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कार्यालय, रक्षा लेखा महानियंत्रक,सेन्ट्राल, बरार स्क्वायर, दिल्ली छावनी-110010  
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No.PERS/SAS/16502/MTS-CLK/DEC/2021/CO

Dated: 02 .11.2021

To

All PCsDA, including Principal IFAs  
All Controllers of Defence Accounts, including IFAs/RTCs,  
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 Departmental Examination for promotion of educationally qualified MTS to Clerk Grade scheduled to be held on 16<sup>th</sup> December, 2021.

Reference: HQrs Office Circular No.PERS/SAS/16502/MTS-CLK/DEC/2021/RN dated 28.10.2021.

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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
1	Allahabad	PCDA(P), Allahabad
2	Bangalore	PCDA, Bangalore
3	Chandigarh	PCDA(WC), Chandigarh
4	Chennai	CDA, Chennai
5	Dehradun	PCDA (AF), Dehradun
6	Delhi	PCDA, New Delhi
7	Guwahati	CDA, Guwahati
8	Jabalpur	CDA, Jabalpur
9	Jaipur	PCDA(SWC), Jaipur

Sl. No	Name of Exam. Centre	Conducting Officer
10	Kochi * (Cochin)	IFA (Navy) SNC Kochi
11	Kolkata	PCA(Fys), Kolkata
12	Lucknow	PCDA(CC), Lucknow
13	Meerut	CDA(Army), Meerut
14	Patna	CDA, Patna
15	Pune-A	PCDA(O) Pune
16	Pune-B	PCDA(SC) Pune
17	Secunderabad	CDA, Secunderabad

**NOTE: \* The Examination at Kochi (Cochin) Centre will be conducted at O/o the AAO (Navy) Kochi.**

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 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 fixed HD resolution CCTV or equivalent camera with clear **audio/ sound**. The recording must be of good quality resolution i.e, it should be possible to identify the individual without any difficulty.

Contd...p/2....

- (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-cum-Answer Papers and sealing 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 during Videography 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 forwarded at the earliest but not later than next day 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 up by the Conducting Officer and may be disposed of only on hearing from HQrs office or after completion of one year of the examination whichever is earlier.

3

**Preventive measures for COVID-19:**


Further, it is enjoined upon all the Conducting Officers that in compliance of standing instructions issued by Govt. of India from time to time for prevention of COVID-19 regarding sanitization, protection & proper distancing etc. may please be ensured in the Examination Hall(s) and its surroundings. The candidates may also be instructed to follow the preventive measures to reduce the risk of COVID-19 while appearing in the examination.

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 1 above by 18.11.2021. Further necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including HQrs Office.

  
(Rajeev Ranjan Kumar)  
Dy.CGDA (Pers.)

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2. AN(Estt-Others) Section(Local) - For information and necessary action.
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(S K Khantwal)  
Sr. AO (SAS)