



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
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डॉ. संदीप सिताराम कडू
एम.बी.बी.एस.एम.डी. (न्यायवैद्यक शास्त्र), एम.बी.ए.
पीजीडीएचएम, पीजीडीएमएलएस, सी.एफ.एम.जे.
परीक्षा नियंत्रक

Dr. Sandeep Sitaram Kadu
M.B.B.S, M.D.(Forensic Medicine), M.B.A
PGDHMM, PGDMLS, C.F.M.J.
Controller of Examinations

MUHS
Ref. No.: MUHS /XF/ 9693 /2024 Date: 27.11.2024

NOTIFICATION NO. 65 /2024

**ADMISSIBLE MANPOWER AND RATES OF REMUNERATION FOR CONDUCTING
UNIVERSITY
CENTRAL ASSESSMENT PROGRAMME(MANUAL CAP)
APPLICABLE FROM 01st DECEMBER 2024 ONWARDS**

Ref:- Management Council Resolution No. 346 Dated.07.11.2024

Sr.No	Designation/ Account Head	Authorization Criteria	Rates of Remuneraion
01	Dean/Principal	Overall In-Charge	Rs.1,500/- for whole duration of assessment programme.
02	Custodian (Nominated by the College)	01(One)	Rs.800/- Per day. (From the date of receipt of answer books from the University till handing over the same to the University representative.)
03	Assistant to CAP Custodian - for assisting Custodian during evaluation period (Lecturer of the same college)	01(One)	Rs.450/- per day (on actual assessment programme days)
04	Clerk	01(One)	Rs.150/- per day (on actual assessment programme days)
05	Accounts Clerk/ Cashier	One for entire Examination. (nominated by the Dean/Principal)	Rs.1500/- for whole duration of assessment programme.
06	Scrutinizer (for scrutiny of answer book)	01 (One) (If more than one scrutinizer is appointed then the per day allowance that is Rs.150/- per day is being divided between / among the scrutinizers appointed.	Rs.200/- per day. (on actual assessment programme days) Rs.1.50/- per answer book for examiner-1 scrutiny and Rs.1.50/- per answer book for examiner-2 scrutiny.

Sr.No.	Designation/ Account Head	Authorization Criteria	Rates of Remuneraion
07	Peon	01(One)	Rs.150/- Per day. (on actual assessment programme days)
08.	Miscellaneous Expenditure	--	Rs.300/- per day (on actual assessment programme days) OR Rs.6,000/- per Centre whichever is less.
09	Examiners {For assessment of answer books) The remuneration should be Examiner wise and not Course wise / Bundle wise	A) For UG i} Up to 10 Marks subject	i) Rs.45/- per answer book OR Minimum Rs.900/- incase of answer books assessed below 20 during the whole CAP
		ii} For 11 to 40 Marks subject	ii) Rs.55/- per answer book OR Minimum Rs.1100/- incase of answer books assessed below 20 during the whole CAP
		iii} For 41 to 75 Marks subject	iii) Rs.60/- per answer book OR Minimum Rs.1200/- incase of answer books assessed below 20 during the whole CAP
		iv} For 76 to 100 Marks subject	iv) Rs.70/- per answer book OR Minimum Rs.1300/- incase of answer books assessed below 20 during the whole CAP
		B) For PG i} Up to 50 Marks subject	i) Rs.175- per answer book OR Minimum Rs.1500/- incase of answer books assessed below 10 during the whole CAP
		ii} For 51 to 100 Marks subject	ii) Rs.200/- per answer book OR Minimum Rs.2000/- incase of answer books assessed below 10 during the whole CAP
10	Data Entry Person {For Registration, mark feeding, verification etc.,)	01(One) (To be appointed at CAP Centre by Respective College / Cap Custodian)	Rs.1/- per Correctd entry and Rs.1/- per entry Verification
11	TA/DA	TA/DA & Local Conveyance	As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024 & 12.09.2024 as amended from time to time
12	Local Conveyance Allowance (LCA)t		As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024 & 12.09.2024 as amended from time to time (i) Teaching staff (i.e. persons appointed at Sr.No.1, 2, 3 & 9) if they have attended & performed the assigned job on Public Holiday, Sunday & Other Holiday. (ii) Non-Teaching staff (i.e. Persons appointed at Sr. No. 4, 5, 6 & 7) shall paid either the LCA OR alternate leave(optional leave).
13	Audit Fees	--	Rs.2,500/- plus service tax & other Cess / Charges applicable from time to time for each exam Centre.
14	A) Speed Post Charges	Speed Post charges for dispatching written Answer Book bundles.	● At actual. (Original postage bill proof should be attached alongwith the claim)

Ser No.	Designation/ Account Head	Authorization Criteria	Rates of Remuneration
14	B) Vehicle Charges	Vehicle charges for A) Collection (if any) from post office and B) Deposit of Answer Book Bundles in Post Office.	<ul style="list-style-type: none"> Rs.4/- per k.m. Mileage As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024 & 12.09.2024 as amended from time to time <p style="text-align: center;">Or</p> Minimum Rs.150/- per trip to the nearest Post Office. (Distance from College to the nearest Post Office should be certified by the Dean / Principal alongwith this claim)

Note:- 1) Remuneration for wrong entry made by the DEP & subsequently, if such a wrong entry has not been corrected by the CAP Custodian OR Assistant to Custodian, as case may be, then **Remuneration for such entry shall not be paid.**



(Handwritten signature in blue ink)

Controller of Examinations
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