

**SPECIAL INSTRUCTIONS TO CHIEF INVIGILATORS FOR PACKING OF USED OMR ANSWER SHEETS IN THE SPECIALLY DESIGNED COVER.**

For packing the used OMR answer sheets, a specially designed cloth lined cover (Bundle-1) kept in the question paper bundle box no.1 and the same should be used for packing of used OMR answer sheets. **The specially designed cover is meant for using as inner cover only.** The guidelines for packing of used OMR answer sheets are as follows:-

1. The specially designed cloth lined inner cover along with sticker strip and four bar coded stickers are kept inside the question paper first bundle. It should be taken out from the question paper bundle while opening the question papers and should be kept under the safe custody of the Chief Invigilator concerned.
2. Note down the number printed on the barcode sticker to mention it in the FORM – 1.
3. After the completion of the Examination, the used OMR answer sheets collected from the candidates should be tallied with reference to the presentees and absentees.
4. Then the used OMR answer sheets along with Attendance sheets should be kept inside the polythene covers and then into the specially designed cover and the particulars required to be filled in at the space provided for, by the Chief Invigilator.
5. The flap of the cover is of double sided sticker as shown in diagram 1 in the back side. Therefore the gum / paste need not be used. The flap of the cover should be folded up to the answer sheets level and closed by peeling of the wrapper of the sticker as shown in diagram 2 in the back side. In the joining portions at the centre and bottom of the cover, there will be stickers already pasted on it. (Please see diagram 2 in the back side).
6. After closing the flap of the cover, the sticker strip sent along with the cover should be pasted on the flap of the cover as shown in diagram 3 in the back side.
7. Then the four bar coded stickers which are also sent with the cover, should be pasted on the cover (two across the stickers pasted on the top and two on the bottom of the cover as shown in diagram 4 in the back side). This cover should be treated as an inner cover only.
8. After that the same should be put in to the cloth cover and packed by the Chief Invigilator as usual. The required particulars should be mentioned in the prescribed Format (Annexure-V) and pasted on the bundle and necessary wax seals should be affixed. The time of packing and the number of wax seals affixed and the other particulars should also be given in the Form-1 prescribed for this purpose.
9. The cloth lined cover, sticker strip and the bar coded stickers should be handled very carefully without any damage. No spare cover and stickers will be supplied if the same is damaged. As this bar coded strips will be scanned at the Commission's office while opening the covers, any damages will lead to complications, therefore utmost care should be given in handling the bar coded stickers.

**DIAGRAM SHOWING HOW TO PACK THE USED OMR ANSWER SHEETS IN THE SPECIALLY DESIGNED CLOTH LINED INNER COVER**

