

SPEED POST

MOST IMPORTANT

No.AN/SAS/16501/GC-AUD/AUG/2014/CO
Office of the CGDA,
Ulan Batar Road, Palam
Delhi Cantt.-110010
Dated: 30.07.2014

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 Departmental Examination for Promotion of Graduate Clerk to Auditor Grade scheduled to be held on 20th August, 2014.

Reference: HQrs.Office Circular No.AN/SAS/16501/GC-AUD/AUG/2014/RN dated 28th July, 2014.

Please refer to above cited circular under which Roll numbers to candidate appearing in the subject examination has been notified and uploaded on CGDA's website.

2. The name of 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: -

SI 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	Guwahati	CDA, Guwahati
6	Jabalpur	CDA, Jabalpur

SI No.	Name of Exam. Centre	Conducting Officer
7	Kolkata	PCA(Fys), Kolkata
8	Lucknow	PCDA(CC), Lucknow
9	New Delhi	PCDA, New Delhi
10	Patna	CDA, Patna
11	Pune	PCDA (SC), Pune
12	Secunderabad	CDA, Secunderabad

3. 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 video-graph 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:-

- (i) The video recording of the proceedings of the examination should preferably be through indoor fix high resolution CCTV or equivalent camera. 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.
- (iii) There should be sufficient recording storage in order to ensure continuous and uninterrupted recording with time and date.
- (iv) Centre-wise DVD for 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 mentioning date, centre 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

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

5. Receipt of this communication may kindly be acknowledged.



(Ambarish Barman)
Sr.ACGDA (AN)

Copy to:

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|----|-----------------------|---|---------------------------------------|
| 1. | AN-XI (Local) | - | For information please. |
| 2. | AN/IV Section (Local) | - | For information and necessary action. |
| 3. | EDP Section | - | For uploading of circular on website |

- Sd -
(Ambarish Barman)
Sr.ACGDA (AN)