



# WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

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Memo No.1564(68)-SC (T)E

Dated November 21/22, 2011

To : **The Principal / Director / Coordinator / Officer-in-Charge**

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Subject : Decentralization of the mode of payment pertaining to the impending Diploma in Engineering / Technology Examination

**Sir/Madam,**

A drive is being undertaken by the council to enhance the mobility of the examination system for attaining the esteemed objectives of ~ a) earlier publication of results of impending Diploma in Engineering Exam.; b) setting of error-free question papers; and c) publication of error-free results.

It has also been under serious consideration of the Council's authority to arrange for time-bound payment of remunerations and corresponding T.A./D.A. claims for performing different duties for the examinations by decentralizing the mode of payment at polytechnic for faster settlement of claims by incumbents from polytechnics.

To accomplish this objective, it has been decided by the competent authority of the Council that an advance shall be allowed to the Principals / Officers-in-Charge of respective polytechnics to enable their office to make spot-payments in observance of the standard norms. The details of modalities of decentralized payments to be made by the polytechnics on collection of advances from this council have been elaborated in Annexure – I (6-page)

Necessary cooperation is being solicited from all the polytechnics for a concerted endeavour to achieve these objectives and make this endeavour a great success.

With thanks,

Yours faithfully,

**(Subhadeep Choudhury)**  
**Secretary, WBSCTE**

## ANNEXURE - I

The detailed modalities under decentralized payment mode for time-bound settlement of claims of remunerations and corresponding T.A./D.A. claims for performing different duties for the examinations under the aegis of West Bengal State Council of Technical Education pertaining to the Diploma in Engineering Examination are as follows. To facilitate the spot-payment at the polytechnics during the following three stages of examination, advances in three separate stages shall be allowed. And accordingly, the adjustments shall also be made in three separate stages.

### STAGE - I: PAYMENTS RELATED TO SESSIONAL EXAM OF DIP. IN ENGG./TECH.

Council shall allow an advance for spot-payment of a) remunerations, b) administrative expenses, and c) T.A./D.A. for sessional external examiners visiting that polytechnic, and shall release a standard center expense for sessional examination for incurring overhead expenses. The said advance shall be allowed in favour of Principals/Officers-in-Charge of respective polytechnic to enable their office to settle the payments **during the course of sessional examination.**

- a) Remunerations for external-sessional examiners and internal examining assistant shall be paid at the existing rates of Rs.5/- and Rs.4/- per student respectively. Claims to be made in the remuneration claim bill proforma and shall be settled on due verification by the Head Clerk and approved by the Principals/Officers-in-Charge of respective polytechnic;
- b) As administrative expenses, Principal, Head Clerk, 1 Office staff and Group-D Assistants are entitled for **consolidated remuneration** at the **rates of Rs.1500/-, Rs.750/-, Rs.600/- and Rs.400/- for sessional examination's respectively.** Claims to be made in the remuneration claim bill proforma and shall be settled on due verification by the Head Clerk and approved by the Principals/Officers-in-Charge of respective polytechnic;
- c) There shall be fast-track settlement of T.A./D.A. claim bills by sessional external examiners at the respective examination center by allowing advance in favour of Principals/Officer-in-Charges of respective polytechnic to enable to his/her office to settle the payments of T.A./D.A. claim in compliance with the govt. T.A./D.A. norms. Claims to be made in the T.A./D.A. claim bill proforma with other supporting documents and shall be settled on due verification by the Head Clerk and approved by the Principals/Officers-in-Charge of respective polytechnic. **[Detailed guideline is mentioned in the following pages]**
- d) For incurring overhead expenses, a "Standard Center Expense – Sessional" at the rate of Rs.3/- per student shall be admissible. The no. of students taken into account for the calculation of "Standard Center Expense – Sessional" shall be the no. of students appearing in the sessional examination. Subsequently, a utilization certificate in respect of the "Center Expense" in the prescribed proforma and adjustment in respect of the advance is to be submitted by the office of the respective Principal/Officer-in-Charge to this council.

### STAGE - II : PAYMENTS RELATED TO CONDUCT OF THEORETICAL EXAM OF DIP. IN ENGG./TECH.

- a) Council shall release center expenses for conduct of theoretical examinations and an advance for T.A./D.A. and remuneration in respect of performing observers pertaining to the theoretical examination to the Principals / Officers-in-Charge of the polytechnics along with dispatch of confidential packets to the respective polytechnics for conduct of theoretical examinations. Subsequently, a utilization certificate in respect of the "Center Expense" and adjustment in respect of the advance in the prescribed proforma are to be submitted by the office of the respective Principals/Officers-in-Charge of the polytechnics to this council.
- b) **As Center expense**, Rs.20/- per student shall be admissible. The no. of students taken into account for the calculation of "Center Expense – Theoretical" shall be the no. of students, regular as well as casual, appearing in the theoretical examination. This center expense includes "Standard Center Expense – Theoretical" at the rate of Rs.4/- per student, which shall be used for incurring overhead expenses.

- c) From the balance of **center expenses**, the payments of remunerations of invigilators at the rate of Rs.20/- per half, of administrative expenses – which includes remunerations for Principal/Officer-in-Charge, Head Clerk, Office-staff & Group-D payable at the rates of Rs.50/-, Rs.20/-, Rs.15/- and Rs.10/- per half respectively, of safe custody charges at the rate of Rs.50/- per day are to be made. Claims to be made in the remuneration claim bill proforma and shall be settled on due verification by the Head Clerk and approved by the Principals/Officers-in-Charge of respective polytechnic
- d) Following the same principle of allowing advance – like that of for settlement of T.A./D.A. claims by different sessional external examiners – in favour of the Principals/Officers-in-Charge of respective polytechnic, a fast-track settlement of T.A./D.A. claim & remuneration bills by performing observers at the respective theoretical examination center shall also be made. Claims to be made in the T.A./D.A. claim bill proforma with other supporting documents and shall be settled on due verification by the Head Clerk and approved by the Principals/Officers-in-Charge of respective polytechnic. **[Detailed guideline is mentioned in the following pages].**

### **STAGE-III : PAYMENTS RELATED TO EVALUATION OF THEORETICAL EXAM OF DIP. IN ENGG./TECH.**

- a) Council shall release, at this evaluation stage of examination, an advance for remuneration in respect of examiners and scrutinisers for evaluation of answer-scripts pertaining to the theoretical examination to the Principals/Officers-in-Charge of the polytechnics. Subsequently, adjustment in respect of the advance in the prescribed proforma is to be submitted by the office of the respective Principals/Officers-in-Charge of the polytechnics to this council.
- b) As administrative expenses, Principal, 1 Coordinator, 1 Office staff and 2 Group-D Assistants shall be entitled for **consolidated remuneration at the rates of Rs.1500/- Rs.1200/-, Rs.600/- Rs.400/- for an examination's evaluation respectively.**
- c) Claims to be made in the remuneration claim bill proforma and shall be settled on due verification by the Coordinator and approved by the Principals/Officers-in-Charge of respective polytechnic;
- d) The conveyance charges for submission to and collection of evaluated and unevaluated answer-scripts from the council shall be paid from the council within two weeks of submission of the claim bill of conveyance charges from respective polytechnics. The details of bill submission had been given in the guidelines below.

### **Re-imburement of CONVEYANCE CHARGES/CAR-HIRING BILLS:**

Claims to be submitted -

- i) In case of polytechnics using own car – re-imburement of fuel and mobil [at ordinary rates and not at premium rates]
  - a) In case of vehicle's engine capacity up to 2000cc – fuel(diesel) at the rate of 12kmpl, mobil at the rate of 1 litre per 500 km [pro rata],
  - b) In case of vehicle's engine capacity exceeds 2000cc – fuel(diesel) at the rate of 10kmpl, mobil at the rate of 1 litre per 500 km [pro rata],
- ii) In case of polytechnics hiring car (non-A.C.) – re-imburement of claim bills by the car-vendor – The ceiling rate (maximum) per kilometer of run is Rs.10/- per kilometer. However, as the effective market driven rates per kilometer of run are well below the ceiling rate (maximum), it is proposed that for faster settlement of the car-hiring claim bills, the rate at which the claim has been calculated should be desirably below the ceiling rate.

Documents to be submitted with the Claims -

- i) In case of polytechnics using own car – re-imburement of fuel and mobil [at ordinary quality and not at premium quality] – claim letter should contain the following information ~
  - a) Purpose of the car-use,
  - b) Quantification of car-use e.g. if car has been used for submission of answer-scripts to this council no. of answer-scripts being carried for submission,
  - c) Log-reading of car-used, and
  - d) A clear calculation of the claim,

- e) A reference of prior concurrence of Council's authority for car-use is to be mentioned,
- ii) In case of polytechnics hiring car (non-A.C.) – re-imburement of claim bills by the car-vendor –
  - a) Purpose of the car-use,
  - b) Quantification of car-use i.e. if car has been used for submission of answer-scripts to this council no. of answer-scripts being carried for submission,
  - c) Log-reading of car-used(in the car-vendor's claim), and
  - d) A clear calculation of the claim
  - e) Due authentication of the car-vendor's claim by the Principal / Officer-in-Charge of the polytechnic
  - f) A reference of prior concurrence of Council's authority for car-use is to be mentioned,

N.B.: The conveyance charge/car-hiring charge may be allowed to the polytechnics not more than twice for an exam, and for carrying not less than 3000 answer-scripts.

It is also imperative on the part of the polytechnics to submit the conveyance/car-hire charges bills within one month of completion of the evaluation process for faster settlement of the claims.

### **Re-imburement of T.A./D.A. claim bills:**

Tours are of either of the following types ~

- A) Tour for movement within the following 5 municipalities or municipal corporations – Kolkata Municipal Corporation, Bidhannagar Municipality, Baranagar Municipality, Dumdum Municipality and Howrah Municipal Corporation;
- B) Local tour – movement within a distance from head-quarter of more than 8 kms but not exceeding 20 kms. other than A) above; and
- C) General Tour - movement beyond a distance from head-quarter of more than 20 kms i.e. other than A) & B) above;

Claims to be submitted (in observance of govt. T.A./D.A. norms – as per entitlement) – in the prescribed proforma along with the tour-dairy [available in the council's website – [www.webscte.org](http://www.webscte.org) under the "NOTICES" tab.

- A) In case of tour for movement within the following 5 municipalities or municipal corporations – Kolkata Municipal Corporation, Bidhannagar Municipality, Baranagar Municipality, Dumdum Municipality and Howrah Municipal Corporation – only traveling allowance is admissible each day of journey and **no D.A. is admissible**;
- B) In case of Local tour – movement within a distance from head-quarter of more than 8 kms but not exceeding 20 kms. other than A) above – only traveling allowance is admissible each day of journey and D.A. is admissible **at half the entitlement of ordinary D.A. rates**; and
- C) In case of General Tour – movement beyond a distance from head-quarter of more than 20 kms i.e. other than A) & B) above – only one to and fro T.A. claim is admissible for each stint of releases implying – one release from Permanent HQ and subsequent release from temporary HQ and not for each day of journey, even if it has actually been undertaken. D.A. is admissible at the appropriate entitlement of D.A. rates [ordinary or hotel, as applicable]

Documents to be submitted with the T.A./D.A. Claims –

- i) Copy of Letter of appointment as examiner,
- ii) Copy of release order from Head-quarter i.e. parent polytechnic,
- iii) Copy of release order from the polytechnic to which deputed for duty,
- iv) Duly filled T.A./D.A. claim bill / Tour-Dairy (in original) duly authenticated by the Principal / Officer-in-Charge of the parent polytechnic

In addition to the above, following pertinent points need special care either as mention in the claim bill or as enclosure of supporting documents ~

**[In case of**

- Unreserved railway journey – ticket no. is to be mentioned in the remarks column;
- Reserved railway journey – PNR no. is to be mentioned in the remarks column;
- For use of monthly ticket for railway journey – ticket no. and identity card no. by railway authority is to be mentioned in the remarks column;
- For bus-journey undertaken over a longer distance under general tour – ticket no. is to be mentioned in the remarks column
- However, as per govt. norms taxi-fare is reimbursable with prior concurrence/ approval if the source and destination is not connected by railway/bus (if several incumbents are performing the same journey on a particular day, desirably a vehicle should be shared by several of them), else if the source and destination is connected by railway/bus, the taxi fare is reimbursable subject to the condition of urgency

**T.A. Entitlements**

Pay Range	Rajdhani Express	Shatabdi Express	Other Trains
₹16,400/- and above	A.C. First Class	Executive Class	A.C. First Class
₹8,000/- and above but less than ₹16,400/-	A.C. -II Class, 2-Tier Sleeper	A.C. Chair Car	A.C. -II Class, 2-Tier Sleeper
₹6,500/- and above but less than ₹8,000/-	- Do -	- Do -	** First Class/ A.C. -II Class/3-Tier Sleeper /A.C. Chair Car
₹4,100/- and above but less than ₹6,500/-	- Do -	- Do -	- Do -
Below ₹4,100/-	- Do -	- Do -	Second Class Sleeper

**Mileage Allowance for journey by road**

Pay Range	Entitlements
₹8,000/- and above	Actual fare by any type of public bus including air-conditioned bus OR Rs.5/- per Km for journey by taxi / own car OR Rs.2/- per Km for journey by auto-rickshaw / own scooter/motor-cycle/moped etc. OR Rs.0.60/- per Km for journey by bi-cycle / foot
₹6,500/- and above but less than ₹8,000/-	Actual fare by any type of public bus excluding air-conditioned bus OR Rs.5/- per Km for journey by taxi / own car OR Rs.2/- per Km for journey by auto-rickshaw / own scooter/motor-cycle/moped etc. OR Rs.0.60/- per Km for journey by bi-cycle / foot
₹4,100/- and above but less than ₹6,500/-	Actual fare by any type of public bus excluding air-conditioned bus OR Rs.2/- per Km for journey by auto-rickshaw / own scooter/motor-cycle/moped etc. OR Rs.0.60/- per Km for journey by bi-cycle / foot
Below ₹4,100/-	Actual fare by ordinary public bus only OR Rs.2/- per Km for journey by auto-rickshaw / own scooter/motor-cycle/moped etc. OR Rs.0.60/- per Km for journey by bi-cycle / foot

**D.A. Entitlements**

**A. When Govt. employee stays in Government / Public Sector Guest Houses, Dak Bungalows or makes his /her own arrangement**

Pay Range	Ordinary Localities	Kolkata, Darjeeling District [Except Siliguri Subdivision]
₹16,400/- and above	₹135/-	₹260/-
₹8,000/- and above but less than ₹16,400/-	₹120/-	₹230/-
₹6,500/- and above but less than ₹8,000/-	₹105/-	₹200/-
₹4,100/- and above but less than ₹6,500/-	₹90/-	₹170/-
Below ₹4,100/-	₹55/-	₹105/-

**B. When Govt. employee stays in a hotel or other establishment providing and/or lodging at Scheduled Tariffs ~**

Pay Range	Ordinary Localities	Kolkata, Darjeeling District [Except Siliguri Subdivision]
₹16,400/- and above	₹335/-	₹650/-
₹8,000/- and above but less than ₹16,400/-	₹225/-	₹505/-
₹6,500/- and above but less than ₹8,000/-	₹200/-	₹380/-
₹4,100/- and above but less than ₹6,500/-	₹130/-	₹245/-
Below ₹4,100/-	₹65/-	₹125/-

**D.A. disbursal norm based on duration of stay ~**

- a) Less than 6 hours : nil  
b) More than 6 hours but up to 12 hour : 70% of D.A. entitlement as per type of tour  
c) More than 12 hours : 100% of D.A. entitlement as per type of tour

**Guidelines for making payments and submission of adjustments to this council ~**

As advance is being allowed on the basis of estimate, there always remains a possibility of either a shortfall of advance over fund requirement or an excess of advance over the fund requirement. In either case, a settlement shall have to be made by submission of adjustment in the proforma "Annexure - V / VI / VII (depending on the stage - I / II / III of the examination respectively)" within one month of the completion specific stage of examination e.g. STAGE-I : conduct of sessional examination; STAGE - II : conduct of theoretical examination; and STAGE - III : conduct of evaluation of answer-scripts. It is pertinent to mention here that in either case of shortfall or excess of advance over expenditures adjustment shall be made by the council within one month of submission of adjustment.

