

**Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyay Marg, New Delhi**

National Essay Writing Competition 2024

Scheme Document

1. The office of the Comptroller and Auditor General (CAG) of India is organising the third National Essay Writing Competition as part of *Audit Diwas* celebrations.

The essay competition aims to make the youth of the country aware of the institution of the CAG of India and appreciate the contribution of the CAG in promoting public accountability and good governance. The competition will also give an opportunity for young minds to harness their creativity and express ways in which the institution of the CAG can contribute to good governance.

2. The essay competition will be conducted in conventional pen and paper mode by way of physical participation in stations where field offices of IA&AD are located and at least 50 persons can be comfortably accommodated. In addition to these, to have a venue in all the States, seven stations have also been included in this list *viz.* Itanagar (Arunachal Pradesh), Guwahati (Assam), Panaji (Goa), Bhopal & Gwalior (Madhya Pradesh), Agartala (Tripura) and Dehradun (Uttarakhand), even though these do not meet the criteria of minimum seating capacity. The list of stations is given in **Annexure I**. All arrangements for smooth conduct of the competition will be made by the field office in charge at the location under the overall supervision of the senior most HoD at the station.
3. Essay Competition will be held on **4 October 2024 from 2.30 PM to 4.30 PM** (two hours duration). Participants may write their essay in **either Hindi or English**.
4. The topic of essay will be shared with participants **on the spot** at the time of the start of essay competition in the premises of IA&AD field offices. To maintain secrecy, the topic will be shared with the PAG/DG/AG/PD in charge at the concerned station through a password protected file via e-mail a day before the competition.
5. The essays will be evaluated separately in English and Hindi. Winners of the competition will be awarded cash prizes as follows:

First prize: ₹50,000

Second prize: ₹40,000

Third prize: ₹30,000

6. A separate document for announcement of the scheme will be prepared by PPG wing. The competition may be publicised through the following means:
- CAG's website – an online portal may be developed as detailed in para 9.4.1.
 - Mygov.in
 - Websites of relevant field offices
 - Through letters to all Central universities by Headquarters
 - Letters to State universities by concerned State PAGs/AGs
 - Through newspaper advertisements in two leading daily newspapers of both English and Hindi languages
7. Interested participants may submit their applications on the online portal. The participants will be given an option to select their choice of stations from the list of stations where the competition will be conducted. The participants will be allotted a centre at the station selected by them on first come first serve basis. No changes will be allowed in the station once allotted to the participant. Registered participants should report to the centre at least one hour before the competition to facilitate verification of documents, attendance and seating.
8. There are no registration charges for participation in the competition. Participants will have to make their own arrangements for travelling to and from the allotted centre.
9. Guidelines for participation in the essay competition are as follows:

9.1. Eligibility:

- 9.1.1. The essay writing competition is open to all college students who are currently enrolled in a course of study at any institution recognized by any University in India.
- 9.1.2. The participant should not be more than 23 years old as on 1st August 2024.
- 9.1.3. Employees of the Indian Audit and Accounts Department shall not be eligible for participating in the competition. Their family members are, however, not debarred from the taking part in the competition.

9.2. Length of the essay:

- 9.2.1. The length of the essay should not exceed 1,500 words. Participant will also make a smart summary of the essay in 150 words capturing the essence and central idea of the essay. It may be located at the beginning or end of the main body of the essay.

9.3. Language and presentation:

9.3.1. The essay may be written either in English or Hindi.

9.3.2. The essay should reflect original thinking and presentation. The CAG of India shall not bear any responsibility for copyright violations or infringements of intellectual property carried out by the participants.

