



THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING

Plot No. 1-A, Sec. 36-A, Chandigarh Ph.: 0172-2615385 Fax: 2664333 e-mail: ceitipb@gmail.com

ਨੰ/ਪੀ.ਐਸ.ਬੀ.ਟੀ/ਆਈ.ਟੀ.ਆਈ/2017/ 2689

ਮਿਤੀ: 26.9.17

ਸੇਵਾ ਵਿਖੇ

ਪ੍ਰਿੰਸੀਪਲ,  
ਪੰਜਾਬ ਰਾਜ ਅਧੀਨ  
ਸਮੂਹ ਆਈ.ਟੀ.ਆਈ ਸੰਸਥਾਵਾਂ ਪ੍ਰਾਈਵੇਟ ਅਤੇ ਸਰਕਾਰੀ,  
ਐਨ.ਸੀ.ਵੀ.ਟੀ/ ਐਸ.ਸੀ.ਵੀ.ਟੀ ਸਕੀਮ ਅਧੀਨ।

ਵਿਸ਼ਾ- ਆਈ.ਟੀ.ਆਈ ਪ੍ਰੀਖਿਆ ਐਨ.ਸੀ.ਵੀ.ਟੀ / ਐਸ.ਸੀ.ਵੀ.ਟੀ ਸਾਲ ਜੁਲਾਈ - ਅਗਸਤ, ਅਗਸਤ ਸੰਤਬਰ 2017 ਦੌਰਾਨ ਸੰਸਥਾਵਾਂ ਦੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਨਿਭਾਈਆ ਡਿਊਟੀਆਂ ਦੇ ਮਾਨਭੇਟਾ ਬਿੱਲ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਸਮੂਹ ਪ੍ਰਾਈਵੇਟ ਅਤੇ ਸਰਕਾਰੀ ਐਨ.ਸੀ.ਵੀ.ਟੀ/ ਐਸ.ਸੀ.ਵੀ.ਟੀ ਸਕੀਮ ਅਧੀਨ ਆਈ.ਟੀ.ਆਈ ਸੰਸਥਾਵਾਂ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਐਨ.ਸੀ.ਵੀ.ਟੀ / ਐਸ.ਸੀ.ਵੀ.ਟੀ ਸਾਲ ਜੁਲਾਈ - ਅਗਸਤ, ਅਗਸਤ ਸੰਤਬਰ 2017 ਦੌਰਾਨ ਸੰਸਥਾਵਾਂ ਦੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਨਿਭਾਈਆ ਡਿਊਟੀਆਂ ਦੇ ਮਾਨਭੇਟਾ ਬਿੱਲ 10/10/2017 ਤੱਕ ਭਰ ਕੇ ਬੋਰਡ ਦਫਤਰ ਵਿੱਖੇ ਭੇਜਣਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ। 10/10/2017 ਤੋਂ ਬਾਅਦ ਭੇਜੇ ਗਏ ਕਿਸੇ ਕਿਸਮ ਦੇ ਬਿਲ ਉਤੇ ਬੋਰਡ ਦਫਤਰ ਵਲੋਂ ਕੋਈ ਕਾਰਵਾਈ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗੀ।

ਇਹ ਸੂਚਨਾਂ ਆਪ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ ਪੇਸ਼ ਹੈ ਜੀ।

ਸਿੰਗਲ ਸਿੰਗਲ  
ਸ: ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ(ਆਈ.ਟੀ.ਆਈ)

ਵਾਸਤੇ ਸਕੱਤਰ

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ/ਰਿਕਾਰਡ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੀ.ਏ/ਸਕੱਤਰ
2. ਸੀਸਟਮ ਐਡਮਿਨਿਸਟਰੇਟਰ
3. ਐਡਮਿਨ ਸ਼ਾਖਾ

Singh  
26/09/17

sd.  
ਸ: ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ(ਆਈ.ਟੀ.ਆਈ)  
ਵਾਸਤੇ ਸਕੱਤਰ









**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**  
PLOT NO. 1-A, SEC. 35-A, CHANDIGARH PH. : 2615365, 2622584-85 FAX : 2660734

**(Honorarium Bill For Theory Examination)**

**Session: Month/Year**  
**Centre Code:**

**Examination Centre:**

Sr. No.	Name & Designation	Duty performed in Exams	No. of Shifts	Rate (Per Shift)	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

1. Please mention No. of Students in the column of No. of Shifts in case of Payment of Coordinator/Principal.

Verified by:

Coordinator/Principal  
(With Stamp)

For office use only:

Certificate:- Recommended for payment of Rs. \_\_\_\_\_ against above bill,  
which is as per policy & norms of the Board.

