

LETTER OF AUTHORITY

Photograph to be
attested by HOO

1. This is to certify that Shri/Ms. _____ has been authorised by the Controller General of Accounts to appear in the **Departmental Confirmatory Examination** being held on _____ at _____ Centre. He/She has been allotted Index No. _____.
2. _____ is working as Accountant in the Office of _____ under the Chief Controller/Controller of Accounts, Ministry/ Department of _____.
3. The Specimen Signature of Sh./Ms., _____, duly attested, is given below.
4. Sh./Ms. _____ is also in possession of an Identity Card No. _____ issued by _____ which he/ she will produce on demand at the time of Examination.

**(Name & Full Designation of Head of Office)
with official seal**

Signature of Sh./ Ms. _____

Attested by _____

Name & Designation with Official Seal

Note

1. This letter of authority must be signed by the Head of the Office in which the candidate is working.
2. The specimen signature of the candidate should be affixed in the presence of the Head of the Office who should countersign the same on the spot.
3. Photograph of the Candidate should be attested by Head of Office.