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No. A.34012/2251/2017/MF.CGA(E)/448
GOVERNMENT OF INDIA
MINISTRY OF FINANCE,
DEPARTMENT OF EXPENDITURE
CONTROLLER GENERAL OF ACCOUNTS
MAHALEKHA NIYANTRAK BHAWAN, INA
NEW DELHI

To

Dated: 22.12.2017

The Pr. CCA/CCA/CA
Min./Dept. _____
New Delhi.

Sub: Limited Departmental Competitive Examination for promotion of LDCs as Accountants - reg.

Sir/Madam,

In continuation of this office letter no. A.34012/2251/2017/MF.CGA(E)/287 dated 18.7.2017, it is stated that the Limited Departmental Competitive Examination for promotion of LDCs as Accountants will be held at Chennai, Delhi, Kolkata and Mumbai on 10.1.2018 as per the following schedule.

Date	Time	Paper
10.1.2018 (Wednesday)	10.00 AM to 11.15 AM	Paper I - General English (without books)
	12.00 Noon to 1.15 PM	Paper II - Arithmetic & Mensuration (without books)
	2.15 PM to 4.15 PM	Paper III - Government Accounts (without books)

- 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 Papers II and III 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.
- 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.
- 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. One Copy (original) of 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 at the address given below directly so as to reach him latest by 5.1.2018.

Sl. No.	Name of centre	Name and address of the Presiding Officer to whom the Authority Letters are to be sent	Venue of the examination
1.	Chennai	Ms. S. Priyanka, Dy. Controller of Accounts, CPWD (SZ), Min. of Housing & Urban Affairs, Rajaji Bhawan, Besant Nagar, Chennai - 600090.	O/o the Deputy Director, Directorate General of Training, Advanced Training Institute, CTI Campus,

			Guindy, Chennai – 600 032. (Phone 044-22501211)
2.	Delhi	Sh.R.R.Nair, Sr. Accounts Officer (Exam), Room No. 207, 2nd Floor, Mahalekha Niyatrak Bhawan, Block-E, GPO Complex, INA, New Delhi-23	Kendriya Vidyalaya, INA, New Delhi. (In front of Vikas Sadan DDA HQ)
3.	Kolkata	Ms. Laboni Das Dutta, Dy. Controller of Accounts, CBDT, Bamboo Villa (Annexe), 169, AJC Bose Road, Kolkata – 700014	RTC, INGAF, 3rd Floor, 15, R.N.Mukherjee Road, Kolkata – 700001.
4.	Mumbai	Shri Padamsing Patil, Dy. Controller of Accounts, CPWD, Min. of Housing & Urban Affairs, CPWD-101, Pratishta Bhawan, 18th Floor, M.K. Road, Mumbai – 400020.	May be obtained from the Presiding Officer (Contact No. Mobile - 7208789002) Landline – 022 – 22089333,

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 I Card/Driving License in original to help the Presiding Officer in identifying them.

7. The instructions for the candidates are enclosed. They should be advised to go through the instructions very carefully and ensure that these instructions are followed scrupulously.

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

Yours faithfully,



(R. R. Nair)
Senior Accounts Officer

- 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. Pr.CCA, CBDT, 9th Floor, Lok Nayak Bhawan, Khan Market, New Delhi -110003 for kind information.
2. CCA, M/o Urban Development, R. No. 111, B-Wing, Nirman Bhawan, New Delhi – 110001 for kind information.
3. The Director, INGAF, R.No. 007, Block-IV, Old JNU Campus, New Delhi – 110067 for kind information.
4. All the Presiding Officers along with list of candidates for their respective centres. The instructions issued for the AAO Exam 2017 may kindly be followed for the conduct of this exam as well.
5. Sr.AO, ITD, with the request to upload the letter and enclosures on CGA's website.

LIST OF CANDIDATES FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION OF LDCs AS ACCOUNTANTS TO BE HELD IN JANUARY 2018

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Sl. No.	Index No.	Name	Ministry	Place of Posting	Centre Allocated	Date of Appt. As LDC on regular basis in CCAS	Medium of Examination English/Hindi (applicable for both paper II & III)	Category	Whether PH/VH	Remarks
1	101	Ram Prasad Meena	Agriculture	Delhi	Delhi	31.10.2013	Hindi	ST	No	Nil
2	102	Saurav Kumar	Agriculture	Delhi	Delhi	17.02.2014	Hindi	OBC	No	Nil
3	103	Alok Kumar	Agriculture	Delhi	Delhi	30.09.2013	Hindi	OBC	No	Nil
4	104	Beg Raj	Agriculture	Faridabad	Delhi	18.10.2013	Hindi	OBC	No	Nil
5	105	Mahavir	Agriculture	Delhi	Delhi	07.10.2013	English	Gen	No	Nil
6	106	R Prakash	Agriculture	Chennai	Chennai	16.01.2014	English	Gen	No	Nil
7	107	Pritam P. Kalekar	CAPD	Mumbai	Mumbai	08.11.2013	Hindi	Gen	No	Nil
8	108	Binod Kr Singh	CAPD	Delhi	Delhi	04.11.2013	Hindi	OBC	No	Nil
9	109	Deepshikha (Ms.)	CAPD	Delhi	Delhi	24.10.2011	Hindi	Gen	No	Nil
10	110	Mantu Kumar Verma	CAPD	Kolkata	Kolkata	25.05.2012	Hindi	OBC	PH	Nil
11	111	Karan Singh Bisht	CBDT	Delhi	Delhi	10.05.2013	English	Gen	No	Nil
12	112	Yogeshwar Nand Nauriyal	CBDT	Delhi	Delhi	12.12.2013	English	Gen	No	Nil
13	113	Mukesh Kumar	CBDT	Delhi	Delhi	05.11.2013	English	Gen	No	Nil
14	114	Harjinder Singh	CBDT	Amritsar	Delhi	26.11.2013	Hindi	OBC	No	Nil
15	115	Rakesh Kumar Gautam	CBDT	Indore	Mumbai	02.12.2013	Hindi	Gen	No	Nil
16	116	Vinod Kumar Ahirwar	CBDT	Bhopal	Delhi	11.06.2013	Hindi	SC	No	Nil
17	117	Vinod V S	CBDT	Cochin	Chennai	19.12.2013	English	Gen	No	Nil
18	118	M Jaipal Reddy	CBDT	Hyderabad	Chennai	06.11.2013	English	Gen	No	Nil
19	119	Joga Kanaka Rao	CBEC	Vishakhapatnam	Chennai	22.11.2013	English	OBC	No	Nil
20	120	Nipun Chandra	CBEC	Bhavnagar	Mumbai	14.01.2013	English	Gen	No	Nil
21	121	Ravi Shankar Prasad	CBEC	Hyderabad	Chennai	11.09.2013	Hindi	OBC	No	Nil
22	122	Rajesh Soni	CBEC	Indore	Mumbai	20.01.2014	Hindi	OBC	No	Nil
23	123	Lalit Kumar	CBEC	Delhi	Delhi	26.06.2013	English	SC	No	Nil
24	124	Hargyan Gahlot	CBEC	Delhi	Delhi	08.08.2013	English	Gen	No	Nil
25	125	Chandan Kumar	Civil Aviation	Delhi	Delhi	10.04.2012	English	Gen	No	Nil
26	126	Moolchand	Civil Aviation	Delhi	Delhi	17.10.2013	English	Gen	No	Nil
27	127	Murti (Smt.)	Civil Aviation	Delhi	Delhi	29.11.2013	English	Gen	No	Nil
28	128	A.S. Jadhav	Civil Aviation	Mumbai	Mumbai	06.12.2013	English	SC	No	Nil
29	129	Amresh Kumar	CPAO	Delhi	Delhi	15.09.2011	?	?	?	Unwilling
30	130	Ravi Shankar Prasad	CPAO	Delhi	Delhi	05.07.2012	Hindi	OBC	No	Nil
31	131	Shilpi Roy Biswas(Ms.)	Earth Sciences	Kolkata	Kolkata	18.07.2011	English	SC	No	Nil
32	132	Parveen Kumar	Env. & Forests	Delhi	Delhi	11.07.2012	English	Gen	No	Nil
33	133	Rakesh Kumar	Env. & Forests	Delhi	Delhi	13.06.2012	English	OBC	No	Nil
34	134	Lildhari Prasad	Env. & Forests	Kolkata	Kolkata	16.07.2012	English	OBC	No	Nil
35	135	Lalit Verma	Env. & Forests	Delhi	Delhi	20.01.2014	English	Gen	No	Nil
36	136	Alok Kumar	Finance	Hoshangabad	Delhi	10.09.2012	Hindi	OBC	No	Nil
37	137	Shobha Kumari	Finance	Delhi	Delhi	30.04.2012	Hindi	OBC	No	Nil
38	138	Kishore Kumar	Finance	Delhi	Delhi	03.06.2013	Hindi	SC	No	Nil

