

SPEED POST

Most Important Circular

No.AN/SAS/16102/SAS-II/Feb/2015/PROG

Office of the CGDA,

Ulan Batar Road, Palam,

Delhi Cantt - 110 010

Dated 28th Nov 2014

To

All PCsDA, including Principal IFAs,
All Controllers of Defence Accounts, including IFAs,
The Principal Controller of Accounts (Fys) Kolkata,
All Controllers of Finance and Accounts (Fys),
Including Chief Internal Auditors.

Subject : **SAS Part-II Examination scheduled to be held in February, 2015.**

The PCsDA/PIFAs/PC of A (Fys)/CsDA/IFAs/CFA(Fys)/Chief Internal Auditor are aware that for the benefit of intending candidates tentative dates for next round of SAS Examinations was notified in advance vide HQrs. Office Most Important Circular No. AN/SAS/16100/SAS/Prelim/April/2014 Dated 20.01.2014. Accordingly it has now been decided to hold SAS Part-II Examination as per final programme below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 16.02.2015	Paper-V	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL -WITH BOOKS)	100
TUES DAY 17.02.2015	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY -WITHOUT BOOKS)	100
THURSDAY 19.02.2015	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
FRIDAY 20.02.2015	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
SATURDAY 21.02.2015	Paper-IX	10.00AM to 11.30AM 12.00 AM to 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

2. The case of each intending candidate (including those who are on deputation) shall be carefully screened by a Board of Officers comprising Principal Controller/ Controller/

Addl. CDA/Jt. CDA, another IDAS Officer and one Senior Accounts Officer/Accounts Officer. The candidature shall be recommended on the basis of the following criteria:-

(A) NORMAL CHANCES :

- (a) those who qualified SAS Part-I Examination held in September 2014
- (b) those who qualified SAS Part-I Examination April 2009 but could not qualify SAS Part II Exam held in November 2009 , September 2013 and May 2014.
- (c) those who qualified SAS Part I Examination April 2013 but could not qualify SAS Part II Examination September 2013 and May 2014.
- (d) those who qualified SAS part I Examination December 2013 (including SAS Apprentice) but could not qualify SAS Part II Examination May 2014.

(B) SPECIAL CHANCE

- (a) those candidates who passed SAS Part I Examination November 2007, but could not qualify SAS Part II Examination in April 2008, November 2009, September 2013 & May 2014.
- (b) SAS Apprentice who have appeared in SAS Part-II Examination, September 2013 and May, 2014.

3. Names of intending candidates who fulfill the prescribed criteria and are recommended by the Board of Officers and accepted by PCDA/CDA concerned may please be sent (**both hard copy as well as CD in MS Excel**) in the enclosed proforma to CGDA's office on the address and within the scheduled date as mentioned at Para-8 below. Exemption marks obtained, if any by the candidate should clearly be shown in the proforma.

4. The following instructions may please be observed while completing the above proforma.

- (a) Candidates shall have to choose any one from (A) Army, (B) Air Force, (C) Navy and (D) Factory while answering questions on Optional Section irrespective of the organization in which they are presently serving.
- (b) The centre of examination will be nearest to the duty point of the candidate. In case where due to exceptional circumstances, a candidate desires to take the examination at a centre other than the one nearest to the candidate's duty point, an application by the candidate containing specific recommendations of the Principal Controller/ Controller shall be sent to HQrs. Office for consideration. Under no circumstances, the candidate shall be permitted to sit in the examination as per his/her choice without prior approval of HQr. Office.
- (c) The examination shall be conducted at Allahabad, Bangalore, Chandigarh, Chennai, Cochin, Dehradun, Guwahati, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, New Delhi, Patna, Pune-A' (PCDA (O) and Secunderabad provided sufficient candidates are appearing therefrom. The centres are subject to change depending on administrative convenience. The candidates should be advised to give firm indication of the Centre (with due regard to the prescribed criteria) in the very first instance. The instructions

contained in this Office Memo No.33012(5)N/1/AN-K dated 30.10.71 in regard to freezing of transfer of candidates after notification of their Roll Number may also be adhered to as far as possible.

5. The candidates shall be allowed option in all the papers to answer the questions either in English or in Hindi. All the question papers will be printed bilingually. The option is however, for the complete paper only and not part thereof. Therefore, a candidate can opt to answer all questions of a full paper or all papers either in Hindi or English. In other words, optional use of Hindi or English question-wise will not be permitted and such answer books will not be evaluated. This aspect may be brought to the notice of the candidates. If a particular candidate has opted to answer only one or all the four Papers completely in Hindi, the fact may be shown in the proforma in the column provided for the purpose. A 'Nil' report may also please be sent in case no candidate has opted for Hindi.

6. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM No 16-110/2003-DD.III dated 26.02.2013 details of the physically handicapped category of the candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/compensation time etc, application duly recommended by PCDA/CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority. In this regard reference is also invited to HQrs. Office Circular No.AN/SAS/16100/PH/Guidelines dated 12-08-2013.

7. 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, it has been decided by CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in this Examination upto a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates. Names of candidates who belong to reserved community may please be furnished to this office while sponsoring their names itself, as per instructions contained in this office Circular No. 0611/AN/K/(Orders) dated 12.9.77. The list of SC/ST candidates may please be prepared independently after verifying the service-books of all the candidates and not on the basis of information furnished by the candidates concerned. It may also be certified that "The list furnished to HQrs office has been prepared with reference to the information recorded in the service-book of the candidates concerned". Candidates may also be asked to declare whether they belong to the reserved or the unreserved community and such declaration may be kept on record. A specimen of the declaration is enclosed.

7.1 Further, in terms of HQrs Office Circular No.AN/II/2151/PC-1089(N) dated 11.01.2013 regarding verification of caste certificate of SC/ST & OBC candidates at the time of initial appointment/promotion, it is requested that necessary undertaking as stipulated therein, in consonance with DoP&T OM No. 36011/3/2005-Estt(Res), dated 9.9.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.

8. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Ambarish Barman, IDAS, Sr.ACGDA(AN) latest by 19.12.2014**. It has been observed that in past some of the Pr. Controllers/Controllers are not adhering to the date fixed for submission of the list of

candidates and HQrs office has received requests for allotment of Roll Nos. to the candidates even after dispatch of Examination materials which resulted in lot of inconvenience at all levels. It may be noted that no request for allotment of Roll Nos. to candidates received after the cut off date will be entertained except due to unavoidable administrative reasons and responsibility of the same will devolve on respective office. All efforts should, therefore be made to adhere to this date to enable us to hold the examination as per the time schedule. The name of the candidates who are finally selected by this HQrs. Office to appear in the examination and the Roll Numbers assigned to them, shall be intimated to the Principal Controllers/Controllers, as soon as possible after receipt of the proforma.

9. All prospective candidates should be advised that it is in their own interest to start preparation for the examination without waiting for the intimation about acceptance of their candidature. It is also likely that all the candidates are not making full use of training classes where these are held under the scheme contained in our No.AN/0611/AN/K, dated 17/7/58 (as amended). The Principal Controllers/Controllers are requested to take steps to see that the candidates take adequate interest in the training classes and attend the same regularly.

10 Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. As per SAS Rule 14(b), each permission to appear in SAS Part I or Part II examination will count as one chance against the respective part, whether a candidate actually sits for the examination or not unless he/she is specifically allowed to withdraw his/her name by the CGDA. In accordance with the ibid proviso read with SAS Rule 14 (d) withdrawal of the candidate not submitted with in laid down time period would count as a chance. It may be clarified that as per decision of MoD(Fin), withdrawal of a candidate on medical ground after commencement of examination would also count as a chance. As such failure to appear in this examination by way of absenteeism or medical ground after commencement of examination will entail forfeiture of one of the four valuable chances allowed to candidates as per revised SAS Rules. **It may further be clarified that under no circumstances request for withdrawal in respect of candidates availing special chance will be accepted.** This may be brought to notice of the candidates.

11. Detailed rules governing SAS Examinations together with detailed New Syllabus, recommended books etc. have already been notified and circulated to all our Principal Controllers/Controllers/IFAs/CIAs vide this office Most Important Circular No.AN/SAS/16200/Order/Vol.X dated 12.03.2007, AN/SAS/16200/Orders/Vol.XI dated 08.02.2008 and subsequent orders on the subject issued from time to time. However, the detailed syllabus of the examination is mentioned in Annexure 'A' enclosed for information of the candidates.

12. **IMPORTANT**

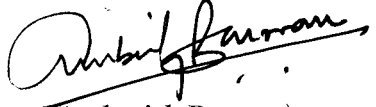
- (i) It has been observed that the details of exemptions are not furnished in some cases causing unnecessary embracement to all concerned. Principal Controllers/ Controllers are requested to ensure that details of last examination with

year and Roll No. are furnished in the proforma (even when there is no exemption) to enable us to ensure that exemption details and the details of last examination are not omitted to be shown.

(ii) Content of this Most Important Circular may be got noted by all concerned.


13. As the dispatch/receipt of the circular may take some time, it is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on website without waiting for copy by post.

14. Receipt of this communication may be acknowledged.


(Ambarish Barman)
Sr.ACGDA(AN)

Copy to:

1. MoD(Finance)
DAD Coord, South Block,
New Delhi.
2. EDP Section - For uploading of circular on website.
3. AN-IV Section (Local) - For similar action as stated above.
4. AN-VIII Section (Local) - For information.


(Ambarish Barman)
Sr.ACGDA(AN)

CERTIFICATE

Ido hereby declare that -

* (i) I belong to(name of community) which is included in the list of Scheduled Caste / Scheduled Tribe (as the case may be).

Or,

* (ii) I do not belong to SC/ST community.

Signature:

Designation:

Account No.:

Roll No.:

** Strike out which is not applicable.*

(To be used by the Main Office of Principal Controllers / Controllers concerned)

-- The declaration has been verified as per the information recorded in the Service Book of the individual and found correct.

Signature and Name

**Sr. Accounts Officer / Accounts Officer (AN)
Office of the PCDA / CDA**

Dated the 2014

PROFORMA
FIRST CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ Sci/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi, if so, the Paper(s) in which he/she will take the exam. In HINDI	Remarks, if any
											Roll No.	Year of the Exam			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

Page 7 of 23

**PROFORMA
SECOND CHANGE**

SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candi- date	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/Sci/ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest Centre to the candi- dates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part- II Examination, May 2014 including Exemption				Remarks, if any
Roll No	Paper	Marks		
16	17	18		19

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

Page 8 of 23

PROFORMA
THIRD CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part - I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI
											Roll No.	Year of Exam		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Details of SAS Part- II Examination, Sept. 2013 including Exemption				Details of SAS Part- II Examination, May 2014 including Exemption				Remarks, if any
Roll No	Paper	Marks	Roll No	Paper	Marks	Roll No	Marks	
16								
	17	18	19	20	21			22

Name & Signature of the Board Member

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

PROFORMA
FORTH CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidate's duty point	Details of SAS Part-I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, Nov 2009 including Exemption			
											Roll No.	Year of Exam			Roll No	Paper	Marks	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		

Details of SAS Part-II Examination Sept, 2013 including Exemption				Details of SAS Part-II Examination, May 2014 including Exemption				Remarks if any
Roll No	Paper	Marks	Roll No	Paper	Marks	Roll No	Paper	
19	20	21	22	23	24			25

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

Page 10 of 23

PROFORMA
SPECIAL CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN FEB, 2015

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Ac-count No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/SC/ST)	Whether Physically Handicapped, If yes detail of category	Station & Office where serving	Nearest centre to the candidate's duty point	Details of SAS Part-II Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi, if so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, April 2008 including Exemption				
											Roll No.	Year of Exam			Roll No	Paper	Marks		
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			

Details of SAS Part-II Examination, Nov 2009 including Exemption			Details of SAS Part-II Examination, Sept 2013 including Exemption			Details of SAS Part-II Examination, May 2014 including Exemption			Remarks if any
Roll No	Paper	Marks	Roll No	Paper	Marks	Roll No	Roll No	Marks	
19	20	21	22	23	24	25	26	27	28

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

ANNEXURE 'A'

SYLLABUS & LIST OF BOOKS

PAPER-V

WORKS, STORES AND INTERNAL AUDIT (PRACTICAL-WITH BOOKS)

SYLLABUS

SECTION – I - WORKS ACCOUNTS

Question will be set from the Books listed in this List of Books Portion below. This Section is common to all candidates.

SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT

(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)

This Section is optional. Candidates have to opt any one from the follow Sub-Section A to D. Questions will be set from the Books listed in the List of Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

LIST OF BOOKS

Section – I (WORKS ACCOUNTS)

- 1 MES REGULATIONS
- 2 DEFENCE WORKS PROCEDURE
- 3 OPERATIONAL WORKS PROCEDURE
- 4 U.A.MANUAL
- 5 MES LOCAL AUDIT MANUAL
- 6 O.M. PART –VIII
- 7 QUARTERS & RENT (RENT PROCEDURE)
- 8 IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)

(A) ARMY

LIST OF BOOKS:

1. STORE ACCOUNTING INSTRUCTIONS
2. ARMY LOCAL AUDIT MANUAL PART- I and II
3. DEFENCE SERVICE REGULATIONS VOL I & II (following Chapters/Sections only)
 - a. Chapter– VI Military Training and Education
 - b. Chapter – VIII Section 3 Deserters (Paras 376 to 381)
 - c. Chapter – VIII Section 8 Losses (Paras 431 to 435)
 - d. Chapter – XVIII Cash and Funds (Paras 801 to 838)
 - e. Chapter – XIX Stores and Supplies (Paras 861 to 903)
 - f. Chapter – XX Arms, Ammunition and Explosives (Paras 911 to 946)
 - g. Chapter – XXII Housing & Quartering (Paras 1011 to 1025)

(B) AIR FORCE

1. IAP – 1501.
2. AIR FORCE LOCAL AUDIT MANUAL
3. IAP – 1541 – Provisioning and Procurement for Air Force.

(C) NAVY

1. NAVAL STORE KEEPING MANUAL
2. INDIAN NAVY VICTUALLING MANUAL
3. NAVAL LOCAL AUDIT MANUAL
4. PROCUREMENT MANUAL MM 3
5. MATERIAL PLANNING MANUAL FOR NAVY

(D) FACTORY

1. OFFICE MANUAL PART VI.
2. FACTORY ACCOUNTING RULES.
3. MANUAL FOR PROVISIONING AND PROCUREMENT IN ORDNANCE FACTORY

PAPER – VI

WORKS, STORES AND INTERNAL AUDIT (THEORY-WITHOUT BOOKS)

SYLLABUS Same as PAPER – V

LIST OF BOOKS Same as PAPER - V

PAPER-VII

**FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW
(THEORY-WITHOUT BOOKS)**

SYLLABUS

SECTION-I – FINANCIAL MANAGEMENT

FINANCE:

- | | |
|---|--|
| ➤ Evolution of Financial Management | (Para 1.1 of Financial Management By Prasanna Chandra) |
| ➤ Financial decision in a Firm | (Para 1.2 -do-) |
| ➤ Goal of Financial Management | (Para 1.3 -do-) |
| ➤ Forms of Business Organisation | (Para 1.3 -do-) |
| ➤ Organisation of Finance Function | (Para 1.3 -do-) |
| ➤ Relationship of Finance to Economics & Accounting | (Para 1.3 -do-) |
| ➤ Financial statement and their Analysis | (Para 1.3 -do-) |
| ➤ Time value of money | (Chapter – 6 -do-) |
| ➤ Techniques of Capital Budgeting | (Chapter – 11 -do-) |
| ➤ Estimation of Project Cash Flows | (Chapter – 12 -do-) |
| ➤ General Systems of Financial Management | (Chapter--2 GFR ,2005) |
| ➤ Financial Administration in India | (Chapter – 3 – Introduction to Indian Government Accounts and Audit (IGAA)) |
| ➤ General Rules | } Section-I to III of Part-V of Central Treasury Rules (Muthuswamy and Brinda) |
| ➤ Personal claims of Govt. servant | |
| ➤ Contingent charges | |

BUDGET:

- Estimates – Preparation and Checks
- Revised Estimate
- Estimates for fresh expenditure
- Estimate for fresh expenditure due to operation

- Proposals involving extra expenditure
- Provisions of funds for Advances by the Central Govt. Accounted under Civil Estimates

Chapter-IV FR Part-I Vol.I
Chapter-10 Introduction to IGAA

PURCHASE PROCEDURE:

- Procurement of Goods and services and disposal of Stores
- General conditions of contract

- Purchase Management 2006 (DRDO)
- DPP 2011
- DPM 2009

Chapter-6& 7 of Swamy's GFR 2005
Chapter-I – Contract & their Management -

2nd Edn. – By BS Ramaswami
Chapter-X FR Part-I Vol-I

Chapter 2.20 of DGS&D Manual

FOREIGN PAYMENT:

- Accounting and compilation of transactions
- English Transactions i.e. UK
- Foreign Govts. Other than UK

(Para 243 to 246 OM Part-II Vol-I)

(Para 247 of OM Part-II Vol.I and
Chapter 9 of Defence Account Code)

- Foreign Payment Section of PCDA, New Delhi
- Letter of Credit/Adjustment of debit advices

(Content prepared by PCDA,
New Delhi/OM Part-XII-Chapter VI)

PAYMENT OF VARIOUS TAXES/DUTIES:

- Customs duties - Para 602 of OM Part-II Vol.I
- Excise duties - Para 10.5 to 10.9
- Sales Tax - Para 10.10
- Conduct Sales Tax - Para 10.11 to 10.15
- Octroi & Local Taxes - Para 10.17
- Escalation and Price Variation - Para 10.1 to 10.3

