

भारतीय डाक विभाग
Department of Posts: India

//By Entry//

पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र, हैदराबाद - 500007

O/o the Postmaster General, Headquarters Region, Hyderabad - 500 007

To

The Postmaster General, Hyderabad Region, Hyderabad - 01

The Sr. Supdt. Of Post Offices,

Hyderabad City/Hyderabad South East/Secunderabad Divisions

The Sr. Supdt. Of RMS, Hyderabad Sorting Division, Hyderabad - 500 027

The Chief Postmaster, Hyderabad GPO - 500 001

The Supdt. Of Post Offices, Medak/ Sangareddy Divisions.

The Manager, PH Hyderabad.

HQR/BD/Exams/SBTET/2022 dated at Hyderabad - 07 the 03-07-2024

SUB: Handling of answer script bundles of State Board of Technical Education and Training (SBTET) Exams-I- Typewriting & Shorthand Examinations, July 2024 scheduled on 14-07-2024, 20-07-2024 and 21-07-2024 through Speed Post under **BNPL A/c No. 10-1141 with Customer Id: 6000002149**- Reg.,

This is regarding handling of answer script bundles of Typewriting & Shorthand Examinations, July 2024 to be held on 14-07-2024, 20-07-2024 and 21-07-2024 in Telangana State by Speed Post.

2. State Board of Technical Education is conducting Typewriting & Shorthand Examinations in Telangana State. The examinations will be conducted on 14-07-2024, 20-07-2024 and 21-07-2024 (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 given below.

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

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. **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 The In charge, BNPL Begumpet, Hyderabad through email ID: spcchderabadbnplset@gmail.com with a copy to this Office email ID: examshqr@gmail.com

- (b) The articles will be presented for booking at the selected Post Offices up to 14.30 Hrs. Arrangements should be made for acceptance of articles from 14-07-2024 to 16-07-2024 and 20-07-2024 to 23-07-2024. It may be ensured that the identified post offices accept the parcels for booking as Speed Post. Care may 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 accepted in CSI Software 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 be booked in CSI Software and these articles should be dispatched to their respective L1/L2 parcel HUB for onward transmission (as being done, in case of other Speed Post articles) to destination.
- (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. **The concerned Divisional Offices should submit a consolidated statement of Annexure II to the In Charge, BNPL, Hyderabad on daily basis, in soft copy through email at spcchderabadbnplset@gmail.com.** In charge, BNPL, Hyderabad should ensure that BNPL bill is raised in respect of all articles booked by SBTET as per the BNPL rulings/guidelines on the subject.
- (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 PH, Hyderabad:-**
- i) The SPAs (containing answer scripts) will be received for delivery at PH, Hyderabad.
 - ii) After opening the bags in CSI Software, the articles will be scanned and will be arranged for delivery under bulk bag delivery system and the same should be uploaded in CSI after delivery.
 - 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 PH, Hyderabad 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 Software on day to day basis at PH, Hyderabad.
- vii) All the articles should invariably be delivered at the premises of the addressee only.
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 (III), O/o Postmaster General, Hyderabad Headquarters Region, Hyderabad Over phones No: 7075158691.
8. Please cause to issue necessary instructions to all the concerned in this regard and ensure guidelines issued from time to time on treating as a speed post document/ parcel to be followed.


सहायक निदेशक (III)
Assistant Director (III)
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र
O/o Postmaster General, Headquarters Region,
हैदराबाद Hyderabad - 500 007

Copy to:

1. The Chief Postmaster General, Telangana Circle for information.
2. 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. 13-07-2024 and report compliance. Also to ensure receipt of Annexure II inputs from all the Divisions and BNPL bill is raised on accordingly.
3. The Manager, Mail Motor Service, Koti, Hyderabad - 95 for information. He is requested to arrange one MMS schedule for delivery of SPAs from PH, Hyderabad to Hyd-28 as and when requested by SSPOs, Hyd City Division.
4. 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.


सहायक निदेशक (III)
Assistant Director (III)
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र
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