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7588685522 / 8983361283

POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

www.polyexamsoft.com

polyexamsoft@gmail.com



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Shri Software Solutions & Training Centre

H.No.2885 , Shri Siddhivinayak , Chapholi Road, Patan , Tal-Patan , Dist-Satara , Maharashtra , Pin-415206



BILLING-SECTION HELP MANUAL

Note : Billing Section is optional , but if you want to generate Office orders of Supervisor And Reliever and Allocate Supervisors to Blocks , you can use some part of this module . Other part of billing is covered in msbtebill.com from Summer -2017(Only For Pune Region Institutes) examination which is also running under our company .

Other than Pune Region institutes ,can use all options in this module and generate all Theory Exam Bill Formats very easily .

Step 1 : Open Google Chrome and

type www.polyexamsoft.com in address bar

Shri Po	lytechnic Theory Exam Web Application	Tech Support : support@polyexamsoft.com		
	VERSION : 1.4 Multi-Institute Version Updated on : May 2019			
Menus Home St	ummer-2019 Exam ActivatedExam Centres can start to use this aplication from 1	6-03-2019 Webmail Login ADMIN Login		
	Free Subscription will not be available from Summer 2019 Exam			
Click on the following Link or Image to download DVD Contents	Proceed to Login	Download Help Manuals in PDF Format		
25 Streets East Provide State	1644	How To Create CSV Files for Data Entry		
VERSION 13	Validation code:	Super Admin Login Help Manual 🛓		
Version Updated on : Aug 2017 2018-2019	Can't read the image? click here to refresh.	Billing Section Login Help Manual 🛓		
Poly Theory Exam Web Application	3b4sst	Officer Incharge Login Help Manual 🚣		
Important Note - Use Only Google Chrome Download For This Web Application	Proceed	Important Setting to be done in Google Chrome - Click here to Download Chrome Setting Document File		
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BILLING-SECTION HELP MANUAL

Step 2 : Login to Billing-Section module as shown below

	200		Technical Support : 758868
: 1644	Exam Centre Name : Saniav Ghodaw	at Polytechnic . Atiare	Email ID . polyexa
Ø	}	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<u>E</u>
Super A	Admin Login	Offi	cer Incharge Login
4	Username	4	Username
Q.	Password	٩	Password
	Login		Login
Ě.	<u>/</u>		
Data En	nrty Login	Billi	ng Section Login
4	Username	4	sagar_patil19871987@gmail
Q.	Password	٩	•
	Login		Login





BILLING-SECTION HELP MANUAL

Step3 : Add Staff Details as below - (All staff members From Principal to Peon should be entered here)

User : sagar_patil19871987	/@gmail.com		User Type : BILLING SECTION	User Type : BILLING SECTION			
Polytechnic -	Theory E	xam	Web Application vers	sion - 1.4 - Multiinstitu ר	te Technical Support : 758	8685522 /	898336128
Subscription End Date : 16-Jun	-2022				Email ID : po	lyexamso	ft@gmail.cor
Exam Centre Code : 1644	Exam Centre Name	: Sanjay G	Shodawat Polytechnic , Atigre		Exam N	lame : Su	mmer-2019
Billing Section Menu	Poly Exam Soft / BILLI	NG SECTION	/ Stan Details -> A00/E0it/Delete Details				
Staff Details							
Add / Edit Staff Details	dd Staff [Details					
Assign Duties (Optional)							
Assign / Deassign Duties	Staff Name						
Print Office Orders	Staff Designation						
Billing Section	Contact Number						
Set the Work Profile / Work Rate				/			
Daily Attendance							
Reports							
Form No-05 / Form No-02 / Form-no-03	Edit / Dele	te Staff De	etails				
Form No-20							
Controller Attendance / Certificates	Total Recor	ds- 70				03	04
Controller Daily Attendance							
Print Controller Certificates	Sr.No.	Staff_ID	Staff_Name	Staff_Designation	Staff_mobile_no	Action	Action
Extra Reports	1	904	sachin sathe	HOD mechanical	8983361283		×
PROFORMA - "B"	2	52	KUMBHAR RAJU BASAPPA	I/C HOD	9850910455		×
Setting Change Password	3	68	KUMBHAR VIKAS SAMPATRAO	I/C HOD	7798306363		×
Logout	4	84	DHONGADI RAVINDRA PURUSHUTTAM	I/C HOD	9822424322		×
Logout	5	98	MAHADIK SHUBANGI BALASO	I/C HOD	9860085957		×
	6	44	CHAVAN SAGAR VILASRAO	I/C HOD	9730765420		×
	7	91	PATIL NITIN SURGONDA	I/C HOD	9822599655		×
	8	89	PATIL SHIVRAJ APPASO	Lecturer	9552416164		×
	9	90	PATIL BHAGWAN KONDIRAM	Lecturer	7588489740		×
	10	88	KAMBLE DEEPAK VILAS	Lecturer	9420584185		×

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BILLING-SECTION HELP MANUAL

Step 4 : Assign Staff Duties (Optional) . Only Supervisor and Reliever orders can be printed from this option.

