



**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**  
**DD – 36, Sector – 1, Salt Lake, Kolkata 700 064**  
☎: 2321- 3461, 2334-6602, /Ext. 224 & 225  
☎ Fax: 2358- 0100 E mail Id of COE : controller@wbuhs.ac.in

Memo No: COE/UHS/556/2020

Date: 26.06.2020

**ORDER**

The rates of remuneration and other expenditure for different activities relating to conduction of University Examinations and the Rules for Travel Expenditure have been prescribed vide this office Memo No. COE/UHS/3274/2019 dated 29.11.2019 read with Memo No. COE/UHS/3302/2019 dated 09.12.2019.

As per orders of the State Govt. and the Central Govt. a prolonged period of Lockdown has been continuing to prevent the spread of COVID-19. The normal train services and public transport system have been restricted.

Some University Examinations are being held during the prevailing Lockdown situation. The movement of the Examiners (mainly, External Examiners) is a part and parcel of the Management of the Examinations. A number of requests have been received for allowing actual car hire charges for movement of the Examiners.


After careful consideration of the situation, the Provisions of Para- 2 of the Part-I of Annexure-II to the Memo No. COE/UHS/3274/2019 dated 29.11.2019 are relaxed to the following extent for the journeys of the Examiners for conducting University Examinations during the Lockdown period.

**Reimbursement of actual Taxi/Cabs/Car hire charges or cost of own car**

1. When more than 1 (one) Examiner of a station (a Municipality or Municipal Corporation or a contiguous area thereof) are appointed as Examiners to an Examination Centre for same date(s), the journey should be made by one vehicle on sharing basis. In case it is not followed, the maximum admissible amount as prescribed hereinafter would be limited to the amount taking all the journeys performed by such Examiners as single journey by own car and the admissible amount would be calculated accordingly for distribution between/among the Examiners.
2. In case of use of hired Taxi/Cabs/Vehicle (commercial vehicle) the lowest of the following amounts would be reimbursed:
  - i. Actual hire charges,
  - ii. Rs.15/- (Rupees fifteen) only per km of journey (i.e. running km)In any of the cases, the Original Bill of car hiring (indicating the car no., starting time and point of journey and the end time and point of journey and the distance travelled) duly certified and signed by the Touring Officer(s) should be produced.
3. In case of journey by own car:
  - i. The actual cost of fuel consumed for the journey should be reimbursed. The allowable maximum consumption of fuel would be 1 (one) litre for 10 (ten) km. of journey. The original fuel bill should be produced indicating the car no., total distance travelled with an undertaking that the journey was made by own car/vehicle under signature of the Touring Officer(s).
  - ii. In addition to the cost of fuel, for the driver (if the car is driven by a driver) of the own car, an amount of Rs.300/- (Rupees three hundred) only per day involving night halt and Rs.150/- (Rupees one hundred fifty) only per day not involving night halt but absence from Headquarters is more than 12 (twelve) hours.

The above relaxation of the relevant Rules would be applicable for the Examinations held/to be held during the Lockdown period only. After withdrawal of the Lockdown by the Govt. normal Rules as mentioned hereinbefore would be applicable without any relaxation.

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


  
26.6.2020  
Controller of Examinations

Memo No: COE/UHS/<sup>556</sup> /1(17) /2020

Date: 26.06.2020

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.

  
26.6.2020  
Controller of Examinations