



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – 1, Salt Lake, Kolkata 700 064

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Memo No : COE/UHS/3274/2019

Date: 29.11.19

ORDER

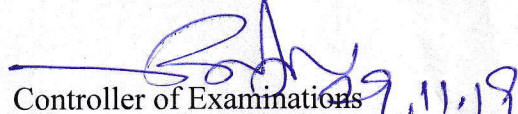
The Rates of Expenditure relating to different activities of the University Examinations were laid down at different times and were revised from time to time. Some of the rates were prescribed long back and require revision due to escalation of relevant costs. It was under consideration of the University to revise the rates and prescribe the rates in a consolidated manner. A proposal to that effect was submitted before the 37th meeting of the Finance Committee of the University held on 22nd November, 2019. The Finance Committee approved the proposal and subsequently it was placed and approved in the 50th meeting of the Executive Council held on 29th November, 2019.

Now, in supersession of all previous orders regarding rates of remuneration/honorarium, travel expenses and other various expenditure for different activities relating to conduction of University Examinations will be as per the details in the Annexures as mentioned below:

1. Rates of Remuneration and other Expenditure for different activities relating to conduction of University Examinations will be as prescribed in the Annexure-I.
2. The Rules for Travel Expenditure will be as prescribed in Annexure-II.

The revised rates will be effective from 1st December, 2019 and will remain valid till further orders.

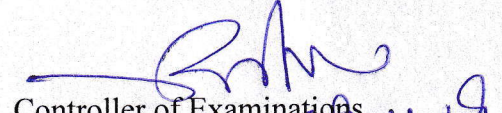
This order is issued with the approval of the Hon'ble Vice-Chancellor of the University.


Controller of Examinations
Date: 29.11.19

Memo No : COE/UHS/3274(17) /2019

Copy forwarded for information and necessary action to:

1. Pro Vice-Chancellor, WBUHS.
2. Registrar, WBUHS.
3. Director of Planning Board, WBUHS.
4. Inspector of Colleges, WBUHS.
5. Dean, Modern Medicine, WBUHS.
6. Dean, Dental Sciences, WBUHS.
7. Finance Officer, WBUHS.
8. Director/Principal,(all)
9. ODS, WBUHS.
10. Deputy Registrar, WBUHS.
11. Deputy Controller of Examinations, WBUHS.
12. Assistant Registrar, WBUHS.
13. Assistant Finance Officer, WBUHS.
14. Assistant Controller of Examinations, WBUHS.
15. OIC,(all) WBUHS.
16. P.A to Vice-Chancellor, WBUHS.
17. Office Copy, WBUHS.


Controller of Examinations
29.11.19

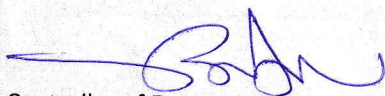
Annexure - I

[Enclosure to Memo No COE/UHS/3274/2019 dated 29.11.2019]

Rates of Remuneration of Examination-related Activities

Sl	Remuneration for	Unit	Rate (Rs)	Ceiling (Rs), if any	
				Minimum	Maximum
1	2	3	4	5	6
I Centre Expenses for Conduction of Examinations					
1 For Theory Examinations of all disciplines					
	All the Under Graduate, Post Graduate and Post doctoral Courses	Per student per Paper	12	600 per paper	18,000 (overall)
2 For Oral & Practical Examinations					
	1) Under Graduate Courses of Modern Medicine/Dental Sciences				
	i) No. of Students/Candidates upto 100	Per day per subject	1,500	NA	NA
	ii) No. of Students/Candidates from 101 to 150	Per day per subject	2,000	NA	NA
	iii) No. of Students/Candidates from 151 to 200	Per day per subject	2,500	NA	NA
	iv) No. of Students/Candidates above 200	Per day per subject	3,000	NA	NA
	2) Post Graduate Degree/Diploma & Post Doctoral Degrees including M.Phil/Fellowship of Modern Medicine & Dental Sciences	Per day per subject	2,500	NA	NA
	3) Courses of Other Disciplines				
	(i) Under Graduate	Per day per subject	1,000	NA	NA
	(ii) Post Graduate & M.phil	Per day per subject	1,800	NA	NA
II Remuneration of Officers involved in Examinations					
	1) Remuneration of Personnel involved in Pre-Examination Activities				
	i) Question Paper (QP) Setting	Each set of QP	500	NA	NA
	ii) Moderation of QP	Each set of QP	2,000	NA	NA
	iii) Validation of QP	Each set of QP	500	NA	NA
	2) In Examination Centres				
	i) Remuneration for Personnel				
	a) Principal as Adviser for each Examination	Lump sum	1,500	NA	NA

