



Central University of Himachal Pradesh

(ESTABLISHED UNDER CENTRAL UNIVERSITIES ACT 2009)

"Accredited by NAAC with A + Grade with CGPA of 3.42"

Dharamshala, Himachal Pradesh-176215 – INDIA

Centre for Distance & Online Education (CDOE)



परिश्रमिक/आकस्मिक खर्च के लिए दावा फॉर्म Claim Form for Remuneration/Contingent Expenses in respect of CDOE

(केवल ईमेल/व्यक्तिगत रूप से भेजा जाए/To Be sent by Email/In-person)

Letter No. of work order issued

Dated

(Please fill separate form for each Course/Programme)

नाम /Name	
पिता/पति का नाम Father's/Husband's Name	
बैंक खाता नं०/ Bank Account No.	
आई एफ एस सी कोड/ IFSC Code	
बैंक का नाम और शाखा/ Name of the Bank & Branch	
MICR Code	
*पैन PAN	
पिन कोड सहित पूरा पता/ Full official address with pin code	
सम्पर्क नं०/ Contact No.	
ईमेल पता /E-mail Address	

* (कृपया पैन कार्ड की छायाप्रति संलग्न करें/ Please enclose the photocopy of PAN card)

(Strike out whichever is not applicable)

A. Remuneration for Course Development/Review

Programme Name

Semester

Course Title

Course Code

Sr. No.	Description of Work Assigned	Number	Rate	Amount Claimed	Amount Verified
1.	Total no. of e-SLM Chapters/Modules Developed		Rs. 5,000/- per Module/Chapter (Max. Rs. 75,000/- for 4 credit course and Max Rs. 50,000/- for 2 credit course including typing charges)		
2.	Total no. of Courses reviewed/edited/vetted(alongwith no. of modules/chapters)	Course/s: _____ Chapters/Modules _____	Rs. 2,500/- per Module/Chapter (Max. Rs. 37,000/- for 4 credit course and Max Rs. 25,000/- for 2 credit course)		
3.	Total no. of video lectures developed/Recorded		Rs. 2000/- per Video Lecture		
4.	Total no. of Chapters/Modules for which Assessment questions were developed		Rs. 1500/- per Module/Chapter		
5.	Total no. of Courses translated along with total no. of Chapters/Modules Translated	Course/s: _____ Chapters/Modules _____	Rs. 3,000/- per Module/Chapter (Max. Rs. 45000/- for 4 credit Course and Max Rs. 30000/- for 2 credit Course)		
6.	Total no. of Courses completed (for Language Editing/Vetting)	Course/s: _____ Chapters/Modules _____	Rs. 1,000/- per Module/Chapter (Max. Rs. 15000/- for 4 credit Course and Max Rs. 10000/- for 2 credit Course)		
	Total No. of interactive Sessions/Live Sessions/Query Resolution Session		Rs. 2,500/- per hour lecture/session (Only for External Experts)		
Total Amount Claimed(A)					

B. Remuneration for Examination related Works:-

Programme Name _____ Semester _____

Course Code _____ Session _____

Course Title _____

Sr. No.	Description of Work Assigned	Number	Rate	Amount Claimed	Amount Verified
1.	No. of End Semester Examination Question Papers Prepared		As per CUHP Norms		
2.	No. of Answers Scripts Evaluated online		Rs. 50/- per online Answer Script		
3.	No. of Projects/Dissertations Evaluated online		Rs. 250/- per student(Major Course) Rs.200/- per student(Minor Course)		
4.	No. of Synopsis/Research Proposals Evaluated online including Viva-voce		Rs.125/- per student/proposal		
5.	No. of Students whose Viva-voce examination was conducted for Projects/Dissertations		Rs. 100/- per student(Major Course) Rs.50/- per Student(Minor Course)		
6.	No. of Assignments/Book review Reports Evaluated		Rs.10/- per Assignment/Book Review Report		
7.	No. of Students Evaluated in Practicals/Lab work including Viva-Voce conduct.		As per CUHP norms		
Total Amount Claimed(B)					

C. No. of Expert Lecture/s delivered(offline/online)

No. _____ Date _____ Timing _____

Topic of Lecture/s _____ Total Amount claimed(C): _____

D. Contingent Expenses, if any(Please attach Original Receipts):

1. Postage Charges, if any: _____

2. Carriage Charges, if any: _____

3. Typing Charges, (if permissible): _____

Total amount(D): _____

Grand Total Amount(A+B+C+D): Rs. _____ (Rupees in Words) _____

दावेदार के हस्ताक्षर Signature of Claimant _____

(केवल CDOE कार्यालय प्रयोग के लिए For CDOE Office Use only)**Checked/Examined By:**

1. कार्यालय सहायक(CDOE)

2. अनुभाग अधिकारी(CDOE)

Verified By:

1. सहायक कुलसचिव(CDOE)

2. सहायक निदेशक/उप निदेशक(CDOE)

.....रु.(शब्दों में).....रु. के लिए अनुमोदित किया जा सकता है।

निदेशक(CDOE)

(केवल वित्त कार्यालय प्रयोग के लिए For Finance Office Use only)

.....रु.(शब्दों में).....रु. के लिए पारित किया जाता है।

कार्यालय सहायक(वित्त)

सहायक(वित्त)

सहायक कुलसचिव(वित्त)

आंतरिक लेखा अधिकारी

वित्त अधिकारी