

सावित्रीबाई फुले पुणे विद्यापीठ
वित्त व लेखा विभाग
परीक्षा वित्त कक्ष

जमा खर्चाचे विवरण पत्र सादर करतेवेळी खालील चेक लिस्ट प्रमाणे कागदपत्रे लावून देण्यात यावीत.

महाविद्यालयाचे नाव: -----
कॉलेज कोड नं.: -----
कॉलेज पन (PUN) कोड नं.: -----
परीक्षेचे/ कोर्सचे नाव:- -----
परीक्षेचे वर्ष (एप्रिल/मे, ऑक्टो/नोव्ह.):-----

Sr.No.	Name of the Statement/Document	Remarks
1	College Covering Letter.	
2	Receipt & Payment signed by the Principal & Chartered Accountant.	
3	Utilization Certificate (Annexure '1')	
4	Expenditure for Sending Parcel (Annexure '2')	
5	Photocopying of Question Paper (Annexure '3')	
6	Cloth Bags & Stitching Charges (Annexure '4')	
7	Remuneration to Ministerial Staff (Annexure '5')	
8	Remuneration payable to Non-Teaching Staff involved in Examination work (Annexure '6')	
9	Remuneration To Sr. Supervisor, Assistant To Sr. Supervisor, Jr. Supervisor, Custodian (Annexure '7')	
10	TA./DA. To Sr. Supervisor External Theory Exam (Annexure '8')	
11	TA./DA. To External Examiner(PR/OR) (Annexure '9')	
12	Assistant & Servants (Annexure '10' OR '10A')	
13	Chemical & Breakages (Annexure '11')	
14	Remuneration To Examiner & Paper Setter (Annexure '12')	
15	Online Exam (Annexure '13')	
16	Remuneration Bill of College Examination Officer (Annexure '14')	

Principal

SAVITRIBAI PHULE PUNE UNIVERSITY

Statement of Receipts and Payments A/c (Theory / Practical)

University Examinations April/Oct.

Name of the Examination Centre :

Sr.No.	Receipt	Amount Rs.	Sr.No.	Payment	Annexure	Amount Rs.	Amount Rs.	Remark (for office use)
1	Advance received from University		1	Misc. Exam. Charges for Exam. Centres :				
				1. Factotum Charges				
				(No of students @ Rs. _____/- per student)				
				2. Expenditure for sending parcels	2			
				3. Photocopying of Question Paper	3			
				4. Cloth Bags & stitching charges	4			
				5. Remuneration to Ministerial Staff	5			
				6. Payment of Accounts Clerk				
				7. Auditors Fees				
				8. Store Clerk				
				9. Distribution of Marklists				
				(@ Rs. _____/- per candidate for..... students				
				10. Remuneration of preparing B.Ed time table				
				11. Printing charges of B.Ed time table				
				12. Remuneration to Non-Teaching Staff	6			
			2	Supervision Charges :-				
				A. Remuneration To Principal (Examination Session Dates)				
				From to				
				From to				
				From to				
				From to				
				B. Remuneration to Senior & Junior Supervisor, Assistant To Sr. Supervisor & Custodian	7			
			3	Expenditure on T.A. / D.A. to Sr. Supervisor	8			
			4	Expenditure on T.A /D.A. to Examiners	9			
			5	Assistant & Servants:	10 OR 10A			
				Remuneration to Lab Sup. & Expert Asst.				

Sr.No.	Receipt	Amount Rs.	Sr.No.	Payment	Annexure	Amount Rs.	Amount Rs.	Remark (for office use)
			6	Chemical & Breakages	11			
			7	Remuneration to Examiners/Paper-Setters	12			
				(Faculty Wise)				
			1					
			2					
			3					
			4					
			8	Online Examination	13			
			9	Remuneration to College Examination Officer	14			
			10	Unspent Balance to be sent to University				
2	Amount receivable from			DD/Cheque No.				
	University			Date :				
	TOTAL RS.			TOTAL RS.				

Place:

Date:

Chartered Accountant
(Membership No.:-----)

Principal

Note:- 1. This Statement is to be Submitted to the University within forty-five days from the date of conclusion of the Examination.

2. Please submit separate statements by giving the necessary details in the formats provided by the University.

Certificate:- I hereby certify that all the details furnished in the statement of Receipts & Payments including annexures thereto are true and correct.

UTILIZATION CERTIFICATE

Certified that the Examination Advance of Rs. ----- /- (Rs. -----
 -----) sanctioned by Savitribai Phule Pune University for the conduct of -----
 ----- Examinations April/Oct. ----- has been utilized by scrupulously observing
 all the Rules and Rates prescribed in the rates of Remuneration booklet & prevailing rules of
 T.A./ D. A. of Savitribai Phule Pune University.

Certified that the total expenditure is Rs. ----- /- and an amount of Rs.-----
 is receivable from /payable to the Savitribai Phule Pune University.

Place :

Date :

Chartered Accountant

Principal

(Membership No. -----)

Certified that the original vouchers and stamped receipts for the above
 mentioned statement of Accounts are retained in this office and will be made available as and
 when required.

