



Centre for Distance & Continuing Education
University of Peradeniya
BILL FOR SETTING, MODERATING AND TRANSLATING
QUESTION PAPERS



Office use

i.Examination Service:
 iii.Voucher No:

- a. Name of Examiner
- b. Dept. c. U.P.F. No :
- d. Address (for use of External Examiners only)
- e. Email address :..... f. T:Phone No:
- g. Bank Name :..... Account Number :..... Branch :.....

Name and year of Examination (1)	Subject Code (2)	Subject (3)	Nature of the Service rendered (4)	Rate (5)	Amount	
					Rs.	Cts.
					(6)	
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
Entitle of enhancement payment Yes / No						
Total Amount						

Prepared by :-.....
 Checked by :-
 Date:-

.....
 Signature of Claimant

Prepared by :.....

Checked by :.....

Votes ledger Folio No:

Cheque No:.....

Date of Payment:

Payment Recommended

Payment Approved

.....
 Assistant Registrar /CDCE

.....
 Deputy Registrar /CDCE

- II**
- a. I certify from personal knowledge/ from the certificates in the relevant files that the above services / works were duly authorized and performed and that the payment of Rupees:and cents is in accordance with regulations/ contract fair and reasonable.
- b. Date :
- c.Bursar (CDCE)

III Receipt

a. Received thisDay of20 in settlement of the above account the sumof Rupees
..... Cents

b. Witness:

c. Signature of Recipient

d. Informed Claimant on by letter/Phone/E-mail

Instruction for filling from (1) to (7) cages:-

- Cage (1) :- Name and Year of Examination (Eg:- GAQ, BA, BBA, Diploma)
- Cage(2):- :- Subject Code Number (Eg:- SLG 1, SLF 1, etc.)
- Cage(3) :- Subject Name (Eg:- Sinhala, Tamil)
- Cage(4) :- Nature of the service rendered
(Eg:- Setter, Moderator, Translator, Examiner)
- Cage (5) :- Rate

PAYMENT PROCEDURE

Name of the Claimant :-

CLAIM RECEIVED TO	RECEIVED DATE	SIGNATURE DATE
Subject Clerk CDCE		
Senior Assistant Registrar		
Deputy Director//Exams/CDCE		

To be used in Financial Administration Branch

CLAIM RECEIVED TO	RECEIVED DATE	SIGNATURE DATE
(1) Account Clerk		
(2) Account Clerk checking		
Assistant Bursar		
Cheque writing Clerk		Writing Date