



# KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR-680 596

## READY RECKONER

on

Rate of Remuneration, Travelling Allowance & Halt Allowance to Examiners, Evaluators & Staff attending duty at Examination Centres, Centralised Valuation Camps and Evaluation Centres

### I.QUESTION PAPER SETTING (per QP)

Item of Work	Rate in Rs.	Order No& Date
<b>For Under Graduate Examinations</b>		KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
Less than 3 hours	400	
3 hours and above	700	
<b>For Post Graduate Degree and PG Diploma Examination</b>		
Less than 3 hours	750	
3 hours and above	1000	
<b>For Super Speciality Course/M.Phil.</b>		
Question Paper setting	1200	
<b>Proof Reading/Scrutiny(UG &amp; PG)</b>	120	

<b>Remuneration for preparing Theory Evaluation Guidelines</b>		2822/ Exam Gen /15 dt:25.03.15
2 hours and above(UG& PG)	500	
Less than 2 hours(UG& PG)	300	
(a)Payments for Proof Reading/Scrutiny admissible only to persons authorised by Controller of Examinations.		
(b)Rates include typing and copying charges.		
(c)Actual Postage charges will be paid against submission of original bills		
<b>II.THEORY EXAMINATION</b>		
<b>Item of Work</b>	<b>Rate in Rs.</b>	<b>Order No&amp; Date</b>
<b>Remuneration to Preliminary Arrangements(Rate for whole examination)</b>		
Administrative Officer/Office superintendent	200	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
Clerk	130	
Peon	100	
IT Personnel/Skilled staff	200	292/Exam Fin /2011 dt:23.05.12
<b>Remuneration for the conduct of examination(per session)</b>		
Chief Superintendent	500	2822/ Exam Gen/15 dt:25.03.15
Additional Chief Superintendent (when posted as and when requires from outside the Examination Centre only)	400	
Deputy Chief Superintendent (when posted-If number of candidates are more than 150)	400	

Assistant Chief Superintend	<b>DELETED</b>	
Assistant Superintendent/Invigilator (One Invigilator for every 25 candidates)	250	2822/ Exam Gen/15 dt:25.03.15
<b>Remuneration for the conduct of examination(per day)</b>		
<b>Other Staff</b> who involved in the Examination work at the Examination Centre. Office Superintendent /Clerk- Rs.150/- (for processing the final settlement bills /vouchers and submission to University) IT Staff- Rs.150/- Peon/OA/Attender etc.- Rs.100/-x2 Nos.=200/-	500	
If the number of candidates exceed 100, Remuneration to other Staff who involved in the Examination work at the Examination Centre (to be divided among them as shown below.) Office Superintendent/ Clerk–Rs.200 (for processing the final settlement bills /vouchers and submission to University) IT Personnel- Rs.200/- Peons/OA/Attender etc.- Rs.100 x 3 Nos.=Rs.300/-	700	
Observer/Assessor/Inspector	750	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
The Observer's remuneration and TA (including minimum TA) shall be paid by the University directly to them. The observers shall forward the bills to CE for certifying the receipt of report and satisfactory completion of duty.		
Squad Chief and members	1250	
If the Chief and members of the squad hire a taxi cab, actual taxi fare will be reimbursed by University to one of the members only on production of trip sheet. In cases of using own car, taxi fare at the rate fixed by Govt., from time to time, will be reimbursed to one of the members only. Bills shall be routed through CE as in the case of Observers. Journey should be performed by shortest route from the H.Q. of the person claiming the TA bill.		

Nodal Officer at Nodal Centres per day	500	292/Exam Fin/ 2011 dt.23.05.12
Subject Expert at Nodal Centres per day	400	
<b>Contingency Expenditure</b>		
Postage charges on production of original bills	Actual Amount	
Stationery and other exam incidental expenses against submission of original cash bills ( Hospitality/Refreshment Charges will not be admitted)	Rs.5/- per candidate/ subject/day	292/Exam Fin/ 2011 dt:04/10/14
Minimum contingency charges per subject/day (excluding postal charges)	300	2822/Exam Gen/ 15 dt:25.03.15
<b>III.PRACTICAL EXAMINATION</b> (Maximum 25 candidates in one batch)		
<b>Item of Work</b>	<b>Rate in (Rs.)</b>	<b>Order No&amp; Date</b>
<b>Remuneration for examination duty</b> (common for UG, PG/Diploma & Super Speciality Practical examination)		
<b>University Practical Convener</b> per subject or examination (For entire practical Examination.)		KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
<b>UG-Practical Convener</b>	2000	
<b>PG- Practical Convener</b>	2500	
Laboratory /Technical Assist -one -per subject/day	150	2822/Exam Gen/ 15 dt:25.03.15

