

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA, NEW  
DELHI

Examination Circular No. 10 of 2008

No.: 671/91-Exam/04/Vol-II/V  
15 December, 2008

To,

All offices in IA &AD  
(As per mailing list)

Subject: Clarification regarding change in Service Regulations (Theory  
& Practical) in Part-I of SOGE post VI CPC.

Sir,

I am directed to state that it has been decided not to include questions based on the amendments due to VI<sup>th</sup> CPC during the SOGE to be held in April - May, 2009.

Yours faithfully,

(A.K.Mishra)

Director (Examination)

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA  
NEW DELHI**

**Speed post**

**Examination Circular No.8.of 2008.**

No.646/31-Exam-Prog./2008/V

Dated:03.12.2008

To

All offices in IA & AD  
(As per mailing list)

Subject: Programme for Section Officers' Grade Examination, Revenue Audit Examination for SOs/AAOs in Audit Offices and Incentive Examination for SOs/AAOs of A&E offices to be held in April/May 2009.

Sir/Madam,

I am directed to state that it has been decided to hold the Section Officers' Grade Examination in **April/May 2009** for all the candidates of Civil Accounts Branch, (except those A&E Offices notified vide Examination Section Circular No.6 issued vide No.405-Exam/109-2006 dated 13.04.2006 and No.538-Exam/109-2006/V dated 7.07.06) Civil Audit Branch, Commercial Audit Branch, Railway Audit Branch, P&T Audit Branch, Defence Audit Branch and Local Audit Branch.

The examination will also be held for all the Section Officers (Probationers) and all such candidates of A&E offices who desire to appear in SOGE (Civil Audit). The ensuing Section Officers' Grade Examination, Revenue Audit Examination for SOs/AAOs in Audit offices and Incentive Examination for SOs/AAOs in A&E offices is proposed to be held from **April/May 2009** (excluding holidays), as detailed in Annexure 'A'.

The Practical examination of the 'Computer Systems' paper in SOG Examination and 'Data Processing and Computer Systems' paper in Incentive Examination for SOs/AAOs in A&E offices will be conducted in 03 (three) batches each day. Date and time of each batch will be intimated through detailed programme of these examinations which will be sent in due course. The Examination centre and the offices covered under each centre for practical examination of the above papers are shown in Annexure 'B' which may be followed strictly.

The scheme and syllabus of the SOGE, Revenue Audit Examination and Incentive Examination shall be as per Examination Section Circular No. 1 of 2007 issued vide No20-Exam/91-2004/V/Vol.-II dated 22.01.2007.

The consolidated list of the eligible candidates for these examinations may kindly be sent to this office latest by the **15<sup>th</sup> January 2009** strictly in the manner laid down in MSO (A) Vol.I. A copy of the detailed instructions to be followed while forwarding the list of the candidates is, however, enclosed for ready reference. Separate lists of candidates appearing for the Revenue Audit Examination (Civil and other than Civil) for SOs and AAOs in Audit Offices or the Incentive Examination for SOs and AAOs in A&E offices may please be furnished in the prescribed forms in addition to and alongwith the list of eligible candidates if any, for the Section Officers Grade Examination **April/May 2009**. In case the lists are not received by the above prescribed date, it will be presumed that no candidate is willing/eligible for the examination(s) from your office and arrangement will be made accordingly. Needless to mention that it may

not be feasible to entertain any lists/correspondence on that account thereafter. It may please be ensured that the lists complete in all respects are forwarded to this office by the prescribed date i.e. **15<sup>th</sup> January 2009**. Supplementary list or lists received after the prescribed date will not be entertained.

All the branch offices must send the list of candidates through their Cadre Controlling Authority.

