

MOST IMPORTANT WEB CIRCULAR

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी-10
ULAN BATAR MARG, PALAM, DELHI CANTT.-10

No.AN/SAS/16100/PT/APRIL/2016/CO

Dated: 17th March, 2016

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 Officer of Selected Centre for Preliminary Test to be held on 18th April, 2016.**

Reference: HQrs Office Circular No. AN/SAS/16100/PT/APRIL/2016/**RN** dated 17.03.2016.

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	Allahabad	PCDA(P), Allahabad
2	Bangalore	PCDA, Bangalore
3	Chandigarh	PCDA (WC), Chandigarh
4	Chennai	CDA, Chennai
5	Cochin	AAO (Navy) Kochi (Cochin)
6	Dehradun	PCDA (AF), Dehradun
7	Guwahati	CDA, Guwahati
8	Jabalpur	CDA, Jabalpur
9	Jaipur	PCDA (SWC), Jaipur
10	Jammu	PCDA (NC), Jammu
11	Kanpur	CFA (Fys), Kanpur

Sl. No.	Name of Exam. Centre	Conducting Officer
12	Kolkata	PCA(Fys), Kolkata
13	Lucknow	PCDA(CC), Lucknow
14	Meerut	CDA(Army), Meerut
15	Mumbai	PCDA (Navy), Mumbai
16	New Delhi	PCDA, New Delhi
17	Patna	CDA, Patna
18	Port Blair	JCDA (ANC), Port Blair
19	Pune 'A'	PCDA (O), Pune
20	Pune 'B'	PCDA (SC), Pune
21	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 5 of HQrs Office letter cited under reference communicating decision of the Competent Authority to videograph the entire proceedings of the examination. The nominated Conducting Officer 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:-

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- (i) The video recording of the proceedings of the examination should preferably be through indoor fix high resolution CCTV or equivalent camera, with audio. 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 the 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 in order to ensure continuous and uninterrupted recording with time and date.
- (iv) Centre-wise DVD for each paper 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 by 21.04.2016 mentioning date, paper 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 the HQrs. office.

3. Arrangement for smooth conduct of examination may be confirmed by PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned as shown in Para 2 above by 31.03.2016. Further necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including the HQrs. Office.



(Sangeet)
Dy CGDA(SAS)

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1. EDP Section - For uploading of circular on website.



(S.K.Khantwal)
Sr.AO(SAS)