

No. A. 34012(2)/2018/MF.CGA(E)/550
GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
MAHALEKHA NIYANTRAK BHAWAN, E-BLOCK, GPO COMPLEX, INA
NEW DELHI

Dated: 14th June' 2018

To

The Pr. CCA/CCA/CA,
Ministry/Deptt. _____
New Delhi.

Sub: Departmental Confirmatory Examination (I) 2018 for Accountants-reg.

Sir/Madam,

In continuation of this office letter No. A.34012(2)/2018/MF.CGA(E)/506 dated: 20.04.2018, it is stated that the Departmental Confirmatory Examination (I) 2018 for Accountants will be held at Delhi, Kolkata, Mumbai & Bangalore on 30.06.2018 (**Saturday**) as per the following schedule:

Date of Examination	Time	Subject
30.06.2018 (Saturday)	10:00 A.M to 1:00 P.M	Paper II- Accounting Procedure (with book)
	2:00 P.M to 5:00 P.M	Paper I-Precis, Draft and Grammar (without books)

2. The candidates stationed at places other than the above stations/centres may be allowed "Travelling Allowance" as on tour (but without any allowance for halt) subject to the provisions of S.R. 132 for journeys between their Headquarters and the place of Examination.
3. The question papers on both the subjects will be bi-lingual i.e. in English and Hindi and the candidates will have the option to answer any paper in any one medium.
4. The centre(s) and Index Numbers allotted to the candidates of your organization are indicated in the attached list. Venues of the exam have been given in the Table at Para 5 Below. The candidates may kindly be informed of these particulars.
5. Annexure to this letter is a form in which letter of authority is to be issued to each candidate for the Examination. This may please be got prepared in duplicate. The candidate should be asked to affix his/her **latest photograph** and specimen signature on this letter of authority in the presence of the Head of office who should attest the same. This authority letter should be given to the candidate who would be required to produce this before the Presiding Officer on demand at the time of appearing in the Examination. The second copy (**in original**) of the authority letter is to be sent to the concerned Presiding Officer/ Coordinating Officer at the address given below directly so as to reach him/her latest by **25.06.2018**.

Sl. No	Name of Centre	Name & Address of the Officer to whom the Authority Letters are to be sent	Venue of the Examination
1.	Delhi	Sh. R.R. Nair, Sr. Accounts Officer(Exam) & Coordinating Officer, Room No. 207, 2 nd Floor, O/o CGA, Mahalekha Niyatrak Bhawan, Block-E, GPO Complex, INA, New Delhi-23	Institute of Government Accounts & Finance, Old JNU Campus, New Delhi. Near R.K. Puram Metro Station.
2.	Kolkata	Ms. Laboni Das Dutta, Dy.CA & Presiding Officer, CBDT, Bamboo Villa(Annexe), 169, J.C.Bose Road, Kolkata-700014	To be announced later.
3.	Mumbai	Sh.Padamsing P. Patil, Dy.CA & Presiding Officer, CPWD-101, 18 th Floor, Pratishtha Bhawan, M.K.Road, Mumbai - 400020	-do-
4.	Bangalore	Sh. P. S. Giridharan, ZAO & Coordinating Officer, CBDT (South Zone), 4th floor, Unity Building Annexe, Mission Road, Bangalore-560027	-do-

6. The candidates may also be instructed to carry with them their Office Identity Cards (if issued by the offices) or Aadhar Card/PAN Card/Elector's Photo ID Card/Driving License in original to help the Presiding Officer in identifying them.

7. The instructions for the candidates are enclosed. Sufficient number of copies of these instructions may be taken out and supplied to each candidate. They should be advised to go through the instructions very carefully and ensure they are followed scrupulously.

8. The receipt of this letter may kindly be acknowledged.

Yours faithfully,



(R.R. NAIR)

Senior Accounts Officer (Exam)

- Encl:** 1) List of candidates showing the Index Numbers and centre of Examination allocated
2) Specimen copy of Authority letter
3) Instructions for the Candidates

Copy to:

1. All Pr.CCA/CCA/CA with independent charge.
2. The Director, INGAF, Room No. 007, Block-IV, Old JNU Campus, New Delhi – 110067 for kind information.
3. All the Presiding Officers.
4. Sh. P. S. Giridharan, ZAO, CBDT (South Zone), 4th floor, Unity Building Annexe, Mission Road, Bangalore-560027.
5. Sr.AO, ITD, with the request to upload the letter and enclosures on CGA's website.

LETTER OF AUTHORITY

Photo of the candidate
duly attested by Head of
Office

1. This is to certify that Mr./Ms. _____ designation _____ has been authorised by the Controller General of Accounts to appear in the _____ (name of examination) being held at _____ Centre. He/She has been allotted Index No. _____.
2. Mr./Ms. _____ is working as _____ under the Pr.CCA /CCA /CA, Ministry/Department of _____.
3. The specimen signature of Mr./Ms. _____ is given below, duly attested.
4. *Mr./Ms. _____ is in possession of Identity Card No. _____ issued by _____ which he/she will produce on demand at the time of taking the examination.

OR

*Mr./Ms. _____ has not been issued any Identity Card by the office.

*** Strike out the one which is not applicable.**

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

Signature of Mr./Ms. _____

Attested by
Name & Designation with official seal of the HOO
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 affixed 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 of which should be handed over to the candidate. The second copy may be forwarded to the Coordinating Officer of the Centre concerned (to the Presiding Officer of the Centre in case no Coordinating Officer has been nominated for the concerned Centre). The third copy may be retained as office copy by the Head of Office issuing the Letter of Authority. Letters of Authority should bear the photograph of the candidate duly attested by the Head of Office.
4. Candidates are strictly prohibited from carrying mobile phone/pagers/other electronic communication devices etc. in the Examination Hall. Possession of such gadgets inside the Examination Hall will render the candidate liable for disciplinary proceedings.

**Instructions to the candidates appearing in the Departmental Confirmatory Examination
held by the Controller General of Accounts**

- 1) The schedule of examination and the exact address of the Examination Venue at which a candidate is to appear, will be communicated by his Principal Chief Controller/Chief Controller/Controller of Accounts.
- 2) The schedule of the Examination is final and will not be postponed under any circumstances whatsoever.
- 3) Head of Office 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, *inter alia*, the specimen signatures 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.
- 4) In addition to the Letter of Authority the candidate may also be required to produce his Identity Card (such cards are normally issued by the office where the candidate 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) Candidates will be allowed to enter the Examination Hall half an hour before the scheduled time of start of paper.
- 6) No candidate will be allowed to enter the Examination Hall half an hour after the examination begins.
- 7) No candidate will be allowed to leave Examination Hall till one and half hour after the start of the paper.
- 8) The Presiding Officer or Officers authorized by him have been required to inspect the Civil Accounts Manual permitted to the candidates for being used at the examination to ensure that they do not contain any forbidden matter. Notes of the nature of the solutions to the questions will not be permitted.
- 9) The candidates would use their own book in the Examination and will not be permitted to borrow it from other candidates.
- 10) The candidate would write the number of the question in the margin and the answers and solutions should be written in full against these. He/she should write on both sides of each sheet of the answer book. **Blank pages/spaces in the Answer Books should be struck off by drawing lines across the blank page/space.**
- 11) **Candidates are not allowed to use different pens/ink while answering questions in any one Paper. Failure to comply with this instruction may render the answer scripts invalid. Candidates are advised to bring extra pens of the same kind to avoid use of pens/ink of different kinds.**
- 12) Rough work should be done on a separate page of the Answer Book. Any page on which rough work or detailed calculations are done should be marked as 'rough'. No other paper should be used for rough work.
- 13) Candidates are prohibited from 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.

14) No candidate will be permitted to take away any answer book from the Examination Hall. No page of the answer books should be removed by the candidates on any account. The candidate will also not be allowed to take any copy of the question paper out of the Examination Hall until all the answer books have been collected.

15) After completion the candidate should securely tie all the answer books/additional answer books/additional answer books, which he has used for answering the paper.

16) 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.

17) The Controller General of Accounts shall have the authority to cancel the candidature of those who are found guilty of misconduct at any stage of the examination and to debar such candidates from appearing in the exam for a period of five years, besides ordering initiation of disciplinary proceedings as may be required under relevant rules. The word 'misconduct' shall be interpreted broadly as any act of commission or omission which affects the fair conduct of exam and/or results into undue benefit to anyone. CANVASSING IN ANY MANNER WILL ALSO BE VIEWED AS MISCONDUCT.

