



KERALA UNIVERSITY OF HEALTH SCIENCES

ABSTRACT

KUHS - Exam General - A - Online payment of Remuneration and other examination related charges directly to the accounts of the assigned personnel concerned - Implemented - Orders issued.

EXAM GENERAL (A) SECTION

U.O.No : 286/2025/exam/KUHS

Date : 22-04-2025

Read :

1. Decision no. 41.41 of the 41st meeting of the Board of Examination held on 28.02.2025.
2. Minutes of the 68th meeting of the Finance Committee held on 10.04.2025.

ORDER

In order to avoid delay in the payment of remuneration and other examination related charges, the Finance Branch of KUHS has proposed a new method for distributing payments directly to the bank accounts of Teaching/Non-Teaching Staff through an entirely online process. This will be carried out on the date of completion of examinations or on nearby dates with the approval of the Hon'ble Vice Chancellor (UO.No.1/45777/2025/Exam Fin/KUHS dated 07-01-2025). The Hon'ble Vice Chancellor has also accorded sanction to streamline all other examination-related payments, including contingency, incidental, postage charges, etc., to be processed entirely online.

2. For this purpose, several joint meetings of the Examination and Finance Branches were conducted to formulate the rates for other expenses incurred by the colleges, taking into account the prevailing rates fixed by the University. Accordingly, minimum rates were proposed, which shall be disbursed directly to the colleges through online transfer upon completion of the examinations. In addition, in cases where claims exceed the minimum rates, the eligible amount may be claimed by the institution upon submission of original bills bearing the KUHS GSTIN number, covering the entire expenditure. Such claims will be subject to the orders issued by the University from time to time regarding the fixation of other charges.

3. Accordingly, the following proposal submitted before the Board of Examinations for consideration to facilitate the online process of disbursement of examination related charges as below:

A) Theory examinations

1. Remuneration to CS/Invigilator/IT person/Other staff/Nodal Officer/Subject Expert shall be paid directly to their personal bank account.
2. Postal charges- Actual amount as prefixed by the Finance Branch
3. Contingency Expenses shall be fixed as follows:



- a. @ of Rs.3 / Candidate / Subject / day without production of any bills
- b. Minimum Contingency charges of Rs.100 per subject per day without production of any bills
- c. If the contingency expenses exceed the above prescribed rates, the expense shall be claimed subject to a maximum calculated @ of Rs.6/Candidate/Subject/day, provided original bills with KUHS GSTIN number for the whole amount is produced, after deducting the amount already paid without production of bills.

B) Practical examinations

1. Postage: Actual rate prefixed by the Finance Branch
2. Contingency Expenses shall be fixed as follows:
 - a. @ of Rs.20 / Candidate / Subject / day for Post graduate examinations, without production of any bills
 - b. @ of Rs.10 / Candidate / Subject / day for Under graduate examinations, without production of any bills
 - c. Minimum Contingency charges of Rs.100/ subject/day without production of any bills
 - d. If the Contingency Expenses exceed the above prescribed rates, the expense shall be claimed on production of original bills, with KUHS GSTIN number, and the claim will be settled at the current rate fixed for the same by University, (i.e. Rs.50/student /Subject/day for PG examinations and Rs.30/student /Subject/day for UG examinations) after deducting the amount already paid without production of bills.

C) Evaluation (RDEC)

1. Postage - nil
2. Contingency Expenses shall be fixed as follows:
 - a. @ of Rs.250 per evaluation camp without production of any bills
 - b. If the Contingency Expenses exceed the above prescribed rate, the expense shall be claimed subject to a maximum calculated @ of Rs.500/evaluation camp, provided original bills with KUHS GSTIN number for the whole amount claimed is produced, after deducting the amount already paid without production of bills.

D) Preparation of Evaluation Guidelines

No changes proposed in rates. But the classification of 2hrs and above – Rs.550 and less than 2hrs - Rs.330 shall be reclassified as Rs.330 for evaluation of 32 pages Answer book and Rs.550 for evaluation 52 pages Answer book.

4. After detailed discussions, the 41st meeting of the Board of Examinations vide paper read 1st as above has decided to approve the proposal with modifications and to implement the same subject to the ratification of the Finance Committee and the Governing Council. The matter was subsequently placed before the 68th meeting of the Finance Committee vide paper read 2nd as above and it was resolved to ratify the above decisions of the Board of Examinations.

5. In light of the above, the Hon'ble Vice Chancellor has accorded sanction to implement the above decisions of the Board of Examinations with respect to the **online disbursement of remuneration and other examination related charges directly into the accounts of the concerned assigned teaching/non-teaching staff. The payments shall be processed on the date of completion of examination or on proximate dates subject to ratification of the Governing Council. The online payment procedure shall be implemented from the Third Year BHMS (Regular/Supplementary) examinations, April 2025 onwards, i.e. from the examinations notified w.e.f**

01.04.2025.



6. The IT Section is directed to take necessary steps to implement the same .

7. Orders are issued accordingly.

By the order of the Hon'ble Vice Chancellor,

Prof (Dr.) S Anilkumar
Controller of Examinations

To

Exam Finance
All Examination Streams
Evaluation - A, B & C

Copy To:

PS to VC, PA to PVC, PA to Registrar,
PA to CE, JR/DR (Examination), DCE, AR - I,II,III,V
SM-IT-Web updates, Stock file, FC, KSAD

Forwarded/By Order

Section Officer

Document 2025/39498/1 - University Order (UO) - File No. 2025/745/1
Approved by CE on 2025-04-22 16:56:52

http://www.kuhs.ac.in
wMvUF-XsD-KLGTB-Q1cI



KUHS, Thrissur