

Effective immediately (01st January 2009) all services provided by DEMP are chargeable.

A. The recommended charges for ancillary Services

1. Use of NAC's for conduct of examinations

The facilities include up to 22 PC's at each center;
Loading of examination material to NOC servers or
connect via internet to an overseas site NAC staff
being in attendance.

The charge for a minimum period of 2 hours:

- | | |
|---|------------------------------------|
| a. During normal working hours (8 a.m. to 5 p.m.) | Rs. 12,500/- |
| b. Non Working hours | Rs. 10,000/- |
| c. Each additional hour or part thereof but less than 4 hours | 50% of the above applicable charge |

The charge for a period of 4 hours:

- | | |
|--|--------------|
| a. During normal working hours (as above) | Rs. 20,000/- |
| b. Non working hours | Rs. 15,000/- |
| c. Each additional hour or part thereof at the rate of working hours | Rs. 5,000/- |
| Non working hours | Rs. 4,000/- |

Please note that hire of NAC's for the above purpose is based on use of 22 PC's but if the numbers are 10 or less at each NAC center a discount of 30% of the charges would be granted.

2. Use of PC's at NAC's for access to internet;

word processing etc will be charged at the rate of Rs 70/- per hour or part thereof

3. Use of scanner of A4 size paper Rs 25/- per sheet

4 Photo copy/ Black Rs 4/- One side
Rs 5/- Both sides

5 Printing in colour Normal A4 Rs 100/- per sheet

6. CD writing inclusive of cost of CD Rs 50/- per CD

7. DVD writing inclusive of cost of DVD Rs 100/- per DVD

8. Video Conference facilities by a non partner

Institution will be charged as follows:

- | | |
|--|----------------------|
| (a) The base NAC where the conference is initiated | |
| Per hour or part thereof | Rs. 4,000/- per hour |
| Other connected NAC's at the rate of | Rs. 3,000/- per hour |

The facilities will accommodate multiple participants at each center and video and audio facilities inclusive of line charges.

- (b) If the video conferencing is with a foreign party the cost for such use of the facilities is Rs. 5,000/- per hour
- (c) If the purpose of the above video conference is related to education a discount of 15% of the applicable charges would be granted.

B. The access to NAC services

With immediate effect Access and use of the PC's at NAC's are strictly limited to the students registered by the Partner Institutions who have access Id's and passwords. For your reference a complete list of the registered students as at 1st January will be forwarded to you. A formal process of access to the list of Registered students will be available when the NMIS system is implemented.

All non registered users, will be on a charge for use basis, and access being dependant on resources available unused at the time.

C. Use of CDU Services

The use of CDU is chargeable at the rate of Rs 1,500/= per Hour or part thereof. A formal written request or completion of the request Form from the Partner Institution is required for use of the CDU.

A complete record of use is required to be maintained at the CDU, which includes The institution, address, name of requestor, name of user/s , details of the request, the facilities and resources used, the Date, start and end times etc.

The CDU staff is required to prepare a summary of each week of Monday thru Friday and forward to the DEMP Accountant by noon on the following Wednesday.

DEMP will arrange to raise the requisite Debit notes and arrange for collection of payments.

These instructions are to be strictly adhered to by all service locations.

N S Abeyawardene
Project Director

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