

कार्यालय, रक्षा लेखा महानियंत्रक,सेन्ट्राल, बरार स्क्वायर, दिल्ली छावनी-110010
OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010
Phone-011-25694268,25694298, Fax: 25682151, E-mail : sascgda.dad@hub.nic.in, Website: www.cgda.nic.in

No.AN/SAS/16101/SAS-I/MAY/2017/PROG

Dated: 10.01.2017

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: Holding of SAS Part-I Examination to be held in May, 2017.

It has been decided by the Competent Authority to conduct SAS Part-I Examination in May 2017 for candidates as per under-mentioned programme. Further, keeping in view the sizeable number of candidates for SAS Part-I Examination, the Preliminary Examination(Test) is not being conducted during this round of examination:

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 08.05.2017	Paper-I	10.00 AM to 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY -WITHOUT BOOKS)	100
TUESDAY 09.05.2017	Paper-II	10.00 AM to 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (PRACTICAL -WITH BOOKS)	100
WEDNESDAY 10.05.2017	CLOSED HOLIDAY			
THURSDAY 11.05.2017	Paper-III	10.00 AM to 1.00 PM	ACCOUNTANCY	150
FRIDAY 12.05.2017	Paper-IV	10.00 AM to 1.00 PM	SERVICE REGULATIONS (PRACTICAL -WITH BOOKS)	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 Preliminary Test held in April, 2016 and appeared in all papers in immediate SAS Part-I Examination August,2016. In case of scoring exemption marks in one or more papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).

- (b) those who qualified Preliminary Test held in June, 2014 and failed in subsequent SAS Part-I Examination September, 2014, May, 2015 and August 2016. In case of scoring exemption marks in one or more papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).
- (c) those candidates who were granted permission for withdrawal from appearing in SAS Part-I Examination November 2007/April 2009/April 2013/December 2013/September 2014 and May 2015 provided their no's of chances is within the stipulated four chances.
- (d) SAS Apprentice who have not yet availed normal two chances. Candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) in past SAS Examinations shall not be required to appear in such paper(s).

(B) SPECIAL CHANCE

- (a) those candidates who qualified Preliminary Examination (Test) held in August, 2012 and failed in subsequent SAS Part-I Examinations held in April 2013, December 2013, September 2014, May 2015 and August, 2016, provided the candidate has appeared in all Papers in SAS Part-I Examination April 2013 which was immediate SAS Part-I Examination. In case of scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper(s).
- (b) those candidates who qualified Preliminary Examination (Test) held in September 2008 and failed in subsequent SAS Part-I Examinations held in April 2009, April 2013, December 2013, September 2014, May 2015 and August, 2016, provided the candidate has appeared in all Papers in SAS Part-I Examination April 2009 which was immediate SAS Part-I Examination. In case of scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper(s).
- (c) those candidates who passed Preliminary Examination(Test) in June 2007 and failed in subsequent SAS Part-I Examinations held in November 2007, April 2009, April 2013, December 2013, September 2014, May 2015 and August, 2016, provided the candidate has appeared in all Papers in SAS Part-I Examination November 2007 which was immediate SAS Part-I Examination. Further candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper(s).
- (d) SAS Apprentice who have appeared in SAS Part-I Examination, May 2015 and August, 2016 provided the first examination was held within ten months of the date of his appointment and they did not appear at that examination. Further, it has been decided by the Competent Authority vide AN VII section's letter no. ANVIII/0698/SAS Apprentices/2010 dated 12.02.2016 to grant two additional chances to appear in SAS Part examination, to all the SAS Apprentices, who have exhausted all their chances. It may be brought to notice that after ibid approval the SAS Apprentice has already availed one Special Chance in August 2016. Further candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper(s).

Note: No application for withdrawal would be consider for candidates availing special chance.

3. Names of intending candidates whether borne on your effective strength or proforma strength 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. The candidates whose request for withdrawal from SAS Part I Examination has been accepted by Competent Authority in terms of SAS Rule 14 (b). Whereas, other candidates will be availing first/ third/ fourth and special chance. Accordingly, information may be provided in proforma enclosed for first, second, third, fourth and special chance.

