



PUNJAB BOARD OF TECHNICAL EDUCATION

21-A KASHMIR BLOCK ALLAMA IQBAL TOWN, LAHORE

Ph: 042-37806676, 042-99260209, 042-99260193-94, Ext-125, Fax No. 042-37800255

Ref: No PBTE/SS/16/2606-2920

Date: 2-11-16

The Principal,

Subject: -DAE Practical Bill 1st Annual Examination 2016.

As per direction of the Chairperson PBTE the payment of remuneration to the Staff regarding conduct of practical 1st Annual Examination 2016, will be directly paid to the Examiners / shop staff on the prescribed performa enclosed herewith. However, the practical Examination staff will be entered online by the institute at the time of practical result feeding w.e.f DAE 2nd Annual Examination, 2016.

You are requested to send the following documents along with the bill performa.

1. Bill on the attached performa.
2. Computerized bill downloaded from PBTE website.
3. List of Practical Examination staff authenticated by the Principal.
4. Copy of CNIC of concerned staff.

However for your facilitation the computerized bill generated by the PBTE relating to your college is uploaded on website of PBTE, which can be downloaded to know the exact number of candidates appeared in the said examination and subject wise total remuneration of your college etc.

The Principal shall ensure:

- i. No one has claimed the remuneration for conduct of more than one practical at the same time.
- ii. That the Shop Assistant / Shop Attendant has not been allowed "daily" for more than one time in a day, they can claim only @ Rs. 75/- per day for the conduct of Practical Examination.
- iii. The payment of absent students should not be made to the examiners.
- iv. All the Principals should ensure that the practical bills will be forwarded to PBTE with in the financial year.

Note: - It is again requested that a separate typed list of Internal / External Examiners may be forwarded to ACE (S) urgently through the email address SecrecyPBTE@gmail.com.

Controller of Examinations

C.C to:-

1. PA to Chairperson, PBTE, Lahore.
2. PA to Secretary, PBTE, Lahore.
3. PA to Controller of Examinations, PBTE, Lahore.
4. Deputy Controller (Secrecy), PBTE, Lahore.
5. ✓ Web Administrator, PBTE, Lahore.

Sample Proforma for Payment of remuneration of DAE Practical 1st Annual Examination 2016, directly to the staff engaged for conduct of Practical Examination.

Name of Institute / College: _____

Sr. No.	Name, Address & CNIC	Worked as External / Internal / Shop Asstt./ Shop Attendant	Name of Each Subject & Subject Code	Remuneration			Paper Setting Rs. (B)	Grand Total Rs. (A)+(B)	Income Tax Deduction @ 10 %	Net Amount Payable Rs.	Signature	Bank Account Information		Information About issuance of cheques
				Number of Candidates Subject wise	Rate per Candidates / Min. Per Day Rs.	Amount Rs. (A)						Bank Account No.	Bank Name, Address & Branch Code	
1.	Name:													
	Address:													
	CNIC#:													
2.	Name:													
	Address:													
	CNIC#:													
3.	Name:													
	Address:													
	CNIC#:													
4.	Name:													
	Address:													
	CNIC#:													
Total Amount														

Verified By HOD (Signature) _____

Stamp & Signature of Principal _____

Dated: _____

Secrecy Section

Bill Verified by dealing official _____
 Supdt. _____
 ACE _____
 Deputy Controller (S) _____

Finance Section

Checked and Verified for Rs. _____
 (In Words) _____
 Bill Assistt. _____ Supdt. _____
 ASF _____
 Sanctioned by Controller of Examinations _____

Audit Section

Checked and admitted for Rs. _____
 Rupees in Words _____
 Audit Assistt. _____
 Supdt. _____
 Audit Officer _____

Note: 1. All the work done by an examiner (1st, 2nd, 3rd year) as well as shop staff must be entered at a place. So that one cheque be issued to them.
 2. The consolidated bill of all practical staff complete in all respect may be submitted once. No subsequent bill will be entertained.

M. I. 2016