

No. A.34012(2)/2016/MF.CGA(E) / 772
GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
LOKNAYAK BHAWAN, KHAN MARKET
NEW DELHI

Dated: 18th April, 2016

To

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

Sir/Madam,

The **Departmental Confirmatory Examination** for Accountants will be held at Ahmedabad, Chennai, Delhi, Jaipur, Lucknow, Kolkata, Mumbai, and Shillong on 21-05-2016 (Saturday) as per the following schedule.


Date of Examination	Time	Subject
21-05-2016 (Saturday)	10.00 A.M. to 1.00 P.M.	Accounting Procedure (Paper-II)
21-05-2016 (Saturday)	2.00 P.M. to 5.00 P.M.	Précis, Draft and Grammar (Paper-I)

- 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.
- 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.
- Following officers have been nominated as the Presiding/ Coordinating Officers to conduct the Examination at the Centre indicated against their names. Venue of examination will be the office of the respective Presiding Officers except in Delhi. The venue of the examination in Delhi has been given in para 5 below:

Sl. No.	Name of centre	Name of the Presiding and Coordinating Officer
1.	Ahmedabad	Sh.P.K.Bhattacharjee, ACA, CBEC, Ahmedabad
2.	Chennai	Ms. Priyanka S., ACA, RTC, INGAF, Chennai
3.	Delhi	1. Sh. A.K.Bangalia, Dy.CGA as Presiding Officer 2. Sh. Pankaj Kumar, AO, O/o CGA as Coordinating Officer
4.	Jaipur	Ms.Amita Jain, Dy.CA, CBDT, Jaipur
5.	Kolkata	1.Sh. Deo Kumar, Dy.CA, CBEC as Presiding Officer 2. Sh. Ashok Kumar Pal, Sr.AO, CBEC, Kolkata as Coordinating Officer
6.	Lucknow	Sh. Atul. N.Srivastava, Sr.AO, Mines, Lucknow.
7.	Mumbai	Smt. Anjana Vashishtha, Dy. CGA, INGAF, Mumbai
8.	Shillong	Sh. Vanlaldina Fanai, FC, M/o. Home, Shillong

5. In Delhi, the venue of the examination will be Office premises of Office of Controller General of Accounts, Lok Nayak Bhawan, Khan Market, New Delhi and office premises of CBDT, 9th floor, Lok Nayak Bhawan, Khan Market, New Delhi.
6. The centre(s) allotted to the candidates of your organization are indicated in the attached list. The candidates may kindly be informed of these particulars.
7. 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 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 Head of office should also send the duplicate copy of the authority letter, duly attested, to the concerned Presiding Officer direct so as to reach him latest by **29-04-2016**. Authority letters in respect of Delhi Centre may be sent to Shri Lokesh Raman Sharma, Sr. Accounts Officer (Exam), Room No. 27, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
8. The candidates may also be instructed to carry with them their Identity Cards to help the Presiding Officer in identifying them.
9. The Pr. CCAs /CCAs /CAs are requested to render all assistance to the Presiding & Coordinating Officers in conduct of the examination. It is also requested that the officers nominated for duties in examination may please be relieved from all their ordinary duties during the period of examination.
9. The instructions of the Presiding Officers/ Coordinating Officers, Invigilators and candidates are enclosed. All concerned may be advised to go through the instructions very carefully and ensure that these instructions are followed scrupulously.
10. The receipt of this letter may kindly be acknowledged.

Yours faithfully,


(Madhu Sharma)

Assistant Controller General of Accounts

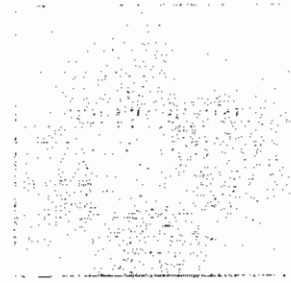
- Encl: 1) List of candidates with Centre's allotted
2) Specimen copy of Authority letter
3) Instructions for the Candidates/ Invigilators/ Presiding Officer/ Coordinating Officers

Copy to: All the Presiding & Coordinating Officers

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 Chief Controller/Controller of Accounts.
 - 2) The schedule of the Examination is final and will not be postponed under any circumstances what so ever.
 - 3) 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 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 all the books permitted to the candidates for being used at the examination to ensure that they do not contain any forbidden matter.
 - 9) The candidates would use their own set of books in the Examination and will not be permitted to borrow books from other candidates. Notes of the nature of the solutions to the questions will not be permitted.
 - 10) 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/She should write on both sides of each sheet of the answer book. Any page on which rough work or detailed calculations are done should be marked as 'rough'.
 - 11) No other paper should be used for answer or rough work. No page of the answer books should be removed by the candidates on any account.
 - 12) 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.
 - 13) 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 out of the Examination Hall until all the answer books have been collected.
 - 14) After completion the candidate should securely tie all the answer books/additional answer books, which he has used for answering the paper.
 - 15) 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.
 - 16) 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.
 - 17) If a candidate wishes to use more than one pen during the paper he/she shall inform the Invigilator/Presiding Officer every time he/she changes the pen being used and obtain the initials of the Presiding Officer on the answer sheet.
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LETTER OF AUTHORITY



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.