Rates of Remuneration of Examination-related Activities							
Sl	Remuneration for			Unit	Rate (Rs)	Ceiling (Rs), if any	
						Minimum	Maximum
1	2			3	4	5	6
		b)	Centre-In-Charge (if No. of students/candidates is upto 100)	Lump sum	1,000	NA	NA
		c)	Centre-In-Charge (if No. of students/candidates is more 100)	Lump sum	1,500	NA	NA
		d)	Account Officer	Lump sum	1,000	NA	NA
		(ii)	Practical Examinations for UG/PG/PD Degree/Diploma of all disciplines				
		(a)	Every External Examiner coming from outside the State of West Bengal	Per Day	2,000	NA	NA
		(b)	Every Internal Examiner or External Examiner coming from within the State of West Bengal	Per Day	1,000	NA	NA
		(iii)	Evaluation of Answer Scripts				
		(a)	Courses Other than Modern Medicine				
		(i)	Under Graduate	Each Answer Script	30	150 per Examiner	NA
		(ii)	Post Graduate	Each Answer Script	40	200 per Examiner	NA
		(iii)	Post Doctoral	Each Answer Script	40	200 per Examiner	NA
		(b)	Courses of Modern Medicine				
		(i)	Under Graduate	Each Answer Script	40	150 per Examiner	NA
		(ii)	Post Graduate	Each Answer Script	50	200 per Examiner	NA
		(iii)	Post Doctoral	Each Answer Script	100	500 per Examiner	NA
		iv)	Scrutiny of Papers (All disciplines)	Each Answer	5	200	NA
		(v)	Observer/ University Representative	Per Day	1,000	NA	NA
		3)	Re-Evaluation of Answer Scripts	Each Answer Script	Double the Normal Rate	500	NA


Controller of Examinations

29.11.19

Annexure – II

(Enclosure to Memo No COE/UHS/3274/2019 dated 29.11.2019)

Rules on Travel Expenditure

All the personnel when or to will be entitled to get reimbursement of the cost incurred by them during the tour in the shape of Travel Expenditure as per the norms/ principle contained herein after. This will be in addition to the remuneration entitled to them for different activities as laid down separately.

I. Journey-**1. Journey by Bus/Public Transport:**

Actual Expenses

2. Journey by Taxi, Cabs etc:

Least of the followings-

- i. Actual Expenditure
- ii. Taxi Fare @ Rs 15 per km
- iii. Rs 1,500.00.

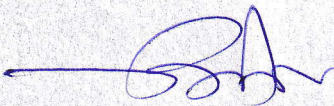
Note:

- a. Journey between places connected by train services should be performed by train. Local journeys (a journey to temporary duty point beyond 8 kms from the permanent duty point at Headquarters within a radius of 20 km thereof, is treated as local journey) may be performed by hiring Taxi subject to reimbursement of the amount as indicated above.
- b. For local journeys: External Examiners from outside the State may be entitled reimbursement of the cost of journey as prescribed under (1) and (2) above or Rs 400 (four hundred) only in lieu thereof as compensation towards road mileage and other incidental cost.
- c. For special locality like Sikkim, North-Eastern States etc reimbursement of actual Taxi fare may be considered, as a special case and on case to case basis, by the Head of the organisation.

3. Journey by Train

- i. Journey should be made by shortest route.
- ii. If journey made by AC 2 Tier Class or above, AC 2 Tier Fare is admissible. For Journeys by train where only sitting arrangement is available, if journey is made by AC Chair Car or above, the fare of Ac Chair Car will be admissible. If, however, any of the above journeys is made by any lower class, actual cost will be admissible.

