

DEPARTMENT OF POST  
O/o CHIEF POSTMASTER GENERAL, DELHI CIRCLE,  
NEW DELHI-110001

To,

All Heads of Circles concerned

No. 1-6/02/2022- QS

Dated:-13.06.2022

Sub: **Booking and dispatch of Post Examination materials pertaining to the On Demand Examination(ODE) of National Institute of Open Schooling (NIOS) w.e.f 14<sup>th</sup> June, 2022.**

The National Institute of Open Schooling (NIOS) has informed that they are going to book Sensitive Examination Material from different centers in India in connection with On Demand Examinations **scheduled to be held in 03 days a week on Tuesday, Wednesday and Thursday every week w.e.f 14<sup>th</sup> June, 2022 in all over the country till further orders.** The NIOS has requested to provide Speed Post facility at various Post Offices across the country for booking of Answer sheets till the examination is over (**03 days a week on Tuesday, Wednesday and Thursday every week w.e.f 14<sup>th</sup> June, 2022 till further orders**). The List of Post Offices are enclosed herewith.

2. It has been decided to provide Speed Post booking facility for the Post Offices/Areas mentioned in the enclosure and to make arrangements for opening of Post Offices for these areas beyond the normal working hours in order to facilitate booking of the Examination material. The Circle/Divisions will take following action in this regard for booking of Examination material and its smooth dispatch immediately.

i. Arrangement for opening of Post Offices / Areas mentioned in the enclosure will be made for at least three hours after examination getting over i.e **till 20:30 hours** receive the material from Examination Centres(s) for booking and dispatch of Examination material. The Post Offices where arrangements are to be made should not be less than Double Handed Departmental Post Office. Arrangements so made are to be intimated to Delhi Circle immediately. In case of any problem the Examination Superintendents may be contacted.

ii. Further, it has also been proposed by NIOS HQ that in case there is a single handed post office mentioned in the List, the same may be replaced to the double handed post office. And the same may be intimated to this office at [adqsdel@gmail.com](mailto:adqsdel@gmail.com) for further information to NIOS HQ, Noida.

Concerned SSPOs/SPOs shall work as coordination officers. The Centre Supervisors of NIOS shall liaison with concerned SSPOs/SPOs whenever required.

iii. **The Examination material will be booked under Insured Speed Post for Rs. 1000/- (Rupees One Thousand only) in each case.** Post Offices where Speed Post facility is not available will also book the Examination material under Insured Speed Post and send the Speed Post Bags to the nearest Speed Post Centre for their onward dispatch to destination.

3. The concerned SSPOs/SPOs will make special arrangements for dispatch of the Insured Speed Post Bags immediately through the first available outlet. If no immediate arrangement is possible, the bags should be kept under safe custody till next available outlet. It is requested to take precautions for safe custody of the material.

4. **The actual booking charges against booking of Insured Speed Post article will be realized by the booking offices at the time of booking itself.**

5. The NIOS has agreed to make payment of extra expenditure i.e. OTA/Honorarium for making Special arrangements in this regard. All concerned will keep record of the extra expenditure such as OTA/Honorarium paid to the staff in connection with dispatch of Speed Post bags and other miscellaneous charges as per actual cost incurred for all these arrangements. **The Consolidated account of the extra expenditure in this regard has to be submitted to this office immediately after over the examination by all the concerned Circles positively otherwise claim from any concerned Circle will be treated as NIL and the bill will be submitted for claim to NIOS without future correspondence in the matter.**

6. There should not be any incidence of refusal to accept the examination material beyond the normal working hours i.e till 2030 hrs on the ground that there is no information in this regard.

7. List of Post Offices / Areas for which arrangements are to be made for opening of Post Offices for booking and dispatch of examination material for the examination to be held in 03 days a week on Tuesday, Wednesday and Thursday every week w.e.f 14<sup>th</sup> June, 2022 till further orders is enclosed alongwith this schedule for the examination for ready reference.

Receipt of this letter may be acknowledged to the undersigned by return e-mail ([adqsdel@gmail.com](mailto:adqsdel@gmail.com)).

  
Assistant Director (QS)  
Delhi Circle

Copy to:

1. The Director (MO), Mail Operations Division, Dak Bhawan, New Delhi-110001.
2. Dr. Mamta Srivastava, Director (Evaluation) I/c, National Institute of Open Schooling, A-24-25, Institutional Area, NH-24, Sector-62, Noida – 201309 w.r.t letter no. F-5-33/2021/NIOS/Eval/Coord/268 dated-10<sup>th</sup> June, 2022 for information and issuing instructions to the Centre Supervisors to contact the concerned SSPOs/SPOs/Postmaster alongwith the copy of this letter for necessary arrangements. Further, it is also requested that all NIOS Regions may be strictly instructed that only double handed Post Offices for the purpose of booking of sensitive examination materials may be earmarked for booking of NIOS examination materials, as difficulties are faced across the country being so many single handed Post Offices are identified by NIOS for booking purpose.