18) Candidates will not be allowed use of any kind of electronic gadget i.e. calculator, mobile phone, tablet, pager, blue tooth or any other electronic device in the examination hall. Any violation would lead to disbarment from the exam and further action as deemed necessary/fit.

LIST OF CANDIDATES FOR THE CONFIRMATORY EXAMINATION TO BE HELD ON 30.06.2018

Sl. No.	Index No.	Name of the Candidate	Date of Birth	Whether SC/ST/OB	No. of chances already	Station where presently posted	Centre	Subject		Date of Appointment as Accountant	Mode of Recruitment as Accountant	Remarks
								Precis, Drafts &	Accounting & Proc.			
1	I&B -1	Anjani Kumar Singh	09.07.1985	GEN	0	Delhi	Delhi	Y	Y	17.07.2017	Direct	
2	I&B -2	Lokesh	28.07.1986	SC	0	Chennai	Bangalore	Y	Y	29.03.2017	Direct	
3	I&B -3	Mani Nath	03.01.1982	OBC	0	Delhi	Delhi	Y	Y	16.03.2017	Direct	
4	IT-1	Sourav Dhali	23.09.1993	SC	0	Delhi	Delhi	Y	Y	18.08.2017	Direct	
5	RTHS-1	Sunay Pal	19.11.1992	OBC	0	Kolkata	Kolkata	Y	Y	30.08.2017	Direct	
6	RTHS-2	Praveen Kumar	22.08.1963	GEN	1	Delhi	Delhi	Y	Y	15.06.2017	Promotee	
7	COM-1	Rabin Das	10.01.1970	OBC	0	Kolkata	Kolkata	Y	Y	19.06.2017	Promotee	
8	COM-2	Pinkesh Kumar	01.03.1984	SC	1	Delhi	Delhi	Y	Y	29.06.2017	Promotee	
9	CGA-1	Vipin Kumar	18.04.1985	SC	1	Delhi	Delhi	Y	Exem	31.07.2017	Promotee	
10	FERT-1	Shashi Bhushan Kumar	03.08.1986	OBC	0	Delhi	Delhi	Y	Y	13.06.2017	Promotee	
11	AGRI-1	Om Prakash	10.03.1965	GEN	1	Delhi	Delhi	Y	Y	03.07.2017	Promotee	
12	AGRI-2	Birender Prasad	19.09.1965	GEN	1	Delhi	Delhi	Y	Y	03.07.2017	Promotee	
13	AGRI-3	Sarwan Chaudhary	15.07.1989	GEN	1	Delhi	Delhi	Y	Exem	14.06.2017	Promotee	
14	AGRI-4	Subhash N. Tinge	02.04.1960	OBC	3	Nagpur	Mumbai	Y	Y	23.05.2016	Promotee	
15	AGRI-5	Sarjeet Singh	10.01.1971	OBC	1	Delhi	Delhi	Y	Y	22.06.2017	Promotee	
16	PB-1	Ritesh Agarwal	29.09.1988	GEN	0	Mumbai	Mumbai	Y	Y	21.08.2017	Direct	
17	HEALTH-1	Ankita Gairola	16.10.1990	GEN	1	Delhi	Delhi	Y	Exem	27.06.2017	Promotee	
18	HEALTH-2	Sujit Kumar	20.02.1987	OBC	1	Delhi	Delhi	Y	Exem	23.06.2017	Promotee	
19	HEALTH-3	Kamal Singh	15.06.1960	SC	3	Delhi	Delhi	Y	Y	17.07.2016	Promotee	
20	HEALTH-4	Ankit Goswami	10.12.1986	GEN	0	Mumbai	Mumbai	Y	Y	27.02.2017	Direct	
21	HEALTH-5	Surender Kumar	28.03.1962	SC	3	Delhi	Delhi	Y	Y	15.07.2016	Promotee	
22	HEALTH-6	Jai Prakash Meena	10.07.1985	ST	1	Delhi	Delhi	Y	Exem	23.06.2017	Promotee	
