) Period of Bill From To

(b) Amount Claim for

i) Package Treatment :

ii) Non-Package Treatment :

(indicate serial number of individual vouchers with name and address of shops with date against each sub-heading in a separate annexure wherever required)

(I) for Package treatment from.....to.....: [Code started with '01']

Amount Claimed (Rs.)

Amount Admissible (Rs.)

[To be filled up by office of University]]

Sl. No.	Procedure Name	Procedure Name	Rs.	Rs.
(1)	(2)	(3)	(4)	(5)
(i)				
(ii)				
(iii)				
(iv)				
			Total Rs.	

(II) for non-Package treatment from.....to.....

Amount Claimed (Rs.)

Amount Admissible (Rs.)



[To be filled up by office of University]]

- (i) Consultation Fees. : Rs.
(Specify number of consultations)
- (ii) Room Rent : Rs.
- Ward: From: To:
- ICU/ICCU/ITU/PICU/NICU HDU/SDU/: From: To:
- Burn Unit: From: To:
- CRIB (Critical Ward Bed): From: To:
- (iii) Cost of pathological and radiological Investigations. : Rs.
(Give break up in a separate annexure with code no.)
- (iv) Cost of Medicines. : Rs.
(Give details of purchase in separate annexure)
- (v) Cost of Consumables. : Rs.
(Give details of purchase in separate annexure)
- (vi) Cost of Implants. : Rs.
- (vii) Artificial Devices. : Rs.
- (viii) Special Nursing : Rs.
(Give details in Separate annexure) : Rs.
- (ix) Miscellaneous (If Any) : Rs.
(Give details in Separate annexure)
- Total:
- Sectional Total of Sl. (B) [(I) + (II)] : Rs.

(C) Indoor Related OPD Treatment (Includes 30 days' Prior admission and 30 days after discharge):

- (I) Dates of Related OPD consultation :
- (II) Total No. of vouchers :
- (III) Amount claimed : Rs.
- (Indicate serial number of individual vouchers with name and address of the shops with date against each sub-heading in a separate annexure wherever required)

Amount Claimed (Rs.)

Amount Admissible (Rs.)

[To be filled up by office of University]]

- (a) Consultation fees. : Rs.
(Specify number of consultations)
- (b) Cost of pathological and radiological Investigations. : Rs.
(Give break up in a separate annexure with code no.)
- (c) Cost of Medicines. : Rs.
(Give details of purchase in separate annexure)
- (d) Cost of Consumables. : Rs.
(Give details of purchase in separate annexure)
- (e) Miscellaneous (specify) : Rs.
- Total (Rs.)
- Sectional Total of SL.(C) (Rs.)

Total claim [Either only (A) or (B) or (B) + (C)]

(Signature of Claimant)

Name in Block Letters with Health Scheme beneficiary ID (if available)

Relationship with Employee:



Address :

1. Certified that the relevant bills/vouchers have been verified by me as per latest approved rates of the WBHS, 2008 and the expenditures shown above are correct and the treatment services provided were essential and minimum that required for the recovery of the patient
2. Certified that the treatment was done in an organization having number of beds..... and having a License under the West Bengal Clinical Establishment Act and Rules bearing no The License is valid up to
3. Certified that the patient, Sri/Smt.....was/ has been suffering from as listed in Sl. NO. of the WBHS OPD.
4. (Name of Specific procedure/Operation) performed was on.....
5. Conservative treatment provided fromto
6. Certified the patient had been admitted /consulted under at Hospital/Nursing Home
7. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown is correct and the treatment services provided were essential and minimum that was required for the recovery/stabilization of the patient.

Signature
Medical Superintendent/Administrative officer
.....Hospital

Signature of the Treating Specialist

FORM E

Checklist for Reimbursement of Medical Claims

1. Name of Patient (BLOCK Letters)
 2. Relationship with employee
 3. Health Scheme Beneficiary ID No. of the patient
 4. Entitlement Private/Semi-Private
 5. Full name of Employee (BLOCK letters)
 6. Designation of Employee
 7. The following documents are submitted (please tick the relevant column)
- | | |
|---|--------|
| a) Photocopy of the Enrolment Certificate | YES/NO |
| b) Essentiality Certificate | YES/NO |
| c) Number of original bills | YES/NO |
| d) Whether original bills/vouchers have been verified | YES/NO |
| e) Copy of discharge summary | YES/NO |
| f) Copy of permission letter | YES/NO |

Sachindra Chandra Kar, Finance Officer, Mobile No.-9432747119, e-mail: sachindrakar@yahoo.in



- | | |
|---|--------|
| (g) Whether the hospital has given break up for lab investigations | YES/NO |
| (i) In case of Original papers have been lost the following documents are submitted | |
| (I) Photocopies of claim paper | YES/NO |
| (II) Affidavit on stamp paper | YES/NO |
| (ii) In case of death of Employee the following documents are submitted: | |
| (I) Affidavit on stamp paper by claimant | YES/NO |
| (II) No objection from other legal heirs on stamp papers | YES/NO |
| (III) Copy of death certificate | YES/NO |

Dated

Signature of the Applicant

Relationship with Employee

FORM-P

Name of the Office: Netaji Subhas Open University
Office Address: DD 26, Sector – I, Salt Lake, Kolkata - 700064

