

MOST IMPORTANT

कार्यालय रक्षा लेखा महानियन्त्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार रोड, पालम, दिल्ली छावनी-110010
ULAN BATAR ROAD, PALAM, DELHI CANTT.-110010

No. AN/SAS/16502/MTS-CLK/JAN/2016/CO

Dated: 28 December, 2015

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 Centres for Departmental Examination for promotion of educationally qualified MTS to grade of Clerk scheduled to be held on 19th January, 2016.

Reference: In continuation of HQrs. Office Circular No. AN/SAS/16502/MTS-CLK/JAN/2016/RN dated 23.12.2015.

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	Sl. No.	Name of Exam. Centre	Conducting Officer
1	Allahabad	PCDA(P), Allahabad	8	Kanpur	CFA (Fys), Kanpur
2	Bangalore	PCDA, Bangalore	9	Kolkata	PCA(Fys), Kolkata
3	Chandigarh	PCDA(WC), Chandigarh	10	Meerut	CDA(Army), Meerut
4	Chennai	CDA, Chennai	11	Mumbai	PCDA (Navy), Mumbai
5	Guwahati	CDA, Guwahati	12	New Delhi	PCDA, New Delhi
6	Jabalpur	CFA (Fys), Jabalpur	13	Pune 'A'	PCDA (O), Pune
7	Jaipur	PCDA (SWC), Jaipur	14	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 and 7 of HQrs Office letter cited under reference communicating decision of the Competent Authority to videograph the entire proceedings of the examination including that of Typing Test. The nominated Conducting Officer for written test and PCsDA/CsDA conducting typing test for candidates of their organization 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

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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. 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 in order to ensure continuous and uninterrupted recording with time and date.
- (iv) Centre-wise DVD 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 mentioning date, 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.


3. Arrangement for smooth conduct of examination may be confirmed by PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned for written test and those conducting typing test as shown in Para 2 above by 07.01.2016. Further necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including HQrs. Office.

4. Receipt of this communication may kindly be acknowledged.


(Mustaq Ahmad)
Sr. ACGDA(SAS)

Copy to:

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


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