

From

The Secretary,  
Haryana State Board of Tech. Education,  
Bays 7-12, Sec. 4,  
Panchkula

To

1. The Principals of all the Nodal Centers (Exam)
2. The Principals of all the Networking institutes
3. The Principals of all the Examination Centers
4. Flying Squads

Memo No. 1188

/Exam/HSBTE

Dated: 27.04.2016

**Subject:** Instructions regarding collection & distribution of Secrecy material for  
May, 2016 HSBTE Exams

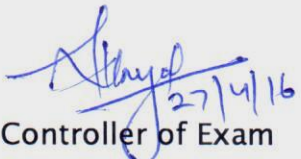
1. Secrecy material will be issued to all the Nodal Centers for their own Polytechnic as well as their Networking Polytechnics from HSBTE, Panchkula on 05.05.2016 & 06.05.2016 *along with attested copy of list of subject-wise question paper packets of all its Networking institutes.*
  - a. Nodal Centers shall depute some responsible Sr. Officers with authority letter in writing, preferably, O/I Exam along with exam clerk and minimum three peons, to collect the secrecy material, stamp & seal for the Nodal Polytechnic & the Networking Polytechnics from office of HSBTE on the date mentioned above. The Officers deputed must come with **vehicle of large capacity (Tempo Traveler/ Bus)** which can accommodate the secrecy material of the exam.
  - b. The sealed packets of Question Papers should be serially arranged as per notified Date-sheet and must be kept in the strong room under lock and seal under the strict supervision of the Principal of the Nodal Center. The strong room must be sealed by Principal & O/I Exam.
  - c. Nodal Centers shall hand over the secrecy material to the Networking Institutions along with *attested copy of list of subject wise question paper packets* for verification of availability of question papers as per their requirement.
2. Networking Institutions shall arrange the sealed packets of question papers serially as per datesheet - *datewise, shiftwise & branchwise* - and must

keep in the strong room under lock and seal under the strict supervision of the Principal. The strong room must be sealed by Principal & O/I Exam.

3. After verification of availability of question papers as per their requirement, **Networking Institutions must hand over all the sealed question paper packets (without retaining any, even if in surplus) to the Examination Supdt along with attested copy of list of question paper packets.**
4. Examination Centre Supdt shall cross-check / verify quantity of question paper sealed packets received from the Networking Institutes with the above attested list. **Flying Squads shall also ensure the compliance of same.**

However, after the conduct of subject exam, surplus question papers be distributed among Networking Institutions for Library purposes.

5. The Principal(s) of Networking Institutions should extend their full co-operation in deputing staff, providing vehicle & any other services as required by the officers of the Nodal Polytechnic / Examination Centre for the purpose of exam.
6. The Principal(s) of the respective examination centre(s) must ensure that only the correct packets of question papers as per date sheet (related to the particular day & shift) are handed over to the exam Supdt. for conduct of exam **only half an hour before the scheduled time** on the date & shift in the presence of Deputy Supdt. and O/I exam by following proper handing over & taken over modalities.
7. Principals must ensure that they have received required secrecy material i.e. no. of question papers, signature stamps, seal, answer books etc.
8. The Secrecy Material & other examination related stationery, their up-keep etc. may be inspected anytime by the authorized officers of HSBTE.
9. **TO MEET ANY EVENTUALITY / EMERGENCY REGARDING SHORTAGE OF QUESTION PAPERS AT ANY EXAMINATION CENTRE, SOFT COPY OF THE QUESTION PAPER SHALL BE PUSHED INTO THE BASKET OF THE EXAMINATION CENTRES 15 MINUTES BEFORE THE START OF THE EXAM ON THE DATE OF EXAMINATION. THE REQUISITE NO. OF QUESTION PAPERS FOUND SHORT MAY BE PHOTOCOPIED IN TOTOL CONFIDENTIALITY AND SECRECY IN PRESENCE OF THE SUPERINTENDENT/ DEPUTY SUPERINTENDENT.**

  
27/4/16  
Controller of Exam  
HSBTE, Panchkula