

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 Chief Postmaster, Hyderabad GPO – 500 001
The Supdt. Of Post Offices, Medak/ Sangareddy Divisions
The Sr. Supdt. Of RMS, Hyderabad Sorting Division, Hyderabad – 500 001
The Manager (NSH & Marketing), Hyderabad – 500 016.

HQR/BD/Exams/SBTET/2022 dated at Hyderabad – 01 the 01.06.2022

Sub: Handling of answer script bundles of State Board of Technical Education and Training (SBTET) Diploma Supplementary Examinations, June 2022 to be held from 06.06.2022 to 20.06.2022 through Speed Post under **BNPL A/c No. 10-1141 with Customer Id: 6000002149**– Reg.,

Ref: This office Lr. No. HQR/BD/Exams/Misc dated 29.03.2022.

This is regarding handling of answer script bundles of SBTET Diploma Supplementary Examinations, June 2022 to be held from 06.06.2022 to 20.06.2022 in Telangana State by Speed Post.

2. State Board of Technical Education and Training is conducting Diploma Supplementary Examinations in Telangana State. The examinations will be conducted from 06.06.2022 to 20.06.2022 (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. **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 Manager (NSH & Marketing), Hyderabad – 500 016 through email ID: **mgrspbohdy@gmail.com, nshhydrd@gmail.com & nsh.hyderabad@indiapost.gov.in**

(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**

up to 22.06.2022. 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 booked in **CSI-PoS under BNPL A/C No: 10-1141 with Customer Id: 6000002149 & contract ID: 40013335. This BNPL account number along with Customer ID/Contract ID has to be written on the article with marker pen. The Volumetric weight of the parcel is to be captured while booking in CSI. 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-PoS and manual booking should not be allowed. 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. Any discrepancy noticed should be brought to the notice of concerned RO/Manager, NSH Hyderabad. Care should be taken at Divisional level to ensure receipt of Annexure-II for all the days of all the Offices for cross verification of articles booked in CSI to the daily report. 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:-**
- i) The SPAs (containing answer scripts) will be received for delivery at NSH Hyderabad.
 - ii) A delivery slip will be prepared by opening the bags in CSI 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 NSH 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 NSH, Hyderabad.
 - 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 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. Manager, NSH Hyderabad is requested to ensure that sufficient target value is maintained for the BNPL account, all booking offices are enabled for BNPL booking and submit the BNPL Bill generated in CSI to M/s SBTET, Telangana State as being done for other BNPL customers. All the operations to be monitored at all levels in this regard for smooth completion.
8. 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.
9. Please cause to issue necessary instructions to all the concerned in this regard.



सहायक निदेशक (II)

Assistant Director (II)

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, Mail Motor Service, Koti, Hyderabad - 1 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.
3. 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 (II)

Assistant Director (II)

पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र

O/o Postmaster General, Headquarters Region,
हैदराबाद Hyderabad - 500 001