

A.34012/3601/2013/MF.CGA (E)/ 623
GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
7th FLOOR, LOK NAYAK BHAWAN
KHAN MARKET, NEW DELHI

Dated: 20 October, 2013

To

The Pr.CCA/CCA/CA,
Ministry/Department of,
New Delhi.

Subject: - Assistant Accounts Officer (Civil) Examination, 2013.

Sir/Madam,

In continuation of this office circular letter No. A-34012/3601/2013/MF.CGA (E)/620 dated 28-10-2013, on the above subject, I am to state that the Assistant Accounts Officer (Civil) Examination, 2013 will be held on **12th, 13th & 15th, 16th November, 2013** at Chennai, Delhi, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna & Shillong stations as per the following schedule: -

Time Table for AAO (CIVIL) Examination 2013

Date	Time	Subject
12.11.2013 Tuesday	10.00 AM to 01.00 PM	Precis and Draft (Paper-1)
12.11.2013 Tuesday	02.00 PM to 05.15 PM	Public Works Account (Paper-6)
13.11.2013 Wednesday	10.00 AM to 01.15 PM	Parliamentary Financial Control and Govt. Budgeting (Paper-4)
13.11.2013 Wednesday	02.15 PM to 05.30 PM	Commercial and Management Accounts (Paper-8)
15.11.2013 Friday	10.00 AM to 01.15 PM	Service Rules (Paper-2)
15.11.2013 Friday	02.15 PM to 05.30 PM	Specialised Accounts Rules & Office Management (Paper-5)
16.11.2013 Saturday	10.00 AM to 01.15 PM	Accounting Procedure (Paper-3)
16.11.2013 Saturday	02.15 PM to 05.30 PM	Procurement, Supply Accounts Internal Audit and Control (Paper-7)

2. Annexed to this letter is a form of Letter of Authority which is to be prepared in triplicate. The candidate should be asked to affix his/her specimen signature on all the three copies of the Letter of Authority in the presence of the Head of Office who should attest the same and put his office stamp. One copy of this letter should be given to the candidate who would be required to produce this authority letter before the Presiding Officer on demand at the time of appearing in the Examination. A copy of the Instructions meant for the candidates is also enclosed.

Copy of the authority letter meant for Presiding Officer should bear the passport size photograph of the candidate duly attested by the Head of Office.

On the basis of the second copy, sets should be prepared centre-wise with a consolidated statement giving names and index numbers of the candidates of your organisation for the centre. The consolidated statement together with the third copy of the letter of authority should then be forwarded by Speed Post/by hand to the authorities mentioned in Para 3 below so as to reach them by 05.11.2013 positively (05.11.2013 in the case of Delhi Centre). In this consolidated statement, the exemptions already secured by a candidate in any subject (As per list of candidates) may be shown against his/her name, for the sake of convenience of the Presiding Officer. Please do not send these documents in piecemeal and ensure that these are first received by you from your outstation offices, checked and verified by your office and only then despatched to the concerned authority over your signature.

3. As regards forwarding of the Letter of Authority, the following instructions may be adhered to:

(i) The Letter of Authority in respect of candidates appearing from Delhi centre may be forwarded to the Sr. Accounts Officer (Exam), O/o CGA, Room No. 27, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110511 positively by 05.11.2013. The Pr. Accounts Officer in each Ministry should ensure to send the Letters of Authority in respect of the candidates appearing from his Ministry in one bunch and not in piecemeal.

(ii) As regards the candidates appearing from Shillong Centre, the Letters of Authority may be forwarded to the Presiding Officers as they will function as Coordinating Officer also for their centres.

