

## ANNEXURE III

### PROTOCOL FOR VIDEOGRAPHY

LOCATION	EXAMINATION VENUE			SUB-TREASURY			DISTRICT TREASURY		
TIME OF VIDEOGRAPHY	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card
Two Days before the Date of Examination	No activity requiring to be videographed			Receipt of Confidential Materials from District Treasury	As it happens	Immediately after conclusion, memory card to be sealed in a cover with QR code and handed over to the Sub-Treasury Officer	Despatch of Confidential Materials to Sub-Treasuries	As it happens	Immediately after conclusion, memory card to be sealed in a cover with QR code and handed over to the Distirct Treasury Officer
One Day before the Date of Examination	No activity requiring to be videographed			Checking of adequacy by Chief Invigilators / Commission's officials	11.00 am	Immediately after conclusion, memory card to be sealed in a cover with QR code and handed over to the Sub-Treasury Officer	Checking of adequacy by Chief Invigilators / Commission's officials	11.00 am	Immediately after conclusion, memory card to be sealed in a cover with QR code and handed over to the Distirct Treasury Officer
On the Date of Examination  Before Commencement of Examination	Arrival of Mobile Team / Chartered Van Team	07.30 to 08.00 am	Memory Card to be handed over upon conclusion of all activities for the day	Opening of Sub-Treasury	06.30 to 07.00 am	Immediately after conclusion of said activities, memory card to be sealed in a cover with QR code and handed over to the Sub-Treasury Officer	Opening of District Treasury	06.30 to 07.00 am	Immediately after conclusion of said activities, memory card to be sealed in a cover with QR code and handed over to the Distirct Treasury Officer
	Handing over of confidential materials to Chief Invigilator by Mobile Team / Chartered Van Team	07.30 to 08.00 am		Arrival of Mobile Teams (specific coverage of registration numbers of vehicles)	06.45 am		Arrival of Mobile Teams (specific coverage of registration numbers of vehicles)	6.45 am	
	Invigilators Meeting conducted by Chief Invigilator	08.45 am		Handing over of confidential materials to Mobile Team	07.00 am		Handing over of confidential materials to Mobile Team	07.00 am	
	Opening of confidential materials	As specified for objective and descriptive type examinations, respectively		Loading of confidential materials into the vehicles of Mobile Teams	07.00 to 07.30 am		Loading of confidential materials into the vehicles of Mobile Teams	07.00 to 07.30 am	
	Handing over of confidential materials to Invigilators			Moving out of Mobile Team vehicles	07.30 am		Moving out of Mobile Team vehicles	07.30 am	

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TIME OF VIDEOGRAPHY	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card
On the Date of Examination  During the Examination	During the Examination:  Examination Rooms & Candidates	<u>FN Session</u> (10.00 am to 01.15 pm)  <u>AN Session</u> (entire duration)	Memory Card to be handed over upon conclusion of all activities for the day	No activity requiring to be videographed			No activity requiring to be videographed		
	Packing of Additional, Defective and Absentee Question booklets and OMR answer sheets/ Question-cum-answer booklets	10.00 am to 10.15 am							
	Any untoward happenings / specific events pointed out by the Chief Invigilator / Invigilators / Inspection staff / candidate(s)	As it happens							
On the Date of Examination  After Conclusion of the Examination	Receipt of OMR answer sheets / question-cum-answer booklets from Invigilators by the Chief Invigilator	01.15 pm	Memory Card to be handed over upon conclusion of all activities for the day	Arrival of Mobile Teams from examination venues with confidential materials (to be captured at the entrance of the Sub-Treasury, upon arrival of each vehicle, including personnel and materials inside the vehicles, front and rear of the vehicles including the registration number of the vehicle)	As it happens	Memory Card to be handed over upon conclusion of all activities for the day	Arrival of Mobile Teams from examination venues / Teams from Sub-Treasury, with confidential materials (to be captured at the entrance of the Treasury, upon arrival of each vehicle, including personnel and materials inside the vehicles, front and rear of the vehicles including the registration number of the vehicle)	As it happens	Memory Card to be handed over upon conclusion of all activities for the day
	Shuffling of OMR answer sheets and related activities by Chief Invigilator	01.15 to 01.30 pm		Handing over of confidential materials by Mobile Team officials to the Sub-Treasury officials.	As it happens		Handing over of confidential materials by Mobile Team from examination venues / Teams from Sub-Treasury, to the Treasury officials.	As it happens	

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TIME OF VIDEOGRAPHY	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card
On the Date of Examination After Conclusion of the Examination	Packing of confidential materials including answer papers by Chief Invigilator	01.30 pm		Accounting of confidential materials and eAcknowledgement issued by the Sub-Treasury officials to the Mobile Teams.	As it happens		<p><b><u>CONFIDENTIAL MATERIALS ARRIVING FROM EXAMINATION VENUES:</u></b></p> <p>Accounting of confidential materials and eAcknowledgement issued by the Treasury officials to the Mobile Teams</p> <p>Stacking of bundles in trunk boxes</p> <p>Locking of trunk boxes with one-time locks</p> <p>Pasting of tamper-proof stickers on the one-time locks.</p> <p>Pasting of QR code stickers on the trunk boxes.</p>	As it happens	
	Packing and sealing of final bundles, affixing of QR codes by Chief Invigilator and related activities	01.30 to 01.45 pm	Memory Card to be handed over upon conclusion of all activities for the day	Stacking of bundles in trunk boxes	As it happens	Memory Card to be handed over upon conclusion of all activities for the day	After all the confidential materials both from the Taluk centres and District Head Quarters centres are received, scanning of all the QR codes pasted on all trunk boxes and generation of eAcknowledgement by the Commission's staff to be accessed by the Treasury Officer.	As it happens	Memory Card to be handed over upon conclusion of all activities for the day

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TIME OF VIDEOGRAPHY	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card	Activity	Time *	Handing over of the Memory Card
On the Date of Examination After Conclusion of the Examination	Handing over of confidential materials to Mobile Team / Chartered Van Team	As it happens	Immediately upon conclusion of all activities for the day, the memory card(s) shall be sealed in Cover 'C' with QR code and handed over to the Mobile Team in the case of mofussil centres and the Commission's official on chartered van duty, in the case of Chennai centre	Locking of trunk boxes with one-time locks	As it happens	Immediately upon conclusion of all activities for the day, the memory card(s) shall be sealed in a cover with QR code, to be handed over to the Sub-Treasury Officer who shall thereafter hand it over to the Tahsildar for handing over at the District Treasury	Checking undertaken by the Commission's officials regarding the availability , functioning and positioning of CCTV cameras and security nets in the chartered vehicle.	As it happens	Immediately upon conclusion of all activities for the day, the memory card(s) shall be sealed in a cover with QR code, to be handed over to the Treasury Officer who shall thereafter hand it over to the senior most inspection official deputed by the Commission
	Departure of Mobile Team / Chartered Van Team from the examination venue	As it happens		Pasting of tamper-proof stickers on the one-time locks.	As it happens		Handing over of confidential materials to the Commission's official	As it happens	
				Pasting of QR code stickers on the trunk boxes.	As it happens		The entire process of loading of confidential materials into the chartered vehicle, locking the chartered vehicle using the GPS lock and two one time locks and all other activities	As it happens	
				Handing over of confidential materials to the Tahsildar to deposit the same in the District Treasury	As it happens		Video images of all the personnel travelling both in the chartered vehicle and the escort vehicle.	As it happens	
				Capturing the vehicles, personnel and materials inside the vehicles , front and rear of the vehicles including the registration number of the vehicle.	As it happens		Capturing of registration numbers of the chartered and escort vehicles and the starting kilometre reading of these vehicles.	As it happens	

LOCATION	Ground Floor of the Commission's Office					
TIME OF VIDEOGRAPHY	Activity	Time	Handing over of the Memory Card	Activity	Time	Handing over of the Memory Card
At the time of Receipt in the Commission's Office	<p><u>Upon arrival of Chartered Vehicles from Mofussil Centres</u></p> <p>Verification of documents, Inspection of locks and interior of the vehicles, Unlocking of the chartered vehicle and Offloading of the confidential materials and placement on trolleys</p> <p><u>Upon arrival of Chartered Vans from Chennai Centres</u></p> <p>Offloading of the confidential materials and placement on trolleys</p>	As it happens	Immediately after conclusion of said activities, the memory card shall be sealed in a cover with QR code and handed over to the Under Secretary - ED / QD-E,F,G, as the case may be	<p><u>CCTV Cameras in the Chartered Vehicles</u></p> <p>Once all the confidential materials have been offloaded from the chartered vehicles, the memory card in each CCTV camera (in the case vehicles from mofussil centres) shall be removed by authorized personnel</p>	As it happens	The memory card shall be sealed in a cover with QR code and handed over to the Under Secretary - ED / QD-E,F,G, as the case may be

\* The time indicated for activities is based on supposed commencement of examination at 10.00 am and may vary in accordance with variation in the time of commencement of examination, if any.

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