Biiling Section Menu	Poly Exam Soft / BIL	LING SECTION / Assign Duties -> Assign/Deassign	Duties				
Staff Details							
Add / Edit Staff Details	Assign St	off Duties					
Assign Duties (Optional)	Assign 30						
Assign / Deassign Duties	act Staff	KAMBLE NARESH ASH	ok 🔹				
Print Office Orders	Date	dd-mm-yyyy					
Billing Section	Session	Morning T					
Set the Work Profile / Work Rate	Time						
Daily Attendance	Duty Work	Supervisor V					
Reports			09				
Form No-05 / Form No-02 / Form-no-03		Assign Duties	02				
Form No-20							
Controller Attendance / Certificates	Edit / Del	ete Duties					
Controller Daily Attendance	Search fo	r Staff Name					
Extra Reports	Total Reco	ords- 370					09
PROFORMA - "B"							U3
Setting	6-N-		Duty Date	Duty Couries	Duty Time	Duty Work	A setion
Change Password	Sr.No.		Duty_Date	Duty_Session	Duty_Time	Duty_work	Action
Logout	1	PATTE APORVA UMESH	10-04-2019	worning	9.00 AM	Supervisor	Deassign
Logout	2	PATIL TRUPTI UTTAM	16-04-2019	Morning	9.00 AM	Supervisor	Deassign
	3	PATIL SHIVRAJ APPASO	16-04-2019	Morning	9.00 AM	Supervisor	Deassign
	4	DESAI SURAJ ARVIND	16-04-2019	Morning	9.00 AM	Supervisor	Deassign
	5	KORE NEELIMA BALAWANT	16-04-2019	Morning	9.00 AM	Supervisor	Deassign
	6	MALI PRAVEEN CHANDRAKANT	16-04-2019	Morning	9.00 AM	Supervisor	



BILLING-SECTION HELP MANUAL

Step5: Print Staff office Orders for Supervision and Reliever only

User : sagar_patil19871987@gmail	.com	User Type : BILLING SECTION	🕒 Logout
Polytechnic The	Š		
Subscription Type : PAID Subscription End Date : 16-Jun-2022		Technica	Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644 Exam	Centre Name : Sanjay	y Ghodawat Polytechnic , Atigre	Exam Name : Summer-2019
Biiling Section Menu Poly Ex	am Soft / BILLING SECTIO	DN / Assign Duties -> Print Office Orders	
Staff Details			
Add / Edit Staff Details	Print Office Orde	rs of Supervisor / Reliever	02
Assign Duties (Optional)			
Assign / Deassign Duties	Sr. No.	Staff Name	Print
Print Office Orders 01	1	HINGMIRE TUSHAR MAHADEV	🖨 Print
Billing Section Set the Work Profile / Work	2	GHORAPADE NILESH DILIP	⊖ Print
Rate Daily Attendance	3	KAMBLE NARESH ASHOK	Print
Reports	4	PISE SATISH PRAKASHRAO	⊖ Print
Form No-05 / Form No-02 / Form-no-03	5	PAVATE VINAYAK SIDDHESHWAR	⊖ Print
Form No-20	6	TARLEKAR UMA BALASO	- → Print
Controller Attendance / Certificates	7	SHINDE ASHWINI BHIMRAO	Print
Controller Daily Attendance	8	MAI AME SONALI SATISH	
Print Controller Certificates	0		🖨 Print
Extra Reports	9	PATIL VISHAVJEET PRAKASH	🖨 Print
Setting	10	SHAH SUJEETA SURAJ	Print
Change Password	11	MESTRI TANVEER CHANDSAHEB	- Print
Logout	12	THIKANE SWAPNIL JINENDRA	
Logout			A Print
	13	POWAR YOGESH SANJAY	🕀 Print
	14	AWATI PRATIK SUDHIR	🖨 Print
	15	PATIL PRASHANT MAHAVIR	🖨 Print
	16	ATTAR ARIFMOHAMMAD BABASAHEB	🖨 Print

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BILLING-SECTION HELP MANUAL

SOU. SUSHILA DANCHAND GHODAWAT CHARITABLE TRUST <u>Sanjay Ghodawat Polytechnic</u>, <u>Atigre(Inst Code-1644)</u>

Outword No :

Date : / / 20___

To-HINGMIRE TUSHAR MAHADEV (Lecturer) Sanjay Ghodawat Polytechnic, Atigre 1644

Dear Sir/Madam , You have been Appointed as Supervisor/ Releiver for Summer-2019 Examination from 16-04-2019 to till the end of exam as per given below-

Sr.No.	Date of Supervision	Session	Time	Appointed As
1	27-Apr-2019	Afternoon	1.30 PM	Supervisor
2	02-May-2019	Afternoon	1.30 PM	Supervisor
3	03-May-2019	Morning	9.00 AM	Supervisor
4	04-May-2019	Afternoon	1.30 PM	Supervisor
5	04-May-2019	Morning	9.00 AM	Supervisor
6	06-May-2019	Afternoon	1.30 PM	Supervisor
7	13-May-2019	Afternoon	1.30 PM	Supervisor
You sho	ould not procees on any kind of le	eave in duty peri	od without prior written permissio	n
	Sign. of Officer In-Charge		Sign. Of Chief officer In-Charg	je



BILLING-SECTION HELP MANUAL

Step 6: Set the Work Profile/Work rate as per the MSBTE Rules

Polytechnic	Theory Ex	kam Web Aj	oplicat	ION Version - 1.4 - N	1ultiinstitute		6
Subscription Type : PAID Subscription End Date : 16-Ju	n-2022				Technical Support Email 1	: 758868552 D : polyexam	2 / 8983361283 soft@gmail.com
Exam Centre Code : 1644	Exam Centre Name :	Sanjay Ghodawat Polytechni	c , Atigre			xam Name :	Summer-2019
Biiling Section Menu	Poly Exam Soft / BILLIN	G SECTION / Set the Work Profile/V	Vork Rate				
Staff Details							
Add / Edit Staff Details	Cat Wards Dr	- Cla And Marila Data					
Assign Duties (Optional)	Set Work Pr	one and work rate					
Assign / Deassign Duties	Work Profile						
Print Office Orders	Short Code						
Billing Section	Day						
Set the Work Profile / Work Rate	Session						
Daily Attendance					_		
Reports			Add Work	Profile 02			
Form No-05 / Form No-02 / Form-no-03							
Form No-20							
Controller Attendance / Certificates	Edit / Delete	Work Profile					
Controller Daily Attendance							
Print Controller Certificates	Total Records	- 12				02	
Extra Reports							
PROFORMA - "B"	Sr.No.	Work_Profile	Short Code	Rate / per Day	Rate / per Session	Edit	Delete
Setting	1	Chief Officer In-Charge	со	200			×
Change Password	2	Officer In-Charge	OIC		200		
Logout	3	Record & Billing	R&B		100		
Logout							×
	4	Sealing Supervisor	SS		100		×
	5	Supervisor	SP		100		×
	6	Reliever	RE		60		×
	7	addition Officer Incharge	AO		200		×
	8	Internal Vigilance	IVC	100			×
	9	Peon	PN	75	50		×
	10	Waterman	WA	75	50		×

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Step 7 : Fill Daily Attendance , for each session (Morning / Afternoon) .

User : sagar_patil19871987@gmail.com User Type : BILLING SECT				SECTION		🕒 Logout	
Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute						Ś	
Subscription Type : PAID Subscription End Date : 16-Jur	1-2022					Technical Supp Em	oort:7588685522 / 8983361283 ail ID:polyexamsoft@gmail.com
Exam Centre Code : 1644	Exam Centre I	Name : Sanja	y Ghodawat	Polytechnic , Atigre			Exam Name : Summer-2019
Biiling Section Menu	Poly Exam Soft /	BILLING SECTION	ON / Daily Att	endance (Form-20)			
Staff Details							
Add / Edit Staff Details	Date -	04-09-201	9 Session -	Afternoon			0.0
Assign Duties (Optional)							02
Assign / Deassign Duties	Select Sta	iff Name - G	IRI VIRAT VASA	NTRAO 🔻	Working As(Work Profile)-	Chief Officer In-Charge	
Print Office Orders							Click to Confirm
Billing Section							
Set the Work Profile / Work Rate							
Daily Attendance	Daily	Attendance	Details				0.0
Reports	Bully	, accontraction of	octano				<u> </u>
Form No-05 / Form No-02 / Form-no-03	Sr.No.	Work_Date	Session	Staff_Name	Staff_Designation	Woring_As(Work Profile)	Delete Record
Form No-20	1	04-09-2019	Afternoon	GHORAPADE NILESH DILIP	Lecturer	Officer In-Charge	Delete
Controller Attendance / Certificates	2	04-09-2019	Afternoon	PATIL PRASHANT MAHAVIR	Lecturer	Supervisor	Delete
Controller Daily Attendance		1	1				
Print Controller Certificates							
Extra Reports							
PROFORMA - "B"							
Setting							
Change Password							
Logout							
Logout							
Copyright© Summer-2019 S	Sanjay Ghodawat Poly	technic , Atigre (1644)		ſ	Design and Developed by Shri Softwa	are Solutions And Training Center



BILLING-SECTION HELP MANUAL

Step 8: Reports : Print Format No. 05 / Format No. 03 / Format No. 02 . Also Print Format No - 20 as below

User : sagar_patil19871987@g	mail.com	User Type : BILLING SE	CTION		🕒 Logout
Polytechnic Tł	neory E	xam Web Application	ON Version - 1.4 - Mul	tiinstitute	Ś
Subscription Type:PAID Subscription End Date:16-Jun-202	22			Technical Support Email I	: 7588685522 / 898336128 D : polyexamsoft@gmail.con
Exam Centre Code : 1644 Ex	xam Centre Name	: Sanjay Ghodawat Polytechnic , Atigre			xam Name : Summer-2019
Biiling Section Menu	oly Exam Soft / BILL	ING SECTION / Reports -> Form No-05 / Form No-02			
Staff Details					
Add / Edit Staff Details					
Assign Duties (Optional)	Print Duty	Certificate and Bill Formats (Form No 05 / For	rm No-02 / For		
Assign / Deassign Duties			02	<mark>03</mark>	<mark>04</mark>
Print Office Orders	Sr. No.	Staff Name	Form No-05	Form No-02	Form No-03
Billing Section	1	GHORAPADE NILESH DILIP	🖨 Print	🖨 Print	🖨 Print
Set the Work Profile / Work Rate	2	PATIL PRASHANT MAHAVIR	🖨 Print	🖨 Print	🖨 Print
Daily Attendance	3	sachin sathe	🖨 Print	₽ Print	A Print
Reports	4				
Form No-05 / Form No-02 / Form-no-03		AWAITTAANK SODAIK	🖨 Print	🖨 Print	🖨 Print
Form No-20		GIRI VIRAT VASANTRAO	🖨 Print	🖶 Print	🖨 Print
Controller Attendance / Certificates	6	SHINDE ASHWINI BHIMRAO	🖨 Print	🖨 Print	🖨 Print
Controller Daily Attendance	7	KAMBLE SACHIN JANARDAN	🖨 Print	🖨 Print	🖨 Print
Print Controller Certificates	8	THORWE NIRMALA MAHESH			
Extra Reports			e Print	⊖ Print	e Print
PROFORMA - "B"					
Setting					
Change Password					
Logout					
Logout					
Copyright© Summer-2019 <mark>Sanj</mark> ay	Ghodawat Polytechni	c , Atigre (1644)	Design ar	nd Developed by Shri Software S	olutions And Training Center



BILLING-SECTION HELP MANUAL

Format No. 5

Exam Name : Summer-2019

Name of Institute : Sanjay Ghodawat Polytechnic , Atigre Institute / Exam Center Code : 1644

Duration of Exam : From 16-04-2019 To 16-05-2019

MSBTE Order No. : MSBTE/ROP/S-2015/P-2/4699 - 125 Dated :20-11-2015 (Enclose copy of order)

lame :- GHORAPA	DE NILESH DILIP		Name :-			
Designation :- Lectu	rer		Designatio	n :-		
Vorked as :- Officer	In-Charge		Worked as	i-		
Date	Full Day	Half Day	Da	te	Full Day	Half Day
06-04-2016		✓				
07-04-2019						
10-04-2019						
18-04-2019						
			┨ ┝───			
			↓			
			┥ ┝───			
			┤			
			┤			
			┨ ┣━━━━			
			┨ ┣━━━━			
Total	Full Days=1	Half Days=3				
Signature of Claima	nt : -		Signature	of Claimant :	-	
lignature of Officer	In-Charge : -		Signature of	of Officer In-C	harge : -	

Notes :-

This format shall be prepared from the Muster Roll maintained at Examination center / RAC / Practical Exam / Theory Exam / Verification Work .
 The Principal / Head of the Inst. shall preserve the Muster Roll till this bill is paid
 printed on 20-Oct-2019 02:48:PM | polyexemsoft.com



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Form No: 03

Cignature of Claims

Format No. 3



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI BILL FOR REMUNERATION (OTHER THAN EXAMINER'S BILL)

REFERENCES : 1) MSBTE OFFICE ORDER NO D-10/99/6/39 DT/7/8/99

- 2) MSBTE LETTER NO D-50/CLARI.REMU.199/9816 DT.28/12/99
- 3) MSBTE/D-10/MANDHAN200/131 DT.18/10/2000
- 4) MSBTE/KA-10/SECRETARY/2015/154 DT.10/09/15

Name of Officer : GHORAPADE NILESH DILIP Inst.code & Name of Inst. : 1644, Sanjay Ghodawat Polytechnic, Atigre Nature of Work / Duty performed : Officer In-Charge MSBTE / Polytechnic Order no & Date : <u>MSBTE/ROP/S-2015/P-2/4699 - 125</u> Dated <u>20-11-2015</u>

(Enclose cop	y of order)		

Sr.No	Dates of duty / work Performed	No.of Times duty / work performed	Rate of remuneration	Total No of Days	Total Amount in Rs.	Í.
1	06-04-2016	Full Days :	400	1	400	l.
2	18-04-2019	Half Days :	200	3	600	L
				Total Rs.	1000	Í.

Amount in words : one thousand Rupees only.

Certified that the above work/duty has been performed by me as per Maharashtra State Board of Technical Education's norms and the amount claimed is as per the rates approved. I have submitted the report of duty/work Performed to MSBTE / RBTE Mumbai / Pune / Nagpur / Aurangabad, on date _______. Certified that I have not claimed this remuneration here before. (Attach copy of Receipt issued by MSBTE/RBTE) This bill has not been drawn and paid previously.

		(GHORAPADE NILESH DILIP)
	FOR OFFICE USE ONLY	
Verified and Recommended for payment of Rs.		
Signature of Principal/Deputy Secretary		
Entry has been taken in Register No Page No	At Sr. No	
This bill has not been drawn and paid previously.		
Passed for payment of Rs(Rs)	
	The expenditure is charge to Head of Account	
Clerk Superintendent / Head Clerk	Section Officer	
*Received Payment in cash Rs.		
* Applicable when paid in Cash by Voucher at MSBTE I RBTE office		
		Signature of Claimant
		· · · · · · · · · · · · · · · · · · ·



BILLING-SECTION HELP MANUAL

Format No. 2

	MAUADACUTDA STATE DOADD OF TECUNICAL EDUCATION MUMBAT	Form No : 0
	FORMAT OF DUTY CERTIFICATE	
110	(For claiming Incidental Charges and Travelling Allowances)	
This is to certify that GHORAPAD	E NILESH DILIP Designation Lecturer	
of Institute <u>Sanjay Ghodawat Po</u>	lytechnic , Atigre	
Institute Code No. <u>1644</u> has atter	ded this office in respect of official assignment of MSBTE as	
per MSBTE/RBTE/POLYTECHNIC O	ffice Order No. MSBTE/ROP/S-2015/P-2/4699 - 125	
Dated 20-11-2015 and worked a	s <u>Officer In-Charge</u>	
fromam/pm of Date 06-04	-2016 Toam/pm of Date <u>18-04-2019</u>	
Disco		
Place: Seal of Office	Signature of Competent Authority	
Date:		
rea on 20-Oct-2019 02:49:PM polyex	imsoft.com	
eg on 20-Oct-2013 05:43:564 bolikex	imsoft.com	Form No : 0
ea on 20-Oct-2019 02:49:PM polyex	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE	Form No : C
a on 20-0ct-2019 02:49:PM polyex	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances)	Form No : 0
	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances)	Form No : 0
This is to certify that <u>GHORAPAD</u>	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer	Form No : 0
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Pr</u>	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer Hytechnic , Atigre ded this office in respect of official assignment of MSBTE as	Form No : 0
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Po</u> Institute Code No. <u>1644</u> has atter per MSBTE/BBTE/POI VTECHNIC O	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer Hytechnic , Atigre ided this office in respect of official assignment of MSBTE as ffice Order No. MSBTE/ROP/S-2015/P-2/4699 - 125	Form No : 0
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Po</u> Institute Code No. <u>1644</u> has atter per MSBTE/RBTE/POLYTECHNIC O Dated 20-11-2015 and worked a	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer Hytechnic , Atigre ided this office in respect of official assignment of MSBTE as ffice Order No. <u>MSBTE/ROP/S-2015/P-2/4699 - 125</u> s Officer In-Charge	Form No : 0
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Pr</u> Institute Code No. <u>1644</u> has atter per MSBTE/RBTE/POLYTECHNIC O Dated <u>20-11-2015</u> and worked a from am/pm of Date 06-04	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer Hytechnic , Atigre ided this office in respect of official assignment of MSBTE as ffice Order No. <u>MSBTE/ROP/S-2015/P-2/4699 - 125</u> is <u>Officer In-Charge</u> -2016 Toam/om of Date 18-04-2019	Form No : 0
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Po</u> Institute Code No. <u>1644</u> has atter per MSBTE/RBTE/POLYTECHNIC O Dated <u>20-11-2015</u> and worked a fromam/pm of Date <u>06-04</u>	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer dytechnic , Atigre ided this office in respect of official assignment of MSBTE as ffice Order No. MSBTE/ROP/S-2015/P-2/4699 - 125 s Officer In-Charge -2016 Toam/pm of Date <u>18-04-2019</u>	Form No : (
This is to certify that <u>GHORAPAD</u> of Institute <u>Sanjay Ghodawat Pe</u> Institute Code No. <u>1644</u> has atter per MSBTE/RBTE/POLYTECHNIC O Dated <u>20-11-2015</u> and worked a fromam/pm of Date <u>06-04</u>	MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE (For claiming Incidental Charges and Travelling Allowances) E NILESH DILIP Designation Lecturer Hytechnic , Atigre ded this office in respect of official assignment of MSBTE as ffice Order No. <u>MSBTE/ROP/S-2015/P-2/4699 - 125</u> s <u>Officer In-Charge</u> -2016 Toam/pm of Date <u>18-04-2019</u>	Form No : 0



BILLING-SECTION HELP MANUAL

Format No. 20

													Form No- 2
MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI										AI			
Bill & Duty Certificate for Datewise Work done at Distribution Center/Exam Center/RAC/Verification Work/Staff at Theory Exam										n Work/Staff at Theory Exam			
EXAM : Summer-2019													
Name of Institute : Sanjay Ghodawat Polytechnic , Atigre Inst. Code : 1644 MSBTE Order No :MSBTE/ROP/S-2015/P-2/4699 - 125 Dated : 20-11-2015											2015/P-2/4699 - 125 Dated :20-11-2015		
S	Sr. Name of Staff Member	Work done As**		Date	of Exam		FDa	ull F ays D	Half N ays c Da	Rate per (As per cic tal No. lo MSBTE/KA f SECRETA ys /2015/18 Dated 10/09/20	day :ular \.10/Am \RY in 54	Rs. Sig	Sign of Staff
			06-Apr-16	07-Apr-19	10-Apr-19 18-00r-10		05-De c-19						
	1 AWATI PRATIK SUDHIR	RE	A		A			0	2 1	2 60/Sessi	on 1	20	
-	3 GIRI VIRAT VASANTRAO	000	-	M/				<u>.</u>	2 3	200/Sess 2 200/Da	v 4	000	
	4 JADHAV PRAVIN BABURAO	IVC	A				-	ō	1	100/Da	v 1	00	
	5 KAMBLE SACHIN JANARDAN	RE		M/				ō	1	60/Sessi	on 6	80	
	6 PATIL PRASHANT MAHAVIR	SP	Α.	1	M/A N	1		1	2 3	3 100/Sess	ion 4	00	
	7 sachin sathe	RE					A	0	1 1	1 60/Sessi	on 6	80	
	8 SHAH SUJEETA SURAJ	SP	A					0	1 '	1 100/Sess	ion 1	00	
	9 SHINDE ASHWINI BHIMRAO	SP		M/				0	1	100/Sess	ion 1	00	
L L L L L L L L L L L L L L L L L L L	IU THORWE NIRMALA MAHESH	SP	-	M/			-	0	1 1	1 100/Sess	ion 1	00	
	Allocated	Noon	-	-			-			Total	24	440	
Co-Chief Officer In-Charge,OIC-Officer In-Charge,R&B-Record & Billing,SSS-S Morning & Afternoon Total Amount in words : Rs. 2440/- (two thousand, four hundred and f Zertlfied that the above work / duty has been performed as per MSBTE Norm	ealing Supervisor,SP-Supe purty Rupees Only) s and the amount claimed	rvisor is as	,RE-Rel	iever,A	AO-addi	tion C	Officer	Inc	harge	,IVC-Interr	nal Vigi	ilance, P	, PN-Peon, WA-Waterman, SW-Sweeper, PN-Hamal, M-Morning, A-Afternoon, M / A -
: hereby submit the Report cum Bill of duty work performed to MSBTE/RBTE. Dertified that the above have not claimed this remuneration here before.	(Regio	n)on	date										
For Office use Only This bill has not been drawn and paid previously													Seal and Sign. of Officer In-Charg
/erified ,Recommended & Passed for Payment of Rs.2440/- (two thousand	d, four hundred and fou	rty- F	lupees	Only)								

Cler

Asst.Secretary (N.Non Teaching)



BILLING-SECTION HELP MANUAL

Step 9: Fill Controller Attendance . Before filling attendance of controller kindly confirm that controller entry is made in Super Admin Login.

User : sagar_patil1987198	87@gmail.com		User Type : BILLING SECTION		🕒 Logou
Polytechnic	Theory E	xam Wel	o Application v	/ersion - 1.4 - Multiinstit	ute
Subscription Type : PAID Subscription End Date : 16-Ju	in-2022				Technical Support : 7588685522 / 898336128 Email ID : polyexamsoft@gmail.co
Exam Centre Code : 1644	Exam Centre Name	e : Sanjay Ghodawat Po	olytechnic , Atigre		Exam Name : Summer-2019
Biiling Section Menu	Poly Exam Soft / BILL	ING SECTION / Controller E	Daily Attendance		
Staff Details					
Add / Edit Staff Details	Insert Cor	troller Attendance			
Assign Duties (Optional)					02
Assign / Deassign Duties	Controller N	lame	Date	Session	Action
Print Office Orders	ABC •		dd-mm-yyyy	Afternoon •	✓ Confirm
Billing Section					
Set the Work Profile / Work Rate					
Daily Attendance					
Reports					
Form No-05 / Form No-02 / Form-no-03	Delete Co	ntroller Attendance			<mark>03</mark>
Form No-20					
Controller Attendance / Certificates	Sr.No.	Controller_Name	Work_Date	Session	Delete Record
Controller Daily Attendance	01	ABC	20-04-2019	Morning	×
Print Controller Certificates	2	ABC	20-04-2019	Afternoon	×
Extra Reports	3	ABC	18-04-2019	Morning	×
PROFORMA - "B"	۵	ABC	16.04.2010	Morning	
Setting		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	10-04-2019	Morning	
Change Password	5	ABC	16-04-2019	Afternoon	×
Logout					
Logout					
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BILLING-SECTION HELP MANUAL

Step 10: Print Controller Certificates (Format 05, 02, 03, 20). Demo Reports are attached below.

User : sagar_patil19871	987@gma	ail.com	User Ty	ype : BILLING SECTION	I		C+ La	gout
Polytechnic	: The	eory E	xam Web Ap	oplication	Version - 1.4 - Multii	nstitute	(Ś
Subscription Type:PAID Subscription End Date:16-	Jun-2022					Technical Suppor Email	rt : 7588685522 / 8983 ID : polyexamsoft@gm	361283 nail.com
Exam Centre Code : 1644	Exar	n Centre Name	: Sanjay Ghodawat Polytechnic	c , Atigre			Exam Name : Summer	-2019
Biiling Section Menu	Poly	Exam Soft / BILLI	NG SECTION / Controller -> Certificat	tes				
Staff Details								
Add / Edit Staff Details				Controll	ers Certificates			
Assign Duties (Optional)								
Assign / Deassign Duties								
Print Office Orders		Print Duty	Certificate and Bill Formats (Form No 05 / Form No-	-02 / Form No-03)			
Billing Section								
Set the Work Profile / Work Rate		Sr. No.	Controller Name	Form No-05	Form No-02	Form No-03	Form No-20	
Daily Attendance		1	ABC	🖶 Print	🖶 Print	🖶 Print	🖨 Print	
Reports								
Form No-05 / Form No-02 / Form-no-03								
Form No-20				02	<mark>03</mark>	04	05	
Controller Attendance / Certificates								
Controller Daily Attendance								
Print Controller Certificates		1						
Extra Reports								
PROFORMA - "B"								
Setting								
Change Password								
Logout								
Logout								
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BILLING-SECTION HELP MANUAL

Form No: 05

Controller - Format No. 5



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI <u>Format of Duty Certificate for Datewise Work done at</u> <u>Exam Center / RAC / Practical Exam./ Theory Exam / Verification Work</u>

