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रक्षा लेखा विभाग(र.ले.वि.) मुख्यालय  
प्रशिक्षण एवं विकास केंद्र, बरार स्कवायर, दिल्ली छावनी -10  
DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS  
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No. PERS/SAS/16102/SAS-II/JUNE/2022/CO

Dated: 08.06.2022

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 Auditors.

**Subject: Conducting Officer of Selected Centre for SAS Part II Examination scheduled to be held from 20<sup>rd</sup> to 24<sup>th</sup> June, 2022.**

**Reference: HQrs Office Circular No PERS/SAS/16102/SAS-II/June/2022/RN dated 08.06.2022.**

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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. Centre	Conducting Officer
1	Bangalore	PCDA, Bangalore
2	New Delhi	PCDA, New Delhi
3	Kolkata	PCA (Fys), Kolkata
4	Prayagraj (Allahabad)	PCDA (P), Allahabad

2. Further, in order to avoid any malpractice in the examination hall and to ensure transparency in the examination reference is invited to Para 7 of HQrs Office letter cited under reference communicating decision of the Competent Authority to video-graph the entire proceedings of the examination (including Practical Portion of Paper-IX) on all five days. 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: -

- i. The video recording of the proceedings of the examination should preferably be through indoor fixed HD 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 opening of question papers and 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 are required to be submitted within three days after termination of examination for all the five days 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 up by the Conducting Officer and may be disposed of only on hearing from HQrs office or after completion of one year of the examination whichever is earlier.

3. **Paper IX i.e. Fundamentals of EDP (Practical Portion):**

Consequent upon introduction of Computer paper in the existing pattern of examination there has been continuous updation of Windows Operating System and different types of Windows are in use. It may not be 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 Window Operating System, MS Office version etc. they may prefer to attempt practical portion of Paper IX- Fundamentals of EDP and accordingly provide the same.** In this regard reference is also invited to Para 8 of HQrs Office Circular No.PERS/SAS/16102/SAS-II/JUNE/2022/RN dated 08.06.2022.

4. **Preventive measures for COVID-19:**

Further, it is enjoined upon all the Conducting Officers that in compliance of standing instructions issued by Govt. of India from time to time for prevention of COVID-19 regarding sanitization, protection & proper distancing etc. may please be ensured in the Examination Hall(s) and its surroundings. The candidates may also be instructed to follow the preventive measures to reduce the risk of COVID-19 while appearing in the examination.

5. Arrangement for smooth and fair conduct of examination including that of practical portion of Paper IX (Fundamentals of EDP) may be confirmed. The name of Officer(s), entrusted with the responsibility for conduct of paper(s) by the Conducting Officer of the Centre concerned as shown in Para 1 above along-with their Mobile Number, Phone Number, Fax Number, Email Address and Venue of Centre may be communicated to this HQrs. Office by 10.06.2022. Further, necessary intimation regarding Venue of the Examination, Phone No. Fax No. etc. may also be communicated to all concerned individual.

  
(Rajeev Ranjan Kumar)  
Sr. Dy. CGDA (PERS-II)

**Copy to:-**

1. MoD (Fin) - For information please.  
DAD Coord, New Delhi
02. Estt.-P&A Section (Local) - For information please.
03. IT & S Wing (Local) - For uploading of circular on website/WAN/e-office.

  
(Rajeev Ranjan Kumar)  
Sr. Dy. CGDA (PERS-II)