39	139	Harendra Singh	Finance	Delhi	Delhi	01.11.2013	Hindi	Gen	No	Nil
40	140	Prem Singh	Finance	Delhi	Delhi	02.12.2013	Hindi	SC	No	Nil
41	141	Neeraj Kumar Mishra	Health	Delhi	Delhi	18.12.2013	Hindi	Gen	No	Nil
42	142	Bheev Singh	MHA	Gandhi Nagar	Mumbai	30.07.2013	English	Gen	No	Nil
43	143	Tikori Prasad	MHA	Delhi	Delhi	28.10.2013	Hindi	OBC	No	Nil
44	144	Praveen Kumar	MHA	Delhi	Delhi	01.01.2014	Hindi	OBC	No	Nil
45	145	Surya Prakash Sharma	MHA	Delhi	Delhi	01.05.2012	Hindi	OBC	No	Nil
46	146	Puran Singh	MHA	Delhi	Delhi	01.01.2014	Hindi	Gen	No	Nil
47	147	Karan Pal Singh	MHA	Delhi	Delhi	01.09.2011	Hindi	OBC	No	Nil
48	148	Amit Kumar	MHA	Kolkata	Kolkata	30.04.2012	Hindi	OBC	No	Nil
49	149	Partha Pratim Bhattacharjee	MHA	Shillong	Kolkata	17.10.2012	English	Gen	No	Nil
50	150	Mohan Singh Bisht	MHA	Delhi	Delhi	08.11.2013	Hindi	Gen	No	Nil
51	151	Md Haider Ali	MHA	Ranchi	Kolkata	15.12.2011	Hindi	Gen	No	Nil
52	152	Shiv Shanker Kumar	MHA	Ranchi	Kolkata	19.12.2011	Hindi	Gen	No	Nil
53	153	Rajesh Kumar Mehto	UD	Delhi	Delhi	31.10.2013	Hindi	OBC	No	Nil
54	154	Ram Dayal Yadav	UD	Delhi	Delhi	31.12.2012	Hindi	OBC	No	Nil
55	155	Amit Kumar	UD	Delhi	Delhi	01.11.2012	Hindi	Gen	No	Nil
56	156	Lalit Drall	UD	Delhi	Delhi	01.11.2012	Hindi	Gen	No	Nil
57	157	Vandana Rani	UD	Delhi	Delhi	07.09.2012	English	Gen	No	Nil
58	158	Veersain	UD	Delhi	Delhi	29.11.2013	English	SC	No	Nil
59	159	Vinod Kumar	UD	Delhi	Delhi	01.11.2013	English	OBC	No	Nil
60	160	Sunil Dhoke	UD	Mumbai	Mumbai	24.12.2013	Hindi/Eng	OBC	No	Nil
61	161	S. Babu	UD	Chennai	Chennai	29.11.2013	English	OBC	No	Nil
