

PANJAB UNIVERSITY, CHANDIGARH

From Deputy Registrar (Accounts), Panjab University, Chandigarh.	To 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. Deputy Controller (Local Audit), P.U. Chandigarh viii. The Director Computer Centre with a request to circulate through the officials E-mail to the above address.
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No. 537-736/A

Date: 06/04/2026

Subject: Revised Rationalized Remuneration Rates/Guidelines and Bill Performa etc. w.r.t. various assignment for conduct of University examinations.

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 and in anticipation of approval of Senate as authorized by the Senate in its meeting dated 10.02.2024 vide Para -(I) has approved the following rates/guidelines, effective from 01.04.2026.

Sr. No.	Particulars	Revised Rates after Rationalization
1.	1(a) Chief Coordinator (Principal or his/her nominee) (b) Coordinator/s (Senior teacher/s of the Institution)	Rs.5000/- per examination centre Maximum Rs.7000/-upto four examination centres: and Rs.800/- extra per centre above 4 centres. (50% of this amount payable for Supplementary Examinations). For One Centre no Coordinator be appointed). Upto 2 Centres, one Coordinator be appointed. Upto 3 or more centres, 2 Coordinators be appointed (Rs.4000/- each). (due to Semester System Exams, more exam. Centres are created) (50% of this amount payable for Supplementary Examinations)
2.	Centre Superintendent	Rs.800/- lump sum including conveyance per session (plus one session for opening and one session for winding up the Examination centre).
3.	Deputy Superintendent	Rs.600/- lump sum including conveyance per session
4.	Asstt. Supdt./ Invigilator	Rs.600/- lump sum including conveyance per session
5.	(a) Centre Clerk (b) Clerk to Chief-Coordinator (one for the whole College)	Rs. 350/- lump sum including conveyance per session (plus one session for opening and one session for winding up the Examination Centre) Rs. 300/- lump sum including conveyance per session (plus one session for opening and one session for winding up the Examination Centre)
6.	Electrician (one for the hole college)	Rs. 250/- lump sum including conveyance per day.

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7.	Members of flying squad/centre Inspectors	Rs.800/- per session (if more than two centres: Rs.1000/-) lump sum inclusive of local conveyance. If a person is assigned duty beyond 25Kms from his/her station of posting then TA/DA as per rules shall also be admissible.
8.	SERVICE STAFF (i) Daftri/ Peon (one for the whole centre) (ii) Cleaner/Sweeper (one for the whole centre) (iii) Waterman (one waterman or water woman may be appointed upto 350 number of candidates). (iv) Chowkidar (one for the whole centre) plus one day for opening and one day for winding up the examination centre).	Rs. 200/- lump sum including conveyance per session
(a)	Typing Work of sitting plan, Payment for arrangement of seats/furniture, Photocopy & Stationery articles etc.	Rs.1250/- lump sum for whole examination session work
(b)	Postage charges	Reimbursement of actual Expenditure
(c)	Delivery & Dispatch of answer books etc. from Exam Centres to University Office.	All other Centres including P.U. Campus:- Rs. 150/-per day
(d)	Hiring of Furniture including transportation charges at examinations centre if required subject to prior sanction of the Vice-Chancellor.	Reimbursement of actual Expenditure with prior sanction of the Controller of Examinations.
9.	(i) For Outstation examination Duty: Duty assigned by the Conduct & Secrecy Branch :- (i) One-A Class Official (ii) One- B Class Official (iii) One- C Class Official	(i) Rs.1200/- per day lump sum including of conveyance, DA etc., (ii) Rs.1050/- per day lump sum including of conveyance, DA etc., (iii) Rs.800/- per day lump sum including of conveyance, DA etc.,
	(ii) For Local examination centres & duty assigned by the Conduct Branch only. However, the rates are not applicable for Secrecy etc. branches: (i) One -A Class Official (ii) One- B Class Official (iii) One- C Class Official	Rs.300/- per day including of conveyance etc., Rs.250/- per day including of conveyance etc., Rs.225/- per day including of conveyance etc.,
	(iii) Loading and unloading of Answer Books packets	Rs.7/- per pkt.
10	Remuneration for Hiring services of Two Person i.e. Class C/IV employees at Spot Evaluation Centres outside of University Campus	Fixed Rs.600/- lump sum per evaluation day

4 6 0

NOTE:

- (i) The Prior Administrative approval of the Controller of Examinations shall be obtained for appointments of Supervisory & Supporting Staff etc. for centre created by the office of Controller Examination.
- (ii) In case, there is a requirement of staff more than the prescribed norms, then the Chief Coordinator/Coordinator of the affiliated/ constituted college shall seek the approval of COE in writing by giving proper justification for which COE is empowered, centre created by the office of Controller Examination.
- (iii) The Chief Coordinator, Coordinator would not perform any other duty while working as Chief Coordinator/Coordinators (vide Syndicate Para 10 dated 19.11.2017).
- (iv) 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.
- (v) **All payment of remuneration shall be processed on Revised Bill A-41, B-41, Annexure 'A' as the case may be, accordingly.**
- (vi) **Bill form C-41** contains the total expenditure to be claimed from the University with respect to the staff deputed for invigilation and other related duties for conduct of exam. The concerned colleges shall preserve the supporting record relating to the details of person deputed on duties and payments made to them for at least 3 years, which can be called for by University, if any need arises in future.
- (vii) (a) In case any Supervisory/Supporting is assigned outside duties/ work etc. own his/her on request, then she/he shall not be eligible for draw TA/DA from Panjab University, Chandigarh.
(b) As per the decision of the Board of Finance vide Para 14 dated 13.10.2025, with implementation of revised rates, no separate DA, Travelling Allowance or any other allowances (i.e. Over time etc.) is admissible, as in the revised lump sum rates all such elements have been included.
- (viii) The remuneration payments of Flying Squad shall be reimbursed on Revised Bill from **R.FR-25**.
- (ix) **The revised inspection report form of Flying squad (IR-25) shall be applicable.**
- (x) The A.R. (Conduct) office shall prepare a contingent bill as per **R.FR-25** and after countersigning shall be forwarded the same to the Office Supdt. (E&P) Accounts Branch for payment.
- (xi) 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 24.2.2018.
- (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.
- (xiii) 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.
- (xiv) 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".

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, Chandigarh

Payment final Chart for the Chief Coordinator, Supervisory Staffs and Supporting Staffs etc. for Conduct of University Examination PG/UG/B.Ed etc. held at (Name of the College) _____

from (Date) _____ to _____ Centre No. _____

Total Strength of the candidates in a Centre is allotted/approved: 250

Duty performed as	Total No. of Duties (session wise/ Day wise)	Remuneration Rate (in Rs.)	Total (in Rs.)	5% TWHH deduction (in Rs.)	Net Amount (in Rs.)
Chief Coordinator	whole examination days				
Co-ordinator I	for 2 Examination Centres				
Co-ordinator II	upto 3 or more examination Centres				
Centre Supdt.					
Deputy Supdt.					
Astt. Supdt./invigilator					
Clerk to Chief Coordinator					
Centre Clerk					
Centre Clerk (in case same centre clerk performed duty on the strength more than 200 candidates in a session instead of appointed additional centre clerk)					
Electrician					
Daftri/Peon					
Waterman/Waterwoman					
Cleaner/Sweeper					
Chowkidar					
Misc. Charges i.e. Stationery etc.					
Typing Charges					
Seating Arrangement					
Delivery/Dispatch charges for written answer- book/submission of balance material on the day of examination, in case transport not provided					
Furniture including Transportation charges (if any) sanction of competent authority attached					
		G.Total			

College Bank Account Number _____

IFSC Code _____

Certified that :-

- The appointment of the Supervisory and Supporting Staff etc. have been made as per P.U Regulations/Rule and same has already approved by the competent authority for the purpose.
- College is claiming as per approved rates/rules of the University and the concerned officers/officials have not claimed any remuneration simultaneously from the other head during the performance in the examination duties.

Verified by A.R. (Conduct)

Signature of Centre Supdt. with seal

Name of the Chief Coordinator/Coordinator &
signature with official seal



PANJAB UNIVERSITY, CHANDIGARH

Annexure 'A'

Detail summary of Supervisory etc. staff appointed for conducting of University examination held in the months of _____ at College / Institute
 Examination Centre No. _____ from _____ to _____ Total strength of the students _____

Date of Examination as per datesheet approved by the University	Session	Actual no. of Strength of students												Remarks for additional appointment of staff with prior approval of the competent authority (copy of the approval attached)	
			Centre Supdt.	Deputy Supdt.	Assistant Supdt./ Invigilator	Assistant Supdt./ Invigilator for blind/ Physical handicapped candidates	Centre Clerk	Clerk to Chief coordiantor	Electician	Daftri/ Peon	Waterman/ Waterwomen	Cleaner/ Sweeper	Chowkidar		
	Opening Session														
	M													Note: Chowkidar be appointed from one day before of examination to one day after of the examination From _____ to _____	
	E														
	M														
	E														
	M														
	E														
	M														
	E														
	M														
	E														
	M														
	E														
	M														
	E														
	Closing session														
		Total													

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Note:The other terms & conditions regarding number of candidates each days (Boys & Girls etc.) are applicable and college should be maintained the record and same will be forwarded to the A.R. (Conduct) seperately as per norms of the University accordingly.

