

महाराष्ट्र राज्य तंत्रशिक्षण मंडळ

(स्वायत्त) (ISO ९००१:२००८) (ISO/IEC २७००१:२००५)

शासकीय तंत्रनिकेतन इमारत, चौथा मजला,

४१, खेरवाडी, अली यावर जंग मार्ग, वांद्रे (पू), मुंबई- ४०० ०५१

दूरध्वनी : २६४७२१२२, २६४७०९१६(वै)

फैक्स : ०९१-२२-२६४७७२१७

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जा. क्र. मरातंशिमं/का-१०/संचालक/२०१५/१५४

दिनांक:

10 SEP 2015

कार्यालयीन आदेश

विषय : मंडळाच्या अंतर्गत येणा-या परिक्षाविषयक विविध कार्याच्या मानधनाच्या दरामध्ये सुधारणा करण्याबाबत

संदर्भ : १) या कार्यालयाचे आदेश क्र. मरातंशिमं/का-४०/२०१०/१७०२ दि. ३१/३/२०१०
२) दि. ५/८/२०१५ रोजीच्या ३७व्या नियामक मंडळाच्या बैठकीचे इतिवृत्त

महाराष्ट्र राज्य तंत्रशिक्षण मंडळाच्या अंतर्गत येणाऱ्या परिक्षाविषयक विविध कार्यांचे मानधन संदर्भ क्र. १ अन्वये देण्यात येत होते. सदर मानधनाच्या दरामध्ये सुधारणा करण्याबाबतचा प्रस्ताव दि. ५/८/२०१५ रोजीच्या ३७व्या नियामक मंडळाच्या बैठकीमध्ये मुद्दा क्र. ३७.९ अन्वये मंजूरीसाठी सादर करण्यात आला होता.

नियामक मंडळाच्या संदर्भ क्र. २ च्या मंजूरीनुसार संचालक, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई हे हिवाळी परिक्षा २०१५ पासून सुधारीत करण्यात आलेल्या मानधनाचे दर लागू करण्यास मंजूरी देत आहेत.

(डॉ. अभय वाघ)

संचालक

महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई

प्रतः

१. सचिव, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई.
२. उपसचिव(तां), परिक्षा व निकाल विभाग, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई.
३. उपसचिव(तां), अभ्यासक्रम विभाग, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई.
४. उपसचिव, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, विभागीय कार्यालय मुंबई, पुणे, नागपूर, औरंगाबाद.
५. लेखा अधिकारी, लेखा विभाग, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई.

1277

1277,
61015

Sr. No.	Details of Work	Honorarium
A	Examination Work	
1	Paper Setting for Theory Examination	Rs. 1000/- Per Set & Rs. 500/- Per Section (This rate shall come into effect for assignments issued after the date of office order)
2	Moderation of Question Paper	Rs. 500/- per Set (This rate shall come into effect for moderation assignments issued after the date of office order)
3	Development of Question Bank 3.1 Two marks question 3.2 Four marks question 3.3 Eight marks question 3.4 Sixteen marks question	Rs. 5/- Per Question Rs. 10/- Per Question Rs. 15/- Per Question Rs. 20/- Per Question
4	Chief Officer In-charge (DC / EC / RAC) These rates are applicable for overlapping period otherwise rates of single activity	Rs. 200/- Per day
5	Officer In-charge/ Additional Officer In-charge 5.1 Distribution Centre and Collection centre 5.2 Exam Centre 5.3 RAC 5.4 Practical exam In-charge / online non-theory e-marksheet In-charge	Rs. 250/- Per Day Rs. 200/- Per Session Rs. 250/- Per Day Lump sum Rs.300/- per Dept.
6	Controller of Examination	Rs. 150/- Per Session
7	Supervisory Type 7.1 Distribution Centre Supervisor 7.2 Exam Centre : Sealing Supervisor/ Invigilator/ Reliever/ Record & Billing Clerk 7.3 RAC : Supervisor / Additional Supervisor 7.4 Supervisor for Custody of answer books during transport from DC to RAC 7.5 Internal vigilance committee member	Rs. 200/- Per Day Rs. 100/- Per Session Rs. 200/- Per Day Rs. 200/- Per Day Rs. 100/- Per Day
8	Lab Asst./ Expert Asst./ Instructor for Practical Exam	Rs. 75/- Per Session Rs. 100/- Per Day

