

भारतीय डाक विभाग

//By Entry//

Department of Posts: India

पोस्टमास्टर जनरल कार्यालय ,मुख्यालय क्षेत्र ,हैदराबाद – 500001

O/o the Postmaster General, Headquarters Region, Hyderabad – 500 001

To

The Postmaster General, Hyderabad Region

The Sr. Supdt. Of Post Offices,

Hyderabad City/Hyderabad South East/Secunderabad Divisions

The Sr. Supdt. Of RMS, Hyderabad Sorting Division, Hyderabad – 500 001

The Chief Postmaster, Hyderabad GPO – 500 001

The Supdt. Of Post Offices, Medak/ Sangareddy Divisions

HQR/BD/Exams/SBTET/2022 dated at Hyderabad – 01 the 25-10-2023

Sub: Handling of answer script bundles of State Board of Technical Education and Training (SBTET) Diploma Mid Sem-II Examinations, October 2023 to be held from 28-10-2023 to 31-10-2023 through Speed Post under **BNPL A/c No. 10-1141 with Customer Id: 6000002149**– Reg.,

This is regarding handling of answer script bundles of SBTET Diploma Mid Sem-II Examinations, October 2023 to be held from 28-10-2023 to 31-10-2023 in Telangana State by Speed Post.

2. State Board of Technical Education and Training is conducting Diploma Mid Sem-II Examinations in Telangana State. The examinations will be conducted from 28-10-2023 to 31-10-2023 (list of centres enclosed).

3. The Secretary, State Board of Technical Education and Training, Telangana has consented to send the bundles containing Answer Scripts from all the examination centres situated in Telangana State to the address below.

Sri. P. Sankaraiah,
Deputy Secretary,
Post Examination Section,
S.V. Bhavan, Masab Tank,
Hyderabad – 500 028.

4. PROCEDURE OF HANDLING EXAMINATION MATERIAL

(a) The Chief Superintendents of the Examination Centres will be presenting packets containing the answer scripts for booking as Speed Post Articles/Parcels. **List of the towns/Centres where the examinations are being held are sent herewith. The Heads of the Divisions will identify one or more Post Offices in bigger towns and one Post Office each in other places.** The names of the Post offices thus selected for acceptance of speed post articles may please be intimated to the Assistant Director – III, O/o Postmaster General, Hyderabad Headquarters Region, Hyderabad – 500 001 through email ID: examshqr@gmail.com.

(b) The examinations will be conducted in four sessions i.e., from 09.30 AM to 10.30 AM, 11.30 AM to 12.30 PM during Morning session and from 01.30 PM to 02.30PM & 03.30 PM to 04.30 PM during Afternoon session. **Arrangements should be made for acceptance of articles up to 14.30 Hrs. Arrangements should be made for acceptance of articles up to 02-11-2023.** The articles containing the forenoon session will be booked on the same day and the afternoon session articles will be brought for booking on the

forenoon of the next working day. It may be ensured that the identified post offices accept the parcels for booking as Speed Post. Care must be taken to avoid any complaints of non acceptance of the articles. **It may also be ensured that the articles are not detained in the Post Offices overnight under any circumstances.**

