



No. 773 Date. 13/04/2021

To

The Principals of all PDIS Institutions

Sub: Instructions for Packing the sealed Answer Book Packets for submission at Nodal Centres after 1<sup>st</sup> sem Winter 2020 Exams is over to be booked under Speed Post.

Sir/Madam

With reference to the above subject, I am to inform you that, you are required to deposit the sealed Answer Book of each day at the Nodal Centres which shall be collected by Postal Department. 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.

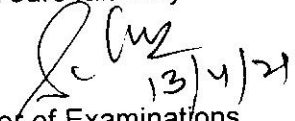
1. All written Answer Books are to be packed in Brown paper and sealed as per the packing Instruction.
2. Sealed answer book packet as in (1) above are to be wrapped in cloth, stitched and sealed in wax with signature of Centre Superintendent, so that One such resulting cloth packed Packet shall not weigh more than 10 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 copy of Dispatch slip 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. Sender's Name i.e Examination Centre Polytechnic Name and address is to be mentioned under heading "From" and addressed to "Controller of Exams, SCTE&VT, Odisha, Bhubaneswar, PO: Nayapalli, Bhubaneswar-12". On the top of the packet it should be prominently mentioned as "BNPL NO. 6000012671". Additionally the date of Exams must be mentioned at the Top left corner of the Packet.



5. All the sealed cloth packed packets are to be deposited at the Nodal Centre of the district under acknowledgement within 1 and half hours of completion of Examination.
6. Following are the allotment of Nodal centres for individual districts where sealed AB packets shall be collected.
- |                        |               |
|------------------------|---------------|
| a. Sundargarh District | UGIE Rourkela |
| b. Angul District      | GP, Angul     |
| c. Koraput District    | GP, Koraput   |
| d. Jajpur District     | GP, Jajpur    |

Hence, you are requested to follow the above guidelines strictly without any deviation and complete the deposit of sealed Answer Book packets as mentioned above for smooth completion of Winter Exams. 2020.

Yours faithfully

  
13/4/21  
Controller of Examinations