



**DIRECTORATE OF TECHNICAL EDUCATION,  
MAHARASHTRA STATE**

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Office Order

No. 3/ADG/ADM/2012-2013/ARC/28  
Date: 13/09/2012

**Subject:** Distribution of Honorarium against various Admission activities performed at the ARC for the admission to MBA/MCA/Engineering/Pharmacy/Architecture/HMCT/DSE/DSP/ Post SSC Diploma/Post HSC Diploma & MPharm for the academic year 2012-2013

Directorate of Technical Education, Maharashtra State performs above UG/PG/Diploma admissions through web based online software which includes various activities like Verification of documents, submission & confirmation of Application Form and Option form and receipt of Application Form and Option form through multiple rounds of admission under CAP.

The Directorate has identified some institutions from the state to work for the receipt of the Online Application Form and Option Form herein after referred as "Application Form Receipt Centers" (ARC).

The Directorate will pay Rs. 50/- per receipt of online Application Form, Rs. 25/- per receipt per round of option form to the respective ARCs after successful completion of the admission process of the respective courses. In case of ARC's for Architecture and HMCT, the minimum amount of Honorarium is fixed at Rs.5000/-.

The distribution of Honorarium amongst persons actively involved in the admission activities at the ARC/Institute shall be as follows.

Sr. No.	Distribution	Designation of the personnel
1.	50%	Institute development /IRG fund
2.	5%	Principal/Director/Chief Coordinator
3.	7%	ARC Coordinator
4.	10%	Data Verification Team/Scrutiny Team
5.	20%	Data Entry Operators
6.	2%	Administrative Officer/ Registrar
8.	3%	Clerks/Cashier/Telephone Operator involved in ARC activity
9.	3%	Class IV staff involved in ARC activity

The expenditure for ARC and facilitation activity shall be incurred from the 50% amount deposited in Institute development /IRG fund.

The ARC Payments shall be done by NEFT by the DTE; ARC officer should update the Bank Details (Account Number, ISF Code and Name) through ARC Login. The dues from the ARC are to be paid in the form of DD in favor of "The Director, Technical Education, Maharashtra State" Payable at Mumbai.

If any ARC found involved in any form of unlawful activities like misguidance & non co-operation to the aspiring candidates, ARC will be liable for severe action like nonpayment of honorarium dues and / or disqualified as ARC.

All ARC's should submit account details along with unused Receipt books, Application Kits Brochures if applicable and dues if any in the form of DD to RO and settle the account through respective Regional Offices by 29<sup>th</sup> September 2012 without fail.

ARC should keep the records of the admission up to 3 years only, after that the records shall be scrapped as per the standard norms.

All Regional Offices shall submit the report to this office by 20<sup>th</sup> October 2012.

(Dr. S. K. Mahajan)

I/c Director, Technical Education,  
Maharashtra State, Mumbai

महत्वाचे

सहसंचालक, तंत्रशिक्षण, विभागीय कार्यालय, अमरावती  
क्र.विकाअ/शिक्षण/एआरसी/२०१२/ २४६४  
दिनांक :- १६/०९/२०१२.

प्रति,

प्राचार्य,  
सर्व पदवी / पदविका / पदव्युत्तर पदवी अर्ज स्विकृती केंद्र (अमरावती विभाग)

त्यांना कळविण्यात येते की उपरोक्त पत्रात नमूद केल्याप्रमाणे आवश्यक ती कार्यवाही करावी.

प्र.सहसंचालक तंत्रशिक्षण  
अमरावती

प्रतिलिपी : प्रक्रिया योजक, यांना संकेतस्थळी टाकण्याकरिता.