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कार्यालय, रक्षा लेखा महानियंत्रक, सेन्ट्राल, बरार स्क्वायर, दिल्ली छावनी-110010
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NO.AN/SAS/16502/MTS/NOV./2019/CO.

DATED: 03.10.2019

To

All PCsDA, including Principal IFAs,
All Controllers of Defence Accounts, including IFAs,
The Principal Controller of Accounts (Fys) Kolkata,
All Controllers of Finance and Accounts (Fys),
Including Chief Internal Auditor.

Subject: **Conducting Officers of Selected Centres for Departmental Examination for promotion of educationally qualified MTS to Grade of CLERK scheduled to be held on 11th November 2019**

Reference: HQrs. Office Circular No.AN/SAS/16502/MTS/NOV/2019/RN dated: 25.09.2019.

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. Centers	Conducting Officers	Sl. No.	Name of Exam. Centers	Conducting Officers
1	Bangalore	PCDA, Bangalore	5	New Delhi	PCDA, New Delhi
2	Chandigarh	PCDA(WC), Chandigarh	6	Patna	CDA, Patna
3	Kolkata	PCA(Fys), Kolkata	7	Pune 'A'	PCDA(O) Pune
4	Meerut	CDA(Army), Meerut	8	Secunderabad	CDA, Secunderabad

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 & 7 of HQrs. Office letter cited under reference communicating decision of the Competent Authority to VIDEOGRAPH the entire proceedings of the examination including that of Typing test. The nominated Conducting Officers for written test and PCsDA/CsDA conducting typing test for candidates of their organization are suggested to make necessary arrangement for digital videography of the examination through hiring or otherwise depending upon 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 HD resolution CCTV or equivalent camera, with clear **sound/audio**. The recording must be of with good quality resolution and the identity of individual should be identified without any difficulties.

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- (ii) Video coverage of activity at Examination Hall/Rooms should be started 15 minutes prior to commencement of the examination till completion. The coverage should also include recording of opening of Question-cum-Answer Paper packets 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 by the Conducting Officer and may be disposed of only on hearing from HQrs. Office after completion of one year of examination whichever is earlier.

3. Arrangement for smooth conduct of examination may be confirmed by PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned for written test and those conducting typing test as mentioned in Para-2 above by **25.10.2019**. Further, necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including the undersigned.



(Rajeev Ranjan Kumar)
Dy.CGDA(SAS)

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1. AN-IV Section (Local) - For information
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(S.K. Khantwal)
Sr.AO(SAS)