



# NETAJI SUBHAS OPEN UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani, Kolkata-700029. Phone : 9830338978

## BILL

NAME : (in block letter as per Bank Account) .....

OFFICE ADDRESS WITH DESIGNATION : .....

RESIDENTIAL ADDRESS : .....

CONTACT NO. MOB : ..... RESIDENCE ..... OFFICE .....

NAME OF THE EXAMINATION : .....

**FOR USE OF DEPT. OF COE**

### Post Graduate Programme (PG) / 2<sup>nd</sup> Degree Programmes

Sl. No.	Particulars	Rate	Claimed	Total
1	Question Setting, Term-End or Assignment/ preparation of Hints Solution Sheet Term-End per Paper : 50 Marks for all subject / paper	750/- x		
2	Question Setting, Term-End or Assignment/ preparation of Hints Solution Sheet Term-End per Paper : 100 Marks for all subject / paper	1000/- x		
3	Travelling Allowance (To & fro) for Paper Setter*	200/- x		
4	Question Paper Moderation (Max. 5 persons & Max. 2 Sittings i.e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for more than 50 Marks (Full/Part)	1000/- x		
5	Question Paper Moderation (Max. 5 persons & Max. 2 Sittings i.e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for up to 50 Marks (Full/Part)	1000/- x		
6	Refreshment Allowance per day per head for Moderator (both Internal & External)	100/- x		
7	Travelling Allowance (To & fro) for Moderator (both for Internal & External) Actual claimed on submission of voucher if exceed	400/- x		
8	Answer Scripts Evaluation (Per Paper): Term-End Theory : 100 Marks	22/- x		
9	Answer Scripts Evaluation (Per Paper) : Term-End Theory : 50 Marks	15/- x		
10	Scrutiny per Answer Script (only Term-End Theory)	4/- x		
11	Examiner/Scrutineer Travelling Allowance for each Travel: (Max. 2 Times To & fro)**	200/- x		

**Bachelor Degree Programme (BDP)/ Vocational / Non-Conventional Programmes**

Sl. No.	Particulars	Rate	Claimed	Total
12	Question Setting, Term-End & Assignment, preparation of Hints Solution Sheet Term-End per Paper : 50 Marks for all subject / paper	500/- x		
13	Question Setting, Term-End & Assignment, preparation of Hints Solution Sheet Term-End per Paper: 100 Marks for all subject / paper	750/- x		
14	Travelling Allowance (To & fro) for Paper Setter*	200/- x		
15	Question Paper Moderation(Max. 5 persons & Max. 2 Sitting i.e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for more than 50 Marks(Full/Part)	800/- x		
16	Question Paper Moderation (Max. 5 persons & Max. 2 Sitting i.e. Moderation & Final Checking***): Term-End & Assignment: per sitting for each person for up to 50 Marks(Full/Part)	800/- x		
17	Refreshment Allowance per day per head for Moderator (Both Internal & External)	100/- x		
18	Travelling Allowance (To & fro) for Moderator (Both Internal & External). Actual Claimed on submission of voucher if exceed	400/- x		
19	Examiners' Supervisor (all subject(s)/paper(s) taken together): up to 2500 answer scripts	5000/-		
20	Examiners' Supervisor (all subject(s)/paper(s) taken together): up to 2500 answer scripts: Contingency	1000/-		
21	Examiners' Supervisor (all subject(s)/paper(s) taken together): upto 2500 answer scripts Preservation (for three months after publication of result in their personal own space)	5000/-		
22	Examiners' Supervisor for upto 2500 Answer scripts: Secretarial Assistance Allowance	2000/-		
23	Examiners' Supervisor: More than 2500 answer scripts	5000/- + 1/- per script		
24	Examiners' Supervisor: More than 2500 answer scripts: Contingency	1000/+500/ per 2500 scripts		
25	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		
26	Examiners' Supervisor for More than 2500 Answer scripts: Secretarial Assistance Allowance	2000/+1000/- per 2500 scripts		
27	Examiners' Supervisor: Travelling Allowance for each Travel (Max. 3 Times To & fro) Actual on submission of voucher if exceed	400/- x		
28	Answer Scripts Evaluation: Term-End Theory Elective Per Paper 100 Marks Paper	17/- x		
29	Answer Scripts Evaluation: Term-End Theory Elective Per Paper 50 Marks	12/- x		
30	Answer Scripts Evaluation: Term-End Theory other than Elective Per Paper 100 Marks	15/- x		
31	Answer Scripts Evaluation: Term-End Theory other than Elective Per Paper 50 Marks	10/- x		
32	Scrutiny per Answer Script (only Term End Theory)	4/- x		
33	Examiner/Scrutineer Travelling Allowances for each Travel: (Max. 2 Times To & fro)**	200/- x		