9.4. Manner of submission of application for registration:

9.4.1. An online portal would be developed for registration of applications. The portal may have the following features:

9.4.1.1. Option for selection of station from which the contestant will participate.

9.4.1.2. Option for selection of language of essay.

9.4.1.3. Provision for uploading of documents mentioned in para 9.4.3 by participants.

9.4.1.4. A profile sheet to be filled up by the participant containing the following particulars:

- Name (Mr./Ms.):
- Father's/Legal Guardian's name:
- Date of Birth (DD/MM/YYYY):
- Age as on 1st August 2024 (years and months):
- Educational qualification:
- Name of the University/College/Institution attending:
- Name of course enrolled in:
- Year of enrolment:
- Duration of study: From __ (year) to ____ (year)
- Address for correspondence:
- Email address:
- Mobile number:

9.4.1.5. Allotment of registration number to the applicant.

9.4.1.6. Access to the senior most HoD of the field offices in the stations, who will arrange for scrutiny of documents.

9.4.1.7. Provision for selection of participants who fulfil eligibility requirements and allotment of centre for participating in the competition.

9.4.1.8. Provision for display of available venues with addresses for walk-in registrations.

9.4.1.9. The portal should generate a database of the name and educational institution of the participants found to be eligible (to facilitate distribution of participation certificates).

9.4.2. Opening of window for Registration of participants will be intimated shortly. Applications will be allowed till two hours before the scheduled starting time of the Essay Competition subject to capacity constraints at various locations, at the discretion of the Headquarters/centre in charge. Onsite registration will also be allowed for walk-in participants on First cum First Serve basis on the day of the competition, till two hours before the scheduled starting time of the competition, subject to capacity constraints.

9.4.3. The participants would be required to **upload the following documents on the portal:**

9.4.3.1. A scanned recent colour passport size **photograph** of the participant in jpg/jpeg format. The name of the jpg/jpeg document should be the name of the participant followed by ‘-photo’¹.

9.4.3.2. A scanned pdf document of the **student’s ID** showing proof of enrolment of the student at the University/educational institution. The name of the document should be the name of the participant followed by ‘-id’².

9.4.3.3. A scanned pdf document showing proof of date of birth, such as birth certificate or Class 10th or equivalent mark sheet. The name of the document should be the name of the participant followed by ‘-dob’³.

9.4.4. Original Photo ID issued by the College/University attending is required to be produced on the day of competition for identity verification of the participant on site at the registration desk by the field offices. Participants registering on walk-in-basis should carry copies of all the documents mentioned in **para 9.4.3.**

9.4.5. Failure to provide any of the above documents or providing inauthentic documents may lead to disqualification.

¹ For example, if the name of the participant is abc, the name of the jpg/jpeg image will be ‘abc-photo’.

² For example, if the name of the participant is abc, the document name will be ‘abc-id’.

³ For example, if the name of the participant is abc, the name of the document will be ‘abc-dob’.

9.5. Arrangements to be made by the HoD in charge of centre for conduct of competition

- 9.5.1.** The senior most HoD in the station will coordinate the conduct of the competition at all centres/locations in the station.
- 9.5.2.** The address of the centre allotted to the registered participants may be sent by e-mail to the participant atleast two days before the day of the competition. The address of the centres should also be uploaded in the CAG's website, website of the field offices and the Essay competition portal to enable walk-in participation.
- 9.5.3.** Arrangements may be made for appropriate signage for the National Essay Writing Competition at all the centres/locations.
- 9.5.4.** Registration desk may be set up at each centre to check and verify the identity of the participants, attendance, registration of walk-in participants etc., Profile sheets as at para 9.4.1.4 for walk-in participants.
- 9.5.5.** Ruled stationery essay writing booklets with 8 pages may be printed in sufficient numbers. The top sheet (un-ruled) may be printed with the SAI India logo; title 'National Essay Writing Competition 2024', Name of the Station, Name of the centre and 'Registration number
- 9.5.6.** Electronic devices like mobile phone, digital diary, smart-watch etc. will not be allowed during the competition, therefore, arrangements may be made for safe custody of the same when the participants are engaged in the competition.
- 9.5.7.** Sufficient number of Invigilators and competition in-charges may be assigned duties to conduct and monitor the competition and ensure that no participant is found to be using any unfair means e.g., cheating, canvassing, possessing / using any electronic device like mobile phone, digital diary, smart-watch etc. during the competition. If found, his/her participation will be cancelled.
- 9.5.8.** Arrangement may be made to provide water to the participants during the competition and refreshments at the end of the competition.