No.
To,

Date:

- 1) Additional Chief Secretary/ Principal Secretary/ Secretary/ Joint Secretary
Higher Education Department, Government of West Bengal
- 2) Vice Chancellor, Netaji Subhas Open University

Sir/ Madam,

Approval of claim

A sum of Rs. (Rupees) is hereby approved against the reimbursement claim of Shri/Smt. Designation- for medical treatment of Shri/Smt..... (Beneficiary Name and JD No) at (Name of Hospital) during the Period from (DD/MM/YYYY) to (DD/MM/YYYY)

Sachindra Chandra Kar, Finance Officer, Mobile No.-9432747119, e-mail: sachindrakar@yahoo.in



It is certified that all the submitted original bills/vouchers have been checked & cancelled and retained in my office while approving the claim. And the rate of every item is allowed as per scheduled of rates of the health scheme.

The approved amount may be sanctioned in favour of the above referred beneficiary under the Head of Account 70-2202-03-102-00-0 1 5-3 1-02-V/ 70-2202-03-102-00-026-31-02-V and allotment may be given in favour of the DDO Code for payment of the admissible amount of medical reimbursement.

The amount shall be payable to the Shri/Smt.
 (Name of the Claimant) / (Name of Spouse/Family Member in case where the employee is already deceased).

Sd/-

Signature of the Approving Authority

Designation:

No..... (1 / 4)

Date:

Copy forwarded for information to: -

1. Shri/Smt.Name of the Claimant)/ Name of the Spouse/ Family Member in case deceased where the employee is already deceased).

2. Personal File of Shri/Smt.

3. Accounts Section

FORM-Q

Name of the Office:

Office Address:

No.

Date:

To,

1) Additional Chief Secretary/ Principal Secretary/ Secretary/ Joint Secretary
 Higher Education Department, Government of West Bengal

1) Vice Chancellor, Netaji Subhas Open University

Sir/ Madam,

Recommendation for Approval of claim

A sum of Rs..... (Rupees) is hereby forwarded for approval against the reimbursement claim of Shi/Smt. Designation for medical treatment of Shri/ Smt.

(Beneficiary Name and ID No.....) at (Name of Hospital) during the Period from (DD/MM/YYYY) to (DD/MM/YYYY)

Sachindra Chandra Kar, Finance Officer, Mobile No.-9432747119, e-mail: sachindrakar@yahoo.in



It is certified that all the submitted original bills/ vouchers are checked and rates claimed in bills are corrected/ modified as per schedule of approved rates. The eligible consolidated claim is forwarded along with original vouchers I bills for according necessary approval as per existing Government Order.

The approved amount may be sanctioned in favour of the above referred beneficiary under the Head of Account 70-2202-03-102-00-01 5-3 1-02-V/ 70-2202-03-102-00-026-31-02-V and allotment may be given in favour of the DDO Code for payment of the admissible amount of medical reimbursement.

The amount shall be payable to the Shri/Smt.
(Name of the Claimant) / (Name of Spouse/Family Member in case where the employee is already deceased).

No. (1 / 4)

Date:

Sd/-

Signature of the Approving Authority

Designation:

Copy forwarded for information to :-

1. Shri/Smt. (Name of the Claimant)/ (Name of Spouse/Family Member in case where the employee is already deceased).
2. Personal File of Shri/Smt.

FORM-R

Government of West Bengal

Name of the Office

Office Address

No.

Date:

SANCTION ORDER

Sanction is hereby accorded for the total amount of Rs.
(Rupees.....) in favour of following beneficiaries against the approved medical reimbursement claim.

The sanctioned amount will be drawn by the [Name of institute] from the Treasury/PAO to which the drawing officer or the institute attached in TR Form No.- 31 for medical treatment of following beneficiaries.

SL. No.	Application No.	Name of the employee	Employee WBHS ID	Patient Beneficiary Name	Patient WBHS ID	Amount (Rs.)



Total Rs.						

The Amount is chargeable under the head of account 70-2202-03-102-00-015-31-02-V/ 70-2202-03-102-00-026-3 1-02-V from the budget provision of the financial year-----.

No utilisation is required to be submitted for the grant sanctioned in favour of beneficiary against the claim of medical reimbursement.

Payment shall be made to the Claimant directly into the Bank Account in terms of G. O No. dated of Higher Education Department accompanying the copy of Sanction order with the bill.

Sd/-
 Signature of the Approving Authority
 Designation:

Memo No..... (1/7)

Date:

Copy forwarded for information to: -

1. Principal Accountant General (A&E), West Bengal, Kolkata-700001
2. Treasury Officer/Pay & Accounts Officer
3. (Sub-Allotting Officer) for sub allotment of fund to DDO in E-Bantan of IFMS.

Rule – 44: Maintenance of Provident Fund of Employees:

Employee holding the substantive post is to subscribe towards the Provident Fund maintained by the University subject to the following conditions.

- a. An employee can subscribe to provident Fund as and when his/her service is confirmed by the EC.
- b. He/she can subscribe towards P. F. at a maximum of 20% of the Basic Pay (Pay Band + Grade Pay).
- c. The Interest Rate declared by the Authority of GPF is applicable for the PF.
- d. Minimum Rate of Subscription to PF is 6%.