

PANJAB UNIVERSITY, CHANDIGARH

<p>From</p> <p>Deputy Registrar (Accounts), Panjab University, Chandigarh</p>	<p>To</p> <ol style="list-style-type: none"> i. All the Chairpersons/Heads of the Department /Branch/Institute /Centres, Panjab University, Chandigarh. ii. Principals of the Constituted Colleges, P.U. Chandigarh iii. Secretary /P.A. to Vice-Chancellor iv. P.A. to Registrar v. Controller of Examination vi. A.R. (Conduct) vii. D.R. (Secrecy) viii. Deputy Controller (Local Audit), P.U. Chandigarh ix. The Director Computer Centre with a request to circulate through the officials E-mail to the above address.
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No. 334-533/A

Date: 06/4/20

Subject: Revised Rationalized Rates/Guidelines and Bill Performa of Remuneration w.r.t. Paper Setting/Evaluation/Re-Evaluation/Practical Exams, Thesis/Viva-Voce/Dissertation & other examinations works etc.

Sir/Madam,

In pursuance to recommendations of the Board of Finance vide item no. 14 in its meeting held on 13.10.2025, the Vice-Chancellor, in exercise of the power of the Syndicate as authorized by the Senate in its meeting dated 10.02.2024 vide Para -I, and in anticipation of approval of senate has approved the following rates/guidelines, effective from 01.04.2026.

Sr. No.	Particulars/Description	Revised Rates after Rationalization
1.	Paper-setting for all Under Graduate exams including Professional/ Diploma & Certificate Exams (Theory)	Rs. 850/- Per paper
2.	Paper-setting for all Under Graduate practical examinations including Professional/Diploma & Certificate, Sem./Annual exams.	Rs. 500/- for 1 st Paper & Rs. 200/- for subsequent paper
3. (a)	Paper-setting for Post Graduate including Professional sem. system/Annual/Post Graduate Diploma Theory exams.	Rs1200/- Per paper
(b)	Paper-setting for Post Graduate including Professional sem. system/Annual and all Post Graduate Diploma Practical exams.	Rs. 500/- for 1 st Paper & Rs. 200/- for subsequent paper
4. (a)	Expert's comments on the complaint/s against setting of Question Paper for all Post Graduate examination including Professional/ Post Graduate Diploma practical exam	Rs. 600/- per question Paper
(b)	Expert's comments on the complaint/s against setting of Question Paper for all Under Graduate examination including Professional/ Post Graduate Diploma practical exam	Rs. 500/- per question Paper
5.	Paper setting for M.Phil. theory examination	Rs. 1200/- per paper
6.	Paper setting for M.Phil. practical examination	Rs. 600/- for 1 st Paper & Rs. 300/- for subsequent paper
7.	Paper setting for M.Phil. examination Viva-voce	Rs.900/- per candidate
8.	Evaluation of M.Phil. Dissertation/Thesis	Rs. 1200/- per candidate, subject to maximum Rs. 4000/-

