



**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM  
& COMMUNICATION, BHOPAL**

**AMENDMENT IN ITEM No. 28 OF EXAM MANUAL**

**RATES OF REMUNERATION**

**FOR THEORY EXAMINATION CENTRE**

**(EFFECTIVE FROM DEC. 2014-JAN. 2015 EXAM)**

**1. Exam Centre Superintendent:-**

**One in each shift.**

- a) Rs. 250/- is payable towards Remuneration, per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

**2. Assistant Superintendent:-**

**One upto 200 candidates or a part thereof in each shift.**

- a) Rs. 200/- is payable towards Remuneration, per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

**3. Invigilator :-**

**Two Invigilators upto 24 students or a part thereof. One additional Invigilator per shift in corridor.**

- a) Rs. 125/- is payable towards Remuneration, per shift of Examination.
- b) No remuneration will be permissible for pre & post Exam work. Before the commences of Examination, all the Invigilators may be invited for a briefing session. Those who attend the briefing session shall be entitled to conveyance allowance but no remuneration will be paid for the briefing session.

**4. Office Assistant :-**

**One upto every 350 candidates or a part thereof.**

- a) Rs. 125/- per shift of Examination as Remuneration.
- b) Extra Remuneration equivalent to one day only, for pre-examination work of the whole examination.
- c) Extra Remuneration equivalent to one day only, for post-examination work of the whole examination.

**5. Stock Entry Clerk :-**

**One person daily for Exam Days.**

- a) Rs. 150/- per day towards Remuneration.
- b) No remuneration will be paid for pre & post Exam work.

6. **Peon :-**

**One upto 100 candidates or a part thereof and One for Control Room. Peons so engaged will also work as waterman.**

- a) Rs. 100/- per shift of Examination.
- b) Extra Remuneration equivalent to one shift only, for pre-examination work of the whole Examination.
- c) Extra Remuneration equivalent to one shift only, for post-examination work of the whole Examination.

7. **Sweeper :-**

**One person daily for Examination days.**

Rs. 100/- per day as Remuneration.

8. **Conveyance Charges :-**

Conveyance charges shall be payable to Examination Centre Superintendent, Asstt. Superintendent, Invigilators, Office Asstt., Stock Entry Clerk, Peon & Sweeper at following rates:-

- (i) At district and Tehsil places - Rs. 150/- per day.
- (ii) At Divisional level places - Rs. 250/- per day.
- (iii) In State Capitals (Non-Metro) - Rs. 250/- per day.
- (iv) For Metro-Cities - Rs. 300/- per day.

9. **Incidental Expenses :- Rs. 25,000=00 maximum as Incidental/Generator charges.**

If there is, inadequacy of light in a room due to power-cut at some places, Generator or Partromax may be hired. The original bill and receipt along with proper justification of expenditure and the formalities completed for quotations and work order, should be sent to University. **Verification by observer/Flying squad is necessary.**

10. **Hiring charges for premises :-**

This covers and includes furniture, building, seating, electricity, fans, light, water, waterman, toilet, sweeping, dusting and cleaning arrangements alongwith other facilities for students for theory Examination. Temporary sheds, if necessary, be prepared for toilet facilities to students. Following hiring charges are permissible for the premises.

- a) Rs. 5/- per day per student **registered** for the Examination.
- b) Minimum Rs. 500/- for the whole Exam period subject to 100 candidates.
- c) For the KV premises, norms laid down by KVS Delhi shall apply.
- d) Principal of KV shall claim as per (C) and not as per (A).
- e) **One utilization certificate be given to this effect. Detailed vouchers**, if any may be retained at the Examination Centre.
- f) According to the number of students, separate toilet arrangement for Boys and Girls examinees should be made. The expenses so incurred for such toilet arrangement will be met by the University.
- g) According to the number of students, temporary toilet for Boys and Girls separately may be erected in case regular toilets for ladies and gents are insufficient. The expenses so incurred for such toilet arrangement, will be reimbursed on production of bills and vouchers.

11. **Stationery, cloth and Packing Material alongwith the following items :-**

- (A)(1) Stapler (2) Staple Pins (3) Twines (4) Stamp Pads  
(5) Candles (6) Match Box (7) Craft Papers (8) Typing Paper  
(9) Duplicating Paper (10) Photo-copy Paper (11) Envelopes (12) Pencils  
(13) Ink (14) Scale  
(15) Polythens Sheets to warp the Cartons to make them water-proof  
(16) Strong & stout Cloth for bundles of answer books  
(17) Sewing materials (poker, sutli, thread, etc.)  
(18) Gunny beg to cover cartons (19) Other materials

- b) Registered number of student/examinees upto 500 maximum Rs. 4000/- for the whole exam period. If registered number of student/examinees are 500 upto 1000 maximum Rs. 5000/- & registered number of student access of 1000 maximum Rs. 6000/- for the whole exam period. In case the expenses incurred is more than the limit prescribed, prior sanction of Registrar of the University would be necessary.
- c) One utilization certificate only be given to this effect. Detailed vouchers may be retained at the Examination Centre.
- d) OMR answer books should be sent in cardboard box. Answerbooks should be packed paper code-wise in an envelope and then put into the cardboard box. The cardboard box should be sealed in corresponding coloured cloths. Envelopes and cardboard box can be purchased from the advance which is given for this purpose as follows.
- |                        |   |                            |
|------------------------|---|----------------------------|
| 1. Upto 500 Students   | : | 750 for whole examination  |
| 2. Upto 1000 Students  | : | 1000 for whole examination |
| 3. Above 1000 Students | : | 1500 for whole examination |

**N.B.** Colours of stout cloth and ink are mentioned in para 17.4 of the manual. The packing should be done accordingly.

