



	<p>कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), खातीपुरा रोड, जयपुर -12 Office of the Principal Controller of Defence Accounts (SWC), Khatipura Road, Jaipur-12 Fax No. 0141-2388463 Phone No. 0141-2388450, 458 Email: pcdaswc.cgda@nic.in</p>	
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Most Important Circular

No. AN/I/133/SAS Pt-II/2019

Dated: 06.09.2019

To,

- (i) All Sections in Main Office
- (ii) All Sub Offices
- (iii) IFA (SWC) Jaipur
- (iv) IFA (10 Corps) Bathinda

Sub: SAS Part-II Examination scheduled to be held in November 2019.

Ref: HQrs letter No. AN/SAS/16102/SAS-II/NOV/2019/PROG dated 02 Sep, 2019.

It has been decided by HQrs Office to conduct SAS Part-II Examination in the pre-revised syllabus for candidate who have qualified the SAS Part-I Examination and SAS Apprentice as per under mentioned programme:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 25.11.2019	Paper-V	10.00 AM to 01.00 PM	WORKS,STORES & INTERNAL AUDIT (PRACTICAL-WITH BOOKS)	100
TUESDAY 26.11.2019	Paper-VI	10.00 AM to 01.00 PM	WORKS,STORES & INTERNAL AUDIT (THEORY-WITHOUT BOOKS)	100
WEDNESDAY 27.11.2019	Paper-VII	10.00 AM to 01.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
THURSDAY 28.11.2019	Paper-VIII	10.00 AM to 01.00 PM	OFFICE COMMUNICATION	150
FRIDAY 29.11.2019	Paper-IX	10.00 AM to 11.30 AM 12.00 PM to 01.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

The detailed instructions for above cited examination are available on CGDA website as well as this office website.

It is also intimated that this examination is special SAS Part-II Examination in the pre-revised syllabus. The candidates who fail to clear the examination in pre-revised syllabus will have to appear afresh in the revised pattern of examination to be conducted on Computer Based Test in near future as per revised SAS rules. Further, the exemption secured by the candidates in any of the paper(s) will not be carried forward in the revised pattern of examination held under SAS rules 2019. As such it may be specifically clarified that no candidate should absent from the examination and it is in their interest to make full utilization of last special chance provided in the present syllabus. No representation in this regard is to be entertained and forwarded to this office.

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It is requested to forward the names of intending candidates (in Proforma 'A' or Proforma 'B' which may be downloaded from CGDA website and this office website) who are eligible for above SAS Part-II Examination to this section by **13.09.2019 (A/N)**. All intending candidates are also requested to declare whether they belong to the reserved or the unreserved community as required in Para 8 of the above ibid HQrs letter dated 02.09.2019. A specimen of the declaration is enclosed.

Note: No application for withdrawal would be considered since it is Special SAS Examination.

Group Officer (AN) has seen.

---Sd---
Accounts Officer (AN)

Copy to:-

**Officer-in-Charge,
EDP Section,
(Local)**

- For uploading this letter and HQrs office letter cited under reference on this office website.

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Accounts Officer (AN)

Most Important Circular

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/16102/SAS-II/NOV/2019/PROG

Dated: 2nd September, 2019

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 November 2019.

Consequent upon notification of the revised SAS Rules 2019 circulated vide HQrs office most important circular No. AN/SAS/16200/Restructuring/2019 dt. 22.03.2019, the SAS Examination will now be conducted on Computer Based Test in the revised syllabus and pattern. As per Para 5(ii) of the ibid circular, MoD(Fin) have granted one special chance to all categories of candidates to clear SAS Part-II Examination as per the existing scheme who have already passed SAS Part-I Examination in the existing scheme irrespective of the number of chances availed.

2. Accordingly, it has been decided by the Competent Authority to conduct the SAS Part-II Examination in the pre-revised syllabus for candidates who have qualified the SAS Part-I Examination and SAS Apprentice as per under-mentioned programme:

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 25.11.2019	Paper-V	10.00 AM to 1.00 PM	WORKS,STORES & INTERNAL AUDIT (PRACTICAL -WITH BOOKS)	100
TUESDAY 26.11.2019	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORES&INTERNAL AUDIT (THEORY -WITHOUT BOOKS)	100
WEDNESDAY 27.11.2019	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
THURSDAY 28.11.2019	Paper- VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
FRIDAY 29.11.2019	Paper-IX	10.00AM to 11.30AM 12.00 AM to 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