DGS&D Manual

SECTION-II – IFA SYSTEM

- (a) IFA System (Army) – GOI, MoD letter No.6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/CGDA.
- (b) IFA System (Navy) – Purchase Management & Procurement – Naval Instructions 1/S/97 Navy Min. of Defence letter No.PL/3221/NHQ/9/97/D(N-1) dated 11.3.97.
- (c) IFA System (Air Force) MoD letter No.605/Addl. FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97.
- (d) IFA System – IT Projects – GOI, MoD letter No.6(3)/98/D(O-1) dated 4.2.2000.
- (e) Delegation of Financial Powers Rules, 1978.
- (f) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

SECTION-III – ELEMENTS OF LAW

COMMERCIAL LAW

- **The Indian Contract Act, 1872 (9 of 1872)**
 - Preliminary – Sec-1 & 2
 - Of Contracts, Voidable Contracts and Void Agreements – Chapter II
- **The Sale of Goods Act, 1930 (3 of 1930)**
 - Preliminary - Chapter I
 - Formation of the Contract - Chapter II
- **The Arbitration and Conciliation Act, 1996 (26 of 1996)**
 - General Provisions -Chapter I
 - Arbitration Agreements - Chapter II
 - Composition of Arbitral Tribunal - Chapter III
- **The Negotiable Instruments Act, 1881 (26 of 1881)**
 - Preliminary - Chapter I
 - Of Notes, Bills and Cheques - Chapter II
 - Of Negotiations - Chapter IV
- **THE OFFICIAL LANGUAGES ACT, 1963**
 - Short Title and commencement - Section 1
 - Definitions - Section 2
 - Continuance of English Language for official purpose of the Union and for use in Parliament Section 3
 - Committee on Official Language - Section 4

THE CONSTITUTION OF INDIA

- Article 107 - Provisions as to introduction and passing of bills.
- Article 113 - Procedure in Parliament with respect to estimates
- Article 114 - Appropriations Bills
- Article 115 - Supplementary, additional or excess grants
- Article 116 - Votes on accounts, votes of credit and exceptional grants
- Article 123 - Powers of president to promulgate Ordinances during recess of Parliament

- Article 148 - Comptroller & Auditor General of India
- Article 149 - Duties and Powers of C&AG
- Article 150 - Form of accounts of the Union and of the States
- Article 151 - Audit Reports
- Article 264 - Interpretation
- Article 265 - Taxes not to be imposed & are by authority of law
- Article 266 - Consolidated Fund and Public Accounts of India and of the States

- Article 267 - Contingency Fund
- Article 299 - Contracts
- Article 300 - Suits and Proceedings

- **The Central Sales Tax Act, 1956 (74 of 1956)**
 - Preliminary - Chapter 1
 - Formulation of principle for determining when a sale or purchase of Goods taken place in the course of Inter-State Trade or Commerce or outside of State or in the course of import or export. - Chapter 2

- **The Central Excise Act, 1944 (1 of 1944)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter II (Sec 3,4,9,10 & 11)
 - Reference of certain expressions } Chapter I
 - Levy and collection of duty } Chapter II (Sec 3,4,9,10 & 11)

- **The Customs Act, 1962 (Act No.52 of 1962)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter II
 - Powers of officers of customs } Chapter II
 - Dutiable goods } Chapter II
 - Assessment of duty } Chapter V

INDUSTRIAL LAW

- **The Industrial Disputes Act, 1947 (14 of 1947)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter II
 - Authorities under this Act } Chapter II
 - Procedure, Powers and duties of Authorities } Chapter IV

- **The Contract Labour (Regulation & Abolition) Act, 1970 (37 of 1970)**
 - Short title, extent and commencement and applications } Chapter I
 - Definitions } Chapter I
 - Registration of Establishments employing contract Labour } Chapter II
 - Penalties and procedure } Chapter II

- **The Factories Act, 1948 (63 of 1948)**
 - Short title, extent and commencement } Chapter I
 - Reference to time of duty } Chapter I
 - Powers to exempt during public emergence } Chapter X
 - Penalties and procedures } Chapter X

- **The Workman's Compensation Act, 1923 (8 of 1923)**
 - Short title, extent and commencement } Chapter I
 - Definitions } Chapter I
 - Employer's liability for compensation } Chapter I
 - Compensation to be paid where due and } Chapter II
 - penalty for default } Chapter II
 - Penalties } Chapter II

