



No. 158 Date. 29/4/19

To

Principals of all Polytechnics (Except Polytechnics of Cuttack and Khurda District baring GTS, Narsinghpur)

Sub: Instructions for Packing the sealed Answer Book Packets for submission at Nodal Centres after Exams is over to be booked under Speed Post.

Sir/Madam

With reference to the above subject, I am to inform you that, to expedite the evaluation process, decision has been made at the council to collect the sealed Answer Book Packets deposited at the Exams Nodal Centres of Each District (Except Cuttack and Khurda District baring GTS Narsinghpur) through Speed Post service of Postal Department under BNPL scheme. Each day the deposited Answer Book Packets at the Nodal Centres shall be collected by Post Offices. As the sealed Answer Book Packets shall be transported through Postal Department services, special care is to be taken at each Examination Centre while packing to avoid damage to the answer book packets during Transit. The following guidelines are to be followed by each Examination Centre for packing and deposit at the Nodal Centre.

1. All written Answer Books are to be packed in Brown paper and sealed as per the packing Instruction (to be issued separately).
2. Group of sealed answer book packets as in (1) above are to be wrapped in cloth, stitched and sealed in wax with signature of Centre Superintendent, so that One such resulting cloth packed Packet shall not weigh more than 30 kg under any circumstance, failing which it can not be transported through speed post and the institution shall have to report at nodal center and repack once again.
3. Each Examination Centre Polytechnic shall Put a list of Brown paper packets available inside the Cloth packed packet with signature and seal of the Centre Superintendent in the Cloth packet for matching the packets at the time of opening the cloth packed packet at the Council.



4. In case number of sealed cloth packet is more than one , those are to be numbered as sl.no/total number. For Example if number of cloth packed packets are 3, then the packets are to be numbered as 1/3, 2/3, 3/3. In each clothe packed packet on the Top Left Corner, Semester , Date of Exams and Sitting must be mentioned.
5. Sender's Name i.e Examination Centre Polytechnic Name and address is to be mentioned under heading "From" and addressed to SCTE&VT, Odisha, Bhubaneswar, PO: Nayapalli, Bhubaneswar-12".
6. All the sealed cloth packed packets are to be deposited at the Nodal Centre of the district under acknowledgement within 2 and half hours of completion of Examination. For 2nd sitting examination, it is to be deposited along with the answer book packets of the next day. If the next day is holiday/Sunday then it is to be deposited at the Nodal centre on the day of Examination even in late hours.
7. All Govt. Polytechnics except GP, BBSR is declared as Nodal Centres. UGIE, Rourkela shall be Nodal centre for Sundargarh district except SES, Kirei, who will deposit at JES, Jharsuguda Nodal Centre. UCPES Berhampur is declared as Nodal Centre for Ganjam District.
8. Institutions coming under Cuttack and Khurda Districts (except BOSE, Cuttack and GTS, Narasinghpur) are to deposit the sealed Answer Book packets as before at the council office.

Hence, you are requested to follow the above guidelines strictly without any deviation and complete the deposit of sealed Answer Book packets as mentioned for smooth completion of Summer Exams. 2019.

Yours faithfully

Controller of Examinations