9	<p>9.1 Class 4/ Attendant/Waterman/Sweeper /Helper</p> <p>9.2 Attendant with vehicle during transport of answer books from DC to RAC</p>	<p>Rs. 50/- Per Session Rs. 75/- Per Day</p> <p>Rs. 100/- Per Day</p>
10	<p>External/ Internal Examiner for conduct of practical/Oral Examination other than final year of Diploma/ Certificate course</p> <p>Final Year/ Diploma Awarding Year/ Semester All Sem/Year of Post Diploma / Advance Diploma</p>	<p>Rs. 8/- Per Candidates Per Examiner (Minimum Rs. 200/- Per Examiner per subject)</p> <p>Rs. 10/- Per Candidates Per Examiner (Minimum Rs. 200/- Per Examiner per subject)</p>
11	<p>External/ Internal Examiner for Assessment of Term Work other than final year of Diploma</p> <p>Final Year / Diploma Awarding Year/ Semester All Sem/Year of Post Diploma / Advance Diploma</p>	<p>Rs. 5/- Per Candidates Per Examiner (Minimum Rs. 200/- Per Examiner per subject)</p> <p>Rs. 7/- Per Candidates Per Examiner (Minimum Rs. 200/- Per Examiner per subject)</p>
12	<p>External/ Internal Examiner for Assessment of project for final year/ semester of Diploma/ Adv. Diploma/ Post Diploma including assessment for Project, Term Work, Seminar, Model, Oral, Oral based on Term work of Implant Training, Hospital Training, EDP, Industrial Training (Full Semester/ Year)</p>	<p>Rs. 25/- Per Candidate Per examiner, (Minimum Rs. 200/- Per Examiner Per subject)</p>
13	<p>Assessment of Answer Books Other than final year/ Sem. Of Diploma courses/ Certificate Course</p> <p>Final Year/ Diploma Awarding Year/ Semester All Sem/Year of Post Diploma / Advance Diploma</p>	<p>Rs. 14/- Per answer books (both sections in case of paper with sections) (Minimum Rs. 150/-)</p> <p>Rs. 16/- Per answer books (both sections in case of paper with sections) (Minimum Rs. 200/-)</p>
14	<p>Verification of Answer Books according to R.G. 9(J)</p>	<p>Rs. 5/- Per answer book (both sections in case of paper with sections)</p>
15	<p>Moderation of Answer Books (other than final year)</p> <p>Moderation of Answer Books (final year/semester)</p>	<p>Rs. 15/- Per answer book (both sections in case of paper with sections)</p> <p>Rs. 17/- Per answer book (both sections in case of paper with sections)</p>
16	<p>Masking /Removing Mask of Answer Books</p>	<p>Rs. 0.15/- Per answer book inclusive of supplements</p>

17	<p>Verification of Answer book with Change status at RBTE and RRAC (Three Member Committee)</p> <p>a) HOD or Equivalent</p> <p>b) Senior Lecturer/ Lecturer/ Subject Expert</p>	<p>Rs. 600/- per day</p> <p>Rs. 450/- per day</p>
B	Exam Co-related Work	
1	<p>Exam Co-related Works</p> <p>Transportation Allowance of Question Paper / Answer Books from DC to EC & EC to DC</p> <p>A) For DC to EC distances up to 50 km.</p> <p>B) For DC to EC distances more than 50 km.</p>	<p>Rs.800/- per day</p> <p>Rs.1200/- per day</p>
2	<p>a) Allowance to the Member of Committee to inspect institutions for sanctioning the EC/ DC / RAC etc.</p> <p>b) Allowance to the Member of External Vigilance Squad during the Examinations</p> <p>c) Seating allowance for delegate Attending meeting of other committees formed by Board / RBTE</p> <p>d) Allowance to Member of External Academic Monitoring Committee</p> <p>e) Allowance for Mentor/Observer for EC/DC/ RAC work</p>	Rs. 250/- Per Day Per Member
3	<p>Miscellaneous Expenditure at:</p> <p>a. Examination Centre</p> <p>b. Distribution & Collection Centre</p> <p>c. Regional Assessment Centre</p> <p>d. Printing of model answers (RAC)</p>	<p>Rs.10/- per candidate (Min.Rs.1200/-)</p> <p>Rs.4000/- (Lump Sum)</p> <p>Rs.5000/- for 10000 Answer books</p> <p>Rs.8000/- for 10001 to 15000 Answer books</p> <p>Rs.10000/- for 15001 to 20000 Answer books</p> <p>Rs.50/- per subject</p>
4	<p>For Distribution Centre</p> <p>Charges for the utilization of infrastructure facilities at Distribution Centre.</p> <p>* No. of Days = Actual Days of Examination + 4 more days</p>	Rs. 600/- Per Day
5	<p>For Distribution Centre</p> <p>Charges for providing round the clock security at Distribution Centre</p> <p>* No. of Days = Period of Examination (including holidays) + 4 more days</p>	Rs. 1800/- Per day (24 hours)

6	For Regional Assessment Centre Charges for the utilization of Infrastructure facilities at Regional Assessment Centre	Rs.1.50 per Assessed Answer Book		
7	Exam Centre Allowance for conducting Examination of Nearby Institutes (Prohibited from working as Examination Centre) a. For Examinees Less than 50 b. For Examinees More than 50	Rs. 3,000/- Rs. 6,000/-		
8	Honorarium for office staff of Institute involved in MSBTE Exam Work (Rates for One Academic Year)			
	Designation	A Institutes working as Exam Centre- Intake capacity 60 and below	B Institutes working as Exam Centre- Intake capacity between 60 and 180	C Institutes working as Exam Centre / RAC & Allied Works Intake capacity above 180
	a) Registrar *	700/-	1000/-	1200/-
	b) Cashier	500/-	700/-	1000/-
	c) Accounts Clerk	500/-	700/-	1000/-
	d) Student Section Examination Clerk	600/-	800/-	1100/-
	e) Peon	150/-	250/-	500/-
	* if both Registrar and Administrative Officer Posts are filled than amount will be equally divided.			
C	Photocopy & Re-assessment			
	i) Photocopy			
1	Charges to be paid to RAC for Photo Copy of Answer books	Rs. 50/- Per Answer book (inclusive of remuneration for Machine Operator @ Rs. 3/- Per answer book.		
2	Committee for Photo Copy of Answer Books			
	i) Chief Officer In charge	Rs. 1000/-		
	ii) Officer In charge	Rs. 7/- per answer book, Minimum Rs.1000/-		
	iii) Officer In charge Quality Control	Rs. 7/- per answer book, Minimum Rs.1000/-		
	iv) Sealing Supervisor	Rs. 5/- per answer book, Minimum Rs. 600/-		
	v) Hamal Class IV: Helper	Rs. 3/- per answer book, Minimum Rs. 400/-		
	vi) Miscellaneous Charges	@ Rs. 5/- per answer book and minimum Rs. 1000/- (for stationery, Paper cloth, envelopes, refreshment tea etc.)		

