

Guidelines for CV Camp closing- Instructions to be followed by the Chairpersons while submitting remuneration and TA / DA bills pertaining to CV Camp .

a) A copy of appointment order of Chairpersons / Co-ordinator should be submitted along with the bills.

b) The Chairpersons should submit the attendance register, issue register, remuneration bills, TA/ DA bills and contingency vouchers to the auditing team.

c) A self declaration stating that the amount claimed in the remuneration bill is after deducting mandatory number of scripts valued (Applicable for CV camps conducted wef 29.03.2017).

I. Maintenance of Attendance Register

a. Name of the camp, month and year should be written legibly.

b. The names of examiners and CLR Assts should be entered in the following order:

(i) Chairperson

(ii) Chairperson's Additional

(iii) Chief

(iv) Additional of Chief.

c. Holidays should be mentioned in the register

d. Signature of each examiner is compulsory.

e. Full name and college, whether Self Financing/ Guest/ Retd should be mentioned.

II. Maintenance of issue Register

a) The names of examiners should be written as per the order in attendance register.

b) Stock register should be maintained (Total no. of answer scripts, No. of answer scripts distributed to each examiner etc.)

c) Equal distribution of answer scripts among the additional of each Chief should be done.

d) Date of issue, false number, No. of answer scripts should be written, the signature of Chief and additional should be made in the respective columns.

e) Total number of answer scripts issued to each additional should be written in the issue register.

III. Remuneration Bills

a) Every column should be filled up properly.

b) Mention whether SF/ Guest/ Retd on the right corner of the bill

c) False numbers should be entered in the respective column to calculate the total number of answer scripts valued by each examiner.

- d) Signature of Chairman/ Chief/ Additional is Compulsory.
- e) Claim should be written both in figures and words.
- f) Revenue stamp should be affixed if the sum is above Rs.5,000/-
- g) Each Chief should keep a facing sheet showing the names of additional and the no. of answer scrips valued.

IV. TA/ DA Bills

- a) Year, month, full name, designation, name of college, basic pay, whether SF/ Guest/ Retd should be written
- b) Every column should be filled (Eg: Date, From, To, mode of journey etc).
- c) CA/ DA should be mentioned clearly.
- d) Signature of Chairman and additional is compulsory.
- e) Time of arrival/ Departure should be mentioned if the distance is more than 50 km.
- f) The amount should be written both in figure and words.

V. Contingency.

- a) The certificate and receipt of CLR assistants should be filled and the home address should be written on the receipt.
- b) A certificate authorised by the concerned section of PB is necessary if the University is not supplying sufficient no. of Question Paper, Answer Key and stationery items to the Chairpersons of each CV Camp.

Balan Chirayil

Deputy Registrar