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OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA, 10-B.S. ZAFAR MARG,
NEW DELHI-110002

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Dated: 19-11-2018

EXAMINATION SECTION

Circular No. 16 of 2018

To

All Heads of Department of IA&AD Offices
RTIs/RTCs/NAAA/iCISA & Director (P)
(Except overseas Audit Offices)

Subject: Guidelines for On-line registration of candidates for Main Subordinate Audit/Accounts Service (SAS)/Revenue Audit (RA)/Incentive (I)/Continuous Professional Development (CPD)-I&II Examinations and list of Centres.

Sir/Madam,

As already communicated vide Examination Section Circular No.10 of 2018 issued vide No. 718 /04-Exam/ SAS/RA/I/CPD-I&II/Prog./Sept.2018 dated: 02-07-2018 the Annual SAS/RA/I/CPD-I&II Examinations will be held in December 2018. The date sheet will be issued in due course.

2. The prospective candidates for the aforesaid examinations will be registered online from **22-11-2018 to 28-11-2018**. Since the registration is online, there is no scope for re-opening of the registration as well as that of entries made therein. **It is therefore emphasised that the correctness of the particulars of the candidates should be verified and ensured from the Service Book and other related records in this regard.** Further, once a candidate is registered the chance will be treated as having been availed of.

3. The candidates intending to appear in the above mentioned examinations are to be registered online by filling up applications in the respective Cadre Controlling offices.

- **Sr. DAG/DAG (Admin) or Sr. AO/AO (Admin) of the respective offices are required to personally supervise the process of registration of the candidates and ensure correctness of the particulars of the candidates.**

This will not only ensure the accuracy of the facts but also avoid duplication in registration and act as input control. A certificate to this effect may please be sent by email to the mail ID: exam section@cag.gov.in.

- **For this purpose, the field offices should earmark one or more dedicated Personal Computers with internet facility.**

The passwords for the Registration of the candidates will be sent separately. The password for the approval of candidature by the Heads of Department are being communicated separately.

MOST IMPORTANT

4. Despite clear cut instructions issued to the field offices for online registration of candidates, some cases of incomplete/incorrect/delayed registration have been noticed. **There has been instance of registration of ineligible candidates.** During check of registration details it was noticed that some of the candidates at the time of registration had applied for only Group-I or only for Group-II and at the last moment requested for change of groups. Some of the candidates had not claimed exemption in certain papers at the time of registration and subsequently claimed it either after the closure of registration or at the time of issue of Admit Cards. There were also the cases where the candidates, though had registered themselves on-line in the previous examination registered again as fresh candidates by not using the Index number allotted to them in the latest examination. This was done by small alteration in the name (using space (-)/underscore (_) or comma (,) or dot (.) or suffixing/prefixing/dropping letters in the name. **All these clearly indicate that the particulars of the candidates were not checked properly by the field offices while approving the candidature for the examination.** It should not be repeated.

Special care may be taken in case of candidates join on mutual transfer who are only eligible after completion of 2 years of service in the new office subject to clearing probation if not already completed.

5. It may, therefore, please be ensured inter-alia that:-

(i) Full name of the candidate and his/her parents is recorded as per Service Book. The registration of candidates is to be approved/submitted only after complete checking of all particulars. Heads of Department are requested to please ensure that the particulars filled in are correct and complete and only eligible candidates are registered.

(ii) It is also observed that print of blank Registration details without clicking of the confirm button is being taken. Adequate care should be taken to fill in complete details, click on the submit button, and then take a print out of Registration details. Printing of screen details should invariably be desisted without fail.

The particulars of the candidate are duly checked, particularly the Index No./Year/Branch in which he/she appeared, designation and the exemptions claimed. Particulars of exemptions claimed on account of SAS/SOGE/RA/I/CPD-I examination papers and non-SAS examination papers are filled in the appropriate fields only. The examination year in which exemption secured/earned must invariably be mentioned to enable the Hqrs office to verify the exemption.

(iii) A field for filling up the "Unique ID Number" (UIDN) of the candidates has been created in the on-line registration form. The 'UIDN' was required to be allotted vide Headquarter Circular No. 35-N.G.E./2005 issued vide letter No.315-N.G.E.(App)/11-2004 dated 11-05-2005. It may be ensured that the "Unique ID Number" allotted by the Cadre Controlling office is filled in at the time of registering the candidates for the Examination.

(iv) A field has been provided in the registration module for claiming exemption in PC-16 by the Divisional Accountants/DAO-II, if eligible. The year of passing the Divisional Accountant Grade Examination and the Roll No. are to be entered in the field provided therefore. The

particulars of the Divisional Accountants/DAO-II in regard to claim of exemption in PC-16 are to be duly checked.

(v) The candidates are to be registered by the respective Cadre Controlling offices to which they belong. Photo being uploaded is the latest one, taken not before **1st September, 2018**.

(vi) In case of transfer of any candidate to any other office after the candidate has been registered from a particular office, the fact of his transfer to other office may be reported by both the offices to the Headquarters immediately and also to the email ID: **examsection@cag.gov.in**. Request for change of particulars and centre will not be considered after **03 December, 2018**. Candidate will not be allowed to appear other than his/her place of current posting/duty station.