Verified
A.R. (Conduct)
Office stamp

Countersigned by Chief Cordinator / Principal

office stamp



Verified by the Centre Supdt.

Office Stamp

Mobile No. _____

PANJAB UNIVERSITY

Payment Disbursement chart of Remuneration to the officer/official P.U. Examination Centre No. _____
Name of College/Institute _____ held w.e.f. _____ to _____

S.N.	Name of the beneferies	Duty performed	No. of duties	Rate	Remuneration	Total payment made	Signature of the benefeceries
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Certified that the Payment Rs.(in figure) _____ Rs.(in words) _____
 received from Panjab University, Chandigarh on account of Remuneration and Conveyance allowance and the same has been disbursed to the above said
 official against their claim as per form A41



Signature of the Chief Coordinantor/ Principal
 Office Stamp

(For Panjab University Departments/Institutes/ Centres & PU Regional centres)

Remuneration bill of the Chief Coördiantor, Co-ordinator, Supervisory Staff and Supporting Staff for the conduct of UG/ PG/ Professional etc. University Examinations held at (Name of the Institute/Department) _____ Centre No. _____ From (Date) _____ to _____ Total Strength of the candidates in a Centre is allotted/approved by the University: _____

Sr. No.	I.D/ P.F. Number	Bank Account No. & IFSC Code (in case of no ID and PF number not issued)	Name of officials & University Designation	Duty performed as Chief Coordinator/ Centre Supdt./ Deputy Supdt./ Astt. Supdt./ Clerk etc.	Total Sessions (As per actual Annexure 'A')	Remuneration				Total payment claimed (Signature)
						Rates of Remuneration (Rs.)	Total Amount (Rs.)	Deduction (Rs.) 5% TWHH	Net Amount received as Remuneration (Rs.)	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
						Total				

Note: Please printout the second page on the back side of this form

Sub total of Rs. _____

C/f Turn over

Dr J. U. A

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Sr. No.	I.D/ P.F. Number	Bank Account No. & IFSC Code (in case of no ID and PF number not issued)	Name of officials & University Designation	Duty performed as Chief Coordinator/ Centre Supdt./ Deputy Supdt./ Astd. Supdt./ Clerk etc.	Total Sessions (As per actual Annexure 'A')	Remuneration				Total payment claimed (Signature)
						Rates of Remuneration (Rs.)	Total Amount (Rs.)	Deduction (Rs.) 5% TWHH	Net Amount received as Remuneration (Rs.)	
17										
18										
19										
20										
Note: The bill be prepared only 20 Nos. of the beneficiaries of each bill.						Total				

Certified:

- (i) That the above officials have actually performed the examination duty during the days noted against the name of each individual.
- (ii) That above official performed the examination duties and charged in this bill in the interest of the Panjab University work & have not claimed any remuneration etc. during the above said period from any other sources.
- (iii) **Cutting, Overwriting & use of white fluid will not be admissble on the claim bill as per Accounts rules.**

Appointment of the above officials
verified & countersigned by A.R. (Conduct)/HOD
Office stamp

Countersigned of Chief Cordinator/Principal
& HOD of Department/Centre
Office stamp

Verified by Centre Supdt.
Office Stamp

Bill Prepared by _____
Mobile no. _____

Budget Code: _____

For use of Accounts Branch

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

Clerk Sr. Assistant O.S.A.

PAY ORDER VERIFIED

Clerk Sr. Assistant

Audit Department

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

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

use by Cheque writing Section

Dealing Clerk Sr. Assistant

PANJAB UNIVERSITY, CHANDIGARH

Annexure 'A'

Detail summary of Supervisory etc. staff appointed for conducting of University examination held in the months of _____ at Panjab University Departments/Institutes/ Centres & PU Regional centres) _____ Examination Centre No. _____ from _____ to _____ Total strength of the students _____

Date of Examination as per datesheet approved by the University	Session	Actual no. of Strength of students												Remarks for additional appointment of staff with prior approval of the competent authority (copy of the approval attached)		
			Centre Supdt.	Deputy Supdt.	Assistant Supdt./ Invigilator	Assistant Supdt./ Invigilator for blind/ Physical handicapped candidates	Centre Clerk	Clerk to Chief coordiantor	Electician	Daftri/ Peon	Waterman/ Waterwomen	Cleaner/ Sweeper	Chowkidar			
	Opening Session															
	M													Note: Chowkidar be appointed from one day before of examination to one day after of the examination From _____ to _____		
	E															
	M															
	E															
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	E															
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	E															
	M															
	E															
	M															
	E															
	Closing session															
		Total														

Left side space for bill punching

Note: (i) The other terms & conditions regarding number of candidates each days (Boys & Girls etc.) are applicable and college should be maintained the record and same will be forwarded to the A.R. (Conduct) seperately as per norms of the University accordingly.
 (ii) In case of Department, the record should be kept in the office.

