



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, कैंपट, लखनऊ, पिन कोड-226002  
Office of the Principal Controller of Defence Accounts (Central Command)  
Cariappa Road, Cantt., Lucknow, Pin Code - 226002  
कार्यालय दूरभाष सं. 0522-2451084 कार्यालय फैक्स सं. 0522-2453038  
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### **Most Important Circular**

No. AN/1A/1016/SAS Part-I/April/2018

Date: 30 .11.2017

To

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

**Sub: - SAS Part-I Examination scheduled to be held in April,2018.**

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It has been decided by the HQrs office to conduct SAS Part-I Examination in April 2018 for candidates as per under mentioned programme.

DAY/DATE	PAPER	Time	SUBJECT	MARKS
MONDAY 16.04.2018	PAPER-1	10.00AM to 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT AND ACCOUNTS (THEORY WITHOUT BOOKS)	100
TUESDAY 17.04.2018	PAPER-II	10.00AM to 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT AND ACCOUNTS (PRACTICAL WITH BOOKS)	100
THURSDAY 19.04.2018	PAPER-III	10.00AM to 1.00 PM	ACCOUNTANCY	150
FRIDAY 20.04.2018	PAER-IV	10.00AM to 1.00 PM	SERVICE REGULATION (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. The candidature shall be recommended on the basis of the following criteria

(A) **NORMAL CHANCE**

Uploaded  
12/11/17

- (a) those who qualified Preliminary examination held in April 2016 and appeared in all paper 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 candidate who were granted permission for withdrawal from appearing in SAS,part-I Examination November, 2007/April, 2009/April, 2013/December, 2013/September, 2014/May, 2015/August, 2016 and May 2017 provided their no's of chances in within the stipulated four chances.
- (c) 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 Examination shall not be required to appear in such paper(s).

**(B) SPECIAL CHANCE**

- (a) those candidates who qualified Preliminary Examination (Test) held in June 2014 and failed in subsequent SAS Part-I Examinations held in September 2014, May 2015, August, 2016 and May 2017, provided the candidate has appeared in all Papers in SAS Part-I Examination September 2014 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 August,2012 and failed in subsequent SAS Part-I Examinations held in April 2013, December 2013, September 2014, May 2015, August 2016 and May 2017, 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 papers(s).
- (c) 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, August 2016 and May 2017, 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) they shall not be required to appear in such paper(s).
- (d) those candidates who passed Preliminary Examination (Test) held in June 2007 and failed in subsequent SAS Part-I examinations held in November 2007, April 2009, April 2013, December 2013, September 2014 and May 2015, August,2016 and May 2017, 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).

**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.

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) Request 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 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, Hyderabad, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, Mumbai, New Delhi, Patna, Port Blair, Pune-A (PCDA(O)), Pune-B (PCDA (SC)) and Secunderabad, provided sufficient candidates are appearing therefrom. **The centers 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 HQrs Office Memo No. 33012(5)N/1/AN-K dated 30.10.1971 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.
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 21.1.1977 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. The candidates may also be asked to declare whether they belong to the reserved or unreserved community (Specimen 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 **20.012.2017** (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. 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.

10. 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 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 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.

11. **The other related information/proforma/syllabus is available on the website of CGDA New Delhi. It is therefore requested to download the same from website.**

12. Receipt of this communication may please be acknowledged through FAX and Speed Post as the fastest means of communication.

**NIL report is also required essentially.**

sd—  
(S K Gupta)  
SAO (AN)

Copy to: -

1. The CGDA,  
CENTRAD,

- For information w.r.t. above MOST IMPORTANT CIRCULAR  
No. AN/SAS/16101/SAS-I/April/2018/Prog Dated

Brar Square,  
Delhi Cantt. 110010

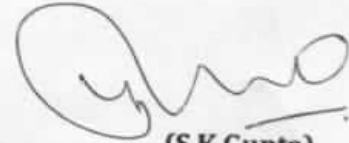
28.11.2018.

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  
Office Automation Cell  
(Local)

- For information and necessary action please.



(S K Gupta)  
SAO (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 ..... 2017.

**PROFORMA**

**SAS PART I EXAMINATION SCHEDULED TO BE HELD IN APRIL, 2018  
THIRD CHANCE & (IN CASE OF WITHDRAWAL) SECOND CHANCE**

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of appointment	Category (Gen/SC/ST)	Whether Physically Handi-capped, if yes detail of category	Station & Office where serving	Nearest Centre to the candidates 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					Marks obtained in SAS Part-I Examination May 2017					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	Roll No.	Paper I	Paper II	Paper III					Paper IV
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														

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 APRIL, 2018**  
**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I Examination**  
**SPECIAL CHANCE &**  
**(IN CASE OF WITHDRAWAL) THIRD CHANCE/FOURTH 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 candi- dates 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	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Marks obtained in SAS Part-I Examination May 2015					Marks obtained in SAS Part-I Examination August 2016					Marks obtained in SAS Part-I Examination May 2017					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	Total	Roll No.	Paper I	Paper II	Paper III	Total	Roll No.	Paper I	Paper II	Paper III	Total			Paper	Marks				
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature