

Such sealed packet should be handed over to the Head of the Department by the convener of the Board of Examiners immediately on completion of the exercise. The Board of Examiners would be entirely responsible for this exercise.

9. You would be required to submit the remuneration bill for the members of the Board of Examiners to the Head of Department. Necessary proforma for settlement of claim/settlement of advance alongwith guidelines of remuneration payable to the teachers in this regard is enclosed herewith for appropriate usage Appendix-II. However, conveyance charges for maximum 03 visits would be allowed to the Examiner / convener per paper.
10. Matters relating to South Delhi Campus should be taken up with the Examination Branch (South Delhi Campus) as such matters are separately dealt by the Examination Office of the South Delhi Campus.
11. The Question paper/s must reach in the Examination Branch within 03 (three) weeks time from the date of issue of this letter.
12. It will be highly appreciated if you kindly go through the entire contents of this letter and ensure that the procedure mentioned overleaf and above is scrupulously adhered to.
13. List of papers for which question papers have to be set, schedule of remuneration for such work alongwith various proforma / envelope etc. as mentioned in the body of the letter is enclosed for appropriate usage.

BA (Prog) CBCS

GE - 62205910, Sem-V

Child Rights and Social Action

Encl.: As above

Yours faithfully,

(Head of the Department)

Copy to:

1. Ms. Neha Karam (B.A.), Examiner I - Convener
2. Ms. Pooja Kumari (B.A.), Examiner II
3. Ms. Swati Sawhney (B.A.), Examiner III
4. _____, Examiner IV (if any)

Submit by 10/10/19

2- sets