

No. MSDE-18011/08/CTS/June-19/2018-TTC
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

Employment Exchange Building, Library Avenue,
PUSA Campus, New Delhi-12, Dated 08th May, 2019

To,

All the State Directorate (dealing with Craftsmen Training Scheme).

Subject:- Agreement with Bank for collection of question paper near all the Trade Testing Centres for conducting All India Trade Test under Craftsmen Training Scheme (CTS)- regarding.

Sir,

Kindly refer to this office letters no. **DGET-18011/01/2013-TTC** dated **24th September, 2012** and **26th October, 2012** on subject matter. As you are aware that the question papers of AITT under CTS are forwarded to exam centres through public sector Bank selected by State Directorate for the purpose of secrecy. But, it is observed that some of the Banks are not aware of the MoU / Agreement signed with them by the State Directorate concern / Exam centre Incharge, so they are not ready to receive question papers' packets of AITT. In case of not acceptance, packets are coming back to T.T.Cell, DGT and re-sending to new location causes hardship to DGT and delay in delivery of question paper on new location. In such situation, the exam centres are compelled to multiply the question paper at their end received through e-mail from DGT which causes inconvenience to all concerned and delayed start of exam. In this regard, following is clarified:-

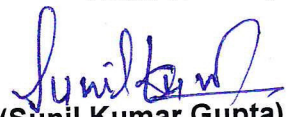
1. The bank agreement may be signed with any branch of Public Sector Bank in close vicinity of Trade Testing Centre.
2. A clause should be made in the agreement to open the bank on the scheduled time/day of the examination.
3. The States/U.T. will bear the expenditure for keeping the papers in banks. They should make provision of funds needed under annual budget for banking purpose. Accordingly, the service charge of bank would be paid by the States / UTs.
4. The volumetric space to be hired from bank should be assessed with the demand of question papers at a particular Trade Testing Centre.
5. The packets of question papers would be handled over by the bank to the centre superintendent one hour before the scheduled time of examination for each subject every day as per the schedule of exam.

In view of the above, you are requested to direct all exam centre / Principal, Superintendents / Incharge to contact their concerned Bank and explain them the process of acceptance of question paper packets during AITT under CTS (**Annexure-I**), so that any inconvenience due to this may be avoided. While sending indent ('Format-A') the number and Date of agreement / MoU signed between State Directorate / Exam Centre and Bank should also be provided at column no. 06 (**Annexure-II**).

In case of non-acceptance by Bank, the exam centre superintendent shall be held responsible and suitable action may be taken to avoid such situation in future.

Yours sincerely

Encl.:- As above .


(Sunil Kumar Gupta)

Director / Controller of exam

Guidelines for Banks after Receiving the insured Parcels of Question Papers

1. Bank Manager, if observes, that the parcel has been **wrongly delivered**; may immediately **return** the same **to the consignee**.
2. After receiving the parcels, Bank Manager will open the outermost packing to find **packing details & programme** of the Examination.
 - a. **The packing details will indicate the following information:-**
 - Name of the State.
 - Name of Examination Centre and its Sl. no. given by State/Union Territories and phone no.
 - Code of Examination Centre given by Govt. of India, Press.
 - Number of outer covers prepared.
 - Serial number of current outer cover.
 - List of contents of the current outer cover.
 - b. Programme of All India Trade Test with the following information:-
 - Date and Day of examination.
 - Time of the examination and session (morning/evening).
 - Subject paper of the examination.
3. Bank Manager will acknowledge immediately the **receipt of parcels by phone/Email** to the Trade Testing Cell, DGET Hqrs. New Delhi at 011-25847031 or email- kritanand.s@nic.in and deven.81@gov.in .
4. Sealed confidential packets will be **kept in the Strong Room** so that these are not accessible to unauthorized persons at the bank.
5. Bank should not issue the packets of question papers in one go to the examination centre. **Bank will open the Polythene Bag** in which all the confidential packets of subject wise question papers are available.
6. **Bank Manager will hand over question paper to Principal/Principal Incharge/Exam Superintendent, daily subject wise as per the programme enclosed & obtain a receipt.**
7. Bank Manager would **identify the person** before handing over the question paper. The Principal/Principal Incharge of examination/Exam Superintendent must **produce proof of identify** issued by respective State Directorate.
8. Bank should make an **arrangement to timely open the bank** so that question paper packets will be issued one hour before the commencement of examination during examination days.
9. **If Principal/Principal Incharge of examination is unable to reach the bank due to some contingency, he can send his deputy with an authority letter to collect the packets.**
10. In the event of an **unforeseen** event such as bank strike, it will be the duty of Manager to **ensure the delivery of papers** is not disturbed and their distribution takes place smoothly.
11. If the packets and/or any of the covers are found **torn, seal broken**; Bank Manager should inform immediately by mail/phone to this office.
12. The **question paper packets** that are **left unclaimed**; may be destroyed after the last day of examination under the supervision of responsible officer.

**FORMAT 'A' INDICATING THE ADDRESS AND CONTACT DETAILS OF THE STATE DIRECTOR/EXAMINATION CENTRES
All India Trade Test for Craftsmen (Annual Examination), to be held in June - 2019, Under Craftsmen Training Scheme
FORMAT 'A'**

	Name	Address with Pin Code	Phone No./ Fax No.	Mobile No.	E-mail Address
Director of State/UT/NSFI					
Controller/ In-charge of Examination					

Address of Trade Testing Center. (It must Contain Complete Address, with Pin Code No.) (Sl. No. of address must match with the Sl. No. of Indent)	Name of the Principal/ Head of Institute Phone No., Mob. No., Fax No. & Email (Address not required)	Address of the BANK where question papers would be sent by D.G.T. (It must Contain Complete Address, with Pin Code No. & IFSC Code of the Bank)	Name of Bank Manager, Phone No.,& Mobile No.,& Email address (Address not required)	Number & Date of Agreement/ MoU signed between Exam Centre & Bank	Remarks
(2)	(3)	(4)	(5)	(6)	(7)

Note:- Question Papers will be sent by D.G.T. to above mentioned authorized Bank (Given in column No.4) only.

Annex- II

Signature and Seal of State/UT/Principal

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13/3/13
13/3
DGE&T-18011/01/2013-TTC
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 28th February, 2013

To
1. All the State Directors (Dealing with Craftsmen/Apprenticeship Training Scheme).
2. Regional Directors of Apprenticeship Training- Kanpur /Mumbai /Chennai/Kolkata/
Hyderabad/Faridabad.

Sub:- Agreement with Bank for collection of Question Paper near all the Trade Testing
Centres for conducting All India Trade Test under Craftsmen Training Scheme (CTS), and
Apprentice Training Scheme (ATS)-regarding.

Sir,

This is in reference to query raised by some of the States in response to this office letter
of even number dated 24.09.2012 in respect of above subject.

In this connection, the following are informed:-

1. The Bank agreement may be signed with any branch of Public Sector Bank.
2. A clause should be made in the agreement to open the bank on the scheduled
time/day of the examination.
3. The States/U.T's will bear the expenditure for keeping the papers in banks. They
should make provision of funds needed under annual budget for banking purpose.
Accordingly, the service charge of bank would be paid by the States/U.T's.
- x 4. All the Public Sector establishments should make bank agreement for keeping
question papers in banks and will bear the cost of keeping papers in Banks.
5. The volumetric space to be hired from bank should be assessed with the demand of
question papers at a particular Trade Testing Centre.
6. The packets of question papers would be handed over by the bank to the Centre
Superintendent one hour before the scheduled time of examination for each subject
every day as per the schedule of Exam.
7. It has been observed during the exam period that some State has not signed an
agreement with banks to keep the question paper in banks so far.

In view of above, you are requested to make an arrangement with the bank close to the
vicinity of Trade Testing Centre immediately for the All India Trade Test of Apprentices to be
held in April, 2013 and Craftsmen to be held in July, 2013, onwards. The information must be
enclosed with the indent of question papers at the time of submission to this Directorate
General.

This may be treated as MOST URGENT.

Yours faithfully,

(D. Mallick)

Director of Training

सतमः कोडिंग की प्रति

सहायक निदेशक परीक्षा
श्रम-औद्योगिक प्रशिक्षण विभाग हरियाणा
RC

Speed Post

Most Urgent

No. DGET-18011/01/2013-TTC
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 24th September, 2012

1. All the State Directors (Dealing with Craftsmen Training Scheme).
2. The Directors-ATIs-Mumbai/Howrah/Ludhiana/Kanpur & Hyderabad.
3. Regional Directors—RDAT-Faridabad/Kanpur/ Mumbai/Kolkata/Chennai & Hyderabad
4. The Principal, NVTI-Noida and RVTIs-Mumbai/ Bangaluru/ kazakuttom/ Panipat/ Kolkata/ Tura/ Indore/ Allahabad/ Jaipur and Vadodhara.
5. The Principal, CTI, Chennai

Subject: - Agreement with Bank for collection of Question Paper near all the Trade Testing Centre for conducting All India Trade Test under Craftsmen Training Scheme (CTS) / Apprentice Training Scheme (ATS).

Sir,

As you are aware that Question Papers (Q.P) related to Craftsmen Training Scheme (CTS) as well as Apprenticeship Scheme (ATS) are directly dispatched by the printing presses to the Trade Testing Centres/Addresses specified by the State/UT Directors.

Experience of this arrangement during July,2012 examination were not very encouraging. In order to make the system further secure and to maintain foolproof secrecy, it has been decided to send these sealed packets by the press to nearest Branch of a Public Sector Bank. The packets would be handed over by Bank to Center Superintendent one hour before the schedule time of Examination.

In view of above, you are requested to make an arrangement with the Bank immediately and this process may be completed latest by **22-10-2012**. This new system will be effected for All India Test of C.T.S and A.T.S exam from January 2013, onwards.

The addresses and contact details of such Branches of the Banks may please be furnished as per the format enclosed. This information must be enclosed with the indent of Q.P at the time of submission to this Directorate General. This matter may be treated as **MOST URGENT**.

Encl. As Above

Yours faithfully



(R.L. Singh)

Deputy Director General (Trg.)

Speed Post/Time Bound

No. DGET-18011/01/2013-TTC
GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT & TRAINING

Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated the 26th October, 2012

1. All the State Directors (Dealing with Craftsmen Training Scheme and Apprenticeship Training Scheme).
2. Regional Directors- RDAT- Faridabad, Kanpur, Mumbai, Kolkata, Chennai and Hyderabad.

Subject: - Agreement with Bank for collection of Question Papers near all the Trade Testing Centre for conducting All India Trade Test under Craftsmen Training Scheme (CTS) / Apprentice Training Scheme (ATS).

Sir,

Please refer this office letter of even no dated: 24-09-2012 on the subject mentioned above (Copy enclosed). In this connection, it is further clarified that an agreement with the branch of public sector Bank near the each examination centre is to be signed to receive the sealed packets of Question Papers of CTS & ATS. The Bank will handover the packet of Question Papers of respective subject to the Superintendent of examination centre one hour before the schedule time of examination.

This new system will be effective for All India Trade Test of CTS & ATS examination from January, 2013 and onwards.

The indent perform as well as Format-'A' for All India Trade Test of Craftsman under Craftsman Training Scheme to be held in January, 2013 is available on the website dget.nic.in; which may be multiplied in sufficient number of copies at your end: **No deviation in the Indent Performa and Format –“A” is permissible.**

Therefore, all the State Directors (Dealing with Craftsmen Training Scheme) are requested to sign the agreement with Banks and send the details with the indents of CTS January 2013 immediately and not later than 01-11-2012

Encl. As above

Yours faithfully



(S. C. Sharma)

Deputy Director of Training
Ph. No. 011-23710703