

**PANJAB UNIVERSITY, CHANDIGARH**

**From:**  
The Controller of Examinations,  
Panjab University,  
Chandigarh - 160014

**To**  
The Principal/Director ,  
Colleges/Institutes, affiliated to  
Panjab University,  
Chandigarh.

No. 1668-1867/C

Dated:08.02.2021

**SUBJECT:** Appointment of Supervisory/Supporting Staff for the conduct of odd Semester (online) Examinations, February, 2021.

Sir/Madam,

The University Authorities have already allowed, one Chief-Coordinator and one Nodal Officer for the conduct of odd semester (online) examinations, commencing w.e.f. 15.02.2021. In addition to that, the following staff have also been allowed to assist the Chief Co-ordinator/Nodal Officer. They will be paid remuneration as per "**Book of Instructions, 2020**".

Sr. No.	Appointed as	Upto 250 students	Upto 500 students	above 500 students
1.	Sr. Faculty Member (Centre Supdt)	1	2	2
2.	Asstt. Supdt.	3	6	7
3.	Centre Clerk	2	2	3
4.	Daftri/Peon	2	2	3
5.	Cleaner	One for whole Nodal Centre		
6.	Security Guard	One for whole Nodal Centre		
7.	Electrician	One for whole Nodal Centre		

Yours faithfully,

Assistant Registrar (Conduct)  
For Controller of Examinations

**PANJAB UNIVERSITY, CHANDIGARH**

**Proforma-B**

Remuneration bill in respect of Chief Coordinator/Nodal Officer (Coordinator)/Senior faculty Member (Centre Supdt)/ Clerk / any other (\*)and Service staff for the conduct of **online odd Semester** Examinations, February, 2021 held at \_\_\_\_\_ College/Department \_\_\_\_\_

Sr. No.	Name and Designation	Nature of Duty	Total Sessions (Attached detail on separate sheet)	** Rates/ Remuneration	Total Amount	5% TWHH Deduction (if applicable)	Net Amount Payable	Bank A/C no.	IFSC Code	Signature
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
<b>GRAND TOTAL</b>										

\* Any other: with the permission of Controller of examinations.

\*\* Rates: Applicable as per Book of Instructions 2020, Page no. 49-52 (Copy enclosed).

FOR OFFICE USE ONLY			FOR PAYMENT		Signature of Nodal Officer (Co-ordinator)  College/Deptt./Instt. _____
<b>ACCOUNTS BRANCH</b> Passed for Payment Rs. _____ Rupees(In words) _____ <hr/> Clerk Sr. Asstt. OSA	<b>AUDIT DEPARTMENT</b> Pre-audited & Passed for Payment Rs. _____ Rupees(in words) _____ <hr/> Auditor S.O./A.C.L.A.	<b>PAY ORDER VERIFIED</b>  Clerk Asstt.  CodeNo. _____  B/H."Conduct of Exams"	College /Deptt./Inst.'s official Account no. _____ IFSC CODE _____ Verified by _____  Chief Coordinator/Principal/Chairperson/Director (Office Seal)		



**PANJAB UNIVERSITY, CHANDIGARH**

**Date wise strength of the students**

Name of the College/Deptt./Institute \_\_\_\_\_

<b>Sr. No.</b>	<b>Date of Examination/s</b>	<b>Name of Examination/s</b>	<b>Session/s (Timing)</b>	<b>Total No of Students</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Signature and stamp of the  
Chief-cordinator /Principal/Chairperson/Director

Signature of Nodal Officer(Coordinator)  
Mobile No. \_\_\_\_\_

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**From:**  
The Controller of Examinations,  
Panjab University,  
Chandigarh - 160014

**To,**  
All the Principal, Chairperson/Director  
of the colleges/departments/institutes  
affiliated to Panjab University,  
Chandigarh.

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**No.2532-2731 /C**

**Dated: 13.02.2021**

**Subject:** Revised instructions for appointment of supervisory/supporting staff for the conduct of Odd semester (ONLINE) examinations, February, 2021.

Sir/Madam

This is continuation of circular No. 1668-1867/C dated 08.02.2021 regarding instructions for appointment of Supervisory/supporting staff for the conduct of above examinations.

Further, it is informed that the instructions mentioned in the Book of instructions-2020 be followed when the strength of the students in a single session is 40/80. The instructions already communicated be followed, if the strength of the students is more than 80 in a single session.

Encl. as above

Yours faithfully



Asstt Registrar (Conduct)  
for Controller of Examinations