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No.AN/SAS/16102/SAS-II/SEPT./2018/CO

Dated:17.08.2018
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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 Offices and Conducting Officers of Selected Centres for SAS Part-II Examination scheduled to be held from 04th to 08th Sept. 2018.**

Reference: HQrs. Office Circular No. AN/SAS/16102/SAS-II/SEPT./2018/RN dated: 17.08.2018.

The following name of offices and their Head/In charge have been nominated as Conducting Officer for 20 selected examination centres by the Competent Authority including those where there exists more than one office/organization of Principal Controllers/Controllers: -

Sl. No.	Name of Exam. Centre	Conducting Officer
1	Allahabad	PCDA(P), Allahabad
2	Bangalore	PCDA, Bangalore
3	Chandigarh	PCDA(WC), Chandigarh
4	Chennai	CDA, Chennai
5	Cochin	IFA(NAVY), SNC, Cochin
6	Dehradun	PCDA (AF), Dehradun
7	Guwahati	CDA, Guwahati
8	Jabalpur	CDA, Jabalpur
9	Jaipur	PCDA(SWC), Jaipur
10	Jammu	PCDA(NC) Jammu

Sl. No.	Name of Exam. Centre	Conducting Officer
11	Kanpur	CFA(Fys.) Kanpur
12	Kolkata	PCA(Fys), Kolkata
13	Lucknow	PCDA(CC), Lucknow
14	Meerut	CDA(Army), Meerut
15	New Delhi	PCDA, New Delhi
16	Patna	CDA, Patna
17	Port Blair	JCDA(ANC) Port Blair
18	Pune 'A'	PCDA (O), Pune
19	Pune 'B'	PCDA(SC) Pune
20	Secunderabad	CDA, Secunderabad

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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 HQrs Office letter cited under reference communicating decision of the Competent Authority to Videograph the entire proceedings of the examination on all FIVE days. 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 fix high resolution CCTV or equivalent camera, with 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 sealing of answer packets 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 per day in order to ensure continuous and uninterrupted recording with time and date.
- (iv) Centre-wise DVD for each paper/day of the examination 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 submitted within three days after termination of examination for all the FIVE days mentioning the name of centre, paper, date, etc. of the examination on cover.
- (vi) In case examination is being conducted at more than one hall, recording of all parts of each examination hall is to be made separately with clear vision.
- (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.

3. Consequent upon introduction of Computer Paper (**Paper-IX**) after restructuring of SAS Examination notified vide Most Important Circular No. AN/SAS/16200/Order/Vol. X dated 12.03.2007, there has been continuous updation of Windows Operating System and different types of Windows are in use. It may not be

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possible for all the candidates to be well versed with the latest version of the Windows. Thus, all the Conducting Officer of examination centres are requested to ascertain from the candidates appearing from their centre, the type of Windows Operating System, MS Office, MS Excel version etc. they may prefer to attempt practical portion of Paper-IX(Fundamental of EDP) and accordingly provide the same. In this regard reference is also invited to Para-7 of HQrs. office Circular No.AN/SAS/16102/SAS-II/SEPT./2018/RN dated 17.08.2018.

4. Apart from above, the name of nominated Conducting Officer with Mobile Number, Phone Number, Fax Number, Email Address and Venue of Centre may be communicated to this HQrs. office by **27.08.2018** of centre concerned for smooth and fair conduct of examination as shown in **PARA-2** above. Further, necessary intimation regarding Venue of the Examination, Phone No., Fax No. etc. may also be communicated to all concerned individual.

5. Receipt of this communication may kindly be acknowledged.



(Mustaq Ahmad)
Dy.CGDA(SAS)

Copy to:

1. MoD (Fin) DAD Coord., New Delhi : For information please.
2. AN/IV Section (Local) : For information
3. EDP Section : For uploading of circular on website.



(Mustaq Ahmad)
Dy.CGDA(SAS)