Shri Software Solutions & Training Center

www.shrisoftware.co.in

7588685522 / 8983361283

POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

www.polyexamsoft.com

polyexamsoft@gmail.com

BILLING-SECTION HELP MANUAL

Powered by

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

BILLING-SECTION HELP MANUAL

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

chnic Theory Exam Web Application Version - 1.4 - Multiinstitute

: PAID   Technical Support : 758868£
Date : 16-Jun-2022   Email ID : polyexa
de : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name

Super Admin Login

👤 Username
🔑 Password
Login

Officer Incharge Login

👤 Username
🔑 Password
Login

Data Enrty Login

👤 Username
🔑 Password
Login

Billing Section Login

👤 sagar_patil19871987@gmail
🔑 ••••
Login

© Summer-2019 | Sanjay Ghodawat Polytechnic , Atigre (1644)   Design and Developed by Shri Software Solutions And Trair

BILLING-SECTION
HELP MANUAL

You will See control Panel for Billing-Section User after successful login as below

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 ⏻ Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID
Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283
Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name : Summer-2019

Poly Exam Soft / BILLING SECTION / Staff Details -> Add/Edit/Delete Details

Billing Section Menu

- Staff Details
- Add / Edit Staff Details **01**
- Assign Duties (Optional)
- Assign / Deassign Duties
- Print Office Orders
- Billing Section
- Set the Work Profile / Work Rate
- 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

Add Staff Details

Staff Name	
Staff Designation	
Contact Number	
	Add Staff Details **02**

Edit / Delete Staff Details

Total Records- **70**

0304

Sr.No.	Staff_ID	Staff_Name	Staff_Designation	Staff_mobile_no	Action	Action
1	904	sachin sathe	HOD mechanical	8983361283	✏	✖
2	52	KUMBHAR RAJU BASAPPA	I/C HOD	9850910455	✏	✖
3	68	KUMBHAR VIKAS SAMPATRAO	I/C HOD	7798306363	✏	✖
4	84	DHONGADI RAVINDRA PURUSHUTTAM	I/C HOD	9822424322	✏	✖
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	✏	✖

BILLING-SECTION
HELP MANUAL

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

Poly Exam Soft / BILLING SECTION / Assign Duties -> Assign/Deassign Duties

Biiling Section Menu

- Staff Details
- Add / Edit Staff Details
- Assign Duties (Optional)
- Assign / Deassign Duties
- Print Office Orders
- Billing Section
- Set the Work Profile / Work Rate
- Daily Attendance
- Reports
- Form No-05 / Form No-02 / Form-no-03
- Form No-20
- Controller Attendance / Certificates
- Controller Daily Attendance
- Extra Reports
- PROFORMA - "B"
- Setting
- Change Password
- Logout
- Logout

Assign Staff Duties

ect Staff	KAMBLE NARESH ASHOK ▼
Date	dd-mm-yyyy
Session	Morning ▼
Time	
Duty Work	Supervisor ▼
	Assign Duties

Edit / Delete Duties

Search for Staff Name

Total Records- **370**

Sr.No.	Staff Name	Duty_Date	Duty_Session	Duty_Time	Duty_Work	Action
1	PATIL APURVA UMESH	16-04-2019	Morning	9.00 AM	Supervisor	Deassign
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	Deassign

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 Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID
Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283
Email ID : polyexamsoft@gmail.com

| Exam Centre Code : 1644 | Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre | Exam Name : Summer-2019 |

Biiling Section Menu

Poly Exam Soft / BILLING SECTION / Assign Duties -> Print Office Orders

Staff Details

Add / Edit Staff Details

Assign Duties (Optional)

