

# **General Instructions for Institute to upload expense data of Theory Examination of Winter 2021**

- All Expenditure or Remuneration will be calculated on the basis of TA, DA & Honorarium Circular no 4709 dated 01/07/2020 & Addendum no 3118 dated 11/06/2021
- To upload expenses please open link : <http://gtucp2.gtu.ac.in/>
- For this Winter 2021 examination only you will have to login with user id as given below and generate sheets for theory exam.
- Your User ID and password will be as follows:
  - ❖ **To Login:** Please use your owner E-mail id (example: [becxxxowner@gtu.edu.in](mailto:becxxxowner@gtu.edu.in)) and password will be same as your regular owner id.
- **Calculation must start with Day wise summary and each date must be checked and verified by college and if there is no query it will be assumed that the GTU calculation is correct and accepted by college.**
- Total Students included Regular students, Emergency Students and Remedial Students but IEP students will not be considered. If any college have query for student count then please submit query with remark in GTUCP portal and GTU will verify / confirm the same.
- If Query raised then it is compulsory to put your Comment with valid reason at remarks textbox field.
- All the queries submitted by college will display at summary-report and college will have to press a single click on "**Send for Verification**" button to send all queries in form of a mail to respective GTU section for verification and rectification. If "**Send for Verification**" button is not working properly or column of inform to GTU does not shows **YES** then immediately send a mail with screenshot to [prog\\_gaurang@gtu.edu.in](mailto:prog_gaurang@gtu.edu.in) & [act2@gtu.edu.in](mailto:act2@gtu.edu.in).
- The GTU will approve the changes if it is found proper with reference to your remarks otherwise Reject it, if your query Rejected then you can mail with supporting document.
- Without solution of all your queries, you should not lock data. Once locked it will be assumed that college is agree with GTU data.
- College has to fill the practical exam expenditure day wise which includes total of whole day expense of internal examiner's remuneration in "Practical Detail" form.
- If college has only practical exam then also they have to fill data in "Practical Detail" form only, in this case final calculation sheet shows '0' (Zero) in theory field.
- Contingency expense of whole exam with sum of all Original Tax Invoices should mention at other charges tab under other contingency expense field.

- If you have submitted any DVD / CD at GTU or Zone then the number of DVD/CD submitted & total cost of DVD / CD should mention at DVD Writing charges & other DVD / CD expense field in "Other Charge" form.
- **If DVD/CD of CCTV footage of all blocks will be submitted by institute then only remuneration be paid to GTU Co-ordinator and Centre Incharge (Proof for DVD submission is compulsory).**
- Once data is locked the date and time of lock will be shown at final sheet and that final sheet will have to submit at GTU Accounts section with stamp and signature of competent authority and there must be supported by a Forwarding letter by principal, Original Contingency Tax Invoices, Proof of DVD / CD submitted at GTU / Zone, any correspondence with GTU authority or proof of changes in data & other all required original documents in support to expense file.
- After locking data if you need to change any data (to unlock portal), before submission of file kindly send a mail to ([prog\\_gaurang@gtu.edu.in](mailto:prog_gaurang@gtu.edu.in) or [act2@gtu.edu.in](mailto:act2@gtu.edu.in)) with valid reason.
- Complete the data entry of expenditure on or before **21<sup>st</sup> August 2022.** And Submit the file with all required documents on or before **05<sup>th</sup> September 2022.**
- **Once portal locked and file submitted to GTU Account section, no further queries will be entertained.**
- **Copy of endorsement letter of internal examiners is COMPULSORY for Self-Finance colleges.** For that you can find attached Annexure 2 and prepare summary sheet accordingly, Endorsement letter must be in same sequence as Annexure 2.

➤ Mandatory documents (If Applicable) to be submitted with advance settlement file.

❖ **Check List (Theory)**

- ✓ Cover page should be pasted on File.
- ✓ Forwarding letter with summary of all expenditure on Letter head with signature of Centre incharge and GTU Co-ordinator.
- ✓ Locked Final online theory calculation sheet with duly sign by Centre incharge and GTU Coordinator.
- ✓ Bank confirmation/Undertaking for Payment to Internal Staff with necessary detail and Summary sheet with Signature of respective staff member.
- ✓ As per Circular dated 01/07/2020 Annexure-C is compulsory to attach.
- ✓ Authority letter if signature done by other person.
- ✓ DVD / CD submission proof.
- ✓ Contingency original bill(s) (Tax Invoice).
- ✓ Demand draft of balance amount refundable by college.
- ✓ Relieving order of internal staff if he/she left the college.
- ✓ Other necessary documents if require.

❖ **Check List (Practical)**

- ✓ Forwarding letter with summary of all expenditure on Letter head with signature of Centre incharge and GTU Co-ordinator.
- ✓ Single Summary sheet (**Annexure 1**) for all exam of W21 which includes date wise examiner duty sheet with duly signed by internal examiner format attached herewith.
- ✓ Bank confirmation/Undertaking for Payment to Internal Staff with necessary detail and Summary sheet with Signature of respective staff member.
- ✓ As per Circular dated 01/07/2020 Annexure-C is compulsory to attach.
- ✓ Bank confirmation/Undertaking for Payment to Internal Examiner with necessary detail and Signature (Mandatory) of respective staff member.
- ✓ Demand draft of balance amount refundable by college.
- ✓ Other necessary documents if require.
- ✓ **Internal examiner's endorsement letter copy is compulsory for Self-Finance colleges. Along with (Annexure 2)** format attached herewith.
- ✓ Authority letter if signature done by other person.
- ✓ Relieving order of internal staff if he/she left the college.