

Form No. S.E./A-18

HBL Branch

Account No.

NATIONAL TAX NUMBER

CNIC #

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN.

IMPORTANT

- i) This bill should be prepared strictly in accordance with the Instructions printed overleaf.
ii) Certificates of the amounts actually spent against Serial No. 4 to 6 may be signed Printed on the bill at page 4

Diary No.

Dated

Examination

Centre

No.

Total No. of appearing Candidates

Total Expenditure of ice Rs.

Sr. No.	PARTICULARS	Amount claimed	To be filled in by the office		REMARKS
			Deduction I/T etc.	Net claim	
1.	Superintendent's Remuneration (days) Double Sessions Single Sessions Total	Rs. Rs. Rs.			
2.	Postage on: i) Registered Letters (Statement) ii) Registered Parcel (Statement) iii) Ordinary Letters (Statement)	Rs. Rs. Rs.			
3.	Railway Freight on Parcels	Rs.			
4.	Stationery (Certificate No. 1 page -4)	Rs.			
5.	Corse cloth (Certificate No. 2 page -4)	Rs.			
6.	Conveyance (Certificate No. 3 page -4) For receipt of Q/Paper / deposit of Bundles of A/Books	Rs.			
7.	Drawing Master for arranging Models. (Receipt No. 4 at page -4)	Rs.			
8.	Miscellaneous Expenditure i) Cartage if any. ii) Ice. iii)	Rs. Rs. Rs.			
	Less Amount Advance				
	Net Amount Payable to Superintendent				

I certify that the charges entered in this bill have been actually incurred by me. The articles purchased have been consumed in the conduct of this examination and with due regard to the interest of the Board.

The letters regarding necessary sanction/approval of the examination/s are attached herewith.

Received Payment

Affix Revenue Stamp as under:-
(otherwise bill will not be passed)

Bill upto Rs. 2,000/- Re. 1/-
Bill Rs. 2001/- to 10,000/- Rs. 2/-
Bill above Rs. 10,000/- Rs. 5/-

Signature

Name

(in block letter)

Address

Cell/Phone No.

(Please write address legibly where cheque is dispatched.)

FOR OFFICE USE ONLY

It is certified that: i) Budget provision exists. ii) bill has been checked and found correct.

Dealing Official

Superintendent (Expenditure)

PASSED FOR PAYMENT OF		PASSED FOR PAYMENT OF		PASSED FOR PAYMENT OF	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
In favour of Supdt.		In favour of Supdt.		In favour of D.C. Income Tax Circle Multan.	
Dealing Official	Supdt.	ASF/DSF	SECRETARY	Auditor	Supdt.
					A.O
					ASF/DSF
					SECRETARY

SCALE OF REMUNERATION

S. No.	Designation	Single Session	Double Session
1	SUPERINTENDENT	Rs. 600/- p.w.d.	Rs. 900/- p.w.d.
2	DEPUTY SUPERINTENDENT	Rs. 500/- p.w.d.	Rs. 700/- p.w.d.
3	INVIGILATOR	Rs. 400/- p.w.d.	Rs. 550/- p.w.d.
4	Receipt of Q/Paper & Deposit of A/Book in Bank/Office	Rs. 50/-	Rs. 75/-
5	WATERMAN OR WATERWOMAN	Rs. 150/- p.w.d.	Rs. 200/- p.w.d.
6	CHOWKIDAR	Rs. 200 per day	Nil
7	SWEEPER	Rs. 150 /- per working day	Rs. 200/- p.w.d.
8	DAFTRI	Rs. 100/- per working day	
9	SEATING ARRANGEMENT/REMOVAL OF SEATS	Rs. 500/- (Lumpsum)	
10	STATIONERY	ANNUAL AND SUPPLEMENTARY	
		S.S.C.	Rs. 500/- Lumpsum
		INTER:	Rs. 500/- Lumpsum
11	KORA CLOTH (LATHA) FOR PACKING OF ANSWER BOOKS	Rs.500/-Lumpsum	For Annual/Supply
12	DRAWING MASTER FOR ARRANGING MODEL IN SECONDARY SCHOOL EXAMINATION	Rs.200/-Lumpsum	
13	AMANUENSIS	Rs. 50/- Per paper.	