**Head Examiner : PG / BDP / 2<sup>nd</sup> Degree Programmes : Course/ Subject/ Paper**

34	Head Examiner: up to 2500 answer scripts	5000/-		
35	Head Examiner: up to 2500 answer scripts Contingency	1000/-		

Sl. No.	Particulars	Rate	Claimed	Total
36	Head Examiner: up to 2500 Answer scripts: Preservation (for three months after publication of result in their personal own space)	5000/-		
37	Head Examiner: More than 2500 answer scripts honorarium :	5000/- + 1/- per script		
38	Head Examiner: More than 2500 answer scripts: Contingency	1000/-+ 500/- per 2500 scripts		
39	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		
40	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 Script		
41	Head Examiner: Travelling Allowance for each Travel (Max. 3 Times To & fro) Actual claimed on submission of voucher if exceed	400/- x		

#### Honorarium for Evaluation of Practical Examination / Field Work/Project Work/Dissertation Paper/Viva-Voce

42	Practical Examination by External Examiner :Per Day for 4 hours	750/- x		
43	Practical Examination by External Examiner : Per Day for more than 4 hours	1000/- x		
44	Practical Examination by External Examiner : Per Day Travelling Allowance (To & fro) Actual claimed on submission of voucher if exceed	400/- x		
45	Field Work Evaluation per Paper: 50 Marks	50/- x		
46	Project Work/ Dissertation Evaluation per Paper: 100 Marks	100/- x		
47	Practical Examination by External Examiner : B.ED ODL (SEDE) Per Day	1000/- x		
48	Practical Examination by External Examiner: B.ED ODL (SEDE)- Per Day Travelling Allowance (To & fro). Actual claimed on submission of voucher if exceed	400/- x		
49	Practical Examination by External Examiner : PG in Science Subject Per Day	1000/- x		
50	Practical Examination by External Examiner: PG in Science Subject Per Day Travelling Allowance (To & fro). Actual claimed on submission of voucher if exceed	400/- x		
51	Viva-Voce of MSW/MLIS by the Examiner	750/- x		
52	Viva-Voce of MSW/MLIS by the Examiner: Travelling Allowance per day (To & fro) Actual claimed on submission of voucher if exceed	400/- x		
53	Viva-Voce of MSW/MLIS by the Examiner: Refreshment Allowance per day	100/- x		
54	Practical Examination by External Examiner: Tailoring & Dress Designing Courses per Day for 4 Hours	650/- x		
55	Practical Examination by External Examiner: Tailoring & Dress Designing Courses Travelling Allowance per Day (To & fro)	200/- x		
56	Minimum remuneration for any examinations work (where it is applicable)	100/- x		

Sl. No.	Particulars	Rate	Claimed	Total (Rs.)
57	<b>Any other expenditure:</b>			
Total in Figure :		Total Rupees : (in words)		

1. Name of Account Holder	
2. Bank A/C No	
3. Bank Name	
4. Branch Name	
5. IFS Code	

# The Postal charges are passed for payment because of declaration by the recipient since money receipt could not be available before posting.

# # This is to certify that I have not availed official conveyance for this purpose.

Verified & may be  
Passed for payment

Approved #

Paid

Received Payment ##

\_\_\_\_\_  
Signature of Dealing Assistant

\_\_\_\_\_  
Controller of Examinations

\_\_\_\_\_  
Cashier

\_\_\_\_\_  
Signature & Date of Recipient

**Letter of Authorization**

Dear Sir/Madam,

I do hereby authorize Sri/Smt..... to collect my honorarium. Please arrange.

.....  
Full Signature of the authorised person

Revenue  
Stamp

Signature Attested

.....  
Full Signature of Recipient

**INSTRUCTION**

\* For submission of Question Paper & other related documents to the Department of Controller of Examinations.

\*\* For receiving and submission of Answer Scripts along with Marks Foils & other related documents to the place of Head Examiner or Department of Controller of Examinations.

\*\*\* Moderators present in the meeting are only eligible for Final Checking.

Guest Teachers/Contractual Teachers/Co-ordinators etc. whose names are not in regular payroll or pensioners' of the University will considered as External Examiner.

**On no account bill should be put in the packet of answer papers/question papers or in the envelope(s) containing mark-slips.**

**No arrangements for payment can be made unless and until the bill is received in the Department of Controller of Examinations within one month from the date of work completion.**

**For use of Accounts Department**

The Bill has been checked & passed for payment of Rs. \_\_\_\_\_ vide cheque No. \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Finance Officer