

16



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

फैक्स/FAX:0361-2640204

फोन/Ph:0361-2640394,2641142



भाग- 2 का.आ. सं./Pt-II O.O. No.- 480

दिनांक/Dated: 25/11/2016.

विषय/Sub: SAS Part-II Examination scheduled to be held from 12<sup>th</sup> to 17<sup>th</sup> December, 2016.

The following Officers/ Staff have been nominated by the CDA as Conducting Officer/Invigilators/Supervisors for conducting the SAS Part-II Examination scheduled to be held from 12<sup>th</sup> to 17<sup>th</sup> November, 2016 (except 13/12/2016) at Guwahati Centre.

**CONDUCTING OFFICERS:**

(1) Shri K Lalbiakchung, Asstt. Controller (AN)

**VENUE:**

Community Hall, CDA Guwahati  
(Paper-IX -Theory & Practical shall be held at  
**"Training Hall"** CDA Guwahati Office Building )

**INVIGILATORS/ SUPERVISORS.**

Date	Time	Paper/Subject	Name of the Invigilator	Name of the Supervisor
MONDAY 12/12/2016	10.00 AM to 1.00 PM	<b>Paper-V:</b> WORKS, STORES & INTERNAL AUDIT ( PRACTICAL-WITH BOOKS	Shri M.H.N. Singh, Sr.AO	Shri Swapan Barua, AAO
WEDNESDAY 14/12/2016	10.00 AM to 1.00 PM	<b>Paper-VI:</b> WORKS, STORES & INTERNAL AUDIT (THEORY- WITHOUT BOOKS)	Shri Debashis De, Sr.AO	Shri Suvankar Adhikari, AAO
THURSDAY 15/12/2016	10.00 AM to 1.00 PM	<b>Paper-VII:</b> FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY- WITHOUT BOOKS)	Shri B. B. Dam, Sr. AO	Ms. Durba Bhattacharya, AAO
FRIDAY 16/12/2016	10.00 AM to 1.00 PM	<b>Paper-VIII:</b> OFFICE COMMUNICATION	Shri Chayan Das, Sr.AO	Shri Subhasish Banerjee, AAO
SATURDAY 17/12/2016	10.00 AM to 11.30 AM  12.00 PM to 01.30PM	<b>Paper-IX:</b> FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	Shri S S Dev Roy, Sr.AO	Shri N. Chakraborty, 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 H B Dutta, Sr.AO
2. Shri Gautam Bhaumik, AAO
3. Shri B B Dey, Sr. Adr.
4. Ms. Seemantika Kacharia, Jr/T
5. Shri Jogeswar Das, MTS
6. Shri S M Ali, MTS

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.

Cont. -p/2.....



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:-

- a) The packets containing the question papers are opened in the presence of the candidate at 10.00 hours.
- b) The candidates are not indulging in any malpractice.
- c) No unauthorized person is allowed to enter or to loiter around the Examination.
- d) The seats of the candidates are not arranged chronologically in order of their Roll Numbers.
- e) The seating arrangement is changed every day for each paper.
- f) No candidate is allowed to leave the Examination Hall unless it is ensured that the Invigilator has collected the answer books/sheets.
- g) That the guidelines provided by the HQrs Office vide their No. AN/SAS/16102/SAS-II/DEC/2016/RN dt. 15/11/2016 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/Authority: HQrs office Imp Circular No. AN/SAS/16102/SAS-II/DEC/2016/CO dated 18/11/2016.  
फाइल सं/ File No. AN/IC/SAS/Part-II/December/2016

-- ह - 1 - sd -

(जे. के. दास / J. K. Das)

उप नियंत्रक/ Dy. Controller

वितरण/ Distribution:-

1. The CGDA (SAS), CENTRAD, Brar Square, Delhi Cantt.-110010	For information please.
2. (i) The PCDA (BR) Delhi Cantt-10 (ii) The PCDA (AF) Dehradun (iii) The CDA Patna	For information & n/a please. This is in continuation to this office Part-II O.O. No.473 dated 17/11/2016.
3. Shri K Lalbiakchhunga, ACDA (AN), Conducting Officer.	For information and necessary action please.
4. The CDA (BR) Guwahati	For information and necessary action please.
5. All Invigilators/Supervisors/AOs /AAOs /SA/MTS (By name)	For information and compliance please
6. All concerned Officer-in-Charge, MO Sections / Sub-Offices.	For information and necessary action please.
7. The O. i/c EDP Sec (Local)	For information & necessary action please. It is requested to upload this letter in CDA Guwahati official website.
8. The Officer-in-Charge, AN/IV Sec. (Local)	For information & necessary action please. It is requested to confirm about the arrangement made for video recording (with audio) on all five days. A guidelines issued by HQrs office vide No. AN/SAS /16102 /SAS-II/DEC/2016/CO dated 18/11/2016 is attached herewith for compliance please.

हिन्दोल दत्ता

(एच. बी. दत्ता/H B Dutta)

व. ले. अधि. (प्रशा) / Sr. AO (AN)