

भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम- 695 033

Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram - 695 033

E-mail: admailscokeralapost@gmail.com

☎ 0471 - 2304133 / 2560753

बीजांकित / Invoiced

सेवा (से) / To

1. The Postmaster General, Central Region, Kochi - 682 020.
2. The Postmaster General, Northern Region, Kozhikode - 673 011.
3. The SSPOs, Trivandrum (North)/ Kollam/ Kottayam/ Ernakulam/ Aluva/ Palakkad/ Thrissur/ Calicut Divisions.
4. The SPOs, Trivandrum (South)/ Tiruvalla/ Pathanamthitta/ Alappuzha/ Idukki/ Manjeri/ Changanassery/ Irinjalakuda/ Lakshadweep/ Mavelikkara/ Kannur/ Kasaragod/ Tirur/ Ottapalam/ Thalassery/ Vadamara Divisions.
5. The SSRM/SRM 'TV' / 'EK' / 'CT' Division.

No: MAIL/24-1/2019

dated at Trivandrum-33

the

15.02.2019

विषय / Sub : SSLC Examination March 2019- Delivery of parcels addressed to Camp Officers and Delivery of Mark sheet addressed to Secretary, Pareeksha Bhavan - reg.

This is regarding the delivery of parcels addressed to camp officers and delivery of mark sheet addressed to Secretary, Pareeksha Bhavan in connection with the SSLC Examination 2019. The competent authority of the State Government has intimated that SSLC Examination March 2019 will be conducted from 13.03.2019 to 28.03.2019. The Centralized Valuation of answer scripts of SSLC Examination will be conducted in 54 camps at different places in Kerala from 5th April 2019.

Answer scripts to the concerned Centralized Valuation Camps (CVCs) will be dispatched by the examination centres on completion of the examination of the paper from 13.03.2019. The competent authority has permitted to extend the working hours of the following post offices which are located in the centres where mail offices are available, up to 1900 hrs to facilitate the booking for the period from 13.03.2019 to 28.03.2019, and to dispatch the parcels to the linked mail offices on the same day itself, either through the existing MMS or by arranging special conveyance, if necessary:-

- | | | |
|----------------------|--------------------|-------------------|
| 1. Kasaragod HO | 2. Thalassery HO | 3. Kannur HO |
| 4. Calicut HO | 5. Vadamara HO | 6. Tirur HO |
| 7. Ottapalam HO | 8. Palakkad HO | 9. Thrissur HO |
| 10. Irinjalakuda HO | 11. Aluva HO | 12. Ernakulam HO |
| 13. Thodupuzha HO | 14. Alappuzha HO | 15. Kottayam HO |
| 16. Changanassery HO | 17. Tiruvalla HO | 18. Kayamkulam HO |
| 19. Kollam HO | 20. Trivandrum GPO | |

The booking post offices will close direct parcel bags to the destination post offices serving the centralized valuation centres if there is more than one parcel for the same destination as a special case instead of routing to Parcel Hubs. The parcel bags so closed are to be sent to the linked mail offices for further disposal to the destination post offices. The competent authority has ordered to ensure the mandatory scans for parcel booking, bag dispatch at the originating post office / mail office, bag receipt, opening and parcel delivery at the destination POs:-

Under no circumstances should these parcels be kept overnight in post offices.

Directions may kindly be issued to post offices which are functioning within the normal working hours to book such parcels up to 15 minutes before the scheduled dispatch time of that post office so that all parcels booked should be included in the same day's dispatch without any hold up. All Divisional Superintendents please ensure that the parcels brought for booking before 15 minutes of dispatch time should not be refused. RMS Divisional Heads may monitor the dispatch of parcels containing answer scripts to its destination without any hold up at any point.

Most of the Centralized Valuation Camps (CVCs) for HSE and SSLC Examinations have been added to ParcelNet as L2 parcel hubs by CEPT Mysore in 2014. In this connection I am directed to request you to issue the following instructions for strict compliance in respect of name of CVCs appear in parcel as L2 parcel hub:-