(iii) In respect of candidates appearing from Other Centres other than mentioned in (ii) above the Letters of Authority may be forwarded to the Coordinating Officers whose names are mentioned in the endorsement to this letter (Serial No 14 to 23)

(iv) The Presiding Officers of the different centres are as follows:-

Sl. No.	Centre	Presiding Officer	Date of Duty	Contact No.
1	Delhi	Sh. Alok Kumar Verma, Dy. CGA,CPSMS,O/o CGA, Delhi	12th, 13th & 15th, 16th November, 2013	098911794161
2	Delhi	Sh. Anil Srivastava, CA, M/o Agriculture, New Delhi.	12th, 13th & 15th, 16th November, 2013	09868631342
3	Delhi	Sh. D.K.Sibal, CA, CAPD, New Delhi	12th, 13th & 15th, 16th November, 2013	09560785333
4	Delhi	Sh. Narsingh Lal, Dy.CA M/o New & Renewable Energy	12th, 13th & 15th, 16th November, 2013	09810583049
5	Chennai	Sh. Amutha Pandiyarajan, Dy. CA,CBDT, Chennai-600034	12th, 13th & 15th, 16th November, 2013	08939125771
6	Hyderabad	Sh. David Raju, DCA, CBEC, Chennai for Hyderabad Centre	12th, 13th & 15th, 16th November, 2013	09490751255
7	Jaipur	Sh. Bishan Das, Dy.CA M/o Finance Delhi for Jaipur Centre	12th, 13th & 15th, 16th November, 2013	09810902622
8	Kolkatta	Sh.S.C. Sarkar, DyCA, Supply, Kolkata	12th, 13th & 15th, 16th November, 2013	09830995134
9	Lucknow	Sh. V. K. Jha, DyCA, M/o HRD, New Delhi for Lucknow Centre.	12th, 13th & 15th, 16th November, 2013	09971744107

10	Mumbai	Sh. Anjana Vashishtha, Dy. CA, (WZ) CBEC, M/o Finance, Mumbai-400001	12th, 13th & 15th, 16th November, 2013	09819811416
11	Nagpur	Sh. R. S. Shende, ACA M/o Industry.	12th, 13th & 15th, 16th November, 2013	09326560536
12	Patna	Sh. Shashi Bhushan, CA M/o Home Affairs New Delhi for Patna centre.	12th, 13th & 15th, 16th November, 2013	08130766381
13	Shillong	Sh. Q. Kharkungar, DyCA, Ministry of Home Affairs, Shillong	12th, 13th & 15th, 16th November, 2013	09436163762

4. No request for change in the Centre for writing the Examination will be entertained.

5. The addresses of the Examination Halls at which the Examination will be conducted at Chennai, Delhi, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna & Shillong are given here as under:-

i) **DELHI** Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-1100069

ii) **KOLKATA** Mr. G. Chatterjee, Principal, Institute of Co-operative Management for Agriculture & Rural Development (ICMARD) of the West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. Block No. 14/2, CIT Scheme-VIII (M), Ultadanga Kolkata- 700067.

iii) **MUMBAI** Institute of Govt. Accounts & Finance, Regional Training Centre, 2nd Floor, Exchange Building, Sir Shivsagar Ramgulam Marg, Ballard Estate, Mumbai – 400001. Ph. Tele: (O) 022- 22626650, 22626650 (Hall), (Fax) 22626652(O), 22626652 (Hall)

iv) **CHENNAI** Old Auditorium Aayakar Bhavan, 121, Nungambakkam High Road, Chennai- 600 034.

v) **HYDERABAD** MSTU, 5th Floor, Aayakar Bhawan Annexe, O/o Commissioner of Income Tax, Ayakar Bhawan, Basheer Bagh, Hyderabad – 500 004.

vi) **JAIPUR** New Sub-station Hall, O/o The Pr. Accountant General (Rajasthan), Janpath, Jaipur. (Raj.) 302-005

vii) **NAGPUR** Conference Hall, Indian Bureau of Mines, Indira Bhawan, 3rd Floor, 'C' Block, Telenkhadi Road, Civil Lines Nagpur-440001(MS).

viii) **LUCKNOW** Institution of Engineers (India), U.P. State Centre, River Bank Colony, Lucknow .

ix) **SHILLONG** Assam Rifle Conference Hall, Old DGAR Complex, Nongrimmaw, Shillong-793011.

x) **PATNA** L.N. Mishra Institute of Economic Development & Social Welfare Bailey Road, Near High Court Patna-800001

6. Officers at Sl. No. 14 to 22 of the endorsement are the Coordinating officers at their respective centres/stations and may render all administrative assistance including invigilators etc. to the Presiding Officers.

