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	रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी - 781171 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS UDAYAN VIHAR, NARANGI, GUWAHATI- 781171 फोन/Ph फैक्स/Fax:0361-2640394, 2640204 e-mail: cdaguwadmin1c.dad@hub.nic.in	
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भाग- 2 का.आ. सं/ Part-II O.O. No.- 394

दिनांक/Dated: 14/12/2021

विषय/ Sub: Conducting of Departmental Examination for promotion of MTS to Clerk Grade scheduled to be held on 16th December 2021.

The following officers / staff have been nominated by the CDA as Conducting Officer and Invigilators/ Supervisors for conducting the Departmental Examination for promotion of MTS to Clerk Grade scheduled to be held on 16th December, 2021 at Guwahati Centre.

CONDUCTING OFFICER (NOMINATED)

Shri N. K. Biswas, IDAS
Deputy Controller

VENUE

Training Hall, CDA Guwahati

INVIGILATORS / SUPERVISORS

Date	Time	Details of Test	Name of the Invigilator	Name of the Supervisor
16.12.2021 (Thursday)	10.00 to 12.00 Hrs	General English/ Samanya Hindi (i) Letter writing/ Essay = 50 marks (ii) Dictation = 30 marks (iii) Grammar = 20 Marks	Shri Debapriya Das, Accounts Officer	Shri Somnath Biswas, Asstt. Accounts Officer

The following officers/ staff will remain present in the examination Hall on the day of the examination to assist the Conducting Officer.

1. Smt. Shampa Chatterjee, AAO (AN), 8338788
2. Ms. S. Kacharia, JTO, 8339392
3. Shri S.M. Ali, MTS, 8331668
4. Shri J. Das, MTS, 8331673

The Invigilating/ supervising officer will report to the Conducting Officer in the examination Hall at 0930 Hrs and others at 0900 Hrs positively. Any individual not permitted by the Competent Authority shall not be allowed to loiter in and around the Examination Hall.

No candidate shall be allowed to enter the Examination Hall until he/ she produces the Identity Card or letter of authority duly signed by the Head of Office / Sub-office/ Officer-in-charge of section of MO where he / she is serving.

No candidate shall be allowed to enter the Examination Hall after half an hour of the commencement of the examination and also to leave the examination Hall within half an hour of commencement of the examination.

The Conducting Officer will ensure the following:

- a) The packets containing the Question –cum–Answer books are opened in the presence of the candidates at 1000 Hrs.
- b) The candidates are not indulging in any malpractice.

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विषय/ Sub: Conducting of Departmental Examination for promotion of MTS to Clerk Grade scheduled to be held on 16th December 2021.

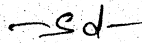
- c) No unauthorized person is allowed to enter or to loiter around the examination hall.
- d) The seats of the candidates are not arranged chronologically in order of their Roll Numbers.
- e) No candidate is allowed to leave the examination Hall unless it is ensured that the Invigilator has collected the answer books/ sheets.
- f) That the guidelines provided by HQrs Office vide their letter Nos. PERS/SAS/16502/MTS-CLK/DEC/2021/ RN dt 28/10/2021 and dated 02/11/2021 regarding video recording (with audio) is properly followed.

The Conducting Officer will ensure strict compliance of the instructions issued by the HQrs Office and CDA Guwahati.

Please acknowledge receipt.

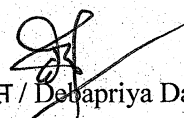
प्राधि/Auth.: HQrs Office important circular No. PERS/SAS/16502/MTS-CLK/DEC/2021/CO dated 02/11/2021 and ON of even No. dated 13/12/2021.

फाइल सं./File No. AN/1 C/727/DE/Prom/Vol-IX


(एन. के. बिस्वास / N. K. Biswas)
उप नियंत्रक(प्रशा) / Dy. Controller (AN)

वितरण / Distribution:

1. The CGDA (SAS), CENTRAD, Brar Square, Delhi Cantt.- 110010	For information with reference to above please.
2. The PCDA (BR) Delhi Cantt.	For information and necessary action please. This is in continuation to this office Part-II O.O. No.339 dt 01/11/2021.
3. The CDA(BR) Guwahati	
4. Shri N. K. Biswas, IDAS, DCDA	For information and necessary compliance please.
5. All Invigilators/ supervisors/SAOs/AOs/ AAOs/SAs/Aud/MTSs (by name)	For information and necessary compliance please.
6. (i) All concerned sections of MO CDA Guwahati (ii) All concerned sub-offices of CDA Guwahati	For information and necessary action please.
7. The Officer-in-charge, IT&SW Centre (Local)	For uploading in the CDA Guwahati website.
8. The Officer-in-charge, AN/IV Sec (Local)	For information and necessary action please. It is requested to confirm about the arrangement made for video recording (with audio) on the day of examination. A copy of guidelines issued by HQrs Office letter No. cited above is attached herewith for compliance please.
9. Spare / Part-II O.O. File	


(देबप्रिय दास / Debapriya Das)
लेखा अधि.प्रशा(/ AO (AN)