62	162	L. Baskaran	UD	Chennai	Chennai	02.12.2013	English	OBC	No	Nil
63	163	David N K	UD	Shillong	Kolkata	09.11.2012	English	ST	No	Nil
64	164	Chandra Shekhar Chatterjee	UD	Kolkata	Kolkata	26.05.2009	English	Gen	No	Nil
65	165	Ramesh Kumar	HRD	Delhi	Delhi	31.10.2013	Hindi	SC	No	Nil
66	166	Arjun Singh	HRD	Delhi	Delhi	01.01.2014	Hindi	Gen	No	Nil
67	167	Tara Singh	HRD	Delhi	Delhi	01.04.2014	Hindi	SC	No	Nil
68	170	Dhiraj Kumar Vimal	Industry	Chennai	Chennai	31.10.2012	English	SC	No	Nil
69	171	Birendra Singh II	INGAF	Delhi	Delhi	03.10.2013	Hindi	Gen	No	Nil
70	172	Vinay Kumar	Labour	Mumbai	Mumbai	30.05.2013	English	OBC	No	Nil
71	173	Shashank Shekhar	Labour	Mumbai	Mumbai	26.04.2013	English	Gen	No	Nil
72	174	Vivek Kumar	Labour	Dhanbad	Kolkata	09.11.2012	Hindi	OBC	No	Nil
73	175	Mithun S Gajbhiye	Mines	Nagpur	Mumbai	14.06.2013	Hindi	SC	No	Nil
74	176	Ashish A Parsodkar	Mines	Nagpur	Mumbai	15.01.2014	Hindi	Gen	No	Nil
75	177	Santosh Singh	Mines	Kolkata	Kolkata	28.12.2013	Hindi	Gen	No	Nil
76	178	V Kalpana (Ms.)	Mines	Hyderabad	Chennai	23.01.2014	English	OBC	No	Nil
77	179	Devendra Kumar Sharma	RTHS	Delhi	Delhi	09.12.2013	Hindi	Gen	No	Nil
78	180	Chandra Veer Roshan	RTHS	Kolkata	Kolkata	16.2.2012	Hindi	OBC	No	Nil
79	181	Karuna Nidhan	RTHS	Mumbai	Mumbai	22.12.2011	English	Gen	No	Nil
80	182	Sunil Kumar	RTHS	Noida	Delhi	15.06.2011	English	Gen	No	Nil
81	183	Raj Kumar Gupta	Rural Development	Delhi	Delhi	23.10.2013	Hindi	Gen	No	Nil
82	184	Sudipta Chatterjee	Science & Tech	Kolkata	Kolkata	06.08.2012	English	Gen	No	Nil
83	185	Ajay Pal	Supply Division	Delhi	Delhi	18.09.2012	English	Gen	No	Nil

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84	186	E. Bhoopathy	Supply Division	Chennai	Chennai	27.02.2014	English	OBC	No	Nil
85	187	Virendra Singh Negi	Water Resources	Delhi	Delhi	01.11.2013	Hindi	Gen	No	Nil
86	188	Harish Chandra	Water Resources	Delhi	Delhi	12.12.2013	Hindi	SC	No	Nil
87	189	Arvind Kumar Singh	Water Resources	Pune	Mumbai	23.11.2012	English	OBC	No	Nil

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Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts

Instructions to candidates

Note:- The DO's and DON'Ts attached to these instructions will be treated as part of these instructions.

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/displayed on the website of CGA.
2	The schedule of the Examination is final and will not ordinarily be changed.
3	The Head of 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, <i>inter alia</i> , 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 appearing 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 issued by the office where the candidate is working. The candidate should, therefore, keep his Identity Card also available for production if and when required by the Presiding Officer. In case no identity card has been issued to the candidate, he/she should produce either the <i>Aadhar</i> Card or the Elector's Photo Identity Card or PAN Card or Driving Licence to be admitted in the examination.
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 the examination hall before the expiry of at least one half of the time allotted for the examination in the concerned Paper.
8	Candidates should write his/her index number only on the fly leaf of Main/Additional Answer Sheets. The candidate should not write his/her name, Ministry etc. anywhere in the answer sheet.
9	<u>Candidates should ensure that the answer books – Main/Additional/OMR – and the Printed Forms supplied to them bear the signature of the Invigilator. Answer Books/OMR Answer Sheets without the signature of the Invigilator will be treated as invalid and will not be evaluated.</u>
10	Candidates should write the Serial Number of the Answer Books used by them in the space provided for this purpose in the Attendance Sheet. Serial Number of the Answer Book is printed on the right hand top corner of the front cover page.
11	The Presiding Officer or Officers authorized by him have been required to inspect all the books permitted to be used at the examination to ensure that they do not contain any proscribed material.
12	The candidates would use their own set of permissible books in the examination and will not be permitted to borrow books from other candidates. Notes of the nature of solutions to the questions or guide books will not be permitted. Bringing such material into the examination hall will be treated as resorting to unfair means.
13	All candidates must submit the books which they intend to use in answering the papers to the Presiding Officer for scrutiny half an hour before the commencement of the examination. These books will not be returned till the candidates are seated in the Examination Hall. Book(s) not

	submitted in time will not be allowed to be used by the candidate.
14	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' and should be scored off by drawing a line through the blank page/space.
15	<u>Candidates should cancel the blank spaces/pages in the answer books by drawing a line across the blank space or page.</u>
16	<u>Candidates should write in the Table given on the front cover page of the Main Answer Book, the page number of the answer book (Main and Additional both) where answer to each question is written.</u>
17	<u>Candidates should write the Question Booklet Code issued to them at the appropriate space in the Main Answer Book. Similarly the serial number of the Answer Book used by them should be indicated in the Attendance Sheet.</u>
18	<u>Use of different inks or different pens for answering the questions in one subject is prohibited. If detected, such answer scripts may be treated as invalid and will not be evaluated. Candidates are advised to bring extra pens of the same kind to avoid use of pens/ink of different kinds.</u>
19	No paper other than the prescribed answer book or printed forms supplied with the answer books should be used for writing answer or rough work. No page of the answer books should be removed by the candidates on any account.
20	Candidates are prohibited from writing any type of appeal or request in the answer books. Serious view will be taken if any candidate records any such appeals or requests.
21	After completion of examination, the candidate should securely tie all the answer books/additional answer books and forms, if any, which he has used for answering the paper. All loose forms used by the candidates should be attached inside the answer books and not outside in their own interest to avoid any possibility of the forms/answer books getting detached during their subsequent handling.
22	No candidate will be permitted to take away any answer book and objective question booklet 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.
23	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. This may also result in debarment from taking the rest of the examination and or from taking the AAO (Civil) Examination for 5 years.
24	<u>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.</u>
25	<u>Candidates will not be allowed use of any kind of electronic gadget i.e. mobile phone, tablet, pager, blue tooth or any other electronic device in the examination hall during the examination. Candidates may however use ordinary calculators. Any violation of these instructions would lead to debarment from the exam for 5 years and further action as deemed necessary.</u>
26	The neatness of the candidate's hand writing is taken into account in assigning marks.