Verified
A.R. (Conduct)/HOD
Office stamp

Countersigned by Chief Cordinator / Principal

office stamp



Verified by the Centre Supdt.
Office Stamp
Mobile No. _____

PANJAB UNIVERSITY, CHANDIGARH
INSPECTION REPORT OF THE EXAMINATION CENTRE

<p>A. Name of Examination.....</p> <p>Year.....Session Morning / Evening</p> <p>Date of Inspection.....</p> <p>Name and Address of Centre Superintendent</p> <p>.....</p> <p>.....</p>	<p>Name of Centre.....</p> <p>.....Centre No.....</p> <p>Time : Arrival.....Departure.....</p> <p>Name of the Inspector/s (In Capitals)</p> <p>.....</p> <p>.....</p>
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B. (i) Kindly Inspect the question paper envelopes of the day and report if the seals on the envelopes (opened and unopened) were intact. YES / NO

(ii) Number of candidates present and account of question papers on the day of inspection.

	Examination	Subject	Paper	Number of candidates present	No. of question papers :		Balance of question papers
					Contained in envelope	Distributed	
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____

C. Kindly report whether the candidates were physically searched and if so, how much of incriminating material they were dispossessed of. Kindly say whether the amount of incriminating material calls for daily searches.

D. (i) Kindly inspect the answer-books account with the college and physically check the loose answer-books (other than those contained in bundles.)

(ii) Kindly report whether the accounts of answer-books in prescribed forms were in order (SF-6).

E. Kindly report if the seating arrangements are to the entire satisfaction of the Flying Squad inspection team.

F. Observations regarding supervisory staff : Kindly report about the effectiveness of supervision and provide details of those members of supervisory staff who have not reported for duty at the centre.

NOTE : In case of Merger of Examination Centres, please report the same in this proforma.

Dr. J. K. A.

G. Name of the Deputy/Asstt. Supdts., who did not report for Duty.

H. Number and particulars of alleged use of Unfair Means cases reported by the Inspector.

Examination	Subject	Roll Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. Observations regarding outside interference, if any.

J. (i) Deficiencies/defects (if any) and recommendation therein.

K. **OBSERVATIONS REGARDING**

- (i) **Infrastructure Seating, Illumination & Ventilation**
 (ii) **Facilities Cleanliness, water & other essential requirements**

L. **Name/Designation/Address of the Inspector/s: Signature of the Inspector/s :**

Appointment assigned vide letter No. _____ dated _____

- | | |
|-------------------|-----------------------------|
| (1) Name _____ | (1) Signature _____ |
| Designation _____ | Mobile No. _____ |
| College _____ | Examiner ID OR PF No. _____ |
| (2) Name _____ | (2) Signature _____ |
| Designation _____ | Mobile No. _____ |
| College _____ | Examiner ID OR PF No. _____ |
| (3) Name _____ | (3) Signature _____ |
| Designation _____ | Mobile No. _____ |
| College _____ | Examiner ID OR PF No. _____ |

Dated :

Flying Squad report on this prescribed performa be sent immediately to Assistant Registrar, Conduct, Panjab University, Chandigarh or email : flying@pu.ac.in

D. J. U. A.

PANJAB UNIVERSITY, CHANDIGARH

The Remuneration payment of the Flying Squad/Inspectors who have inspected the various University Examination centres during Semester Examinations held in the month of _____:-

S.No.	Name of Officer/Inspector	Name of the college Inspected	Date of Inspection Duty	Session	No. of Exam. Centre	Examiner ID/ P.F. No.	Net Payment
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							

Sub Total Rs. _____

Note :- Please printout the second page on the back side of this form.

Dr. J. K. A.

Continued from pre-page:-

B/F Exp. Rs. _____

14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							

Net Payment Rs. _____

Note:- (i) The maximum number of claimants should not exceed 24, on one remuneration form.

(ii) 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".

Certified:-

- (i) That the above members of Flying Squad/ Inspectors have actually performed the above said duty in which they have claimed the Honorarium & the Administrative approval of the competent authority has already been obtained.
- (ii) That the expenditure detailed above being essential has been incurred in the interest of the University.
- (iii) That the rates of Remuneration w.r.t Inspection duty at examination centres will be regulated in accordance with the rules & rates frame by the University from time to time.

Verified by the
A.R. (Conduct)
office stamp

Verified by the
Office Supdt. (Conduct)
office stamp

Verified by Dealing
Sr. Assistant/Clerk(Conduct)
Mobile No.

