कार्यालय, रक्षा लेखा महानियंत्रक, प्रशिक्षण एवं विकास केंद्र,
बरार स्कायर, दिल्ली छावनी-**110010**
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NO. AN/SAS/16200/SAS-II/CBT/2023/PROG   **Dated: 11 .08.2023**

To

    All PCsDA, including Principal IFAs
    All Controllers of Defence Accounts, including IFAs/RTCs
    The Principal Controller of Accounts (Fys), Kolkata

Sub: SAS Part-II Examination on Computer Based Test (CBT) September, 2023: Notification regarding registration of candidates.

Ref: HQrs. Office Most Important Circular No. AN/SAS/16200/SAS-II/CBT/ 2023/PROG dated 20.07.2023

It has been decided by the Competent Authority to call for registration of the candidates for appearing in the SAS Part-II Examination to be conducted in September 2023 on Computer Based Test (CBT).**Only those candidates who have passed SAS Part I Examination (CBT) May, 2023 and fulfill the other criteria as per extant orders are eligible to appear in the examination.** The schedule of the examination has already been notified vide letter cited under reference.

2.   Registration for the examination shall be done online on the portal specifically created for registration purpose. The same can be accessed on CGDA's website through the link https://sasreg.cgda.cbtexamportal.in/#/login based on the previous registration details i.e. USER ID & Password. Instructions to Candidates at **Annexure I** contain all general instructions related to conduct of examination and also the procedure to be followed for filling online applications. Candidates are advised to go through the same carefully and ensure that the same are followed scrupulously.

3.   The timeline for Registration by the candidates, approval by PCsDA/CsDA and withdrawal by candidates is as detailed below:
    (i)   **Registration of Candidates:**11.08.2023 -17.08.2023
    (ii)   **Approval by PCsDA/CsDA:**17.08.2023-23.08.2023
    (iii)   **Withdrawal by Candidates:**24.08.2023-25.08.2023
    (iv)   **Forwarding of Application of withdrawal candidates by PCsDA/CsDA to HQrs. Office:** 26.08.2023-28.08.2023

4.   Necessary instructions regarding restructuring of SAS Examination (Computer Based Test) specifying syllabus, pattern of Exam etc. has already been circulated   vide   this   office   Most   Important   Circular   No.

AN/SAS/16200/Restructuring/2019 dated 22.03.2019 & 14.08.2019 and amendment issued from time to time. Further attention is also invited to the HQrs Office Circular No. **AN/SAS/16200/Orders/2022/Vol XII Dated 13.02.2023&26.06.2023**regarding updation of syllabus of SAS Examination.

5.   The list of centres where the examination will be conducted is enclosed as **Annexure II**. The candidates shall be allowed to give three preferences for exam centre. **If the candidate's place of posting is at one of the cities where CBT is being held, then it is mandatory for the candidate to choose this centre as first option** and the nearest two centres proximal to the office where the candidate is serving as the remaining preferences. If there is no exam centre available at the place of posting of the candidate, he/she shall choose the nearest available Centres. **However, the decision of Controller General of Defence Accounts (CGDA) regarding allotment of centres shall be final.** Candidates stationed at places other than the centre of examination shall be entitled to Travelling Allowance as per rules. **Under no circumstances the request for change of centres will be allowed**.

6.   The candidates' online registration application will directly be submitted to the Principal Controllers/Controllers & Proforma Controllers concerned (in case of candidates serving on deputation or IFAs etc.). After online registration the candidates will be required to download the final application and submit a hard copy to his/her Officer I/c. The Officer I/c will subsequently forward the same to the PCsDA/CsDA concerned. The PCsDA/CsDA on the basis of online registration by the candidates without waiting for the hard copy will scrutinize the relevant records and submit (recommend/provisionally recommend/reject) the application through registration portal to the SAS Section of HQrs Office for allotment of Roll Numbers. Simultaneously, the Hard copy of B.O.O etc. may also be forwarded to HQrs. Office by PCsDA/CsDA on priority basis. The link to be used by the PCsDA/CsDA and user ID & PASSWORD will be intimated separately. As the window for approval of candidature by PCsDA/CsDA will be closed after 23.08.2023, it is enjoined upon all the PCsDA/CsDA that approval of the candidatures of the candidate may also be immediately initiated on case-to-case basis to adhere to the time schedule.

6.1   **The Paper VI comprises of Section I & II (Common to all) and Section (III (Optional) Sub Section: (A) Army (B) Air Force (C) Navy**. A candidate has to select any one of the Sub Section in Section III of the paper. **Similarly Paper VII comprises of two sections i.e. Section I & II. Section I is common to all and Section II has three sub sections as (A) Army (B) Air Force (C) Navy**. A Candidate can select the option in the Registration Portal and submit the applications. The option once selected by the candidates will be final and there will be no change in the option.

7.   As there is a provision of withdrawal of candidature in SAS Rules a candidate who has applied to appear in the Examination shall be allowed to withdraw from the examination. The option for withdrawal from SAS PART II Examination on CBT 2023 shall be available on the Registration portal from 24.08.2023 to 25.08.2023only. Withdrawal from the Exam within the prescribed timeline will not be counted as a chance availed. No request for withdrawal after date specified will be allowed. The details of the candidates who have withdrawn

for appearing in the examination should be forwarded to HQrs. Office by 28.08.2023 positively.

8. Each case of the intending candidates (including those who are on deputation) will be carefully examined by a Board of Officers comprising JCDA/Additional CDA/CDA/PCDA, another IDAS Officer and one AO/SAO. Accordingly, all Principal Controllers/Controllers may scrutinize the eligibility conditions/particulars etc. of the candidates and after scrutiny by Board of Officers approve the application/candidature of candidate for SAS Examination Part-II(CBT)latest by23.08.2023(23:59 hours) in the registration portal. Further, they will send the hard copies of B.O.O proceedings as per **Annexure IV** to the HQrs. Office for further necessary action through email immediately followed by Hard Copy. The USER ID & Password for all Principal Controllers/Controllers is being forwarded to the NIC email of the concerned PCsDA/CsDA**.**

9. As per amended Rule 6 of SAS Rules 2019 circulated vide Most Important Circular No. AN/SAS/16200/ORDERs/2022 Vol XII Dated 10.02.2023 *"Candidates appearing for the SAS Part-I Examination are eligible to sit for the examination up to a maximum to four occasions. Similarly, candidates appearing for the SAS Part-II examination are eligible to sit for the examination up to a maximum of four occasions. Additional chances may, however, be permitted by the CGDA as per merit of each case".* The candidates would therefore be required to pass all 4 Papers in SAS Part II Exam in not more than four exams conducted as per SAS Rules 2019 under Computer Based Test, commencing from his/her first appearance in the CBT. Each permission to appear in the SAS Part II Exam (CBT) will count one chance against the Part II Exam, whether he/she actually sits for the examination or not unless he/she is specifically allowed to withdraw his/her name. Thus any absence (except withdrawal approved by the Competent Authority) from an examination will count a chance towards the four successive exams.

9.1 Reference is also invited to **Rule 13 of SAS Rules 2019** regarding malpractice which specifies that **" Any candidate who is found indulging in any malpractice such as copying, in possession of unauthorized books/notes, or attempting to influence an examiner in regard to evaluation of his/her answer papers, disclosure of identity in any form etc. may not only be disqualified for that examination but may also be debarred from appearing in future SAS Examination and in addition proceeded against under the CCS(CCA) Rules, 1965 for non-maintenance of absolute integrity. For the paper to be answered with books, candidates may bring with them Compendium of Audit decisions issued by CGDA in addition to the prescribed books. No handwritten notes, index, key printed notes or any other kind of study material will be allowed in the examination hall."**

9.2 Further, as per **Rule 25 of SAS Rules, 2019 "No candidates shall be allowed to enter in the examination hall with Mobile Phones or any other electronic device <u>except simple Calculator in Paper IX</u>. Possession of any such electronic gadget in examination hall is completely banned in the examination hall and will be malpractice."**

