



**UTKAL UNIVERSITY**  
**VANI VIHAR: BHUBANESWAR-4.**

No. Exam.-I/ 484 /E- **17234** /2023

Date:- **1.9.23**

From

The Controller of Examinations,  
Utkal University, Vani Vihar.

To

The Director-cum-Superintendent,  
Mental Health Institute, SCB Medical College & Hospital, Cuttack.

Sub: **Filling up of the forms for Post Basic Diploma in Psychiatric Nursing Examination of October- 2023 (Admn. Batch: 2022-23).**

Sir/Madam,

Please take necessary steps to fill-up of the forms of the eligible candidates of your college / Departments as per the University regulations for **Post Basic Diploma in Psychiatric Nursing examination of October- 2023** on the dates as mentioned below :-

Sl No.	Particulars	Date
1.	Last date of submission of forms in the University Office <b>without late fee.</b>	<b>12.09.2023</b>
2.	Last date of submission of forms in the University Office with late fee of Rs. 200/	<b>15.09.2023</b>
3.	Late fee of Rs. 500/- will be claimed before the commencement of the examination	<b>After 15.09.2023</b>
4.	Emergency late fee for examination form fill-up (prior to three days of Examination) - Rs 2,000/-	<b>prior to three days of Examination</b>

The failed repeat candidates, if any, are allowed to fill in their forms within 7 days from the date of publication of result without late fee as per rule.

The application forms duly filled in along with examination fees etc. account statement and alphabetical list in triplicate photo copy of University affiliation order, photo copy of the mark-sheet to previous examination and subject statement should reach the undersigned positively on the aforesaid dates with CDC, Sports & NSS deposited Clearance Certificate by 03.00 P.M.

The consolidated amount in respect of the examination fees etc. in the shape of Bank Draft / Cheque along with a copy of the accounts statement shall be deposited in University Cash Unit, so as to obtain cash receipt to that effect. The original cash receipt shall be enclosed to the application forms at the time of submission of the same.

The examination fees etc. shall be collected from the eligible candidates as per the rates detailed below:-

Examination Fees: - Rs.600/-

For Back paper examination, a candidate has to pay per paper @ .....

If he/she appears in less than 50% of the papers in that examination, 50% or above papers, full amount to be paid as per rules.

Centre Charge to be kept in the centre	
To meet the centre expenses.	- Rs.150/-
Addl. Centre Charge (New centre for 3 Years)-	Rs. 50/-
Enrolment Fee	- Rs. 50/-
Fee for Marks	- Rs. 100/-
Fee for Supervision	- Rs. 20/-
Fee for Re-registration	- Rs. 40/-
Late fee if any	- Rs.200/- & 500/-(as mentioned at the reverse)
Fees for Provisional (Only for <b>Final Year Student</b> )	- Rs 100/-

Besides , a sum of **Rs.200/-** (Rupees Two hundred ) only shall be collected from each candidates appearing at the final examination only towards the fee for issue of **Original Certificate** and the consolidated amount in the shape of separate Bank Draft/Cheque be deposited in the University Cash Unit.

All Bank Drafts/Cheques in support of deposit of fees shall be drawn in favour of **COMPTROLLER OF FINANCE, UTKAL UNIVERSITY** payable at State Bank of India, Utkal University Campus Branch.

Lastly, you are requested to instruct the verifying officer to verify the application forms minutely as per rules & regulations of the University /Govt. and put his signature, seal and date furnish the certificate as "**VERIFIED ALL PARTICULARS & FOUED CORRECT**" on the top of the of the each form as specified, Both the Principal/HOD and the Verifying Officer will be held responsible for any irregularities made therein & also be liable for any lapses if found later on.

Yours faithfully,

*2/19/23*  
CONTROLLER OF EXAMINATIONS

No. Exam.-I/ 484 /E- *17235* /2023

Date: *1.9.23*

Copy forwarded to:-

1. The Secretary to the Vice-Chancellor and P.A. to the Registrar;
2. The Steno to the Controller of Examinations, Utkal University;
3. The Section Officer, EC-I/EC-IV/Cash Unit, Utkal University
4. The Manager, MSRC UU Press, Utkal University;
5. The Section Officer, Affiliation Section, Utkal University
6. The Asst. Programmer, Exam. Computer Cell, Utkal University;
7. The Notice Board.

*2/19/23*  
CONTROLLER OF EXAMINATIONS