

# **General Instructions for Institute to upload expense data of Theory Examination of Winter 2019**

- To upload expenses please open link : <http://gtucp.gtu.ac.in/>
- Your User ID will be your owner mail id ([becxxxowner@gtu.edu.in](mailto:becxxxowner@gtu.edu.in)) and you can generate password from forget password link under login button.
- You must read "guidelines for college" document; linked in home page of <http://gtucp.gtu.ac.in/>
- **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 to section**" button to send all queries in form of a mail to respective GTU section for verification and rectification. If "**send to section**" button is not working properly or column of inform to section does not shows **YES** then immediately send a mail with screenshot to [act2@gtu.edu.in](mailto:act2@gtu.edu.in).
- The GTU section 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 to respective section with supporting document.
- Without solution of your all 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 like External remuneration, internal remuneration, Lab Asst., Peon, Electrician etc. 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 total cost of DVD / CD should mention at other DVD / CD expense field in "Other Charge" form.

- 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 Account section ([act2@gtu.edu.in](mailto:act2@gtu.edu.in)) with reason.
- Complete the data entry of expenditure on or before 21<sup>st</sup> March 2020.
- The process of submission of practical examination file is in the same line of Theory examination file.
- **Once portal locked and file submitted to GTU Account section, no further queries will be entertained.**
- 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.
- ✓ Bank confirmation for Payment to Internal Staff with necessary detail and Signature of respective staff member.
- ✓ Authority letter if signature done by other person.
- ✓ DVD / CD submission proof if applicable.
- ✓ Contingency original bill (Tax Invoice).
- ✓ Demand draft of balance amount refundable by college.
- ✓ Relieving order if internal staff 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.
- ✓ Date wise examiner duty sheet with duly sign by internal staff.
- ✓ External Examiner Bill must authorised by Sign of HOD/Principal with college stamp.
- ✓ Blood Relation certified RC Book if travel by relative car.
- ✓ Original Taxi bill with R.C. book.
- ✓ Annexure-A: Vacation certificate.
- ✓ Annexure-B from College, if Hotel stay with Original bill of hotel.
- ✓ Annexure-C: 15% Subject difference certificate for Diploma.
- ✓ Bank confirmation for Payment to External & Internal Staff with necessary detail and Signature (Mandatory) of respective staff member.
- ✓ Authority letter if signature done by other person.
- ✓ Ticket to & from compulsory if travel by Private / Volvo bus.
- ✓ Demand draft of balance amount refundable by college.
- ✓ Relieving order if internal staff left the college
- ✓ Other necessary documents if require.