12. **Postal Charges :-**

- (i) **Actual expenditure on production of original receipts. Consolidated expenditure may kindly be listed. Anticipated expenditure will not be allowed without postal receipt.**
- (ii) **Local conveyance charges of Rs. 100/- Per day is payable for carrying answer sheets from exam centre to the post office. This expenditure will be approved on the basis of certification of exam superintendent.**

13. **Deduction @5% :-**

**For every Honorarium/ Remuneration paid by the University for Examination Purposes, the recipient of the Honorarium/ Remuneration will have to pay an amount @5% as deduction for Teacher/Officer/Employee Welfare Fund. This amount is to be paid by way of Bank Draft or can be adjusted against advance amount.**

- Note:** (1) The formate (Ex-41/EC-13) prescribed for Remuneration Bill should be completely filled and duly signed by superintendent,, AS, Invigilators., Clerk/Class III and Peon/Class IV persons claim and receipt of remuneration. Room number, Class and Strength of the student must be necessarily mentioned for each shift day on each day.
- (2) In case the Examination Centre Superintendent requires any amount other than the heads prescribed he should submit, headwise expenditure with full justification prior to the commencement of the examination for additional requirement. The University will consider the proposal received keeping the financial aspect in view and will intimate their decision at the earliest.


  
Registrar

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM AND  
COMMUNICATION, BHOPAL**

**T. A. RULES FOR OBSERVER/FLYING SQUAD  
(EFFECTIVE FROM DEC. 2014-JAN. 2015 EXAM)**

- I. a) The actual rail fare for traveling in AC-II, AC-III class or AC Chair Car class shall be reimbursed on production of original tickets/photocopy thereof or providing ticket number. Otherwise rail fare for sleeper class shall be reimbursed.
- b) If journey is performed by Taxi/Own Car the TA claim will only be considered in case of journey to places which are not connected by rail. **Prior permission of the University will be necessary, if journey between places connected with rail is to be performed by own car or taxi however no prior permission is required for journey up to 100 K.M.**
- University may pay traveling allowance @ Rs. 4.50/- per Km for journey performed by Own Car.
- University may pay traveling allowance @ Rs. 9/- per Km for journey performed by Taxi.
- On production of original bill, receipt and duty slip of Taxi or declaration regarding journey performed by Own Car mentioning the vehicle number supported with toll tax receipts, petrol bills and photocopy of the registration book the T.A. so claimed shall be admissible for one time to and fro journey. No local Conveyance shall be payable in such case.
- c) In case Observer/Flying Squad is local, taxi charges @ Rs. 1000/- per day is payable. Payment will be made on production of original receipt.
- II. **The maximum permissible limit of hotel for stay at hotel i.e. Room Rent :-**
- a) Rs. 2000/- per day (Excluding Taxes) for 'A' class cities and Metros (viz. New Delhi, Mumbai, Kolkatta, Chennai, Bangalore, Hyderabad/Secunderabad, Ahmedabad, Kanpur and Pune).
- b) Rs. 1500/- per day (Excluding Taxes) for State capitals and Divisional Head Quarters.
- c) Rs. 1000/- for places other than "A" class cities metros, State Capitals and Divisional Head Quarters.
- d) Production of actual bills of hotels guest house is necessary. If actual bills of hotel are not produced then maximum permissible charges towards stay shall be restricted to Rs. 300 / - per day.
- e) Payment of hotel guest house will be admissible only if one stays for 6.00 hours and above.
- III. **The D.A. shall be paid at the following rates :**
- a) Outside State Rs. 400/- per day.
- b) At Divisional Head Quarters Rs. 300/- per day.
- c) Places other than Divisional Head Quarters Rs. 200/- per day.
- IV. Incidental charges for transit, transportation, coolie etc. will be admissible @ Rs. 400/- for to & fro journey on production of original bill receipt. **If original bills/receipts are not produced then admissible incidental expenses will limit to Rs. 200/- for the entire journey.**
- V. **Remuneration/Honorarium :-**
- a) Observers are entitled to an **honorarium at the rate of Rs. 400/- per shift which includes local conveyance.** However only for Metro cities Rs. 300/- per day shall additionally be paid towards local conveyance.
- VI. **Deduction @5% :-**
- For every Honorarium/ Remuneration paid by the University for Examination Purposes, the recipient of the Honorarium/ Remuneration will have to pay an amount @5% as deduction for Teacher/Officer/Employee Welfare Fund. This amount is to be paid by way of Bank Draft or can be adjusted against advance amount.

24.12.2014

  
24/12/14  
Registrar  
