

भारतीय डाक विभाग
Department of Posts: India
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र, हैदराबाद - 500001
O/o the Postmaster General, Headquarters Region, Hyderabad - 500 001

To

The Postmaster General, Hyderabad Region

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/2021 dated at Hyderabad - 01 the 19.01.2021

SUB: Handling of answer script bundles of State Board of Technical Education and Training (SBTET) Typewriting & Shorthand Examinations to be held on 30.01.2021, 31.01.2021, 06.02.2021 & 07.02.2021 through Speed Post under **BNPL A/c No. 10-1141 with Customer Id: 6000002149**- Reg.,

This is regarding handling of answer script bundles of Typewriting & Shorthand examinations to be conducted by SBTET, Telangana on 30.01.2021, 31.01.2021, 06.02.2021 & 07.02.2021 in Telangana State by Speed Post.

2. State Board of Technical Education is conducting Typewriting & Shorthand examinations in Telangana State. The examinations will be conducted on 30.01.2021, 31.01.2021, 06.02.2021 & 07.02.2021 (list of centres enclosed).

3. The Secretary, State Board of Technical Education and Training Telangana, Hyderabad has consented to send the bundles containing Answer Scripts from all the examination centres situated in Telangana State to the following address given below.

Sri. P. Sankaraiah,
Deputy Secretary,
Post Examination Section,
S.V. Bhavan, Masab Tank,
Hyderabad - 500 028.

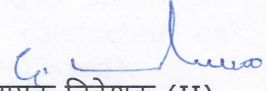
4. **PROCEDURE OF HANDLING EXAMINATION MATERIAL**

- (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 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 Assistant Director - II, O/o PMG, Hyderabad Head Quarters Region, Hyderabad - 500 001 through email ID: **examshqr@gmail.com**.
- (b) The articles 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 09.02.2021. 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.**

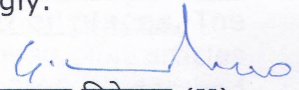
- (c) Book Now Pay Later Service (BNPL) is offered to SBTET. Hence these articles should be accepted without prepayment. These articles should be accepted in **CSI Software under BNPL A/C No: 10-1141 with Customer Id: 6000002149 & contract ID: 40013335. This BNPL account number has to be written on the article with marker pen. The weight of the parcel is to be noted on the article along with the name of the office of booking which is compulsory. The Barcode number is to be written with the marker pen so that the barcode number can be traced even if the barcode sticker affixed on the parcel gets peeled off in transit.**
- (d) **The articles should book in CSI Software and these articles should be dispatched to their respective Speed Post HUB for onward transmission (as being done, in case of other Speed Post articles).**
- (e) The booking Office will prepare a daily statement in duplicate showing the particulars of Speed Post Articles booked on each day as shown in **Annexure II** and submit the second copy of the same to the concerned Divisional office. In no case, the booking Post Office should send the Annexure II directly to this Office. **The Divisional Head should check the receipt of Annexure II from all the Post Offices identified on day-to-day basis. They should get prepared a consolidated bill for the entire period in an excel format (Annexure-II) and send a copy of the same to the Assistant Director (II), O/o Postmaster general Hyderabad Headquarters Region, 4th floor, Dak Sadan , Hyderabad-500 001.** A soft copy of the same may also be sent through email on email Id: **examshqr@gmail.com** without fail. **Care should be taken at Divisional level to ensure receipt of Annexure-II for all the days of all the Offices as the entire billing process depends on this crucial record only.**
- (f) **No special arrangements need to be made on Sundays and Postal holidays for booking of examination parcels.**
- (g) The Divisional Heads should take special care for Booking, Dispatch of the articles.
- (h) **Procedure to be followed for delivery at SPC HUB Hyderabad:-**
 - i) The SPAs (containing answer scripts) will be received for delivery at Speed Post HUB Hyderabad.
 - ii) A delivery slip will be prepared by opening the bags in CSI Software and scanning all the articles
 - iii) The articles along with the list will be handed over to the PRI (P) nominated by the SSPOs Hyderabad City Division.

- iv) The PRI (P) of Hyderabad City Division will collect articles from SPC HUB 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.
 - vi) After delivery of the articles to the addressee, the delivery information should be uploaded in CSI Software on day to day basis at SPC, Begumpet.
 - (i) All the articles should invariably be delivered at the premises of the addressee only.
5. 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.
6. 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.
7. For further clarification, please feel free to contact the Assistant Director (II), O/o Postmaster General, Hyderabad Headquarters Region, Hyderabad Over phones No: 040-23463603.
8. Please cause to issue necessary instructions to all the concerned in this regard.


सहायक निदेशक (II)
Assistant Director (II)
पोस्टमास्टर जनरल कार्यालय, मुख्यालय क्षेत्र
O/o Postmaster General, Headquarters Region,
हैदराबाद Hyderabad - 500 001

Copy to:

1. The Chief Postmaster General, Telangana Circle for information.
2. The Manager (Speed Post), N.S.H & Marketing, Begumpet, Hyderabad - 16 for information and necessary action.
3. The Manager, Mail Motor Service, Koti, Hyderabad - 95 for information. He is requested to arrange one MMS schedule for delivery of SPAs from NSH Hyderabad to Hyd-28 as and when requested by SSPOs, Hyd City Division.
4. 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 - 500 001

ANNEXURE – II

**Details of SPAs booked under BNPL A/C No. 10-1141 with
Customer ID: 6000002149 on 30.01.2021, 31.01.2021,
06.02.2021 & 07.02.2021**

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

Signature of the Post Master

**DATE
STAMP**