



# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR-680 596

No: 3306/EFIIIA/AR/KUHS/2015

Date: 03.12.2015

## CIRCULAR

Sub: KUHS-Payment of remuneration to staff appointed for examination duty - Complaints received from staff from various institutions -reg

Several complaints have been received at Exam Finance section, KUHS from the examiners/staff appointed for University examination duty (Practical/Theory) that they do not get remuneration for the duty performed. They complain that the remuneration paid as advance/final settlement to the colleges for the conduct of examination is not disbursed among the staff who performed examination duty.

Under the above circumstances, University is pleased to clarify the following points

1. Advance is given to all the colleges for all regular Theory/Practical examinations on the request received from the Principals/Chairpersons along with estimate, two days before the commencement of examination, at least.
2. Advance is not paid for supplementary Theory/Practical examinations, except for those PG supplementary practical examinations in which theory paper valuation is conducted along with practical examination at the examination center itself.
3. Generally, 70% of admitted estimate amount is paid as advance.
4. The advance amount is credited to the Principal's account one day before commencement of the examination.
5. Belated requests for advance are not usually processed.
6. Settlement bills should be forwarded to Finance Officer within one month after the completion of examination and the First round of processing settlement bills is started within 3 months.
7. First round of Final settlement is done within 6 months (maximum) from the receipt of bills from the examination center .No bill received within one month of the completion of examination is pending for settlement beyond 6 months if not included in the defect list.
8. The acquittance roll submitted to the University should contain the signature of all the persons received/entitled to receive the payment. In the case of partially signed acquittance roll, the settlement will be restricted to the persons who have signed the acquittance roll.
9. University usually sends a mail to all the Principal/Administrator intimating the settlement details after crediting the amount into Principal's account.

10. The principal should maintain **an acquittance register** at every college in the format of acquittance roll submitted to University. This acquittance register should be signed by the person receiving payment at the time of actual disbursement of remuneration and the register should be produced before the University as and when asked by Finance Department for inspection.
11. **Any complaint regarding non disbursement of remuneration to staff for University examination duty will be taken seriously & strict action will be taken against those who violate the instructions.**

**Finance Officer**

To

The Principals of all affiliated institutions } for information and necessary action

Copy to

PA to VC/PVC/CE/FO  
AR (Finance & Exam Finance)  
SO (Exam Finance)  
All sections in Exam Finance } for information

IT } for publishing in website

Stock File  
O/C