Note: Rates amended in Board's meeting 322 dated 07.02.2013 and No. 335 dated 04.07.2015

INSTRUCTIONS

The expenses incurred by the Superintendent in connection with the conduct of examination of the Centre should be grouped in this bill in the manner specified on the face of the bill from.

1. The Superintendent are requested not to pay any bill regarding examination in practical Science. Such bill may be forwarded for payment to this Office after verification and counter-signature on the prescribed bill form.
2. All bill should be sent tagged in file covers under separate registered covers and addressed to the Secretary Board of Intermediate & Secondary Education Multan. These must reach this office within Fortnight after the examination is over. Thereafter a fine Re. 1/- shall be charged for next 30 days and Rs. 5/- for more 30 days. Thereafter no bill shall be entertained.
3. A mere cash memo is not valid equittance for payment unless the fact or payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of memo in these words. "Received in full payment".
4. With a view to be more economical and to curtail expenditure on Registered ordinary letter and telegrams should be attached with the bill in support of the claim in order to ascertain the total amount spent.
5. With a view to be more economical and to curtail expenditure on Registered parcels. It is desirable that the parcels containing A/Books should invariably sent by Rail instead of by post. Except under very special circumstances or in case of Pakistan State. The small parcels which are likely to be lost in transit or where it is economical to sent them by Rail. Should be sent by Post.
6. The actual payee's receipts in support of payment made should clearly bear the signature or the thumb impression of the payees, which should be attested by the Superintendent giving the dates on which such payment were made.
7. The details of the unused and spare articles auctioned or sold or kept in the Stationery Box as per instructions should be supplied as directed because in the absence of this information no useful check over the adequacy of the amount fetched can be exercised.
8. The imperishable articles purchased by the Superintendent in connection with the conduct of examination should be deposited in the Stationery Box and a note to this effect be attached with the contingent bill to avoid unnecessary reference being made in this respects. A copy of the same note should also be kept alongwith the articles in the Stationery Box for record. A third copy of the same be forwarded to the Secretary.
9. The statement SF-4 indicating dates and showing the balance of unused Blank Answer Books and Drawing sheets. Must be filed in at page-03.

The above mentioned is the local scale of maximum rates of expenses permissible for the items noted. In case the local circumstances of a place necessitate increase if any of the first four items given above, previous sanction of the Controller of Examinations should always be obtained and this sanction should be attached to the bill.

SF-4

S. No.	Dates	Session	Total No. of Copies consumed	S. No.	Dates	Session	Total No. of Copies consumed
1		Morning		21		Morning	
		Evening				Evening	
2		Morning		22		Morning	
		Evening				Evening	
3		Morning		23		Morning	
		Evening				Evening	
4		Morning		24		Morning	
		Evening				Evening	
5		Morning		25		Morning	
		Evening				Evening	
6		Morning		26		Morning	
		Evening				Evening	
7		Morning		27		Morning	
		Evening				Evening	
8		Morning		28		Morning	
		Evening				Evening	
9		Morning		29		Morning	
		Evening				Evening	
10		Morning		30		Morning	
		Evening				Evening	
11		Morning		31		Morning	
		Evening				Evening	
12		Morning		32		Morning	
		Evening				Evening	
13		Morning		33		Morning	
		Evening				Evening	
14		Morning		34		Morning	
		Evening				Evening	
15		Morning		35		Morning	
		Evening				Evening	
16		Morning		36		Morning	
		Evening				Evening	
17		Morning		37		Morning	
		Evening				Evening	
18		Morning		38		Morning	
		Evening				Evening	
19		Morning		39		Morning	
		Evening				Evening	
20		Morning		40		Morning	
		Evening				Evening	
	TOTAL				TOTAL		

CERTIFICATE

Certified that:

1. Rs. _____ were spent on purchase of stationery.
2. Rs. _____ were spent on purchase of Kora Cloth for packing of Answer Books.
3. Rs. _____ were actually spent by me as conveyance charges for receipt of Question Paper and deposit of Answer Books in the Bank/Office

Signature of Superintendent

Centre _____ No. _____.

4. Received Rs. _____ on account of Drawing Model etc.
Name of official _____

Signature/Thumb Impression
of Drawing Master

Attested

Attested

Signature of Superintendent

Signature
Resident Inspector.

Center : Govt. _____ College/HSS/H/S _____.