9.3 It is also requested to strictly follow **Rule 24 of SAS Rules, 2019** regarding freezing of transfers.

10. In pursuance of the guidelines notified vide Ministry of Social Justice and Empowerment, Deptt. of Empowerment of Persons with Disabilities (Divyangjan), New Delhi F No. 34-02/2015-DD.III dated 29.08.2018 for conducting written examination for persons with Benchmark Disabilities circulated vide HQrs Office letter No. AN/VIII/8200/2/PH/Annual dated 19.03.2019, specific facilities prescribed are to be provided to such candidates. Further, reference is also invited to Ministry of Social Justice and Empowerment, Deptt. Of Disability Affairs, New Delhi F. No. 29-6/2019-DD.III dated 10.08.2022 for conducting written examination for persons with Benchmark Disabilities circulated vide HQrs Office letter No. AN/VIII/8200/2/PH/Annual dated 25.11.2022,in case a person with benchmark disability or specified disabilities covered under the definition of Section 2(s) of the RPWD Act, 2016 but not covered under the definition of 2(r) of the said Act. i.e. person having less than 40% disability having difficulty in writing and is desirous of facility of scribe/compensation time etc., the same may be mentioned in the registration application at prescribed column and **requisite medical certificate as specified in the OMs uploaded for consideration of request by the Competent Authority.In absence of proper medical certificate no facility will be provided to such candidates.**

10.1 As per instructions contained in Govt. of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No.F.36021/ 10/76-Estt. (SCT) dated 21.1.77 regarding relaxation of standards in the case of Scheduled Caste/ Scheduled Tribe candidates in qualifying examination and DOPT OM No. 36012/23/96-Estt(Res.) Vol II dated 03.10.2020 it has been decided by the Competent Authority to lower/ relax the qualifying standards for SC/ST candidates appearing in this Examination up to a maximum extent of 5% in each /individual paper. This may be brought to the notice of all the SC/ ST candidates.

11. As per the provisions of DoP&T OM No. 36012/1/2020-Estt. (Res.-II) dated 17.5.2022 (Para 8) regarding 'relaxation of standard of suitability' the candidates belonging to PwBD category needs to allowed relaxed standards if sufficient number of PwBD candidates with bench mark disability are not available on the basis of prescribed standard in case of promotion through departmental examination etc. Keeping in view of the overall shortfall of AAO grade in PwBD category the Competent Authority has granted relaxation of 5% marks in each paper of SAS Part II Examination. Further, the PwBD candidates pertaining to SC/ST category who have already been provided relaxation of 5 percent marks in qualifying standards will not be provided any further relaxation on account of their benchmark disability in terms of ibid DoPT OM.

12. The Questions and Answer options shall be bilingual i.e. in Hindi &in English.

13. **As the SAS Examination will be conducted on CBT, the portal for registration of the candidates for the Computer Based Test will be done online only for which registration window will be live/open for a specific period. After closing of registration window no registration of candidates will be possible and not acceptable under any circumstances. All PCsDA/CsDAare accordingly instructed to give wide publicity of the circular to all candidates**

including those who are on Temporary Duty/Leave/deputation etc. to strictly adhere to the time schedule of registration in the registration portal. No offline/manual registration of candidates after closing of registration portal will be accepted.

14.   It is further stressed upon all the Principal Controllers/ Controllers that in case as per eligibility criteria of the examination the candidate is fulfilling the requirement and minor omissions etc. are observed in the candidate application his/her candidature may be considered/recommended provisionally and should not be rejected. The details of rectification may be intimated while forwarding the B.O.O proceedings to HQrs Office.

15.The final list of candidates showing the Roll Number, Name and Centre of Examination etc. will be uploaded on CGDA website. The candidates shall download their Admit cards after the same is announced by HQrs Office. For practice of the candidates the link for mock test of each paper will be circulated shortly.

16.   No separate hard copy of the circular is being dispatched. The circular may be downloaded and necessary action taken immediately for adherence to the time frame of examination.

Encls: As Above

(S.K.Khantwal)
ACGDA (AN-SAS)

Copy to:-

(i)	MoD(Fin) DAD Coord, South Block, New Delhi	For information
(ii)	AN-IV/AN VIII Section (Local)	For information & necessary action
(iii)	IT &S Section (Local)	For uploading on WAN/Website

(S.K.Khantwal)
ACGDA (AN-SAS)

ANNEXURE - I

INSTRUCTIONS FOR CANDIDATES OF SAS PART-II EXAMINATION ON COMPUTER BASED TEST (CBT)

A. General Instructions

1. Candidates are advised to go through the Revised Syllabus, Regulations and Notification carefully.

2. Reporting time and Examination time for the candidates at the examination centre on the day of examination shall be mentioned in the Admit Card. The candidates are required to reach the examination centres as per the time specified to avoid any inconvenience. No candidate shall be allowed to enter the examination centre after the specific time of gate closure mentioned in the admit card.**No candidate shall be allowed to enter the examination centre thereafter.Further the candidates will not be allowed to leave before the end of the examination.**

3. Candidates can download the admit card from the Registration portal/URL Provided by the agency and circulated by HQrs. Office and bring photo identity card (as mentioned in registration form) in original for the examination.

4. No candidate shall be allowed to enter the Examination Centre without Admit Card and Identity proof (in original).

5. Candidates are instructed not to carry pen/pencil/pencil box etc. to the Examination Centre. Pen shall be provided at the Examination centre.

6. The Questions and Answer options shall be bilingual i.e. in Hindi & in English.

7. There shall be negative marking of ¼ marks for each wrong answers in Multiple Choice Question Answer of each Paper.

8. Guidelines for persons with Benchmark Disabilities shall be followed as per the instructions issued by the Govt. of India from time to time.

9. As per Rule 13 of SAS Rules 2019 governing the SAS Examination on Computer based Test any candidates who is found indulged in any malpractice such as copying, in possession of unauthorized books/notes or attempting to influence an examiner in regard to evaluation of his answer papers, discloser of identity in any form etc. may not only be disqualified from the examination but may also be debarred from appearing in future SAS Examination and in addition proceeded against under the CCS (CCA) Rules 1965 for non-maintenance of absolute integrity. The word 'Malpractice' shall be interpreted   broadly as referred in SAS Rules as an act of commission or omission which affects the fair conduct of Examination and / or results in undue benefit to anyone. Canvassing in any manner will also be viewed as misconduct.

9.1. **For the paper to be answered with books, candidates may bring with them Compendium of Audit decisions issued by CGDA in addition to the prescribed books. No handwritten notes, index, key printed notes or any other kind of study material will be allowed in the examination hall."**

Prohibited Items for SAS Part-I Examination Computer Based Test.

10. The candidates are not allowed to carry the following items inside the examination centre:

a) Any stationery item like textual material(printed or written) bits of papers, geometry/pencil Box, **calculator(Except in Paper IX),** writing pad, pen drives, erasers, electronic pen /scanners etc.

b) Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.

c) Any Watch/Wrist Watch, Bracelet, Camera etc.

d) Any metallic items and other items like Goggles, Hand bags, Cap etc.

e) An eatable item opened or packed, water bottle etc. (If any candidate has to take medicine he /she has to take permission of the centre supervisor for taking the medicine inside).

f) Any other item which could be used for unfair means, like for hiding communication devices etc.

11. None of the prohibited items should be brought to the Exam Centre **except simple calculator for Paper IX only**and authorities shall not be responsible for safe keeping of the same. In case any candidate is found in possession of any of the aforesaid prohibited items inside the Centre, it shall be considered as use of unfair means and action shall be taken against the candidate in accordance with the relevant provisions of the Regulations 2023.

B. Procedure for filling Online Application:

1. Pre-requisites:

The following may be kept ready before proceeding to fill application:

a) Mobile Number used during Registration of SAS Part I Examination as the same will be used for registration during SAS Part II Examination and the number to be verified through OTP.
b) Email ID used at the time of registration of SAS Part I Examination

2. Important Instructions:

a) Applications must be submitted in online mode only at the Registration portal i.e. https://sasreg.cgda.cbtexamportal.in/#/login
b) Candidates are advised to read the Syllabus, Regulations, Notification and Instructions carefully before filling up the application form.
c) Candidates are advised, that it is in their own interest, to submit online applications well in time before the closing date in order to avoid the

possibility of disconnection/inability of failure to login to the Online Registration Portal on account of heavy load on the portal during the closing days.

d) Candidates should ensure that all the entries/statements made in the application form are true, correct and compete in all form, and furnish declaration to this effect at the end of the application.

e) Candidates should maintain confidentiality of their log-in credentials to avoid possible misuse.

