

File No.SBTET-EE-1/E-14/3/2021-POE1
**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 Squad Teams 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 constituted as Surprise Squad Teams with two staff members in each team viz Team Leader and Team Member to the Examination Centres for smooth conduct of Examinations.

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

COMMON INSTRUCTIONS TO THE SQUAD TEAMS

- 1)** The Board has constituted a Surprise Check Squad Teams to overview and supervise the conduct of examination in 10 routes containing Examination centers so as to ensure proper conduct of examination and to eliminate possibilities of use of unfair means by the candidates.
- 2)** The Squad Team should acquaint themselves with the centres allotted to them.
- 3)** Squad Teams shall plan visiting of Examination Centres contained in the allotted route such that more No. of Examination Centres of route shall be covered in a day subject to a Maximum of 300 KM's per day (Need to explain orally how to cover maximum no. of Exam centres summing upto 300KM's).
- 4)** Squad Teams shall inspect all the examination halls and verify the seating arrangement. If the seating arrangement is improper he/she shall inform the Chief Superintendent and get it amended.
- 5)** Shall see that CC Cameras should not be turned off during the examinations at any cost.
- 6)** Observe that internal vigilance group is active. Similarly, visit the examination hall frequently and exercise check for proper conduct of examination and discouraging malpractice.
- 7)** Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Chief Superintendent. The Chief Superintendent shall take action in such cases as per prescribed procedure. In case, if the action taken by the Chief Superintendent is not proper or sufficient, or the Chief Superintendent is non-cooperative, the matter shall be communicated to the Controller of Examinations, SBTET on phone

and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.

- 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 squad report(s).
- 9)** 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 squad team will be held responsible for what so ever happened during that period.
- 10)** The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination centre.
- 11)** Squad Teams shall post session wise report in whatsapp group created by the SBTET and thereon submit all the session reports to the Secretary, SBTET after end of the Spell along with the TA/DA Bills.
- 12)** 100% eligible amount is calculated out of which 80% of eligible amount is paid to the Squad Teams towards TA, DA & Remuneration as per the following norms
- 13)** No halting allowance is sanctioned for Squad Teams
- 14)** Daily allowance is paid based on the Grade assigned to the Posts but not by Automatic Advancement Scheme (AAS) or Career Advancement Scheme (CAS).
- 15)** Travelling allowance or Vehicle charges are paid to Team Leader by default, however, if the vehicle arrangement is done by the Team Member, then the Team Leader needs to make internal adjustment in disbursing the amount.
- 16)** Travelling allowance is paid for diesel vehicle by default, however, if the Team Leader claims petrol vehicle with necessary proofs, then difference of rates of mileage is paid to the Team Leader.
- 17)** 80% Advance or balance 20% amounts are paid directly to Team Leaders and Team Members and no business is left with the Team Leader to disburse the amount to his/her Team Member except in the case mentioned at Point No.(16).
- 18)** Remuneration of Rs.200/- is paid per session having a minimum duration of 2hrs and a maximum of 3 hrs

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)	
	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 (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

19) The Squad Team Leader along with the Team Member shall submit the Squad Report along with the Original Bills, Vouchers & Receipts as per the SBTET norms to the Secretary, SBTET duly claiming balance 20% eligible amount for full and final settlement of the Bill.

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 squad 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 11:54:01

SECRETARY