

FORWARDING MEMO FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded alongwith their Award List, otherwise no payment can be made

Centre of Examination
(In case the examiner is to conduct exam. at more than one centre, he may prepare and send to this office separate forwarding Memos for each centre)
Name of the Examination.....

SubjectPractical
examiner's serial number given with the centre
of exam. in the programme chart for practical
exam.....
.....
on.....

Date on which result submitted to the Asstt./Dy Registrar (Conduct)

Total No. of candidates examined

Roll Nos. of candidates actually examined by the examiner:

.....
.....
.....
.....
.....

Roll Nos. of ABSENTEES:

.....
.....
.....

Candidates who were absent have been shown as such against their Roll Nos. in the attached award list.

.....
(Full Signature of Examiners, as the case may be)
Name and Full address.....
(in capital letters)

.....
.....

Dated.....

Examiner's serial No. as shown in the Programme
Chart for Practical Exam.....

CHAUDHARY BANSI LAL UNIVERSITY BHIWANI
(PRACTICAL EXAMINER'S REPORT)

*Report by the examiner on the general character of the answer-books of the candidates evaluated by him

I, hereby, inform that I have finished the marking of the answer-books allotted to me and I certify that the answer-books were examined by me and kept under lock and key while in my possession.

Head-examiner is requested to collect the reports of his Sub-Examiners and forward them alongwith his own to the Superintendent (Secrecy), immediately after submitting the final instalment of awards of the University.

Name of Examination.....subjectPaper

Name of the College/Deptt. Centre

Number of candidates examined

Number of Passes.....Number of Failures

Pass percentage

Sr. No of experiment as per syllabus (Not in working order/or not available)	Condition of the apparatus/available and in use	Whether the experiment was performed by the majority of students	Reason given by the College authorities	External Examiner's Remarks
1	2	3	4	5

.....

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Comment about general Lab. conditions

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Name, Official designation and full address of the examiner (s)

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Signature of the Examiner (s)

N.B.

- *(i) Examiners are requested to keep a copy of this report with them on an ordinary paper for their own record.
- (ii) Examiners are requested to express their opinion as to the extent to which the performance is on the whole satisfactory or the reverse, to point out the main defects and to suggest any improvements in the syllabus, the examination or methods of tuition, which they consider advisable.
- (iii) In case where there are Internal and External Examiners, this report should be signed jointly.

Form No. C.P.B.

CHAUDHARY BANSI LAL UNIVERSITY BHIWANI

Entered in the Register on page

Voucher No.....

Bill of contingency for the various Practical Examinations

Date of Examination

* Name of Examination

Subject Number of Candidates

Name of Institution.....

Name of Laboratory Assistant with Designation

Serial No.	Name of Articles/No. of Candidates	Quantity/Rate	Amount		Remarks
			Rs.	P.	

Certified that the purchase of above articles was essential for the conduct of the examination and that all the material taken has either been consumed or broken during the examination.

That the number of candidates examined by me/us wasand the payment of the bill may be made to the Principal/HOD of the above named institution/Deptt.

.....
Examiner

.....
Examiner

.....
Examiner

Certified that the above articles were required for the conduct of the Practical Examination for the number of students examined by the examiners. The bill may therefore, be paid to the college/Deptt. named above and no other bill from the college/Deptt. has been signed by me in connection with the above examination.

Dated.....

.....
Head Examiner

(For University Office only)

Budget Provision exists

PAY ORDER

Pay Rs

Rupees

Budget Head

Examined

Assistant (Accounts)

Finance Officer

Cheque No.....Dated.....

*Name of the Examination may be given according to the date-sheet.

Note: 1. For rates of Payment please see overleaf.