Further, there arise a fund short-fall during the course of payment, duly filled submission of statements in respective proforma shall have to be submitted for immediate disbursement of balance required fund. To enable this council to take necessary steps for balance fund disbursal within 3 days of submission of last installment of advance, it is required that the submission of adjustment statement be made in the required proforma. As the adjustment of an advance is an essential audit requirement, future advances shall critically depend on adjustment of previous advance.

In connection with submission of adjustment of the above advances, the following pertinent points need to be taken care of ~

- No payment shall be made without claim bills [remuneration bill proforma for remuneration claims, T.A./D.A. claim bill proforma and Tour-Dairy proforma for T.A./D.A. claims];
- Every settlement of claims shall be made on approval by the respective Principal/Officer-in-Charge of the polytechnic;
- Proper quittance of every payment must be recorded [with due signature on revenue stamp, as applicable]

- d. Utilization certificate in the prescribed proforma in respect of the “Standard Center Expense either for conducting sessional examination or for conducting theoretical examination” shall have to be submitted along with the adjustment being submitted at the particular stage of examination.
- e. Original claim bills, remuneration as well as T.A./D.A. – duly verified and approved and quittance duly recorded – are to be submitted with the adjustment

**STAGE-I : Conduct of sessional examination**

All verifications of different claims pertaining to this stage of examination shall be done by the Head Clerk of the respective polytechnic for subsequent approval by the Principal/Officer-in-Charge of the polytechnic,

**STAGE – II : Conduct of theoretical examination;**

All verifications of different claims pertaining to this stage of examination shall be done by the Head Clerk of the respective polytechnic for subsequent approval by the Principal/Officer-in-Charge of the polytechnic,

**STAGE – III : Conduct of evaluation of answer-scripts**

All verifications of different claims pertaining to this stage of examination shall be done by the Coordinator appointed by the Principal/Officer-in-Charge of the respective polytechnic for subsequent approval by the Principal/Officer-in-Charge of the polytechnic,

Proforma to be submitted along with adjustments at respective stages of examination. All proforma shall be available on council’s website [www.website.org](http://www.website.org) under “NOTICE” tab in the left plank of the home page.

**STAGE-I : Conduct of sessional examination**

- Annexure II : Expenditure Statement of examiners remuneration – sessional;
- Annexure II(A) : Expenditure Statement of examiners T.A./D.A. – sessional;
- Annexure II(B) : Expenditure Statement of Administrative Expenses – sessional;
- Annexure II(C) : Statement of Total Expenses – sessional;
- Annexure V : Statement of Adjustment – sessional;
- Utilisation Certificate in respect of “Standard Center Expense – Sessional”
- Remuneration Claim Bill
- T.A./D.A. Claim Bill
- Tour Dairy Proforma

**STAGE – II : Conduct of theoretical examination;**

- Annexure III(A) : Expenditure Statement of observers T.A./D.A. & remuneration – theoretical;
- Annexure III(B) : Expenditure Statement of Administrative Expenses – theoretical;
- Utilisation Certificate in respect of “Center Expense – theoretical”;
- Annexure III(C) : Statement of Total Expenses – Theoretical;
- Annexure VI : Statement of Adjustment – theoretical;
- Remuneration Claim Bill
- T.A./D.A. Claim Bill
- Tour Dairy Proforma

**STAGE – III : Conduct of evaluation of answer-scripts**

- Annexure IV : Expenditure Statement of remuneration – evaluation;
- Annexure IV(A) : Expenditure Statement of Administrative Expenses – evaluation;
- Annexure II(B) : Statement of Total Expenses – evaluation;
- Annexure VII : Statement of Adjustment – evaluation;