



**Office of the Controller of Examinations
VIDYASAGAR UNIVERSITY
Midnapore - 721 102**

Phone : (03222) 275-441/261-144, 276-554-555 Extn. : 419/418/416/451/483/500/531

To

**The Controller of Examinations
Vidyasagar University
Midnapore - 721 102**

NAME OF THE BANK
NAME OF BRANCH
BANK ACCOUNT NO.
IFSC CODE
MOBILE NO.

Sir,

In reference to your office letter no. VU/CE/PG / 20
dated 20 , I am submitting my remuneration bill for Rs.
(Rupees only) to act as a Paper Setter/
Moderator/Examiner/Reviewer/Tabulator in connection with the M.A./M.Sc./M.Com./MSW/MBA
/MCA/BLISC/MLISC/Psychological Counseling Semester
Examination for the year 201

Received Payment.

*Affix Revenue
Stamp for
payment
exceeding
Rs. 5000/-*

Signature (in full)
Name in Block letters
Designation
.....
Address
.....

(FOR USE IN THE FINANCE OFFICE)

Ledger Page Voucher No.
Rem. Reg. Page Cheque No.

Checked and passed for (Rs.) Rupees
..... only.

Checking Asst.

Accountant

Pay Rs.

The 201

Accounts Officer / Finance Officer

Subject _____ Paper _____ Semester _____ Full Marks _____
 Name (in full) _____ Ref. No. of the appointment _____
 letter VU/CE/PG/ _____ /201 _____ Dated _____

REMUNERATION STATEMENT

Nature of Work	Description of Work	Remuneration Due	
		Rs.	P.
Paper Set			
Moderation			
Papers Examined			
Conducted practical Examination			
Thesis or Project Examined			
Fee for Tabulation work			
Fee for Viva-voce			
Fee for Scrutiny			
TOTAL			

Statement Forwarded for releasing the payment

Checked by
 (Controller's Office)

Asst. / Dy. / Controller of Examinations

RATES OF REMUNERATION

Setting of theoretical	Paper upto 100 Marks	Rs. 300.00	upto 50 Marks	Rs. 150.00
• Moderation of theoretical	Paper upto 100 Marks	Rs. 300.00	upto 50 Marks	Rs. 150.00
Examination of theoretical	Paper upto 100 Marks	Rs. 12.00	upto 50 Marks	Rs. 6.00
• Practical Examinatin including Viva-voce	Upto 25 Marks Rs. 5.00	Upto 50 Marks Rs. 8.00	Upto 75 Marks	Rs. 12.00
			Upto 100 Marks	Rs. 15.00
• Viva-voce (thesis on M. Phil. Dissertation, Field work, Project work & Comprehensive etc.)	Upto 25 Marks Rs. 25.00	Upto 50 Marks Rs. 40.00	Upto 75 Marks	Rs. 50.00
Examination of M. Phil Thesis including Viva-voce	Rs. 200.00 per student (External Examiner)	Rs. 500.00 per student (Internal Supervisor)	Upto 100 Marks	Rs. 60.00
Scrutiny fee for each paper upto 100 marks : Rs. 1/- per script				

The remuneration will be divided equally among the examiners in case of more than one Examiner for the work under* mark provided the minimum remunaretion will be of Rs. 150/- for each item except item of viva-voce & Examination of Field report and scrutiny.

Tabulation (Including stationery and contingency)	4) 201 to 500 candidates	Rs. 700.00	
1) Up to 50 candidates	Rs.125.00	5) 501 to 1200 candidates	Rs.1000.00
2) 51 to 100 candidates	Rs.225.00	6) 1201 to 2000 candidates	Rs.1400.00
3) 101 to 200 candidates	Rs.375.00	7) Above 2000 candidates	Rs.1600.00

Moderation

Fee for stipendiary Moderator in each paper is fixed at per fee for half setting that paper. In case of more than one moderator the fees will be divided equally among the moderators.

Remuneration for conducting the Practical Examinations will be divided equally amongst the Examiners. It is to be noted that the Practical Examinations of a subject should be treated to have been conducted jointly by the Examiners.

Full remuneration is to be given to Examiners who may be appointed to look over a paper independently.

The remuneration will be at full rate if the paper is a full paper and it will be at half rate if the paper is a half paper. The number of Examiners for a paper or a half-paper will be two unless the appropriate authority otherwise decided in any special circumstances.

100 marks shall be regarded as equivalent to a full paper both for Theoretical and Practical Examination. Payment is to be made in proportion to the marks allotted for such examination.

Remineration for setting a paper is to be paid in accordance with total value of the marks for which a paper has been set, 100 marks being equivalent to full paper. Each Paper Setter will receive full or reduced fee according to the paper actually set.

If an Examiner is appointed to look over scripts in one or more paper in a subject for a particular examination, and if he has not been appointed Paper-Setter or Moderator (stipendiary) in that subject the fee paid to him/her shall not be less half the fee paid for setting one paper in that subject.

Wherever a fee is fixed for setting a paper or conducting an examination and no special provision is otherwise made the fee is to be equally divided amongst all the persons who take part in setting the paper or conducting the examination.

INSTRUCTIONS

- The statement form and the bill form should be carefully filled in and the bill drawn up according to the prescribed rates and rules. All items of remuneration in respect of a particular examination are to be given in the same statement form. Different forms are to be used for different examinations. The payee will then present the bill at the Controller's Office either personally or through a messenger, after having duly stamped signed it. When the bill will be ready for payment the University Cashier will send an intimation to the Payee to arrange for receiving payment. In no case payment will be made unless a receipt is given at the same time. The bill should always be signed through it need not necessarily be receipted before it is presented.
Note – Persons may forward the bill duly receipted by post to the Controller, as soon as possible the amount will be remitted by cheque.
- Government Office (excepting Officers of the Education Department of the Government of West Bengal) are to note their official designations and to furnish along with the bill a copy of the sanction of the competent authority as required under Fundamental Rules 46 and 46-A.
- In accordance with the provision of Section II (3) of the Amended Income tax Act. Income Tax at the maximum rate will be deducted from the honorarium due to persons outside Indian Union for remittance to the Income Tax-Officer concerned.

No arrangements for payment can be made unless and until the bills, duly filled in and signed, are received in the Controller's Office.