5. Detailed instructions/steps to be followed for registration of the candidates for the aforesaid examinations are enclosed along with the list of Centres.

6. Further, all other checks prescribed at Chapter IX of MSO (Admin) are to be exercised by the Head of the Department besides thorough verification of vital information furnished by the candidates like category, exemptions claimed etc.

Receipt of the circular may please be acknowledged by email ID: **examsection@cag.gov.in**.

Encl: As above.

Yours faithfully,



(S.R. Dhall)

Director General (Exam)

**Detailed instructions for Registration of Candidates for Annual SAS/RA/I/CPD-I &II
Examinations, 2018.**

A- Registration of Candidates (Registration Module)

1. Log on to the Web address: <http://examreg.cag.gov.in/registration/>
2. System asks for your office code and password. Please enter them. Password is being sent.
3. All the important information required in the application for the registration is indicated in **asterisk**. The system will not allow the submission of application unless all information in the fields marked with asterisk is filled in.
4. Enter the **latest** CBT Index number of the candidate if he is already registered under on-line CBT mode of registration. Select Date of Birth and click submit button. Then fill the required field as asked for.
5. The candidates who have taken previous SOG examination and have not taken examination under CBT mode have to enter his/her SOGE index number, year and month in which he/she has appeared last and click on the "Submit New Registration" button. Then fill the required fields as asked for.
6. Particulars of the candidate should be checked carefully before its submission by clicking on "Submit" button. If some information is to be modified it should be done by clicking on 'Edit' button.
When any of the information is modified/edited by using 'Edit' button, the photo with signature is to be re-uploaded by using 'Browse' button. Repeat, if any of the information is modified/edited by using 'Edit' button, photo with signature has to be re-attached/re-uploaded by using "Browse" button.
7. Once the information is confirmed by using "confirm" button, the modification can not be carried out at registration stage.
8. After confirmation, the system considers the application as final and generates index number of the candidate prefixing 'S' for SAS examination, 'R' for Revenue Audit examination, 'I' for Incentive examination, 'C' for CPD-I and 'CB' for CPD-II examinations.
9. The index number may be noted down for future correspondence and close the window.
- 10 To facilitate sending messages regarding generation and collection of admit cards and entry into the examination hall, it will be helpful if the optional information like e-mail address and mobile phone numbers of the candidates are filled in.
11. Each registration is counted as one attempt. w.e.f. November 2010 . There are only six attempts permissible to pass the SAS examination. However, the candidates who have exhausted all the six chances and secured exemption in/passed five papers of SAS Examination have been given **four (4) more** consecutive chances commencing from the immediate successive examination and lapsing immediately after conclusion of 4 consecutive SAS examinations. Withdrawal of candidature is **NOT** permissible once the candidate is registered.
12. The centre for candidates shall be their current Duty Station including those candidates who are on deputation to other Offices .

B - Approval by the Head of Department (Admin Module)

1. HOD should thoroughly carry out all the checks as required to be exercised as per Chapter 9 of MSO (Admin) including exemption allowed.
2. Log on to the website http://examreg.cag.gov.in/cag_admin
3. System asks for your User ID and password. User ID is; 'cag', the **password is being sent separately**. Please enter them. HOD can change the user ID and password.
4. The Head of the Department (HOD) can see the details filled in by the candidate. The system exhibits the number of applications received till date with their Index Number.
5. Head of the Department can verify online the exemption claimed by the candidate by clicking on the registration number and the exemption matrix available on the screen.
6. HOD can modify the information furnished by the candidate through "Edit" button. After verification and modification, if any, of the details of the candidate, **click on 'Submit'**. This completes the HOD's approval of the application of the candidate i.e. approval of candidature of the candidate for the examination.
7. **The candidate cannot be kept under 'await' mode. His candidature has to be either 'approved' or 'disapproved'. The candidate in 'await' mode at the time of closing date will be disapproved automatically.**
8. **The HOD should ensure the correctness of the eligibility of the candidates.**



(S.R. Dhall)

Director General /Exam

Exam Centres for Annual SAS/RA/I/CPD-I&II Examinations to be held in December 2018.

Sl. No	Name of the Center
1.	Agartala
2.	Ahmedabad
3.	Aizwal
4.	Allahabad
5.	Bangalore
6.	Bhopal
7.	Bhubaneswar
8.	Chandigarh
9.	Chennai
10.	Madurai
11.	Dehradun
12.	Gangtok
13.	Goa
14.	Gorakhpur
15.	Guwahati
16.	Gwalior
17.	Hyderabad
18.	Itanagar
19.	Imphal
20.	Jaipur
21.	Srinagar
22.	Jammu
23.	Thiruvananthapuram
24.	Kochi
25.	Thrissur
26.	Kohima
27.	Kolkata
28.	Lucknow
29.	Mumbai
30.	Nagpur
31.	New Delhi
32.	Patna
33.	Pune
34.	Raipur
35.	Rajkot
36.	Ranchi
37.	Shillong
38.	Shimla

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