Separate lists may please be furnished showing:

- a) Candidates permitted to change over from one branch to another branch of SOGE and allotted new index number, indicating Headquarters letter Number and date in each case, allowing such switch over .
- b) Candidates retired, transferred, expired and promoted etc. who have become ineligible for appearing in the SOG/RA/IE.
- c) A summary of the number of candidates belonging to SC/ST category.
- d) A summary of candidates in each examination /branch/part opting for taking the Examination in Hindi medium.
- e) Candidates who are entitled to exemption in certain papers of SOG Exam on account of passing ICWA/CA along with Headquarters reference i.e. number and date of the letter in each case allowing such exemption.
- f) A summary of the number of candidates appearing in each part and branch of the Examination.
- (g-i) A separate list of candidates if any who will sit for the examination in another office/centre. A copy of the list should also be sent at the same time to the Head of the Department concerned to enable him to make necessary arrangements for conducting the examinations in time.

***Important.***

(g-ii) The DsG/PrAsG/AsG/PrDsA are advised to clearly mention in the list of candidates the centers as mentioned below in respect of the intending candidates who are on deputation with Delhi based offices and likely to appear in the Section Officers' Grade Examination/Revenue Audit Examination/Incentive Examination 2009 and also to intimate simultaneously to the Officer-in-charge of the examination centre all the particulars of such candidates:

Sl.No.	Appearing in	Centre to be mentioned
i.	Part-I & Part-II of Civil Accounts Branch of SOGE	NEW DELHI(E&SM)
ii.	Part-I & Part-II of Civil Audit Branch of Section Officer Grade Examination	NEW DELHI(E&SM)
iii.	Part-I & Part-II of Commercial Audit Branch of Section Officer Grade Examination	NEW DELHI(MAB-I)
iv.	Part-I & Part-II of Posts & Telecommunications Audit Branch of Section Officer Grade Examination	Delhi (P&T)
v.	Part-I & Part-II of Railway Audit Branch of Section Officer Grade Examination	NEW DELHI(DGACR)
vi.	Part-I & Part-II of Defence Audit Branch of Section Officer Grade Examination	NEW DELHI(DGADS)
vii.	Revenue Audit Examination	NEW DELHI (DGACR)
viii.	Incentive Examination	NEW DELHI, DGACR)

All such candidates will appear in all the papers of Part-II of all branches of Section Officers' Grade Examination and Incentive Examination in the Centres as mentioned above. However, they will appear in the practical paper of 'Computer Systems' (SOE-30) of Section Officers' Grade Examination and the practical paper of 'Data Processing & Computer Systems' (Incentive Examination-4) for SOs and AAOs in A&E offices from the Regional Training Centre, New Delhi under the jurisdiction of the Officer-in-Charge DGA,CR, New Delhi.

(h) **Proforma 'A'** in duplicate in respect of all candidates who have applied for Section Officers' Grade/Revenue Audit/ Incentive Examination indicating names as well as index numbers of the old candidates and only the name in respect of the candidates who are appearing for the first time in the Examination (in whose case index number is to be allotted by this office) may be sent along with the list of candidates for confirmation/issuing new index numbers by this office.

(i) **A list of directly recruited Section Officers on probation, if any, may also be furnished.**

(j) A separate list of candidates appearing in SOGE Part-II who have cleared SOGE papers but are required to pass computer paper only to qualify in the SOG Exam.

(k) A separate list of candidates appearing in SOGE Part-II who have qualified in 'Computer Systems' paper but are required to reappear in SOGE papers only to pass the SOG Exam.

(l) A separate list of SOGE (Accounts) passed candidates in terms of instructions contained in Headquarters Circular No. 31/NGE/2003 dated 12.08.2003 from A&E offices appearing in SOGE (Civil Audit) in **April/May 2009**.

(m) A statement showing requirement of question papers centre-wise may be furnished after taking into account the paperwise exemptions obtained by the appearing candidates. *(This information may be furnished by the offices responsible for conducting the examination for the centre as a whole).*

(n) Details of the candidates alongwith the particulars of centre opted for appearing at 'Computer Systems' Practical examination may also be intimated.

(o) In view of the fact that candidates from A&E Offices have been permitted to appear in SOGE-Commercial Audit Part I/II a separate list of intending candidates from A&E offices who are appearing in SOGE Commercial Audit Branch in **April/May 2009** may be furnished.

(p) Separate list of candidates in SO(Adhoc) category may also be furnished.

(q) Mention may please be made regarding candidates who are Divisional Accountants wherever applicable.

