NIELIT Haridwar

Claim Form-Cum-Voucher for payment towards the usage of Infrastructure and Personnel engaged for the conduct of _____ (Cycle: Month_____ Year_____) online examination

Exam Centre Code: _____

Name of the Exam centre:_____

_____

_____

Exam date(s)	
No. of Exam Days (0.5 for half day):	
Details of Total Batches and Batch Size:	No. of Total Batches:_____ and Batch size :_____
Candidates Details	Scheduled: _____Appeared: ____ Absent: _____ Cancelled:_____
Rescheduled Exam Details	Rescheduled Dates: / Rescheduled Batch: / Rescheduled Candidates:

Rescheduled Exam Details	Rescheduled Dates:	Rescheduled Batch:	Rescheduled Candidates:

A. **Claim in respect of personnel deployed:**

Name of the personnel	Honorarium/ Day (in Rs) (A)	No. of Days(B)	Amount (in Rs) (A)*(B)	Signature with date
Administrative support				
Technical Coordinator cum LAN Administrator				
Peon cum Waterman				
Sweeper				
Security				
List of Invigilators				
Invigilator				
Invigilator				
Invigilator				
Invigilator				
specify number of additional Invigilator, (if any)		Grand Total (A)*(B)		

B. **Claim towards Infrastructure:**

1. Amount towards the usage of Infrastructure at the Institute(@ of Rs. 50 per candidate)

    Total number of Candidates allocated at the centre * Rs 50/- :   Rs _____

2. Amount claimed towards usage of generator subject to a maximum Rs. 1000/- per day for actual

    examination day(s) (Attach original bills along with claim form) :   Rs. _____

C. Claim towards Refreshment:

    Claimed towards refreshment provided to examination functionaries subject to a maximum of Rs. 100/-
    per person per day for actual examination day(s)(Attach original bills along with claim form):

                                                                                                                Rs _____

Total amount claimed towards the Expenditure incurred towards infrastructure staff deployed and conduct of

the Examination (A+B1+B2+C) :   **Rs _____**

Signature of	**Signature of**	**Signature of**
Examination Superintendent	**Technical Coordinator**	**Centre Incharge**
	cum LAN Administrator	

Seal of the Institute:

Date:

NOTE:

Please send duly signed and stamped copy of the form along with bills (in originals) to NIELIT Haridwar at:

Examination Incharge
National Institute of Electronics & Information Technology Haridwar
2nd Floor, Government Polytechnic
Plot No. 6C, Sector-11, SIDCUL
Haridwar, Uttarakhand - 249403