



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

कार्यालय दूरभाष सं.-0522-2451547

कार्यालय फैक्स सं.-0522-2451993

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MOST IMPORTANT CIRCULAR

No. AN/1A/1016/SAS Part-II/Sep/2017

Date: 13.06.2017

To

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

Sub: - SAS Part-II Examination scheduled to be held in September 2017.

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

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 11.09.2017	PAPER-V	10.00 AM to 01.00 PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL-WITH BOOKS)	100
TUESDAY 12.09.2017	PAPER-VI	10.00 AM to 01.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY-WITHOUT BOOKS)	100
WEDNESDAY 13.09.2017	PAPER-VII	10.00 AM to 01.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
THURSDAY 14.09.2017	PAPER-VIII	10.00 AM to 01.00 PM	OFFICE COMMUNICATION	150
FRIDAY 15.09.2017	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 May, 2017 including SAS Apprentice.
- (b) those who qualified SAS Part-I Examination August 2016 (including SAS Apprentice) but could not qualify SAS Part II Examination December 2016. Candidates scoring exemption marks in one or more (papers V or VI or VII or IX) they shall not be required to appear in such paper(s).
- (c) those who qualified SAS Part-I Examination May 2015 but could not qualify SAS Part II examination November 2015 and December 2016. 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).
- (d) those who qualified SAS Part I Examination September 2014 but could not qualify SAS Part-II Examination February 2015 and December 2016. 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).

(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 and December 2016. 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 and December 2016. 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 and December 2016. 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 and December 2016. 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 SAS Apprentice who have qualified in SAS Part-I Examination May 2015 but could not qualify SAS Part-II Examination November 2015 and December 2016. 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 paperj -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 30.06.2017 (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. 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.

sd -
PRITAM DUTTA
DY CDA (AN)

Most Important Circular

कार्यालय, रक्षा लेखा महानियंत्रक,सेन्ट्रल, बरार स्क्वायर, दिल्ली
छावनी-110010

OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010

Phone-011-25694268,25694298, Fax: 25682153, E-mail : sascgda.dad@hub.nic.in, Website:www.cgda.nic.in

No.AN/SAS/16102/SAS-II/SEPT/2017/PROG

Dated: 09 June, 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: SAS Part-II Examination scheduled to be held in September 2017

It has been decided to hold SAS Part-II Examination as per under-mentioned programme:

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 11.09.2017	Paper-V	10.00 AM to 1.00 PM	WORKS,STORES&INTERNAL AUDIT (PRACTICAL -WITH BOOKS)	100
TUESDAY 12.09.2017	Paper-VI	10.00 AM to 1.00 PM	WORKS,STORES&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
FRIDAY 15.09.2017	Paper-IX	10.00AM to 11.30AM 12.00 AM to 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	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:**

- those who qualified SAS Part-I Examination held in May, 2017 including SAS Apprentice.
- those who qualified SAS Part I Examination August 2016 (including SAS Apprentice) but could not qualify SAS Part II Examination December 2016. 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 May 2015 but could not qualify SAS Part II Examination November 2015 and December 2016. 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 September 2014 but could not qualify SAS Part II Examination February 2015, November 2015 and December 2016. 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) SPECIAL CHANCE:

- (a) 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 and December 2016. 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 and December 2016. 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 and December 2016. 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 and December 2016. 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 SAS Apprentice who have qualified in SAS Part-I Examination May 2015 but could not qualify SAS Part II Examination November 2015 and December 2016. 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 for candidates availing Special Chance.

3. 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 to CGDA's office on the address and within the scheduled date as mentioned at 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 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-A' (PCDA (O) 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.

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 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.

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 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.**

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 availing 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 that "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 Mustaq Ahmad, IDAS,**

Dy.CGDA(SAS) latest by 14.07.2017 positively. 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. **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.

