

MOST IMPORTANT CIRCULAR

	<p>रक्षा लेखा महानियंत्रक कार्यालय प्रशिक्षण एवं विकास केंद्र, बरार स्क्वायर, दिल्ली छावनी -10 OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010 Phone -011-25694268, Fax-25682151 E-mail: sascgda.dad@hub.nic.in Website: w.w.w.cgda.nic.in</p>	<p>विकसित भारत अभियान 1947-2047</p>
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No. AN/SAS/16502/MTS-CLK/NOV/2025/CO

Dated: 16.09.2025

To

All PCsDA, including Principal IFAs
All Controllers of Defence Accounts, including IFAs/RTCs,

Subject: Conducting Officer of Selected Centre for Departmental Examination for promotion of educationally qualified MTS to Clerk Grade scheduled to be held on 10th November, 2025.

Reference: CGDA Office Circular No. AN/SAS/16502/MTS-CLK/NOV/2025/RN dated 09.09.2025.

The undersigned is directed to state that the name of the Conducting Officers, decided by the Competent Authority at all centres including those where there exists more than one Principal Controllers/Controllers organization, is as under: -


Sl. No.	Name of Exam. Centre	Conducting Officer
1	Delhi	PCDA (BR), Delhi Cantt
2	Bangalore	PCDA, Bangalore
3	Kolkata	PCDA, Kolkata
4	Lucknow	PCDA(CC), Lucknow

2. Further, in order to avoid any malpractice in the examination hall and to ensure transparency in the examination reference is invited to Para 6 of CGDA Office letter cited under reference communicating decision of the Competent Authority to video-graph the entire proceedings of the examination. The nominated Conducting Officers are suggested to make necessary arrangement for digital videography of the examination through hiring or otherwise depending on the viability after following laid down procedure. In case facility of videography is already available in your office/venue of the examination, the same should be ensured to be in workable condition with necessary back-up to avoid last minute glitches. Following instructions may be taken into consideration while going for videography: -

- (i) The video recording of the proceedings of the examination should preferably be through indoor fixed HD resolution CCTV or equivalent camera with clear **audio/ sound**. The recording must be of good quality resolution i.e, it should be possible to identify the individual without any difficulty.
- (ii) Video coverage of activity at Examination Hall/Rooms to be used should be 15 minutes prior to commencement of the examination till completion. The coverage should also include recording of opening of Question-cum-Answer Papers and sealing for dispatch to HQrs Office. Further, **it may be ensured that date and time are invariably displayed on recording while viewing.**


- (iii) There should be sufficient recording storage during Videography in order to ensure continuous and uninterrupted recording with time and date.
- (iv) Centre-wise DVD shall be prepared in movie mode playable on PC supported by common media player. **No editing of the recording is to be made.**
- (v) DVD should be in copy protection mode and is required to be forwarded at the earliest but not later than next day after termination of examination mentioning date, name etc. of the examination on cover.
- (vi) In case examination is being conducted at more than one hall, recording of each Examination Hall is to be made separately.
- (vii) The back-up of the recordings may be taken up by the Conducting Officer and may be disposed of only on hearing from CGDA office or after completion of one year of the examination whichever is earlier.

3. Arrangement for smooth conduct of examination may please be confirmed by the PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned as shown in Para 1 above by 15.10.2025. Further necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including CGDA Office.


(Sandeep Lakhanpal)
Sr. ACGDA (SAS)

Copy to:

- 1. AN(IV) Section (Local) - For information please.
- 2. IT&S Section (Local) - For uploading this circular on website and WAN please.


(Rajesh Kumar)
Sr. AO (SAS)