



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

HFV-ME-II-ESTT-0009-2020, 17586 date 24-07-2020

Sub: General Guidelines for functioning of all Boards for different courses like nursing, paramedical and allied medical courses in the State.

Whereas there exists different guidelines for functioning the Boards for nursing, paramedical and allied medical courses in the state resulting in lack of timely activities leading to delay in conduct of examination, publication of result and issue of pass certificates, mark sheets etc. and completion of courses in a time bound manner which has landed in discontentment among students and failure in maintenance of standard of education of such courses;

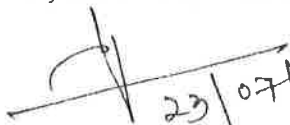
Now therefore Government after careful examination has been pleased to issue these guidelines for formation and proper functioning of different Examination Boards in **Annexure A**, which shall be applicable to different nursing courses like ANM, GNM, PBBSc., BSc., MSc, M. Phil, different Paramedical and Allied Medical Science courses or any other course as may be notified by Government from time to time.

This shall be applicable in the whole state of Odisha from the date of publication.

These guidelines will supersede all other guidelines /bye laws notified earlier for different courses.

Order: Ordered that this Notification be published in next issue of extraordinary gazette for general information and copies be supplied to all Departments of Govt. / All heads of the Deptt / All Collectors / Principal AG (A&E) Odisha Bhubaneswar, Law Department / Secretary to Governor of Odisha for information and necessary action.

By order of the Governor


23/07/2020
Additional Chief Secretary to Government

Memo No. 17587 //H Dt. 24-07-2020

Copy forwarded to all Directors of combined Health Directorate / All Chairman and Member Secretary of Boards .


23/07/2020
Deputy Secretary to Government

Memo No. 17588 //H Dt. 24-07-2020

Copy forwarded to all Branch Officers, Health & FW Deptt. for information and necessary action


23/07/2020
Deputy Secretary to Government

Memo No. 17589 //H Dt. 24-07-2020

Copy forwarded to Private Secretary to Hon'ble Minister, Health & FW Deptt / P.S. to ACS for kind information of Hon'ble Minister and ACS.


23/07/2020
Deputy Secretary to Government

Memo No. 17590 //H Dt. 24-07-2020

Copy forwarded to the Director, Printing, Stationary and Publication, Odisha, Cuttack with a request to publish the notification in the next Extraordinary issue of the Odisha Gazette and supply 50 copies of the Gazette to Health & Family Welfare Department for reference.


23/07/2020
Deputy Secretary to Government

Memo No. 17591 //H Dt. 24-07-2020

Copy forwarded to all Branch Officers, Health & FW Deptt. for information and necessary action


23/07/2020
Deputy Secretary to Government

**GENERAL GUIDELINES FOR FORMATION AND FUNCTIONING OF ALL BOARDS FOR
DIFFERENT COURSES LIKE NURSING,PARAMEDICAL AND ALLIED MEDICAL
COURSES IN THE STATE**

At present the different Boards functioning are Odisha Nurses and Midwives Examination Board, State Board of Pharmacy (Diploma in Pharmacy), State DMLT/DMRT Board, Ophthalmic Assistant Board, Allied Medical Science Board. All such Boards existing or as may be formed in future shall function as per the guidelines enumerated hereunder.

1. CONSTITUTION OF BOARDS

All the Examination Boards are reconstituted as under which shall remain valid for three years from the date of publication. After expiry of the validity of three years, the Chairman shall submit the proposal to Government for reconstitution / renewal. Any other Board if constituted by Govt. shall also follow these guidelines.

i. Odisha Nurses and Midwifery Examination Board:

- a. Director / Addl. Director of Medical Education & Training - Ex-Officio Chairman.
- b. Jt. Director Medical Education and Training - Ex-Officio Member Convener.
- c. One faculty from Nursing School or College to be nominated by Chairman as Member Secretary. The Member Secretary may work part time or full time as per suitability. In case of part time he/she must work at least 3 days per week in the Board. In case of unavailability of suitable person one member from OMES / OMS cadre shall be nominated as the Member Secretary for temporary management by the Chairman.
- d. Registrar ONMRC- Member
- e. Two Principal Tutors of Govt. ANMTC and two Principals of Govt. Nursing Colleges shall be nominated by the Chairman as members.
- f. The Chairman may nominate any other member as may be felt necessary for smooth conduct of meetings as well as activity of Board.

ii. Odisha State Board of Pharmacy:

- a. Director / Addl. Director of Medical Education & Training - Ex Officio Chairman.
- b. Jt. Director Medical Education and Training - Ex Officio Member Convener.
- c. One faculty from Govt. Pharmacy College to be nominated by Chairman as Member Secretary. The Member Secretary may work part time or full time as per suitability. In case of part time he/she must work at least 3 days per week in the Board. In case of unavailability of suitable person one member from OMES / OMS cadre shall be nominated as the Member Secretary for temporary management by the Chairman.

- d. Three Professors of Pharmacology of any Govt. Medical College of the State to be nominated by Chairman as member.
- e. Three members (Principals of Private Pharmacy Institution) nominated by the Association of Odisha Private Pharmacy institutions one from each RDC Zone. Their validity shall be 3 years.
- f. The Chairman may nominate any other member as may be felt necessary for smooth conduct of meetings as well as activity of Board.

iii. **Odisha State DMLT/DMRT Board:**

- a. Director / Addl. Director of Medical Education & Training - Ex Officio Chairman.
- b. Jt. Director Medical Education and Training - Ex Officio Member Convener.
- c. One Associate Professor from any discipline of Pathology/ Microbiology / Radiology/ Biochemistry to be nominated by Chairman as Member Secretary.
- d. One Professor each from discipline of Pathology/ Microbiology / Radiology/ Biochemistry to be nominated by Chairman as member.
- e. One independent member having the DMLT/ DMRT qualification preferably holding the Principal/ Vice Principal of a DMLT/DMRT private institution of state.
- f. The Chairman may nominate any other member as may be felt necessary for smooth conduct of meetings as well as activity of Board.

iv. **Odisha State Allied Medical Science Board:**

- a. Director / Addl. Director of Medical Education & Training - Ex Officio Chairman.
- b. Jt. Director Medical Education and Training - Ex Officio Member Convener
- c. One Associate Professor from any discipline of Medicine/ Surgery / Ophthalmology/ Biochemistry / Physiology to be nominated by Chairman as Member Secretary.
- d. Two faculties from any discipline of Medicine/ Surgery / Ophthalmology/ Biochemistry / Physiology to be nominated by Chairman as Member.
- e. Additional Director in DHS, Odisha dealing with the blindness control programmes shall be Ex-Officio member
- f. One representative from any private Allied Medical Science Institution to be recommended by Chairman as Member.
- g. The Chairman may nominate any other member as may be felt necessary for smooth conduct of meetings as well as activity of Board.

The validity of all nominated members in above Boards shall be three years or till a new member joins. Any other designation if already in use in any Board shall continue and will cease to be used on retirement or otherwise of the concerned member.

2. FUNCTION OF BOARDS:

The main functions of the Board shall be:

1.

- a. The Board will function as an autonomous body with rules and procedures laid down by the Government in the Department of Health and Family welfare and Directorate of Medical Education and Training, Orissa.

- b. To give affiliation to the institutions coming up, subject to condition that they have been issued NOC by the Government to open the courses in the State.
- c. Register the candidates admitted to different courses in different institutions.
- d. Selection of Question Setters. The questions submitted by the question setters shall be moderated and kept in question bank.
- e. Conduct examination of the admitted students in affiliated institutions as per calendar of events.
- f. Issue the relevant certificates like Pass Certificate, Mark sheets, Migration certificate etc. to successful candidates.
- g. Ensure online mechanism for form fill up, issue of admit card, issue of pass certificates and mark list etc.
- h. The Board shall advise the State Government from time to time on matters relating to the development of all education and training in the State and the manpower requirements in the trade, services and industry.
- i. The Secretary of the Board shall be its Executive officer and the above work shall be executed under his guidance and direction and under overall supervision of the Chairman and State Government.