9.6. Evaluation methodology and timelines:

- 9.6.1.** Essay Competition will be held **on 4 October 2024** at all centres from 2.30 to 4.30 pm (two hours duration).

9.6.2. Best entries from each station will be shortlisted by a three-member committee of Group Officers for that station to be constituted by the coordinating HoD in charge of the station. Four *per cent* of the entries will be shortlisted by the Committee and forwarded to PPG Wing by the HoDs in charge latest **by 15 October 2024** for further processing.

9.6.3. PPG wing will hand over the shortlisted entries to a three member ADAI level Expert Essay Committee in Headquarters to give their recommendation on three best essays in both English and Hindi. The Expert Essay Committee will provide their recommendation **by 25 October 2024**.

9.6.4. Results will be finalised after obtaining approval of the Competent Authority.

9.7. Evaluation criteria:

The criteria for evaluation of essays will be:

- Originality of thought and depth of knowledge,
- Clear reasoning and quality of argument,
- Critical analysis,
- Structure and writing style.

9.8. Evaluation of entries:

9.8.1. The best three essays in each language will be awarded cash prizes as mentioned in para 5, subject to the conditions mentioned in the scheme.

9.8.2. The decision of the evaluation committees will be final and binding on all the participants.

9.9. Declaration of result:

Results will be published on CAG's website www.cag.gov.in and the Essay Competition portal by **5th November 2024**.

9.10. Prizes for winners:

9.10.1. The prizes will be awarded on **16th November 2024**. Details will be sent to the prize winners separately.

9.10.2. Competition winners will be notified of the competition result by e-mail. Reasonable efforts will be made to contact the prize winner for 10 days; if the winner fails to respond to our notification attempts within this time, we reserve

the right to disqualify that participant and offer the prize to the next eligible participant and thereafter until a winner is found.

9.10.3. All eligible students who participate in the competition shall receive participation certificates in digital format. Digital certificates will be designed by PPG wing with the assistance of HQ wing and forwarded to the concerned HoD in charge at the stations for distribution to the participants.

9.11. General instructions for participants

9.11.1. If an entry is found to violate the guidelines, it will be removed from the evaluation process without giving any intimation or explanation to the participant.

9.11.2. If a participant is found to be using any unfair means e.g., cheating, canvassing, possessing / using any electronic device like mobile phone, digital diary, smart-watch etc. during the competition, his/her participation will be cancelled.

9.11.3. The CAG of India shall have an exclusive, royalty-free, perpetual and irrevocable license to copy, store, edit, distribute, transmit and publish competition entries.

9.11.4. We may undertake publicity activities relating to the competition and prize awards. The winners shall agree to the use of their name, photograph, educational institution and disclosure of region of residence in any post-prize-winning publicity activities.

9.11.5. Any dispute or any issue related to this competition shall be decided by the CAG of India which will be final and binding.

9.11.6. The CAG of India reserves the right to cancel or amend all or any part of the competition/or the guidelines/evaluation criteria etc. at any time without any public notice.

10. Essential timelines shall be made available shortly.

List of stations for conduct of National Essay Writing Competition

Seating capacity (in column No. 5 of the table below) has been indicated as per data available with SMU/PPG. Field offices holding the charge of Estates may please confirm the total seating capacity and wherever its left blank the field office is requested to indicate the seating capacity available.

