

PROFORMA-I – THEORY EXAMINATIONS

Statement of Expenditure for the conduct of University Examination April/Sept.....at.....

Abstract

Section A

Date	No. of Candl dates	No. of Invigil ators	Remunerati on @ Rs.	No.o f Cler ks	Remuneration @ Rs.	No. of Peo ns	Remuneration @ Rs.	No. of Swee pers	Remunerat ion @ Rs.	No. of Scave ngers	Remunerati on @ Rs.	TOTAL Remuner ation @ Rs.
Total												

Section B

- 1. Remuneration to the Chief Supdt. :
- 2. " Additional Chief Supdt. :
- 3. " Senior Asst. Supdt :
- 4. " Scribe if any :
- 5. " Office Supdt. :
- 6. " Accountant :
- 7. " Typist :
- 8. " Conducting of examinations :
- 9. " Head load and paking :
- 10. " Stationary :
- 11. Charge for making preliminary arrangements :
- 12. Total Expenditure towards Practical Examinations :
- 13. Total No. of Candidates registered for the Exams. :

Grant Total (A + B) =

N.B.

- 1. Original Cash Bills to be attached/Acquittance to be attached with vouchers.
- 2. Actual days of duty to be specified wherever necessary.
- 3. A copy of advance order to be attached.

PROFORMA II
Section A

BILL OF CHARGES ON ACCOUNT OF PRACTICAL EXAMINATION

M.Sc./B.Sc...../B.Com.....Year Practical Examination

Date:.....

Centre:.....

Time & Duration:.....

Remuneration	No. of Candidates in each Batch	Rate	Amount	Total	Signature
I. Skilled Assistants: 1) 2)					
II. Laboratory Staff:					
III. Mechanic:					
IV. Store/Herbarium Keeper:					
V. Sweeper:					
Total					
VI. Cost of Material:					
GRAND TOTAL					

Place:

Signature of External Examiner 1)
2)

Date:

Chief Superintendent

