Guidelines to Camp Officers (Principals) and Chief Examiners

Each Camp Officer (Principal) will be provided with the Answer scripts with Machine Numbers ready for valuation along with a list. He will also be provided with the list of Examiners appointed from this office. Readily available 'Schemes' (Answer key) also will be supplied. The Valuation Camp will be conducted as per the Guidelines given below.

- (a) On receipt of the answer scripts at the Camp (Polytechnic College), the Camp Officer (Principal) should verify whether answer scripts of all the subjects as per the list is received. The deficiency, if any, should be reported.
- (b) It is the responsibility of the Principal to ensure the safe custody and security of the Answer scripts and records concerned till they are returned to this office. The Principal and the Camp staff are to seriously observe the confidential nature of the valuation procedures. The entry of students and outsiders to the Camp sites will be prevented.
- (c) The Camp Officer should verify the total number of answer scripts in each subject and see whether sufficient numbers of Examiners are available so as to finish the valuations in the stipulated date. (The appointment of examiners will be done early before the camp by the Joint Controller). If there is shortage, he will do alternate suitable postings, from nearby Polytechnic Colleges
- (d) If any Chief Examiner already appointed cannot attend duty, the Camp Officer will appoint the next senior most competent faculty present there, in the Branch concerned, as Chief Examiner.
- (e) If no "Scheme" (Answer Key) is readily available, the same will be prepared by the Chief Examiner who will provide one copy of the same to each Examiner. The photo copy charges, if any, will be re-imbursed to the Chief Examiners for which he will produce voucher/Bill along with the Work done memorandum at the time of disbursement of remuneration. The original copy of the Scheme is to be returned (with one Question paper) to the Camp officer at the end of the Camp in a separate cover. The payment will be effected only on receipt of the same.
- (f) A distribution Register is to be maintained in which each page will be allotted to each Code. The issue of answer scripts will be recorded date wise in the concerned page every time it is issued to each Examiner. In addition to this, a signed receipt will be obtained from each Examiner concerned with details like code No, False Number, Date of receipt etc in the prescribed format at each issue. The return of the valued answer script along with mark sheet also will be recorded against each such entry in the Register. Usually a set/bundle of 50 answer scripts is issued at a time. If Machine No. is seen entered in the column meant for Reg. No. in any Mark sheet, the same should be returned to the Examiner for correction.
- (g) Corresponding to this, every Chief Examiner will keep a distribution account to each Examiner in his team. (Separate account will be kept if he supervises the valuation of more than one Code). He will also maintain an account of revaluation done by him which will be verified for claiming remuneration. He will enter the RV markings in the Mark sheet also.
- (h) An Examiner will value 30 answer scripts of 3 hours examination duration and 50 answer scripts of 1½ hours duration per day. This number cannot be insisted on the first day of Camp. Valuation of

more than 30/50 numbers of answer scripts per day should not be encouraged. The Chief Examiner should verify the Mark sheet prepared by the Asst. Examiner. They should not be allowed to write Machine. No. in the column meant for Reg. No. in the Mark sheet.

- (i) The Chief examiner will distribute the answer script to Assistant Examiners in such a way that all of them value more or less equal number of answer scripts. All Examiners are supposed to value answer scripts in the Camp itself. Home valuation is strictly prohibited. They are allowed to spend maximum time in the Camp.
- (j) An Attendance Register will be maintained for the whole Camp Staff (Examiners & other Camp Staff). The same is required for verification of TA Bills and also to issue Attendance Certificate. The Register may be circulated in the Valuation Halls so as to ensure the marking everyday in time.
- (k) False slip (bottom portion of Facing Sheet of Main answer book containing Register No) will be detached and kept at this office. In case any False slip remain with the Answer Script, the same will be detached and returned to this office in a separate cover along with the mark sheets. The code Number of the subject will be noted on the False slip for identification purpose.
- (I) If the Camp Officer finds it difficult to complete the valuation of a subject on the last day of Camp due to shortage of staff he may extend valuation, to required minimum days to complete the same, after obtaining permission from the Joint Controller of Technical Examinations. The Chief Examiners are to be vigilant about the proceeds of valuation everyday to avoid such confusions in the last moment.
- (m) The "Scheme" (Answer Key) is required further for revaluation purpose. The Chief Examiner will submit the original copy of the scheme with a Question paper in an envelope to the Camp Officer. The code Number of the subject will be written on the cover. All such schemes will be packed in a box and will be handed over to the Joint Controller immediately after the completion of Camp. A label will be pasted on the box to identify it easily. Before effecting payments the Camp Officer should ensure that the original copy of the Scheme is returned.
- (n) Immediately after the completion of Camp, the Mark Sheets (Code wise & Scheme wise) will be packed safely and handed over to the Joint Controller. Personal attention of both Camp Officer and Dy. Camp Officer is to be given to ensure that marks sheets of none of the False Nos are missing and that the entries on the facing page of each Mark sheet are complete so as to identify the Examiner for future reference. The mark sheets will be arranged and tagged in the serial order of False Number from starting to the end of each subject. The Camp Officer will be personally responsible to furnish the Marks sheets missing, if any. False Slip, if any, mentioned above also will be handed over in another packet. The valued answer scripts will be received by this office later.
- (o) Valued Answer Scripts will be re packed in the same boxes in the same serial order so that there will be no confusion to pick any of them for revaluation or any other purpose in future. The Boxes of valued answer scripts and Scheme (answer key) should be handed over to this office along with a list in the similar manner as it was handed over to you.
- (p) Attendance Certificate will be issued by the Camp Officer to all Examiners after the Camp duty which will be used for marking Official duty in the Polytechnic College concerned. The dates in the

certificate should be cross checked with the Attendance Register. TA/DA will be allowed only in accordance with the Camp Attendance.

- (q) Compensation Off is allowable to Examiners for holiday duty. But no compensation is allowable for holiday duties during vacation since they are availing Earned Leave benefits.
- (r) Before issuing remuneration, a cross checking will be done with the Distribution Register so as to confirm whether all the valued answer scripts and corresponding mark sheets are received. Each Examiner should furnish Work done memo (Code wise) separately. The Work done Memo and the TA Bill of Asst. Examiners should be countersigned by the Chief examiner concerned. The Chief Examiner can claim remuneration for valuation, revaluation, Scheme preparation, Supervision, distribution charges etc. and also photocopy charges, if any, as mentioned early in the very same Work done Memorandum. The photocopy charges will be paid on the basis of actual bills furnished by the Chief Examiner which will be passed for payment by the Camp Officer after verification. and attached with the Work done Memo. Payment will be withheld if the original copy of the Scheme is not returned. All the Work done Memoranda should be passed for payment by the Camp Officer. Separate Work done memo is required for each code (subject). But one receipt is sufficient for the whole amount of remuneration received
- (s) TA/DA will be paid to the Examiners at the rates fixed for Camps in the Government Order. TA/DA is payable only in accordance with the dates of duty. If holiday is availed on any intervening date, TA/DA cannot be paid for that day. The TA bill also must be passed for payment, after verification, by the Camp Officer.
- (t) A receipt of the total amount received towards Remuneration/TA/DA will be obtained from each Examiner and other Camp staff along with the Work done Memorandum and TA Bill which will be handed over later to the Joint Controller along with the Statement of Vouchers in duplicate. The total amount furnished in the receipt should tally with the amount passed for payment in the Work done Memorandum & the TA Bill. Any correction in the receipt should be attested by the receiving staff concerned. Please note that all the above records are subject audit verification of the Department, Accountant General and the Government.
- (u) The Camp Staff (Administrative Staff) will be paid remuneration at the rates fixed in the meeting on 10-05-'06 referred earlier. They also should furnish a Work done Memorandum along with the receipt as done in the case of Examiners. Expenditure in this regard also will be included in the detailed statement of Remuneration.
- (v) Contingent expenses prescribed (Rs.750/-) can be sanctioned by the Camp Officer. The vouchers should be passed for the payment by the Camp Officer. Utilization Certificate also will be furnished in the voucher as done in all cases. The expenditure will be included in the statement for remuneration as the last item.
- (w) The TA/DA will be issued to the f Supervising staff deputed by Joint Controller who will visit the Camp. They will be paid TA/DA as per rules from the Camp fund by the Camp Officer on proper TA Bills and receipts.

- (x) Consolidated Statement of expenditure in duplicate should be forwarded to the Joint Controller immediately after the completion of the Camp for final settlement of advance. If the advance is received from the same head of account in one single Demand Draft, the statement may be prepared for Remuneration & TA/DA together. If advance is issued separately, statement of expenditure may be prepared for Remuneration and TA/DA separately. The individual amount furnished in the statement against each staff should tally with the amounts furnished in his receipt. Remuneration of the Camp staff (Ministerial) also will be entered in the statement of remuneration. Contingent expenditure also should be included in the statement of Remuneration as the last item. While forwarding the Expenditure Statement to this office, the Receipt, Work done and TA bills should be arranged in the same serial order furnished in the Expenditure Statements separately in the respective bundles of Remuneration and TA payments.
- (y) If any answer script of a particular subject is seen mixed with the bundle of another subject, the same will be removed from the main bundle and transferred to the stock of concerned answer script and valued accordingly. The account of both the answer scripts will be updated in the concerned pages of the Register accordingly and total number corrected by adding and subtracting the difference and matter will be reported to Joint Controller of Technical Examinations. If the valuation of such a subject cannot done at that Centre and that no suitable examiner is available, the fact will be reported to the Joint Controller and the answer scripts handed over to him for further alternate arrangements immediately. The above procedure is also applicable when subjects of different schemes are interchanged or packed together.
- (z) No Data Entry of marks and False Numbers are required to be done at the Valuation Camp unless specified so.