- **Banking Law and Practice**
 - Banking System in India - Part I
 - Law relating to Negotiable Instant - Part III
 - Letter of Credit - Part IV
- } Banking Law and Practice
by P.N.Varshney
- **The Minimum Wages Act, 1948 (11 of 1948)**
 - Short title and extent -Section 1
 - Fixation of minimum rate of wage - Section 3
 - Minimum rate of wages -Section 4
 - Procedure for fixing and revising minimum wage - Section 5
 - Payment of minimum rates of wages - Section 12
 - Penalties for certain offices - Section 22
 - General provision for punishment of other offences - Section 22A
 - **Payment of Wages Act, 1936 (4 of 1936)**
 - Short title and extent - Section 1
 - Definitions - Section 2
 - Responsibility for payment of wages - Section 3
 - Fixation of wage period - Section 4
 - Deduction for absence for duty - Section 9
 - Penalty for offences under the Act - Section 20
 - Procedure in trial of offence - Section 21
 - **Audit of Commercial PSUs**
 - Organisational Form
 - Accounts
 - Authority
 - Objections and Scope of Audit
 - Comprehensive Audit
 - Audit Board System
 - Audit Reports
- } Chapter 31 Introduction to IGAA
- **The Code of Civil Procedures, 1908**
 - Short title, commencement and extent - Section 1
 - Definitions - Section 2
 - Subordination of Court - Section 3
 - Pecuniary jurisdiction - Section 6
 - Courts to try all civil suits unless barred - Section 9
 - Stay of suits - Section 10
 - *Res-judicata* - Section 11
 - Summons to defendants - Section 27
 - Penalty for default - Section 33
 - **The Administrative Tribunal Act, 1985 (13 of 1985)**
 - Short title, extent and commencement
 - Definitions
- } Chapter I
- Establishment of Tribunals and Benches thereof - Chapter II
 - Jurisdiction, Powers and authority of Tribunals - Chapter III
- **Recognition of Service Association Rules, 1993**
 - The basic rules and clarification thereto - (Section-IV chapter 33 of Swamy's Complete Manual on Establishment & Administration -- 2008 Edn.)

Note: The syllabus consists of only the basics and fundamentals of the above Laws, Acts etc. in Commercial Laws, The Constitution of India, The Official Languages Act, 1963, Taxation Laws, Industrial Laws, Code of Civil Procedures, 1908, The Administrative Tribunal Act, 1985 and Recognition of Service Association Rules, 1993.

(B) LIST OF BOOKS

SECTION-I (FINANCIAL MANAGEMENT)

1. Financial Management by Prasanna Chandra
2. GFR 2005
3. Introduction to Indian Government Accounts and Audit.
4. FR Part-I Vol-I
5. Contract & their Management(2nd Edition) by B.S. Ramaswami
6. DGS & D Manual 1999.
7. OM Part-II Vol-I
8. Defence Account Code
9. OM Part -XII/Content Prepared by PCDA, New Delhi
10. Central Sales Tax Act, 1956
11. Central Excise Act, 1944
12. Custom Act, 1962
13. Purchase Management -2006(DRDO)
14. DPM-2009
15. DPP-2011

SECTION-II – (IFA SYSTEM)

IFA System (Army)- GOI, MOD letter No. 6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/ CGDA.

IFA System (Navy)- Purchase Management & Procurement- Naval Instructions 1/S/97 Navy Min. of Defence letter No. PL/3221/NHQ/9/97/D(N-1) dated 11.3.97

IFA System (Air Force) MOD letter No. 605/Addl.FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97

IFA System – IT Projects- GOI, MOD letter No. 6(3)/98/D(O-1)dated 4.2.2000

Delegation of Financial Powers Rules, 1978.

Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued

SECTION-III-(ELEMENTS OF LAW)

A. COMMERCIAL LAWS

1. The Indian Contract Act, 1872
2. The Sale of Goods Act, 1930.
3. The Arbitration and Conciliation Act, 1996
4. The Negotiable Instrument Act, 1881

B. The Official Language Act, 1963

C. The Constitution of India.

D. TAXATION LAWS

7. The Central Sales Tax Act, 1956
8. The Central Excise Act, 1944
9. The Customs Act, 1962

- E. INDUSTRIAL LAW**
10. The Industrial Dispute Act, 1947
 11. The Contract Labours(Regulations & Abolition) Act, 1970
 12. The Factories, Act, 1948
 13. The Workman's Compensation Act, 1923
 14. The Minimum wages Act, 1948
 15. The Payment of Wages Act, 1936
- F. BANKING LAW & PRACTICE by P.N. VARSHNEY**
- G. OTHERS**
16. IGAA
 17. THE CODE OF CIVIL PROCEDURE, 1908
 18. The Administrative Tribunal Act, 1985
 19. CCS(Recognition of Service Association) Rules, 1993