Do's

1. Read and understand the instructions to candidates thoroughly.
2. On the day of the examination, reach the examination hall at least half-an-hour before the scheduled time of commencement of exam.
3. Bring the Letter of Authority and your office ID Card (or *Aadhar* Card/Elector's Photo Identity Card/PAN Card/Driving Licence) to prove your identity to the Presiding Officer/Invigilator/Other officers nominated by CGA.
4. Bring your own reference books permitted for use in the examination for each paper. You will not be allowed to borrow books from other candidates.
5. Submit the books which you intend to use in answering the papers to the Presiding Officer for scrutiny half an hour before the commencement of the examination. Book(s) not submitted in time will not be allowed to be used by the candidate.
- ~~6. Bring your own blue or black ball pens for answering the objective type questions. Since use of different ink or pen is not allowed in answering answers in a particular paper, you must bring more than one pen of the same kind. This is applicable to the subjective part of the examination too.~~
- ~~7. On receipt of the OMR Answer Sheet, write required particulars in Boxes Numbered 1 to 12 on Side 1 of the Answer Sheet as per instructions given on Side 2.~~
- ~~8. Please ensure that the Invigilator signs in the space provided for this purpose on Side 1 of the OMR answer sheet. Answer sheets without the signature of Invigilator will be treated as invalid and will not be evaluated.~~
9. Write your index number and other particulars only in the space provided for this purpose in the answer sheets and nowhere else.
10. While signing the attendance sheet, please ensure that you write the Sl. No. of the answer books issued to you in the space provided for this purpose in the attendance sheet. Similarly, every time an additional answer sheet is taken, mention its Sl. No. in the attendance sheet.
11. Once you finish writing answer to a question or sub-question, write the page number(s) of the answer sheets where the answer is written in the Table printed on the front cover page of the Main Answer Book.
12. Please ensure that you score off blank pages/space in the answer books by drawing a diagonal line across the blank page/space.
13. In the subjective type examination, please remember to tag all your answer scripts and forms etc. together before handing them over to the Invigilator. All loose forms used for answering practical questions should be attached inside the answer books and not outside in your own interest to avoid any possibility of the forms/answer books getting detached during their subsequent handling.
14. At the end of the exam, remain in your allotted seats till the Invigilator collects all the answer scripts and permits you to leave the examination hall.
15. Observe total discipline in the examination hall at all times.
16. Please comply the instructions given by the Presiding Officer/Invigilator.

Don'ts

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1. Don't be late for the examination.
2. Don't forget to bring your Letter of Authority and your office ID Card or *Aadhar* Card or the Elector's Photo Identity Card or PAN Card or Driving Licence to the exam hall.
3. Don't use mobile phone/tablet/pager/communication devices of similar type anywhere in the exam hall premises when the examination is going on. If you are found using such material in the examination hall, it will be treated as using unfair means and necessary action will be taken against you.
4. Don't use different ink or pen in answering questions in one particular subject. Bring sufficient number of pens of the same kind.
5. Don't exchange your answer sheet with any other candidate. If any candidate is found in possession of answer book not belong to him/her, it will be treated as having resorted to unfair means and strict action will be taken against the concerned candidates.
6. Don't borrow books, pens etc. from other candidates. Bring your own books, pens etc.
7. Don't bring any guide book or notes other than the prescribed reference books to the exam hall.
8. Don't take the help of any other candidate or individual in answering questions. If you are found to have taken recourse to any such help, it will be treated as resorting to unfair means and strict action will be taken against you including debarment from appearing in current and future examinations and initiation of disciplinary proceedings against you.
9. Don't leave any page/space of the answer book blank while submitting your work to the Invigilator. Score out all such pages/space by drawing a diagonal line across the blank page or space.
10. Don't take away any answer book out of the examination hall or tear away any page of the answer book.
11. Don't canvass with any individual to ensure your success in the examination. If you are found to have taken recourse to any canvassing, directly or indirectly, it will be treated as resorting to unfair means and strict action will be taken against you.
12. Don't write any appeal or request in the answer scripts.
13. Don't indulge in any kind of 'misconduct' which includes any act of commission or omission which affects the fair conduct of exam and/or results into undue benefit to anyone, at any of the examination process.
14. Don't leave the exam hall before expiry of the time allotted for that paper.

LETTER OF AUTHORITY

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Photo of AAO
(C) Candidate
to be pasted
and attested
by HOO

1. This is to certify that Sh./Ms. _____ designation _____ has been authorised by the Controller General of Accounts to appear in the Assistant Accounts Officer (Civil) Examination being held at _____ Centre. He/She has been allotted Index No. _____.
 2. Sh./Ms. _____ is working as _____ under the Pr.CCA/CCA/CA, Ministry/Department _____.
 3. The specimen signature of Sh./Ms. _____ is given below, duly attested.
 4. *Sh./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
*Sh./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 Sh./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 other two copies should be forwarded by the Head of Office to the Chief Controller/Controller of Accounts together with a consolidated statement listing out the names of all the candidates from his office who have been issued letters of authority. The Chief Controller/Controller of Accounts should arrange one copy each of the Letters of Authority Centre-wise and forward them to the concerned Presiding Officer. 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.