

**OFFICE OF THE ACCOUNTANT GENERAL ( A & E ), WEST BENGAL,  
TREASURY BUILDINGS, KOLKATA-700 001.**

**OFFICE ORDER**

No. WM/ Estt./ Q-129 /DAGE-17 / 172

Dt. 31.01.2018

It is hereby notified that Divisional Accountants' Grade Examination (April) 2018 is proposed to be held during the month of April 2018. The detailed programme with the dates and the venue of the examination will be notified in due course.

Application containing the particulars (in ANNEXURE-I) from candidates who have already completed or will complete 3 years of service as Sr. Accounts Clerks, and 1 year of service as Divisional Accountant (Probationer) as on **1.3.2018**, duly forwarded by their Divisional Officers may be sent by Registered post so as to reach the Deputy Accountant General (A/cs & VLC), O/o the Accountant General (A&E), W.B. Treasury Buildings, Kolkata-1 latest by **23.02.2018**.

Under no circumstances applications received beyond the said date will be entertained.

The latest date for withdrawal of candidature for the aforesaid examination shall be **02.03.2018**.

Applications of only those candidates who fulfil conditions laid down in chapter VII of the C & AG's M.S.O. need to be recommended.

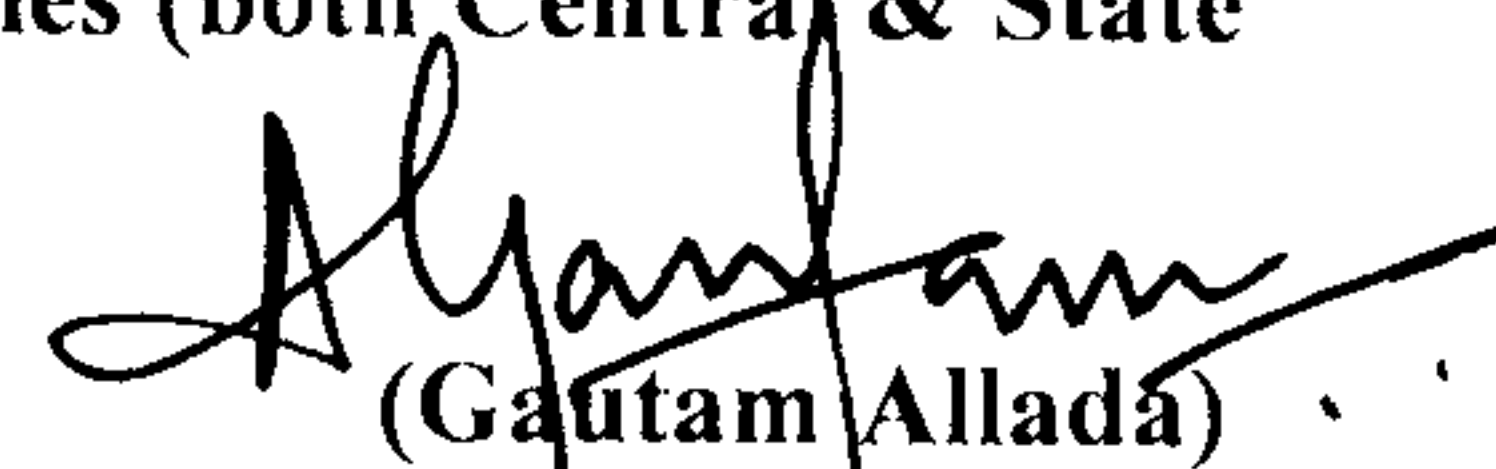
A Certificate (in ANNEXURE-II) is to be furnished for the candidate by the Divisional officer with whom the incumbent is working.

It may be noted that every candidate appearing in this examination must be a Sr. Accounts Clerk appointed by this office after passing the Initial Recruitment examination for Divisional Accountants or Divisional Accountant (Probationer) appointed by Staff Selection Commission. Divisional Accountants (Probationer) have to appear in all the following five papers & Sr. Accounts Clerks have to appear four papers i.e. from (ii) to (v) in the list given below, if not already exempted from appearing in any of them.

Unless otherwise communicated, the candidates should answer questions in the D.A.G.E. with reference to the new Heads of Accounts.

**Papers for examination**

- i) **Essay or Précis and Draft & Grammar [only for Divisional Accountant(Probationer)who have completed 1 year service].**
- ii) **Elementary Book keeping.**
- iii) **Public Works Accounts and Procedure (Theoretical).**
- iv) **Public Works Accounts and Procedure (Practical).**
- v) **General Accounts, Treasury and Financial Rules (both Central & State Government).**

  
(Gautam Allada)

Deputy Accountant General (A/cs & VLC)

Dt. 31.01.2018

No. WM / Q-129 / DAGE-2017 /2174-2183

Copy forwarded to the :-

1. All Divisional Officers in West Bengal through Web-site.
2. Secretary to A.G. (A&E), W.B.
3. Sr. D.A.G(Admn.) Try. Buildings, Kolkata-I.
4. Sr. A.O./ W.A.D./ Treasury Buildings.
5. B.O./ Admn.-I / Library / Record Section.
6. Sr. A.O./I.T.S.C. for uploading in the official Web-site.
7. P.A. to D.A.G. (A/cs & VLC).
8. I.A.O.,
9. A.A.O. Hindi Cell – For Hindi translation.
10. Notice Board of the Section.

  
(S.S. Shree)

Sr. Accounts Officer (WM)

**ANNEXURE-I**

**PROFORMA**

<b>Sl. No</b>	<b>Particulars</b>	
1.	Name of the Candidate and designation:	
2.	Date of birth and age as on 1.03.2018:	
3.	Year of passing the initial Recruitment Exam/Year of recruitment as D.A. (Probationer).:	
4.	Whether belongs to S.C./S.T.	
5.	Date of commencement of service as qualified Sr. Accounts Clerk /D.A. (Probationer) and total length of service as Sr. Accounts Clerk /D.A. (Probationer) in the Divisional Offices/ AG's office as on 1.03.2018:	
6.	Place of posting with mailing address:	
7.	Period spent in Divisional Office: ( Qualified Sr. Accounts Clerks would be required to undergo the requisite training in the Works Accounts Department after passing the D.A.G. Examination and in no case should they be promoted to the post of D.A. before completing the training satisfactorily vide this office circular No. WM-I /1427 dt. 4.7.64 )	
8.	Reference to the previous D.A.G. Exam. in which the applicant appeared:	
9.	Exemption secured in papers with reference to the year in which exemptions were secured:	
10.	The candidates who intend to appear for additional chances i.e. (fourth chance and onward) should appeal with documentary evidence so as to justify his appeal with due support, as per codal provision 6 in Annexure II to chapter VII of M.S.O. (Admn.) Vol-I "The candidates (including direct recruits) will not ordinarily be allowed more than three chances but Accountant General may in special circumstances, allow upto three additional chances to those whom he considers deserving of the concession".	
11.	Preferred language for answering in the Examination i.e. either English or Hindi:	
12	Full Signature of the candidate: Mobile No.	

**ANNEXURE-II**

“Certified that Sri / Smt. \_\_\_\_\_  
\_\_\_\_\_ is regular in his/her attendance, energetic and is of good moral character and business like habits, that he possesses aptitude for working as D.A and that he has reasonable prospect of passing the Examination”.

**(Executive Engineer/Divisional Officer)**