



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

No. PAGAEWB/03/57/02/WM/Misc.-II/2019-20/38

Date: 24.08.2020

**OFFICE ORDER**

Copy of the Office Order (Admn. Series) No. PAGAEWB/02/02/190/50 Dated:19-08-2020, as forwarded by Admn.-I Section regarding online registration for SAS/RA/I/CPD-I&II Supplementary Examination of Main Examination 2019, is enclosed herewith for information of Sr.DAO/DAO-I/DAO-II/DA, who intend to appear in the said examination.

Applications are hereby invited from the existing candidates of Divisional Accountant Cadre (i.e. those who had registered for SAS/RA/I/CPD Examination during 2000 to 2019) intending to appear in the SAS/I/CPD-I&II Supplementary Examination of Main Examination 2019 from this office. The Pre-registration form of the aforesaid examinations is enclosed with the office order forwarded by Admn-I section. Necessary guidelines in this regard is also enclosed in Annexure-I & II.

The candidates are instructed to send their Pre-Registration form duly filled in and recommended by the respective Divisional officer to the email id of Sr. AO/WM i.e [sahap.wbl.ac@cag.gov.in](mailto:sahap.wbl.ac@cag.gov.in) for its onward transmission to Administration- I section in the following e-mail id:

1)[bidyutkumark.wbl.ac@cag.gov.in](mailto:bidyutkumark.wbl.ac@cag.gov.in)

2)[prishb.wbl.ac@cag.gov.in](mailto:prishb.wbl.ac@cag.gov.in)

The last date of submission of the duly filled in Pre-registration form will be notified in due course.

This issues with the approval of DAG (A/cs & VLC).

*sd/-*  
Sr. Accounts Officer/WM

No. PAGAEWB/03/57/02/WM/Misc.-II/2019-20/362

Date: 24.08.2020

Copy forwarded for information and necessary action to: -

- 1 AAO/WM uploading seat for uploading on the official website.

  
Sr. Accounts Officer/WM

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

Office Order (Admn. Series) No. PAGAEWB/02/02/190/50

Date: 19-08-2020

**Subject :: Online registration for SAS/RA/I/CPD-I&II Supplementary Examination of  
Main Examination 2019**

In terms of the Headquarters' Examination Section Circular bearing no. 7 of 2020, the online registration for SAS/I/CPD-I&II Supplementary Examination of Main Examination 2019 will commence from 26<sup>th</sup> August, 2020.

The Online Registration Form will be divided into four phases- Phase 1 is called Pre-registration, Phase 2 Examination Particulars and Upload Section (for uploading of documents, photo and signature) to be done by the candidates, Phase 3 is to be validated by ERO and Phase 4 is approval by HOD. Overview of the registration process is given in Annexure I

Hence, Applications are invited from the existing candidates (i.e. those who had registered for SAS/RA/I/CPD Examination during 2000 to 2019) intending to appear in the SAS/I/CPD-I&II Supplementary Examination of Main Examination 2019 from this office. The Pre-registration form of the aforesaid examinations is enclosed with this office order. Necessary guidelines in this regard is enclosed in Annexure-I &II. The Pre-registration forms (in the prescribed form) of all the prospective candidates of the aforesaid examinations serving not below the rank of Branch Officer, should be routed through the Group Officer concerned and serving below the rank of Branch Officer should be routed through the Branch Officer duly recommended by him/her to be submitted to Administration Section of this office starting from 20.08.2020. The candidates are instructed to send their duly filled in Pre-Registration form by email to the following e-mail ids after being recommended by their Branch Officers/ competent authority:-

- 1) [bidyutkumark.wbl.ae@cag.gov.in](mailto:bidyutkumark.wbl.ae@cag.gov.in)
- 2) [prishb.wbl.ae@cag.gov.in](mailto:prishb.wbl.ae@cag.gov.in)

Intending officials/officers for SAS/I/CPD-I&II Supplementary Examinations 2019 should submit their pre-registration form 20.08.2020 (scanned copy). The last date of submission of the duly filled in Pre-registration form will be notified in due course.

It is also requested to take note of the circulars, revised syllabus and other materials being uploaded on the CAG's website from time to time.

(Link :: <https://cag.gov.in/content/examinations>)



(Rahul Kumar)

Deputy Accountant General (Admn.)

Enclo ::

- 1) Pre-Registration Form
- 2) Annexure-I &II.

Copy forwarded to :-

1. Secretary to the Pr. Accountant General (A&E), West Bengal.

2. ~~Sr.~~Accounts Officer (W.M.) with the request to bring the contents of this office order to the notice of all aspiring eligible candidates working in Public Works Department in different Divisions in the State of West Bengal and all other candidates whose administrative control are the Pr. Accountant General (A&E), West Bengal. Further, he is also requested to co-operate with the eligible candidates to furnish the correct information in his/her Pre-registration form, for SAS/I/CPD-I&II Supplementary Examination of Main Examination 2019.



(A.Pal)

Sr. Accounts Officer(Admn.I)

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

**SAS/Incentive/ CPD-I&II (Supplementary) Examination of Main Examination 2019  
Pre-Registration Form**

1. Full Name (As per Service Book) ::
2. Father's Name ::
3. Date of Birth ::
4. Gender ::
5. Category ::
6. Qualification ::
7. Office Code/ Name ::
8. Designation ::
9. Cadre Controlling Authority (CCA) ::
10. Branch ::
11. Date of Joining CCA (for posts below DRAAO) ::
12. Test City ::
13. PAN ::
14. E-mail id ::
15. Mobile Number ::

**Declaration**

I hereby declare that the particulars furnished in this application form are correct to the best of my knowledge and understanding. I have verified my eligibility to apply against the category to which I am entitled. In case of incomplete or false information, I understand that my candidature is likely to be cancelled.

**Signature of the Candidate**

**Signature of the Group/Branch officer**

**Guidelines for Online Registration for SAS/RA/I/CPD Examination**

**Phase 1**

This phase is called Pre-registration, in which ERO will login using his/her Login ID and password and fill up Part-I of the Registration Form to generate Login ID and OTP for each candidate and send the same to the candidates. Candidates registered for Main Examination 2019 already have their Login ID and can be added directly to Candidates List for the upcoming exam. Link for online registration is available in CAG's website <https://cag.gov.in/content/examinations>

**Phase 2**

In this phase, the candidate will login and check Part-I of the Registration Form which will be pre-filled. If the candidate agrees with the data filled in by the office, he/she should proceed further to fill up Part-II of the Registration Form and submit the same. Candidates may be advised to check the particulars thoroughly and upload photo/signature before clicking the SUBMIT button. In case the candidate disagrees with the data pre-filled in Part 1 of the Registration Form, he/she should immediately contact the ERO concerned.

**Phase 3**

ERO is required to view the Registration Form submitted by the candidates and verify the data entered therein. In case of mismatch with service records and other relevant records, necessary correction can be made using the EDIT option. If ERO is satisfied regarding eligibility of the candidate to appear in the examination concerned and correctness of the data entered in the Registration Form, he/she will validate the candidature using the VALIDATE option. Printout of the filled in form should be taken at this stage for office record.

**Phase 4**

HoD will login at this stage using his/her Login ID and password to view the list of candidates validated by the ERO and approve/disapprove the candidature. Check-boxes will be displayed against the candidate's name and only checked candidates can be approved by HoD using the APPROVE option. In order to ensure fulfilment of the eligibility criteria by the candidates for the particular examination, a check-list will be displayed at this stage.

**Note:**

Registration of candidates for the examination should normally be done by the Cadre Controlling Office. However, in case of the officials on deputation, Pre-Registration can be done by ERO of the office in which he/she is posted, if that office has been allotted an office code. However, after online submission of the form by the candidate, verification and validation of the data is required to be done by ERO of his/her parent office.

UPDATED REGISTRATION PORTAL 2020

Part-I : Guidelines for ERO

1. Examination Registration Officer (ERO) will Login to the Registration Portal using his/her credentials. Upon successful login, ERO's Dashboard will open.
2. Candidates List and Registration Form under Registration Data will be blank before commencement of registration process. ERO is required to add eligible candidates who intend to appear in the upcoming examination. There will be two categories –
  - a) Candidates who already have Login ID to access the registration portal
  - b) Candidates who do not have Login ID to access the registration portal
3. ERO can directly add candidates at Sl. 2(a) above from Past Exam Data tab. Status of exemption in papers may be verified from the result of Main Exam 2019.
4. For adding candidates at Sl. 2(b) above, ERO is required to Generate Login ID, as shown below:
  - a) To generate Login ID for NEW CANDIDATES, who never registered for any examination after 2009, ERO needs to fill-up and submit Part-I of the Registration Form.
  - b) To generate Login ID in respect of EXISTING CANDIDATES, who had registered for any examination during 2000 to June 2019, ERO needs to select the last exam for which he/she had registered and enter the Index Number of the last exam. On submission, the system will display the Candidate's Profile viz. Name, Father's Name, DOB, Gender and Category (in case of SAS). It will also display the No. of Chances availed and the Papers, if any, in which Exemption secured. After verification of these details, ERO needs to fill-up the remaining fields of the Registration Form (Part-I) and submit the same.
5. Based on the actions at Sl. 3 & 4 above, login-ID wise **Candidates List** for the upcoming examination will be displayed by the system. ERO may check the list and **Send Login ID to Candidates** by clicking the relevant tab below the list.
6. After receipt of Login ID, candidates will login to the registration portal and fill-up/submit the registration form online. Filled-up forms submitted by the candidates will be displayed exam-wise under **Registration Form**. ERO is required to verify and validate the

data entered in the forms, which can thereafter be accessed and approved/disapproved by the Head of the Department (HoD) online using his/her credentials.

7. If at any stage the data displayed by the system does not match with the service records/ result, ERO should send a consolidated report in MS Excel in respect of all such candidates to Examination Wing by email to [examreg@cag.gov.in](mailto:examreg@cag.gov.in) before the closing date of registration and wait for further instructions in this regard.

#### **Important Points – ERO Login**

- ▶ Registration for an examination is counted as one chance, irrespective of whether the candidate appears or not. If withdrawal of candidature is permitted by the competent authority, chance is not counted.
- ▶ For all Existing Candidates, basic data (Candidate's Profile) will be pre-filled using his/her Last Examination Index Number. Basic data include (i) Name (ii) Father's Name (iii) DOB (iv) Gender and (v) Category (in case of SAS). No option to edit pre-filled data. In case of error/mismatch, issue needs to be communicated to Examination Wing by email to [examreg@cag.gov.in](mailto:examreg@cag.gov.in)
- ▶ Last Index Number should be entered by ERO to Generate Login ID, even if the Last Examination for which a candidate had registered is different from the examination in which he/she intends to appear. For example, if a candidate intends to appear in RAE for the first time, the Last Index Number to be entered by ERO to generate Login ID will be of SAS Examination, as this was the last exam for which he/she had registered.

## Part-II : Guidelines for Candidates

1. Candidates can Login to the Registration Portal using his/her credentials. Upon successful login, Candidate's Dashboard will open.
2. Candidate is required to select the Examination he/she intends to appear.
3. If he/she had appeared in the selected Examination before (during 2000 to 2019), his/her Last Index Number will be displayed by the system.
4. On proceeding further, the Registration Form will be displayed.
5. Part-I of the Registration Form will be Pre-filled. If the candidate agrees with the data displayed, he/she may proceed to fill-up Part-II of the form and submit the form online after uploading his/her photo and signature. If any discrepancy is noticed, the same may be immediately brought to the notice of the ERO concerned.

### Important Points – Candidate Login

- ▶ Last Index Number will **be auto-filled** in candidate's form for repeaters - no option to edit
- ▶ Uploading of documents has been dispensed with. Therefore, exemption claimed by candidate in any paper for passing Non-SAS/Pre-CBT Exams in terms of Notes below Para 9.2.10 of Chapter 9 of C&AG's MSO (Admn) Vol. – I will be allowed by the ERO only after **proper verification of original certificate/result** of such examination by the field office concerned.
- ▶ In case of **switch over of branch** in SAS Examination, HQ Permission Letter/Circular No. & Date required to be entered and the same will be verified by the ERO.
- ▶ **Training** Completion status - "Yes" OR "Exempted" (there is no option for "No") to be verified by ERO