Assign / Deassign Duties

Print Office Orders **01**

Billing Section

Set the Work Profile / Work Rate

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

02

Print Office Orders of Supervisor / Reliever

Sr. No.	Staff Name	Print
1	HINGMIRE TUSHAR MAHADEV	Print
2	GHORAPADE NILESH DILIP	Print
3	KAMBLE NARESH ASHOK	Print
4	PISE SATISH PRAKASHRAO	Print
5	PAVATE VINAYAK SIDDHESHWAR	Print
6	TARLEKAR UMA BALASO	Print
7	SHINDE ASHWINI BHIMRAO	Print
8	MALAME SONALI SATISH	Print
9	PATIL VISHAVJEET PRAKASH	Print
10	SHAH SUJEETA SURAJ	Print
11	MESTRI TANVEER CHANDSAHEB	Print
12	THIKANE SWAPNIL JINENDRA	Print
13	POWAR YOGESH SANJAY	Print
14	AWATI PRATIK SUDHIR	Print
15	PATIL PRASHANT MAHAVIR	Print
16	ATTAR ARIFMOHAMMAD BABASAHEB	Print

SOU. SUSHILA DANCHAND GHODAWAT CHARITABLE TRUST

Sanjay Ghodawat Polytechnic , Atigre(Inst Code-1644)

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 should not procees on any kind of leave in duty period without prior written permission

Sign. of Officer In-Charge   Sign. Of Chief officer In-Charge

BILLING-SECTION
HELP MANUAL

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

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID
Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283
Email ID : polyexamsoft@gmail.com

| Exam Centre Code : 1644 | Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre | Exam Name : Summer-2019 |

Billing Section Menu

- Staff Details
- Add / Edit Staff Details
- Assign Duties (Optional)
- Assign / Deassign Duties
- Print Office Orders
- Billing Section
- Set the Work Profile / Work Rate **01**
- 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

Poly Exam Soft / BILLING SECTION / Set the Work Profile/Work Rate

Set Work Profile And Work Rate

Work Profile	
Short Code	
Day	
Session	

Add Work Profile **02**

Edit / Delete Work Profile

Total Records- **12**

Sr.No.	Work_Profile	Short Code	Rate / per Day	Rate / per Session	Edit	Delete
1	Chief Officer In-Charge	CO	200		✎	✖
2	Officer In-Charge	OIC		200	✎	✖
3	Record & Billing	R&B		100	✎	✖
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	✎	✖

03 **04**

BILLING-SECTION
HELP MANUAL

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

User : sagar_patil19871987@gmail.com   User Type : BILLING SECTION   ➡ Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID   Technical Support : 7588685522 / 8983361283
Subscription End Date : 16-Jun-2022   Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name : Summer-2019

Biiling Section Menu

| Poly Exam Soft / BILLING SECTION / Daily Attendance (Form-20)

Staff Details

Add / Edit Staff Details

Assign Duties (Optional)

Assign / Deassign Duties

Print Office Orders

Billing Section

Set the Work Profile / Work Rate

Daily Attendance **01**

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

Date -**04-09-2019**   Session -**Afternoon**

02

Select Staff Name - | GIRI VIRAT VASANTRAO ▼ | Working As(Work Profile)- | Chief Officer In-Charge ▼ | **Click to Confirm**

Daily Attendance Details   **03**

Sr.No.	Work_Date	Session	Staff_Name	Staff_Designation	Woring_As(Work Profile)	Delete Record
1	04-09-2019	Afternoon	GHORAPADE NILESH DILIP	Lecturer	Officer In-Charge	Delete
2	04-09-2019	Afternoon	PATIL PRASHANT MAHAVIR	Lecturer	Supervisor	Delete

Copyright© Summer-2019 | Sanjay Ghodawat Polytechnic , Atigre (1644)   Design and Developed by Shri Software 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@gmail.com   User Type : BILLING SECTION   **Logout**

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID   Technical Support : 7588685522 / 8983361283
Subscription End Date : 16-Jun-2022   Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name : Summer-2019

Billing Section Menu

Poly Exam Soft / BILLING SECTION / Reports -> Form No-05 / Form No-02

Menu
Staff Details
Add / Edit Staff Details
Assign Duties (Optional)
Assign / Deassign Duties
Print Office Orders
Billing Section
Set the Work Profile / Work Rate
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

Print Duty Certificate and Bill Formats (Form No 05 / Form No-02 / Form No 03)

Sr. No.	Staff Name	Form No-05	Form No-02	Form No-03
1	GHORAPADE NILESH DILIP	Print	Print	Print
2	PATIL PRASHANT MAHAVIR	Print	Print	Print
3	sachin sathe	Print	Print	Print
4	AWATI PRATIK SUDHIR	Print	Print	Print
5	GIRI VIRAT VASANTRAO	Print	Print	Print
6	SHINDE ASHWINI BHIMRAO	Print	Print	Print
7	KAMBLE SACHIN JANARDAN	Print	Print	Print
8	THORWE NIRMALA MAHESH	Print	Print	Print

Copyright© Summer-2019 | Sanjay Ghodawat Polytechnic , Atigre (1644)   Design and Developed by Shri Software Solutions 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)

Name :- GHORAPADE NILESH DILIP			Name :-		
Designation :- Lecturer			Designation :-		
Worked as :- Officer In-Charge			Worked as :-		
Date	Full Day	Half Day	Date	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 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

printed on 20-Oct-2019 02:48:PM | polyexamsoft.com

Format No. 3

Form No : 03

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 : **MSBTE/ROP/S-2015/P-2/4699 - 125** Dated **20-11-2015**

(Enclose copy 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.
1	06-04-2016 TO 18-04-2019	Full Days :	400	1	400
2		Half Days :	200	3	600
				Total Rs.	1000

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.

_____
Signature of Claimant
(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
(GHORAPADE NILESH DILIP)

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 **GHORAPADE NILESH DILIP** Designation **Lecturer**

of Institute **Sanjay Ghodawat Polytechnic , Atigre**

Institute Code No. **1644** has attended this office in respect of official assignment of MSBTE as

per MSBTE/RBTE/POLYTECHNIC Office Order No. **MSBTE/ROP/S-2015/P-2/4699 - 125**

Dated **20-11-2015** and worked as **Officer In-Charge**

from _____am/pm of Date **06-04-2016** To _____am/pm of Date **18-04-2019**

Place:
Date: Seal of Office   Signature of Competent Authority

printed on 20-Oct-2019 02:49:PM | polyexamsoft.com

BILLING-SECTION HELP MANUAL

Format No. 20

Form 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

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

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
			05-Apr-19	07-Apr-19	10-Apr-19	18-Apr-19	05-Dec-19						
1	AWATI PRATIK SUDHIR	RE	A	A	A			0	2	2	60/Session	120	
2	GHORAPADE NILESH DILIP	OIC	A	M /	M / A	M /		1	3	4	200/Session	1000	
3	GIRI VIRAT VASANTRAO	CO	A	M /				0	2	2	200/Day	400	
4	JADHAV PRAVIN BABURAO	IVC	A					0	1	1	100/Day	100	
5	KAMBLE SACHIN JANARDAN	RE		M /				0	1	1	60/Session	60	
6	PATIL PRASHANT MAHAVIR	SP	A		M / A	M /		1	2	3	100/Session	400	
7	sachin sathe	RE					A	0	1	1	60/Session	60	
8	SHAH SUJEETA SURAJ	SP	A					0	1	1	100/Session	100	
9	SHINDE ASHWINI BHIMRAO	SP		M /				0	1	1	100/Session	100	
10	THORWE NIRMALA MAHESH	SP		M /				0	1	1	100/Session	100	
	Total No. of Candidates Allocated	Morn	0	0	0	0	0				Total	2440	
		Noon	0	0	0	0	0						

CO-Chief Officer 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-Waterman,SW-Sweeper,PN-Hamal,M-Morning,A-Afternoon, M / A - Morning & Afternoon

Total Amount in words : **Rs. 2440/- (two thousand, four hundred and fourty Rupees Only)**

Certified that the above work / duty has been performed as per MSBTE Norms and the amount claimed is as per the rate approved

I hereby submit the Report cum Bill of duty work performed to MSBTE/RBTE _____(Region)on date _____

Certified that the above have not claimed this remuneration here before.

Seal and Sign. of Officer In-Charge

For Office use Only

This bill has not been drawn and paid previously

Verified ,Recommended & Passed for Payment of Rs.2440/- (two thousand, four hundred and fourty- Rupees Only)

Clerk   Superientendent   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_patil19871987@gmail.com   User Type : BILLING SECTION   **→ Logout**

Polytechnic Theory Exam Web Application *Version - 1.4 - Multiinstitute*

Subscription Type : PAID   Technical Support : 7588685522 / 8983361283
Subscription End Date : 16-Jun-2022   Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name : Summer-2019

Billing Section Menu

Menu
Staff Details
Add / Edit Staff Details
Assign Duties (Optional)
Assign / Deassign Duties
Print Office Orders
Billing Section
Set the Work Profile / Work Rate
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

Poly Exam Soft / BILLING SECTION / Controller Daily Attendance

Insert Controller Attendance

02

Controller Name	Date	Session	Action
ABC ▾	dd-mm-yyyy	Afternoon ▾	✔ Confirm

03

Delete Controller Attendance

Sr.No.	Controller_Name	Work_Date	Session	Delete Record
	ABC	20-04-2019	Morning	✖
2	ABC	20-04-2019	Afternoon	✖
3	ABC	18-04-2019	Morning	✖
4	ABC	16-04-2019	Morning	✖
5	ABC	16-04-2019	Afternoon	✖

01

Copyright© Summer-2019 | Sanjay Ghodawat Polytechnic , Atigre (1644)   Design and Developed by Shri Software Solutions And Training Center

BILLING-SECTION

HELP MANUAL

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

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID
Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283
Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644   Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre   Exam Name : Summer-2019

Biiling Section Menu

- Staff Details
- Add / Edit Staff Details
- Assign Duties (Optional)
- Assign / Deassign Duties
- Print Office Orders
- Billing Section
- Set the Work Profile / Work Rate
- 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

Poly Exam Soft / BILLING SECTION / Controller -> Certificates

Controllers Certificates

Print Duty Certificate and Bill Formats (Form No 05 / Form No-02 / Form No-03)

Sr. No.	Controller Name	Form No-05	Form No-02	Form No-03	Form No-20
1	ABC	🖨 Print	🖨 Print	🖨 Print	🖨 Print

02   03   04   05

01

BILLING-SECTION
HELP MANUAL

Controller - Format No. 5

Name :- ABC				Name :-		
Designation :- HOD				Designation :-		
Worked as :- Controller Of Examination				Worked as :-		
Date	Full Day	Half Day		Date	Full Day	Half Day
16-04-2019	✓					
18-04-2019		✓				
20-04-2019	✓					
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

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 <u>ABC</u> Designation <u>HOD</u>

of Institute <u>Dadasaheb Mokashi Polytechnic Karad</u>

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

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

Dated <u>02-04-2019</u> and worked as <u>Controller Of Examination for Summer-2019 Examination</u>

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

Place:

Date:

Seal of Office

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

Controller -Format No. 3

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

Form No : 03

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 : **ABC**
Inst.code & Name of Inst. : **1224 , Dadasaheb Mokashi Polytechnic Karad**
Nature of Work / Duty performed : **Controller Of Examination**
MSBTE / Polytechnic Order no & Date : ROP/Controller/Daily/S19/123 Dated 02-04-2019

(Enclose copy 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.
1	16-04-2019 TO 20-04-2019	Full Days :	300	2	600
2		Half Days :	150	1	150
				Total Rs.	750

Amount in words : **seven hundred and fifty 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.

Signature of Claimant
(ABC)

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
(ABC)

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

Name 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	M /	M / A	2	1	3	150/Session	750	
	Total No. of Candidates Allocated	Morn	158	0	332				Total	750	
		Noon	415	0	0						

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
Afternoon

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

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

Superientendent   **Asst.Secretary (N.Non Teaching)**

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

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"   **01**

Setting

Change Password

Logout

Logout

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION , MUMBAI

PROFORMA - "B"

STATEMENT SHOWING NAMES OF THE SUPERVISOR APPOINTED NO. OF CANDIDATE ALLOWTED etc.

Examination - Summer-2019

Code & Name of Institute: (1644)Sanjay Ghodawat Polytechnic , AtigreMSBTE Order No:MSBTE/ROP/S-2015/P-2/4699 - 125

Sr. No.	Date	Time	Name Of Supervisor	Block No . / Room No.	Subject	Subject Code	Inst. Code	Course	No.Of Stud	Grand Total	Remark
1	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 Hall	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	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 Hall	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	
7	16-04-2019	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	
10	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	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 Hall	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	
12	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 Hall	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 Hall	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	

Step 12: Change Password