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## SCHOOL OF DISTANCE EDUCATION UNIVERSITY OF KERALA

University Senate House Campus, Palayam, Thiruvananthapuram—34

*(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as  
University of Kerala by the Kerala University Act of 1957 and presently governed by the  
Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)*

SDE/Admn/Exam Rem/2014

### CIRCULAR

Sub:- Remuneration for the conduct of Exam – IDE/PVT. REGN./L.S.C. Candidates – 2014.

All Chief Superintendents of Exam Centres where conducted Examinations of IDE/PVT.REGN./LSC candidates for the year 2014 are informed that certain defects have been noted in the bills submitted by them.

The following sets of documents are essential for processing the bills and effecting payment.

1. A statement showing the number of students registered and appeared in each session (FN/AN) of each examination.
2. Coursewise/subjectwise list of students registered for each examination.
3. Copies of University Time Table of Examinations held in the Centre.
4. Bill of Charges and Corresponding Vouchers of all claims.
5. Daywise and subjectwise Bill of charges for each Practical Examination.
6. Each and every Bill & Voucher should be countersigned by the Principal/Chief Superintendent and it must be affixed with College Seal.
7. Expenditure Statement.
8. Certificate of Payment.
9. For preliminary & conduct of examination claims of Clerk & Peon should be shared equally.
10. One person can avail remuneration for one post only.
11. Centrewise consolidated bill for each session (April/September) may be forwarded.

The concerned Chief Superintendents are therefore, requested to take steps to rectify the defects, if any, in the bills already submitted by them, in order to avoid further delay in processing the bills and effecting the payment.

Thiruvananthapuram,

Date:- 17-11-2014.

DIRECTOR

To

These Chief Superintendents of Exam Centres concerned.

(P.T.O)

## **CERTIFICATE OF PAYMENT**

Certified that the expenditure has been incurred strictly in accordance with the rates prescribed by the University, and the payments have been effected after obtaining proper receipts, which are being forwarded along with the bill of charges.

Place:

Date:

Principal/Chief Superintendent