

A.34012/3701/2014/MF.CGA (E)/ **304 - 341**
 GOVERNMENT OF INDIA
 MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
 O/o CONTROLLER GENERAL OF ACCOUNTS
 LOK NAYAK BHAWAN, KHAN MARKET, NEW DELHI

Dated:

To

The Pr.CCA/CCA/CA
 Ministry/Department of

New Delhi.

Subject: - Assistant Accounts Officer (Civil) Examination, 2014.

Sir/Madam

In continuation of this office circular letter No. A-34012/3701/2014/MF.CGA (E)/268 dated 08-08-2014, on the above subject, it is hereby intimated that the Assistant Accounts Officer (Civil) Examination, 2014 will be held on 04-10-2014 (Saturday), 05-10-2014 (Sunday), 07-10-2014 (Tuesday) and on 12-10-2014 (Sunday) at Chennai, Delhi, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna & Shillong stations as per the following schedule: -

Time Table for AAO (CIVIL) Examination 2014 :

Date	Time	Subject
04.10.2014 Saturday	10.00 AM to 01.00 PM	Precis and Draft (Paper-1)
04.10.2014 Saturday	02.00 PM to 05.15 PM	Public Works Account (Paper-6)
05.10.2014 Sunday	10.00 AM to 01.15 PM	Parliamentary Financial Control and Govt. Budgeting (Paper-4)
05.10.2014 Sunday	02.15 PM to 05.30 PM	Commercial and Management Accounts (Paper-8)
07.10.2014 Tuesday	10.00 AM to 01.15 PM	Service Rules (Paper-2)
07.10.2014 Tuesday	02.15 PM to 05.30 PM	Specialised Accounts Rules & Office Management (Paper-5)
12.10.2014 Sunday	10.00 AM to 01.15 PM	Accounting Procedure (Paper-3)
12.10.2014 Sunday	02.15 PM to 05.30 PM	Procurement, Supply Accounts Internal Audit and Control (Paper-7)

2. Annexed to this letter is a form of Letter of Authority which is to be prepared in triplicate. The candidate should be asked to affix his/her specimen signature on all the three copies of the Letter of Authority in the presence of the Head of Office who should attest the same and put his office stamp. One copy of this letter should be given to the candidate who would be required to produce this authority letter before the Presiding Officer on demand at the time of appearing in the Examination. A copy of the Instructions meant for the candidates is also enclosed.

Copy of the authority letter meant for Presiding Officer should bear the passport size photograph of the candidate duly attested by the Head of Office.

On the basis of the second copy, sets should be prepared centre-wise with a consolidated statement giving names and index numbers of the candidates of your organisation for the centre. The

consolidated statement together with the third copy of the letter of authority should then be forwarded by Speed Post/by hand to the authorities mentioned in Para 3 below so as to reach them by 25.09.2014 positively. In this consolidated statement, the exemptions already secured by a candidate in any subject (As per list of candidates) may be shown against his/her name, for the sake of convenience of the Presiding Officer. Please do not send these documents in piecemeal and ensure that these are first received by you from your outstation offices, checked and verified by your office and only then despatched to the concerned authority over your signature.

3. As regards forwarding of the Letter of Authority, the following instructions may be adhered to:

(i) The Letter of Authority in respect of candidates appearing from Delhi centre may be forwarded to the Sr. Accounts Officer (Exam), O/o CGA, Room No. 27, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110511 positively by 25.09.2014. The Pr. Accounts Officer in each Ministry should ensure to send the Letters of Authority in respect of the candidates appearing from his Ministry in one bunch and not in piecemeal.

(ii) As regards the candidates appearing from Shillong Centre, the Letters of Authority may be forwarded to the Presiding Officer as he will function as Coordinating Officer also for the centre.

(iii) In respect of candidates appearing from Other Centres other than mentioned in (i) & (ii) above the Letters of Authority may be forwarded to the Coordinating Officers whose names are mentioned in the endorsement to this letter (Serial No 13 to 21).

(iv) The Presiding Officers of the different centres are as follows:-

Sl. No.	Centre	Presiding Officer	Date of Duty	Contact No.
1	Delhi	Sh. A. S. Sandhu, CA M/o Environment & Forest & M/o New & Renewable Energy	4th, 5th, 7th & 12th October, 2014	09899064089
2	Delhi	Sh. Neeraj Kumar Sharma, Dy.CA, CBEC	4th, 5th, 7th & 12th October, 2014	09015372780
3	Delhi	Sh. Narsingh Lal, Dy.CA M/o New & Renewable Energy	4th, 5th, 7th & 12th October, 2014	09810583049
4	Chennai	Sh. Mutha Pandiyarajan, Dy. CA, CDBT, Chennai.	4th, 5th, 7th & 12th October, 2014	08939125771
5	Hyderabad	Sh. K. David Raju, DCA, CBEC, Chennai for Hyderabad Centre	4th, 5th, 7th & 12th October, 2014	09490751255
6	Jaipur	Ms. Amita Jain, ACA, CDBT, Jaipur	4th, 5th, 7th & 12th October, 2014	08586011062
7	Kolkatta	SH. C.V. Prasad, CA M/o Mines CAO Kolkata	4th, 5th, 7th & 12th October, 2014	09830704048
8	Lucknow	Sh. Subhash Chandra, ACGA, O/o CGA New Delhi for Lucknow Centre.	4th, 5th, 7th & 12th October, 2014	09873384814

9	Mumbai	Sh. Padamsing Pradipsing Patil, Asstt. Controller of Accounts RTC, INGAF, Mumbai	4th, 5th, 7th & 12th October, 2014	07208789002
10	Nagpur	Sh. P. C. Srisath, ACA, M/o Commerce & Industry, DGS&D, Deptt. of Supply Mumbai for Nagpur centre	4th, 5th, 7th & 12th October, 2014	09920074390
11	Patna	Sh. Shashi Bhushan, CA M/o Home Affairs New Delhi for Patna centre.	4th, 5th, 7th & 12th October, 2014	08130766381
12	Shillong	Sh. Q. Kharkungar, DyCA, Ministry of Home Affairs, Shillong	4th, 5th, 7th & 12th October, 2014	09436163762

4. No request for change in the Centre for writing the Examination will be entertained.
5. The addresses of the Examination Halls at which the Examination will be conducted at Chennai, Delhi, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna & Shillong are given here as under:-

i) **CHENNAI** Old Auditorium Aayakar Bhavan, Income Tax Department, 121, Nungambakkam High Road, Chennai- 600 034.

ii) **DELHI** Kendriya Vidyalaya, Andrews Ganj, New Delhi 110049.

iii) **HYDERABAD** 1-D Hall, 1st Floor, IT TOWERS A C GUARDS , Hyderabad 500004.

iv) **JAIPUR** New Sub-station Hall, O/o The Accountant General (Rajasthan), Janpath, Statue Circle, Jaipur. (Raj.) 302-005

v) **KOLKATA** Mr. G. Chatterjee, Principal, Institute of Co-operative Management for Agriculture & Rural Development (ICMARD) of the West Bengal State Co-operative Agriculture & Rural Development Bank Ltd. Block No. 14/2, CIT Scheme-VIII (M), Ultadanga Kolkata- 700067.

vi) **LUCKNOW** The Institution of Engineers (India), U.P. State Centre, Engineers Bhawan, River Bank Colony, Lucknow 226018.

vii) **MUMBAI** Institute of Govt. Accounts & Finance, Regional Training Centre, 2nd Floor, Exchange Building, Sir Shivsagar Ramgulam Marg, Ballard Estate, Mumbai – 400001.

viii) **NAGPUR** Conference Hall, Indian Bureau of Mines, Indira Bhawan, 3rd Floor, Telenkhadi Road, Civil Lines Nagpur-440001(MS).

ix) **PATNA** Bihar Sanskritik Vidyapith (Opposite Paras HMRI) Rajabazar, Patna-800014.

x) **SHILLONG** Assam Rifle Conference Hall, DId DGAR Complex, Nongrimmaw, Shillong-793011.

6. Officers at Sl. No. 13 to 21 of the endorsement are the Coordinating officers at their respective centres/stations and may render all administrative assistance including invigilators etc. to the Presiding Officers.

7. For the convenience of the candidates the copy of the instructions, sample objective type question and copy of the answer sheet (OMR) and the time schedule of the Examination are placed on the website of CGA (www.cgaindia.org)

8. Please acknowledge the receipt of this letter by return post.

Encl:

Form of Letter of Authority
Instructions to Candidates

Yours faithfully



(CHANDAN MISHRA DWIVEDI)

Deputy Controller General of Accounts (Exam)

Telefax No. 011-24653162.

Copy forwarded to :-

Presiding Officers in the order of the centres are :

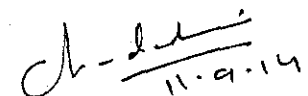
1. Ms. Amutha Pandiyarajan Dy. CA, CBDT, Chennai.
2. Sh. A. S. Sandhu, CA M/o Environment & Forest & M/o New & Renewable Energy, New Delhi.
3. Sh. Neeraj Kumar Sharma, Dy. CA, CBEC, New Delhi.
4. Sh. Narsingh Lal, Dy. CA, M/o New & Renewable Energy, New Delhi.
5. Sh.K. David Raju, DyCA, CBEC, Chennai for Hyderabad Centre.
6. Ms. Amita Jain, ACA, CBDT, Jaipur.
7. SH. C.V. Prasad, CA, M/o Mines CAO, Kolkata.
8. Sh.Subhash Chandra, ACGA, CPSMS, New Delhi, for Lucknow centre.
9. Sh. Padamsing Pradipsing Patil, Asstt. Controller of Accounts, RTC, INGAF, Mumbai.
10. Sh.P. C. Srisath, ACA, M/o Commerce & Industry, DGS&D, Deptt. of Supply Mumbai for Nagpur centre.
11. Sh.Shashi Bhushan, CA, M/o Home Affairs, New Delhi for Patna centre.
12. Sh. Q. Kharkungar, DyCA, M/o Home Affairs, Shillong.

Coordinating Officers (Sr. no. 13-21 along with list of candidates)

13. Sh. D.Murugan, Sr.AO PAO (Ptg.) M/o Urban Development Chennai.
14. Sh. Surya Narayana, Sr. A.O. CBDT, Hyderabad.
15. Sh. Jitendra Kumar, Sr. AO, CBEC, Jaipur
16. Sh. Tapas Kumar Chakraborty, Sr.AO, M/o Home Affairs, Kolkata.
17. Sh. Sunil Kumar, ZAO, CBDT, Lucknow.
18. Sh.Z.S. George, SrAO, CBEC, Mumbai.
19. Sh. S. G. Deshpande, Sr. AO, Mines, Nagpur.
20. Sh. Anil Kumar, AO, M/o Home, Patna.
21. Sh.Q. Kharkungar, Dy.CA, M/o Home, Shillong.
22. Sh. Mohan Deep, Sr.AO, IAD, Section, O/o CGA.
23. Sh. Tapan Kumar Das, SrAO, ITD, Section, O/o CGA
24. Sh. Umesh Kumar Saxena, SrAO, Vigilance Section, O/o CGA.

25. Joint Director (A) Office of Director of Accounts, Cabinet Secretariat, East Block-IX, Level-VII, R.K. Puram, New Delhi-110066.

