

Speed Post

No : AN/SAS/16100/PH/Guidelines
Office of the CGDA,
Ulan Batar Road, Palam
Delhi Cantt.-110010
Dated: 12.08.2013

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 Auditors.

Subject: Guidelines for conducting written examination for persons with Disabilities

Ref : HQrs Office letter No AN/VIII/8201/2/Vol-85 dated 02-04-2013

Reference is invited to Ministry of Social Justice & Empowerment, Department of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26-02-2013 circulated vide above cited letter regarding guidelines for conducting written examination for persons with disabilities. As per said OM comprehensive guidelines have been laid down for conducting examinations for persons with disabilities. Pursuant thereof followings instructions which are in conformity with our department requirements are further issued for information and guidance of all concerned:-

- (i) The facility of scribe or other facilities in terms of Ministry of Social Justice & Empowerment, Department of Disability Affairs OM dated 26-02-2013 for examinations conducted by the department for promotion to various grade will be allowed to any person who has disability of 40% or more if so desired by the person on case to case bases depending on merit and production of disability certificate issued by the competent medical authority.
- (ii) The candidate will have to arrange his/her own scribe at own cost and inform HQrs office/ Conducting Officer well in time. In order to verify the identity of the scribe at the time of examination, full particulars of the scribe will have to be furnished well in advance.
- (iii) The candidate shall be responsible for any misconduct on the part of scribe brought by him/her.
- (iv) Candidates using facility of scribe will be eligible for extra time @ 20 minutes for every hour of the examination. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of three hours duration which could further be increased on case to case basis.
- (v) Separate sitting arrangement will be made for the candidate and the scribe. An invigilator shall exclusively be posted with every

candidate who has opted to avail the assistance of a scribe. The invigilator shall have to sit along side the Scribe who will sit opposite the candidate so that conversation between the Scribe and candidate could be overhead by the invigilator who shall ensure that only the answers spelt out by the candidate are written /indicated by the Scribe on the answer book.

- (vi) The invigilator will ensure that the scribe makes no gesture, sounds or any other forms of communication designated to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.
- (vii). Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.

These instructions are to be scrupulously followed while conducting various departmental promotion examinations. **Cases of Physically handicapped candidates desirous of availing facility in terms of Ministry of Social Justice & Empowerment, Department of Disability Affairs OM dated 26-02-2013 be intimated to HQrs Office well in advance along with complete documents so that timely decision is taken.** Further the aforesaid instructions are not exhaustive and subject to modification depending upon merit and case to case basis in accordance with extant Govt orders on the subject issued from time to time.

(J K Tharmatt)
Asstt. CGDA (AN)

Copy to :-

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| 1. | MoD (Finance)
DAD Coord
South Block, New Delhi | For information please , |
| 2. | AN-IV Section (local) | For information and necessary action |
| 3. | AN-VIII Section (local) | For information |
| 4. | AN-XI Section (local) | For information |
| 5. ✓ | EDP section (local) - | For uploading on website. |


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