Nurse – one – per subject/day ( for clinical subjects only)	150	
Remuneration to the other staff who involved in Practical Examination duty <b>per day</b> .((Peon-2 Nos. x 125=Rs.250/- Sweeper/cleaner/attender-2 Nos. x 125=Rs.250/-An undertaking to this effect should be furnished by the chairman of Practical examination)	500	2822/Exam Gen/ 15 dt:25.03.15
Clerical Allowance <b>per day</b> (for processing bills /vouchers and submission to University. Clerical Allowance will be paid in addition to other staff's remuneration.)	200	
<b>(A) UG –Practical Examination</b>		
<b>Remuneration to external and internal examiner for conducting UG practical examination</b> (rate per candidate)		
Centre Chairman per subject/day (subject to a Maximum of Rs.1200/- per day )	300	
Expert Assistant – per subject/day – one Assistant (for MBBS examination-Two Assistants per subject/day)	250	
Practical	40	2822/Exam Gen/ 15 dt:25.03.15
Viva voce	30	
Viva voce only (in the case where there is no practical)or practical only (in the case where there is no viva voce)	50	
Project evaluation-per project	100	16200/ Exam Fin/KUHS/14 Dt.07.11.2014
<b>Minimum Remuneration</b> -per examiner/ subject/ day -(for internal & external)	750	2822/Exam Gen/ 15 dt:25.03.15

<b>Contingency Expenditure</b>		
Postage charges on production of original bills	Actual Amount	292/Exam Fin/ 2011 dt:04/10/14
Stationery and other exam incidental expenses against submission of original cash bills(Hospitality/Refreshment Charges will not be admitted)	Rs.25/-per candidate/per subject/day	2822/Exam Gen/15 dt:25.03.15
Minimum contingency charges per subject/day (excluding postal charges)	250	
Maximum contingency charges per subject/day (excluding postal charges)	1000	
<b>(B) PG/Diploma–Practical Examination</b>		
<b>Remuneration to external and internal examiner for conducting PG practical examination (rate per candidate)</b>		
Centre Chairperson per subject/day (Subject to a maximum of Rs.1500/- for the entire examination.)	500	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
Expert Assistant -per subject/day - One Assistant (for the conduct of Medical PG Degree/Diploma Examination-Two assistants per subject/day)	250	2822/Exam Gen/15 dt:25.03.15
Practical	150	
Viva voce	150	
<b>Dissertation/Thesis valuation</b> – for all streams (per candidate/examiner)	600	
Clerkship Evaluation -Pharm D practical (per candidate/examiner)	150	KUHS/ Exam3-1/15 Dt.12.10.15

Project Evaluation-Pharm D practical (per candidate/examiner)	150	KUHS/ Exam3-1/15 Dt.12.10.15
<b>Minimum Remuneration</b> -per examiner /subject/ day-(for internal & external)	1000	2822/Exam Gen/15 dt:25.03.15
<b>Maximum Remuneration</b> -per Examiner/ day- (for internal & external)	4000	
Upper limit of remuneration to Examiners for <b>Pharm D, Pharm D (PB) and M Pharm</b> practical examinations per day (When the no of candidates is more than 20, the examination shall be extended to the second day only when there are more than five candidates over and above 20 candidates)	6000	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
<b>Contingency Expenditure</b>		
Postage charges as on production of original bills	Actual Amount	292/Exam Fin/ Remuneration/ 2011 dt:04/10/14
Stationery and other exam incidental expenses against submission of original cash bills(Hospitality/Refreshment Charges will not be admitted)	Rs.40/-per candidate/ subject/day	2822/Exam Gen/15 dt:25.03.15
Minimum contingency charges per subject/day (excluding postal charges)	250	
Maximum contingency charges per subject/day (excluding postal charges)	1000	
External Examiners deployed from outside state for the conduct of PG/Diploma practical Examinations (of all system of medicine) shall be entitled to accommodation in budget hotels near examination centres with tariff not exceeding <b>Rs.2000/</b> per day ,on production of original cash bills. In addition to the accommodation charges, one third of halt allowance per day (Rs.400/- now) shall be paid		KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15