3	Committee for Photo Copy Collection and Distribution Center : (PCDC)	
	i) Chief Officer In charge	Rs.1200/-
	ii) Officer In charge	Rs.2000/-
	iii) Additional Officer In charge	Rs.2000/-
	iv) Sealing Supervisor	Rs.1000/-
	v) Hamal Class IV: Helper	Rs.750/-
	vi) Miscellaneous charges	
	a) Tea and Refreshment	a) Rs.2000/-
	b) Utilization of Resources	b) Rs.2000/-
	ii) Re-assessment	
	i) Chief Officer In charge	Rs. 1200/-
	ii) Officer In charge	Rs. 2/-per answer book, minimum Rs. 1000/-
	iii) Additional Officer In charge (Quality Control)	Rs. 2/-per answer book, minimum Rs. 1000/-
	iv) Sealing Supervisor & Masking Supervisor	Rs. 1/- per answer book, minimum Rs. 600/-
	v) Hamal Class IV: Helper & Masking Attendant	Rs. 1/- per answer book, minimum Rs. 300/-
	vi) Miscellaneous charges for stationery, Utilization of Resources and Tea and Refreshment	Rs.4000/-
	vii) Remuneration for examiners in reassessment work	Rs. 22/- per answer book, minimum Rs.220/-
D	Allowances for Committee Work	
1	Enquiry Committees Principal / Chairman HOD / Member Faculty / Member	Rs. 500/- Rs. 400/- Rs. 300/-
2	Malpractice Case Enquiry – For 30 Cases Per Day & Part Thereof : (One Committee for 30 cases with Principal as Chairman for all committees of the enquiry center) Principal/ Chairman HOD/ Member Faculty Ministerial Staff Attendant Category	Rs. 500/- Per Day Rs. 400/- Per Day Rs. 300/- Per Day Rs. 150/- Per Day Rs. 50/- Per Day

E	Incidental Charges																		
	For delegate attending MSBTE assignment after travelling;	For Mumbai		Other Than Mumbai															
		Officers	Ministerial Staff	Officers	Ministerial Staff														
	Less than 10 km.	150/-	75/-	100/-	75/-														
	Between 10km. To 25km	200/-	100/-	125/-	100/-														
	More than 25 km.	250/-	125/-	150/-	125/-														
F	Travelling and Daily Allowances																		
1	<p>Eligibility</p> <p>Traveling and daily allowances shall be payable to the officers and employees of the Board, members attending meetings or workshops convened by the board, external personnel appointed for the examination work, other experts and the members of the Governing council and Governing Board for the journeys undertaken for the Board work.</p>																		
2	<p>Classification of the officers / employees for travels</p> <p>a) The classification of officers / employees for tours undertaken for Board's work shall be as under:</p> <table><tr><th>Sr. No.</th><th>Class</th><th>Officers / Employees</th></tr><tr><td rowspan="2">1</td><td>Class I (A)</td><td>Director and Officers of Secretarial grade and other class I Officers of equivalent grade</td></tr><tr><td>Class I (B)</td><td>Officers Of grade below secretarial grade</td></tr><tr><td>2</td><td>Class II</td><td>Office Superintendent, Head Clerk, Senior Clerk kOr Class III employees in equivalent grade</td></tr><tr><td>3</td><td>Class III</td><td>Junior clerks or employees in the equivalent grade and class IV employees</td></tr></table> <p>b) The class of external experts, members of the Governing Council and the Governing Board and members of the various committees of the Board shall be considered as Class I (A).</p>					Sr. No.	Class	Officers / Employees	1	Class I (A)	Director and Officers of Secretarial grade and other class I Officers of equivalent grade	Class I (B)	Officers Of grade below secretarial grade	2	Class II	Office Superintendent, Head Clerk, Senior Clerk kOr Class III employees in equivalent grade	3	Class III	Junior clerks or employees in the equivalent grade and class IV employees
Sr. No.	Class	Officers / Employees																	
1	Class I (A)	Director and Officers of Secretarial grade and other class I Officers of equivalent grade																	
	Class I (B)	Officers Of grade below secretarial grade																	
2	Class II	Office Superintendent, Head Clerk, Senior Clerk kOr Class III employees in equivalent grade																	
3	Class III	Junior clerks or employees in the equivalent grade and class IV employees																	
3	<p>Eligibility for various travel modes</p> <p>3.1 Air Travel</p> <p>Members of the Governing Council and Board, Director and Secretary of the Board (MSBTE), and members of the statutory committees shall be eligible for the air travel. However, they will have to produce the proof of their air travel.</p>																		

3.2. Railway Travel: Eligibility for Railway Travel for Board duty shall be as follows.

Sr. No.	Class	Officers / Employees
1	Class I (A)	Air Conditioned First Class
	Class I (B)	Air Conditioned 2-Tier Sleeper Coach
2	Class II	Air Conditioned 3- Tier Sleeper Coach
3	Class III	Second class 3-Tier Sleeper Coach

3.2.1 Tatkal Reservation Charges : Tatkal reservation facility is available for certain Railway Trains at additional charge. Use of the facility and reimbursement

3.2.2 For important and urgent official work, reservation through a recognized travel agency and its due commission for this service shall be permissible.

