

Name of Bank
 Branch
 Account No.
 Mobile No.

IFSC Code
 MICR Code
 Branch Code

FORM No. 17 (E)

THEORY

Voucher No. Examiner No. PAN No.

- Note :- (i) Theory examiners are required to send their reports invariably along with their remuneration bills. In case the bills are not accompanied with the examiner's reports, payment of the bills will be with held till these have been received in this office. If the bills are delayed, the reasons for the delay maybe mentioned.
- (ii) Postal receipts in connection with the expenditure incurred should invariably be pasted to the bill after noting down details in the statement given overleaf. No other charges are permissible.
- (iii) Permanent Account Number of Income Tax (PAN) be invariably mentioned by the examiner.

UNIVERSITY OF RAJASTHAN, JAIPUR

Bill for setting question-paper, marking answer-books etc.

University Examination, 201.....

Name of the Examiner (IN BLOCK LETTERS)

.....(Emp. ID Code)

Home Address (to which cheque is to be sent)

(to which cheque is to be sent)

Name of the examination, subject and paper; in which examiner

Code No. of Centres of which answer-books received	No. of candidate registered at the centre	No. of absentees at the centre	No. of answer-books actually examined	REMUNERATION FOR				Total	Remarks
				Setting the question paper	Examining answer-books	Conducting viva-voce			
						No. of candidate	Amount		

Certified that there was no delay / there was day's delay in the despatch of marks and/ or report. Add postal charges as per statement and postal vouchers overleaf

Grand Total Rs.

I have submitted the model answer key along with the question paper Amount in words

(Signature of the Examiner)

RECEIVED PAYMENT

Signature of the paper setter

For use in the University Office

Signature on One Rupee Revenue Stamp it exceeding Rs. 5,000/-

Total remuneration claimed Rs.

Deduction as per details below :-

- (1)
- (2)
- (3)
- (4) No delay & No. error

Pay Rs. Remuneration to Examiner

Asstt. Registrar (A & F)/C.E. & F.A.

Net Total Paid Rs. by cheque Net amount Rs.

Net Amount payable Rs. on account of T.W.F. Rs.

No. dated201..... Total Rs.

Remuneration. Entry made in the bill register.

Dated Section Officer (Exam.) Dated Section Officer (Accounts)

THEORY WORK Statement showing the Postal Charges incurred in connection with the examinations on registered letters, parcels, telegrams and letters under certificate of posting.

S. No.	Particulars of correspondence	Receipt No. and Date	Postal Amount		Enclosures No.	Remarks
			Rs.			

Certified that the above expenditure was incurred by me in connection with the examination work entrusted to me.

(Signature of the Examiner)

Scale of Remuneration of Examiners

S. No.	Name of Examinations	Proposed Rate
1.	B.A., B.Sc., B.Com. (Pass & Hons.), B.P.Ed., B.Sc. Home Science, B.Sc. Bio-Tech., B. Lib. Sc., B.Ed., Shiksha Shastri LL.B.(A/P). B.A. LL.B (Semester Scheme), Certificate Course in Dramatics, Certificate / Diploma in Adult Education, Proficiency Test in Hindi / English. All Certificate / Diplomas courses of under graduate level including Foreign Languages, B.Mus./B.F.A., B.H.M.C.T., B.C.A., B.B.A.	
	For setting each question paper in full	
	with model answer key	2500/-
	without key	1000/-
	For setting each section of Paper	
	with model answer key	1250/-
	without key	500/-
	For marking each Answer book in full or part with a minimum of Rs. 500/-	20/-
	To each Head examiner for supervising the work of each co-examiner.	500/-
	N.B.: Where the part of question paper containing objective type question/descriptive type questions is provided separately, both parts of the question paper shall be treated as separate paper for the purpose or remuneration for setting the question paper, Separate remuneration shall be paid for both the parts of such question paper. Remuneration for evaluation of answer book shall include evaluation of objective type and very short answer type questions.	
2.	All Post-graduate Diploma including Law, All M.A., M.E.S., M.Sc., M.Sc., (Home Sc.), M.Com., M.B.A. (Day/Executive courses) M.Ed., M.Lib., Sc., LL.M., M.C.A., M.Mus., M.F.A., M.J.M.C., M.P.E., M.I.B., M.F.C., M.Tech., C.T.	
	For setting each question paper in full :-	
	with model answer key	3000/-
	Without key	1200/-
	For setting each section of the question paper (A or B) :-	
	with model answer key	1500/-
	without key	600/-
	For making each Answer-book in full or part with a minimum of Rs. 600/-	30/-
	Each Head-examiner for Supervising the work of this Co-examiner.	500/-
	For examining each candidate in Viva-voce in M.A./M.Sc. and M.B.A. (Day & executive) with a minimum of Rs. 500/- to each Examiner (Internal/External)	15/-
	For reading the Thesis/Dissertation of M.A., M.Sc., M.Com., and LL.M. (to each examiner) with a minimum of Rs. 900/- to each examiner.	300/-
	For conducting the Viva-voce test (wherever prescribed) on the thesis/dessertation/Project for the above examinations) per candidate with a minimum of Rs. 900/- to each examiner.	25/-
	For Reading the M.B.A. Project Report (Day/Executive) (Internal Examiner) per candidate	75/-