Hindi version will follow.

Kindly acknowledge receipt.

Yours faithfully

**(A K Mishra)**  
**Director (Exam)**

## **INSTRUCTIONS FOR PREPARATION OF LIST OF CANDIDATES.**

### ***INTRODUCTION***

1. With the declaration of results and communication of marks of failed candidates of Section Officers Grade Examination held in June 2008, updated consolidated list showing the names and other particulars of all the eligible candidates who have applied and been permitted to take the examination to be held in **April/May 2009** is required to be furnished by all the field offices in the prescribed form. The consolidated lists of candidates should be furnished to this office as early as possible but not later than **15<sup>th</sup> January 2009**. This information is also essential to assess the number of copies of the relevant question papers required to be got printed.

### ***GUIDELINES***

2. For the purpose of processing the finalisation of the entire results of the Section Officers Grade Examination on computer, it is imperative that field offices prepare and furnish the list of candidates with utmost care and accuracy. In this connection, some of the guidelines which have been issued from time to time are reiterated below:

(i) In the lists of candidates of Part-I, the names of failed candidates who have already been allotted Permanent Index Number will appear first strictly in ascending order of their index numbers

The names of candidates who are appearing for the first time as also those candidates who have come on transfer from other offices will appear next and the column meant for indicating index number will be left blank. The Index Number for them will be given by this office and intimated to you in due course. In case of transferees, their old Index Numbers must, however, be given in the remarks column for cancellation of their old number. Likewise names of such candidates should also be given in the prescribed proforma (in duplicate) for allotment of new Index Numbers.

(ii) The names of those candidates who are to take one subject of Part-I alongwith Part-II as a result of their securing exemptions in the remaining subjects in earlier examinations will appear next. Their name and number will be the same as for Part-I given by Headquarters earlier with FIRST LEFT HAND SIDE DIGIT "1" BEING REPLACED BY "2". The names of such candidates should be included in both Part-I and Part-II list of candidates. Necessary note to this effect may also be made in remarks column. The names of such candidates who have already been allotted Index Number of Part-II and have to appear in one subject of Part-I, will be shown at the end of list, indicating their permanent Index Number of Part-II already allotted to them.

### ***PART-II***

(iii) The list of candidates should be prepared in ascending order of Index Number only. In case of candidates who have passed Part-I and have not been allotted Part-II Index Number, the Index Number will be changed by replacing 1<sup>st</sup> digit of "1" as "2" and will be placed in proper place in ascending order alongwith old candidates.

The name of such candidates, who have neither been allotted permanent Index Number in Part-I nor in Part-II in the SOG Examinations and now intend to take Part-I or II, will appear at the end of respective lists and the column meant for indicating Index Number, must be left blank for allotment of fresh Index Number. The names of candidates of Part-II who have come on transfer from other offices will also appear at the end of the list for allotment of fresh Index Number, their old Index number being indicated in the remarks column.

Essentially the list of candidates for Part-I as well as Part-II should be prepared in such a way that the Index Numbers are invariably indicated in ascending order.

### ***DIRECTLY RECRUITED SECTION OFFICERS***

Directly recruited Section Officers who have appeared in the Section Officer Grade Examination held in June 2008 and failed will reappear in the relevant Part of

Section Officers Grade Examination along with other regular candidates of respective branches. Similarly, directly recruited Section Officers who have to appear for the first time in SOGE will appear along with other regular candidates. The directly recruited Section Officers who appeared in the Section Officers Grade Examination held in a June 2008 and have passed Part-I will take Part-II of the Section Officers Grade Examination of the relevant branch subject to completion of their prescribed course of training at R T I. The Heads of Departments in whose offices these candidates have been allotted will send separate lists, in prescribed proforma for Part-I and Part-II together with their relevant particulars. The Heads of Departments in whose offices directly recruited Section Officers have been allotted will clearly indicate in consultation with the Principal of the respective RTI/RTCs, the centre of examination of these candidates in the remarks column of the consolidated lists.

#### **A&E CANDIDATES APPEARING IN SOGE (CIVIL AUDIT)**

A distinct list of candidates from A&E office appearing in SOGE (Civil Audit) may be furnished.

#### **A&E CANDIDATES APPEARING IN (COMMERCIAL AUDIT)**

A distinct list of candidates from A&E Offices appearing in SOGE (Commercial Audit) may be furnished.

#### **OTHER ATTRIBUTES OF CANDIDATES**

(4) Apart from above, the following information may also invariably be included in the list.

- Number of chances already availed of in Part-I with Index Number and month/year of each appearance.
- Exemption marks secured in subject /subjects, where there are theory and practical papers of a subject, marks to be shown separately.
- Fitness certificate vide para 9.2.11 of MSO (A) Vol.I duly signed by the Heads of Departments. This certificate may be recorded after strict compliance of the provisions of this para.
- Training completion certificate wherever prescribed in respect of SOG Part-I, SOG Part-II, RAE and IE along with the list of candidates (including directly recruited Section Officers on probation) and Training completion certificate in respect of the paper of 'Computer System' in SOGE and "Data Processing and Computer Systems" paper in I.E may also be furnished.
- In the statement of candidates for Part-II, information regarding the month/year of Part-I Examination in which the candidate has passed together with Index Number allotted in that year's Examination should also be indicated in relevant column of the statement.
- If a candidate belongs to SC/ST community, the names of such candidates in Bold Capital Words, the total numbers of such candidates in Part-I as well as Part-II in the forwarding letters may also be indicated.

Information relating to candidates appearing **first time** in Section Officers Grade Examination who have qualified in the Preliminary Test should be indicated in remarks column.

#### **CONDUCT OF EXAMINATION**

(5.) Information regarding the number of halls arranged for the purpose and the number of candidates who would be appearing in different parts and branches of the Examination in the different halls may kindly be furnished to this office by the respective heads of offices who have been nominated as "Officer in charge" for conducting the Examination at the various centres sufficiently in advance but not later than **15<sup>th</sup> January**

**2009** positively, by Fax/Speed Post/**EMAIL**. This will enable us to send the required number of question paper/packets to each centre.

The instructions issued vide Sh. Mathrani's D.O. letter Number 658 Exam/11790 dated 9.10.1990 may also be strictly kept in view while preparing the list of candidates.

**VERY IMPORTANT NOTE**

It will be the responsibility of each Heads of Department sending the list of candidates to fully ensure that all relevant particulars regarding number of chances, exemption, community etc., are very carefully checked before the lists are sent to headquarters. Due date of sending the consolidated list of candidates i.e. **15<sup>th</sup> January 2009** may be strictly observed. In the event of non receipt of the lists by **15<sup>th</sup> January 2009**, it will be taken that your office has no candidate and the examinations will be arranged on this understanding. Consequently the lists, if any, received after the prescribed date will not be considered.

***IT HAS COME TO NOTICE THAT THESE CIRCULAR INSTRUCTIONS COMMUNICATED ARE NOT FOLLOWED STRICTLY.***

## Annexure 'A'

### Proposed Dates for holding the Section Officers' Grade Examination /Revenue Audit Examination/Incentive Examination

1.	Section Officers' Grade Examination (including directly recruited Section Officers)	21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> , 29 <sup>th</sup> & 30 <sup>th</sup> of April 2009. Practical Examination for 'Computer Systems' Paper will be conducted on 6, 7, and 8 of May 2009 taking into account three batches each day.
2.	Revenue Audit Examination for SOs/AAOs	27 <sup>th</sup> , 28 <sup>th</sup> and 29 <sup>th</sup> April 2009.
3.	Incentive Examination for SOs/AAOs in A&E Offices	24 <sup>th</sup> , 27 <sup>th</sup> and 28 <sup>th</sup> April 2009. Theory Papers. Practical Examination – 'Data Processing and Computer Systems' Paper will be held from 6 <sup>th</sup> May 2009.



