

## LETTER OF AUTHORITY

Photo of the  
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 \_\_\_\_\_ (name of 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 of \_\_\_\_\_.
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 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.