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 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 was removed** when the scheme of SAS Examination was revised during 2007. As such failure to appear in this examination by way of absenteeism or medical ground and request submitted after time limit specified in SAS Rule 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.**

10. 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 12.03.2007, AN/SAS/16200/Orders/Vol.XI dated 08.02.2008 and subsequent orders on the subject issued from time to time. However, the detailed syllabus of the examination is mentioned in Annexure 'A' enclosed for information of the candidates. **In case of revision of manuals etc. candidates may be suggested that it is in their own interest to update/revise the rules and regulations accordingly.**

11. 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.

12. 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.

13. 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.



(Mustaq Ahmad)
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 -

(Mustaq Ahmad)
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.:
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

PROFORMA
FIRST CHANCE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2017

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 CHANCE

SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2017

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, December, 2016 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, 2017

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 November, 2015 including Exemption			Details of SAS Part- II Examination, December, 2016 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, 2017

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, February 2015 including Exemption			Details of SAS Part- II Examination, November 2015 including Exemption			Details of SAS Part- II Examination, December 2016 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 CHANCE**

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2017

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	Details of SAS Part-II Examination, April 2008 including 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

Details of SAS Part-II Examination, Nov 2009 including Exemption			Details of SAS Part-II Examination, Sept. 2013 including Exemption			Details of SAS Part-II Examination, May 2014 including Exemption			Details of SAS Part-II Examination, Feb. 2015 including Exemption			Details of SAS Part-II Examination, Nov. 2015 including Exemption			Details of SAS Part-II Examination, Dec. 2016 including Exemption			Remarks, if any
Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

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ANNEXURE 'A'

**SYLLABUS AND LIST OF BOOKS
FOR SAS PART-II EXAMINATION**

PAPER-V

WORKS, STORES AND INTERNAL AUDIT (PRACTICAL-WITH BOOKS)

SYLLABUS

SECTION - I - WORKS ACCOUNTS

Question will be set from the Books listed in this List of Books Portion below.
This Section is common to all candidates.

SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT

(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)

This Section is optional. Candidates have to opt any one from the follow Sub-
Section A to D. Questions will be set from the Books listed in the List of
Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

LIST OF BOOKS

Section - I (WORKS ACCOUNTS)

MES REGULATIONS
DEFENCE WORKS PROCEDURE
OPERATIONAL WORKS PROCEDURE
U.A.MANUAL
MES LOCAL AUDIT MANUAL
O.M. PART -VIII
QUARTERS & RENT (RENT PROCEDURE)
IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)

(A) ARMY

LIST OF BOOKS

STORE ACCOUNTING INSTRUCTIONS
ARMY LOCAL AUDIT MANUAL PART- I and II

DEFENCE SERVICE REGULATIONS VOL I & II (following Chapters/Sections only)

- Chapter- VI Military Training and Education
- Chapter - VIII Section 3 Deserters (Paras 376 to 381)
- Chapter - VIII Section 8 Losses (Paras 431 to 435)
- Chapter - XVIII Cash and Funds (Paras 801 to 838)
- Chapter - XIX Stores and Supplies (Paras 861 to 903)
- Chapter - XX Arms, Ammunition and Explosives (Paras 911 to 946)
- Chapter - XXII Housing & Quartering (Paras 1011 to 1025)

(B) AIR FORCE

- IAP - 1501.
- AIR FORCE LOCAL AUDIT MANUAL
- IAP - 1541 - Provisioning and Procurement for Air Force.

(C) NAVY

- NAVAL STORE KEEPING MANUAL
- INDIAN NAVY VICTUALLING MANUAL
- NAVAL LOCAL AUDIT MANUAL
- PROCUREMENT MANUAL MM3 FOR NAVY
- MATERIAL PLANNING MANUAL FOR NAVY

(D) FACTORY

- OFFICE MANUAL PART VI.
 - FACTORY ACCOUNTING RULES.
 - MANUAL FOR PROVISIONING AND PROCUREMENT IN ORDNANCE FACTORY
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ANNEXURE 'A'

**SYLLABUS AND LIST OF BOOKS
FOR SAS PART-II EXAMINATION**

PAPER - VI

WORKS, STORES AND INTERNAL AUDIT (THEORY-WITHOUT BOOKS)

SYLLABUS

SECTION - I - WORKS ACCOUNTS

Question will be set from the Books listed in this List of Books Portion below.
This Section is common to all candidates.

SECTION-II- STORE ACCOUNTS & INTERNAL AUDIT

(OPTIONAL - ARMY/NAVY/AIR FORCE/FACTORY)

This Section is optional. Candidates have to opt any one from the follow Sub-Section A to D. Questions will be set from the Books listed in the List of Books Portion below.

- (A) ARMY
- (B) AIR FORCE
- (C) NAVY
- (D) FACTORY

LIST OF BOOKS

Section - I (WORKS ACCOUNTS)

MES REGULATIONS
DEFENCE WORKS PROCEDURE
OPERATIONAL WORKS PROCEDURE
U.A.MANUAL
MES LOCAL AUDIT MANUAL
O.M. PART -VIII
QUARTERS & RENT (RENT PROCEDURE)
IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)

(A) ARMY

LIST OF BOOKS:

STORE ACCOUNTING INSTRUCTIONS
ARMY LOCAL AUDIT MANUAL PART- I and II

DEFENCE SERVICE REGULATIONS VOL I & II (following
Chapters/Sections only

- Chapter - VI Military Training and Education
- Chapter - VIII Section 3 Deserters (Paras 376 to 381)
- Chapter - VIII Section 8 Losses (Paras 431 to 435)
- Chapter - XVIII Cash and Funds (Paras 801 to 838)
- Chapter - XIX Stores and Supplies (Paras 861 to 903)
- Chapter - XX Arms, Ammunition and Explosives (Paras 911 to 946)
- Chapter - XXII Housing & Quartering (Paras 1011 to 1025)

(B) AIR FORCE

- IAP – 1501.
- AIR FORCE LOCAL AUDIT MANUAL
- IAP – 1541 – Provisioning and Procurement for Air Force

(C) NAVY

- NAVAL STORE KEEPING MANUAL
- INDIAN NAVY VICTUALLING MANUAL
- NAVAL LOCAL AUDIT MANUAL
- PROCUREMENT MANUAL MM3 FOR NAVY
- MATERIAL PLANNING MANUAL FOR NAVY

(D) FACTORY

- OFFICE MANUAL PART VI.
 - FACTORY ACCOUNTING RULES.
 - MANUAL FOR PROVISIONING AND PROCUREMENT IN ORDNANCE FACTORY
-

ANNEXURE 'A'

**SYLLABUS AND LIST OF BOOKS
FOR SAS PART-II EXAMINATION**

PAPER-VII

**FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW
(THEORY-WITHOUT BOOKS)**

SYLLABUS

SECTION-I – FINANCIAL MANAGEMENT

FINANCE:

- Evolution of Financial Management (Para 1.1 of Financial Management By Prasanna Chandra)
- Financial decision in a Firm (Para 1.2 -do-)
- Goal of Financial Management (Para 1.3 -do-)
- Forms of Business Organisation (Para 1.3 -do-)
- Organisation of Finance Function (Para 1.3 -do-)
- Relationship of Finance to Economics & Accounting (Para 1.3 -do-)
- Financial statement and their Analysis (Para 1.3 -do-)
- Time value of money (Chapter + 6 -do-)
- Techniques of Capital Budgeting (Chapter – 11-do-)
- Estimation of Project Cash Flows (Chapter – 12-do-)
- General Systems of Financial Management (Chapter-2 of Swamy's GFR 2017
- Financial Administration in India (Chapter – 3 – Introduction to Indian Government Accounts and Audit (IGAA)
- General Rules } Section-I to III of Part-V of Central Treasury Rules (Muthuswamy and Bindra)
- Personal claims of Govt. servant }
- Contingent charges }

BUDGET:

- Estimates – Preparation and Checks
 - Revised Estimate
 - Estimates for fresh expenditure
 - Estimate for fresh expenditure due to operation
 - Proposals involving extra expenditure
 - Provisions of funds for Advances by The Central Govt. Accounted under Civil Estimates
- Chapter-IV FR Part-I Vol.I
Chapter-10 Introduction to IGAA

PURCHASE PROCEDURE:

- Procurement of Goods and services and disposal of Stores } Chapter-6& 7 of Swamy's GFR 2017
- General conditions of contract } Chapter-I - Contract & their Management - 2nd Edn. - By BS Ramaswami
- Purchase Management 2006 (DRDO) } Chapter-X FR Part-I Vol-I
- DPP 2016 } Chapter 2.20 of DGS&D Manual
- DPM 2009 }

FOREIGN PAYMENT:

- Accounting and compilation of transactions } (Para 243 to 246 OM Part-II Vol-I)
- English Transactions i.e. UK } (Para 247 of OM Part-II Vol.I and Chapter 9 of Defence Account Code)
- Foreign Govts. Other than UK } (Content prepared by PCDA, New Delhi/ OM Part-XII-Chapter VI)
- Foreign Payment Section of PCDA, New Delhi }
- Letter of Credit/Adjustment of debit advices }

PAYMENT OF VARIOUS TAXES/DUTIES:

- Customs duties - Para 602 of OM Part-II Vol.I
- Excise duties - Para 10.5 to 10.9
- Sales Tax - Para 10.10
- Conduct Sales Tax - Para 10.11 to 10.15 } DGS&D Manual
- Octroi & Local Tax - Para 10.17
- Escalation and Price Variation - Para 10.1 to 10.3 }

SECTION-II - IFA SYSTEM

- (a) IFA System (Army) - GOI, MoD letter No.6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/CGDA.
- (b) IFA System (Navy) - Purchase Management & Procurement - Naval Instructions 1/S/97 Navy Min. of Defence letter No.PL/3221/NHQ /9/97/D(N-1) dated 11.3.97.
- (c) IFA System (Air Force) MoD letter No.605/Addl. FA(1) dated 4.4.94 & AHQ/PC/3/ 95307/542/61D Fin-P/564/05/D(AF-3) dated 3.4.97.
- (d) IFA System - IT Projects - GOI, MoD letter No.6(3)/98/D(O-1) dated 04.02.2000.
- (e) Delegation of Financial Powers to Defence Services- 2016 notified vide HQrs Office Circular bearing No.IFA/02/DFPDS-2016 dated 07.09.2016
- (f) Delegation of Financial Powers Rules, 1978.
- (g) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

SECTION-III - ELEMENTS OF LAW

COMMERCIAL LAW

- **The Indian Contract Act, 1872 (9 of 1872)**
 - Preliminary - Sec-1 & 2
 - Of Contracts, Voidable Contracts and Void Agreements - Chapter II

- **The Sale of Goods Act, 1930 (3 of 1930)**
 - Preliminary - Chapter I
 - Formation of the Contract - Chapter II

- **The Arbitration and Conciliation Act, 1996 (26 of 1996)**
 - General Provisions - Chapter I
 - Arbitration Agreements - Chapter II
 - Composition of Arbitral Tribunal - Chapter III

- **The Negotiable Instruments Act, 1881 (26 of 1881)**
 - Preliminary - Chapter I
 - Of Notes, Bills and Cheques - Chapter II
 - Of Negotiations - Chapter IV

- **THE OFFICIAL LANGUAGES ACT, 1963**
 - Short Title and commencement - Section 1
 - Definitions - Section 2
 - Continuance of English Language for official purpose of the Union and for use in Parliament - Section 3
 - Committee on Official Language - Section 4

THE CONSTITUTION OF INDIA

- Article 107 - Provisions as to introduction and passing of bills.
- Article 113 - Procedure in Parliament with respect to estimates
- Article 114 - Appropriations Bills
- Article 115 - Supplementary, additional or excess grants
- Article 116 - Votes on accounts, votes of credit and exceptional grants
- Article 123 - Powers of president to promulgate Ordinances during recess of Parliament
- Article 148 - Comptroller & Auditor General of India
- Article 149 - Duties and Powers of C&AG
- Article 150 - Form of accounts of the Union and of the States
- Article 151 - Audit Reports
- Article 264 - Interpretation
- Article 265 - Taxes not to be imposed & are by authority of law
- Article 266 - Consolidated Fund and Public Accounts of India and of the States
- Article 267 - Contingency Fund
- Article 299 - Contracts
- Article 300 - Suits and Proceedings

TAXATION LAW

• **The Central Sales Tax Act, 1956 (74 of 1956)**

- Preliminary - **Chapter 1**
- Formulation of principle for determining when a sale or purchase of Goods taken place in the course of Inter-State Trade or Commerce or outside of State or in the course of import or export. - **Chapter 2**

• **The Central Excise Act, 1944 (1 of 1944)**

- Short title, extent and commencement } - **Chapter I**
- Definitions } - **Chapter I**
- Reference of certain expressions } - **Chapter I**
- Levy and collection of duty - **Chapter II (Sec 3,4,9,10 & 11)**

• **The Customs Act, 1962 (Act No.52 of 1962)**

- Short title, extent and commencement } - **Chapter I**
- Definitions } - **Chapter I**
- Powers of officers of customs } - **Chapter II**
- Dutiable goods } - **Chapter V**
- Assessment of duty } - **Chapter V**

INDUSTRIAL LAW

• **The Industrial Disputes Act, 1947 (14 of 1947)**

- Short title, extent and commencement } - **Chapter I**
- Definitions } - **Chapter I**
- Authorities under this Act } - **Chapter II**
- Procedure, Powers and duties of Authorities } - **Chapter IV**

The Contract Labour (Regulation & Abolition) Act, 1970 (37 of 1970)

- Short title, extent and commencement and applications } - **Chapter I**
- Definitions } - **Chapter I**
- Registration of Establishments employing contract Labour } - **Chapter II**
- Penalties and procedure } - **Chapter II**

• **The Factories Act, 1948 (63 of 1948)**

- Short title, extent and commencement } - **Chapter I**
- Reference to time of duty } - **Chapter I**
- Powers to exempt during public emergence } - **Chapter I**
- Penalties and procedures } - **Chapter X**

• **The Workman's Compensation Act, 1923 (8 of 1923)**

- Short title, extent and commencement } - Chapter I
- Definitions } - Chapter I
- Employer's liability for compensation } - Chapter I
- Compensation to be paid where due and penalty for default } - Chapter II
- Penalties } - Chapter II

• **Banking Law and Practice**

- Banking System in India - Part I } Banking Law and Practice by P.N.Varshney
- Law relating to Negotiable Instant -Part III } Banking Law and Practice by P.N.Varshney
- Letter of Credit - Part IV } Banking Law and Practice by P.N.Varshney

• **The Minimum Wages Act, 1948 (11 of 1948)**

- Short title and extent - Section 1
- Fixation of minimum rate of wage - Section 3
- Minimum rate of wages - Section 4
- Procedure for fixing and revising minimum wage - Section 5
- Payment of minimum rates of wages - Section 12
- Penalties for certain offences - Section 22
- General provision for punishment of other offences - Section 22A

• **Payment of Wages Act, 1936 (4 of 1936)**

- Short title and extent - Section 1
- Definitions - Section 2
- Responsibility for payment of wages - Section 3
- Fixation of wage period - Section 4
- Deduction for absence for duty - Section 9
- Penalty for offences under the Act - Section 20
- Procedure in trial of offence - Section 21

• **Audit of Commercial PSUs**

- Organisational Form } Chapter 31 Introduction to IGAA
- Accounts } Chapter 31 Introduction to IGAA
- Authority } Chapter 31 Introduction to IGAA
- Objections and Scope of Audit } Chapter 31 Introduction to IGAA
- Comprehensive Audit } Chapter 31 Introduction to IGAA
- Audit Board System } Chapter 31 Introduction to IGAA
- Audit Reports } Chapter 31 Introduction to IGAA