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

- (a) Candidates shall have to choose any one as optional Sub-Section from (A) Army, (B) Air Force, (C) Navy and (D) Factory as per Rule 15(vi) Paper-IV Sub-rule (c) subject to according permission by CGDA.
- (b) Requests for change of centre shall not be entertained after notification of approved list of candidates as mentioned in Rule 24. However, 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 the HQrs. Office.
- (c) The examination shall be conducted at Allahabad, Bangalore, Chandigarh, Chennai, Cochin, Dehradun, Guwahati, Hyderabad, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, Mumbai, New Delhi, Patna, Port Blair, Pune-A' (PCDA(O)), Pune -'B' (PCDA(SC)), 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 as, "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 Sangeet, IDAS, Sr.Dy.CGDA(SAS) latest by 15th February, 2017.** 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. For benefit of the candidates, the tentative schedule for holding next SAS Part-II Examination for 2017 would be as under. The final schedule and detailed instruction for conducting examination will be intimated separately in due course.

SAS Part-II Examination

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 11.09.2017	Paper-V	10.00 AM to 1.00 PM	WORKS, STORE & INTERNAL AUDIT (PRACTICAL – WITH BOOKS)	100
TUESDAY 12.09.2017	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORE & INTERNAL AUDIT (THEORY – WITHOUT BOOKS)	100
WEDNESDAY 13.09.2017	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY – WITHOUT BOOKS)	100
THURSDAY 14.09.2017	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
FRI DAY 15.09.2017	Paper-IX	10.00 AM to 11.30 AM 12.30 AM to 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY & PRACTICAL)	100

11. It has been observed that some of the Principal Controllers/Controllers are not adhering to the date fixed for submission of the list of candidates **As the dispatch/receipt of the circular may take some time, keeping in view the time constraint, it is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploaded copy of circular on the website, without waiting for copy by post.**

12. Since SAS Part-I Examination is being held shortly 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 likely that 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.

13. 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 within 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.

14. 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 12.3.2007 and subsequent orders on the subject issued from time to time. Rules referred to in the preceding paras are the Rules governing the examination for admission to the Subordinate Accounts Service (SAS) in Defence Accounts Department which have been circulated as Annexure 'A' to our ibid Most Important Circular. The detailed syllabus etc. is also mentioned in Annexure 'AA' of the circular for guidance of the candidates. In case of revision of manuals/etc. the candidates may be suggested that it is in their own interest to update/revise the rules and regulations accordingly.

Receipt of this communication may be acknowledged.



(Sangeet)

Sr. Dy. CGDA (SAS)

Copy to:

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



(Sangeet)

Sr. Dy. CGDA (SAS)

PROFORMA

SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017

**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I 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 duty point	Marks obtained in Preliminary Test held on 10.04.2016			
											Roll No.	Paper I	Paper II	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Marks obtained in SAS Part-I Examination August 2016						Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption detail		Remarks, if any
Roll No.	Paper I	Paper II	Paper III	Paper IV	Total			Paper	Marks	
16	17	18	19	20	21	22	23	24	25	26

**Name & Signature of the Board Members
Controller/Controller**

Acceptance and Recommendations of Principal

Name & Signature

PROFORMA

SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017

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

FOURTH CHANCE &

(IN CASE OF WITHDRAWAL) SECOND CHANCE / 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 candidate's duty point	Marks obtained in Preliminary Test held on 21.06.2014				Marks obtained in SAS Part-I Examination September 2014							
											Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total		
1																						
2																						
3																						
4																						
5																						
6																						
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18																						
19																						
20																						
21																						

Marks obtained in SAS Part-I Examination May 2015					Marks obtained in SAS Part-I Examination August 2016					Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV)	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption details	Remarks, if any										
Roll No.	Paper I	Paper II	Paper III	Paper IV	Roll No.	Paper I	Paper II	Paper III	Paper IV					Total	Total								
22					23					24													
25					26					27													
28					29					30													
31					32					33													
34					35					36													
37					38					39													

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA

SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017

**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I Examination
SPECIAL CHANGE**

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	Marks obtained in Preliminary Test held on 19.6.2007				Marks obtained in Preliminary Test held on 08.09.2008				Marks obtained in Preliminary Test held on 30.08.2012			
											Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Marks obtained in SAS Part-I Examination Nov 2007						Marks obtained in SAS Part-I Examination April 2009						Marks obtained in SAS Part-I Examination April 2013						Marks obtained in SAS Part-I Examination Dec 2013					
Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47

Marks obtained in SAS Part-I Examination Sept 2014						Marks obtained in SAS Part-I Examination May 2015						Marks obtained in SAS Part-I Examination August 2016						Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption details		Remarks, if any
Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total			Paper	Marks	
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature

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 2017.