3.4 Bus Travel

Sr. No.	Class	Eligible traveling facility
1	Class I	Actual fare any type of public bus including Air-Conditioned bus
2	Class II	Non-A/C Luxury bus
3	Class III	Semi Luxury bus

4 Travel by private or hire vehicle

The kilometer allowance for the journeys by a private or hired vehicle shall be as under-

Class	Car / Jeep*		Motor Bike Scooter (Rs.)
	Petrol (Rs.)	Diesel (Rs.)	
Class 1	13/-	11/-	6/-
Class 2	N.A.	N.A.	6/-
Class 3	N.A.	N.A.	N.A.

*Note : Applicable if 3 or more persons sharing the vehicle

5 Daily Allowance (Ordinary rates)

Sr. No.	Class	Delhi, Mumbai, Calcutta, Chennai, Bangalore, Hyderabad	Class-A cities in State / Country	Class-B1 cities in State / Country	All other places
1	Class I	325	200	160	130
2	Class II	290	180	140	120
3	Class II	210	150	130	110

6	Daily allowance for stay in a hotel (Mumbai, Pune Aurangabad, Nagpur, Nashik and Capital Cities of other states)	
	Class I	Rs. 1000/-
	Class II	Rs. 800/-
	Class III	Rs. 600/-
7	Daily allowance for stay in a hotel (places other than mentioned in Sr. No. 3 above)	
	Class I	Rs. 800/-
	Class II	Rs. 600/-
	Class III	Rs. 400/-
G	Rates for preparation of Model Answers	
	Honorarium to Subject Expert	Rs.500/- per Expert
	Honorarium to Senior Faculty to moderate Model Answer	Rs.500/- per Senior Expert
	Honorarium to Data Entry Operator	Rs.400/- per Model Answer
	Honorarium to Project Institute Coordinator	Rs.200/- per Model Answer
	Honorarium to Principal of Project Institute	Rs.75/- per Model Answer
	Honorarium to Noting Assistant	Rs.25/- per Model Answer
	Facility utilization Charges	Rs.2000/- per Project Institute
	Stationery Charges	Rs.2000/- per Project Institute
	Refreshment Charges	Rs.5000/- per Project Institute
	TA / DA in case of travel and outstation stay charges	As per MSBTE norms
	Mobile Recharge	Rs.500/- per Project Coordinator
H	Rates for conduction of Workshop for training question paper setters	
	Honorarium to Principal (Chief Coordinator)	Rs.750/-
	Honorarium to Institute Level Coordinator	Rs.750/-
	Honorarium to Trainer	Rs.1000/- per Day per Trainer
	Honorarium to Peon	Rs.100/- per Day
	Stationery Charges	Rs.2000/- per Workshop
	Refreshment Charges for 40 participants	Rs.15000/- for 2 Days
	TA / DA in case of travel and outstation stay charges	As per MSBTE norms

6	Daily allowance for stay in a hotel (Mumbai, Pune Aurangabad, Nagpur, Nashik and Capital Cities of other states) Class I	Rs. 1000/-
	Class II	Rs. 800/-
	Class III	Rs. 600/-
7	Daily allowance for stay in a hotel (places other than mentioned in Sr. No. 3 above) Class I	Rs. 800/-
	Class II	Rs. 600/-
	Class III	Rs. 400/-
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	Honorarium to Subject Expert	Rs.500/- per Expert
	Honorarium to Senior Faculty to moderate Model Answer	Rs.500/- per Senior Expert
	Honorarium to Data Entry Operator	Rs.400/- per Model Answer
	Honorarium to Project Institute Coordinator	Rs.200/- per Model Answer
	Honorarium to Principal of Project Institute	Rs.75/- per Model Answer
	Honorarium to Noting Assistant	Rs.25/- per Model Answer
	Facility utilization Charges	Rs.2000/- per Project Institute
	Stationery Charges	Rs.2000/- per Project Institute
	Refreshment Charges	Rs.5000/- per Project Institute
	TA / DA in case of travel and outstation stay charges	As per MSBTE norms
	Mobile Recharge	Rs.500/- per Project Coordinator
H Rates for conduction of Workshop for training question paper setters		
	Honorarium to Principal (Chief Coordinator)	Rs.750/-
	Honorarium to Institute Level Coordinator	Rs.750/-
	Honorarium to Trainer	Rs.1000/- per Day per Trainer
	Honorarium to Peon	Rs.100/- per Day
	Stationery Charges	Rs.2000/- per Workshop
	Refreshment Charges for 40 participants	Rs.15000/- for 2 Days
	TA / DA in case of travel and outstation stay charges	As per MSBTE norms

