



DR. BHIMRAO AMBEDKAR LAW UNIVERSITY, JAIPUR

डॉ. भीमराव अम्बेडकर विधि विश्वविद्यालय, जयपुर

(A State Funded University of Rajasthan)

(राज्य वित्त पोषित विश्वविद्यालय)

("RUSA BHAWAN", Shiksha Sankul, JLN Marg, Jaipur – 302015)

(रूसा ब्लॉक- भूतल, डॉ. आर. के. शिक्षा संकुल, जयपुर-302015)

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F. No. 4(3) Exam./ ALU/ 2023-24/ 9141

Dated: 07.10.2023

Office – Order

In pursuance of the resolution no. 4 of the 20th meeting of the Board of Management of the university held on 8th September, 2023, it is decided that the examination centre bill for conduct of university examinations shall be generated online on single Form no. 107 (E) considering database and details submitted by Centre Superintendent from the session 2022-23 and onwards and shall be accepted by the university for payment purpose. The examination centre bill (online generated Form 107 E) shall be passed on single Form 107 E on the basis of Declaration cum Utilization Certificate of the Centre Superintendent duly verified by the officer of the examination section authorized by the BOM and counter signature of the Controller of Examinations of the university, without any attachment forms and bills etc.

For the purpose of uniformity in the system generated online examination centre charges bill Form 107(E), following amendments are also approved by the BOM in the earlier issued university office order no. F4(3) Exam./ ALU/ 2021-22/ 6571-6584 dated 23.01.2023:

1. According to the number of students registered at the examination center on each day/session, the total number of examination rooms shall be taken out considering the seating capacity per room on each examination day/session as of 30 examinees each room irrespective of its actual capacity. As per calculated number of rooms each day/session, two (2) invigilators per room and on every four (4) invigilators, one (1) supervisor shall be calculated and total payable amount shall be worked out accordingly.
2. Payment for arranging cold water (ice charges) for the examinees on each examination day/session shall be payable as per the applicable rate * number of students registered per day/session or the minimum permitted rate, whichever is higher. The consolidated claim for arrangement of cold drinking water/ ice charges shall be passed on the basis of the same declaration cum utilization certificate of the center superintendent. No need to submit bill(s) and documents in support of claim.
3. The arrangement of sanitizer at the examination centre is also fixed according to the number of students, so its payment shall also be made on the basis of declaration cum utilization certificate of the Center Superintendent. No need to submit bill(s) and documents in support of claim.



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For all other remaining heads, rates and basis of the calculation for generation of online examination center bill shall be same, as applicable through university office order no. 6571-6584 dated 23.01.2023 sr no. 7 or as amended time to time.

In relation to all above mentioned points, a Declaration cum Utilization Certificate shall be obtained from the concerned Centre Superintendent of the Examination Center that **"the duties of the personnel at the examination center have been appointed/expenses have been paid as per the above system generated bill (Form 107 E) and as per the above, payment of the personnel/works will be paid."**

By the adoption of this process, the time taken in processing of bill for payment purpose and errors/shortcomings in filling information in different types of forms by the centres may be reduced /avoided.

The above process shall be implemented from the examinations of session 2022-23 and onwards and the examination center bill of all the theory examinations shall be generated through online system and a single Form 107 E (without attachments) of each centre be accepted. For the present session i.e., 2022-23 examinations, the examination center have an option to submit offline bill as per past practice in accordance of office order no. F4(3)Exam./ALU/2021-22/ 6571-6584 dated 23.01.2023. Payment of the examination centre charges shall be passed and paid as per the bill submitted either online or offline accordingly.

This order is issued after approval of competent authority.


REGISTRAR

Dated:

F. No. 4(3) Exam./ ALU/ 2023-24/

1. Centre Superintendent, University Examination Centres, ALU, Jaipur
2. Comptroller of Finance, ALU, Jaipur
3. Dy. Registrar, ALU, Jaipur
4. Assistant Registrar(Acad.), ALU, Jaipur- in compliance of BOM resolution.
5. PA to VC/ PA to Registrar, ALU, Jaipur
6. Data Processing Agency- Please prepare module as per above.
7. Guard File


REGISTRAR