

File No.SBTET-POE1/29/2020-POE1-Part(1)
**STATE BOARD OF TECHNICAL EDUCATION AND TRAINING
TELANGANA :: HYDERABAD.**

From,
Er. A. Pullaiah,
M.I.E., M.I.S.T.E., F.I.E.,
Secretary, State Board of Technical
Education and Training, S.V.Bhavan,
Masabtank, Hyderabad-500028

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

Sub: SBTET-Post Examinations-I-Board Diploma Mid Semester/End Semester Examinations-Common Instructions to Observers for smooth conduct of Examinations-Communicated-Regarding:-

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It is to inform that the SBTET is intended to conduct the Board Diploma Mid Semester/End Semester 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.

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

COMMON INSTRUCTIONS TO THE OBSERVERS

- 1)** The Observers, who are deputed to various Examination Centres, are requested to note that they are entrusted with an important duty of observing the overall conduct of the Examinations at the allotted Examination Centre as per the SBTET norms.
- 2)** Observers should adhere to the instructions and they should see that no scope is given for any slackness in conduct of Examinations.
- 3)** 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.
- 4)** Reach the Examination Centres well before the reporting day & time as per the orders issued by the Secretary, SBTET and see that the seating and other necessary arrangements are done as per the specified norms.
- 5)** Reach the Examination Centres one hour before the commencement of Examination on every Examination Day.
- 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 & thereon to the Secretary, SBTET and the same shall be included in Observers report(s).
- 9)** Letting-off the students outside the hall for Toilets should not be allowed.

- 10) 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.
- 11) The Observers should be present at the time of receiving the written answer scripts of the students from the Invigilators by the Chief Superintendent, be cautious while counting the presentees answer booklets and ensure that the count is matched with the candidates present as per the photo attendance sheet. Mention, the number of corrections on photo attendance sheet, if any, otherwise mention the number of corrections as NIL and sign on photo attendance sheet.
- 12) All the present/absent/Mal-Practice scripts barcodes should be scanned, packed and sealed in observer's presence. **Observer should satisfy and affix his/her signature on the sealed covers.**
- 13) 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.
- 14) 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 cloth bundle and if any scripts are received at SBTET without scanning its barcode at respective Examination Centre.
- 15) 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.
- 16) The Sealed Cloth 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 cloth bundles in the local police station.
- 17) 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.
- 18) 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 A.K.Srikanth, Deputy Secretary, Post Examination Section**, State Board of Technical Education and Training, Telangana, Sanketika Vidhya Bhavan, Hyderabad-500 028 without fail and also send the same through email to dysecy1-sbtet@telangana.gov.in.
- 19) 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.
- 20) 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, SBTET, without any hesitation as the reports will be kept confidential.

- 21)** The Observers shall report any type of major irregularity in conduct of examinations on the same day either by phone or email to dysecy1-sbtet@telangana.gov.in or by post depending upon the situation and severity. Otherwise the Observer/Special Observer will be held responsible for what so ever happened during that period.
- 22)** 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.
- 23)** Observers, while submitting T.A/D.A bills to the respective Principal, shall register the actual no. of KM's (Shortest Route found in Google Map) 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.
- 24)** 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.
- 25)** 100% eligible amount is paid to the Observers towards TA, DA, Halting Allowance & Remuneration as per the following norms.
 - a)** The actual no. of KM's (Shortest Route found in Google Map) between the Head Quarters & the Examination centre is taken into consideration while calculating the T.A amount.
 - b)** Daily allowance is paid based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS) and no DA is paid if the no. of KM's between the Head Quarters and the Examination Centre is ≤ 8 KM's as no journey is reckoned as a journey that does not reach a point outside a radius of more than 8KM's as per Government Orders.
 - c)** Remuneration of Rs.160/- is paid per session having a minimum duration of 2hrs and a maximum of 3 hrs, whereas, remuneration is not paid if the strength of the respective session is Zero.

S.No.	Grade	Scales attached to the Post	Defined Post
1	I	Rs.67,700 - 2,09,200 + Academic Level-11 and above (2016)	Senior Lecturer & above
2	II	Employees not covered under Grade-I	Lecturer

S.No.	Particulars of Allowance	Amount
1	Daily Allowance (No DA is allowed if rates of fuel mileage is claimed)	
	a) For ≤ 8 KM's	Nil
	b) For > 8 KM's	
	i) For Senior Lecturer & HOD (Grade-I Officer)	Rs.600/- per day

	ii) For Lecturer (Grade-II Officer)	Rs.400/- per day
2	Travelling Allowance	
	a) For ≤ 8 KM's	Nil
	b) For > 8 KM's & ≤ 30 KM's	
	i) Rural	Senior Lecturer & HOD(Grade-I Officer) Rs.2.73 per KM for to and fro and for all days of duty period Lecturer (Grade-II Officer) Rs.1.36 per KM for to and fro and for all days of duty period
	ii) Urban & Twin Cities	Rs.3 per KM for to and fro and for all days of duty period subject to a maximum of Rs.120/- per day
	c) For > 30 KM's	
	i) Rural	Senior Lecturer & HOD(Grade-I Officer) Rs.2.73 per KM for to and fro for one onward & one return journey Lecturer (Grade-II Officer) Rs.1.36 per KM for to and fro for one onward & one return journey
	ii) Urban & Twin Cities	Rs.3 per KM for to and fro and for one onward & one return journey subject to a maximum of Rs.120/- per day for two days
3	Rates of Fuel Mileage	
	a) For Senior Lecturer & HOD (Grade-I Officer)	
	i) For Four Wheeler Petrol Vehicle	Rs.16 per KM (Maximum of 300 KM's per day)
	ii) For Four Wheeler Diesel Vehicle	Rs.14 per KM (Maximum of 300 KM's per day)
	b) For Lecturer (Grade-II Officer)	
	Two Wheeler Petrol Vehicle	Rs.6 per KM
4	Halting Allowance	
	For ≤ 30 KM's	Nil
	For > 30 KM's	Rs.450 per day

- d)** Principal shall obtain the TA/DA Bill, Receipts/Vouchers from the Observers drafted from their Polytechnic and preserve the same at Institution and submit the Utilization Certificate in the prescribed format communicated by the SBTET.

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.

All the Principals shall acknowledge the receipt of this letter along with its enclosures, if any.

Signed by Akuti Pullaiah

Date: 30-12-2024 10:44:56

Reason: Approved

SECRETARY