



रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 781171 -
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI- 781171
फोन/Ph फ़ैक्स/Fax: 0361-2640394, 2640204 e-mail: cdaguwadmin@cdad.hub.nic.in



भाग-2 का.आ.सं./Pt-II O.O No.- 369

दिनांक/Dated: 16/10/2020

विषय/ Sub: SAS Part-II Examination scheduled to be held from 23rd to 27th November, 2020.

The following Officers/ staff have been nominated by the CDA as Conducting Officer and Invigilators/ Supervisors for conducting the SAS Part-II Examination scheduled to be held from 23rd to 27th November, 2020 at Guwahati Centre.

CONDUCTING OFFICER

Shri N. K. Biswas, IDAS
Dy. Controller (AN)

VENUE

Community Hall, CDA Guwahati and
Training Hall CDA Guwahati (for Paper-IX)

INVIGILATORS / SUPERVISORS

Date	Time	Paper / Subject	Name of the invigilator	Name of the supervisor
MONDAY 23/11/2020	10.00 AM to 1.00 PM	Paper-V: Works, Stores & Internal Audit (Practical- With Books)	Shri S. Paul, AO	Smt. Shampa Chatterjee, AAO
TUESDAY 24/11/2020	10.00 AM to 1.00 PM	Paper-VI: Works, Stores & Internal Audit (Theory- Without Books)	Shri K. Bhagabati, AO	Shri Nilanjan Chakraborty, AAO
WEDNESDAY 25/11/2020	10.00 AM to 1.00 PM	Paper-VII: Financial Management, IFA System and elements of Law (Theory- without Books)	Shri Moloy Ghosh, SAO	Shri K. K. Prasad, AAO
THURSDAY 26/11/2020	10.00 AM to 1.00 PM	Paper-VIII: Office Communication	Shri Ranadhir Seal, SAO	Shri Sushil Kumar, AAO
FRIDAY 27/11/2020	10.00 AM to 11.30AM 12.00 PM to 01.30 PM	Paper-IX: Fundamentals of Electronic Data Processing (Theory) and (Practical)	Shri D. K. Roy, AO	Shri Somnath Biswas, AAO

The following Officers/ staff will remain present in the Examination Hall on all the days of the examination to assist the Conducting Officer.

1. Shri Debapriya Das, Accounts Officer (AN)
2. Smt. A. Barman, AAO (AN), 8337900
3. Ms S. Kacharia, JTO, 8339392
4. Shri D. Chakraborty, Aud, 8348747
5. Shri S M Ali, MTS, 8331668
6. Shri J. Das, MTS, 8331673

The supervising / Invigilating Officer will report to the Conducting Officer in the Examination Hall at 9.30 Hrs and others at 9.00 Hrs positively at Examination Hall. 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.

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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 an hour of commencement of the examination.

The Conducting Officer will ensure the following:

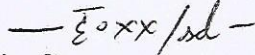
- The packets containing the question papers are opened in the presence of the candidate at 10.00 hours.
- The candidates are not indulging in any malpractice.
- No unauthorized person is allowed to enter or to loiter around the examination.
- The seats of the candidates are not arranged chronologically in order their Roll Numbers.
- The seating arrangement is changed every day for each paper.
- No candidate is allowed to leave the Examination Hall unless it is ensured that the Invigilator has collected the answer books/ sheets.
- That the guidelines provided by the HQrs Office vide their No. AN/SAS/16102/SAS-II/Nov/2020/RN dated 01/10/2020 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.

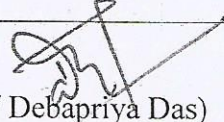
प्राधिकार/ Auth: HQrs office Important Circular No. AN/SAS/16102/SAS-II/Nov/2020/CO Dated 13/10/2020 and ON of even No. dt 14/10/2020.

फाइल सं/ File No. AN/1C/SAS/Part-II/May/Nov/2020


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

वितरण/ Distribution:-

1. The CGDA, Ulan Batar Road, Palam, Delhi Cantt.	For information with reference to above please.
2. The PCDA (BR) Delhi Cantt.	For information and necessary action - In continuation to this office Part-II O.O. No. 347 dated 07/10/2020.
3. Shri N. K. Biswas, IDAS, DCDA	For information and necessary compliance please.
4. The CDA (BR) Guwahati	For information and necessary action please.
5. All Invigilators/ Supervisors/ SAOs/AOs/ AAOs/SA/MTSs (By name)	For information and necessary compliance please.
6. (i) All Sections concerned of MO CDA Ghy (ii) All Concerned Sub- Offices	For information and necessary action please.
7. The Officer-in-Charge, IT & S Wing (Local)	For information and necessary action please. It is requested to upload this on the official 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 all five (05) days and make arrangements for preventive measures for COVID19. A copy of guidelines issued by HQrs Office vide No. AN/SAS/16102/SAS-II/Nov/2020/CO dt 13/10/2020 is attached herewith for compliance please.
9. Spare/ PT-II O.O. File/PC File	


(देबप्रिय दास / Debapriya Das)
ले. अ. (प्रशा)/ AO (AN)