

**FAX/SPEED POST**

**MOST IMPORTANT**

AN/SAS/16101/SAS-I/Dec/2013/CO

Office of the CGDA,  
Ulan Batar Road, Palam,  
Delhi Cantt.-110 010.  
Dated: 11<sup>th</sup> Nov , 2013

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 SAS Part I Examination scheduled to be held from 12<sup>th</sup> Dec 2013 to 17<sup>th</sup> Dec. 2013.

Reference: HQrs office circular No. AN/SAS/16101/SAS-I/Dec/2013/RN dated 1.11.2013.

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	Cochin	AAO (Navy) Kochi (Cochin)
6	Dehradun	PCDA (AF), Dehradun
7	Guwahati	CDA, Guwahati
8	Hyderabad	CDA (R&D) Hyderabad
9	Jabalpur	CDA Jabalpur
10	Jaipur	PCDA (SWC) Jaipur
11	Jammu	PCDA (NC), Jammu

SI No.	Name of Exam. Centre	Conducting Officer
12	Kanpur	CFA (Fys) Kanpur
13	Kolkata	PCA(Fys), Kolkata
14	Lucknow	PCDA(CC), Lucknow
15	Meerut	CDA(Army) Meerut
16	Mumbai	PCDA (Navy) Mumbai
17	New Delhi	PCDA, New Delhi
18	Patna	CDA, Patna
19	Port Blair	JCDA (ANC) Port Blair
20	Pune	PCDA (O), Pune
21	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 6 of HQrs Office letter cited under reference communicating decision of the Competent Authority to video-graph the entire proceedings of the examination on all four days . 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 glitches. During recently held SAS Part-II Examination Sept, 2013, instance has come to the notice of HQrs office wherein, at one of the centre, due to technical problem files of video recording could not be retrieved. It is therefore enjoined upon the Conducting Officer that such technical lapses should not occur during videography of examination proceedings. 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 ie, 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 per day in order to ensure continues 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 by the Conducting Officer and may be disposed of only on hearing from HQrs office

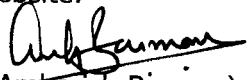
3. Arrangement for smooth conduct of examination may be confirmed by in PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned as shown in para 2 above by 22.11.2013. Further necessary intimation regarding venue etc of the examination may also be communicated to all concerned including HQrs Office.

4. Receipt of this communication may kindly be acknowledged.

-sd-  
(Ambarish Barman)  
Sr. Asstt. CGDA(AN)

Copy to:

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

  
(Ambarish Barman)  
Sr. Asstt. CGDA(AN)