

**IMPORTANT**

From

The Secretary,  
Haryana State Board of Technical Education,  
Bays No. 7-12, Sector -4, Panchkula.

To

1. All the Principals of Examination Centres
2. All Exam Supdts. / Dy. Supdts.
3. All Flying Squads

**Memo No: 1294 / Exam /HSBTE**


**Dated: 12.05.2016**

**Subject: Instructions for Handling and Storing Question Paper Packets**

During surprise checking of Examination centres by Controller of Examination, it has been observed that Almirahs /Safe for storing sealed Question Paper packets are not being handled in the manner to ensure complete security and confidentiality. Therefore following instructions must be strictly complied with:

- 1) Please ensure **Sealed Question Paper Packets** are kept securely at Examination Centers **under lock and seal** with signatures of Principal of Examination Centre & Exam Supdt / Dy Supdt
- 2) Sealed Question paper packets and Blank Answer sheets must be kept in **separate** Almirahs /Safe
- 3) Almirah /Safe containing Sealed Question Paper Packets **must be locked and sealed again immediately after taking out papers in each shift.**

Flying Squads are requested to check the compliance of above instructions.

  
**Controller of Exam  
HSBTE, Panchkula**