

No. EDN-U(G-I)/Elem/Exam/2018-19/- 98-99

Office of the,

Deputy Director Elementary Education,

Una, Distt. Una (H.P)

Dated 08/01/2020 the Una

To

✓ All The Principal/Headmaster/Incharge
GSSS/GHS/GMS, Distt Una(H.P)

All the BEEO's/BRCC's

Distt. Una(H.P)

Subject:- Regarding conducting 5th and 8th class Annual Examination
March 2020.

Memo: In continuation to earlier instruction endorsed vide this office letter No. EDN- U(G-I)/Elem/Exam/2018-19/-3872 dated 05.09.2019 the following instructions are hereby issued to all concerned.

1. The Examination Centre will be established at Parent school for 5th and 8th class.
2. The whole process of conduct of examination and evaluation will be accomplished under the supervision of Deputy Director Elementary Education Una.
3. The concerned school Head will be the Incharge for examination for 8th class and Principal of the concerned **COMPLEX SCHOOL** will be the Centre Controller for the examination. In the same manner, the **CHT/HT/School Incharge will be the Centre Incharge for 5th class** and Himachal Pradesh Board of school Education will be the Controller of Examination.
4. The evaluation of the answer sheets will be done under the supervision of the Nodal Officer appointed by the Dy. Director, Elementary Education. The answer sheets of 5th class will be evaluated under the control of BEEO and answer sheets of 8th class will be evaluated under the control of Principal of the concerned complex school. It should be ensured at the time of marking of answer sheets that the examiner will not get the answer sheets of the students he had taught. The Centre Controller and DDEE will be the solely responsible to avoid such situation.
5. For class 5th BEEO shall be the Nodal Officer and for class 8th Principal of complex School will be the Nodal Officer.
6. The 5th class answer sheet will be submitted to BEEO in sealed packet, who will also establish the collection Centre and evaluation will be started from the very next day. BEEO will arrange the marking staff (examiners), so that the result may be compiled well in time.
7. The 8th class answer sheet will be dispatched to complex Principal in sealed packet, who will also established the collection centers and evaluation will be started from the very next day. The Principal will arrange the marking staff(Examiners), so that the result may be compiled well in time.

Sampur
Dy. Director Elementary Education,
Una Distt. Una(H.P.)

Dated :

Endst. No. Even

Copy to:-The Principal DIET Una at Dehlan , Distt. Una HP for information Please.

Sd
Dy. Director Elementary Education,
Una Distt. Una(HP)