Exam Name : Summer-2019 Name of Institute : Sanjay Ghodawat Polytechnic , Atigre Institute / Exam Center Code : 1644 Duration of Exam : From 16-04-2019 To 16-05-2019 MSBTE Order No. : ROP/Controller/Daily/S19/123 Dated :02-04-2019 (Enclose copy of order)

ame :- ABC lame :-Name :- ABC Designation :- HOD Worked as :- Controller Of Examination Date Full Day 16-04-2019 V esignation :-Vorked as :-Date Half Day Full Day Half Day 18-04-2019 20-04-2019 \checkmark Total Full Days=2 Half Days=1 Signature of Claimant : -Signature of Claimant : -Signature of Officer In-Charge : -Signature of Officer In-Charge : -

Notes :-

1. This format shall be prepared from the Muster Roll maintained at Examination center / RAC / Practical Exam / Theory Exam / Verification Work . 2. The Principal / Head of the Inst. shall preserve the Muster Roll till this bill is paid



BILLING-SECTION HELP MANUAL

Controller -Format No. 2

Form No: 02

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI FORMAT OF DUTY CERTIFICATE

(For claiming Incidental Charges and Travelling Allowances)

This is to certify that \underline{ABC} Designation \underline{HOD}

Seal of Office

of Institute Dadasaheb Mokashi Polytechnic Karad

Institute Code No. 1224 has attended this office in respect of official assignment of MSBTE as

per MSBTE/RBTE/POLYTECHNIC Office Order No. ROP/Controller/Daily/S19/123

Dated 02-04-2019 and worked as Controller Of Examination for Summer-2019 Examination

from _____am/pm of Date 16-04-2019 To _____am/pm of Date 20-04-2019

Place: Date:

Û

Signature of Competent Authority (1644 - Sanjay Ghodawat Polytechnic , Atigre)

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BILLING-SECTION HELP MANUAL

Controller -Format No. 3

Ì		MAHARASHTRA STATE BOARD OF TECHN <u>BILL FOR REMUNERATION (OTHER 1</u>	NICAL EDUCATION , MUMBAI <u>HAN EXAMINER'S BILL)</u>		Form N	o : 03
	REFERENCES : 1) MSBTE OFFICE ORDER NO D-10/99/6 2) MSBTE LETTER NO D-50/CLARI.REML 3) MSBTE/D-10/MANDHAN200/131 DT.11 4) MSBTE/KA-10/SECRETARY/2015/154	6/39 DT/7/8/99 U.199/9816 DT.28/12/99 8/10/2000 DT.10/09/15				
	lame of Officer : ABC nst.code & Name of Inst. : 1224 , Dadasaheb Mokashi Pr lature of Work / Duty performed : Controller Of Examinal 4SBTE / Polytechnic Order no & Date : <u>ROP/Controller/Dr</u> Santes and official	olytechnic Karad tion aily/S19/123 Dated <u>02-04-2019</u>				
	Sr.No Dates of duty / work Performed	No.of Times duty / work performed	Rate of remuneration	Total No of Davs	Total Amount in Rs.	ı
	1 16-04-2019	Full Days :	300	2	600	1
	2 TO	Half Days :	150	1	150	1
	20-04-2019			Total Rs	750	
					Signature	o f Claimant (ABC)
		FOR OFFICE USE	DNLY			
1	/erified and Recommended for payment of Rs.					
5	ignature of Principal/Deputy Secretary					
E	intry has been taken in Register No Pag	ge No At Sr. No	_			
1	his bill has not been drawn and paid previously.					
F	'assed for payment of Rs(Rs)				
		The expenditure is charge to I	Head of Account			
(Clerk Superintendent / Head Cle	rk Section Officer				
	'Received Payment in cash Rs. ' Applicable when paid in Cash by Voucher at MSBTE I RBTE	E office				
					Signature	of Claimant



BILLING-SECTION HELP MANUAL

Controller - Format No. 20

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI

Bill & Duty Certificate for Datewise Work done at Distribution Center/Exam Center/RAC/Verification Work/Staff at Theory Exam EXAM : Summer-2019

lame of Institute : Dadasaheb Mokashi Polytechnic Karad Inst. Code : 1224 MSBTE Order No :ROP/Controller/Daily/S19/123 Dated :02-04-201

	•										
Sr. No.	Name of Staff Member	Work done As**	Date of Exam		Full Days	Half Days	Total No of Days	Rate per day (As per cicular No. MSBTE/KA.10/ SECRETARY /2015/154 Dated 10/09/2015)	Amount in Rs.	Sign of Staff	
			16-Apr-19	18-Apr-19	20-Apr-19						
1	ABC	EC	M/A	M7	M/A	2	1	3	150/Session	750	
	Total No. of Candidates	Morn	158	0	332				Total	750	
	Allocated	Noon	415	0	0				rotal		

cer In-Charge,OIC-Officer In-Charge,R&B-Record & Billing,SS-Sealing Supervisor,SP-Supervisor,RE-Reliever,AO-addition Officer Incharge,IVC-Internal Vigilance,PN-Peon,WA-Wate

ven hundred and fifty Rupees Only)

been performed as per MSBTE Norms and the amount claimed is as per the rate approved uty work performed to MSBTE/RBTE ______(Region)on date ______ d this remuneration here before.

eviously

/ment of Rs.750/- (seven hundred and fifty- Rupees Only)

Superientendent

Asst.Secretary (N.Non Teaching)



BILLING-SECTION HELP MANUAL

Step 11: Extra Report - Print Poforma "B" . (Optional Format)





MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI <u>PROFORMA - "B"</u> STATEMENT SHOWING NAMES OF THE SUPERVISOR APPOINTED NO. OF CANDIDATE ALLOWTED etc. Examination - Summer-2019

r. o.	Date	Time	Name Of Supervisor	Room No.	Subject	Subject Code	Inst. Code	Course	No.Of Stud	Grand Total	Remar
	16-04-2019	09:30 A.M. to 12:30 P.M.	SHINDE ASHWINI BHIMRAO	1 DL-02	METROLOGY AND QUALITY CONTROL	17530	1644	ME-5-G	32	32	
2	16-04-2019	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 01:30 P.M.	TARLEKAR UMA BALASO	2 DL-03	METROLOGY AND QUALITY CONTROL ESTIMATING AND COSTING	17530 17501	1644 1644	ME-5-G CE-5-G	21 11	32	
3	16-04-2019	09:30 A.M. to 12:30 P.M. 09:30 A.M. to 01:30 P.M.	TARLEKAR UMA BALASO	2 DL-03	METROLOGY AND QUALITY CONTROL ESTIMATING AND COSTING	17530 17501	1644 1644	ME-5-G CE-5-G	21 11	32	
4	16-04-2019	09:30 A.M. to 01:30 P.M.	PATIL TRUPTI UTTAM	3 DL-04	ESTIMATING AND COSTING	17501	1644	CE-5-G	32	32	
5	16-04-2019	09:30 A.M. to 01:30 P.M. 09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	PATIL SHIVRAJ APPASO	5 Seminar Hal	ESTIMATING AND COSTING SWITCHGEAR & PROTECTION OPERATING SYSTEM	17501 17508 17512	1644 1644 1644	CE-5-G EE-5-G CW-5-G	22 06 04	32	
6	18-04-2019	09:30 A.M. to 01:30 P.M. 09:30 A.M. to 12:30 P.M. 09:30 A.M. to 12:30 P.M.	PATIL SHIVRAJ APPASO	5 Seminar Hal	ESTIMATING AND COSTING SWITCHGAR & PROTECTION OPERATING SYSTEM	17501 17508 17512	1844 1844 1844	CE-5-G EE-5-G CW-5-G	22 06 04	32	
7	18-04-2019	02:00 P.M. to 05:00 P.M.	JADHAV SADANAND MALHARI	1 DL-02	APPLIED MATHEMATICS	22210	1644	EE-2-I	30	30	
8	16-04-2019	02:00 P.M. to 05:00 P.M.	SHINDE BALASAHEB SIDDHESHWAR	2 DL-03	APPLIED MATHEMATICS	22210	1644	EE-2-I	30	30	
9	16-04-2019	02:00 P.M. to 05:00 P.M.	KORE NEELIMA BALAWANT	3 DL-04	APPLIED MATHEMATICS	22210	1644	EJ-2-I	30	30	
0	16-04-2019	02:00 P.M. to 05:00 P.M.	MALI PRAVEEN CHANDRAKANT	4 DL-05	APPLIED MATHEMATICS	22210	1644	EJ-2-I	28	28	
11	18-04-2019	02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M.	TELI VISHAL SHIVAJI	5 Seminar Hal	APPLIED MATHEMATICS COMMUNICATION SKILLS PARASITOLOGY, MYCOLOGY & VIROLOGY	22210 17201 13081	1844 1844 1229	EJ-2-I CE-2-G LX-2-E	12 01 10	23	
2	16-04-2019	02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M.	TELI VISHAL SHIVAJI	5 Seminar Hal	APPLIED MATHEMATICS COMMUNICATION SKILLS PARASITOLOGY, MYCOLOGY & VIROLOGY	22210 17201 13081	1644 1644 1229	EJ-2-I CE-2-G LX-2-E	12 01 10	23	
13	16-04-2019	02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M. 02:00 P.M. to 05:00 P.M.	TELI VISHAL SHIVAJI	5 Seminar Hal	APPLIED MATHEMATICS COMMUNICATION SKILLS PARASITOLOGY WYCOLOGY & VIROLOGY	22210 17201 13081	1644 1644 1229	EJ-2-1 CE-2-G LX-2-E	12 01 10	23	

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BILLING-SECTION HELP MANUAL

Step 12: Change Password

User : sagar_patil198719	'1987@gmail.com User Type : BILLING SECTION	🕒 Logout
Polvtechnic	c Theory Exam Web Application version - 1.4 - Multinstitu	te 🖁
Subscription Type : PAID Subscription End Date : 16-J	6-Jun-2022	echnical Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644	14 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre	Exam Name : Summer-2019
Biiling Section Menu	Poly Exam Soft / BILLING SECTION / Setting -> Change Password	
Staff Details		
Add / Edit Staff Details		
Assign Duties (Optional)	Change Password	
Assign / Deassign Duties		
Print Office Orders	Current Password	
Billing Section	New Password	
Set the Work Profile / Work Rate	Reenter New Password	
Daily Attendance		
Reports		
Form No-05 / Form No-02 / Form-no-03		
Form No-20		
Controller Attendance / Certificates		
Controller Daily Attendance		
Print Controller Certificates		
Extra Reports		
PROFORMA - "B"		
Setting		
Change Password		
Logout		
Logout		
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