

# BOARD OF SECONDARY EDUCATION, ODISHA, CUTTACK



## **GUIDELINES FOR FUNCTIONING OF NODAL CENTRES FOR ANNUAL /SUPPLEMENTARY HSC EXAMINATION, 2017.**

### **1. SELECTION OF NODAL CENTRES**

The District Level Committee shall select the nodal centres and tag the examination centres to those nodal centres for the Annual HSC Examination, 2017, of their respective districts. All the Madhyama Sanskrit centres will be selected at Nodal Centres. In view of the law and order situation in some areas, nodal centres may be fixed in the local police stations as per the advice of the District Administration.

### **2. APPOINTMENT OF NODAL CENTRE-IN-CHARGE & DY. CENTRE-IN-CHARGE :**

The District Education Officer shall select the Nodal Centre-in-charge as well as Dy. Nodal Centre-in-charge. They must be selected from among the teaching staff (TGT) of the school, where the Nodal Centre is located. In case of non-availability of reliable persons, the DEOs may select teaching staff of other Govt. High Schools or other officers of the School & Mass Education Department. The list of Nodal Centre-in-Charge and Dy. Nodal Centre in Charge, should be approved by the Collector & District Magistrate and submitted to the Board in the prescribed proforma. The Board will issue appointment orders basing on the said list.

### **3. APPOINTMENT OF DESPATCH OFFICERS :**

The District Education Officer shall select and appoint one despatch team consisting of two despatch officers. The nodal centre-in-charge with the help of that team shall despatch the question-cum-answer booklets and other materials and also collect the used OMR answer sheets along with used subjective question-cum answer booklets and other confidential materials. District Education Officer in consultation with the district administration shall arrange 24 x 7 security at the Nodal Centres and for accompanying the despatch teams.

The District Education Officers are not allowed to engage two despatch teams for one nodal centre. However in case of distance between the examination centre and nodal centre is more than 200 kms and/ or no. of examination centers tagged is more than ten, the concerned District Education Officer may engage two despatch teams with prior approval of the B.S.E., Odisha.

In case of any exigency as regards to additional despatch of confidential materials the Deputy Nodal Centre-in charge may be entrusted with the despatch duty in a hired vehicle under intimation to the B.S.E., Odisha.

**4. WORKING HOURS OF THE NODAL CENTRES :**

The Nodal Centers shall function from the date of receipt of the question-cum answer booklets till despatch of all the used OMR answer sheets and subjective question-cum answer booklets to the evaluation centers. The centre shall function for such period as may be required for receiving and dispatch of confidential packets. However, care should be taken to hand over the confidential packets to the despatch officers preferably by 10.00 A.M on the date of despatch i.e. the day before the day of the examination. The Nodal Centre in-charge shall report regarding complete delivery of confidential materials from Nodal Centers to the Examination Centers and delivery of used OMR sheets and question-cum answer sheets from examination centers to nodal centers to the control room of the B.S.E., Odisha, Cuttack and District Education Officer on each day of the movement, just after completion of the work. The despatch team will move as per the following table showing the movement of the vehicle.

<b>Date of Examination</b>	<b>Date of movement of the vehicle from the Nodal Centre carrying question-cum answer booklets</b>	<b>Halt at last centre after delivery of question-cum answer booklets</b>	<b>Date of return of the vehicle collecting used OMR answer sheet &amp; used subjective question-cum answer booklets starting from the last centre in the same route.</b>
28/02/2017	27/02/2017	27/02/2017	28/02/2017
02/03/2017	01/03/2017	01/03/2017	02/03/2017
04/03/2017	03/03/2017	03/03/2017	04/03/2017
06/03/2017	05/03/2017	05/03/2017	06/03/2017
08/03/2017	07/03/2017	07/03/2017	08/03/2017
10/03/2017	09/03/2017	09/03/2017	10/03/2017

Therefore, the movement of vehicle shall be restricted to six days for delivery of question-cum answer booklets to the examination centre and six days for collection of used OMR answer sheets along with used subjective question-cum answer booklets from the examination centers.

Since nodal centers have been selected as centers for the Madhyama candidates, no vehicle shall be engaged or no despatch team will move for the Madhyama Sanskrit examination.

However in case of nodal centers located in Police Stations/ Tahasils, the question papers of the examination will be sent on the previous day both for regular & Madhyama sanskrit examination.

The despatch team shall start collection of used OMR answer sheet and used subjective question-cum answer booklets in separate packets from each examination centre along with used Script Answer Papers, Cover No.-9 if any, on each day after completion of the examination from 12 noon. But the Cover No.-11 and the cover containing OMR attendance sheets shall be collected on the last day of the examination.

**5. HOW THE PACKETS WILL BE PREPARED AT THE EXAMINATION CENTRES:-**

**(a) *OMR Answer sheets***

- (i) All standard OMR Answer sheets (Where no correction has been effected) shall be packed in separate packet(s) depending on number of OMR Answer Sheets. These will be packed Roll No. wise irrespective of the subjects.

**For Example :-** First Language Subject OMR Answer Sheets shall be packed together i.e. OMR Answer Sheets of FLO, FLB, FLT, FLE, FLH & FLU shall be packed together. Similar packets shall be done for Second & Third language subjects also.)

- (ii) All Non-Standard OMR Answer Sheets (includes corrected OMR Standard Answer Sheets and Non-Standard OMR Answer Sheets if used) shall be packed in separate packet(s), superscribing "Non-Standard OMR Answer Sheet".
- (iii) No cover other than cover meant for packing OMR answer sheets shall be used for packeting.

**(b) *Subjective Answer Books (Question-cum-Answer Booklets)***

- (i) Subjectwise separate packets will be prepared for First, Second & Third language papers.

**For Example :-** For First Language there are candidates who may appear in FLO,FLH,FLU,FLT & FLE in a center. Hence the packets shall be done separately for all the said papers. Similarly in Second language for subjects, SLE,SLH & SEP. Like wise in third language for TLH,TLS, TLP, TLO & TLV.

- (ii) For subjects TLS, MTH, GSC & SSC, if candidates appear in language other than Odia, the said Answer Books shall be packed separately superscribing "SCRIPT PAPER" in Hindi/ English/Urdu/Bengali/ Telugu as the case may be.
- (iii) For subjects TLS, MTH, GSC & SSC, the answer books shall be packed Roll No. wise in the cover meant for packing of "Subjective Answer Books".
- (iv) All the packets of FLH, FLU, FLT, FLE, SLH, SEP, TLP, TLO, TLV will come to the Nodal Centers from where those will be delivered at the Central Office, Cuttack.
- (v) The answer books of the physically challenged candidates shall be packed in general packet which will be evaluated in general evaluation centre. No separate packet will be made for these answer books.
- (vi) No cover other than cover meant for packing of "Subjective Answer Books" shall be used for packeting.

**(c) Other Packets**

- (i) After completion of all sittings of the examination i.e. on the last day of the examination, two separate packets shall be prepared for the OMR Attendance Sheets. One containing computer copy of the OMR Attendance Sheet and other containing office copy of the OMR Attendance Sheets. Both the packets shall be sent to the concerned nodal centre through the despatch team on the last day.
- (ii) The Standard OMR Answer Sheets of the Absentee Candidates :- All Standard OMR Answer Sheets of absentee candidates be arranged subject wise and send to Nodal Centres along with all other answer books in one lot packed together superscribing OMR Answer Sheets of Absentee candidates on the last date of examination.
- (iii) A separate packet shall be made which shall contain the detail absentee statement, change of subject and change of appearing code of the candidates in the centres.
- (iv) Separate packet containing Cover No.-11 & 4 shall be sent to the concerned Nodal Centre on the last day of the examination.
- (v) The Cover No.-9 containing malpractice cases, if any shall be sent to the concerned nodal centres on the same day containing Proforma-V duly filled in, OMR Answer Sheet/ used Question-cum Answer Booklet, Admit Card and Incriminating Materials duly signed by the invigilator/ squad member.
- (vi) The packet containing seat chart of the candidates for the centre shall be preserved at the centre for future reference and shall not be sent to the nodal centres as done in previous examinations.

6. **DUTIES & RESPONSIBILITIES OF THE NODAL - IN - CHARGE & DY. NODAL - IN - CHARGE :**

**(a) Security Arrangements :**

- (i) The Centre-in-Charge shall make requisition of security guards from the local police station under intimation to the Collector & District Magistrate, Superintendent of Police/ Dy. Commissioner of Police, Additional District Magistrate, Tehasildar/ BDO concerned well in advance and ensure that tight security is maintained at the Nodal Centre to provide protection round the clock and also during transit of question-cum answer booklets to the centres of examination.
- (ii) The strong room shall be guarded on all sides, round the clock from the date of receipt of the question-cum answer booklets, till collection of used OMR answer sheets, used subjective question-cum answer booklets, Cover No.-9 & 11, cover containing OMR Attendance Sheets and other confidential packets by the Board. The nodal centre shall function in presence of the Centre-in charge and Dy. centre-in charge and be sealed with proper lock and key with their joint seal and signatures. It is pertinent to mention

here that one of the teaching staff should stay at the nodal centre round the clock, as a preventive security measure.

- (iii) While transacting any business in the strong room it should be kept closed from inside and under no circumstances it should be left unguarded.
- (iv) **UNDER NO CIRCUMSTANCES THE SEALED QUESTION-CUM ANSWER BOOKLETS SHALL BE OPENED.**

**(b) Receipt of Examination Materials :**

- (i) The Centre-in-Charge and the Dy. Centre-in-Charge shall receive the following materials from the Board's representative(s) on proper verification and acknowledgement in the prescribed format **(Form No.-I)** and **keep the copy of acknowledgement for reference.**
- Question-cum Answer Booklets sealed in gunny bags in respect of the examination centers tagged to the Nodal Centre.
  - Sealed gunny bags containing sealed spare question-cum -answer book packets to be despatched in case of shortage in any of the centres tagged.
  - Question-cum Answer Book packets sealed in gunny bags meant for Jail Centres, if any, to be delivered to the Centre Superintendent for conduct of examination in the Jail.
  - List of examination centres tagged along with their centre code number.
  - Statement of question-cum answer book packets showing centre wise number of materials kept in each packet. **(OUT OF TWO COPIES MEANT FOR EACH CENTRE, ONE COPY IS TO BE RETAINED AT THE NODAL CENTRE FOR REFERENCE AND THE OTHER COPY SHOULD BE SENT TO THE EXAMINATION CENTRE CONCERNED FOR VERIFICATION AND REFERENCE.)**
  - Subject name, subject codes and date of examination.
  - Acknowledgement receipt by the Nodal-in-Charge, Despatch Officer, Centre Superintendent and Daily Report Checklist etc **(Form No.-I, II, III & IV).**
  - Confidential packets containing relevant forms and documents meant for the examination centres tagged.
- (ii) Having received the materials noted above, the Nodal Centre-in-Charge with the help of the Dy. Centre-in-Charge, shall arrange the gunny bags centre wise in the strong room and ensure that all the gunny bags in respect of each centre and additional gunny bags and jail gunny bags, if any; are received for the centres tagged to the Nodal Centre.
- (iii) Specific area on the floor of the strong room of the nodal centre should be earmarked to stack the gunny bags centre wise for the convenience of despatch to the examination centres. The centre code numbers should be written on the wall of the strong room in sequence so as to make the process easy for identifying the gunny bags of the respective centres.

- (iv) The Nodal Centre-in-Charge & Dy. Centre-in-Charge shall receive the sealed gunny bag packets in presence of the Board's representative(s) and check the packets of the subject codes provided. The Nodal centre-in-charge shall ensure that question-cum answer booklets of all subjects required for all the centres are received and acknowledgement receipt of the same obtained in the prescribed form. **(FORM NO.-1) One copy of the acknowledgement receipt to be handed over to the Board's representative and the other copy to be retained at the nodal centre for reference.**
- (v) After necessary verification of the confidential packets, the same shall be stacked in the place earmarked for each centre in the strong room.

**(c) Despatch of Question-cum Answer Booklets and Other materials :**

- (i) The Nodal Centre shall engage despatch officers to deliver the confidential packets and other materials to the examination centres on the day before the examination day of each subject as per the programme notified by the Board. The Nodal Centre-in-Charge shall also make requisition for security guards to accompany the vehicle carrying the confidential packets during the transit.
- (ii) The Nodal Centre-in-Charge shall hand over the question-cum answer book packets to the despatch officer(s) in gunny bags on proper verification and acknowledgement of receipt. **(FORM NO.-II)** At the time of handing over the materials the Nodal Centre-in-Charge and the Dy. Centre-in-Charge and the person(s) receiving the packets shall ensure that the confidential packets contain the question-cum answer booklets pertaining to the concerned subject of the examination of the next day and are meant for the particular centre concerned.
- (iii) The despatch officer(s) after delivering the materials shall get the acknowledgement receipt for the same from the Centre Superintendent and Dy. Centre Superintendent concerned in the prescribed form. **(FORM NO.-III)**
- (iv) The despatch officers should complete the delivery of confidential materials on or before 05.00 pm on the day of despatch. They will have to report the nodal centre in-charge over phone as soon as the last packet is handed over in the last examination centre.
- (v) The Nodal Centre in-charge should report to the concerned DEO regarding the daily despatch of the confidential materials including question packets containing question-cum answer sheets to the examination centres. The Dy. Secretaries of all zonal offices of the Board, shall also collect the information from all nodal centres under their jurisdiction and report the same to the Board latest by 05.30 pm positively.

## CONTACT NUMBERS

	<u>Mobile</u>	<u>Landline</u>
BSE, Secret	9437196510	0671-2415380
Director, Secondary Edn.		0674-2393531
Secretary, BSE (O)		0671- 2415404
Finance Officer		0671-2415363
Controller of Examinations		0671-2432801
BSE, Control Room		0671-2412059/2412060

## BSE (ZONAL OFFICES)

Central Zone	9438844806	0671-2415236
Bhubaneswar Zone	9437476361	0674-2534474
Balasore Zone	9668257194	06782-263181
Berhampur Zone	7077367749	0680-2404308
Jeypore Zone	9437260874	06854-232023
Sambalpur Zone	9937329913	0663-240042

- (vi) In case of short supply of question-cum answer booklets, MCQs and OMR answer sheets reported by the Centre Superintendent, the Nodal Centre-in-Charge shall prepare additional packets using the polythene packets supplied by the Board, with joint seal and signature of the Nodal Centre-in-Charge and Dy. Nodal Centre-in-Charge; for immediate despatch to the centre concerned. The Centre Superintendents shall intimate to the despatch officer regarding the additional number of question-cum answer booklet required on each subject in respect of his/her centre. The matter should be reported by the nodal in-charge forthwith to the BSE, Secret Cell for verification and record.
- (vii) In case of difficulty in delivering confidential packets in a centre for any reason whatsoever, the matter shall be reported by the despatch officers to the DEO concerned, Nodal Centre-in-Charge and the Board's control room forthwith so as to enable them to take steps for immediate compliance.
- (viii) The despatch officer must keep with them the route chart and the centre code with centre list in order to determine no. of packets to be delivered at each center.
- (ix) **The despatch officers shall collect the contact numbers of the Centre Superintendent and the Dy. Centre Superintendent and report the same to the Nodal Centre, DEO concerned and the Board's control room for record.**
- (x) The Centre Superintendent shall verify the subject, subject code, date of examination and the number of question-cum answer booklets, and any shortage if detected on any subject, shall be reported to the despatch officer for immediate compliance and the despatch officer shall intimate the matter over telephone to the Nodal Centre/ DEO and Board's control room forthwith for compliance.

(xi) The Centre Superintendent shall inform receipt of the confidential packets to the Nodal Centre-in-Charge over telephone so as to ensure that the required number of question-cum answer booklets in the subject concerned are received in time.

**(d) Preservation of Question-cum Answer Booklet Packets & Other Materials :**

The Nodal Centre-in-Charge shall take appropriate measures to preserve and protect the confidential packets from fire, water seepage, accidental tearing or rodents.

**7. SPECIAL INSTRUCTIONS :**

(a) Please note that the same Question-Cum Answer Booklets in all subjects have been prepared for Regular and Ex-Regular candidates for High School Certificate as well as Madhyama Sanskrit Examination, 2017.

(b) **The Centre Superintendents shall be instructed to engage both teaching and non-teaching staff and intimate the local Police Station to deploy security guards for safe and secured preservation of the question-cum answer booklets and other confidential materials at the centre round the clock.**

(c) Please note that composite question paper booklets have been prepared for the First Language subjects (FLB/ FLH/ FLU/ FLT/ FLE) and Third language subjects - (TLH & TLS) & (TLP & TLO).

(d) The Centre Superintendents should keep the question-cum answer book packet(s) for the Regular & Madhyama sanskrit examination in a separate iron chest in the strong room with proper lock and key and joint seal and signature of the centre superintendent and Dy. centre superintendent. The date slip must be tagged to the packets (HSC in Black ink and Madhyama Sanskrit Red ink) indicating the date and subject of examination.

(e) The Centre Superintendents will maintain the master record of OMR Answer sheet, subjective answer books and other records of examination centre of Annual HSC Exam.- 2017. **(in Form No- VI).**

**8. COLLECTION OF USED CONFIDENTIAL MATERIALS FROM THE EXAM. CENTRES.**

(a) The Nodal Centre in-charge shall prepare another strong room for storing of used OMR answer sheets, used question-cum answer booklets, Cover No.-9, used script question-cum answer book packets, Cover No.-11 and cover containing OMR attendance register.

(b) Similar security arrangement shall be made for the strong room for storing used OMR answer sheets and used subjective question-cum answer book packets and all such confidential packets.



- (c) The despatch officers deputed to deliver the question-cum answer book packets to the centres, shall halt with the vehicle at the last centre. They will collect the used OMR answer sheets and used subjective question-cum answer book packets separately, Cover No.-9, & Script answer books if any, from the examination centres in the same route after examination of the day is over. While receiving the used OMR answer sheet and subjective question-cum answer book packets, the despatch officer shall see that except the Evaluation Code all required information are mentioned properly on the security cover of subjective answer book packets.
- (d) The despatch team shall acknowledge the receipt of used OMR answer sheet and used subjective question-cum answer book packets and Cover No.-9 if any, in Form No.- IV, on each day of examination.
- (e) The despatch team shall deliver the used OMR answer sheet and used subjective question-cum answer book packets and Cover No.-9 if any, to the nodal centre-in charge along with a copy of the acknowledgement receipt.
- (f) The despatch team shall also obtain receipt from the nodal centre-in charge regarding delivery of used OMR answer sheet and used subjective question-cum answer book packets and Cover No.-9 if any, in the prescribed format No.-V.
- (g) Specific area on the floor of the strong room meant for storing used OMR answer sheet and used subjective question-cum answer book packets shall be earmarked to keep the used OMR answer sheet and used subjective question-cum answer book packets separately.
- (h) The nodal centre-in charge shall keep the used OMR answer sheet and used subjective question-cum answer book packets separately subject/ date wise.
- (i) The nodal centre-in charge shall maintain a statement in triplicate in the prescribed format separately in respect of used OMR answer sheet, used subjective question-cum answer book packets, Cover No.-9, Cover No.-11, OMR Attendance Sheet and Script question-cum answer book packets centre wise and subject wise as mentioned under point no.-4 N.B above in Form No.-V.

**9. DELIVERY OF USED OMR ANSWER SHEETS AND USED SUBJECTIVE QUESTION-CUM ANSWER BOOKLETS FROM THE NODAL CENTRE TO THE MESSENGERS OF THE BOARD :-**

- (a) The Board will collect the confidential packets in different phases as per instruction.
- (b) The messenger of the Board shall produce the office order in respect of authority to receive the above items and his identity proof, before the nodal centre in-charge.
- (c) The nodal centre-in charge shall handover the confidential packets to the messenger of the Board and obtain a receipt and handover one copy of the same statement, to the messenger of Board.

**10. PROVISION OF HONORARIUM :**

- (a) The Nodal Centre-in-Charge and the Dy. Nodal Centre-in-Charge shall be paid a consolidated amount of Rs.700/- & Rs.400/- respectively as their remuneration.
- (b) Each despatch officer shall be paid Rs.140.00 per day on the day of actual work.
- (c) Each Nodal Centre-in-Charge may engage two Class-IV employees of the Centre School to assist the Nodal Centre-in-Charge and Dy. Nodal Centre-in-Charge in opening, packing & despatching the confidential materials. They shall be paid Rs.100/- each consolidated for the entire period.
- (c) A sum of Rs.300/- shall be paid to the Nodal Centre-in-Charge to meet any contingent expenditure.

**11. THE VEHICLE CHARGES SHALL BE PAID AS PER THE FOLLOWING NORMS :-**

- (a) The vehicle covering less than 250 kms in a day shall be paid hire charge as per following rate.
  - (i) Indica/ Ambassador – Rs.455/- per day & 1 litre Diesel per every 10 Kms.
  - (ii) Bolero/ Marshal/ Scorpio/ Sumo – Rs.820/- per day & 1 litre Diesel per every 08 Kms.
  - (iii) Night halt – Rs.75.00 per each night halt.
- (b) The vehicle covering more than 250 kms per day shall be paid as per following norms :-
  - (i) Indica/ Ambassador – Rs.07.00 per k.m.
  - (ii) Bolero/ Marshal/ Scorpio/ Sumo – Rs.08.75 per k.m.
  - (iii) Night halt – Rs.75.00 per each night halt.
- (c) Govt. vehicle engaged for carrying confidential packets from the Nodal Centre to examination centres shall be paid only fuel charges as mentioned in (a) (i) & (ii) above.

**12. SUBMISSION OF U.C. & VOUCHERS :-**

The Nodal Centre in-charge shall submit a statement of expenditure in the prescribed format along with the log book of the vehicles to the Controller of Examinations/ Finance officer, B.S.E., Odisha, Cuttack in Form No.-VII & VIII. The connected vouchers need not be sent to the Board which may be kept with the nodal centre in-charge for future reference.

**13. ACKNOWLEDGEMENT IN VARIOUS FORMS:-**

- Acknowledgement of receipt of question-cum answer booklet by the nodal centre-in-charge shall be maintained in the Form No.-I.
- Acknowledgement of receipt of question-cum answer booklet by the despatch officer shall be maintained in the Form No.-II.
- Acknowledgement of receipt of packets of question-cum answer booklet by the centre superintendents shall be maintained in the Form No.-III.

- Acknowledgement of receipt of used OMR answer sheet and used question-cum answer booklets and other covers shall be maintained by the Centre Superintendent in the Form No.–IV.
- Master record to be maintained by the nodal centre in the Form No.-V.
- Master record to be maintained by the Examination Centre in the Form No.- VI.

Sd/-,  
Controller of Examintions,  
Board of Secondary Education,  
Odisha, Cuttack

Sd/-,  
Secretary,  
Board of Secondary Education,  
Odisha, Cuttack.