

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No.: 32391 /H.E., Dated: 11 /08/2021  
**HE-PTC-SAMS-0003-2018**

From

Dr. Rajesh Kumar Sahoo, OES  
Deputy Director, PTC

To

**The Chairman, P.G. Council (List enclosed)**  
**All State Public Universities (coming under H.E. Department)**  
**(Except Jagannath Sanskrit University, Puri & Odisha State Open University)**  
**The Principals of all Government Autonomous Colleges (coming under H.E. Department)**

Sub: Guideline for payment towards remuneration and other Centre Expenditure for conducting CPET-2021

Madam/Sir,

I am directed to enclose herewith the guideline in Annexure-A regarding payment of remuneration and other Centre Expenditure in order to conduct CPET-2021. Further, it is requested to abide by the following rules and regulations for ease of process for conducting CPET-2021:-

- I. Advance amount will be provided to each examination centre for preparedness and payment of remuneration and other Centre Expenditure. The bank details shall be submitted (in the format mentioned below) to the Higher Education Department by e-mail [cpetodisha@gmail.com](mailto:cpetodisha@gmail.com) latest by 13.08.2021.


Name of the Universities and Autonomous Colleges for Transfer of Funds								
SL	Name	Account in the Name of	Bank Name	Branch Name	Account Number	IFSC	Amount to be Transferred	Contact Person for Payment related matters

- II. After completion of entrance examination, the original bills, vouchers and other necessary documents etc. shall be retained at the centre level for audit purpose.
- III. Centres are requested to prepare financial statements subject-wise/ sitting-wise/ date-wise with the number of candidates allotted in that subject in the top of the statement in order to facilitate the process of scrutinization.
- IV. Each statement shall be signed by the Chairman, P.G. Council as well as CoEs in case of Universities and Principals in case of Govt. Autonomous Colleges.

- V. Scanned copy of bills, vouchers, honorarium/ remuneration statements etc. shall be sent to **Controller of Examinations, Berhampur University by e-mail [controller@buodisha.adu.in](mailto:controller@buodisha.adu.in) with cc to [cpetodisha@gmail.com](mailto:cpetodisha@gmail.com)** after completion of examination without any delay. After that, it will be scrutinized by CoE, Berhampur University and submitted to Vice-Chairperson, Odisha State Higher Education Council for vetting. The same will be sent to the government for approval.
- VI. The balance amount if any (i.e. Total Expenditure - Advance amount) will be paid only after the submission of final bills and necessary approval.

This is for your kind information and necessary action.

Yours faithfully,

  
Deputy Director 11/8/21

**Memo No: 32392 /H.E., Dated: 11 /08/2021**

Copy forwarded to the P.S to the Principal Secretary, Higher Education Department for kind knowledge of the Principal Secretary.

  
Deputy Director

**Memo No: 32393 /H.E., Dated: 11 /08/2021**

Copy forwarded to the Vice-Chairperson, OSHEC, Odisha Text Book Bureau, A-11, Suka Vihar, Bhubaneswar for kind information.

  
Deputy Director

**Memo No: 32394 /H.E., Dated: 11 /08/2021**

Copy forwarded to the Controller of Examinations of All State Public Universities (coming under H.E. Department) for kind information.

  
Deputy Director

**Memo No: 32395 /H.E., Dated: 11 /08/2021**

Copy forwarded to the RDE (Bhubaneswar/ Sambalpur/ Berhampur/ Balasore/ Jeypore) for kind information.

  
Deputy Director



**Government of Odisha  
Higher Education Department**

**Common PG Entrance Test-2021**

**For Admission into State Public Universities and Colleges with P.G. Courses**

**(A) Remuneration and other Centre Expenditure for conducting CPET 2021**

Sl No	Assignment	Centre		Unit		Honorary
		University	Autonomous Colleges	University	Autonomous College	
1	Centre Supervisor	Chairperson, P.G. Council	-	-	-	Rs. 3,000/- per day
2	Superintendent	To be appointed by the Chairperson, PG Council, preferably HODs	Principal	1 Per subject	1 Per day	Rs. 3000/-
3	Deputy Superintendent (In a Centre where the total number of candidates taking the test in all subjects taken together in the sitting exceeds 100)	To be appointed by the concerned Superintendent	Controller of Exams	1 Per Subject	1 Per sitting	Rs. 1000/-
4	CPET Coordinator	Controller of Examinations	No Provision			Rs. 3,000/- per day
5	Deputy Coordinator In case the total	To be appointed by the Controller	No Provision			Rs. 2,000/- per day

