

No.F

Account

Voucher No.

Received from Registrar, Manonmaniam Sundaranar University, Tirunelveli,
a sum of Rs(Rupees
..... by Cash / Cheque
in payment of

Station

Date

Paid by me

Signature of Disbursing Officer

Signature

Name

Address

Re.1
Revenue
Stamp

N.B. Revenue Stamp for Re. 1/- should be affixed, If the amount exceeds Rs. 5000/- but no stamp be if the bill presented for payment was duly stamped.

Note: The payment is made subject to audit by the Director of Local Fund Audit, Chennai at the end of the financial year.



Separate forms Should be used for setting work and valuation work
மனோம்மனியம் சுந்தரனார் பல்கலைக்கழகம்
MANONMANIAM SUNDARANAR UNIVERSITY

Bill Passed for
Rs.

Memo of work done in connection with setting Question Papers / Valuing Answer papers for the
Examinations of _____ 201

| Examination and Subject | WRITTEN EXAMINATION | | | | | | PRACTICAL AND VIVA - VOCE EXAMINATIONS | | | | | | Total Rs. Ps. | | | | | | |
|-------------------------|-----------------------|-------------------------|----------------|-----|----------------|-----|--|---|---|---------------------------|------------------|---|------------------|-------------------------------------|-----|-----|--|--|--|
| | No. of | | Remuneration | | | | Prescribing work (No.of Batches) | No.of Candidates | | | Remuneration for | | | | | | | | |
| | Question Paper Set | Answer Papers Valued | For Setting | | For Valuing | | | Examined (Conducting Superintending and Valuing) | Registered (Preparing for the Examination) | Pre- -Scribing Work | | Conducting Superintending and Valuing | | Preparing for the Examination | | | | | |
| | | | Rs. | Ps. | Rs. | Ps. | | | | Rs. | Ps. | Rs. | | Ps. | Rs. | Ps. | | | |
| | | | | | | | | | | | | | | | | | | | |

A Revenue STAMP Should be affixed to the Bill When the amount exceeds Rs. 5,000/-

- i) It is certified that I am entitled to a minimum fee of Rs. 30/- or Rs. 50/- for the examination period January to June / July to December as I am not entitled for any other remuneration for the examination work during this period.
ii) It is certified that I have restricted my remuneration to the maximum of Rs. 10,000 /- for all the examination work done and Rs. 2,000/- for setting the Question papers for the examination period January to June / July to December.

NOTE: 1. Strike out which is not applicable.

2. The Bill should be countersigned by the Chairman / Chief of the Board.

Name and Official address _____
(in block letters) _____

Station _____

Date _____

Name of the Chief Exr.
(in Block Letters)

Pin Code _____

Countersigned (Chief / Chairman)

Re. 1
Revenue
Stamp

Signature

Attention is invited to the following rules framed by the Syndicate :

- i) Travelling allowance will be paid ONLY BY THE CHEAPEST ROUTE,
- ii) Travelling allowance can be claimed only after the return journey is completed. For this purpose travelling allowance will be paid provided the return journey is made within TEN DAYS from.
 1. the completion of University business on
 2. the date of meeting for which attendance was necessary.

Note : This limit of TEN DAYS applies also to the ONWARD JOURNEY in the case of UNIVERSITY Authorities, a total period of twenty days exclusive of the dates involved in the journey, will be allowed.
- iii) No mileage is admissible for journeys within Municipal limits, at a distance of 8 kms and less. No mileage will be paid for fractions of a KM.
- iv) Travelling on halting allowance will not be paid to members, if they have claimed the allowance from any other Public Body which enable them to attend the meeting of the University Body.
- v) For any period not exceeding one week between meeting of Boards or adjourned meetings if any Examiners will be paid detention allowance or travelling allowance for a second journey whichever is less. This rule will apply also for journeys made in connection with Practical Examination or any other University business at the same place or in different places.

Note: This rule will not operate in the case of meeting of University Authorities.
- vi) There will be a vacation period recognised by the University during the Midsummer vacation for purposes of travelling allowance to the member of university Authorities from 1 st April to 15 th July and for Teachers of the University from 1st May to 30th JUNE.
- vii) Additional and Assistant Examiners will be paid travelling allowance only from the station which is their usual place of business of wherever they must be at the time WHICHEVER IS CHEAPER, in respect of journey made to receive instructions from Chief Examiners for valuing answer papers or conduct of Practical Examinations.

The actual place of work notified as their address will be taken into account for purposes of travelling allowance and wherever they may come from they will be paid travelling allowance due to them only from their place of business to the place or meeting of Examinations.
- viii) a) No halting allowance will be paid in respect of journey s made within the University limits and/
b) No Travelling allowance will be paid in respect of journeys made within the Tirunelveli corporation Limits.
- ix) A member will be entitled to travelling allowance only if the journey is made from the usual place of business, if the return is made to a place other than from which the started travelling allowance for that journey will be restricted to that admissible for the onward journey.
- x) Examiners who are unable for causes beyond their control to go to the vacation address by the date already recorded by them will entitled to draw travelling allowance, from their usual place of business provided such travelling allowance does not exceed the travelling allowance admissible from the vocation address.
- xi) In the case of Question Paper setters who are residents outside Tamilnadu, travelling allowance from any place other than their place of residence may be admitted, provided it does not exceed the amount admissible, had they proceeded from their places of residence.
- xii) Members of University Authorities who are not attached to any particular institution will be paid travelling allowance for attending the meetings of the Authorities concerned only from their permanent address.
- xiii) TA Claims should be preferred within 3 months of the date of journey & LTC claims should be made within a month of the completion of the journey