- a) All booking post offices will book the exam parcels through the system (CSI) affixing barcodes and close direct parcel bags to the centralized valuation camps with the PIN Code of the post office serving the centralized valuation camp irrespective of the number of parcels booked.
- b) The exam parcel bags so closed will be dispatched through the linked mail office on the same day itself and these examination parcel bags have to be handled manually by the intermediary mail offices.
- c) The exam parcel bags received at the destination mail office will be heaped centralized valuation camp wise.
- d) The exam parcel bags with the centralized valuation camp wise list will be handed over to the official deputed by the postal divisional head.
- e) All exam parcels bags will be taken directly to the valuation camp by those deputed officials in specially arranged vehicle and bags are to be opened at the CVCs.
- f) The bag labels and parcel list prepared by the office of booking/closing will be stapled together after checking the exam parcels in the bag with the list.
- g) Exam Parcels will be delivered to the addressee at the CVC after ensuring its total number counted from all parcel lists. Acquittance will be obtained with seal on the parcel lists.
- h) Data entry regarding bag receipt, bag opening, generation of delivery slip, updation of delivery data of parcel will be carried out at the delivery post office serving the CVC with reference to parcels list/bag labels. Subsequently a copy of the delivery slip so generated will be produced to the In-charge of the CVC and get their signature on the date of the delivery itself.

All Divisional Heads may put up a monitoring mechanism and to set up a control room in their Divisional office and forward the details of the in-charge of the control room, contact number including mobile number to this office within a week. Any misconnection / non-disposal of bags should be immediately reported to the control room of the Circle Office.

Home delivery charge of Rs. 5/- is to be collected in all cases where the weight of the parcel charge is more than 5 Kgs at the time of booking.

Extra care should be taken at all levels in handling these parcels to avoid delay or damage. In this connection the following instructions are reiterated:-

- i) No exam parcels should remain unattended at any stage.
- ii) Only covered vehicles should be used to convey the parcels to and from post offices/RMS and to Centralized Valuation Camps.
- iii) The safety of the exam parcel bags conveyed through private MMS/exclusive MMS should be ensured.
- iv) Designated officers/officials should monitor the movement of these parcels at all times.

The Divisional Heads should personally take utmost care and security in handling the exam parcels and ensure following the above instructions in letter and spirit. They will be held personally responsible for any lapse and if any shortcomings are noticed in future in the handling and secure transmission of these exam papers.

The parcel bags should have the marking "SSLC" for easy identification. Intervening post offices / Mail Offices will prepare direct MLs to the Post Offices serving Centralized Valuation Camps in case the number of parcel bags is 10 or more. Divisional Heads will issue necessary mail arrangements in this regard and endorse a copy to this office.

Adequate number of canvas bags has to be stocked in all mail offices and Post Offices well in advance before commencement of the examination.

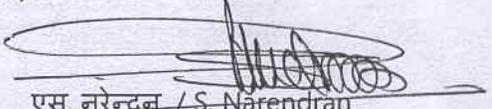
SPOs Trivandrum South Division will monitor arrangements for the delivery of parcels addressed to the Commissioner for Govt. Examinations, Pareeksha Bhavan, from Poojappura Junction Post Office.

A control room will be functioning at Circle Office, Trivandrum under the control of AD (Mails) and SAS, Circle Office from 13.03.2019 to 28.03.2019. Their contact numbers are: S. Narendran, AD (Mails) -0471-2204133 (Office), 9446510432 (Mob) and G.Jayasree, SAS - 0471-2306818 (Office) and 9446050050 (Mob). For getting any assistance / guidance, if required, kindly contact them.

Each Divisional Head including RMS Superintendent will give a status report to the control room at 09.30 hrs in the morning and 17.00 hrs in the evening from 13.03.2019, regarding booking and dispatch of parcels by e-mail to admailscokeralapost@gmail.com.

Any unusual happening should be reported immediately.

Encl: Exam Time Table and list of Centralized Valuation Camps (e-Mailed)

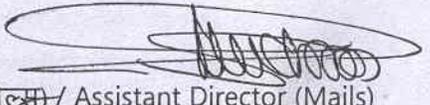

एस. नरेन्द्रन / S. Narendran

सहायक निदेशक (मेल्लस) / Assistant Director (Mails)

Copy to,

The Secretary,
Office of the Commissioner
for Govt. Examinations,
Pareeksha Bhavan,
Poojappura – 695 012,

- W.r.t your office letter No. Ex.A1/31000/2018/CGE dated 14.02.2019. It is requested to instruct the schools which cannot produce their parcels containing answer scripts for booking at the Post Offices, -in time, to keep the parcels overnight under their custody and produce for booking on the next day before time.


सहायक निदेशक (मेल्लस) / Assistant Director (Mails)