Controller Examination (IT)



THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING

(TO BE SUBMITTED IN DUPLICATE)

**BILL FORM**

Tick (✓) which ever is relevant

<input type="checkbox"/> Moderation	<input type="checkbox"/> Paper Setting	<input type="checkbox"/> Evaluation	Examination held in _____
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1. Name \_\_\_\_\_ 2. Designation \_\_\_\_\_

3. Address on which the payment to be sent (one self addressed envelope to be attached) \_\_\_\_\_

4. Institution / Department / Retiree \_\_\_\_\_

5. Particulars of work done: From \_\_\_\_\_ To \_\_\_\_\_ No. of days \_\_\_\_\_

Identity No.	Subject	Rate per Unit	Unit(s)	Rs.

Verified for Rs. \_\_\_\_\_ only

6. Bus fare (i) from \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_

(ii) from \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_

7. Any other expenses (Detail to be given) \_\_\_\_\_ Rs. \_\_\_\_\_

i)

ii)

iii)

8. Totals (In figure also) \_\_\_\_\_ Rs. \_\_\_\_\_

Date: \_\_\_\_\_

Claimant's Signature  
(P.T.O.)



THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING

RECEIPT

No. \_\_\_\_\_

Date \_\_\_\_\_

Received from Sh. \_\_\_\_\_ of \_\_\_\_\_ a bill

amounting to Rs. \_\_\_\_\_ on account of Moderation / Paper setting / Evaluation. Its payment will be sent/made to you after it is duly verified and approved as per the record of the Board.

For Secretary

from over leaf.

It is certified that:

1. The undersigned has undertaken this job in compliance with Board's letter No. \_\_\_\_\_ dated \_\_\_\_\_.
2. The Principal/Deptt. \_\_\_\_\_ has permitted the undersigned to accept this offer vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ (Not required in case of retiree).
3. The undersigned undertakes to regulate/account for the receipt of this Fee/Honorarium as per Board's Instructions/State Civil Service Rules/Income Tax Act.
4. This bill has been submitted within 45 days from the date of completion of the work as mentioned in para-5 overleaf.

Date \_\_\_\_\_

Claimant's Signature \_\_\_\_\_

PRE RECEIPT

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) in cash/cheque

No. \_\_\_\_\_ date \_\_\_\_\_ Bank \_\_\_\_\_

Date \_\_\_\_\_

Claimant's Signature \_\_\_\_\_

FOR OFFICE USE

Verified for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Its entries have been made in relevant record maintained by my section.

Controller Exams /  
Registrar

FOR OFFICE USE

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

The payment has been made vide cash/cheque no. \_\_\_\_\_ dated \_\_\_\_\_

Bank \_\_\_\_\_ and the relevant entries have been made in the relevant record of the Account Section.



**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 30-A, CHANDIGARH. PH.: 0172-2615385, 2622584-85 FAX: 2660734

No:-PSB/IT/Honorarium rates/ 7007

Date:- 13/7/09

To

The Principal,  
All Govt. & Private Industrial Training Institutes/Centres  
and Art & Craft Institutes, Punjab.

**Subject:- Payment of Remuneration for Exam related duties.**

Sir/Madam,

I have been directed to inform you that the rates of honorarium for conduct of exams are as under:-

1. **Rates of Honorarium for Controller Examination Duty for conduct of ITI and Art & Craft Examination**
  - 1) upto 50 examinees both shifts = Rs. 500/- per exam
  - 2) 51-100 examinees both shifts = Rs. 750/- per exam
  - 3) 101-150 examinees both shifts = Rs. 1000/- per exam
  - 4) 151-200 examinees both shifts = Rs. 1200/- per exam
  - 5) 201 & above examinees both shifts = Rs. 1500/- per exam

Any student who is taking part in examination in one/two/three/full subjects, he will be counted as one examinee
2. **Conduct of Theory Examinations**
  - (a) Superintendent (Examination) = Rs. 140/- per shift
  - (b) Deputy Superintendent = Rs. 100/- per shift
  - (c) Invigilator (One for 30 students) = Rs. 75/- per shift  
(One additional invigilator will be allowed per centre per session as person on outside duty)
  - (d) Clerk = Rs. 60/- per shift
  - (e) Class IV incl. Waterman (one for every 50 students) = Rs. 40/- per shift  
Peon, Chokidar, Sweeper one each
3. **Conduct of Practical Examinations**
  - (a) External Examiner = Rs. 5/- per student + TA. min. Hon. is Rs. 300/- for 1st day, Rs. 200/- for 2nd day and Rs. 100/- for 3rd day.  
(This shall be applicable in only those cases where the total honorarium in terms of per student falls below the minimum.)
  - (b) Internal Experts for Practical Exam = Rs. 4/- per student (min. Rs. 100/-)
  - (c) Lab Attendant/peon = Rs. 1.50/- per student (min. Rs. 25/-)

Please submit the verified Bills of staff deputed on Examination duty, accordingly.

Controller Exams (IT) 15/07/09  
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