

**MOST URGENT CIRCULAR**

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कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
Office of the Principal Controller of Defence Accounts (Central  
Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002  
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No. AN/1-A/1016/MTS to CLK/NOV/2021

Date: 29/04/2022

To,

- 1- Regional Training Centre Lucknow
- 2- IFA(CC), Lucknow
- 3- All Sub Offices of the Organization
- 4- All Section of the Main Office

**Sub: - Conducting of typing test by Regional Staff Selection Commission for Officials on passing limited Departmental Examination.**

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Please find attached HQrs. Circular bearing No. Pers-Promotion/11101/2022/C-109 dated 06.04.2022 regarding conducting of typing test.

2- In this context it is requested to forward the names of those officials who come under the purview of above said HQrs Office letter in the proforma attached so as to reach this office till 15.05.2022

3- No separate hard copy of the circular is being dispatched. The circular may be downloaded from PCDA (CC) website for necessary.

Jt. CDA has seen.

Encls: As Above

— सच —  
Sr. Accounts Officer (AN)

Copy to:-

- 1- OA Cell (Local) : For uploading the circular on PCDA(CC) Lucknow website.

संजय श्रीवास्तव  
Sr. Accounts Officer (AN)



APPLICATION FORM FOR APPEARING IN ANNUAL TYPE TEST FOR GRANT OF ADVANCE INCREMENT/CONFIRMATION/QUASI PERMANENT ETC. FOR THE MONTH OF \_\_\_\_\_

- 01. Name of Candidate :
- 02. Father's Name :
- 03. Post Held :
- 04. Grade :
- 05. Year of Select List :
- 06. Date of Appointment in the Present Post :
- 07. Office in which working :
- 08. Ministry/Department :
- 09. Medium of Test :
- 10. Date of Birth :
- 11. Address of Correspondence :

Pasted

  

Photograph

Signature of Candidate

Above stated information furnished by \_\_\_\_\_ have been verified from his service book and found correct and he is eligible to take Typewriting Test to be held on \_\_\_\_\_ his admission to the test recommended.

Signature and Seal of Competent Authority

Auditor before they either pass the typing test or get exemption from the typing test in accordance with DOP&T guidelines.

3. In order to maintain uniformity and avoid unwarranted circumstances, it is enjoin upon all Controllers to take prompt action for conducting a typing test for all eligible & affected officials with the Regional Staff Selection Commission as inordinate delay will adversely affect the promotional avenue of the officials.

This issues with the approval of Sd/CGDA (P&S)

(Rajeev Ranjan Kumar)  
Sd/CGDA (P&S)



# रक्षा लेखा विभाग (र.ले.वि.) मुख्यालय

DEFENCE ACCOUNTS DEPARTMENT (DAD) HEADQUARTERS

Ulan, Bata Road, Palam, Delhi, Contd. - 110010

Phone: 011-25665211 Fax: 011-25674801 Email: dadhqs@cgda@nic.in

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राजादी  
अमृत महोदय

Pers. Promotion/11101/2022/0-109

Dated: 06.04.2022

To

PCA(Fys)/All PCSDWGsDA

Subject: Conducting of typing test by Regional Staff Selection Commission for Officials on passing limited Departmental Examination

1. Kind reference is invited to the Note (ii) of this HQrs. important Circular bearing No. AN/SAS/16502/MTS-Clk/2021 /Prog dated 12.07.2021 regarding holding examination for promotion of educationally qualified MTS to the grade of Clerk wherein, it has been stipulated that **Passing in the typing test is compulsory. Names of the qualified individuals in written test will be forwarded by the respective PCSDA/CsDA to Regional Centres of Staff Selection Commission for passing typing test in accordance with the HQrs office circular No. AN/Estt-others/11159/JCM/2020 dated 23.10.2020. Further, the Certificate in typewriting issued under the Hindi Teaching Scheme will be treated as equivalent to the certificate issued by the SSC.** In this regard, DOP&T OM No: 14020/3/95-Estt.(D) dated 14.09.1995 provides that persons appointed as LDC to posts which do not belong to CSCS can be considered for promotion only after they have passed the typing test or they have been exempted in accordance with the prescribed procedure from passing it.

2. Your attention is also invited to this HQrs Office circular bearing No. PERS/SAS/16501/GC&GMTS-AUD/2022/PROG dated 22.03.2022 regarding conducting of Departmental Examination for Graduate MTS/Clerks for the post of Auditor. In this context, it is stated that all successful candidates of Departmental examination (for Graduate MTS/Clerk) who are holding the post of Clerk/LDC should compulsory pass the typing test for consideration of their promotion to the grade of Auditor. In other words, these officials will not consider for promotion to the grade of