



# Himachal Pradesh Technical University

[A State Govt. University Established Under State Legislative Act-16 of 2010]

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No. HPTU/Cond./ARC-02/2018-19/ 8177-96

Dated: - 22-6-18

To

The Directors/Principals,  
All the Colleges affiliate to HPTU.

Subject: Advance for conducting theory/practical examinations - summer term supplementary examination July 2018.

Sir/Madam,

It has been observed that exorbitant amount of advance money is being requested by various Colleges/Institutions for conducting the theory/practical examinations and as such huge amount of money remains outstanding against their Institutions. In fact, the purpose of giving advance to Institutions is to facilitate them to make on the spot payment to staff deputed from outside.

Therefore, in order to streamline the procedure of giving advance money, it has been decided that, in future, the advance will be given for making payment to the following purposes:

1. Remuneration to external staff as per HPTU norms.
2. Contingency charges as per HPTU norms.

The payments to the internal staff engaged for conducting the examination shall be made through RTGS by HPTU after receiving the bills from the colleges.

You are, therefore, requested to assess the amount of advance beforehand and send the demand on the letter head of the college to the undersigned through email [coehimtu@gmail.com](mailto:coehimtu@gmail.com) on or before 27-06-2018. It may also be ensured before making request for advance that no pervious amount is outstanding against the College/Institution concerned otherwise no advance shall be sanctioned.

(Prof. V.P. Patial)  
Controller of Examinations

Endst. No Even- 8197-8203

Copy to:

1. Finance Officer, for information
2. Assistant Registrar (Conduct/ Secrecy/ Examination) for information.
3. System Analyst to upload the same on HPTU website.
4. PS to Vice Chancellor, for information please.
5. PA to Registrar, for information please.
6. Guard file.

(Prof. V.P. Patial)  
Controller of Examinations