#### HIMACHAL PRADESH UNIVERSITY, SHIMLA

Entered in the Bill Register on Page..... Month.... Date of Exam..... Time of Exam..... Voucher No..... Bill of Chemicals consumed and breakages during the..... Practical Examination in the subject of \_\_\_\_\_\_held \_\_\_\_\_ Name of Laboratory [in full].... Quantity Price Name of Serial No. or **Articles** P. Number Rs. Certified that the chemicals mentioned in the list above FOR UNIVERSITY OFFICE ONLY were consumed and the apparatus broken by candidates appear-PAY ORDER ing in the Science Practical Examination at :-Pay Rs..... [Rupees..... ......Centre Practical Examiner Budget head-conduct examination .....Practical Examiner Examined..... Countersigned Assistant (Account)......S.O. A/cs. (ii) Principal .....College..... Cheque No..... Payment of this bill may be made to the Principal ......A.R./D.R./F.O.

#### INSTRUCTIONS

- 1. The Examiners are requested to send the Claims of the Laboratory Assistant on the prescribed Form.
- 2. Bill of such claims should be sent soon after the examination is over duly signed by the Examiner and counter-signed by the Head of the Institution to avoid delay.
- 3. No bill is to be sent to the University Office unless it is signed by all the examiners and countersigned by the Head of Institution concerned.
- The Practical Examiners concerned should send the Contingency Bill of the Laboratories and Laboratory Assistant's Bill immediately after the Practical Examination Positively.

#### HIMACHAL PRADESH UNIVERSITY, SHIMLA

### PAYMENT BILL FORM

# [To be used only be Examiners in subjects where there is no head Examiner]

In order to avoid delay in payment all the column in this bill should be filled in properly.

	re · Co-Evamine	ers in your group			
			7		
Address					
		*/			
Subject		Paper	Year of the Exa	mination	
lame of Labor	atory where Pra	ctical Examination wa	as conducted :		
			s conducted :		
					7
			amination ? If so, quote the I		
					te
Person to who	m despatched				
Name of	Number of Papers Set	Number of Answer books	No. of candidates tested through a Practical or Viva Voce examination	Amount	Remarks
Name of	Number of	Number of	No. of candidates tested through a Practical or Viva		Remarks
Name of	Number of	Number of	No. of candidates tested through a Practical or Viva		Remarks
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Name of	Number of	Number of	No. of candidates tested through a Practical or Viva		

### FORWARDING MEMO FOR PRACTICAL AWARD LIST

The Memo must be filled in by the Examiners in Practical and forwarded alongwith their award list, otherwise no payment can be made.

Centre of Examination	Examiner's Serial Number given with the Centre of Exam. in the programme chart for Practical Exam
(In case the examiner is to conduct exam at more than one Centre, he may prepare and send to this office separate Memos for each Centre).	
Name of Examination	
	held on201
SubjectPractical	
Date on which result submitted to the Deputy / Assistant Registrar (Ex	kamination.)
Total No. of candidates examined	
Roll Nos. of candidates actually examined by the examiner :	
Carrier to the second s	
Roll Nos. of ABSENTEES :	
I also certify that the sealed packets containing the Questi Programme Chart from the Principal of the college / Supdt. where the correct.	on Papers were received by me intact and according to the examination took place and the contents of the packets were
Candidates who were absent have been shown as such aga	inst their Roll Nos. in the attached award list.
(F	ull signatures of Examiner or Examiners, as the case may be)
Name and full address	
(in capital letters	5)
Dated201	Examiner's Serial No. as shown in the Programme
	Chart for Practical Exam

# Himachal Pradesh University, Shimla

Voucher No					Month	1
Bill of the Laboratory Assistant eng						
Practical Examination in						
Name of the Centre					.Date of Examina	tion
Name of Laboratory in full						
Name and Address	Designation	1000 1000	of Session/ Days	Rate	Amount Rs. F	Remarks
,						
				TOTAL		
FOR UNIVERSITY O  Does Budged Provision exit or not.	I / We certify that the man/men named above was/were engaged during the Practical Examination					
Pay Rs	by me/us and has not been charged in my/our contingent bill.					
[Rupees	Practical Examiner					
Budget head-conduct	AtPractical Examiner  Principal					
Assistant (Account)						
DateA.R./D.R	./F.O.				College	
No invigilator is to be cha		ISTRU	ICTIONS	- 0	-	

- No Laboratory Assistant or Laboratory Bearer is to be paid by the Examiner.
- 3. One session Rs. 1.50, Two session Rs. 2.50, Three Session Rs. 3.50, Four Session Rs. 4.50, day for Laboratory Bearer/Laboratory Assistants.
- No preparation day is allowed.
- 5. No bill is to be sent to the University Office unless it is signed by the Examiner and countersigned by the Head of the Institution concerned.
- 6. Bill of such claims should be sent soon after the examination is over duly signed by the Examiner and countersigned by the Head of the Institution concerned to avoid delay in payment.