2. The rates as approved by the University & amended/revised from time to time shall be applicable.

Scale of contingent expences permissible in Practical Examinations

1.	Chemistry		
	(i) Pre-University, Pre-Medical/ Pre-Engineering and B.A./B.Sc. Part-I		Rs. 2.50 per candidate
	(ii) B.A./B.Sc. Parts II and III		Rs. 7.50 per candidate
2.	Botany Practical Examination		
	(i) Pre-University, Pre-Medical and B.A./B.Sc. Part-I	Re. 1/- per candidate	}
	(ii) B.A. & B.Sc. Part-II and III	Rs. 2/- per candidate	
			To be shared equally between the Head of the Institution and the Practical Examiner's concerned.
3.	Physics Practical Examination		
	(i) Pre-University, Pre-Medical/ Pre-Engg. and B.A./B.Sc. Part-I		Re. 0.60 per candidate
	(ii) B.A./B.Sc. Parts II and III		Rs. 1.25 per candidate
4.	Zoology Practical Examination		
	A. 1. Pre-University (Medical)	}	Rs. 3.00 per candidate
	2. Pre-Medical		
	3. B.A./B.Sc. Part-I	}	Rs. 4.00 per candidate
	4. B.A./B.Sc. Parts II and III		
	B. Where Rabbits are used for Practicals the actual cost shall be met by the University on production of valid receipts.		
5.	Geography Practical Examination		
	1. Pre-University and B.A./B.Sc. Part-I		Re. 0.75 per candidate
	2. B.A./B.Sc. Part-II and III (Pass and Honours)		Re. 1.00 per candidate
6.	Home Science Practical Examination		Rs. 4.00 per candidate
	1. Pre-University, B.A./B.Sc. Part-I		(combined for papers A & B)
	2. B.A./B.Sc. Parts II and III		Rs. 5 per candidate (combined for papers A & B)

CHAUDHARY BANSI LAL UNIVERSITY BHIWANI**Payment Bill Form***(To be used only by Examiners in subjects where there is no Head-Examiner)**In order to avoid delay in payment, all the column in this bill should be filled in properly.*

Name of Examination.....
 Name of external examiner.....
 Address.....
 Subject.....Paper/Code.....Year of examination.....
 Name of Laboratory where Practical Examination was conducted.....
 Date and time at which the practical Examination held.....
 Date on which the award lists despatched.....
 Person to whom despatched.....
 Was any extension granted by the Controller of examinations? If so, quote the letter
 No.....Dated.....

Name of examination	Number of papers set	Number of answer-books examined	No. of candidates tested through a practical or viva-voce examination	Amount		Remarks
				Rs	P.	

Signature.....

Name (In Capitals).....

Identity No. (If any).....

For Office Use

Amount to be deducted if any.....Rs.....

for.....

checked and.....in the Register.....Page.....

Dealing official.....Asstt. (Accounts)

Cheque No.....Date.....Supdt. (Account)

Note :1. Remuneration bills not presented within a year of the date of examination, shall lapse and shall not be entertained unless the said time is extended by the Vice-Chancellor for good cause shown by the person concerned.

- 2% deduction will be made from your remuneration towards the Teacher's Welfare fund.
- Bill for contingent expense of the laboratories and laboratories assistant be sent direct to the Finance Officer, Chaudhary Bansilal University Bhiwani for payment, and signature charts duly attested to the Dy./Asstt. Registrar (Result), Ch. Bansilal University Bhiwani.

Certified for payment at the spot

D-722-4000-M.D.U. Press, Rohtak

Certified that I shall perform the return journey fromto..... by the same mode as claimed in the T.A. bill.

(Signature)

(a) For the purpose of TA/DA etc., grading of the employees and rates of Daily Allowance shall be as under:-