No.	Name of State	Name of Station	Offices in the station	Total Seating Capacity in the station
1.	Andhra Pradesh	Vijayawada	Principal Accountant General (A&E), Andhra Pradesh, Vijayawada Principal Accountant General (Audit), Andhra Pradesh, Vijayawada	590
2.	Andhra Pradesh	Visakhapatnam	Branch: Director General of Commercial Audit, Hyderabad at Visakhapatnam	60
3.	Arunachal Pradesh	Itanagar	Accountant General, Arunachal Pradesh, Itanagar	
4.	Assam	Guwahati	Accountant General (Audit), Assam, Guwahati Accountant General (A&E), Assam, Guwahati Director General of Audit, Northeast Frontier Railway, Guwahati Director General of Audit (Central), Kolkata, Branch office at Guwahati	
5.	Bihar	Patna	Accountant General (A&E), Bihar, Patna Accountant General (Audit), Bihar, Patna Branch: Principal Director of Audit (Central), Lucknow at Patna Finance & Communication Audit Office at Patna	397
6.	Chandigarh	Chandigarh	Accountant General (A&E), Punjab, Chandigarh Principal Accountant General (A&E), Haryana, Chandigarh Principal Accountant General (Audit), Haryana, Chandigarh Principal Accountant General (Audit), Punjab, Chandigarh	392
7.	Chhattisgarh	Raipur	Principal Accountant General (A&E), Chhattisgarh, Raipur Principal Accountant General (Audit), Chhattisgarh, Raipur	171
8.	Delhi	Delhi	Director General of Audit, Central Expenditure, New Delhi Director General of Audit, Central Receipt, New Delhi Director General of Audit, Environment and Scientific Departments, New Delhi	453

No.	Name of State	Name of Station	Offices in the station	Total Seating Capacity in the station
			Principal Accountant General (Audit), Delhi, New Delhi Principal Director of Audit, Industry and Corporate Affairs, New Delhi Regional Capacity Building and Knowledge Centre, Delhi Principal Director of Audit, Infrastructure, New Delhi Principal Director of Audit, Finance & Communication, Delhi	
9.	Goa	Panaji	Office of the Principal Accountant General, Goa, Panaji	
10.	Gujarat	Ahmedabad	Branch: Accountant General (A&E), Rajkot at Ahmedabad Branch Office: Principal Accountant General (Audit-I), Rajkot at Ahmedabad Accountant General (Audit-II), Gujarat, Ahmedabad Director General of Audit, Central, Ahmedabad	285
11.	Gujarat	Rajkot	Accountant General (A&E), Gujarat, Rajkot Principal Accountant General (Audit-I), Gujarat, Rajkot	100
12.	Himachal Pradesh	Shimla	National Academy of Audit and Accounts, Shimla Principal Accountant General (A&E), Himachal Pradesh, Shimla Principal Accountant General (Audit), Himachal Pradesh, Shimla	351
13.	Jammu & Kashmir	Srinagar	Principal Accountant General (A&E), Jammu & Kashmir and Ladakh, Srinagar Principal Accountant General (Audit), Jammu & Kashmir and Ladakh, Srinagar	150
14.	Jharkhand	Ranchi	Accountant General (Audit), Jharkhand, Ranchi Branch: Principal Director of Audit, Central, Lucknow at Ranchi Principal Accountant General (A&E), Jharkhand, Ranchi	133
15.	Karnataka	Bengaluru	Accountant General (A&E), Karnataka, Bengaluru Principal Accountant General (Audit-I), Karnataka, Bengaluru Principal Accountant General (Audit-II), Karnataka, Bengaluru Principal Director of Audit, Central, Bengaluru	430

No.	Name of State	Name of Station	Offices in the station	Total Seating Capacity in the station
16.	Kerala	Thiruvananthapuram	Principal Accountant General (Audit-I), Kerala, Thiruvananthapuram Principal Accountant General (Audit-II), Kerala, Thiruvananthapuram	60
17.	Madhya Pradesh	Gwalior	Principal Accountant General (Audit-I) Madhya Pradesh, Gwalior Principal Accountant General (A&E) - I, Madhya Pradesh, Gwalior Principal Accountant General (A&E) - II, Madhya Pradesh, Gwalior	
18.	Madhya Pradesh	Bhopal	Principal Accountant General (Audit-II) Madhya Pradesh, Bhopal	
19.	Maharashtra	Mumbai	Accountant General (A&E-I), Maharashtra, Mumbai Accountant General (Audit-I), Maharashtra, Mumbai Branch: Accountant General (Audit-II), Nagpur at Mumbai Director General of Audit, Central, Mumbai Director General of Audit, Western Railway, Mumbai Regional Capacity Building & Knowledge Institute, Mumbai	738
20.	Maharashtra	Nagpur	Accountant General (Audit-II), Maharashtra, Nagpur	190
21.	Manipur	Imphal	Principal Accountant General (A&E), Manipur, Imphal Principal Accountant General (Audit), Manipur, Imphal	50
22.	Meghalaya	Shillong	Regional Capacity Building & Knowledge Institute, Shillong Principal Accountant General(Audit), Meghalaya, Shillong	257
23.	Mizoram	Aizawl	Principal Accountant General, Mizoram, Aizawl	370
24.	Nagaland	Kohima	Principal Accountant General (A&E), Nagaland, Kohima Principal Accountant General (Audit), Nagaland, Kohima	70
25.	Odisha	Bhubaneswar	Accountant General (Audit-II), Odisha, Bhubaneswar Branch: Director General of Audit, Central, Hyderabad at Bhubaneswar Principal Accountant General (A&E), Odisha, Bhubaneswar Principal Accountant General (Audit-I), Odisha, Bhubaneswar	144
26.	Rajasthan	Jaipur	Branch: Director General of Audit, Central, Ahmedabad at Jaipur	1018

