



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

Memo No. DU/DCE (A)/Dispatch of Answer Scripts-Post /2019/84

Date: 26.04.2019

To

The Principals of the General Degree Colleges (Examination Centres) affiliated to/permitted by Dibrugarh University holding 2nd, 4th and 6th Semester B.A./B.Sc./B.Com. Examinations, May, 2019

(Circulated through E-mail and Dibrugarh University website only)

Sub: Answer Scripts to be dispatched on the same day-regarding.

Madams/Sirs,

In inviting a reference to the subject cited above, I am directed to inform you that Dibrugarh University has executed a Memorandum of Understanding (MoU) with the Department of Posts, Government of India regarding booking and safe delivery of articles of 2nd, 4th and 6th Semester B.A./B.Sc./B.Com. Examinations, May 2019. In this context, you are requested to go through the below mentioned instructions/information pertaining to the dispatch of Answer Scripts:

1. **The Answer Script packets should be dispatched to the Examination Zone on the same day through Speed Post only with all due precaution about safety, security and secrecy.**
2. The booking time of the speed post articles shall be extended **upto 7:00 PM** by the concerned Post Offices on the day of the Examination.
3. The answer script packets will be booked in the nearest HOs or SOs (Departmental) while Branch Post Office (Rural) would be excluded from bookings. The list of Post Offices nearest to the concerned College where booking can be done is enclosed herewith as **Annexure-A**.
4. The speed post articles shall be delivered to the respective Examination Zones within a maximum period of 05 (five) days with exceptions where events are beyond the control of Department of Posts.
5. The list of booked and delivered articles with time/date of booking and delivery will be intimated to the University by the Department of Posts.
6. The articles would be booked as speed post insured for Rs. 1000/-. The speed post booking amount will be paid by the respective Examination Centres.
7. A special handling charge of Rs. 50/- (including GST) per packet over and above the postage and insurance charge shall have to be paid by the Examination Centre at the time of booking.

We look forward for your kind cooperation.

With kind regards,

Yours sincerely,

Arinjit Hazarika
26/04/2019

Arinjit Hazarika
Deputy Controller of Examinations (A)
Dibrugarh University

Encl. As stated above.

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University, for kind information.
2. The Registrar, Dibrugarh University, for kind information.
3. The Director, College Development Council, Dibrugarh University, for kind information.
4. The Controller of Examinations i/c, Dibrugarh University, for kind information.
5. The Joint Controller of Examinations 'B'/'C', Dibrugarh University, for kind information.
6. The Assistant Director (Mails), O/o the Postmaster General, Dibrugarh Region, for kind information.
7. The Superintendent of Posts, Dibrugarh, for kind information.
8. The System Administrator, Dibrugarh University, for information.
9. The Assistant System Analyst, Dibrugarh University, for information and necessary action.
10. The Programmer, Dibrugarh University, to upload the letter/Annexure in the University website.
11. The Dealing Assistants-Examination Branch 'A'/'B', Dibrugarh University, for information and necessary action.
12. File.

Arinjit Hazarika
26/04/2019
Arinjit Hazarika
Deputy Controller of Examinations (A)
Dibrugarh University