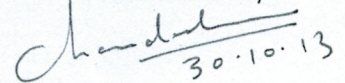
7. For the convenience of the candidates the copy of the instructions, sample objective type question and copy of the answer sheet (OMR) and the time schedule of the Examination are placed on the website of CGA (www.cgaindia.org)

8. Please acknowledge the receipt of this letter by return post.

Encl:

Form of Letter of Authority
Instructions to Candidates
List of Candidates

Yours faithfully



(CHANDAN MISHRA DWIVEDI)

Dy. Controller General of Accounts

Telefax No. 011-24653162.

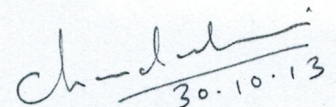
Copy forwarded to :-

Presiding Officers in the order of the centres are :

1. Sh. Alok Kumar Verma, Dy. CGA, CPSMS, O/o CGA , New Delhi
2. Sh. Anil Srivastava, CA, M/o Agriculture, New Delhi.
3. Sh. D.K.Sibal, CA, CAPD, New Delhi.
4. Sh. Narsingh Lal, Dy.CA M/o New & Renewable Energy.
5. Sh. Amutha Pandiyarajan Dy. CA, CBDT, Chennai
6. Sh.David Raju, DyCA, CBEC, Chennai for Hyderabad Centre.
7. Sh. Bishan Das, Dy.CA M/o Finance Delhi for Jaipur Centre.
8. Sh.S.C. Sarkar, Dy CA, Supply, Kolkata
9. Sh. V. K. Jha, DyCA, M/o HRD, New Delhi for Lucknow Centre.
10. Ms.Anjana Vashishtha, Dy CA, CBEC, Mumbai.
11. Sh. R. S. Shende, ACA M/o Industry, Nagpur.
12. Sh. Shashi Bhushan, CA M/o Home Affairs New Delhi for Patna centre.
13. Sh. Q. Kharkungar, DyCA, M/o Home Affairs, Shillong.

Coordinating Officers (along with list of candidates)

- 14 Sh. D.Murugan, Sr.AO PAO (Ptg.) M/o Urban Development Chennai.
- 15 Sh. Surya Narayana, Sr. A.O. CBEC, Hyderabad.
16. Sh. Tapas Kumar, Sr.AO, M/o Home Affairs, Kolkata.
17. Sh. Sunil Kumar, ZAO, CBDT, Lucknow- 500068.
18. Sh.Dinesh Setti. K, Sr.AO, RTC, INGAF, Mumbai.
19. Sh. Anil Kumar, AO, CBDT,Patna.
20. Sh. S. G. Deshpande, Sr. AO, Mines,Nagpur.
21. Sh. Jitendra Kumar, Sr. AO, CBEC, Jaipur
22. Sh.Q. Kharkungar, Dy.CA, M/o Home, Shillong.



(CHANDAN MISHRA DWIVEDI)

Dy. Controller General of Accounts

Telefax No. 011-24653162.

LETTER OF AUTHORITY

Photo of AAO (C)
Candidate to be
Pasted and attested
By HOO

1. This is to certify that
Shri/Shrimati/Kum.....designation
.....has been authorised by the Controller
General of Accounts to appear in the Assistant Accounts Officer (Civil)
Examination, being held inCentre. He/She has been allotted
Index No.....

2.....is working as.....
..... Under the Chief / Controller of Accounts, Ministry/Department
.....

3. The specimen signature of Shri/Smt./Kum..... is given below,
duly attested.

4. Shri/Smt/Kum.....is also in possession of an
identity card (No.....) issued by..... which he/she will produce on
demand at the time of taking the examination.

(Name & Full designation with official seal
of the Head of Office and Telephone No.)

Signature of Shri/Smt/Kum.....
(Attested)

Name & Designation with official seal
And Telephone No.

Note: - 1. This letter of authority must be signed by the Head of Office in which the candidate is working.

2. The specimen signature of the candidate should be fixed in the presence of the Head of Office who should counter-sign the same on the spot.