OUTLINE OF PROCEDURES TO BE FOLLOWED:

The following procedure shall be followed strictly.

- a. After completion of the admission process by the Selection Committee, the Convener shall submit the detail list to the Member-Secretary who will enter the detail list in to the database in computer and assign a Board Registration Number to each student.
- b. The private institutions shall complete their admissions against the management quota seats and the balance state quota seats in scheduled time and get the documents verified by the Convener / Secretary of the Board by the help of a Scrutinizing Committee. The list of such candidates shall also be entered and the candidates will be assigned a Board Registration Number. No further admission shall be done after the last date.
- c. The Board and the Government reserves the right to check and verify the admission register, original documents, attendance register for theory and practical classes, internal assessment records and the examination records of any institution. Any irregularities if found will be viewed seriously and action as deemed fit shall be initiated.
- d. Before the examination the form fill up, issue of admit card, shall be done by online mode. After the examination is over the pass certificates, mark sheets shall be issued by online mode. An agency shall be selected by following due procedure.
- e. Question paper & other confidential activities will be made by the Chairman of the Board or any other officer duly authorized by Chairman. A question bank shall be maintained and model question shall be uploaded in website. The place of such confidential activities shall be kept confidential and not to be revealed by the Chairman in any manner. The expenditures for the confidential activity shall be met from the account of Board and will not to be audited.
- f. Printing of the main answer sheets and additional answer sheets shall be made by tender process and the place of such printing shall also be kept confidential.
- g. The examination centers shall be fixed preferably in the same district of the institution and 20-30 km away from the institution. Preferably Government institution shall be selected as venue for conduct of examination. One Center Superintendent and invigilators shall be appointed as per norm (1:25) and will be paid remunerations at approved rate.
- h. Coding and Decoding shall be done by a selected agency through tender process. When the number of candidates is less, the Chairman may decide to do coding and

- decoding manually by selecting a Coding Officer and a Decoding Officer.
- i. Evaluation of answer sheets will be done at more than one Center to facilitate the movement of evaluators or as may be decided in Board meetings.
 - j. One Center Superintendent, one Chief Evaluator and two Tabulators will be appointed at each evaluation center. One Deputy Superintendent may be deployed if the number of students is more. The Chief Evaluator and the tabulators shall examine each answer sheet and ensure that each question answered by the candidate is evaluated and check the totaling of all marks. No answer in the answer sheet shall be reevaluated by the Chief Examiner and the work shall be limited to as mentioned above. In case any answer is not evaluated the concerned evaluator shall be called to evaluate the answer. Finally the tabulators shall enter the marks in the computer.
 - k. Selection of Center Superintendent, Evaluators, and Tabulators shall be done by the Member Secretary with approval of Chairman.
 - l. Collection of all fees will be done online. The Member Secretary shall ensure online through SBI Collect. A cash book shall be maintained in each Board on day to day basis.
 - m. Remuneration for different duties related to examination and evaluation will be as per the rate chart in this guidelines.

3. BOARD MEETINGS

- a. Board meetings shall be held at least twice in a year or as may be required for important decisions.
- b. The Chairman shall preside over the meeting.
- c. 50% of members shall constitute Quorum. In case the quorum is not present, the meeting shall be deferred to a next suitable day. In case the quorum is not maintained in the second meeting, the Chairman shall decide on the matter and it will be deemed to have quorum.
- d. The members shall be intimated sufficiently ahead to attend the scheduled meetings. In case any member does not attend for two consecutive meetings without justified reasons the Chairman may remove the member with a notice and another suitable member may be selected.
- e. The minutes of the meeting shall be recorded by the Member Convener and get it signed by the Chairman. The members attending the meeting shall put their signature in the attendance sheet which will be annexed to the minutes.
- f. The Convener and Member Secretary shall ensure follow up actions for each decision made in the meeting.
- g. The ordinary meetings of the Board shall be held as soon after the completion of the Board's examination as practicable. Every meeting specifying the time and place at which the meeting is to be held and business to be transacted there at shall be given by the Secretary to every member through electronic media like mail, whatsapp, cell phone etc.
- h. The Chairman may call a special meeting of the Board whenever he considers the same to be necessary or may call a special meeting of the Board upon a requisition signed by three or more members. The Chairman may, for reasons recorded, adjourn a meeting at any time to any future day or to any hour of the same day.
- i. Minutes of the proceedings at every meeting shall be kept in a guard file and shall be open for inspection to any member.

- j. The making, altering or abrogating of any existing rule or any other rule that the Board may feel to make to regulate the conduct of the examination shall be done by the approval of all members in the meeting.
- k. The Board shall have a common seal, which shall be in the custody of the Secretary. The seal of the Board shall be affixed to the certificate of the Board.
- l. The Board shall have the power of declining to examine any candidate whose character of conduct renders such candidate unfit in the opinion of the Board to be admitted to the Examination. The decision of the Board will be final.

4. EXAMINATION

- a. A candidate is allowed to appear for maximum three times in final examination.
- b. If a student has failed in any subject he/she should, at a subsequent examination, appear for that subject or subjects, in which he/she has failed on payment
- c. A candidate shall not be entitled to claim a refund of the fees or any portion of it because he/she has failed to pass or has failed to present himself / herself for the examination.
- d. Nobody other than the Board shall hold any examination for the purpose of issuing certificates to successful candidates that they are qualified to practice
- e. Preliminary educational qualification shall be as may be decided by the concerned Council.
- f. The syllabus shall be as prescribed by the concerned Council or Board
- g. The Chairman shall be responsible for moderating the question papers set by each examiner. He shall also be responsible for correction of proofs before final printing.
- h. Any inadvertent typographical error or ambiguity if found in the questions, it shall be put in Board meetings for consideration and the decision of the Board shall be final.
- i. All answer books together with copies of question paper set, shall be forwarded to the Center Superintendent of the examinations concerned.
- j. The examiners for practical shall be appointed annually by the Board, but ordinarily there should not be any change for two consecutive years. Two examiners shall be appointed at a time. One of these examiners shall be a member of the concerned profession holding a satisfactory qualification. The other examiner may be a member of the medical profession. The Examiners shall be appointed by name and not designation.
- k. After examination the answer sheets shall be packed and sealed and be collected by the Board.
- l. The Board in turn shall select the evaluation centers and handover the answer sheets for coding. After coding, the answer sheets shall be handed over to the Center superintendent of evaluation center for evaluation. After evaluation and tabulation the answer sheets shall be decoded by the Board and placed before the Board meeting.
- m. A grace mark up to 5 marks only can be given by the Board to any candidate who fails only in one subject and by the award of such grace marks passes the whole

examination. If even after awarding the grace marks the candidate does not pass in the whole examination, then the grace mark shall not be awarded.

- n. After approval of the result by the Board it shall be published.
- o. Students shall be allowed to apply for rechecking which is limited to re-addition only or can apply for re-evaluation which will be limited to evaluation of all answers.

5. EMPLOYEES OF BOARDS:

For smooth functioning, all the Boards must have the minimum of following employees to assist the Member Secretary.

- a. Assistant Secretary
- b. Two Programme Assistants
- c. Two Data Entry Operators
- d. One Gr. D employee

The Chairman at his discretion may decide the number of above employees to be deployed as per the work load after approval in the Board meeting. Employees with any other designation if already in use in any Board shall continue and will cease to be used on retirement or otherwise of the concerned employee. Minimum age shall be 21 years. They can serve for a maximum age of 65 years. In case of unsatisfactory performance the employee may be removed with prior approval of Board.

The above employees shall be posted on outsourcing basis from any agency empanelled by Govt. / NHM / empanelled by DMET Odisha and shall be paid at par to NHM in force. Such remunerations shall be appropriately modified on change of slab of remunerations by NHM. An enhancement not exceeding 5% of monthly remuneration may be allowed with prior approval of Board subject to satisfactory performance. The expenditures incurred shall be met from the account of Board.

6. FINANCE OF BOARDS:

- a. The income of the Boards shall be by —
 - i. Fee received from the students and institutions like Board registration fee, examination fee (form fill up fee), fee for pass certificates, mark sheets etc., Board affiliation fee or any other fee as may be decided by Chairman.
 - ii. grants received from the Government, if any;
- b. The Board shall have power to incur expenditure for the following purposes, namely:
 - i. Salaries / remunerations of the employees of the Board;
 - iii. Remunerations or allowances paid to the members of the Board for attending different meetings;
 - iv. Remuneration to the Center superintendent, Chief Evaluators, Evaluators, Gr. C & D employee deployed in evaluation centers, coordinating staff for evaluation and transportation cost.
 - v. Other expenses as may be necessary for carrying out the function of the Board
 - vi. Expenses for the purchase of logistics like computer, computer peripherals and accessories, stationeries, refreshments during meetings, evaluation etc.

- vii. All expenses shall be met from the account of Board with approval of the Chairman.
- c. All incomes / receipts of the Board shall be deposited and maintained in the following manner, namely:—

- i. A separate Savings Bank account in a nationalized bank shall be opened with multi option fixed deposit (MOD) facility and all the receipts and incomes of the Board shall be deposited in the same account.
- ii. A Cash Book shall be maintained by the Member Secretary of the Board on day to day basis and shall be the custodian of it.
- iii. The account shall be jointly operated by the Chairperson and the Member Secretary.

7. CALENDAR OF EVENTS:

The following calendar of event shall be followed. Minor changes if required shall be done by the Chairman with intimation to Government.

Sl No.	Events	Date / Month D Pharm, Allied Med Sc	Date / Month Nursing Courses
1.	Issue of Affiliation to institutions to only those who have valid NOC)	1 st August to 16 th August of every year	1 st September to 16 th September of every year
2.	Last date of admission for state quota	By 31 st August of every year	By 30 th September
3.	Last date of admission by private institution and verification of documents.	By 15 th September	By 31 st October
4.	Registration of all admitted candidates and upload to website.	By 15 th October	By 15 th November
5.	Deposit of Migration certificate	By 30 th April	By 30 th April
6.	Commencement of Classes	1 st October	1 st November
7.	Form Fill up - online	15 th August	1 st November
8.	Issue of Admit Card - online	25 th August	15 th November
9.	1 st Year Examination	1 st week September	4 th week of November
10.	Final Examination	1 st September	15 th December
11.	Practical Examination	October to November	16 th December to 15 th January

12.	Evaluation	October & November	16 th January to 15 th February
13.	Publication of Result	1 st week of December	4 th week of February
14.	Issue of Mark Sheet and Pass Certificates	Online within 15 days of publication of result	Online within 15 days of publication of result

8. FEES OF BOARDS

a. BOARD AFFILIATION FEES (TO BE PAID BY PRIVATE INSTITUTIONS)

Sl. No.	Duration of Course	Affiliation/course/year or part (Rs.)
1	6 months	7500
2	1 year	15000
3	2 years	30000
4	3 years	30000

NB: These fees are to be deposited online in the account of respective Board or as may be directed by the Chairman.

b. STUDENT REGISTRATION FEES UNDER BOARD

Sl. No.	Duration of Course	Fees per student (Rs.)
1	6 months	500
2	1 year	600
3	2 years	1000
4	3 years	1000

c. EXAMINATION FEE (FORM FILL UP) PER STUDENT (GOVT. & PRIVATE INSTITUTION)

Examination Fees/per examination Rs.	Mark sheet & Certificate (Duplicate) Rs.	NOC for Migration Rs.
600	200	200

NB: These fees are to be deposited online in the account of respective Board or as may be directed by the Chairman.

9. BOARD SUB COMMITTEES:

Different Sub committees shall be formed by the Chairman to carry out different functions.