Note: The ticket number and PNR should be quoted in the claim form duly supported by a copy of the ticket. If, however, the claimant forgets to provide the above, the Controller of Examinations, at his discretion and on the request of the claimant, may condone it.

4. Journey by Air:

 Controller of Examinations

29.11.19

- i. Actual air fare may be allowed subject to a maximum of Rs 15000 (fifteen thousand) only for both (to and fro) journeys subject to the following conditions:
- ii. Booking for air journey should be made immediately after receipt of request to perform duty as an examiner from the University and acceptance of the invitation by the examiner.
- iii. Only Lowest fare in economy class by shortest route only is admissible.
- iv. Tickets for Air flight may be booked for return/round journey.
- v. Break journey or detour is not allowed.

II. Daily Allowance

1. Meaning:

Daily Allowance is a uniform allowance for each day of absence from Headquarter at a place beyond a radius of 8 kms from the Headquarters which is intended to cover the ordinary daily charges incurred by an Officer in consequence of his absence while on tour.

Note:

- a. Raj Bhavan shall be treated as Headquarter in case of offices situated in Kolkata.
- b. Court House or Police Station shall be treated as Headquarters in towns other than Kolkata.

2. Rates of Daily Allowance:

Rs 2000 (rupees two thousand) only for all disciplines and courses

3. Admissibility of Daily Allowance:

Sl	Absence in Headquarters	DA Admissible
1	Not exceeding 6 hours	Nil
2	Exceeding 6 hours but not exceeding 12 hours	70%
3	Exceeding 12 hours	100%

Note:

- a. For the purpose of Daily Allowance, day means a calendar day reckoned from mid night to mid night.
- b. In case of journey by rail/bus/air the absence from headquarters shall be reckoned with reference to scheduled departure/ arrival time of rail/bus/air from/at railway station/bus-stand/airport.
- c. No Daily Allowance is admissible on Sunday or on holiday. If, however, such stay is essential for performing duties just before and after the Sunday or holiday, D.A may be allowed.
- d. In case the examiner/officer arrives on the preceding day of start of the examination or depart on the next day of end of the examination admissibility of D.A would be reckoned based on the foregoing principle. Beyond this no additional D.A would be admissible.

III. Reimbursement of cost of Hotel/ Guest House subject to production of bills/ money receipts in original:

i. Providing accommodation only without fooding:

- a. For Examination Centre and the Night Halt in Kolkata: Actual cost subject to maximum Rs 3000 (Three Thousand) only plus 50% of Daily Allowance per day.
- b. For Examination Centre outside Kolkata: Actual cost subject to maximum Rs 2000 (Two Thousand) only plus 50% of Daily Allowance per day.

ii. Providing accommodation as well as fooding:

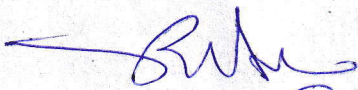
- a. For Examination Centre and the Night Halt in Kolkata: Actual cost subject to maximum of Rs 3500 (Three Thousand five Hundred) only per day. No Daily Allowance will be allowed.
- b. For Examination Centre outside Kolkata: Actual cost subject to maximum of Rs 3000 (Three Thousand) only per day. No Daily Allowance will be allowed.

IV. Fixed Travel Expenses for Centralized Evaluation of Answer-scripts:

If for any examination, centralized evaluation is arranged and no travel expenses with or without Daily Allowance is claimed by the examiners, the following fixed amount would be paid to the examiners as compensation towards travel expenses and incidental expenses:

- i. Examiner coming from outside Kolkata Metropolitan Area: Rs.1000 (Rupees One Thousand) only per day.
- ii. Examiner coming from any place within Kolkata Metropolitan Area: Rs.500 (Rupees Five Hundred) only per day.

Note: In case of the residence or place of ordinary duty point of any Examiner falls within Kolkata Metropolitan Area, it would be treated that the Examiner comes from any place within Kolkata Metropolitan Area.


Controller of Examinations 29.11.19