Place :

Date :

Principal

(Annexure '2')

Savitribai Phule Pune University
Statement showing Expenditure for Sending parcels

Name of College _____

Exam _____ April/Oct _____

Sr. No.	Date	Name of the Person	Designation	To CAP/Sub centre	Mode of Journey	T.A (Rs.)	D.A. (Rs.)	Total (Rs.)
	TOTAL							

Principal

(Annexure '3')

Savitribai Phule Pune University
Statement showing Expenditure of Photocopying of Question Papers

Name of College _____

Exam _____ April/Oct _____

Sr. No.	Date	No of Students	Rate Rs.	Amount Rs.
		Total		

Principal

(Annexure '4')

Savitribai Phule Pune University
Statement showing Expenditure of Cloth Bags

Name of College _____

Exam _____ April/Oct _____

Sr. No.	Bill No.	Amount Rs.
	Total	

Principal

Savitribai Phule Pune University

Statement Showing details of Payments to Ministerial Staff
(Office Peon, Sweeper, Waterman, Watchman, Dispatch Clerk)

Name of College _____

Exam _____ April/Oct _____

Sr.N o.	Date of Exam	session	No. of students	No.of Blocks	Office Peon			Sweeper			Waterman			Watchman			Dispatch Clerk			Grand Total Rs.
					No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	
1		M																		
		E																		
2		M																		
		E																		
3		M																		
		E																		
4		M																		
		E																		
5		M																		
		E																		
6		M																		
		E																		
	Total																			

M= Morning,

E= Evening

Principal

Savitribai Phule Pune University

Statement showing Remuneration Payable to Non-Teaching Staff involed in Examination work

Name of College _____

Exam _____ **April/Oct** _____

Sr.No.	Name of Exam	No. of Students Registerd for Exam	Rate per Candidate Rs.	Amount Rs.
	TOTAL			

I, hereby certify that informaion given above is correct.

Principal

**Deputy Registrar
(Examination)**

**Director
Board of Examination and Evaluation**

Savitribai Phule Pune University

Statement Showing Details of Payments made towards Supervision Charges

Name of College _____

Exam _____ April/Oct _____

Date of Exam Session _____

Sr. No.	Date of Exam	Session	No. Students	No of Blocks	Senior Supervisor (Internal & External)			Asst. to Sr Supervisor			Junior Supervisor			Custodian			Grand Total Rs
					No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	
1		M															
		E															
2		M															
		E															
3		M															
		E															
4		M															
		E															
5		M															
		E															
6		M															
		E															
	Total																

M=Morning

E=Evening

Principal

(Annexure '8')

Savitribai Phule Pune University

Statement showing of T.A./D.A. to External Senior supervisor for Theory Papers

Name of College _____

Exam _____ April/Oct _____

Sr. No.	Name of the Ext. Senior Supervisor	Basic Pay Rs.	From Station	Mode of Journey	Period from to (Dates)	TA Rs.	DA Rs.	(TA & DA) Total Rs.
	Total							

Note:- विद्यापीठ नियुक्ती आदेश जोडण्यात यावा.

Principal

(Annexure '9')

Savitribai Phule Pune University
Statement showing of TA/DA for Practical/Oral External Examiner

Name of College _____

Exam _____ April/Oct _____

[illegible]

Note:- विद्यापीठ नियुक्ती आदेश जोडण्यात यावे.

Principal

(Annexure '10')

Savitribai Phule Pune University

Statement showing remuneration paid to Expert Asstt./Lab.Supervisors, (Other than Engineering) for Practical Examinations

Name of College _____

Exam _____ April/Oct _____

Sr.No.	Category (Expert/Lab Supervisor)	No.of Staff	Subject	Class	No.of Students	No.of Batches	Preparation Days	Rate Rs.	Exam Rs.	Rate Rs.	Cleaning Days	Rate Rs.	Total Rs.
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
	TOTAL												

Principal

Savitribai Phule Pune University

Statement showing the Staff used for Practical/Oral/Term work Exam. Held in the College of _____ (Faculty of Engineering)

Name of College _____

Exam _____ April/Oct _____

											Payment to Supporting Staff as per rate				
											per batch + preparation & cleaning.				
											N.B.: - Total Payment for the subject of				
											exam. Be entered herewith on annex.				
Year & Course	Subject of Exam.	Practical/ Oral/TW	No of Students	Date's of Conduct of Exam	Days of Preparation & Cleaning	No. of Batches	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon/ Hamal	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon/ Hamal	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
											Rs.	Rs.	Rs.	Rs.	Rs.
Grand Total															

Principal

(Annexure '11')

Savitribai Phule Pune University

Statement showing of Remuneration to Lab. Staff & Chemical Breakages (Other than Engineering)

Name of College _____

Exam _____ April/Oct _____

Sr.No.	Subject	Class	No. of Student	Lab Staff Rs.	Rate Rs.	Chemical & Breakages Rs.	Rate Rs.	Total Rs.
	TOTAL							

Principal

(Annexure '12')

Savitribai Phule Pune University

Statement showing of Remuneration Practical/Oral/Term Work External/Internal Examiner (Faculty Wise)

Name of College _____

Exam _____ April/Oct _____

[illegible]

Note:- प्रात्यक्षिक / तोंडी / टर्मवर्क परीक्षेचे वेळापत्रक जोडण्यात यावे.

Principal

(Annexure '13')

Savitribai Phule Pune University

Statement showing details of payment towards Online exam charges

Name of College _____

Exam _____ April/Oct _____

Sr. No	Date of Exam	Course & Subject	No of Students	No of Session	No of Blocks	Senior Supervisor			System Administrator			Expert Teacher			Lab Assistant			Peon/Waterman			Grand Total Rs
						No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	
1																					
2																					
3																					
4																					
5																					
6																					
		Total																			

Principal

(Annexure '14')

Savitribai Phule Pune Univeristy

(THE BILL IS TO BE PAID BY THE COLLEGE OUT OF THE EXAMINATION GRANT ISSUED TO COLLEGE)

Name of the College:-

Pun Code:-

Name of the College Examination Officer:-

Examination (Month & Year) :

Mobile No:-

The amount due to me as College Examination Officer for the above Examination for FIRST/SECOND half of the year.-----

Amount Rs. -----

Amount in Rupees. -----

Signature of the claimant

Principal