

FA&CAO/Con/S&W/B&B/T/IT/G,
Dy.FA&CAO/Con-I/II, F&B/S&W, Dy.CAO/TA, Sr.DFM/SDAH/HWH/ASN/MLDT,
Dy.CAO/W/KPA, JMP, WAO/IC/LLH, C&P, GM/Vig., Dy.CPO/Gaz, VO(A),
CAO/Admn./Exp/Estt/PF/Books/Pension/Fuel/SV/Stores/RBC/Corrs./Stores-Finance/ Finance/
Insp/Works/Budget/PC/Effy, CAO/Admn(Pay-bill), PCPO(Pay-bill), E.Railway,
Dy.FA&CAO/Metro Railway/Kolkata

Sub : Appendix – 2A (IREM) Examination – 2023

Ref : RBA Nos.100/2019 & 108/2019

It has been decided by the competent authority that the next Appendix-2-A (IREM) Examination' 2023 will be held shortly.

2. It is, therefore, requested to send the names of all *intending* and *eligible* candidates by **30.01.2024**. All serving Accounts Clerks/Jr.Accounts Assistants/Typists/Stenographers who would be completing *six* months of (**One year** in case of Typist/Stenographers) continuous service in the capacity in the Accounts Department *on the date of this notification* of the examination, should be deemed to be eligible. The candidates also must have *successfully completed* the Basic Training Course & Typing Test (where necessary). Names of such eligible candidates should be sent as per enclosed **Annexure-I**.

Further, there may be candidates who have otherwise completed the minimum service requirement as above but have *not* yet successfully completed the Basic Training Course/Typing Test *ibid*. *Their names should be sent separately as per Annexure-II only* for further decision of c/authority regarding their eligibility for appearing in the subject examination.

3. The eligibility of staff of Cash & Pay department to appear in the App-2(IREM) Examination 2023 will be as per Rly. Bd's letter No.2006/AC-II/20/10 dated 20.09.2006 (RBA No. 45/2006) and 03.07.2015 (RBA No. 43/2015).

4. The Examination schedule & venue of the Examination centre will be intimated later on. The last date of sending names of candidates to this office for the subject examination **30.01.2024**. No candidature will be allowed after the target date.

5. While forwarding the list of candidates, the following instructions should be strictly followed :-

- Under column No.2, write candidate's full name as per Service Record and no abbreviation is to be submitted.
- Under column No.5, the community of the individual candidate should invariably be quoted in full without putting any "dash, dot, DO or Ditto." and it must be duly verified by the appropriate authority.
- Under column Nos.8 & 9, year of passing of Basic Training and whether passed in English/ Hindi Type test should be mentioned and must be duly verified by the appropriate authority.
- Under column Nos.12 & 13, years in which previously appeared in App.2 Exam. with year & Roll No. and Subject(s) in which exempted from appearing with Roll & year in respect of the individual candidates should invariably be mentioned and must be duly verified by the appropriate authority.
- Under column Nos.14 & 17, Optional subject & Medium of language in which a candidate intends to appear in the ensuing Appdx.2-A exam should be mentioned clearly.


6. The list of candidates should be typed neatly and must be signed (full signature) by the candidates concerned against their respective names to ensure correct recording of the particulars in all respects.

For the candidates who will be availing more than 5th chance (10th chance for Cashiers/Shroffs), respective applications from them for grant of permission to appear in the subject Appendix.-II-A Examination must accompany the list of candidates (to be sent) *ibid*. *Otherwise their candidature will be liable to be cancelled*.

7. The contents of this letter should be given wide publicity and got noted by all the eligible staff. A confirmation to this effect should be sent under the personal signature of the respective Controlling Officers while sending the candidature list as above within **30.01.2024**.

Kindly acknowledge receipt.

DA: As Stated.


(Bindu Ranjith)
Asstt. Financial Adviser/Admn.
Eastern Railway / Kolkata.

**LIST OF CANDIDATES OF APPENDIX-2(IREM) EXAMINATION 2023
FROM THE OFFICE OF _____**

Sl. No.	Name in full	Design.	Office attached to	Comm-unity.	D.O.B (DD/MM/YYYY)	Date of joining A/cs Deptt. as AC, JAA Typist & Steno.	Year of passing basic training test	Whether passed in English/Hindi Type test	HRMS Id	PF/Emp. No.	Years in which previously appeared in App.2 Exam. with year & Roll No.	Subject(s) in which exempted from appearing with Roll & year.	Optional subject in which appearing	Whether PwBD requiring scribe (Yes/No)	Is Extra time permissible (Yes/No)	Medium of Language	Signature of the candidate
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

In the case of typists/Stenographers the following Certificate should also be furnished:

Certificate that Sri/Smt Typist/Stenographer has completed one year's continuous service in the capacity in the A/cs. Deptt.

Forwarded to **CAO/Admn (Confdl. Cell)**, E.Rly., Kolkata for information and necessary action please.

I have satisfied myself that all the particulars shown in the list of candidates who are eligible to appear in the above examination, are to the best of my knowledge correct and each of them is regular in attendance, energetic and possesses good moral character.

Signature of Gazetted officer
with office seal

Signature of Gazetted officer
with office seal

LIST OF CANDIDATES OF APPENDIX-2(IREM) EXAMINATION 2023
FROM THE OFFICE OF _____

Sl. No.	Name in full	Design.	Office attached to	Comm-unity.	D.O.B (DD/MM/YYYY)	Date of joining A/cs Deptt. as AC, JAA Typist & Steno.	Year of passing basic training test	Whether passed in English/Hindi Type test	HRMS Id	PF/Emp. No.	Years in which previously appeared in App.2 Exam. with year & Roll No.	Subject(s) in which exempted from appearing with Roll & year.	Optional subject in which appearing	Whether PwBD requiring scribe (Yes/No)	Is Extra time permissible (Yes/No)	Medium of Language	Signature of the candidate
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