



UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India -695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A' Grade)

EA I/1000/2019

Thiruvananthapuram

Dated : 25/05/2019

CIRCULAR

Sub: Procedure to be followed for claiming the remuneration of scribes of University Examinations.

As per the UO No. EA.I/1801/2018 dated 06/08/2018, the remuneration of the scribe for differently abled candidates was enhanced to Rs 250 /- per paper (Rupees two hundred and fifty only) and it was proposed that the Principal / Chief Superintendent may submit separate bills towards the claims in order to avoid the delay in processing the claims, when submitted along with the other expenditures related to the conduct of examinations.

The detailed procedure for claiming the remuneration for the scribes and the documents to be submitted are as detailed below.

Separate bills for the scribes may be submitted immediately after the examinations and the payment will be effected without any delay. The following documents shall be submitted to the University for claiming the remuneration.

1. Forwarding letter from the Principal
2. Certificate from the Principal
3. Claim (form no. 31) for amount (Name of candidate, Name of scribe, amount should be included)
4. Time table of the examination concerned
5. University Order for availing the service of a scribe issued to candidates from University
6. Vouchers for the claimed amount (signed by the scribes)
7. Photocopy of the hall ticket of candidate
8. Photocopy of identity proof of scribe
9. Data sheet and copy of passbook (of college account) attested by the Principal
10. All the documents should be signed by the Principal and college seal should be affixed.

Sd/-
Controller of Examinations