



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Ref.No.IMU-HQ/C/12/18/2/2019

Date: 01.02.2021

CIRCULAR NO.2104

Sub : Settlement of Remuneration/TA&DA and other expenses for Examinations related duties attended by the Faculty/Officers/Staff of the Affiliated Institutes - Regarding.

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In order to streamline the settlement of Remuneration/TA&DA and other expenses for Examinations related duties attended by the Faculty/Officers/Staff of the Affiliated Institutes, the following procedures are introduced:-

1. Paper Evaluation Claims:

- Paper evaluation claims and TA/DA, wherever applicable, the claims received from all the faculty of the Affiliated Institutes have to be consolidated and the same has to be forwarded by the Principal of the concerned Institute to the COE, IMU-HQ.
- In case of Online Evaluation, the claim form generated through the software only to be used.
- In case of manual evaluation, the attached claim form to be used.

2. QP setting Claims:

- With regard to Question Paper setting claims, the Faculty of the Affiliated Institutes can send the claims directly to the Controller of Examination's Office, by following instructions given in the Appointment order. Please note that the claim will be processed only on receipt of hard copy of claim form.

3. Practical External Examiner/Invigilation/Chief Superintendent duties claims:

- A copy of appointment order issued by COE, IMU-HQ has to be enclosed along with Certificate issued by the Institute, indicating No.of students attended the practical examination for every claim for attending practical External Examinations & their presence certified by Campus or Institute

Handwritten signature

- b. Original supporting vouchers such as Air-Ticket, Boarding Pass and Lodging receipt and Taxi/auto fare etc., are to be enclosed and details to be furnished in the prescribed format.
- c. Air Travel should be carried only through "Air India" as per GoI norms. No exception for reimbursement from other airlines will be entertained. Further, the faculty are requested to book the air tickets only from Air India either directly from the Air India website or through the authorized travel agents viz. M/s. Balmer Lawrie & Company or M/s. Ashok Travels & Tours & Indian Railway Catering & Tourism Corporation (IRCTC). **Ticket booked other than above authorised travel agents will not be processed.**
- d. The Following documents are to be submitted for claiming the remuneration/TA/DA for attending Practical Examinations:
- Appointment Order Issued by the CoE.
 - Certificate issued by Institute, indicating No.of students attended the practical Exam.
 - TA/DA Claim in the prescribed format annexed.
 - Remuneration Form prescribed by IMU.
 - Tickets for travelling in Flight/Train/Bus in original
 - Boarding Pass issued at the Airport in original
 - Receipts issued by the Hotel/Guesthouse for stay/Food, with valid bill wherever applicable.
 - Receipt for travelling in the taxi/auto.
 - Any other relevant document.

4. The admissible TA/DA and other entitlement are given below:

Category	Air	Rail	Road	Daily allowance per day Reimbursement for		
				Hotel	Travel within City	Food
Affiliated Institute Faculty	Economy Class	AC II tier Class	Actual fare by any type of public bus including Air-Conditioned Bus (or) At the prescribed rates for Ordinary Taxi (or) At prescribed rates for autorickshaw for journeys by autorickshaw, own Scooter motorcycle	Up-to Rs.2250	Up-to Rs. 338	Up-to Rs.900

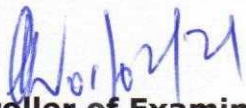
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5. General:

- a. All the claims for Examinations [except QP setting claims] have to be consolidated and the same has to be forwarded by the Principal along with covering letter. Claims received without covering letter duly signed by the Principal of the Institutes will not be processed and the same will be returned. Sending claims forms in piece-meal basis to be avoided. Hard copy of the claims received only be processed.

For E.g.If three faculties are appointed as External Examiner duties, all the three claims are to be forwarded to COE's Section, except claim of remuneration of QP setting by the Principal along with covering letter for further process.

- b. On receipt of the Hard copy from the Institutes, the claim will be settled by the IMU-HQ only to the Institute and the concerned beneficiary will be informed through e-mail. The Affiliated Institutes will ensure the disbursement of the claim to the concerned beneficiary and arrange to send the receipt to the IMU-HQ for record purpose.
- c. The applicable claim forms are appended herewith for ready reference.
- d. All Affiliated Institutes are requested to comply with the above instructions while submitting the claims for settlement.
- e. All the receipts/Boarding pass/Tickets are to be submitted in original. Submitting Xerox copy of the same will not be accepted.
- f. All claims received through e-mail will not be processed. Hard copy of the claims received from the Principal of the Affiliated Institutes will be considered for processing of the claims.


Controller of Examinations [i/c]

To

The Principals of all Affiliated Institutes.

Copy to:

- 1. The Registrar [i/c]**
- 2. The Finance Officer [i/c]**