3. **Process of filling online application:**Based on the previous registration details i.e. USER ID and Password, the candidates will login the registration portal. The previous details will be visible to the candidates. However, they will have the option to change in the following fields, if required:

   (i)   Grade/Designation
   (ii) Departmental ID Card No.
   (iii) Name of Office/PCsDA/CsDA
   (iv) City where office is located
   (v)   Facility required by the PwBD candidates if any

3.1 Preview of Application

At this stage, the candidates can preview the application to check the contents. Candidates can also take the print out of the Preview page by using browser print option (Ctrl + P) and check the correctness of the application. The Preview page printed shall not be considered as having submitted the application form. In case any correction is required, the candidate can do the same on respective pages of application. Once the Candidate has thoroughly verified all the contents of online application, the candidate shall proceed to furnish the declarations. Thereafter, the candidate shall submit the application by clicking the "Submit Application Form" button. **No changes in application are permissible after this.**

Application Print/Status Update

a) After successful submission, the candidate may download and take print out of the application, for their own reference, from the Dashboard tab at the top right corner of the web page.

b) The candidate, by using the user ID and password, may find out the status of his/her application and download Admit Card for the examination by accessing the link on issue of notification by HQrs Office later on.

Note: Candidates should possess a E-mail address and Mobile number used at the time of registration of SAS Part I Examination and the same should remain active till publication of the final result pursuant to the Notification. O/o CGDA shall not be responsible for any loss/non receipt of message/information sent on the wrong/invalid e-mail address and mobile number provided by the candidate in the online registration form or for delay/non-receipt of information if a candidate fails to success his /her E-mail or Mobile phone in time. Candidates shall be allowed in the examination only if they possess a valid Admit Card issued by the CGDA and a valid Photo Identity Proof.

ANNEXURE –II

LIST OF EXAMINATION CENTRES FOR SAS PART-II EXAMINATION ON COMPUTER BASED TEST (CBT), SEPTEMBER 2023

SL. NO.	CENTRE
1.	DELHI/GURUGRAM
2.	LUCKNOW
3.	PRAYAGRAJ
4.	KOLKATA
5.	CHANDIGARH
6.	JAIPUR
7.	PUNE
8.	HYDERABAD
9.	MEERUT

ANNEXURE - "III"

Instructions for All PCsDA, including Principal IFAs, all Controllers of Defence Accounts, Including IFAs & RTCs and the Principal Controller of Accounts (Fys) Kolkata notified officers of other Organizations

1. The link for Registration portal for registration of Candidates for SAS Part-II Examination Computer Based Test (CBT) shall be available on CGDA's web portal under the tab Examination-SAS Part-II Examination CBT.

2. The Candidates will login the Registration Portal through their USER ID and Password and then fill in necessary information regarding application for the CBT. Once the candidate fills the information and submits, the application shall reach the concerned PCDA/CDA/Proforma Controller.

3. The Principal Controllers/Controllers shall scrutinize the applicants' eligibility with reference to the eligibility criteria specified in SAS Rules 2019 and other criteria as per extant orders.

4. Based on the recommendation of B.O.O the Principal Controller/Controller will login with their credentials and each candidate is required to be approved/provisionally approved/rejected etc. individually before submission to Hqrs Office.

5. The hard copy of proceeding of Board of Officers constituted for screening the candidature of the candidates for appearing in the SAS Part-II Examination (CBT) may also be forwarded to HQrs office later on for record.

6. The application for withdrawal is to be forwarded by Principal Controller/Controller as per specified date.

ANNEXURE IV
PROFORMA

Particulars of intending candidates recommended by PCDA/CDA for for SAS Part-II Examination (CBT) September, 2023

Sl.No.	Applicant ID	Name	A/C No.	Grade	Sex	DOB	DOA	Date of Promotion in the Present Grade	Cate-gory	Whether Physically Handicapped, if Yes, details of category	Office where serving	Centres Opted (1st, 2nd & 3rd)	Section opted in Papers VI & VII i.e. Army/ Air Force / Navy		Paper opted in Hindi	Organisation	Remarks etc. i.e. including facilites requested by PH Candidates, if any
													VI	VII			

Name & Signature of the Board Members

Acceptance & Recommendations of Principal Controller/Controller
Name & Signature