- a. **Scrutinizing subcommittee-** to scrutinize different documents of the students or institutions before admission.
- b. **Evaluation subcommittee** - shall be formed which shall manage the evaluation process like selecting center of evaluation, selection of Centre superintendents, Chief evaluators, tabulators, assessment of payment of remuneration to staff worked related to evaluation process.
- c. **Examination Subcommittee** – The examination subcommittee shall decide the center of examination, center superintendent, invigilators, appointment of examiners, assess the payment of remunerations, distribution of the question and answer sheets to centers and collection of answer sheets for evaluation, scrutiny of mark-sheets before placing them before the Board and making of all arrangements in connection with examinations held by the Board. If required the Chairman shall constitute more subcommittees like inspection subcommittee, affiliation subcommittee etc. for smooth management.

10. CODE OF CONDUCT AND PROFESSIONAL ETHICS

- a. If any holder of the certificate of the Board, after due enquiry, be held by the Board to have been guilty of disgraceful conduct in respect of any profession, the Board may by resolution remove the holders name from the list of certificate holders of the Board, and suspend the certificate.
- b. Should any holder of the certificate be convicted of any criminal offence, the Board may, if they consider the offence for which the holder has been convicted to be such as to render the holder unfit to hold the certificate of the Board, direct the name to be removed from the list of certificate-holders, and suspend the certificate.
- c. Any holder of the certificate whose name has been removed from the list shall on demand of the Board, deliver up the certificate, which shall when become void and be the property of the Board.
- d. The Board may, in the meeting may restore the list of certificate-holders, the name of any person which has been removed from it, and return to the person the certificate of which the person had been deprived.
- e. No certificate-holder of the Board shall permit or suffer his/her name to be connected with any advertisement for personal gain or with any publication of an indelicate or amoral nature.

f. No certificate-holder of the Board shall practice or profess to practice by the use of unethical means, misconduct or negligence which may harm a common man or patient directly or indirectly.

g. No certificate-holder of the Board shall, in any way, conduct himself/herself inconsistently with the honor and decorum which becomes his/her position as certificate holder of the Board be guilty of deception or other immorality during the practice of his/her profession.

h. The certificate of the Board shall not be delivered to any person unless and until he/she makes and signs the following declarations and undertakes to obey the rules of the Board.

i. **DECLARATION**

I (name) do solemnly and sincerely declare that, while holding the certificate of the Board, will observe the rules thereof, and will obey every lawful order and summons issued by the Board, having no reasonable excuse to the contrary, and that I will not be indulged in any activity that will demean myself or my profession and shall maintain the dignity and honor of the Board."

11. REMUNERATIONS

Remunerations are given to staff for doing work which are additional to normal office work and at times may be beyond duty hours. Any staff if required to be deployed to manage any such extra work shall be decided by Chairman and given appropriate remuneration proportionate as per following rates.

SI No.	Items/ Activity	Amount (Rs.)
A. EXAMINATION		
1.	Chief of Examinations (Collector /Dean & Principals / Director)	7000/-
2.	Supervisor for examinations (Sub-Collector / any other officer appointed by Chief of Examination)	6000/-
3.	Center Superintendent	5000/-
4.	Custodian for questions and answer sheets (Treasury officer / any other officer appointed by Chief of examinations or Dean & Principals)	4000/-
5.	Dy. Superintendent	3000/-

6.	Chief Invigilator	500/- per sitting
7.	Invigilators (1:25 students)	400/- per sitting per person
8.	Group C staff (one for 1000 students)	100/- per sitting per person
9.	Group D staff (peon) (one for 200 students)	75/- per sitting per person
10.	Water boy (one for 100 students)	75/- per sitting per person
	Evaluation	
11.	Remuneration to evaluators (30 answer sheets per day)	750/- per day per person
12.	Contingency to the Chief Evaluator (for stationeries like pen, pencils, scissors, gum, packing and sealing materials, tea and snacks etc)	01/- per answer sheet
13.	For transport of answer sheets to and from the evaluation centres	As per actual
14.	Online management	As per tender
15.	Remuneration to chief evaluator	750/- per day
16.	Remuneration to scrutinizer	3/- per answer sheet
17.	Remuneration to tabulator	300/- per day per person
18.	One Group C employee	300/- per day
19.	One Group D employee	200/- per day
20.	Coding & Decoding Officer	1/- per answer sheet (minimum 5000/- maximum 20000/-) If the work is given to agency it will be as per actual rate of approved quotation
21.	Legal expenditure	All expenditures incurred for legal work like conveyance, photocopy, affidavit shall be given as per actual. Where a private counsel is engaged by Govt. the fees shall be given as per the notification of Law Department by the concerned Board and Council. Sri R C

