

CIRCULAR

FAX/SPEED POST



भारत सरकार/GOVERNMENT OF INDIA

रक्षा मंत्रालय/MINISTRY OF DEFENCE

कार्यालय, प्रधान लेखा नियंत्रक (निर्माणियां)

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)

प्रशा III/AN III

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To

1. All Controllers of Finance and Accounts (Factories)
2. All Branch Accounts Offices
3. All Sections of Main Office including Railway 'G' & RTC
4. The CIA (OFs), 10-A, S K Bose Road, Kolkata

Subject: Confirmation of MTS / CLKs / Auditors / Hindi Translators/DEOs/Staff Car Drivers/Canteen Employees.

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Please furnish names of MTS / CLKs / Auditors / Hindi Translators/DEOs/Staff Car Drivers/ Canteen Employees appointed whether **directly or as fresh entrant** between **01/04/2016 to 31/03/2017** and also left over cases, if any, for their confirmation in their respective grade i.e. in the entry grade in the DAD. Names of individuals **promoted** to Auditor grade between the period should not be sent.

While furnishing names of the eligible candidates, the Part II Office Order notifying the result of passing their New Recruit Training Test and in respect of those Clerks who are required to pass the typing test or otherwise as per conditions of their appointment Part II Office Order, such aspect must be highlighted according to which they will be considered for confirmation. If the concerned individual has passed the typing test, relevant Part II Office Order no. may be furnished along with disciplinary /vigilance certificate. If the two years probation reports and the second year APAR still have not been sent to this office, those should be sent immediately.

In the case of Inter Departmental candidates if they have already acquired substantive capacity in their previous department their names need not to be furnished.

Reply should reach this office/section positively by 31/05/2019.

**Nil report is also required.**

( Subhankar Chatterjee )  
Sr. Accounts Officer (AN)