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9.	(a) Evaluation of Ph.D. thesis (b) For Foreign Examiner	(a) Rs. 5000/- per thesis (b) Rs.10000/- (excluding conversion charges, other bank chargers and TDS etc.)
10.	(a) Ph.D. viva-voce (b) For Foreign Examiner	(a) Rs.3000/- per viva-voce (b) Rs.4000/--(excluding conversion charges, other bank chargers and TDS etc.)
11.	Evaluation of D.Sc./D.Lit. thesis	Rs.6000/-per thesis
12.	D.Sc./D.Lit. viva-voce	Rs.3000/- per viva-voce
13.(a)	Evaluation of dissertation/thesis of MD/MS/DM/MDS/M.E./M.Tech./LL.M.	Rs.1500/- per dissertation /thesis
(b)	Evaluation of dissertation and viva voce of All professional courses i.e. M.Sc. (Hons), M.Sc. Home Science/ M.Ed., M.P.Ed, M.A. etc.	Rs.900/- per dissertation alongwith viva voce. Maximum limit 18 dissertation alongwith viva voce.
14.	Evaluation of dissertation/thesis & viva voce of M.Sc. (Human Genome)	Rs.900/- per dissertation/thesis & viva voce
15.	Evaluation of dissertation & viva voce of all Diplomas	Rs.500/- per dissertation & viva voce
16.	Evaluation of dissertation/term paper for Post Graduate Exams	Rs.30/- per candidate subject to minimum of Rs.350/-
17.	Evaluation & Revaluation of answer-books Under-graduate Courses	Rs.30/- per Answer -books subject to minimum Rs.200/-
18.	Evaluation & Revaluation of answer-books Post-graduate Courses	Rs.35/- per Answer-books subject to minimum Rs. 200/-
19.	Checking Assistant/Decoding of answer-books for Under/Post Graduate exams.	Rs.3.50/- for OMR/non OMR answer book
20.	Payment to Coordinator of Evaluation Centre	Rs.1250/- per day subject to maximum of Rs.12500/-for entire period of evaluation for one Centre
21.	Asstt. Coordinator of Evaluation Centre	Rs.600/- per day subject to maximum of Rs.6000/- for entire period of evaluation for one Centre
22.	For preparing detailed instruction for evaluation and for Hindi Punjabi version of Question-papers	Rs.250/- per Paper version
23	External and Internal Examiners: Examiners (Internal and External appointed for conduct of the various Practical Examinations)	External and Internal examiners @Rs30/- per candidate, lump sum inclusive of local conveyance. If a person is assigned duty beyond 25 kms from his/her station of posting then TA/DA as per rule shall also be admissible.

NOTE-I:-

- (i) The Prior Administrative approval of the Controller of Examinations shall be obtained for appointments of Examiners etc.
- (ii) If a person is assigned with simultaneous multiple duties, then the concerned person shall draw remuneration for only one assignment carrying the maximum rate of remuneration.
- (iii) The examination related bills shall be processed for payment on the basis of the rates approved by the Governing Bodies of the University within the allocated budget provisions as sanctioned by Board of Finance, after verification of the same by the concerned Superintendent and Assistant Registrar (being drawing officer) of the Examination/Conduct/Secrecy Branch as the case may be, in term of the decision of the Syndicate vide Para 49 (viii) dated 24.02.2018.
- (iv) All payment of remuneration shall be processed on Revised Bill **F-RL22 & F-RL23** accordingly.
- (v) As per clause 1.6, page 3 of P.U. Accounts Manual 2022 that "No forms other than those prescribed in these rules shall be used in relation to accounts without the sanction of the Finance and Development Officer in consultation with the Audit Officer".

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- (vi) Deduction of 5% shall be made from the Remuneration payment to the examiners/ supervisory staff in examination centres towards the teacher holiday home fund as per rule 18.3(a) page 144 of the Panjab University Accounts Manual 2022.
- (vii) Re. 1/- shall be deducted out of remuneration of theory examination as entry fee in the examiners cards, under general rules 10, page 449 of P.U. Calendar Vol. III accordingly.
- (viii) With the implementation of revised rates no separate DA and Conveyance allowance or any allowances (i.e Over Time etc.) shall be admissible (except out station travelling expenses) as in the revised lump sum revised rates all such elements have been included.
- (ix) In case any Examiners/persons is assigned outside duties/ work etc. on his/her own request, then she/he shall not be eligible to draw TA/DA from Panjab University, Chandigarh.
- (x) Provision for refreshment (Tea & snacks) to the Examiners and Supporting staff at Evaluation Centres, three times in a day i.e. twice in the Morning session (10.15 a.m. & 11.45 a.m.) and once in the Evening session (03.30 p.m.) is allowed based on actual attendance on the evaluation days as per university approved rate.
- (xi) The instruction/ orders issued from time to time on the subject shall be treated to have been modified to the extent of the decision contain in this letter.
- (xii) With the adoption of above revised rationalized remuneration rates & guidelines etc., the existing provisions shall stand superseded and resultantly the existing provisions incorporated in the Book of Instructions and P.U., Cal. Vol.-III shall stand amended.

This may be brought to the notice of all Principals of affiliated Colleges/ Department/ Institution/Centre/Office etc. accordingly.

Encl.:- As above

Yours faithfully,


Deputy Registrar (Accounts)

PANJAB UNIVERSITY

Payment bills for Remuneration of Evaluation/Re-evaluation of answerbooks of UG/PG etc. Examinations held in the month of _____ Class: UG/PG etc.

City/Station _____

Sr. No.	Examiner Identity No.	Name of Examiner/ Head Examiner	Class & Subject code	*Total Answer Books evaluated/re-evaluated.	Rates of Remuneration per Answer Book (Rs.)	Total Amount (Rs.)	Deduction (-) 5% TWHH (Rs.)	Re-Entry (Rs.1/-)	Net Amount Payable (Rs.)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Sub total of Rs. _____ C/F turn over _____

[Handwritten Signature]

Note: Please printout the second page on the back side of this form
* Note: To be supported by Summary detail of answer book of the centre

Sr. No.	Examiner Identity No.	Name of Examiner/ Head Examiner	Class & Subject code	*Total Answer Books evaluate d/ re-	Rates of Remuneration per Answer	Total Amount (Rs.)	Deduction (-) 5% TWHH (Rs.)	Re-Entry (Rs.1/-)	Net Amount Payable (Rs.)
19									
20									
21									
22									
Note: The bill be prepared only 22 Nos. of the beneficiaries of each bill.					Grand Total				

Certified that: The above bill has been prepared according the rule & rate of the university and above examiners have actually evaluated/re-evaluated the Answer book at Evaluation Centre.

Note: (i) The office has not submitted duplicate claim for evaluation of the above Answer Book.
(ii) **Cutting, Overwriting & use of white fluid will not be admissible on the claim bill as per Accounts rules.**

Counter signed by A.R. (Secrecy)
Office Stamp

Verified as per office Record
Office Superintendent (Secrecy)
Office Stamp

Verified
Principal/Coordinator
Name of the College/Centre
Office Stamp

Budget Code _____

For use of ACCOUNTS Branch (E&P Section)

Passed for payment of Rs.(in figure) _____
Rupees (in words) _____

Clerk Sr. Assistant

O.S.A.

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AUDIT DEPARTMENT

Pre-audited & passed for Rs. (in figure) _____
Rupees (in words) _____

Auditor

S.O./A.C.L.A.

Remuneration Bill

The Remuneration bills of the Paper Setters for the UG/PG examinations, evaluation of Thesis/conduct of viva voce & Practical etc. for the period _____

Sr. No.	EXAMINER ID or PF NO	Name of the Examiner	CLASS	No. of Question Paper Set or Thesis/viva /candidates etc evaluated	Rate	Total Amount (Rs.)	5% Deduction (T.W.H.H) (Rs.)	Net Amount Payable (Rs.)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
					Total			

Left space for bill punching

Certified that :-

1. The appointment of the examiners/paper setters have been made as per P.U Regulations/Rule and same has already approved by the competent authority for the purpose.
2. The number of papers set/thesis/viva etc. by the examiners as per P.U rule and Regulations and verified from the Original Record of Secrecy branch.
3. As per office record of the secrecy branch the above payments of the Paper Setters & examiners have not been previously claimed.
4. That the expenditure detailed above being essential has been incurred in the interest of the University.
5. That the expenditure has been incurred with the sanction of the competent authority by virtue of the financial power vested undersigned.

Counter signed

A.R./D.R. (Secrecy)
(Office Stamp)

Verified as per office
Record, Office Supdt.
(Secrecy)

Sr. Asstt.
(Secrecy Br.)

Dealing official
Mobile no.....

Budget Code

Use for ACCOUNTS Branch (E&P Section)	AUDIT DEPARTMENT
Passed for payment of Rs.(in figure)	Pre-audited & passed for Rs. (in figure)
Rupees (in words)	Rupees (in words)

Clerk

Sr. Assistant

O.S.A.

Auditor

S.O. /A.C.L.A.

Pay order Verified

Clerk

Sr. Asstt.

Note:

- i) The P.F no is applicable for university teacher. For outside examiner examiner ID is essential.
- ii) In case examiners ID is not issued in a specific case, the remuneration bills be prepared separately and copy of cancelled cheque of the bank account of the examiners be attached.
- iii) The Remuneration bill is not admissible on any other performa and format under the rule.

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