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3. 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)
- (i) those who qualified SAS Part-I Examination held in June 2019.
 - (ii) those who qualified SAS Part I Examination April 2018 but could not qualify SAS Part II Examination September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
 - (iii) those who qualified SAS Part I Examination May 2017 but could not qualify SAS Part II Examination September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
 - (iv) those who qualified SAS Part I Examination August 2016 but could not qualify SAS Part II Examination December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- (B)
- (i) 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, February 2015, November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
 - (ii) those who qualified SAS Part-I Examination April 2009 but could not qualify SAS Part II Exam held in, November 2009, September 2013, May 2014, February 2015, November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
 - (iii) those who qualified SAS Part I Examination April 2013 but could not qualify SAS Part II Examination September 2013, May 2014, February 2015, November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
 - (iv) those who qualified SAS Part I Examination December 2013 but could not qualify SAS Part II Examination May 2014, February 2015, November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

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- (v) those who qualified SAS Part I Examination September 2014 but could not qualify SAS Part II Examination February 2015, November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- (vi) those who qualified SAS Part I Examination May 2015 but could not qualify SAS Part II Examination November 2015, December 2016, September 2017 and September 2018. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).
- (vii) **those SAS Apprentice who could not qualify SAS Part II Examination September 2013, May 2014, February, 2015, November 2015, December 2016, September 2017 and September 2018. Further Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).**

Note: No application for withdrawal would be considered since it is Special SAS Examination .

4. 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 'A' & 'B' to CGDA's office on the address and within the scheduled date as mentioned at Para-10 below. Exemption marks obtained, if any by the candidate should clearly be shown in the proforma.

5. 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 of Paper V & VI 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 the HQ 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-B' (PCDA (SC) and Secunderabad provided sufficient candidates are appearing there from. 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. Rule 25 of SAS Rules 2007 in respect to freezing of transfers of candidates after notification of their Roll Number may also be adhered to.

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6. As per SAS Rule 26 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 the 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 and Zero marks will be awarded.** 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.

6.1 The Paper -V & VI comprises of section-I (Common to all) and SECTION-II (Optional) viz. Sub Section (A) Army (B) Air Force (C) Navy (D) Factory. As per SAS Rule 15 (vii) separate Answer books are provided to answer each section. Of late it is observed that candidates are attempting the optional section in the Answer Book meant for compulsory section (Common to all) and vice versa. **It is brought to the notice of all the candidates that the section opted by the candidate in Paper V and VI is to be attempted in the separate Answer Books specifically provided. Non-adherence to the instructions will lead to non-evaluation of such Answer Books and zero mark will be awarded.**

7. In pursuance of guidelines notified vide Ministry of Social Justice and Empowerment, Deptt of Disability Affairs, 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 details of the persons with benchmark disability may be intimated. In case a person with benchmark disability 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.

8. 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.

9. Further, in terms of HQrs Office Circular No.AN/II/2151/PC-1089 (N) dated 11.01.2012 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.

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10. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Rajeev Ranjan Kumar, IDAS, Dy.CGDA(SAS) CENTRAD, Brar Square, Delhi Cantt. latest by 30th September, 2019.** 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 cutoff 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.

11. **It may be brought to notice of all the candidates that this examination is special SAS Part II Examination in the pre-revised syllabus. The candidates who fail to clear the examination in pre-revised syllabus will have to appear afresh in the revised pattern of examination to be conducted on Computer Based Test in near future as per revised SAS Rules. Further, the exemption secured by the candidate in any of the paper(s) will not be carried forward in the revised pattern of examination held under SAS Rules 2019. As such it may be specifically clarified that no candidate should absent from the examination and it is in their interest to make full utilization of last special chance provided in the present syllabus. No representation in this regard is to be entertained and forwarded to HQrs Office.**

12. The detailed syllabus etc. of the examination is also mentioned in Annexure 'A' 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.**

13. It has been observed that the details of exemptions are not furnished in some cases causing unnecessary embarrassment 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.

14. **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.

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15. 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.


(Rajeev Ranjan Kumar)
Dy.CGDA(SAS)

Copy to:

1. MoD(Finance) : For information.
DAD Coord,
South Block, New
Delhi.
2. AN-IV/VIII (Local) : For information and necessary action.
3. EDP Section : For uploading of circular on website & WAN.

- sd -
(Rajeev Ranjan Kumar)
Dy.CGDA(SAS)

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.:

* 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 2019

PROFORMA A

Refer Para 3(A) of Circular

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN NOVEMBER, 2019

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
											Roll No.	Year of Exam	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

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, December 2016 including Exemption			Details of SAS Part- II Examination, September 2017 including Exemption			Details of SAS Part- II Examination, September 2018 including Exemption			Remarks, if any
	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
	15	16	17	18	19	20	21	22	23	

Name & Signature of the Board Members

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

PROFORMA 'B'

Refer Para 3(B) of Circular

SAS PART-II EXAMINATION - SCHEDULED TO BE HELD IN NOVEMBER, 2019

Particulars of intending candidates recommended by the FCDA/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 of 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, 2008 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

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 of 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, 2008 Exemption		Remarks, if any							
											Roll No.	Year of Exam			Roll No.	Paper Marks								
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature