

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E),  
WEST BENGAL, TREASURY BUILDINGS,  
KOLKATA – 700 001.**

Office Order (Admn. Series) No.: PAGAEWB/02/02/189/38  
Date: 28.04.2023

**Guidelines regarding SAS/RA/I/CPD-I, II & III Examination for Exam-I of 2023**

The prospective candidates for the forthcoming SAS/RA/I/CPD-I, II & III Examination for Exam-I of 2023 are instructed to adhere to the general guidelines based on the instructions of Headquarters' office. The guidelines are provided overleaf for general information to all prospective candidates.

Further, Candidates are advised to follow COVID appropriate behavior during the conduct of examination and submit a Self-Declaration Form/Undertaking in the prescribed format (copy enclosed) at exam centre, as a preventive measure.

  
28/4/23  
Sr. Accounts Officer (Admn.I)

Copy forwarded to :-

1. Sr. Accounts Officer (W.M.), is requested to bring the contents of this office order to the notice of all candidates posted in different P.W.Divisions intending to appear in the SAS/IE/CPD-I, II & III Examination-1 of 2023 from this office.

  
Assistant Accounts Officer (Admn.I)

**GENERAL INSTRUCTIONS TO BE FOLLOWED BY CANDIDATES OF SAS/RA/CPD**  
**EXAMINATION-I OF 2023**

1. The candidate must bring the Printout of e-Admit Card to the Examination Hall.
2. The candidate must take the test at the test venue indicated in the e-admit card only.
3. Electronic or any other type of calculators, log tables, slide rules, any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc are not allowed inside the premises. Candidates should not carry any books, paper, mobile phone or any other electronic item to the test venue.
4. Candidate, who is found to have unauthorized materials in his/her possession in the Examination Centre, shall be deemed to have indulged in breach of the test regulations. Any breach of test regulations shall be considered to constitute unfair practice. In case a candidate is found to be indulging in unfair practice, he/she will be liable to be debarred from this and future Tests/Exams and disciplinary action.
5. The Centre Observer is authorized to debar a candidate from the test session and initiate action as per CCS (CCA) rules for any of the following reasons.
  - Misbehaving/Creating disturbance or talking to other test taker(s) or indulging in an act unbecoming of an examinee, attempting to take the test on behalf of someone else or engaging someone else for taking test on a candidate's behalf;
  - Attempting to tamper with the computer system - either hardware or software.
  - Exchanging/Tearing out the scribble pad or found using calculators, slide rules, pagers, cell phones, concealed microphones, smart watches, wireless devices or any other material that may aid in answering questions.
  - Taking questions out of Examination Hall in whatsoever form.
6. Candidates are advised to not wear or bring any kind of jewellery with him/her at the exam centre;
7. Candidates are advised to use public transport as ample parking space may not be available at Examination Centre
8. Candidates are advised not to bring unnecessary Bag to the exam centre as the space for keeping them may not be available at the Examination centre.
9. Candidates are advised to follow COVID appropriate behaviour during the conduct of examination and they should bring with them and submit a Self-Declaration Form/Undertaking in the prescribed format (copy enclosed) at exam centre, as a preventive measure.

—By Order—



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**Annexure-IV**

**COVID-19 SELF DECLARATION FOR SAS/RA/I/CPD- I, II & III EXAM-1 of 2023**

**NAME OF THE CANDIDATE:** \_\_\_\_\_

**FATHER'S / HUSBAND'S NAME:** \_\_\_\_\_

**SELF DECLARATION (UNDERTAKING) TO BE FILLED IN BY THE CANDIDATE**

I \_\_\_\_\_ O/o the \_\_\_\_\_  
\_\_\_\_\_ Index

No. \_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_, do hereby declare the following

(please tick, wherever it is applicable to you, otherwise leave blank):

1. I have not been suffering from flu-like symptoms of fever, cough, breathlessness, sore throat/ runny nose, body ache in the last 14 days ☐

2. I have not been in close contact with a confirmed case of the COVID-19 ☐

3. I have not been in close contact with a person suffering from COVID-19 and am not under mandatory quarantine ☐

Candidate's Signature

Date: