

File No.SBTET-POE1/8/2020-POE1
**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD.**

From
Dr.C.Srinath,
M.Tech, Ph.D., M.B.A., LL.M.,
Secretary,
State Board of Technical Education
and Training, S.V. Bhavan,
Masab Tank, Hyderabad-500028

To
The Principal of all Government
Polytechnics across the
Telangana State.

Sir,

Sub: SBTET-Post Examinations-I-Board Diploma Examinations-
Common Instructions to Observers for smooth conduct of
Examinations - Communicated - Reg.

Ref: Note # 85 approval of the CTE & Chairman, SBTET

It is to inform that the SBTET is intended to conduct the Board Diploma Examinations in the Polytechnics across the State of Telangana with utmost care, confidentiality by avoiding untoward incidents during the Examination. Accordingly, the staff members of Government Polytechnics are drafted as Observers to the Examination Centres for smooth conduct of Examinations.

However, it is observed by the undersigned that the significant no. of Principals of the Government Polytechnics are not scrutinizing the Observer Bills at Institution level and forwarding the same without disallowing the excess amounts claimed by the Staff as per the norms.

In this connection, Common Instructions to the Observers are hereby communicated through the concerned Principals.

COMMON INSTRUCTIONS TO THE OBSERVERS

1. Observers, who are deputed to various Institutions where the Diploma Examinations are conducted in the State, are requested to note that they have been entrusted with an important duty of observing the overall conduct of the Diploma Examinations at the allotted Examination Centre as per the SBTET norms. Observers should adhere to the instructions and they should see that no scope is given for any slackness in conduct of Diploma Examinations.
2. Go through the common instructions issued to the Chief Superintendents in connection with the conduct of Examinations to get acquainted with the rules and regulations.
3. Observer must report at the examination centre one day before the commencement of the examination schedule at 10 A.M. and one hour before of every session on all Examination Days as per the issued orders and shall verify seating plan, searing arrangement, working condition of CC Cameras, conduct of meeting with the invigilators and other necessary arrangements are done as per the specified norms.
4. Shall see that CC Cameras should not be turned off during the examinations at any cost
5. Observer shall see that the arrangements are made by the Chief Superintendent for proper frisking at the entrance of the centre premises
6. See that the timings of the Examinations in each session are followed strictly and if any deviations are noticed, they must be brought to the notice of the Secretary, SBTET immediately.

7. Question Paper Decryption (EDEP/QPGD), printing and issue of Question Papers to the Examination Halls should be done in presence of Chief Superintendent/Joint Chief Superintendent and Observer so as to ensure the confidentiality.
8. Any slackness in Invigilation or improper Invigilation by the Assistant Superintendents (Invigilators) should be brought to the notice of the Chief Superintendents for rectification and the same shall be included in Observers report(s).
9. Candidates can be allowed into the Examination Hall from half an hour before the Commencement of Examination in each session.
10. **CANDIDATES CAN BE ALLOWED INTO THE EXAMINATION HALL FROM HALF AN HOUR BEFORE COMMENCEMENT OF THE EXAMINATION IN EACH SESSION.**
11. **NO STUDENT SHALL BE ALLOWED INTO THE EXAMINATION HALL AFTER THE COMMENCEMENT OF THE EXAM.**
12. **THE STUDENT SHALL BE MADE TO SIT IN THE EXAMINATION HALL FOR THE WHOLE DURATION OF THE EXAMINATION AND SHALL NOT BE ALLOWED TO LEAVE THE EXAM HALL TILL THE CLOSING OF THE EXAMINATION TIME UNDER ANY CIRCUMSTANCES**
13. See that No invigilator shall leave the Examination hall unless a reserve occupies his/her place as per the instructions of the Chief Superintendent. A reserve shall only be sent in case of emergency.
14. Letting-off the students outside the hall for Toilets should not be allowed.
15. Among the Chief Superintendent, Joint Chief Superintendent and Observers, at least one should be present in each examination hall at the time of distribution of Question Paper to the students.
16. The Observers should be present at the time of receiving the written answer scripts of the students from the Invigilators by the Chief Superintendent and all the present/absent/Mal-Practice scripts barcodes should be scanned, packed and sealed in observer's presence.
17. The Observer should ensure that the Packing of answer booklets is done as per the instructions issued to Chief Superintendents and the **Observer should satisfy and affix his/her signature on the sealed Carton bundles of every session.**
18. The Invigilators shall be directed to get thorough with all the Instructions and announce the following instructions in the examination hall
 - ✓ Not to carry any Chits / Material / Mobile Phones / any other electronic gadgets into the examination hall.
 - ✓ Students are instructed to sit according to the seating arrangement.
 - ✓ Students shall be instructed to read the instructions mentioned on OMR Booklet and Hall Ticket.
 - ✓ Students may be instructed to check the serial number of each page to ensure that all the pages are printed without any damage. Incase if the total number of pages are not stitched / if page numbers are wrongly printed / if any page is found damaged, the same may be brought to the notice of Invigilator and in-turn to the Chief Superintendent. In such cases, the Chief Superintendent may issue SG to the candidate and mention the same in remarks column on the photo attendance sheet by bringing it to the notice of AS/DS/JS

19. It is to be ensured that all the present, absent, Mal-Practice and Self-Generated OMR's are scanned in OSDES portal without fail as the un-scanned OMR's, if any, are not validated by SBTET.
20. Observer is held responsible for any mismatch in no. of written answer scripts scanned with that of no. of written answer scripts packed in the respective sealed Carton bundle and if any scripts are received at SBTET without scanning its barcode at respective Examination Centre.
21. See that the answer scripts are dispatched by the Chief Superintendent immediately after the end of each session examination. Any delay in the dispatch, should be reported immediately stating the reasons for the delay.
22. The Sealed Carton Bundles containing Written OMR answer booklets of afternoon session examination are to be deposited in the Police Station every day evening under the joint custody of Chief Superintendent, Observer and Station House Officer. Under any circumstances, observer should not leave the examination centre without depositing the sealed Carton bundles in the local police station.
23. Ensure that the examination halls are arranged in the same building/block/floor in which the control room is located so that the question papers can be distributed to the examination halls securely and on time. Accordingly, give the instructions to the chief superintendent of the examination centre.
24. The Observers should send their session wise and spell wise reports confidentially only in the prescribed proformas enclosed for all the days of examination by Registered Post under the named cover addressed to Sri P.Sankaraiah, Deputy Secretary, Post Examination Section, State Board of Technical Education and Training, Telangana, Sanketika Vidhya Bhavan, Hyderabad-500 028 and also shall post the same in the designated whatsapp group, if created by the SBTET without fail in addition to sending the same through email to dspostexams.sbtetts@gmail.com on the same day.
25. See that the Mal-Practice proforma is submitted online by chief superintendent through OSDES Portal only and no manual Mal-Practice proforma is accepted. Ensure that the Mal-Practice booklets are placed in a separate sealed cover and sent together with all the Mal-Practice reports generated online through OSDES Portal.
26. Observers should not be lenient and observe whether everything is going on as per the rules of the SBTET in conduct of the examinations, otherwise, he/she is at liberty to report the same to the Secretary, S.B.T.E.T, without any hesitation as the reports will be kept confidential.
27. If any untoward incidents take place during the examination schedule, the same shall be brought to the notice of JS (COE)-8008908126 / DS-8008908758/ AS-8008908368 of Pre-Exams immediately over phone for necessary action and should preserve/seize the available proofs of incidents for further need in this regard, Otherwise the Observer will be held responsible for what so ever happened during that period.

28. Observers shall be paid Remuneration, T.A & D.A (as per norms applicable) by the Parent Institution only but not by the Examination Centres to where they are drafted.
29. Observers, while submitting T.A/D.A bills to the respective Principal, shall register the actual no. of KM's (Shortest Route) between the head quarters and the examination centre and accordingly, T.A shall be claimed as per norms. However, SBTET will scrutinize T.A bills with the actual no. of KM's between the head quarters and the examination centre and will disallow excess amount claimed, if any.
30. Observers should submit the T.A/D.A Bill for the expenditure incurred with all relevant vouchers and duty certificate from the place where he/she performs the duty as Observers/Special Observer, along with the relieving orders duly counter-signed by the Chief Superintendent of the Examination Centre to the Principals concerned.

INSTRUCTIONS TO THE PRINCIPALS FOR SENDING OBSERVER TA/DA/HA BILLS

Since advances are sanctioned towards T.A, D.A. and remuneration, as the case may be, the Principals concerned shall scrutinize the Bills carefully as per the SBTET norms and following criteria so as to forward the same to SBTET for full and final settlement of the Bill.

- a) The actual no. of KM's between the working station & the Examination centre shall be taken into consideration while calculating the T.A amount. Any excess amount claimed by the staff member may be disallowed at Principal level itself. Note that the Halting Allowance of Rs. 450/- may be allowed if the distance between the Head Quarters and Examination Centre is greater than 30KM with one onward and return journey travelling allowance as per norms.
- b) In respect of districts, Travelling allowance @ Rs. 2.73/- per KM (TS RTC Super Luxury fair is considered as per CTE Orders) for one Onward Journey (Starting Day of the Examination) and one Return Journey (Last Day of the Examination) along with the Halting Allowance @ Rs.450/- per day shall be sanctioned if the no. of KM's between the working station and examination centre is more than 30, whereas, Travelling allowance @ Rs. 2.73/- per KM for Onward & Return Journey's on all days of examination duty without any Halting Allowance shall be sanctioned if the no. of KM's between the working station and examination centre is 30 & below.
- c) In respect of Twin Cities (GPT's having 30% HRA), Travelling allowance @ Rs. 2.73/- per KM (TS RTC Super Luxury fair is considered as per CTE Orders) for one Onward Journey (Starting Day of the Examination) and one Return Journey (Last Day of the Examination) along with the Halting Allowance @ Rs.450/- per day shall be sanctioned if the no. of KM's between the working station and examination centre is more than 30, whereas, Travelling allowance @ Rs. 160/- per day on all days of examination duty without any Halting Allowance shall be sanctioned if the no. of KM's between the working station and examination centre is 30 & below.
- d) Daily allowance shall be allowed based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS) i.e for Lecturer Cadre Rs.300/- only and for Head of the Department Rs.450/- only.

- e) Remuneration shall be paid to the Observers by the Parent Institution @ Rs.160/- per session.
- f) Remuneration shall not be paid if the strength of the respective session is Zero.
- g) Principal shall certify the amounts claimed by the Observers with **"PASS ORDER"** on each TA/DA Bill, Receipts/Vouchers as submitted by the Observers without which such bills will not be processed.
- h) Principals shall attest the TA/DA form duly verifying the entries without fail and Principal shall also be held responsible along with the incumbent if any erroneous claim is certified by the Principals.

Hence, all the Principals of Government Polytechnics in the Telangana State are requested to communicate the above instructions to the staff members whoever drafted for observer duties in connection the Board Diploma Examinations to follow the same scrupulously for smooth conduct of Board Diploma examinations.

I request you to acknowledge the receipt of this letter along with its enclosures, if any.

(This has the approval of the CTE & Chairman, SBTET)

Yours' faithfully,

Signed by Dr. C. Srinath

Date: 24-05-2022 18:51:02

Reason Approved