**( C ) SUPER SPECIALITY –Practical Examination**

**Remuneration to external and internal examiners for conducting super speciality practical examination (rate per candidate)**

Centre Chairman per subject for the entire examination (subject to a maximum of Rs.2000/- for the entire examination.)	1000	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
Expert Assistant (per subject/day - two Assistants)	500	10597/ Exam Fin/ KUHS/2013 Dt:23.09.13
Practical	250	
Viva voce	250	
<b>Minimum Remuneration</b> -per examiner /day- (for internal & external)	1250	2822/Exam Gen/15 dt:25.03.15
<b>Contingency Expenditure</b>		
Postage charges on production of original bills	Actual Amount	292/Exam Fin/ 2011 dt:04/10/14
Stationery and other exam incidental expenses against submission of original cash bills (Hospitality/Refreshment Charges will not be admitted)	Rs.40/-per candidate/subject/ day	2822/Exam Gen/15 dt:25.03.15
Minimum contingency charges per subject/day (excluding postal charges)	250	
Maximum contingency charges per subject/day (excluding postal charges)	1000	
External Examiners deployed from outside state for the conduct of Medical Super Speciality practical Examinations (of all system of medicine) shall be entitled to accommodation in budget hotels near examination centres with tariff not exceeding <b>Rs.2000/</b> per day ,on production of original cash bills. In addition to the accommodation charges, one third of halt allowance per day (Rs.400/- now) shall be paid.		2822/Exam Gen/15 dt:25.03.15



<b>IV.EVALUATION OF ANSWER SCRIPTS</b>		
<b>Item of Work</b>	<b>Rate</b>	<b>Order No &amp; Date</b>
Remuneration to theory valuation Chairperson at practical examination centres	1500	2822/Exam Gen/15 dt:25.03.15
<b>Theory Paper Valuation-UG Examination</b> (per book in hours)		
3 hours and above	50	2822/Exam Gen/15 dt:25.03.15
Less than 3 hours	40	
<b>(Subject to a minimum-Rs.500/- per evaluator)</b>		
<b>Theory Paper Valuation-PG Examination</b> (per book in hours)		
3 hours and above	150	2822/Exam Gen/15 dt:25.03.15
Less than 3 hours	120	
<b>(subject to a minimum-Rs.1000/- per evaluator)</b>		
<b>Theory Paper Evaluation-Medical Super Speciality Examination</b>		
Evaluation of theory answer book of super speciality examination per book.	300	2822/Exam Gen/15 dt:25.03.15
<b>(Subject to a minimum of Rs.1000/- per evaluator )</b>		

## V.REMUNERATION AT CENTRALISED VALUATION CAMP

Item of Work	Rate	Order No & Date
<b>Chairperson at CV Camp (per day)</b>		
UG-Theory Paper valuation		
Chairperson at CV camp	Rs.3/- per valuation + Rs.700/- per day.	2822/Exam Gen/15 dt:25.03.15 & KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
PG-Theory Paper valuation		
If no. of evaluators under a chairperson is above 10	3000	2822/Exam Gen/15 dt:25.03.15
If no. of evaluators under a chairperson is 10 or less	2000	
Theory valuation <b>co-ordinator</b> at CV Camp(per day)	1000	
No of Co-ordinators to be appointed  (a) Up to 1000 scripts -One (b) 1001 to 2500 scripts -Two (c) 2501 to 5000 scripts - Three		
<b>Special Camp Allowance to evaluators</b> attending centralised valuation camp duty(per day)	400	
Room Rent admissible to evaluators against original hotel bill per day.  (If University is providing lodging facility 1/3 halt allowance will be deducted)	500	292/Exam Fin/ 2011 dt:23.05.12
Custodian per script (minimum of Rs.500/-)	Rs.5/-	

