



सत्यमेव जयते

रक्षा लेखा प्रधान नियंत्रक) मध्य कमान (करियप्पा मार्ग, लखनऊ छावनी- 226002
Principal Controller of Defence Accounts (Central Command) Cariappa Road,
Lucknow Cantt.- 226002

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MOST IMPORTANT CIRCULAR

No. AN/1A/1016/SAS Part-II/Sep/2018

Date:16.05.2018

To

The CDA, RTC, Lucknow
The IFA (CC) Lucknow
All Sub-Offices under this Organization
All Sections in Main Office, Lucknow

Sub: - SAS Part-II Examination scheduled to be held in September 2018.

It has been decided by the HQrs office to hold SAS Part-II Examination as programme given below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
TUESDAY 04.09.2018	PAPER-V	10.00 AM to 01.00 PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL-WITH BOOKS)	100
WEDNESDAY 05.09.2018	PAPER-VI	10.00 AM to 01.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY-WITHOUT BOOKS)	100
THURSDAY 06.09.2018	PAPER-VII	10.00 AM to 01.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
FRIDAY 07.09.2018	PAPER-VIII	10.00 AM to 01.00 PM	OFFICE COMMUNICATION	150
SATURDAY 08.09.2018	PAPER-IX	10.00 AM to 11.30 AM 12.00 AM to 01.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

2. Criteria for the candidates, who are eligible to appear in the SAS Part-II Examination, are as under:-

(A)- NORMAL CHANCE

- (a) those who qualified SAS Part-I Examination held in April, 2018.
- (b) those who qualified SAS Part-I Examination held in May, 2017 but could not qualify SAS Part II Examination September 2017. Candidates scoring exemption marks in one or more (papers V or VI or VII or VIII or IX) they shall not be required to appear in such paper(s).
- (c) those who qualified SAS Part-I Examination August 2016 but could not qualify SAS Part II Examination December 2016 and September 2017. Candidates scoring exemption marks in one or more (papers V or VI or VII or VIII or IX) they shall not be required to appear in such paper(s).
- (d) those who qualified SAS Part-I Examination May 2015 but could not qualify SAS Part II examination November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more Papers (papers V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(B)- SPECIAL CHANCE

- (a) those candidates who passed SAS 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 and September 2017. 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) 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 and September 2017. 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).
- (c) 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 and September 2017. 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).
- (d) 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 and September 2017. 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).
- (e) those who qualified SAS Part I Examination September 2014 but could not qualify SAS Part-II Examination February 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (papers V or VI or VII or VIII or IX) in past SAS Examination shall not be required to appear in such paper(s).

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

Note: No application for withdrawal would be consider for candidates availing Special Chance.

3. Names of intending candidates who fulfill the prescribed criteria and are recommended by Officer I/c may please be sent in the enclosed proforma to this office within the scheduled date as mentioned in 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 center 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 center other than the one nearest to the candidate's duty point, an application by the candidate containing specific recommendation of the officer in- charge shall be sent to this 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 HQrs office.
- (c) The examination shall be conducted at Allahabad, Bangalore, Chennai, Chandigarh, Cochin, Dehradun, Guwahati, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, New Delhi, Patna, Pune-A PCDA (O) and Secunderabad, provided sufficient candidates are appearing there from. **The centers are subject to change depending upon 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.

5. 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 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

5.1 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 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 the 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-valuation of such Answer and zero marks will be awarded.**

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 Officer in charge 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. In accordance with the 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 in qualifying standard for 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. The candidates may also be asked to declare whether they belong to the reserved or unreserved community. A specimen of the declaration is enclosed.

8. **The officer I/c are advised that list of candidates may be prepared strictly according to the proforma enclosed and dispatched by name to Shri Pritam Dutta, IDAS, DCDA (AN) so that it is received in this office not later than 08.06.2018 (Speed Post/ Fax).** It has been observed that in past some of the Officer I/c are not adhering to the date fixed for submission of the list of candidates and at last moments the application has been received in this office for their consideration, so all efforts should, therefore be made to adhere to this date to enable this office to submit final lists of candidates for the examination as per the time schedule. The name of the candidates who are finally selected by the HQrs Office, Delhi Cantt. to appear in the examination and the Roll Numbers assigned to them, shall be intimated to the Officer I/c concerned, as soon as possible after receipt of the proforma.

9. 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 will count as one chance against the respective part, whether the candidate actually sits for the examination or not unless he/ she is specifically allowed by the CGDA to withdraw his/her name. in accordance with the ibid proviso read with SAS Rule 14(d) withdrawal of 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 such examination will entail forfeiture of one of the four valuable chances allowed to candidate as per revised SAS rule. **It may further be clarified that under no circumstances request for withdrawal in respect of candidates availing special chance will be accepted.** The candidates may be informed accordingly.

10. The detailed syllabus of the examination is upladed on the website of PCDA (CC) for information to the candidates. In case of revision of manuals etc, candidates may be suggested that it is their own interest to update/revise the rules and regulations accordingly.

11. 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.

12. The other related information/proforma/syllabus is available on the website of CGDA New Delhi viz. www.cgda.nic.in. It is therefore requested to download the same from website.

13. Receipt of this communication may please be acknowledged.

NIL report is also required essentially.

NOTE:- This Most Important Circular may please be got noted by all concerned individual who are eligible to appear in the SAS Part-II Examination and their signatures of so got noted may please be kept in record and a copy of the same may please be forwarded to this office alongwith names of intending candidates. The Officer I/c are requested to strictly follow the guidelines issued in this Most Important Circular for compliance.

Encls:- As above.

-sd-
(PRITAM DUTTA)
Dy CDA (AN)

Copy to: -

- | | |
|---|---|
| 1. The CGDA,
Ulan Batar Road,
Palam,
Delhi Cantt. 110010 | - For information w.r.t. above MOST IMPORTANT CIRCULAR
No. AN/SAS/16101/SAS-II/Sep/2017/PROG dated 09.06.2017. |
| 2. The Officer I/c
Office Automation
Cell
(Local) | - For uploading the above MOST IMPORTANT CIRCULAR in
website of PCDA (CC) Lucknow. It is requested to highlight the
same in website to view easily to the concerned individual. |
| 3. The Officer I/c
O & M Cell
(Local) | - For information and necessary action. |

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(PRITAM DUTTA)
Dy CDA (AN)

**PROFORMA
FIRST CHANGE**

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018
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	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

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

PROFORMA
SECOND CHANGE
SAS PART II EXAMINATION - SCHEDULED TO BE HELD IN SEPTEMBER, 2018
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, September, 2017 including Exemption				Remarks, if any
Roll No	Paper	Marks		
16	17	18		19

Name & Signature of the Board Members

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

PROFORMA
THIRD CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018

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			Remarks, if any
	Roll No	Paper	Marks	Roll No	Paper	Marks	
15	16	17	18	19	20	21	22

Name & Signature of the Board Members

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

PROFORMA
FOURTH CHANCE
SAS PART-II EXAMINATION - SCHEDULED TO BE HELD IN SEPTEMBER, 2018

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
											Roll No.	Year of Exam		
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Details of SAS Part-II Examination, November 2016 Including Exemption			Details of SAS Part-II Examination, December 2016 Including Exemption			Details of SAS Part-II Examination, September 2017 Including Exemption			Remarks, if any
Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
16	17	18	19	20	21	22	23	24	25

Name & Signature of the Board Members

Name & Signature

Acceptance and Recommendations of Principal Controller/Controller

PROFORMA
SPECIAL CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018

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

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature