

कार्यालय, रक्षा लेखा महानियंत्रक,सेन्ट्रल, बरार स्क्वायर, दिल्ली छावनी-110010

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MOST IMPORTANT CIRCULAR

No.AN/SAS/16101/SAS-I/AUGUST/2016/CO

Dated: 12th July,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 Auditors.

Subject: **Conducting Officer of Selected Centre for SAS Part-I Examination scheduled to be held from 8th August, 2016 to 12th August, 2016.**

Reference: HQrs Office Circular No.AN/SAS/16101/SAS-I/AUGUST/2016/RN dated 11.07.2016.


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 :-

SI No.	Name of Exam. Centre	Conducting Officer	SI No.	Name of Exam. Centre	Conducting Officer
1	Allahabad	PCDA(P), Allahabad	12	Kolkata	PCA(Fys), Kolkata
2	Bangalore	PCDA, Bangalore	13	Lucknow	PCDA(CC), Lucknow
3	Chandigarh	PCDA (WC), Chandigarh	14	Meerut	CDA(Army), Meerut
4	Chennai	CDA, Chennai	15	Mumbai	PCDA (Navy), Mumbai
5	Cochin	AAO (Navy) Kochi (Cochin)	16	New Delhi	PCDA, New Delhi
6	Dehradun	PCDA (AF), Dehradun	17	Patna	CDA, Patna
7	Guwahati	CDA, Guwahati	18	Port Blair	JCDA (ANC), Port Blair
8	Jabalpur	CDA, Jabalpur	19	Pune 'A'	PCDA (O), Pune
9	Jaipur	PCDA (SWC), Jaipur	20	Pune 'B'	PCDA (SC), Pune
10	Jammu	PCDA (NC), Jammu	21	Secunderabad	CDA, Secunderabad
11	Kanpur	CFA(Fys.) Kanpur			

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 of HQrs Office letter cited under reference communicating decision of the Competent Authority to videograph the entire proceedings of the examination on all four 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 fix high resolution CCTV **or equivalent camera, with audio**. It is brought to the notice of the Conducting Officers that of late it has been observed that in Video-recordings of the examinations forwarded to this HQrs. office, in some cases there was no audio recording or the same was not audible. **It is therefore enjoined upon that it may be strictly ensured that the recording must be of good quality HD resolution i.e, it should be possible to identify the individual without any difficulty and with sound recording.**
 - (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 paper packets to 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 is required to be submitted within three days after termination of examination for all the four 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 PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned as shown in Para 1 above by 28.07.2016. 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.


(Sangeet)
Dy.CGDA(SAS)

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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 and WAN.


(Sangeet)
Dy.CGDA(SAS)