

**Kerala University of Health Sciences**  
**Medical College PO, Thrissur**

**Check list for the settlement of Examination Advance/ Reimbursement of Exam Expenditure incurred for the conduct of ----- (Name of Exam) Supplementary/Regular, Theory /Practical Examination ----- (Month & Year)**

Please ✓ the appropriate box

1. **Forwarding letter** to Finance Officer, Kerala University of Health Sciences, Medical College P.O, Thrissur - 680596, from Principal/Head of the Institution with details of Examination including Advance received from KUHS and Enclosures. Yes /No
  
2. Filled up and signed **Check List** . Yes /No
  
3. Original **Consolidated Statement of expenditure** ( Theory/Practical) , Signed by Chief Superintendent/Chairman and Counter signed by Principal/Head Of the Institution. Yes /No
  
4. Original, filled up and Signed **Acquittance of Remuneration** including Observers and External examiners Remuneration signed by Chief Superintendent/Chairman and counter signed by Principal/ Head (Entry such as "**Paid/Not Paid**" should not be entered in this format). A separate receipt for paid amount of remuneration shall be kept in the Institution for reference. **First priority should be given for the payment of Remuneration to External Examiners and Remuneration /TA to Observer immediately after the completion of their duty.** Yes /No
  
5. Paid and filled up TA Bills in original signed by the Observers (On both sides of the bill)attended duty for **Theory examination** signed by Chief Superintendent and counter signed by Principal/Head of the Institution. **(Observers TA should be paid in the case of maximum eligibility of Rs.250/- per day, if the Head Quarters of the observer is within 50kms.)** Yes /No
  
6. Certificate of non payment of TA in respect of External Examiner. Yes /No
  
7. Original Remuneration bills in the prescribed format for Dissertation of Valuation/ Valuation of Answer scripts if any. Yes /No
  
8. Original contingent bills of Stationery (Cash bills)/Postage/Chemicals (Cash bills)/limited miscellaneous expenses signed by Chairman and "**Paid by Me**" certified by Principal/Head. Yes /No

(PTO)

9. TA Bills for not paid TA claims signed (on both sides of the bill) by the External Examiner attended duty for **Practical examination**, signed by Chairman and countersigned by Principal/Head of the Institution along with Copy of Air Tickets of the upward and downward Air Journey, Boarding pass of the upward journey and Taxi trip sheet for local travel (if any) for places not connected by Rail/Air. (The External Examiner shall forward his/her Boarding pass of downward journey to Finance Officer by Speed post immediately after the journey.)

Yes /No

**Signature of the Principal/  
Head of the Institution**

Place :

Date :

- NB :
- 1. No payment will be admitted against copies of bills/vouchers**
  - 2. Settlement bills and vouchers as mentioned above shall be forwarded to Finance Officer within five days from the last date of examination.**
  - 3. Formats of items mentioned 2,3,4,5,7 and 9 can be downloaded from the Website of KUHS.([www.kuhs.ac.in](http://www.kuhs.ac.in) – Examinations )**