Grade-I	Employees drawing Grade Pay of Rs. 10,000/- or above	Rs. 500 /- per day in Haryana 500/-	Rs. 600 /- per day in outside Haryana/Chandigarh 600/-
Grade-II	Employees drawing Grade Pay of Rs. 8,900/- to 9,800/-	Rs. 400 /- per day in Haryana 400/-	Rs. 500 /- per day in outside Haryana/Chandigarh 500/-
Grade-III	Employees drawing Grade Pay of Rs. 4,600/- to 8,800/-	Rs. 300 /- per day in Haryana 300/-	Rs. 400 /- per day in outside Haryana/Chandigarh 400/-
Grade-IV	Employees drawing Grade Pay of Rs. 2,500/- to 4,200/-	Rs. 250 /- per day in Haryana 250/-	Rs. 300 /- per day in outside Haryana/Chandigarh 300/-
Grade-V	Employees drawing Grade Pay of Rs. 1,300/- to 2,400/-	Rs. 200 /- per day in Haryana 200/-	Rs. 250 /- per day in outside Haryana/Chandigarh 250/-

(b) Entitlement of mode of journey while on tour within/out of India

Grade	Journey by Air	Journey by Sea or River Semester	Journey by Train	Journey by Road
Grade-I	First Class if out of India Business/Club Class if within India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-II	Economy Class within or out of India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	If 2 Classes by lower; if 3 Classes by middle; if 4 classes by Third Class	A.C. 2-Tier or A.C. Chair Car	AC Bus/Deluxe Bus
Grade-IV	Economy Class (out of India only)	-do-	A.C. 3-Tier or Non-A.C. Chair Car 2 nd	Deluxe Bus/Ordinary Bus
Grade-V	Economy Class (out of India only)	By lowest Class	2 nd Class/2 nd Class Sleeper	Ordinary Bus

- Note: 1. The actual cost of reservation and sleeper charges will be reimbursed in full.
 2. In case of journey by Air, A.C. Rail/A.C. Bus/Delux Bus, tickets shall be appended to T.A. bills. In case of Rail journey by 1st class/A.C. Chair car ticket/ticket Number/reservation slip, as the case may be, shall be, produced. In the absence of ticket wherever required, ordinary rail/bus fare will be given
 3. Journey by air may be allowed by the Vice-Chancellor, where it is absolutely necessary in the University interest.

(c) The rates of local journey within or out of Haryana and journey by road by a mode other than Public transport but within India:

Grade	Local Journey within or out of Haryana	Journey by Taxi/Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC/Non-AC Taxi charges upto 50 kms. Per diem for travel within city at the rates given under Rule 17.1.1(c)	AC Taxi	By own car	Rs. 10/- pkm for AC Car/Taxi; Rs. 8/- pkm by Non-AC Car/taxi
Grade-II	-do-	-do-	-do-	-do-
Grade-III	Non-AC Taxi or Autorickshaw charges @ Rs. 8/- or Rs. 6/- pkm, as the case may be, limited to Rs. 150/- per diem for travel within the city	Non-AC Taxi with prior approval of the Vice-Chancellor	By own car with prior approval of the Vice-Chancellor	Rs. 8/- pkm by Non-AC Car/Taxi
Grade-IV	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within city	Actual charges when journey is performed by Autorickshaw with the prior approval of HOD for each journey	By own Scooter/Motorcycle with prior approval of the HOD for each journey	Rs. 6/- pkm for own Scooter/Motorcycle or by Autorickshaw
Grade-V	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city	-do-	-do-	Rs. 6/- pkm for own Scooter/Motorcycle or by Autorickshaw
Any University employee	Rs. 1.20 pkm if journey on tour is performed bicycle or on foot by any University employee	-do-	-do-	Rs. 1.20 pkm if journey is performed by bicycle or on foot

- Members of the University Corut, Executive Council, Academic Council, Selection Committee, Finance Committee, Faculties, Boards of Studies, Establishment Committee and the Committee/Sub-Committee appointed, by the authorities of the University may travel by own car/Taxi between the stations concerned by rail and be allowed to charge T.A. by road provided the distance each way does exceed 200 kms. The Vice-Chancellor, in special cases may allow travel by their own car or by taxi even if the distance involved each way exceeds 200 kms.
- Bills not presented within 6 months from the date of journeys shall lapse and shall not be entertained unless this period of 6 months is extended by the Vice-Chancellor for a good cause shown.
- The receipt of the Toll Tax will be submitted for claiming the TA in case of Journey by Taxi or Car.