• **The Code of Civil Procedures, 1908**

- Short title, commencement and extent - Section 1
- Definitions - Section 2
- Subordination of Court - Section 3
- Pecuniary jurisdiction - Section 6
- Courts to try all civil suits unless barred - Section 9
- Stay of suits - Section 10
- *Res-judicata* - Section 11
- Summons to defendants - Section 27
- Penalty for default - Section 33

• **The Administrative Tribunal Act, 1985 (13 of 1985)**

- Short title, extent and commencement
 - Definitions
 - Establishment of Tribunals and Benches thereof
 - Jurisdiction, Powers and authority of Tribunals
- } - Chapter I
- Chapter II
- Chapter III

• **Recognition of Service Association Rules, 1993**

The basic rules and clarification thereto - (Section-IV chapter 33 of Swamy's Complete Manual on Establishment & Administration - 2008 Edn.)

- Note: 1. The syllabus consists of only the basics and fundamentals of the above Laws, Acts etc. in Commercial Laws, The Constitution of India, The Official Languages Act, 1963, Taxation Laws, Industrial Laws, Code of Civil Procedures, 1908, The Administrative Tribunal Act, 1985 and Recognition of Service Association Rules, 1993.
2. The portions "in so far as they relates to work carried out in DAD" and "to the extent applied in DAD" are deleted.
3. The words "Commercial Practice" and "Commercial" appear in syllabus portion of Industrial Law are deleted

(B) LIST OF BOOKS

SECTION-I (FINANCIAL MANAGEMENT)

1. Financial Management by Prasanna Chandra
2. GFR 2017
3. Introduction to Indian Government Accounts and Audit.
4. FR Part-I Vol-I
5. Contract & their Management(2nd Edition) by B.S. Ramaswami
6. DGS & D Manual 1999.
7. OM Part-II Vol-I
8. Defence Account Code
9. OM Part -XII/Content Prepared by PCDA, New Delhi)
10. Central Sales Tax Act, 1956
11. Central Excise Act, 1944
12. Custom Act, 1962
13. Purchase Management -2016(DRDO)
14. DPM-2009
15. DPP-2016

SECTION-II - (IFA SYSTEM)

- (a) IFA System (Army)- GOI, MOD letter No. 6(1)/97/D(8-1) dated 8.4.97 and subsequent instructions received from time to time from Ministry/ CGDA.
- (b) IFA System (Navy)- Purchase Management & Procurement- Naval Instructions 1/S/97 Navy Min. of Defence letter No. PL/3221/NHQ/9/97 /D(N-1) dated 11.3.97

- 43
- (c) IFA System (Air Force) MOD letter No. 605/Addl.FA(1) dated 4.4.94 & AHQ/PC/3/95307/542/61D Fin- P/564/05/D(AF-3) dated 3.4.97
 - (d) IFA System – IT Projects- GOI, MOD letter No. 6(3)/98/D(O-1)dated 4.2.2000
 - (e) Delegation of Financial Powers to Defence Services- 2016 notified vide HQrs Office Circular bearing No.IFA/02/DFPDS-2016 dated 07.09.2016
 - (f) Delegation of Financial Powers Rules, 1978.
 - (g) Enhanced delegation of powers issued by the Ministry including instructions by Service Headquarters to ensure compatibility with the earlier letters issued.

SECTION-III-(ELEMENTS OF LAW)

A. COMMERCIAL LAWS

1. The Indian Contract Act, 1872
2. The Sale of Goods Act, 1930
3. The Arbitration and Conciliation Act, 1996
4. The Negotiable Instrument Act, 1881

B. 5. The Official Language Act, 1963

C. 6. The Constitution of India.

D. TAXATION LAWS

7. The Central Sales Tax Act, 1956
8. The Central Excise Act, 1944
9. The Customs Act, 1962

E. INDUSTRIAL LAW

10. The Industrial Dispute Act, 1947
11. The Contract Labours(Regulations & Abolition) Act, 1970
12. The Factories, Act, 1948
13. The Workman's Compensation Act, 1923
14. The Minimum wages Act, 1948
15. The Payment of Wages Act, 1936

F. BANKING LAW & PRACTICE by P.N. VARSHNEY

G. OTHERS

16. IGAA
17. THE CODE OF CIVIL PROCEDURE, 1908
18. The Administrative Tribunal Act, 1985
19. CCS(Recognition of Service Association) Rules, 1993

ANNEXURE 'A'

**SYLLABUS AND LIST OF BOOKS
FOR SAS PART-II EXAMINATION**

**PAPER-VIII
OFFICE COMMUNICATION**

SYLLABUS

This is a qualifying paper only in which a candidate has to compulsorily secure 60 marks. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers.

