



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI - 110078

EXAMINATION DIVISION(CONDUCT)


Ref No. IPU/EXAM/IC/2020-21

CHECKLIST FOR SUBMISSION OF PRACTICAL BILLS

It has been observed that the bills for Practical Examination is not submitted properly by some Institutes. All the Affiliated Institutes/Colleges and University School of Studies are requested to submit the bills in the following order”-

1. Proper file with covering Letter(mentioned if advance drawn)
2. **Copy of Appointment letter of External expert/examiner issued from the University**
3. Date wise summary sheet and ensure that all the bills should be properly Numbered
4. Date wise bills of External/Internal Examiner
5. Date wise bills of supporting Staff
6. Date wise bills (in original)& Hospitality bills duly verified & Stamped by Director/Principal
7. All the bills/Vouchers be made by the Blue Pen Only
8. All the bills/Vouchers may verified by the Director/Principal along with Stamp.
9. The Examiner is requested to ensure that every column provided in the Examination remuneration bills form is filled properly to enable the finance branch to make payment .
10. The Practical/Theory bills duly completed in all respect should be submitted to within one week after completion of Examination activities.

For timely processing of bills please follow the above arrangement of documents. If any discrepancy is found or without the above stated documents the claim shall be returned to the Institute/Colleges/USS. Please ensure that every document is in order for further processing of all kind of Examination related bills.


(Dr. Vijay Kumar)
Dy.Registrar

Copy to: Incharge UITS for uploading on University website.