23	H&UA-1	Rakesh Kumar	15.05.1970	OBC	3	Delhi	Delhi	Y	Y	09.06.2016	Promotee	
24	H&UA-2	Sabir Ansari	03.10.1980	OBC	1	Delhi	Delhi	Y	Exem	22.06.2017	Promotee	
25	H&UA-3	Sudipta Maity	21.10.1987	GEN	0	Nasik	Mumbai	Y	Y	11.09.2017	Direct	
26	H&UA-4	Rahul Prasad	27.03.1992	SC	0	Kolkata	Kolkata	Y	Y	08.08.2017	Direct	
27	FIN-1	Shourya Mahendra	19.06.1988	GEN	0	Gwalior	Delhi	Y	Y	29.09.2017	Direct	
28	FIN-2	Venkatesh Killada	13.04.1987	OBC	0	Kolkata	Kolkata	Y	Y	01.09.2017	Direct	
29	FIN-3	Sajjan	08.08.1996	GEN	1	Delhi	Delhi	Y	Y	20.04.2017	Direct	
30	FIN-4	Ajit Kumar	18.12.1994	GEN	1	Delhi	Delhi	Y	Y	28.03.2017	Direct	
31	FIN-5	Arvind Kumar Tiwari	30.07.1989	GEN	1	Dewas	Mumbai	Y	Exem	30.03.2017	Direct	
32	FIN-6	Sewa Ram	15.12.1962	SC	1	Delhi	Delhi	Y	Y	09.06.2017	Promotee	
33	CBDT-1	Macdonald Dkhar	26.06.1968	ST	1	Shillong	Kolkata	Y	Y	03.02.2017	Promotee	
34	CBDT-2	Mohit Mishra	30.04.1984	GEN	0	Kanpur	Delhi	Y	Y	05.09.2017	Promotee	
35	CBDT-3	Dharmendra	20.01.1984	GEN	1	Kolkata	Kolkata	Y	Exem	04.08.2017	Promotee	
36	CBDT-4	Dilshad Hussain	22.06.1985	OBC	1	Panaji	Mumbai	Exem	Y	10.07.2017	Direct	
37	CBDT-5	Nilesh Kasale	05.07.1974	SC	2	Mumbai	Mumbai	Y	Y	15.07.2016	Promotee	
38	CBDT-6	Philips	07.08.1962	GEN	0	Delhi	Delhi	Y	Y	24.07.2017	Promotee	
39	CBDT-7	Jaswant Singh	15.08.1966	GEN	0	Delhi	Delhi	Y	Y	27.07.2017	Promotee	
40	MoEF-1	Subhash Singh	14.01.1972	GEN	2	Delhi	Delhi	Y	Exem	06.05.2016	Promotee	
41	MoEF-2	Dinesh Kumar	01.01.1970	OBC	0	Delhi	Delhi	Y	Y	25.08.2017	Promotee	
42	CPAO-1	Inder Singh Meena	30.07.1986	ST	1	Delhi	Delhi	Y	Y	10.02.2017	Direct	
43	FPI-1	Ravi Shankar Ojha	12.04.1984	GEN	1	Delhi	Delhi	Y	Exem	01.04.2017	Promotee	
44	MST-1	Sahab Singh Pawar	06.06.1967	SC	0	Delhi	Delhi	Y	Y	09.06.2017	Promotee	
45	MST-2	Heera Lal Bhadkari	15.05.1967	SC	2	Jaipur	Delhi	Y	Y	09.11.2016	Promotee	
46	MST-3	Tejendra Singh	16.03.1990	GEN	2	Dehradun	Delhi	Y	Y	16.02.2016	Direct	
47	MST-4	Sanyogita	01.07.1974	GEN	1	Dehradun	Delhi	Y	Y	09.06.2017	Promotee	
48	MCAT-1	Kunal Sharma	07.07.1991	GEN	1	Chennai	Delhi	Y	Y	17.02.2017	Direct	
49	MINES-1	Kunda Vinay Babu	14.06.1994	OBC	0	Hyderabad	Bangalore	Y	Y	08.09.2017	Direct	
50	MINES-2	Ajay Kumar	17.02.1991	OBC	1	Bangalore	Bangalore	Y	Exem	01.03.2017	Direct	
51	MINES-3	Ram Singh Maurya	20.07.1981	OBC	1	Lucknow	Delhi	Y	Exem	05.10.2017	Promotee	
52	POWER-1	Manish Kumar	03.01.1984	GEN	1	Delhi	Delhi	Y	Exem	29.06.2017	Promotee	