Norms for Staff Strength in Examination Work

Designation	Norms for Appointment
A) Theory Examination Center	
(i) Chief Officer In Charge	<p>The Head of the Institution / Principal will act as chief officer In-charge (Chief OIC). However, honorarium is not applicable for over lapping days.</p> <p>He will appoint the senior faculty member as OIC for Theory Examination Centre.</p> <p>He will appoint one senior faculty OIC for Distribution Centre.</p> <p>He will appoint one OIC for Regional Assessment Centre.</p>
(ii) Exam Centre Officer In Charge (OIC)	<p>One chief OIC.</p> <p>One OIC per theory Examination Centre.</p> <p>One additional OIC to assist the OIC for candidates more than 600 per session of exam or attached institutes more than 7 or attached GPDL institute.</p> <p>OIC will be entitled for honorarium of two more days for preparation and two more days for the work of disposal of marks sheets.</p>
(iii) Controller for Exam Centre	One per centre as prescribed by the MSBTE for the concerned centre or as per instructions of MSBTE/RBTE
(iv) Supervisor for : a) Invigilation b) Sealing c) Relieving	<p>One per 30 to 40 Candidates</p> <p>One per centre per session One additional for attached institutes more than 7</p> <p>One per five invigilators or part of it</p>
(v) Record Billing Clerk Clerk: Record keeping, Billing and Online activities	<p>Two Per Exam Centre - One for record keeping and one for online activities.</p> <p>2 + 2 more days are entitled only for record keeper sending Honorarium bills of theory and practical examination and updating the record of stationery</p>
(vi) Class IV a) Exam Hall Helper Cum Waterman b) Control Room Helper Cum Waterman Control Rooms helper & Waterman Such as seating arrangement and other exam related work	<p>One per Two Invigilation Supervisors</p> <p>Two Helper Cum Watermen per session for seating arrangement, other exam related work including water arrangement.</p> <p>They are entitled for Honorarium for two more days for preparation and two more days for the disposal work.</p>
(vii) Sweeper	Two per centre per session. Two more days are entitled to Sweeper for preparation.

B) Practical Examination	
(i) Practical Exam In-charge	One per Department for all Online activities related to detention and Practical exam panel. Collection of other than Theory Mark-sheets
(ii) Expert Assistant	One Teacher per subject in conduct of practical examination subjects only. One more day is entitled for preparation and post examination activities in practical examination.
(iii) Lab Assistant/ Store Keeper (dept.)	One per subject in conduct of Practical/ Oral/ Term work/ Project examination. One more day is entitled for preparation and post examination activities in practical examination.
(iv) Class IV: Helper	Two per subject in conduct of Practical Examination & One per subject in conduct of Oral / Term Work / Project / Inplant Training Examination. One more day is entitled for preparation and post examination activities in practical examination.

C) Question Paper Distribution & Answer Paper Collection Centre		
(i) Chief Officer in-charge	One Per Centre	
	Up to 6 Exam Centers	More than 6 Exam Centers
(ii) Officer In-charge	1	1 + 1 (Additional OIC)
(iii) Supervisor	1	2
(iv) Attendant	1	2
(v) Supervisor for DC to RAC	One Per vehicle	

Note : Four more days are entitled for preparation and disposal of answer books

D) Regional Assessment Centre (RAC)	
(i) Chief Officer in-charge	One Per Centre
(ii) Officer In-charge	One per Centre per batch of 10,000 answer books. Four more days are entitled for preparation and disposal of marks sheets
(iii) Additional officer In-charge (Quality Control)	One Per Centre per batch of 10,000 answer books for quality control
(vii) Supervisor	Two Per Centre per batch of 10,000 answer books. Four more days are entitled for preparation and disposal of marks sheets.
(viii) Peon	Three Per Centre per batch of 10,000 answer books. Four more days are entitled for preparation and disposal of marks sheets.

E) Verification of Answer books		
(i)	Officer In-charge	One Per Centre
(ii)	Supervisor	One Per Centre
(iii)	Class IV: Helper	One Per Centre

Norms for Staff Strength in Examination Co-related Work

Sr. No.	Particulars
1	Conduct of inspection of institutions for sanctioning the examination centre, vigilance during / After the examinations and vigilance / inspection of RAC. Committee of 3 members (one HOD and Two teaching faculty) will conduct the inspection Of minimum two institutions in one day.
2	Conduct of enquiry of candidates involved in malpractices or other unfair means. Committee of 2 members (one Principal and One teaching faculty) will conduct the Enquiry And One Clerk and One Peon will assist the Committee.

Norms for Miscellaneous Expenditure to be incurred at examination centre, Question paper distribution/ answer book collection centre or regional Assessment centre

Sr. No.	Particulars
1	<p>The Institutions having examination centre / distribution centre / regional assessment centre will be paid examination grants for incurring expenditure on various items for conducting examination activities on behalf of the MSBTE. The institutions should incur expenditure on Miscellaneous items by obtaining vouchers, receipts and other documents in support of the Payment. The institutions should not send these vouchers and other records to the board Office. They should prepare one statement of accounts of the expenditure for all Examinations conducted during each season & send it, in duplicate duly audited and certified by principal of that institution. The institution will be paid only as per the rate approved by MSBTE. The excess expenditure should be borne by the institution only. The examination grant may be paid initially in advance before the commencement of the Examination on the basis of approved rate and the numbers of students registered for each Examination. The institution required to meet the following items of miscellaneous examination charges, out of the examination grant, place at their disposal:</p> <ol style="list-style-type: none"> Labor involved in arranging & re-arranging the furniture remuneration at the rate of Rs. 15/- for 100 candidates, once for whole examination be paid. Earthen water pots / other charges for arranging the availability of drinking water near examination hall. Expenditure on stationary, packing cloth, gum, transparent adhesive tape, string, sealing Vax, sketch pens, pins etc. used for theory or practical examination or for dispatch of answer books & marks sheets or for assessment. Payment to writer at the prescribed rate for blind candidates. Charges for medical attendance by registered medical practitioner if found necessary during examination. Any other miscellaneous expenditure which is connected directly or indirect with the Conduct of examination activities. Tea & refreshment

Norms for Photocopy & Reassessment

1. Structure of Committee at RAC for verification cum Photocopy	
i) Chief Officer In charge	01
ii) Officer In charge	01
iii) Additional Officer In charge	01
iv) Sealing Supervisor	02
v) Hamal Class IV: Helper	02
2. Structure of Committee at PCDC	
i) Chief Officer In charge	01
ii) Officer In charge	01
iii) Additional Officer In charge	01 for Urgent & 01 for Ordinary
iv) Sealing Supervisor	02 for Urgent & 02 for Ordinary
v) Hamal Class IV: Helper	02 for Urgent & 02 for Ordinary
3. Structure of RRAC	
i) Chief Officer In charge	01
ii) Officer In charge	01
iii) Officer In charge Quality	01
iv) Sealing Supervisor	1(upto 1500 ABs) +1 (for more than 1500ABs)
iv) Masking Supervisor	2(upto 1500 ABs) + 1 (for more than 1500ABs)
vi) Sealing Hamal Class IV: Helper	1(upto 1500 ABs) +1 (for more than 1500ABs)
vi) Masking Hamal Class IV: Helper	3(upto 1500 ABs) +1 (for every additional 500 ABs)