S. No.	Name of Examinations	Proposed Rate
3.	B.E., B.Arch., B.Tech.	
	For setting each question paper in full :-	
	with model answer key	2500/-
	without key	1000/-
	For setting each section of paper :-	
	with model answer key	1250/-
	without key	500/-
	For marking each Answer book	20/-
4.	P.G. Degree/Diploma in the Faculty of Ayurveda and Engineering	
	For setting each question paper in full :-	
	with model answer key	3000/-
	without key	1200/-
	For examining thesis to each examiner	1200/-
	For making each Answer book	30/-
5.	Doctorate Degree	
	For reading the Thesis of Ph.D.	1500/-
	For practical/Viva-voce Examination of Ph.D.	1200/-
	For reading the Thesis of D.Litt. or D.Sc. Degree	2250/-
	For Viva-voce examination of D.Litt. or D.Sc.	1200/-
	M.Phil. Examination	
	For setting each question paper in full :-	
	with model answer key	3500/-
without key	1500/-	
	For marking each answer book (with a minimum of Rs. 500/-)	50/-
	For assessing the Dissertation and conducting Viva-voce	600/-
6.	The following shall be the remuneration to Tabulator & Checker	
	(i) For tabulating the results of Main examination per candidate to each Tabulator (with a minimum of Rs. 200/-) to each Tabulator.	6/-
	For checking the results of Main examination per candidate to each checker (with minimum of Rs. 100/- to each checker)	3/-
7.	Remuneration to be paid to an examiner shall be restricted per annum as under :-	
	(i) In general cases	100000/-
	(ii) In such subject where separate remuneration is paid for setting the part of question paper (essay type question and objective type questions)	100000/-

Deductions shall be made from the remuneration bills unless condoned by the University in special cases.

S. No.	Delay / Errors	Deductions
For delay		
1.	Delay in despatching marks to Principal / Coordinator / University	Rs. 50/- per day of delay.
2.	Delay in returning the marked answer-books	Rs. 50/- per day of delay.
3.	Delay in despatching the examiners reports	Rs. 10/- per day of delay.
For Errors and omission		
1.	Entry of marks against wrong Roll Nos.	Rs. 50/- per mistake
2.	If marks in the award list differ from those shown on the answer-books	Rs. 50/- per mistake
3.	Omission to enter marks in the award list	Rs. 50/- per mistake
4.	Omission to write absent in the award-list	Rs. 10/- per mistake
5.	Omission to assess an answer or a part thereof.	Rs. 50/- per mistake
6.	If marks in the award list differ in words and figures.	Rs. 50/- per mistake
7.	Omission to fill in the bottom entries in the award-list	Rs. 20/- per leaf.
8.	Posting of marks in a wrong order i.e. not in the ascending order of Roll Nos.	Rs. 20/- per Leaf.
9.	Any other mistake found on scrutiny of answer-books	Rs. 50/- per mistake
Note : Half the amount of the bill shall be paid to an examiner when the penalty for delays and the mistakes etc. exceeds half the amount of the total bill.		

Note : Where a paper is divided in two sections, one section of which is set and marked by a separate examiner, half setting fee and full marking fee shall be paid.

UNIVERSITY OF RAJASTHAN, JAIPUR

N.B. :- This Memo must be sent by every examiner alongwith this bill.

Name of Examiner Examiner Number

1. Account of Answer-books
- (i) Total No. allotted
- (ii) Absentees
- (iii) Actual No. received and marked
2. Date of receipt of answer-books by the examiner
3. Date of despatch of different instalments of awards-list
4. Date of despatch of marked answer-books
5. Date of despatch of examier's report

Date

Signature of the Examiner

Place

..... Paper

Tel.

..... Examination, 201.....