

	<p>कार्यालय रक्षा लेखा महानियंत्रक प्रशिक्षण एवं विकास केंद्र, बरार स्कवायर, दिल्ली छावनी -10 OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010 Phone -011-25694268, Fax-25682151 E-mail: sascgda.dad@hub.nic.in Website: w.w.w.cgda.nic.in</p>	<p>विकसित भारत अभियान 1947 2047</p>
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(Through Website/WAN)

No.AN/SAS/16200/ORDERs/2023/Vol. XIV

Date: 23.06.2025

To

All PCsDA, including Principal IFAs
All Controllers of Defence Accounts, including IFAs

**Subject: Conducting of SAS Examination in the Defence Accounts Department:
Modification in the SAS Rules 2019**

**Reference: HQrs. Office Circular No. AN/SAS/16200/ORDERs/2023/Vol XIII dated
11.03.2025**

Reference is invited to Para 4 of the HQrs. Office circular cited under reference regarding syllabus and suggested study material for Paper-III on "Office Procedure and Documentation" and Paper X on "Language Skills & Office Management" for SAS Examination as per the modification in the SAS Rules 2019.

2. In this connection, the undersigned is directed to state that the syllabus and suggested study material of above mentioned two Papers of SAS scheme are enclosed as Annexure "A" & "B".
3. The contents of the circular may please be brought to the notice of all concerned.

Encls: Annexure "A" & "B"


23.6.2025
(Sandeep Lakhanpal)
Sr. ACGDA (AN-SAS)

Copy to:

1. MoD(Finance), DAD Coord,
South Block, New Delhi
2. Sr. PS to CGDA
3. Sr. PS to Spl. CGDA
4. Sr. PS to Addl CGsDA
5. Sr. PS to Sr. Joint CGsDA/Joint CGsDA
6. AN-IV Section(Local) -For similar action as stated above
7. Hindi Cell -For Hindi Translation
8. IT &S Section(Local) - For uploading on CGDA Website/WAN
9. Regulation Section - For effecting amendment to Annexure 'C' to Para
102 of OM Part -I


(Sandeep Lakhanpal)
Sr. ACGDA (AN-SAS)

SAS PART I (CBT) (MCQ)

PAPER-III: OFFICE PROCEDURE AND DOCUMENTATION

MARKS- 100

SYLLABUS

1. File Management- what comprises a file, file numbering system, File Register, linking of files, part file, transfer, reconstruction & re-numbering of files, file movement and urgency grading (10-15 Marks).
2. Dak Receipt, registration and distribution- Inward Dak: Receipt, registration and distribution; Types of Dak, Marking disposals, acknowledgement of Dak, despatch, Dak Register (10-15 Marks).
3. Bills- Receipt, Diary, distribution and processing (8-12 Marks).
4. Concepts of Cash Management Product, Imprest & Cash Assignment (8-12 Marks).
5. Registers: Opening and Maintenance of Registers, List of Registers, Control Register (6-10 Marks).
6. Reports and Returns: Statement of Reports and returns, periodicity, Action in case of omission in submission of Reports and Returns after due date (8-12 Marks).
7. Inspection: Purpose and periodicity, Inspection Teams/authority, Inspection Questionnaires and Reports (8-10 Marks).
8. E- Office: E-File creation with notings, correspondence, Draft for Approval (DFA), Movement and Tracking, Interdepartmental File Exchange (6-8 Marks).
9. Forms of Communication: Forms of written communications and its usage (6-8 Marks).
10. Records Management: Categorisation of records, binding of records, Preservation and disposal of time-barred records (6-8 Marks).

Study Material

1. OM Part I and OM Part II Vol I, Defence Accounts Department
2. Central Secretariat Manual of Office Procedure, 2022

SAS PART II (DESCRIPTIVE)

PAPER-X: LANGUAGE SKILLS AND OFFICE MANAGEMENT

MARKS- 100

SYLLABUS

LANGUAGE SKILLS (70 MARKS)

- a. Precis: to write a summary or gist of main points of comprehensive passage, covering the main essence in his/her own words (15-20 Marks).
- b. Short Essay on four/five given topics to be written in a well-structured manner, with a clear and concise expression (8-12 Marks).
- c. Comprehension (answering questions after reading a passage) (8-12 Marks).
- d. Drafting an official letter, DO Letter, Office Memorandum, Office Note (15-20 Marks).
- e. Drafting of an Internal Audit Report & MFAI, Drafting of affidavits, counter affidavits, para wise reply on administrative/pay & pension matter related to DAD or Non-DAD cases (15-20 Marks).

OFFICE MANAGEMENT (30 MARKS)

- a. Structure of DAD and roles and responsibilities of various DAD Offices (8-12 Marks).
- b. Recruitment, Appointments, Promotions & Confirmations of IDAS, Gazetted and non-gazetted officials in DAD (6-8 Marks).
- c. Leave and Attendance in DAD; Types of Leave, Hours of Attendance, Attendance Register, Holidays and Restricted Holidays (6-8 Marks).
- d. General Concepts of Management: Planning, coordination, Direction, Motivation and Supervision (to have the basic understanding of the concepts) (6-10 Marks).

Study Material

- a. Precis and Draft made easy by Muthuswamy and Brinda
- b. Karyalay Sahayika- a book published by Kendriya Sachivalaya, Hindi Parishad, New Delhi
- c. Books which may contain question, standard of which is similar to the Indian Banking Services for Clerical Grade and Probationary Officers.
- d. ISTM reading material on 'Noting and Drafting'.
- e. OM Part I, Defence Accounts Department
- f. Any good book on Principles of Management for example: Principles and Practices of Management by L.M.Prasad.