- (c) Book Now Pay Later Service (BNPL) is offered to SBTET. Hence these articles should be accepted without prepayment. These articles should be booked in **CSI under BNPL A/c No: 10-1141 with Customer Id: 6000002149 & Contract ID: 40013335. This BNPL account number has to be written on the article with marker pen. The weight of the parcel is to be noted on the article along with the name of the office of booking which is compulsory. The Barcode number is to be written with the marker pen so that the barcode number can be traced even if the barcode sticker affixed on the parcel gets peeled off in transit.**
- (d) **The articles should book in CSI Software and these articles should be dispatched to their respective Speed Post HUB for onward transmission (as being done, in case of other Speed Post articles).**
- (e) The booking Office will prepare a daily statement in duplicate showing the particulars of Speed Post Articles booked on each day as shown in **Annexure II and submit the second copy of the same to the concerned Divisional office.** In no case, the booking Post Office should send the Annexure II directly to this Office. **The Divisional Head should check the receipt of Annexure II from all the Post Offices identified on day-to-day basis. They should get prepared a consolidated bill for the entire period in an excel format (Annexure-II) and send a copy of the same to the Assistant Director (III), O/o Postmaster General Hyderabad Headquarters Region, 4th floor, Dak Sadan, Hyderabad-500 001.** A soft copy of the same may also be sent through email, on email Id: **examshqr@gmail.com** without fail. **Care should be taken at Divisional level to ensure receipt of Annexure-II for all the days of all the Offices as the entire billing process depends on this crucial record only. The ASP (Hqrs) of the respective Divisions should be the nodal officer for monitoring of booking and dispatch of examination articles.**
- (f) **No special arrangements need to be made on Sundays and Postal holidays for booking of examination parcels.**
- (g) The Divisional Heads should take special care for Booking, Dispatch of the articles.
- (h) **Procedure to be followed for delivery at NSH Hyderabad/PPC, Auto Nagar:-**
- i) The SPAs (containing answer scripts) will be received for delivery at Speed Post HUB Hyderabad/PH, Auto Nagar.
 - ii) A delivery slip will be prepared by opening the bags in CSI Software and scanning all the articles.
 - iii) The articles along with the list will be handed over to the PRI (P)s nominated by the SSPOs Hyderabad City Division.
 - iv) The PRI (P)s of Hyderabad City Division will collect articles from SPC HUB Hyderabad/PH Auto Nagar and deliver them to the addressee at Hyderabad-28 under clear acquaintance through special schedule.
 - v) SSPOs Hyderabad City Division will please arrange required manpower for delivery of these Speed Post Articles to the addressee daily.

- vi) After delivery of the articles to the addressee, the delivery information should be uploaded in CSI on day to day basis at SPC, Begumpet/PH Auto Nagar.
 - vii) All the articles should invariably be delivered at the premises of the addressee only.
 - viii) A control room should be opened at NSH, Hyderabad/PH Autonagar to monitor and ensure proper booking, despatch and delivery of examination parcels to the addressee at each leg.
5. Utmost care should be taken at every level to ensure safety of these packets and bags and also for their prompt transmission and delivery. These Speed Post bags should not be kept in deposit or left unguarded anywhere while in transit by post/TMO.
6. All the Divisional Superintendents of Post Offices & RMS should personally monitor the operations at every stage and ensure smooth handling of these Speed Post Articles.
7. For further clarification, please feel free to contact the Assistant Director (II), O/o Postmaster General, Hyderabad Headquarters Region, Hyderabad Over phones No: 040-23463603.
8. Please cause to issue necessary instructions to all the concerned in this regard and ensure guidelines issued time to time on treating as a speed post document/ parcel to be followed.

Sd/-
सहायक निदेशक (III)
Assistant Director (III)
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र
O/o Postmaster General, Headquarters Region,
हैदराबाद Hyderabad – 500 001

Copy to:

1. The Chief Postmaster General, Telangana Circle for information.
2. The Manager (Marketing & NSH), Begumpet, Hyderabad – 16 for information and necessary action.
3. The In charge, BNPL Begumpet, Hyderabad – It is requested to ensure that sufficient target value is available in the BNPL account No. 10-1141 of M/s SBTET, Hyderabad, Telangana and the contract is valid well before the start of examination i.e. 28-10-2023 and report compliance.
4. The Manager, Mail Motor Service, Koti, Hyderabad – 95 for information. He is requested to arrange one MMS schedule for delivery of SPAs from NSH Hyderabad to Hyd-28 as and when requested by SSPOs, Hyd City Division.
5. The Secretary, SBTET, Telangana, S.V. Bhavan, Masabtank, Hyderabad-500 028 for information. No special arrangements will be made for booking of examination parcels at Post Offices on Sundays and closed holidays and it is requested to issue instructions to all the concerned accordingly.

Sd/-
सहायक निदेशक (III)
Assistant Director (III)
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र
O/o Postmaster General, Headquarters Region,
हैदराबाद Hyderabad – 500 001

ANNEXURE – II

**Details of SPAs booked under BNPL A/C No. 10-1141 with
Customer ID: 6000002149 from 28-10-2023 to 31-10-2023.**

Sl. No	SPA No	Date of Booking	Office of Booking	Destination	Wt in Gms.	Tariff in Rs.

Signature of the Post Master