### Annexure 'B'

Sl. No.	Examination centre for Practical Exam of 'Computer Systems' paper in SOGE and (ii) 'Data Processing and Computer Systems' paper in IE to be held in January 2007.	Examinee's station/offices to be covered.
1.	RTI, Allahabad	Allahabad, Lucknow
2.	RTI, Kolkata	Kolkata, Gangtok
3.	RTI, Chennai	Chennai, Madurai
4.	RTI, Jaipur	Jaipur
5.	RTI, Jammu	Jammu, Srinagar
6.	RTI, Mumbai	Mumbai, Goa, Pune
7.	RTI, Nagpur	Nagpur, , Bhopal, Raipur
8.	RTI, Ranchi	Ranchi
9.	RTI, Shillong	Shillong
10.	RTI, New Delhi	All offices of having Delhi Centre including Dehradun and Meerut.
11.	RTC, Hyderabad	Hyderabad
12.	RTC, Bangalore	Bangalore
13.	In house T.C., Gwalior	Gwalior
14.	In house T.C., Patna	Patna, Gorakhpur
15.	In house T.C., Chandigarh	Chandigarh, Kapurthala
16.	In house T.C., Thiruvananthapuram	Thiruvananthapuram, Ernakulam, Kozhikode, Thrissur.
17.	In house T.C., Bhubaneswar	Bhubaneswar, Puri, Cuttack
18.	In house T.C., Rajkot	Rajkot, Ahmedabad
19.	In house T.C., Guwahati	Guwahati, Maligaon
20.	NAAA, Shimla	Shimla
21.	Examination Centre (EC), Kohima	Kohima
22.	Examination Centre (EC), Agartala	Agartala
23.	Examination Centre (EC), Imphal	Imphal

OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA NEW DELHI

Speed post

**Examination Circular No. 3 of 2008.**

**No. 34/06-Exam/2008//V**

**Dated: 27/2/2008**

**To**

**All offices in IA & AD  
(As per mailing list)**

**Subject:** Programme for Examination of Section Officers' Grade Examination in Audit Offices and A&E Offices for the Post of Section Officer to be held in June/July 2008.

**Sir/Madam,**

I am directed to invite a reference to this office circular No.2 of 2008 circulated vide L.No.27/14-Exam/2007/V dated 20.2.2008 regarding cancellation of SOG examination held in November/December 2007 and to state that it has now been decided to hold the Examination of Section Officers' Grade Examination in June/July 2008.

2. **The Examination for Section Officers' Grade Examination is proposed to be held from 17<sup>th</sup> June 2008 to 4<sup>th</sup> July 2008 (excluding holidays), as detailed in Annexure 'A'.**

3. The Practical examination of the 'Computer Systems' paper in SOG Examination will be conducted in 03 (three) batches each day. Date and time of each batch will be intimated through detailed programme of these examinations which will be sent in due course. The Examination centre and the offices covered under each centre for practical examination of the above papers are shown in **Annexure 'B'** which may be followed strictly.

4. **The fresh list of candidates need not be sent since this exam being conducted in lieu of November/December 2007 cancelled examination.**

5. The relaxed standards for Scheduled Caste/Scheduled Tribes candidates in Section Officer Grade Examination as determined and circulated vide Circular No.18 of 2007 will be applicable as such in this examination

6. **Information regarding number of Halls arranged for the purpose and the number of candidates who would be appearing in different parts and branches of examination in different halls may kindly be furnished to this office by the respective Heads of Offices who have been nominated Officer in Charge for**

**conducting the examination at various centres sufficiently in advance but not later than 15<sup>st</sup> May 2008 positively by Fax/Speed Post. This will enable us to send the required number of question papers/packets to each centre. This information is very important and due date of sending the information may be strictly observed. In the event of non-receipt of the information from any officer in charge of the centre, it will be presumed that the above examination in that centre is being arranged in one hall and question papers to that centre will be despatched accordingly.**

8. The candidates who had earlier withdrawn in November-December 2007 SOG examination are permitted to appear in the ensuing exam, if they desire so.

7. Other terms and conditions as mentioned in this office Circular No.8 of 2007 circulated vide No.319/14-Exam/2007/V dated 20.6.07 will remain unchanged.