Clerical Assistants/Data Entry Operator per script (minimum of Rs.250/-)	Rs.1/-	292/Exam Fin/ 2011 dt:23.05.12
No of Clerical Assistant/Data Entry Operator up to 500 books-One for every 500 books-additional one		2822/Exam Gen/15 dt:25.03.15
Peon/OA/Attender per answer script (minimum of Rs.200/-)	Rs.0.50/-	292/Exam Fin/ 2011 dt:23.05.12
<b>Camp Officer</b> (Special Camp allowance outside the University Head Quarters-per day)	400	2822/Exam Gen/15 dt:25.03.15 & KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
In addition to the special camp allowance, Camp Officers and other officers appointed for camp duty outside the University Head Quarters are eligible for accommodation at the following rates. i) Officer (SO and above) -Rs.1000 per day ii) Assistant, DEO & Others -Rs.750/- per day.		
<b>Contingency expenditure at evaluation centre/camp</b>		
Stationery and hospitality charges	Rate per script Rs.2/-	2822/Exam Gen/15 dt:25.03.15
<b>VI.TRAVELLING ALLOWANCE</b>		
<b>Item</b>	<b>Rate</b>	<b>Order No. &amp;Date</b>
<b>For DUTY AT EXAMINATION CENTRE</b>		
Conveyance Allowance to examiners attending duty at Examination centre (Distance from HQ)		
Within 8 KM- Conveyance allowance	Nil	2822/Exam Gen/15 dt:25.03.15
within 50 KM- conveyance allowance (subject to a minimum of Rs.350/- per day)	Rs.5.00/- per km	
50 KM and above- conveyance allowance	Rs.5.00/- per km or II AC Train Fare	
( Incidental Charges as per Govt. Approved rate for Rail Journey)		

<b>Air Fare</b>		
The examiners deployed from outside the state for performing <b>PG &amp; Super speciality examination duty</b> are eligible for <b>Actual Air Charges</b> subject to production of Air Ticket (to & fro) and onward boarding pass. The journey shall be performed by shortest route, Economy class.		6254/Exam Fin/ KUHS/14 Dt:08.06.14
(Incidental Expenses as per Govt. approved rates-Rs.350/- per journey now.)		
<b>Taxi Fare</b>		
The External Examiners appointed for various practical examinations/valuation duty from outside state who travel by Air/Train are eligible for Taxi fare from their HQ to Airport/Railway station, Airport/Railway station to examination /Valuation centre and return as follows <b>(Taxi fare for local conveyance shall be paid for both ways on the basis of onward taxi trip sheet or pre-paid taxi receipt.)</b>		
On production of <b>prepaid taxi</b> trip sheet	Actual Amount	292/ Exam Fin/ KUHS/2011 Dt.08.07.14
On production of Taxi Trip sheet	as per Govt. approved rates (Rs.12/- per KM now)	
The external examiners from outside the state, travelling in own car. <b>(In such cases prior permission from Registrar through CE shall be obtained.)</b>	Rs.7/-per KM.	KUHS/Exam Gen/5358/ GC/2015(10) Dt:18.11.15
The external examiners appointed for the conduct of examinations are eligible for Taxi Fare at Kerala Govt. rate fixed from time to time (Rs.12/- per KM now) on production of original Taxi Trip sheet. <b>Prior permission from Registrar through CE shall be obtained for such journey.</b>		
<b>For DUTY AT CV CAMP</b>		
Conveyance Allowance to the examiners attending duty at Centralised Valuation camps and Evaluation centre (Distance from HQ)		
within 100 KM (subject to a minimum of Rs.350/- per day)	Rs.5.00/- per km	2822/Exam Gen/15 dt:25.03.15
100 KM and above	Rs.5.00/- per km or II AC Train Fare	
( Incidental Charges as per Govt. Approved rate for Rail Journey)		

**VII. HALT ALLOWANCE**

<b>Item</b>	<b>Rate</b>	<b>Order No. &amp; Date</b>
<b>Halt allowance at practical Examination centres /CV Camps</b>		
UG & PG Courses External Examiner (from Inside the state )	800	2822/Exam Gen/15 dt:25.03.15
UG & PG courses External Examiner (from outside the state)	1200	

**(Sd/-)**

**FINANCE OFFICER**