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भारतीय डाक विभाग
Department of Posts: India
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र, हैदराबाद - 500007
O/o the Postmaster General, Headquarters Region, Hyderabad - 500 007

To,

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.

HQR/BD/Exams/SBTET/2024 dated at Hyderabad - 07 the 07-07-2025

SUB: Handling of answer script bundles of State Board of Technical Education and Training (SBTET), Type writing and Shorthand Examination - July 2025 scheduled on 12-07-2025, 13-07-2025 and 19-07-2025 through Speed Post under **BNPL A/c No. 10-1141 with Customer Id: 6000002149**- Reg.,

This is regarding handling of answer script bundles of State Board of Technical Education and Training (SBTET) Type writing and Shorthand Examination - July 2025 scheduled on 12-07-2025, 13-07-2025 and 19-07-2025 (03 working days) in Telangana State by Speed Post. The examinations will be conducted from 08:30AM to 5:00 PM (list of centres is are forwarded through email dated 07-07-2025).

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. A. K. Srikanth,
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 is 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 In charge, BNPL Begumpet, Hyderabad through email ID: **spcchyderabadbnplset@gmail.com** with a copy to this Office email ID: **examshqr@gmail.com**

(b) The articles in sealed cloth bundles 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 22-07-2025.**

C.NO. 3212870
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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) BOOKING PROCEDURE:

- i) Book Now Pay Later Service (BNPL) is offered to SBTET.
- ii) Hence, these articles should be accepted without prepayment.
- iii) These articles should be booked in **CSI under BNPL A/C No: 10-1141 with Customer Id: 6000002149 & contract ID: 40013335.**
- iv) Merchandize option should be selected while booking so as to ensure handling of all articles of M/s SBTET as Parcels and handling at PHs.
- v) The following details should be noted on the SBTET parcels booked with a marker pen invariably.
 1. BNPL Customer ID: 6000002149
 2. Office of booking:
 3. Weight (in grams)
 4. Barcode (Article) Number – for the purpose of identification in case the barcode sticker is peeled off in transit.

(d) DISPATCH PROCEDURE:

The articles should be dispatched to the mapped 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 of M/s SBTET 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, Parcel Hub Hyderabad, on daily basis, in soft copy through email at pbcautonagar@gmail.com.

(f) No special arrangements need to be made on Sundays and Postal holidays for booking of SBTET examination parcels.

(g) 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 in coordination with Incharge, Parcel Hub, Hyderabad.

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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. SSRM Hyderabad Sorting Division 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. 22-07-2025 and report compliance

6. 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.

7. 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.

8. For further clarification, please feel free to contact the Assistant Director (II), O/o Postmaster General, Hyderabad Headquarters Region, Hyderabad Over phone No: 7075158691.

9. Please cause to issue necessary instructions to all the concerned in this regard and ensure guidelines issued from time to time are followed.


सहायक निदेशक (II)
Assistant Director (II)
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 Postmaster General, Hyderabad Region, Hyderabad - 01 for information. It is requested to issue instructions to all Divisional Heads concerned accordingly.
3. The In charge, BNPL Begumpet, Hyderabad - for information and necessary action.
4. The In charge, Parcel Hub, Hyderabad - It is requested to ensure receipt of **Annexure II** from all the Divisions and monitoring mechanism is put in place to ensure all the SBTET parcels booked are received and delivered to M/s SBTET.
5. 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.
6. 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 - 500 007

ANNEXURE - II

Details of SPAs booked under BNPL A/C No. 10-1141 with
Customer ID: 6000002149 from 12-07-2025 to 22-07-2025.

Sl. No	SPA No	Date of Booking	Office of Booking	Destination	Wt in Gms.	Tariff in Rs.

Signature of the Post Master

DATE
STAMP