		Mohanty is retained for defending cases of ONMEB and ONMRC. Hence the retainer fees and appearance fees shall be reimbursed by the ONMEB and ONMRC.
22.	<p>Refreshment</p> <ul style="list-style-type: none"> If the duration of meeting / evaluation is less than two hours If the duration of meeting / evaluation is more than two hours 	<ul style="list-style-type: none"> Rs. 50/- per day per person for snacks / tea /coffee /water etc. Rs. 200/- per day per person for working lunch.
23.	<p>Remuneration to central supervisory staff of examination evaluation etc per session</p> <p>Chairman</p> <p>Member Secretary</p> <p>SO & ASO o/o Chairman</p> <p>Observers / Squad</p>	<p>8000/- per session</p> <p>7000/- per session</p> <p>5000 & 4000 /- per session</p> <p>1000/- per person per day</p>

B. COUNSELING AND ADMISSIONS		
Sl. No.	Item	Rate
1.	<p>Advertisements in news papers.</p> <p><i>(Advertisement shall be made as per the publicity required and must be paid as per approved Govt./I & PR rates.)</i></p>	As per actual bill (at Govt./I & PR rate)
2.	<p>Hall / Venue charges / Generator / Chair tables / Banner / Hoardings / Mobility</p>	As per actual
3.	<p>Online management.</p> <p>(The agency for managing online selection process must be selected by observing the procedure as laid down by FD)</p>	As per the actual bill submitted by the approved agency as per rates quoted in quotation.
4.	<p>Stationery & computer consumables.</p>	As per actual

	(like paper, pen, pencils, folders, envelopes, printer cartridge, tags, stapler, staple pin, gum, gem clips, stamp, seal, ink pads etc)	(minimum Rs. 5000/- per each selection process)
5.	Postage	As per actual.
6.	Scrutinisation of application forms. Each application form shall be scrutinized twice by scrutinisers and cross checked once by Convener or any officer. Total checking of each application 3 times.	Rs.30/- for each scrutinisation x 3 times. (Total per application Rs.90/-)
	When the number of application form is less than 30 the payment for scrutinisation shall be per day basis	Group A / B officers Rs.750/- per day Group C staff Rs.500/-per day Group D staff Rs.300/- per day
7.	Remuneration in admission process	Group A / B officers Rs.1000/-per day Group C staff Rs.750/-per day Group D staff Rs.500/- per day
8.	Logistic support and refreshment	(If the duration is less than 2 hours only tea snacks water amounting Rs 50 per person per day and when the duration is more than 2 hours working lunch of Rs. 200/- per person per day shall be allowed.
9.	Medical Board	Experts1000/- per day Gr. C staff600/- per day Gr. D staff400/- per day
	Honorariums	Chairman 20000/- per

10.		session Vice Chairman 18000/- per session Convener 15000/- per session Coordinator 12000 per session Members 10000/- per person SO / ASO / Programme Asst / I/C dealing with the entire process 7000/- per person
C. INSPECTIONS (BY BOARDS / COUNCILS)		
1.	Travelling expenditure & daily allowance The TE for officers attending meetings / conducting inspections /inquires Daily Allowance Accommodation	Rs.7/-km by own car Rs.9/-km by hired car or actual train / bus fare whichever is less. Rs.200/-per day inside state Rs.400/-per day outside state Rs.2000/- per day max Or as per actual bill whichever is less. (supportive voucher must be submitted)
2.	Remuneration/ honorarium Inspection of one institution	Group A officers -Rs.1000/- per institution Group B officers -Rs. 750/- per institution Group C staff -Rs. 500/- per institution Group D staff -Rs. 500/- per institution
3.	Legal expenditure Expenditure for filing cases in Supreme Court, High Court (Expenditure for Conveyance,	As per actual bill.