

**SPEED POST**

**Most Important Circular**  
No.AN/SAS/16102/SAS-II/SEPT/2013  
Office of the CGDA,  
Ulan Batar Road, Palam,  
Delhi Cantt – 110 010  
Dated 31<sup>st</sup> May, 2013

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 September, 2013.**

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 in New Syllabus was notified in advance vide HQrs. Office Most Important Circular No.AN/SAS/16100/SAS Exams/2012-13 dated 16<sup>th</sup> February, 2012. Accordingly it has now been decided to hold SAS Part-II Examination as per final programme below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 23.09.2013	Paper-V	10.00 AM to 1.00 PM	WORKS,STORES &INTERNAL AUDIT (PRACTICAL –WITH BOOKS)	100
TUES DAY 24.09.2013	Paper-VI	10.00 AM to 1.00 PM	WORKS,STORES &INTERNAL AUDIT (THEORY –WITHOUT BOOKS)	100
WEDNESDAY 25.09.2013	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT,IFA SYSTEM AND ELEMENTS OF LAW (THEORY–WITHOUT BOOKS)	100
THURSDAY 26-09-2013	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
FRIDAY 27.09.2013	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) Those who qualified SAS Part-I Examination held in April, 2013.
- (b) Those who qualified SAS Part-I Examination, Nov 2007 but could not qualify SAS Part-II Exam held in April, 2008 and subsequently SAS Part-II Examination Nov, 2009.
- (c) Those who qualified SAS Part-I Examination, April 2009 but could not qualify SAS Part-II Exam held in Nov 2009

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-9 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, Chennai, Dehradun, Guwahati, Jammu, Kannur, Kanpur, Kolkata, Lucknow, Mumbai, New Delhi, Patna, Pune [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. Further 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.

7. In accordance with the instructions contained in Govt. of India, Deptt. Of Personnel & Administrative reforms OM No 36021/10/76-Estt (SCT) dated 21.01.1977 regarding relaxation in qualifying standard for SC/ST 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.

8. 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 12.09.77. 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 as, "The list furnished to HQrs office has been prepared with reference to the information recorded in the service-book of the candidates concerned".

8.1 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. Further, in pursuance 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.

9. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri J.K.Tharmatt, IDAS, Assistant CGDA(AN) latest by 12<sup>th</sup> July 2013**. 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.

10. Since SAS Part-II Examination is being held after a considerable long period, 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.

11. Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. Principal Controllers/Controllers are requested to impress upon the candidates that it is in their interest to take the examination seriously.

12. 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.


13. **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.

14. Receipt of this communication may be acknowledged.

  
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(J.K.Tharmatt)  
Assistant CGDA(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.

  
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(J.K.Tharmatt)  
Assistant CGDA(AN)

**CERTIFICATE**

I .....do 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.*

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**( 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 ..... 2013.

**PROFORMA**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2013**  
**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**

**FIRST CHANCE**

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	Detail of SAS Part-I Examination		Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III 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 and Signature**

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**PROFORMA**

**SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2013**  
**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**  
**SECOND CHANCE**

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 III 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 Last SAS Part-II Examination, Nov, 2009 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**

**PROFORMA**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2013**  
**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination**

**THIRD CHANCE**

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 -II Examination		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 Last SAS Part- II Examination, Nov, 2009 including Exemption		Remarks, if any
Roll No	Paper	
19	20	21
		22

**Signature of the Board Members**

**Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature**

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