- Précis of correspondence or of notes on an official subject.
- Drafting of an official letter or an Office Memorandum or an Official Note/Communication.
- Test of comprehension of a given passage.
- Drafting of Affidavits, Counter Affidavits, and Legal Communication on administrative matters, pay and pension matters in defending the Court Cases of DAD and non-DAD

LIST OF BOOKS

As per syllabus prescribed above.

ANNEXURE 'A'

**SYLLABUS AND LIST OF BOOKS
FOR SAS PART-II EXAMINATION**

PAPER-IX FUNDAMENTALS OF ELECTRONIC DATA PROCESSING

SYLLABUS

This is a qualifying paper only. Marks secured in this paper will neither be counted in the aggregate marks nor will be added in total marks secured in other papers. The paper will be having two parts i.e. Theoretical and Practical Portions.

THEORY PORTION

(i) INFORMATION CONCEPTS

- a) Definition of information
 Difference between data and information
- b) Physical concepts

 Storage, retrieval and processing of data
 Comparison of manual and computer storage,
 Organisation of data as files
- c) Different types of processing and purpose of processing
- d) Development of data processing systems.
- e) Word and text processing preparation of Technology documents - text editing.
- f) Introduction to Graphics and advantages and disadvantages of Graphics

Chapter 1 (Oliver & Chapman's Data Processing & Information Technology by C.S.French (10th Edition) - BPB Publications

Chapter 19 (Computer Fundamentals -4th Edn. By Pradeep K.Sinha & Priti Sinha - BPB Publications)

(ii) ELEMENTS OF A COMPUTER, HARDWARE-SOFTWARE-COMPUTER CAPABILITY AND LIMITATIONS.

- a) Computer - Definition of electronic digital computer
- b) Computer Components - layout and their functions
- c) Characteristics of computers
 - small variety of instructions
 - fast executions
 - accurate.
- d) Hardware - different types of units including peripherals
- e) Software
 - Needs
 - computer language
 - categories of software system
 - applications software.
- f) Limitations of Computer.

Unit I (Information Technology Tools & Applications by V.K.Jain-3rd Rev) Syllabus -BPB Publications

(iii) **COMPUTERS AND COMMUNICATION**

a) Computer communication -
➤ need for data transmission over distances.

b) Networking computers

- Local Area Networking (LANs) need
- advantages of networking,
- sharing resources (computer files & equipment),
- inter user communication,
- cost,
- training upkeep
- security

c) Types of LANs.

d) Real-time and on-line systems response time-

- airline/train reservations banking operations
- electronic funds transfer
- vodeptext.

e) An introduction to WAN – Definition and use.

f) An introduction to the Internet.

- Internet facilities (email, world wide web and e-commerce)
- Web Browsers.

Chapter 17
(Computer Fundamentals 4th Edn. By Pradeep K. Sinha & Priti Sinha - BPB Publications

Chapter 18(Computer Fundamentals –4th Edition By Pradeep K.Sinha & Priti Sinha-BPB Publications

(iv) **OPERATING SYSTEM (OS) : CONCEPTS, BASIC, OPERATIONS OF WINDOWS.**

(a) Operating system concepts

(b) Tasks of Operating system

(c) Introduction

- DOS
- UNIX

➤ Windows

d) Definition of Windows

Getting started

- Using the mouse
- Windows components

Unit 8 (IT Tools & Applications By V.K.Jain –3rd Rev. Syllabus - BPB Publications)

- Unit 8 (-do-)
- Chapter 14 (Computer Fundamentals By P.K.Sinha & Priti Sinha BPB Publications

- Unit 9 (IT Tools & Applications By V.K.Jain – 3rd Rev.Syllabus – BPB Publications

- Control menu
- Menu bar
- Border
- Title bar
- Maximize-minimize
- Scroll bar
- Command button
- Option button check box
- List box
- Using help

e) Basic file manipulation operating

- Copying,
- Renaming,
- Deleting,
- Viewing
- Printing,
- Directory Structure
- Listing files in directories
(creating, changing and deleting directories).

