

Examination Related Reimbursements

(Examination Duty, TA, DA etc...)

With Effect From 01.09.2022

Following Honorarium/Remuneration is Applicable to the experts/examiners/faculty or other officials invited/deputed for exam related work

1. Theory Examination

A. Pre-Exam Duty

Duty Type	Remuneration
Manuscript Generation (Setting up question paper for final examination)	INR 1000 /- for Diploma & UG programs
	INR 1200 /- for PG & Ph.D. programs

B. During-Exam Duty

Duty Type (Diploma / UG / PG / Ph.D.)	Remuneration
Exam in Charge	INR 350 /- per session
Senior Supervisor ▪ One Senior Supervisor at every 6 blocks	INR 300 /- per session
Squad Members	INR 300 /- per session
Junior Supervisor	INR 250 /- per session
Exam Support Staff (Stationary & Numbering) ▪ One staff members up to 6 blocks ▪ Two staff members after 6 blocks	INR 250/- per session
Administrative Charges (Student Section and Account section)	INR 4/- per student per exam
Peon	INR 125 /- per session

C. Post-Exam Duty

Duty Type (Diploma / UG / PG / Ph.D.)	Remuneration
Answer Books Assessment	INR 25 /- per Answer Book

2. Practical / Viva Voce Examination (Only for External)

A. External Examination (Diploma / UG / PG Subject Viva / Practical)

Duty Type	Remuneration
External Examiner	INR 500/- per day + T.A + D.A
Internal Examiner	INR 350 /- per day
Lab Support Staff	INR 250 /- per day
Peon	INR 125 /- per day

B. External Examination (PG Dissertation)

Duty Type	Remuneration
External Examiner (Dissertation Reviewer)	INR 2000 /- per day + T.A + D.A
Internal Examiner	INR 1000 /- per day

C. External Examination (Ph.D. Reviews)

Duty Type	Remuneration
Thesis Evaluators	INR 5000 for Local & 100 USD for International Per thesis evaluation
External Expert (DRC Meetings, Synopsis Meeting & Open Defense)	INR 2000 /- per day + T.A + D.A
Internal Supervisor	INR 1500 /- per day
Departmental Subject Expert	INR 1500 /- per day

Note:

1. Applicable T.A. & D.A. will be as per the Annexure -1 & 2
2. Remunerations/Honorarium will be paid to only those staffs who are deputed for exam related duties by Exam in Charge / Dean / COE / Registrar / VC.
3. External Practical Viva for UG programs is to be considered from 3rd year and onwards.
4. External Practical Viva for PG programs is to be considered from 1st year and onwards.



Norms for Travelling Allowance (T.A)**1. If the Examiner travels by the own car**

Fuel Type	Rate / KM
Petrol	INR 10 /- + Applicable Toll Tax
Diesel	INR 8/- + Toll Tax (if any)
CNG	INR 5 /- + Toll Tax (if any)

Note:

- Examiner must present a valid RC book copy of the vehicle clearly mentioning the fuel type stating his/her name.
- In case, the RC book does not contain examiner's name, then examiner is required to provide undertaking of the car belonging to one of his/her relative with whom he/she serve blood relation. Also, attach the proof for the same.
- For claiming Toll Tax, examiner must provide valid print outs of Fast Tag / Toll Plaza receipts.
- For examiners claiming CNG, rates of petrol will be only paid if there is no CNG gas station within 75 kms range of the university. The undertaking for the same is to be given by the examiner.
- If in case, the fuel type is not clearly visible in the RC book copy, then the travelling allowance will be reimbursed at the rate of INR 5 /- per kilometer.
- If in case, the examiner does not present RC book copy, then the travelling allowance will be reimbursed from the rates of GSRTC Volvo/similar bus or Train AC Chair Car/3-Tier AC (whichever is less).
- For reimbursement, the google maps will be used to calculate the distance between examiner's institute and university. (A variation of maximum 10 kms both ways will be allowed)
- When two examiners from the same center come to the same exam center in a single vehicle on the same day, then the travelling allowance for only one car at the applicable rate will be admissible.



- It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement amount is found incorrect, then the university holds the right to take appropriate actions.

2. If the examiner travels by scooter

- The reimbursement at the rate of INR 3 /- per kilometer will be made.
- For reimbursement, the google maps will be used to calculate the distance between examiner's institute and university. (A variation of maximum 10 kms both ways will be allowed)

3. If the examiner travels by taxi / bus / train / flight

- If travelled by taxi to the university, the examiner can claim the exact taxi charges or **actual kilometers travelled at INR 8 per kilometer (whichever is less)** for reimbursement. A copy of the bill of the taxi is required to be submitted.
- If travelled by bus to the university, the to and fro rates of the bus will be reimbursed to the examiner. A bus ticket is required to be submitted.
- If travelled by train, the actual charges or maximum 3-tier AC charges (whichever is less) will be reimbursed to the examiner for to and fro journey. A train ticket is required to be submitted.
- If travelled by flight, the actual charges or maximum of 2-tier AC charges (whichever is less) will be reimbursed to the examiner for to and fro journey. A flight ticket is required to be submitted. If in case, the flight is the only option to travel and the same is to be claimed for reimbursement, then in such case, the examiner must inform the university well in advance and get the acknowledgement of the same from Vice Chancellor. The examiner must submit the request email as well as acknowledgement email to the university along with flight tickets.
- If in case, the examiner does not present taxi bill / bus ticket / train ticket / flight ticket, then the travelling allowance will be reimbursed from the rates of GSRTC Volvo/similar bus or Train AC Chair Car/3-Tier AC (whichever is less).
- It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement amount is found incorrect, then the university holds the right to take appropriate actions.

For Electronic Fund Transfers:

Examiner has to provide the Bank Cancelled Cheque OR Passbook Front Page



Norms for Dearness Allowance (D.A)

Particulars	Allowance
Travelling Kilometers are less than 50 kms (One Way)	INR 200 /- per day
Travelling Kilometers are more than 50 kms (One Way)	INR 400 /- per day
Accommodation	Provided by the Darshan University

Note:

- A. It is the responsibility of the examiner to claim and verify the reimbursement amount before submitting it to the authority and if in case the reimbursement is found incorrect, then the university holds the right to take appropriate actions.
- B. For Electronic Fund Transfers, a Cancelled Cheque OR Passbook Front Page is required.

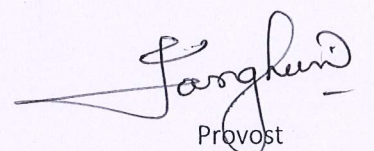
Approved By:



Controller of Examination



Registrar



Provost

