



सत्यमेव जयते

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) -I, म.प्र.

भोपाल शाखा, 53 अरेरा हिल्स, होशंगाबाद रोड, भोपाल - 462011

दूरभाष : 0755-2554821, 2764037 फ़ैक्स: 0755-2557452 ई-मेल: srdagaebhopal@cag.gov.in



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth
In Public Interest

क्रमांक नि.वि.1/समूह-2/डी - 2078

दिनांक 16.12.2020

प्रति,

वरिष्ठ संभागीय लेखा अधिकारी,
संभागीय लेखा अधिकारी -1,
संभागीय लेखा अधिकारी -2,
संभागीय लेखापाल

विषय: एस.ए.एस./आई/सी.पी.डी मुख्य परीक्षा 2019 की पूरक परीक्षा के सम्बन्ध में प्राप्त दिशा-निर्देश।

सन्दर्भ: मुख्यालय के पत्र क्र.481/09- Exam/AP/Suppl Exam/2020 दिनांक 15.12.2020 |

उपरोक्त विषयान्तर्गत मुख्यालय के पत्र क्र.481/09-Exam/AP/Suppl Exam/2020 दिनांक 15.12.2020 की छायाप्रति सूचनार्थ संलग्न प्रेषित है।

संलग्न: उपरोक्तानुसार

वरिष्ठ लेखा अधिकारी/नि.वि.1

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI

Examination Wing

No 481/09-Exam/AP/Suppl Exam/2020

Dated: 15/12/2020

To

**Heads of Department of IA&AD offices
(As per standard email list)**

**Subject: Supplementary Examination of SAS/RAI/CPD-I&II Main Examination 2019-
Admit Card, Procedural Manual, List of centres etc**

Madam/Sir,

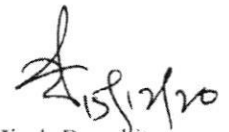
Supplementary Examination of SAS/RAI/CPD-I&II Main Examination 2019 is scheduled to be held from 23/12/2020 to 29/12/2020. In this regard, the following documents/link are enclosed for information and necessary action.

1. The Admit Card may be downloaded from the link <https://cagi.azurewebsites.net/>
2. List of Centres
3. Process Manual
4. Instructions for Candidates
5. SOP dated 10/09/2020 issued by MoHFW on preventive measures to be followed while conducting examination to contain spread of COVID-19

This issues with the approval of the Director General (Exam).

Encl: As above

Yours faithfully,



(Hirak Bagchi)

Sr. Administrative Officer (Exam)

**Government of India
Ministry of Health & Family Welfare**

Revised SOP on preventive measures to be followed while conducting examinations to contain spread of COVID-19

Examination centres are frequented by large number of students (as well as their parents) and staff till the entire duration of the exam and therefore, it's vital to plan and conduct these examinations, while following specific preventive measures, as detailed in the paragraphs below.

1. Generic preventive measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (staff, students and parents) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Practice frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made wherever feasible.
- iv. Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised to all, as far as feasible.

2. All Universities/Educational Institutions/Examination Conducting Authorities/Examination centers shall specifically ensure the following arrangements:

a) Planning of examinations

- i. Only those examination centers which are outside the containment zone shall be allowed to function. Staff/examinees from containment zones shall not be permitted. Such examinees shall be given an opportunity to undertake the examination through other means or the Universities/Educational Institution/ Agency may consider appropriate measures in this regard.
- ii. Universities/ Educational Institutions/ Examination Conducting Authorities/ Examination centers may plan out the examination schedule in a staggered manner so as to avoid overcrowding at any examination center on any day.

- iii. Keeping in view the physical distancing norms, institutions should have adequate room capacity to ensure proper seating arrangement for examination.
- iv. Appropriate arrangements for personal protection gears like face covers/masks, and other logistic like hand sanitizers, soap, sodium hypochlorite solution etc. shall be made available by Universities/ Educational Institutions/Examination Conducting Authorities/Examination centers to the staff as well as students as per requirements.
- v. Exam functionary and examinees may also submit self-declaration about health status at the time of entrance to the examination center. Such self-declaration form may be circulated at the time of issue of admit tickets. A simple do's and dont's/ Advisory may also be circulated at the time of issue of admit tickets.
- vi. Students should also be given prior information on what they should carry, which includes exam related documents (Admit card, ID card etc) , face mask, water bottle, hand sanitizer etc.
- vii. Adequate manpower shall be deployed by the Institution for maintaining discipline (to ensure observance to distancing norms and other preventive measures at all times) during conduct of the examination.
- viii. Adequate number of registration rooms and manpower for document verification and recording of attendance shall be planned duly ensuring social distancing norms.
- ix. Invigilators and supervisory staff need to be briefed on the code of conduct in the context of COVID.
- x. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently at the examination center (outside and inside).
- xi. The examination center should have a designated isolation room for isolating any person who is found symptomatic at the time of screening or during examination, till such time medical advice may be sought. A clear policy on allowing/disallowing symptomatic candidates to undertake examinations shall be delineated by the Examination Conducting Authorities in advance.

b) Transportation to and from the examination center

If any transportation is arranged by educational institutions conducting examinations, proper sanitization of buses/other transport vehicles shall be ensured.

c) Entry and exit to the examination center

- i. Entrances to have mandatory hand hygiene and thermal screening provisions. If any examination functionary/examinee fails to meet the self-declaration criteria, they shall not be allowed entry.
- ii. Only asymptomatic staff and students shall be allowed inside the examination hall.
- iii. In regular course, a symptomatic candidate should be referred to the nearest health center and given an opportunity to undertake the examination through other means or the Universities/Educational Institution shall arrange for taking exam at a later date when the student is declared physically fit. However, if a student is found to be symptomatic, the permission or denial thereof, in such cases shall be granted as per the policy already enunciated on the issue by the Examination Conducting Authorities.