26. Sr.AO(ITD) for upload on the website of O/o CGA.



Dy. Controller General of Accounts

LETTER OF AUTHORITY

Photo of AAO (C)
Candidate to be
Pasted and attested
By HOO

1. This is to certify that
Shri/Shrimati/Kum.....designation
.....has been authorised by the Controller
General of Accounts to appear in the Assistant Accounts Officer (Civil)
Examination, being held inCentre. He/She has been allotted
Index No.....

2.....is working as.....
..... Under the Chief / Controller of Accounts, Ministry/Department
.....

3. The specimen signature of Shri/Smt./Kum..... is given below,
duly attested.

4. Shri/Smt./Kum.....is also in possession of an
identity card (No.....) issued by..... which he/she will produce on
demand at the time of taking the examination.

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

Signature of Shri/Smt./Kum.....
(Attested)

Name & Designation with official seal
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 fixed 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 copy of the letter 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 by registered post together with a consolidated statement listing out the name of all the candidates from his office who have been issued letters of authority. One copy meant for Presiding Officer should bear the photo of the candidate duly attested in the space provided.

4. Candidate are strictly prohibited from carrying mobile phone/pagers/other electronic communication devices, etc. into the Examination Hall. Mobile phone if found in their possession will be seized and strict disciplinary action will be initiated.

INSTRUCTIONS TO CANDIDATES APPEARING IN AAO (C) EXAMINATION

1. The Head of the Office in which the candidates is working has been asked to issue a Letter of Authority to the Candidate. The letter of Authority will contain, *inter alia*, 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 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.
2. No candidate will be permitted to enter the Examination hall later nor depart earlier than half an hour after the examination begins.
3. 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.
4. In addition to the Letter of Authority, the candidate may also be required to produce his identity card (whenever such cards are normally issued by the office in which he 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. 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 in respect of the descriptive part of a subject out of the examination Hall until all the answer books have been collected.
6. 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.
7. 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 should write on both sides of each sheet of the answer book. Any rough work should be done in the blank paper provided along with the objective type question paper. Any page of the answer sheet of the subjective and theoretical paper used for rough work should be marked as 'rough'. No pages of the answer book should on any account be removed by the candidates.
8. The neatness of the candidate's paper is taken into account in assigning marks.
9. The total marks for both objective and Theoretical/Practical Question will be in the ratio of 35 : 65.
10. Questions in the objective type paper will carry 1 or ½ mark for each question.

11. Candidates will be given separate answer sheets to mark their answers while attempting objective type questions. A sample Answer Sheet along with instructions is enclosed. The candidates should carefully read these instructions and familiarise themselves for filling the answer sheet.
12. Candidates should carefully read the instructions printed on the reverse of the answer sheet provided for answering objective type paper before filling any column in the answer sheet.
13. The OMR answer sheets of those candidates who fail to fill up all the boxes numbered from 1 to 12 on Page 1 of the OMR Answer Sheets supplied to them for answering the objective type questions **WILL NOT BE** evaluated.
14. Examination will commence with the objective type question paper and the candidates will be given 1 (One) hour to complete the entire paper. No grace time will be allowed.
15. Immediately after an hour, both the answer sheet and question paper relating to the objective type will be taken back from the candidates.
16. There will be a gap of 15 minutes between the completion of objective type paper and commencement of theoretical/practical paper.
17. Candidates will be permitted to carry the permissible books as mentioned in the syllabus and also prescribed study material downloaded from the website for answering both objective and theoretical/practical paper.
18. Candidates would use their own set of books in the examination and will not be permitted to borrow books from other candidates.
19. For answering the objective type question paper, the candidates will ensure that they bring their own Pencil (HB) erasers and sharpener.
20. Candidates will **NOT** be permitted to bring Mobile, Cell phone, pagers or any other communication gadgets into to examination hall. **Strict action will be taken for violating this provision.**
21. Candidates while signing the Attendance Sheet will be required to indicate the serial number of the OMR Answer Sheet printed (under the bar code) in the said Answer Sheet.