The scheme and syllabus of the SOGE shall be as per Examination Section Circular No. 1 of 2007 issued vide No20-Exam/91-2004/V/Vol.-II dated 22.01.2007.

Hindi version will follow.

Kindly acknowledge receipt.

**Yours faithfully**

**(D.K.Gupta)**  
**Director (Exam)**

**Annexure 'A'**

**Proposed Dates for Re-Examination of the Section Officers' Grade Examination**

1.	Section Officers' Grade Examination (including directly recruited Section Officers)	17 <sup>th</sup> , 18 <sup>th</sup> , 19 <sup>th</sup> , 20 <sup>th</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> and 26 <sup>th</sup> of June 2008. The Practical Examination for 'Computer Systems' Paper will be conducted on 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> July 2008 taking into account three batches each day.
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**Annexure 'B'**

<b>Sl. No.</b>	<b>Examination centre for Practical Exam of 'Computer Systems' paper in SOGE to be held in July 2008</b>	<b>Examinee's station/offices to be covered.</b>
1.	RTI, Allahabad	Allahabad, Lucknow
2.	RTI, Kolkata	Kolkata, Gangtok
3.	RTI, Chennai	Chennai, Madurai
4.	RTI, Jaipur	Jaipur
5.	RTI, Jammu	Jammu, Srinagar
6.	RTI, Mumbai	Mumbai, Goa, Pune
7.	RTI, Nagpur	Nagpur, , Bhopal, Raipur
8.	RTI, Ranchi	Ranchi
9.	RTI, Shillong	Shillong
10.	RTI, New Delhi	All offices of having Delhi Centre including Dehradun and Meerut.
11.	RTC, Hyderabad	Hyderabad
12.	RTC, Bangalore	Bangalore
13.	In house T.C., Gwalior	Gwalior
14.	In house T.C., Patna	Patna Gorakhpur
15.	In house T.C., Chandigarh	Chandigarh, Kapurthala
16.	In house T.C., Thiruvananthapuram	Thiruvananthapuram, Ernakulam, Kozhikode, Thrissur.
17.	In house T.C., Bhubaneswar	Bhubaneswar, Puri, Cuttack
18.	In house T.C., Rajkot	Rajkot, Ahmedabad
19.	In house T.C., Guwahati	Guwahati, Maligaon
20.	NAAA, Shimla	Shimla
21.	Examination Centre (EC), Kohima	Kohima
22.	Examination Centre (EC), Agartala	Agartala
23.	Examination Centre (EC), Imphal	Imphal

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA**

**EXAMINATION SECTION  
CIRCULAR NO.2**

**No. 27/14-Exam/2007/V**

**Dated:20.2.2008**

**To**

**All Field Offices  
(As per mailing List)**

**Sub: Cancellation of SOGE held in November/December 2007.**

Sir/Madam,

In the Section Officer Grade Examination held in November/December 2007, certain malpractices have come to light. In order to ensure fair procedure, it has been decided to cancel both Part-I and Part-II of the said examination in all the branches, viz., Civil Accounts, Civil Audit, P&T Audit, Defence Audit, Railway Audit, Commercial Audit and Local Audit.

2. Dates and programme for fresh examination shall be intimated later.
3. The chance availed by the candidates who appeared in SOGE Part-I held in November/December 2007 shall not be counted towards the maximum permissible chances.

Yours Faithfully,

**(D.K.Gupta)  
Director (Exam)**

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA**  
**NEW DELHI**

**Examination Circular No. 1 of 2008.**

**No.03/112-Exam-2006/V**

**Dated:15.01.2008**

**To**

**All offices in IA & AD**  
**(As per mailing list)**

**Subject:** Holding of exams for Gazetted EDP posts.

**Sir/Madam,**

I am directed to inform that it has been intended to hold examination for Gazetted EDP Post in 2008.

All field offices are requested to send the list of officials willing to take the examination along with the information in format prescribed below before 28.2.2008.

<b>Sl.No.</b>	<b>Sanctioned post of Gazetted EDP</b>	<b>Person-in-Position</b>	<b>Vacant</b>

This may be given wide publicity.

Yours faithfully,

(D.K Gupta)  
Director (Exam)