

REMUNERTAIION FOR EXAM DUTIES

Guidelines for drawal and disbursement of Examination expenses

1. Rates of remuneration for attending duties in connection with GCI Examination is fixed as per GO(MS) No. 178/2004/H Edn. dated 28/12/04 and for all other examinations are fixed as per G O (MS) NO.139/2005/H Edn dated 05/09/2005. All expenses must be claimed strictly in accordance with the GO concerned only (See Web site for the GOs)
2. Total Contingent expense should be limited to an amount @ Re.1/- per student registered. All the vouchers should be passed for payment by the Chief Superintendent along with Stock entry and utilization certificate.
3. The work done Memo of Internal/External Examiners of practical Exams also should be passed for payment.
4. All the disbursements must be supported by proper statements prescribed and also acquittance as per rules.
5. The utilization of the fund towards payment of remuneration and contingent charges are subject to audit as in the case of other Govt. funds allotted by the DTE.
6. In addition to the usual periodical Audit of AG and the Department, there will be an audit verification from the Office of the Controller of Technical examinations under the supervision of the Account officer on the utilization of funds in this regard.
7. As per the system prevailing (upto 2008-09), the Chief Superintendent will forward the detailed Countersigned Contingent Bill (TR 59) in duplicate along with statements in the prescribed format for claiming the remuneration of staff attended examination duty and also for the Contingent expenses. Such Contingent bill will be countersigned and returned to the Principals concerned who in turn will encash the same by presenting in the Treasury. Since this procedure of re transmitting after countersignature is seen inconvenient, the Govt., as per the recommendation from Examination office, has permitted the Director of Technical Education, vide GO (MS) No.171/08/H Edn. dated 16/12/08, to obtain sufficient funds under the head of account 2203-00-108-34-OC (NP) from Govt. every year and allot the same directly to the Principals of Polytechnics and Superintendents of Commercial Institutes so that they can draw the remuneration and other expenses by themselves by presenting bill in the Treasury in future.
8. This new system will be effected from 2009-10 financial year (April 2009 exams) on wards. As per the new system, the Principals/ Superintendents will place requisition for allotment of funds to the DTE at the beginning of every year as in the case of other funds.
9. All the expenditure including the remuneration of practical examinations will be paid by the Chief Superintendent by any of the following methods.
 - a) By presenting the Fully vouched Contingent bill (TR 61)) in the Treasury for the drawal of actual expenses from the concerned head of account after the completion of all the exams of each session.
 - b) By drawing an advance from the concerned head of account at the commencement of each session of exam and presenting the final settlement/adjustment bill as per rules, immediately after the completion of exam.
 - c) By drawing advance from PD Account of the Principal and later recouped by presenting the Contingent bill for actual payments in Treasury on completion of exam
10. In the case of setting question papers (other than in the workshop/camp), the setters will forward their Work done Memorandum to this office. The amount will be passed for

payment and forwarded to the staff concerned from this office through Miscellaneous bill who in turn can encash it by presenting at their Treasury.

11. In the case of Bills of staff of Private Aided Polytechnic Colleges who attended examination duties, the bills will be countersigned and forwarded to them for encashment
12. The expenses of the conduct of exams of Self financing institutions/courses should be met from their own funds.
13. In the case of other exams like KGC Engineering and KGT (TEN) Exams, the present system will continue (That is, the Chief Superintendent will forward the Detailed countersigned contingent bill to this office)
14. At present a sum of Rs. 60,000/- and Rs. 15,000/- annually is allotted respectively to each Polytechnic College and Commercial Institute. The Principal/ Superintendent is requested to watch the actual expenditure of few forthcoming examinations and variations, if any, required in the allotment of funds may be taken up to DTE in the Budget proposal and requisition for allotment of funds at the institution level.
15. All these procedures are subject to the ratification of the DTE. Further instructions in this regard will be issued by the DTE.