No.	Name of State	Name of Station	Offices in the station	Total Seating Capacity in the station
			International Centre for Environment Audit and Sustainable Development (iCED), Jaipur Principal Accountant General (A&E), Rajasthan, Jaipur Principal Accountant General (Audit-I), Rajasthan, Jaipur Accountant General (Audit-II), Rajasthan, Jaipur Principal Director of Audit, North Western Railway, Jaipur Regional Capacity Building & Knowledge Institute, Jaipur	
27.	Sikkim	Gangtok	Deputy Accountant General (A&E), Sikkim, Gangtok Principal Accountant General (Audit), Sikkim, Gangtok	180
28.	Tamil Nadu	Chennai	Principal Accountant General (A&E), Tamil Nadu & Puducherry, Chennai Principal Accountant General (Audit-I), Tamil Nadu & Puducherry, Chennai Principal Accountant General (Audit-II), Tamil Nadu & Puducherry, Chennai Principal Director of Audit, Central, Chennai Regional Capacity Building & Knowledge Institute, Chennai	452
29.	Telangana	Hyderabad	Accountant General (Audit), Telangana, Hyderabad Director General of Commercial Audit, Hyderabad Finance and Communication Audit Office, Hyderabad Principal Accountant General (A&E), Telangana, Hyderabad Principal Director of Audit, Central, Hyderabad Regional Capacity Building & Knowledge Institute, Hyderabad	447
30.	Telangana	Secunderabad	Principal Director of Audit, South Central Railway, Secunderabad	108
31.	Tripura	Agartala	Principal Accountant General (Audit) Tripura, Agartala Principal Accountant General (A&E) Tripura, Agartala	
32.	Uttar Pradesh	Prayagraj	Accountant General (A&E-II), Uttar Pradesh, Prayagraj Principal Accountant General (A&E-I), Uttar Pradesh, Prayagraj	651

No.	Name of State	Name of Station	Offices in the station	Total Seating Capacity in the station
			Principal Accountant General (Audit-I), Uttar Pradesh, Prayagraj Principal Director of Audit, North Central Railway, Prayagraj Regional Capacity Building & Knowledge Institute, Prayagraj	
33.	Uttar Pradesh	Lucknow	Accountant General (Audit-II), Uttar Pradesh, Lucknow	255
34.	Uttar Pradesh	Gorakhpur	Director General of Audit, North Eastern Railway, Gorakhpur	120
35.	Uttar Pradesh	Noida	International Centre for Information Systems and Audit (iCISA), Noida	280
36.	Uttarakhand	Dehradun	Principal Accountant General (Audit) Uttarakhand, Dehradun Principal Accountant General (A&E) Uttarakhand, Dehradun	
37.	West Bengal	Kolkata	Accountant General (Audit-II), West Bengal, Kolkata Director General of Audit, Central, Kolkata Director General of Audit, South Eastern Railway, Kolkata Finance and Communication Audit Office, Kolkata Principal Accountant General (Audit-I), West Bengal, Kolkata Branch: Principal Accountant General (Audit-I), West Bengal, Kolkata Regional Capacity Building & Knowledge Institute, Kolkata	570
			Total	9472+