

PANJAB UNIVERSITY

Internal and External Examiner's File for Practical Examinations only.

IMPORTANT—The Internal/External Examiners are requested to communicate immediately the change in their address if any, to the External/Internal Examiners, respectively, under intimation to the Assistant Registrar (Conduct).

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Controller of Exams.

PANJAB UNIVERSITY**For B.A., B.Sc., M.A. and Professional Practical Examinations.**

1. You are permitted to engage only one Assistant (Lecturer or Demonstrator's type) for each batch to help you in the B.A., B.Sc. Parts I, II and III Practical examinations.
2. For blank answer-books if required at the centre, for use by the candidates in the Practical examination, please ask the Demonstrator or the Lecture Assistant, to be engaged by you at the Centre, to obtain the same from the Head of the Institution and not from the Superintendent. He may please be asked to re-deposit the surplus stocks left over after the termination of the examination with the source of supply after making entries of total stock consumed and balance of stock, in the account register maintained by the head of the institution. A report of total stocks of each kind consumed at the centre should also be deposited by the receiving officer and countersigned by you.
3. **IMPORTANT NOTE**—The examiners concerned are requested kindly to get signatures of candidates concerned with Roll Numbers on all the days for each batch of Practical examination as a proof of attendance in each Practical. The blank sheets used for the purpose should invariably bear at the top the name and centre of examination, the subject and paper, time and the date of Practical Examination. The award lists may kindly be forwarded under registered post to the Deputy Registrar (Secrecy) in the envelope sent herewith. Besides this, the Principal should send the C.D. of the Award Lists of the Practical Examinations to the Computer Unit of the University.
4. Award list duly signed by the Examiners (External/Internal) should be sent in the enclosed cover (sealed) countersigned by the Principal of concerned colleges.
5. All corrections in the awards and answer-books must be signed by the examiners concerned. Roll Numbers should be entered serially and marks in words and figures must be entered correctly.
6. Absentees should be indicated in the award list against the Roll Numbers concerned.
7. **Minimum Pass Percentage in Practical Papers.**
B.A., B.Sc. Parts I, II and III.—35 per cent in all practicals except Military Training additional optional subject in which case it is 33 per cent.
8. The Examiners are requested to handover the Note-books/Answer-books pertaining to the practical exams. in a sealed cover/bag to the Principal of the college concerned, immediately after the submission of the awards. These should be preserved by the Principals in sealed cover for one year.

E/IP.U.P. (520)-20,000/6-4-2015

PANJAB UNIVERSITY

Ec-42(iii)

FORWARDING MEMO. FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded along with their award list.

Centre of Examination.....

(In case the examiners are to conduct examination at more than one place, they should prepare and send to this office separate forwarding Memos. for each centre)

Name of examination.....Date of Exam.....**20**

Subject.....Practical

Date on which awards submitted to the Deputy registrar (Secrecy).

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Total No. of candidates examined.....

Roll Nos. of candidates actually examined by the examiner :

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P.T.O.

Roll Nos. of ABSENTEES :

.....
.....
.....

(i)
(Full signatures of Examiner or Examiners, as the case may be)

(ii) Name of the Examination.....
(in capital letters)

.....

(iii) Address.....

.....

Examiner's Serial No. as shown in the Programme Chart for Practical Exam.....

Dated.....**20**

T.A./D.A. RULES

Following revised T.A./D.A. Rules as notified by the Punjab Government vide Notification No. 18/10/09-4 FP-2/444 dated 31.8.2009 with suitable amendment in the clause IV, V & VI shall be applicable w.e.f. 22.10.2009 vide Circular No. 4132-4282/A dated 22.10.2009 on the basis of Grade Pay shall be as under :-

(i) Category	Grade Pay
I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

(ii) The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under :-

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

(iii) **Daily Allowance :-** The revised rates of daily allowance shall be as under :-

(In Rs.)

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel rates	B1 Hotel/Non-Hotel rates	B2/other place Hotel/Non-Hotel rates
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100
IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

The other conditions for daily allowance should remain in force : For example :-

- No allowance should be permissible within a radius of 8 kms. from the place of duty. Road mileage at fixed rates discussed subsequently should however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
 - Journey beyond 8 kms. and within 25 kms. of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
 - A full Daily Allowance should be admissible for journeys beyond 25 kms. from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
 - No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.
- (iv) **Travel Entitlement by Rail/Air :** The entitlement to travel by Air & Rail shall be as under :-

Grade Pay Category	Entitlement by Rail
I	1st Class A.C./Executive Class
II	1st Class/A.C. Chair Car/A.C. Two tier sleeper
III	1st Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

The entitlement to travel by air within India shall be as under :-

That the facility of use of private car/taxi/Air may be admissible to the members of the Syndicate/Senate/Deans/University Professors/Registrar and others enjoying equivalent pay-scales when required to attend the meetings of the University or in connection with the University work. Due to economy measure the approval of the Registrar in respect of journey by car/taxi/air is required, other than the members of the Syndicate/Senate invited for the University work as per rules.

In case of International travel, Officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(v) **Journey by Road :**

- The grade pay ranges for travel by public bus/auto-rickshaw/scooter/motor cycle/A.C. taxi/taxi/own car is revised as indicated below :-

Grade Pay Category	Entitlement
I, II & III	Actual fare by any type of public bus including air conditioned bus.
IV & V	Actual fare by ordinary public bus only.

- The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometer.

(vi) **Accommodation:-** The maximum rates for hotel accommodation/Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under :-

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

Classification of City

	A1	A2	B1	B2/Other Places
(Any hotel room upto rupees per day)				
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

The University is having its own accommodation in the Guest House/Rest House/Teachers Holiday Home are available at Shimla, Dalhousie. The expenditure on hotel accommodation and daily allowance of hotel rate shall be reimbursed only to the University employees if no accommodation is available in the P.U. Guest House/Rest House/Teachers Holiday Home of these places.

NOTE :-

- Fellows of the University and life members (in service of Affiliated Colleges) who do not fall in Grade I by virtue of their pay shall be consider as Officers drawing maximum pay of a University Professor. (Syndicate meeting dated 25.6.1988).
- Bills not presented one year from the date of journey shall lapse and shall not be entertained unless the period of one year is extended by the competent authority for good cause shown.

E2/P.U.P.(520)-20,000/01-03-2015

PANJABI UNIVERSITY, CHANDIGARH

CONSOLIDATED PROFORMA (TO BE SUBMITTED SEPARATELY INTERNAL/EXTERNAL EXAMINER)

PAYMENT BILLS OF PRACTICAL EXAMINATION

College/Deptt. _____

Sr.No	Class	Subject	College ID No.	Name & Address of Examiners	Int/External Examiners	No. of Candidates examined	Name the Bank of Examiners	Bank A/c No.	IFSC Code	Email Id
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Note: kindly mention your College ID No. in the Column meant for the purpose. The same will be used as Unique I.D. No. for smooth payment of remuneration bills.

Signature of the Principal/Chairman of the College/Deptt.

(Stamp of the Institution) with date