*Signature*

	number of candidates taking the test in a centre exceeds 1000 (all subjects and all sittings taken together)	of Examinations					
6	Menial (CoE's Estt.)	To be appointed by the Controller of Examinations	No Provision	1 per day	1 per day	1 per day	Rs.300/- per day
7	Invigilator	Preferably teaching faculty	Preferably teaching faculty	1 per 20 candidates	1 per 20 candidates	1 per 20 candidates	Rs. 500/-
8	Reliever	Preferably teaching faculty	Preferably teaching faculty	20% of number of invigilators	20% of number of invigilators	20% of number of invigilators	Rs 500/-
9	Ministerial staff	-	-	01 per 50 candidates per subject or part thereof (per subject)	01 per 50 candidates per sitting or part thereof (per College as a whole)	01 per 50 candidates per sitting or part thereof (per College as a whole)	Rs. 400/-
10	Menial staff	-	-	01 per 50 candidates or part thereof per subject	01 per 50 candidates or part thereof per sitting	01 per 50 candidates or part thereof per sitting	Rs. 300/-
11	Sitting arrangement	-	-	Rs. 5 per candidate per subject	Rs. 5 per candidate per day	Rs. 5 per candidate per day	On actual basis, subject to minimum Rs. 500/- per subject/day as the case may be
12	Contingency	-	-	Rs. 5/- per candidate per subject	Rs. 5/- per candidate per day	Rs. 5/- per candidate per day	On actual basis, subject to minimum Rs. 500/- per subject/day as the case may be
13	Sanitization	-	-	Rs. 1000 per subject	Rs. 1000 per sitting	Rs. 1000 per sitting	Rs. 1000/- minimum

*Signature*

Apart from the above honorarium to different office bearers, an amount of Rs. 25,000 be placed under the disposal of Chairperson, PG Council of all affiliated Universities and Rs. 10,000 for Principal of Autonomous colleges to meet any exigencies and incidental charges, including hiring of staff where necessary with justification with the same remuneration for Ministerial staff and Menial staff as above during examination. After the examination they have to produce utilisation certificates, Bills & Vouchers to this effect.  
The Advance for CEPT 2021 shall be paid to the Chairman, PG Council/Principal who may open a New Account or use existing account for this purpose.

- NB- 1. Where there is no PG teaching department for a concerned subject of examination, the Chairperson, PG Council can appoint any senior faculty member for the purpose. In case of exigency, Principals of Autonomous Colleges can authorize a teaching faculty of their choice in place of CoE, to be in-charge of Deputy Superintendent.
2. One person is not entitled to take two remunerations on a particular day in two different capacities.
  3. In Autonomous Colleges, CoEs will act as Deputy Superintendent, but in exigency, Principal can nominate any Faculty Member as Deputy Superintendent in place of CoE.
  4. For smooth and peaceful completion of the total examination, the cooperation from the Chairperson, P.G. Council of the Universities and Principal, Autonomous Colleges is highly solicited.

**(B) Honorarium to Question Paper Setters/External Member expert committee**

Honorarium to paper setter Rs.3000/- per set of question paper with answer key

Honorarium to question paper moderator Rs.1000/- per subject (both sets)

Honorarium to external member expert committee Rs.1000/- per sitting



**Name of the Universities and Autonomous Colleges as Examination Centre**

<b>SL#</b>	<b>Name of the University</b>
1	Utkal University, Vanivihar, Bhubaneswar
2	Rama Devi Women's University, Bhubaneswar
3	Ravenshaw University, Cuttack
4	Berhampur University, Bhanja Vihar, Berhampur
5	Khallikote University (erstwhile Khallikote Autonomous College, Berhmapur)
6	Sambalpur University, Jyoti Vihar, Sambalpur
7	Gangadhar Meher University, Amrut Vihar, Sambalpur
8	Fakir Mohan University, Vyasa Vihar, Balasore
9	Maharaja Sriram Chandra Bhanja Deo University, Baripada
10	Kalahandi University (erstwhile Govt. Autonomous College, Bhawanipatna)
11	Rajendra University (erstwhile Rajendra Autonomous College, Bolangir)
<b>SL#</b>	<b>Name of the College</b>
1	Government (Autonomous) College, Angul
2	Fakir Mohan (Autonomous) College, Balasore
3	Bhadrak (Autonomous) College, Bhadrak
4	Shailabala Women's Autonomous College, Cuttack
5	Dhenkanal (Autonomous) College, Dhenkanal
6	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi
7	Sashi Bhusan Rath Government Women's College, Berhampur
8	Narasingh Choudhury (Autonomous) College, Jajpur
9	Government (Autonomous) College, Phulbani
10	Dharanidhar (Autonomous) College, Keonjhar
11	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar
12	Vikram Deb (Autonomous) College, Jeypore
13	Maharaja Purna Chandra (Autonomous) College, Baripada
14	Samanta Chandra Sekhar (Autonomous) College, Puri
15	Government (Autonomous) College, Rourkela

