

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

HISAR-125 001 (HARYANA)

ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

'A' GRADE 'NAAC' ACCREDITED



DEPUTY REGISTRAR (SECRECY)

No. SECY./2019/1811-1861
DATED: 15/4/19

To
All the Chairpersons
University Teaching Department.
GJUS&T, Hisar.

2. All Principals/ Directors Affiliated Colleges with
GJUS&T, Hisar.

Sub:- Regarding submission of Question Papers Awards and Remuneration Bills.

Sir/Madam,

It is informed that during the course of checking of Question Papers/Answer Sheets and Remuneration Bills received from Paper Setters and Examiners by the Branch the following discrepancies are generally found which causes undue delay in their processing:-

1. The Paper Setters do not submit the bills alongwith their Question Papers at the time of submission of question paper in the Secrecy Branch.
2. The answer sheets after evaluation are submitted by the examiners in piece meal. For example a packet of 200 answer sheets of a particular subject is sent to an examiner for evaluation and after evaluation the examiner submits 50 answer books in one phase, hundred in second phase and the remaining in last phase.
3. The remuneration bills are not submitted in time whereas the bills must be submitted alongwith Question Papers/Answer Sheets in Secrecy Branch at the same time.

On the basis of above discrepancies found on the part of Paper Setter/Examiner the awards are not sent to the EDP Cell in one lot for further processing and the bills are not processed for making the payment to them in time.

It is therefore, requested that all the Paper Setters and Examiners may submit the question papers and answer sheets in one lot alongwith remuneration bills so that delay in making payment and sending the awards to the EDP Cell could be avoided in future.

These may kindly be brought in the notice of the Faculty working in your Department/College.

Ravi
15.4.19
Deputy Registrar (Secrecy)
For Controller of Examinations

CC:-

1. SVC (For Kind information of Hon'ble Vice-Chancellor) GJUS&T, Hisar
2. PS to COE (For kind information of COE) GJUS&T, Hisar.