



KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act-XII of 1956)

("A" Grade, NAAC Accredited)

No.CP-IV/14/ 9332-34

Dated: - 25/3/2014

To

All Principals of the Colleges,
Affiliated/Maintained by Kurukshetra University,
Kurukshetra.

Subject: - Payment of remuneration to the Laboratory staff/Asstt. Superintendent.

Dear Sir/Madam,

This is to inform you that as per orders of the Registrar, K.U. Kurukshetra dated 23.02.2014 regarding payment of the remuneration to the Laboratory staff/Asstt. Superintendent for practical examinations. The Principals of the Colleges are requested to forward the bills of Lab Staff/ Asstt. Supdt. of all classes/subjects of one session in one lot is enclosed Performa (supplied by the Accounts Branch) mentioning the name of the claimant and amount, containing Bank Account No. Name of the Bank, Name of the Branch (Payable at), Bank Code No, IFSC Code No, of the College so that the payment can be sent through RTGS promptly. No separate bills/Individual bills will be accepted by this branch. The new guidelines may be affected from the practical examinations of March/April, 2014.

Yours faithfully,


Assistant Registrar (Conduct)

Endst. No. CP-IV/14/_____

Dated: _____

Copy of the above is forwarded to the following for information & necessary action:

1. Assistant Registrar (Accounts), K.U. Kurukshetra.
2. Head, IT Cell for upload the same at University Website: www.kuk.ac.in.


Assistant Registrar (Conduct)

KURUKSEHTRA UNIVERSITY KURUKSHETRA
(Establishment by the State Legislature Act XII of 1956)
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Remuneration bills of Laboratory Staff for the Practical Examination of College _____
_____ for session _____.

1. One bill may be submitted for full one session.
2. Payment will be made for two session only in a day for working in various practical labs.

Name _____ S/O or D/O _____

Address _____

Designation _____

Qualification _____

Duty performed as _____

Name of Examination _____

Particulars of Exam Class & Subject	Date & Session (M./E.)	No. of Candidate in one batch.	Rate	Amount (Rs.)	Signature of Examiner

Total _____ **Signature of the claimant** _____

(Signed by the Principal)

FOR USE IN ACOOUNT BRANCH

Budget Head _____

Pay Rs. _____

Rupees _____

FOR USE IN AUDIT ONLY

Pre-Audited and Passed

For Rs. _____

Rupees _____

Clerk _____ **Assistant** _____ **Supdt.(P)** _____

Auditor _____ **Sr. Auditor** _____ **Joint Director** _____

Note: Principal is requested to forward the bills of all classes/subjects of one session in one lot along with the statements of bills including amounts payable. No bill without forwarding letter of Principal will be entertained.

Remuneration bill of Assistant Superintendent for the Practical Examination of College _____
_____ for session _____.

1. One bill may be submitted for full one session.

Name _____

Address _____

Designation _____

Qualification _____

Duty performed as _____, I.D. No.(if any) _____

Name of Examination _____

Particulars of (M./E.) Exam Class & Subject	Date & Session	No. of Candidate in one batch	Rate	Amount (Rs.)	Signature of Examiner
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Total _____ **Signature of the claimant** _____

Certified that :

1. The person names in the bill were actually engaged in assisting the practical examiners during the days noted against the name of each and worked satisfactorily
2. There was no internal examiner in this class & subject.

Signed by the Principal

(With official stamp)

FOR USE IN ACCOUNT BRANCH

Budget Head _____

Pay Rs. _____

Rupees _____

Clerk _____ **Assistant** _____ **Supdt.(P)** _____

FOR USE IN AUDIT ONLY

Pre-Audited and Passed

For Rs. _____

Rupees _____

Auditor _____ **Sr. Auditor** _____ **Joint Director** _____

Note: 1 .Full address and qualification of each Assistant Supdt. must be given to ensure speedy payment.

2. Appointment of Assistant Supdt. is applicable only where there is no internal Examiner