

कार्यालय, रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली छावनी-110010  
**OFFICE OF THE CGDA, ULAN BATAR ROAD, PALAM, DELHI CANTT-110010**  
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No.AN/SAS/16501/GC&amp;GMTS-AUD/AUG./2018/CO

Dated: 24.07.2018

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 for allotted Centers of Graduate Clerk & Graduate MTS Examination scheduled to be held on 20<sup>th</sup> August 2018**

Reference: HQrs. Office Circular No. AN / SAS / 16501/GC&GMTS-AUD/AUG./2018/RN dated: 20.07.2018.

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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	Allahabad	PCDA(P), Allahabad	10	Kolkata	PCA(Fys), Kolkata
2	Bangalore	PCDA, Bangalore	11	Lucknow	PCDA(CC), Lucknow
3	Chandigarh	PCDA(WC), Chandigarh	12	Meerut	CDA(Army), Meerut
4	Chennai	CDA, Chennai	13	Mumbai	PCDA(Navy), Mumbai
5	Guwahati	CDA, Guwahati	14	New Delhi	PCDA, New Delhi
6	Jabalpur	CDA, Jabalpur	15	Patna	CDA, Patna
7	Jaipur	PCDA (SWC), Jaipur	16	Pune 'A'	PCDA(O) Pune
8	Jammu	PCDA (NC), Jammu	17	Pune 'B'	PCDA(SC), Pune
9	Kanpur	CFA (Fys), Kanpur	18	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 of HQrs. Office letter cited under reference communicating decision of the Competent Authority to VIDEOGRAPH the entire proceedings of the examination hall. The nominated Conducting Officer 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.

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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 clear sound/audio. The recording must be recorded with good quality resolution and the identify of individual should be identified without any difficulties.
- (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 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 during Videograph 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 forwarded at the earliest but not later than next day after termination of examination mentioning date of examination, name of paper and name of Centre etc. of the cover of DVD.
- (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 after one month from the date of forwarding of recordings to HQrs. Office.

**3.** 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 **10.08.2018** 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.

**4.** Receipt of this communication may kindly be acknowledged

  
(Mustaq Ahmad)  
Dy.CGDA(SAS)

**Copy to:**

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

  
(Mustaq Ahmad)  
Dy.CGDA(SAS)