PAPER-VIII
OFFICE COMMUNICATION

SYLLABUS

1. Précis of correspondence or of notes on an official subject.
2. Drafting of an official letter or an Office Memorandum or an Official Note/Communication.
3. Test of comprehension of a given passage.
4. Drafting of Affidavits, Counter Affidavits, and Legal Communication on administrative matters, pay and pension matters in defending the Court Cases of DAD and non-DAD.

LIST OF BOOKS

As per syllabus prescribed above.

PAPER-IX

FUNDAMENTALS OF ELECTRONIC DATA PROCESSING

SYLLABUS

This is a qualifying paper only. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers. The paper will be having two parts i.e. Theoretical and Practical Portions.

THEORY PORTION

(i) INFORMATION CONCEPTS

- a) Definition of information
Difference between data and information
- b) Physical concepts
storage, retrieval and processing of data
comparison of manual and computer storage
organization of data as files.
- c) Different types of processing and
purpose of processing.
- d) Development of data processing systems.
- e) Word and text processing preparation of
documents – text editing.
- f) Introduction to Graphics and advantages and
disadvantages of Graphics.

Chapter 1 (Oliver & Chapman's
Data Processing & Information
Technology by C.S.French
10th Edition) – BPB Publications.

- Chapter 19 (Computer Fundamentals
-4th Edn. By Pradeep K.Sinha &
Priti Sinha - BPB Publications

(ii) **ELEMENTS OF A COMPUTER, HARDWARE-SOFTWARE-COMPUTER CAPABILITY AND LIMITATIONS.**

- a) Computer – Definition of electronic digital computer
- b) Computer Components – layout and their functions
- c) Characteristics of computers
 - small variety of instructions
 - fast executions
 - accurate.
- d) Hardware – different types of units including peripherals
- e) Software
 - Needs
 - computer language
 - categories of software system
 - applications software.
- f) Limitations of Computer.

Unit 1 (Information Technology Tools & Applications by V.K.Jain- 3rd Rev.)
Syllabus-BPB Publications

(iii) **COMPUTERS AND COMMUNICATION**

- a) Computer communication -
 - need for data transmission over distances.
- b) Networking computers
 - Local Area Networking (LANs) need
 - advantages of networking,
 - sharing resources (computer files & equipment),
 - inter user communication,
 - cost,
 - training upkeep
 - security
- c) Types of LANs.
- d) Real-time and on-line systems response time-
 - airline/train reservations banking operations
 - electronic funds transfer
 - vodeptext.
- e) An introduction to WAN – Definition and use.
- f) An introduction to the Internet.
 - Internet facilities (email, world wide web and e-commerce)
 - Web Browsers.

Chapter 17 (Computer Fundamentals –4th Edn. By Pradeep K.Sinha & Priti Sinha – BPB Publications)

Chapter 18 (Computer Fundamentals –4th Edition By Pradeep K.Sinha & Priti Sinha-BPB ublications)

(iv) **OPERATING SYSTEM (OS) : CONCEPTS, BASIC, OPERATIONS OF WINDOWS.**

- (a) Operating system concepts
- (b) Tasks of Operating system
- (c) Introduction
 - DOS
 - UNIX

Unit 8 (IT Tools & Applications By V.K.Jain –3rd Rev. Syllabus BPB Publications)

- Unit 8 (-do-)
- Chapter 14 (Computer Fundamentals By P.K.Sinha & Priti Sinha BPB Publications)

- Windows
- c) Definition of Windows
- d) Getting started
 - Using the mouse
 - Windows components

Unit 9 (IT Tools & Applications
By V.K.Jain – 3rd Rev.Syllabus
BPB Publications)

- Control menu
- Menu bar
- Border
- Title bar
- Maximize-minimize
- Scroll bar
- Command button
- Option button check box
- List box
- Using help
- e) Basic file manipulation operating
 - Copying,
 - Renaming,
 - Deleting,
 - Viewing
 - Printing,
 - Directory structure,
 - Listing files in directories
(creating, changing and deleting directories)

(v) **PRINCIPLES OF DATA SECURITY, PREVENTIVE MAINTENANCE AND TROUBLE SHOOTING.**

Concepts of security;

- privacy;
- protection,
- authorization,
- authentication and password protection.

Chapter 29 (Absolute Beginner's
Guide to Computer Basics – 3rd Edn.
By Michael Miller Techmedia/
BPB Publications

(b) Preventive measures and treatment;

- hardware and software locks,
- virus scanners and vaccines.

PRACTICAL

(i) **INTRODUCTION TO WINDOWS**

- (a) Using the Mouse - Unit 4 (I.T Tools & Applications By V.K.Jain – 3rd Rev. Syllabus – BPB Publications)
- (b) Anatomy of Windows - Unit 9 - 9.3 (-do-)
- (c) Windows Environment - Unit 9 – 9.4 (-do-)
- (d) Application Window

- Title Bar
- Menu Bar
- Minimise/Maximise/Restore features
- Scroll Bar
- (e) Menu and Dialog Boxes
- (f) Menu Bar, Menu items, Dimmed Menu items, Hot Key, Short-cut-Key Control Menu, Check Mark, Cascading Windows/Menus
- (g) Help in Windows
- (h) Tool Bars
- (i) Use of Window explorer:
 - View the contents of Directory/Folder
 - Change Directories/Folders
 - Create/Delete Directories/Folders
 - Change Drives
 - Copy, Rename, Delete Files and Folders
- (j) Format CD
- (k) Drag and Drop Features
- (l) Find file.

(ii) **OPERATING SKILLS IN WORD PROCESSING PACKAGE .**

- (1) Introduction to Word Processing-
- (2) Document Windows
 - Creating various types of Documents
- (3) Printing Documents
- (4) Copying Documents
- (5) Formatting character/Paragraphs
- (6) Formatting page
- (7) Working with Sections/Section Break
- (8) Inserting Header/Footer
- (9) Graphics Feature including charts
- (10) Working with tables
- (11) Mail Merging

(iii) **OPERATING SKILLS IN SPREAD SHEET PACKAGE**

1. **Spreadsheet Concepts**
 - Creating,
 - Saving and Editing a Work Book,
 - Insertion, Deleting Work Sheets,
 - Entering data a cell/formula,
 - copying and moving data from selected cells,
 - Handling operators in Formulae, Functions
 - Mathematical logical, Statistical, test, Financial, Date and time functions, Using Function Wizard.

Chapter 15, 16, 17, 19, 20-
I.T. T & A by Satish Jain,
Shashank Jain & Dr Madhu-
lika Jain (2nd Revised
Edition) BPB Publications

2. **Formatting a Worksheet**

- Formatting Cells;
- Changing data alignment,
- changing data, number,
- character or currency format,
- changing font, Adding borders and colours;
- Printing worksheets,
- Charts & Graphic;
- Creating,
- Previewing,
- Modifying.

Chapter 18 – I.T T&A by
Satish Jain, Shashank Jain, Dr. Madhulika
Jain (2nd Revised Edition -
BPB Publications)

3. Integrating Word Processor, Spread Sheets, Web Pages (Unit 12 – I.T Tools & Applications by V.K. Jain – 3rd Rev. Syllabus – BPB Publications) and Chapter 23 of – I.T T&A by Satish Jain, Shashank Jain & Dr. Madhulika Jain (2nd Revised Edn.) BPB Publications

(iv) **OPERATING SKILLS IN PRESENTATION PACKAGE**

- Creating,
- Opening and Saving Presentations,
- Creating the look of the presentation working in different views,

- working with slides,
- adding and Formatting Text,
- Formatting Paragraphs,
- checking spellings and correcting with objects,
- Adding Clip Art and other pictures,
- Designing slide shows,
- Running and controlling a slide show,
- Printing Presentations.

Unit 13 – I.T T&A by V.K. Jain -
(3rd Rev. Syllabus - BPB
Publications)

SUGGESTED BOOKS

1. Information Technology Tools & Applications by V.K. Jain. (Third Revised Syllabus, BRB Publications)
2. Oliver and Chapman's Data Processing and Information Technology By C.S. French (10th Edition) BPB Publications
3. Computer Fundamentals By Pradeep K. Sinha & Priti Sinha (4th Edition) - BPB Publications
4. Absolute Beginner's Guide to Computer Basics By Michael Miller (3rd Edition) – Techmedia/ BPB Publications
5. IT Tools and Applications By Satish Jain, Shashank Jain & Dr. Madhulika Jain (2nd Revised Edn.) BPB Publications
6. Any Books on Computer relevant to the syllabus prescribed as the candidates prefer.