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कार्यालय, रक्षा लेखा महानियंत्रक,सेन्ट्राल, बरार स्क्वायर, दिल्ली छावनी-110010
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No.AN/SAS/16502/MTS-CLK/OCT/2016/CO

Dated: 12thSeptember,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 Centres for Departmental Examination for promotion of educationally qualified MTS to grade of Clerk scheduled to be held on 17thOctober, 2016.

Reference: In continuation of HQrs.Office Circular No. AN/SAS/16502/MTS-CLK/OCT./2016/RN dated 02.09.2016.

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, are as under :-

Sl. No.	Name of Exam. Centre	Conducting Officer	Sl. No.	Name of Exam. Centre	Conducting Officer
1	Allahabad	PCDA(P), Allahabad	7	Kolkata	PCA(Fys), Kolkata
2	Chandigarh	PCDA(WC), Chandigarh	8	Meerut	CDA(Army), Meerut
3	Chennai	CDA, Chennai	9	Mumbai	PCDA(Navy), Mumbai
4	Guwahati	CDA, Guwahati	10	New Delhi	PCDA, New Delhi
5	Jabalpur	CDA, Jabalpur	11	Pune 'B'	PCDA (SC), Pune
6	Kanpur	CFA (Fys), Kanpur	12	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 fixed HD resolution CCTV or equivalent camera, with **audio/sound**. 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 opening of question cum Answer paper packets 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 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 after completion of one year of the examination whichever is earlier.

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 30.09.2016. Further necessary intimation regarding venue etc. of the examination may also be communicated to all concerned including the undersigned.

4. Receipt of this communication may kindly be acknowledged.


(Sangeet)
Dy. CGDA(SAS)

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