



OFFICE OF THE REGISTRAR::DIBRUGARH UNIVERSITY::DIBRUGARH

MemoNo.DU/DCE(A)/Dispatch of Answer Scripts-Post/2023/1201

Date: 03.11.2023

To

The Principals/Officer in Charge of the General Degree Colleges (Examination Centres) affiliated to/permitted by Dibrugarh University holding 1st (CBCS, NON CBCS and FYUGP), 3rd (CBCS and NON CBCS) and 5th Semester (CBCS and NON CBCS) B.A./_B.Sc./ B.Com. Examinations, November-December, 2023

Circulated through e-mail and Dibrugarh University website only

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

Madams/Sir,

In inviting a reference to the subject cited above, I am directed to inform you that the answer scripts of the 1st (CBCS, NON CBCS and FYUGP), 3rd (CBCS and NON CBCS) and 5th Semester (CBCS and NON CBCS) B.A /B.Sc / B.Com. Examinations, November-December, 2023 should be dispatched to the concerned Examination Zones on the same day of the examination. 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 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 executed from bookings. The list of Post Offices nearest to the concerned College where booking can be done is enclosed herewith.
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,

Sadiq Hussain

Dr. Sadiq Hussain
Dy. Controller of Examinations-A
Dibrugarh University

Copy to –

1. The Hon`ble Vice-Chancellor, D.U. for kind information.
2. The Registrar, D.U. for kind information.
3. The Director, College Development Council, D.U, for kind information.
4. The Controller of Examinations, D.U. for kind information.
5. The Joint Controller of Examinations- 'C', D.U. 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, EDPS Section, D.U. for information.
9. The Assistant System Analyst, D.U. for information and necessary action.
10. The Programmer, D.U., to upload the letter in the University website.
11. The Dealing Assistants- Examination Branch 'A/' B', D.U. for information and necessary action.
12. Office File.

Sadiq Hussain
Dr. Sadiq Hussain
Dy. Controller of Examinations-A
Dibrugarh University