3. The letter of authority, complete in all respects, should be prepared in triplicate. One copy of the letter should be handed over to the candidate. The other two copies should be forwarded by the Head of Office to the Chief Controller/Controller of Accounts by registered post together with a consolidated statement listing out the name of all the candidates from his office who have been issued letters of authority. One copy meant for Presiding Officer should bear the photo of the candidate duly attested in the space provided.

4. **Candidate are strictly prohibited from carrying mobile phone/pagers/other electronic communication devices, etc. into the Examination Hall. Mobile phone if found in their possession will be seized and strict disciplinary action will be initiated.**

INSTRUCTIONS TO CANDIDATES APPEARING IN AAO (C) EXAMINATION

1. The Head of the Office in which the candidate is working has been asked to issue a Letter of Authority to the Candidate. The letter of Authority will contain, *interalia*, the specimen signature of the candidate duly attested by the head of his office. *This is an important document.* The candidate must preserve this document carefully for production at the time of seating for the Examination. Failure to produce this letter at the time of each paper of the examination may result in the candidate being debarred by the Presiding Officer from appearing in that paper.
2. No candidate will be permitted to enter the Examination hall later nor depart earlier than half an hour after the examination begins.
3. Candidates are prohibited in writing in the answer books any type of appeal or request. Serious view will be taken if any candidate records any such appeals or requests.
4. In addition to the Letter of Authority, the candidate may also be required to produce his identity card (whenever such cards are normally issued by the office in which he is working) by the Presiding Officer. The candidate should, therefore, keep his identity card also available for production if and when required by the Presiding Officer.
5. No candidate will be permitted to take away any answer book from the examination hall. The candidate will also not be allowed to take any copy of the question paper in respect of the descriptive part of a subject out of the examination Hall until all the answer books have been collected.
6. Candidates found taking recourse to any unfair means in the examination hall shall render themselves liable to expulsion at the discretion of the Presiding Officer, may be debarred from taking rest of the examination or even debarred permanently from appearing in the examination. Additionally disciplinary proceedings may also be initiated against them.
7. The candidate should write only the number of the question in the margin and the answers and solutions should be written in full against these. He should write on both sides of each sheet of the answer book. Any rough work should be done in the blank paper provided along with the objective type question paper. Any page of the answer sheet of the subjective and theoretical paper used for rough work should be marked as 'rough'. No pages of the answer book should on any account be removed by the candidates.
8. The neatness of the candidate's paper is taken into account in assigning marks.
9. The total marks for both objective and Theoretical/Practical Question will be in the ratio of **35 : 65**.
10. Questions in the objective type paper will carry 1 or $\frac{1}{2}$ mark for each question.

11. Candidates will be given separate answer sheets to mark their answers while attempting objective type questions. A sample Answer Sheet along with instructions is enclosed. The candidates should carefully read these instructions and familiarise themselves for filling the answer sheet.
12. Candidates should carefully read the instructions printed on the reverse of the answer sheet provided for answering objective type paper before filling any column in the answer sheet.
13. The OMR answer sheets of those candidates who fail to fill up all the boxes numbered from 1 to 12 on Page 1 of the OMR Answer Sheets supplied to them for answering the objective type questions **WILL NOT BE** evaluated.
14. Examination will commence with the objective type question paper and the candidates will be given 1 (One) hour to complete the entire paper. No grace time will be allowed.
15. Immediately after an hour, both the answer sheet and question paper relating to the objective type will be taken back from the candidates.
16. There will be a gap of 15 minutes between the completion of objective type paper and commencement of theoretical/practical paper.
17. Candidates will be permitted to carry the permissible books as mentioned in the syllabus and also prescribed study material downloaded from the website for answering both objective and theoretical/practical paper.
18. Candidates would use their own set of books in the examination and will not be permitted to borrow books from other candidates.
19. For answering the objective type question paper, the candidates will ensure that they bring their own Pencil (HB) erasers and sharpener.
20. Candidates will **NOT** be permitted to bring Mobile, Cell phone, pagers or any other communication gadgets into to examination hall. **Strict action will be taken for violating this provision.**
21. Candidates while signing the Attendance Sheet will be required to indicate the serial number of the OMR Answer Sheet printed (under the bar code) in the said Answer Sheet.
