

**SPEED POST**

**MOST IMPORTANT**

**कार्यालय रक्षा लेखा महानियन्त्रक**  
**OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS**  
**उलान बटार रोड, पालम, दिल्ली छावनी-110010**  
**ULAN BATAR MARG, PALAM, DELHI CANTT.-110010**

No. AN/SAS/16102/SAS-II/FEB/2015/CO

Date: 23.01.2015

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 II Examination scheduled to be held from 16<sup>th</sup> to 21<sup>st</sup> February, 2015.

Reference: HQrs Office Circular No. AN /SAS /16102 /SAS-II/FEB/2015/RN dated 19<sup>th</sup> January, 2015.

Name of the Conducting Officers, decided by the Competent Authority at all centres including those where more than one Principal Controllers/Controllers organization exists, are 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       | Cochin               | AAO (Navy) ,Cochin    |
| 6       | Dehradun             | PCDA (AF), Dehradun   |
| 7       | Guwahati             | CDA, Guwahati         |
| 8       | Jabalpur             | CDA, Jabalpur         |
| 9       | Jaipur               | PCDA (SWC) Jaipur     |

| Sl. No. | Name of Exam. Centre | Conducting Officer |
|---------|----------------------|--------------------|
| 10      | Jammu                | PCDA (NC), Jammu   |
| 11      | Kanpur               | CFA (Fys), Kanpur  |
| 12      | Kolkata              | PCA (Fys), Kolkata |
| 13      | Lucknow              | PCDA (CC), Lucknow |
| 14      | Meerut               | CDA (Army) Meerut  |
| 15      | New Delhi            | PCDA, New Delhi    |
| 16      | Patna                | CDA, Patna         |
| 17      | Pune                 | PCDA (O), Pune     |
| 18      | 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 of HQrs Office letter cited under reference communicating decision of the Competent Authority to video-graph the entire proceedings of the examination on all five 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. 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 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 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 completion 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 the HQrs office.

3. **Paper IX i.e Fundamentals of EDP (Practical Portion):**

Consequent upon introduction of Paper IX after restructuring of SAS Examination notified vide Most Important Circular No AN/SAS/16200/Order/Vol.X dated 12-03-2007 there has been continuous updation of Windows Operating System and different types of Windows are in use. It may not be possible for all the candidates to be well versed with the latest version of the windows. **Thus all the Conducting Officer of examination centres are requested to ascertain from the candidates appearing from their centre, the type of Window Operating System, MS Office version etc they may prefer to attempt practical portion of Paper IX-Fundamentals of EDP and accordingly provide the same.** In this regard reference is also invited to Para 7 of HQrs Office Circular No AN/SAS/16102/SAS-II/FEB/2015/RN dated 19.01.2015.

4. Arrangement for smooth conduct of examination including that of practical portion of Paper IX (fundamentals of EDP) may be confirmed by the PCsDA/CsDA who are nominated as Conducting Officer of the Centre concerned as shown in Para 1 above by 5<sup>th</sup> February, 2015. Further necessary intimation regarding venue etc of the examination may also be communicated to all concerned including HQrs Office.

5. Receipt of this communication may kindly be acknowledged.

  
(Sangeet)  
Dy.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

  
(Sangeet)  
Dy.CGDA (AN)