(v) **PRINCIPLES OF DATA SECURITY, PREVENTIVE MAINTENANCE AND TROUBLE SHOOTING.**

(a) Concepts of security;

- privacy;
- protection,
- authorization
- authentication and password protection

(b) Preventive measures and treatment

- hardware and software locks,
- virus scanners and vaccines.

Chapter 29 (Absolute, Beginner's Guide to Computer Basics - 3rd Edn
By Michael Miller
Techmedia/BPB Publications

PRACTICAL

(i) INTRODUCTION TO WINDOWS

- (a) Using the Mouse - Unit 4 (I.T Tools & Applications By V.K.Jain -3rd Rev. Syllabus - BPB Publications)
- (b) Anatomy of Windows - Unit 9 - 9.3 (-do-)
- (c) Windows Environment - Unit 9 - 9.4 (-do-)
- (d) Application Window
 - Title Bar
 - Menu Bar
 - Minimise/Maximise/Restore features
 - Scroll Bar
- (e) Menu and Dialog Boxes
- (f) Menu Bar, Menu items, Dimmed Menu items, Hot Key, Short-cut-Key Control Menu, Check Mark, Cascading Windows /Menus
- (g) Help in Windows
- (h) Tool Bars
- (i) Use of Window explorer:
 - View the contents of Directory/Folder
 - Change Directories/Folders
 - Create/Delete Directories/Folders
 - Change Drives
 - Copy, Rename, Delete Files and Folders
- (j) Format CD
- (k) Drag and Drop Features
- (l) Find file.

(ii) OPERATING SKILLS IN WORD PROCESSING PACKAGE

- (1) Introduction to Word Processing-
- (2) Document Windows
 - Creating various types of Documents
- (3) Printing Documents
- (4) Copying Documents
- (5) Formatting character/Paragraphs
- (6) Formatting page
- (7) Working with Sections/Section Break
- (8) Inserting Header/Footer
- (9) Graphics Feature including charts
- (10) Working with tables
- (11) Mail Merging

(iii) **OPERATING SKILLS IN SPREAD SHEET PACKAGE**

1. **Spreadsheet Concepts**

- Creating,
- Saving and Editing a Work Book,
- Insertion, Deleting Work Sheets,
- Entering data a cell/formula,
- copying and moving data from selected cells,

- Handling operators in Formulae, Functions,
- Mathematical logical, Statistical, test, Financial, Date and time functions, Using Function Wizard.

Chapter 15, 16,17, 19, 20- I.T T&A by Satish Jain , Shashank Jain and Dr Madhulika Jain (2nd Revised Edition) - BPB Publications)

2. **Formatting a Worksheet**

- Formatting Cells;
- Changing data alignment,
- Changing data, number,
- Character or currency format,
- Changing font, Adding borders and colours
- Printing worksheets,
- Charts and Graphic
- Creating,

- Previewing,
- Modifying.

Chapter 18 - I.T T &A by Satish Jain, Shashank Jain and Dr Madhulika Jain (2nd Revised Edition) BPB Publications)

3. **Integrating Word Processor, Spread Sheets, Web Pages (Unit 12 - I.T Tools & Applications by V.K.Jain - 3rd Rev.Syllabus - BPB Publications) and Chapter 23 of ITT &A by Satish Jain, Shashank Jain & Dr, Madhulika Jain (2nd Revised Edn.) BPB Publication**

(iv) **OPERATING SKILLS IN PRESENTATION PACKAGE**

- Creating,
- Opening and Saving Presentations,
- Creating the look of the presentation working in different views,
- working with slides,
- adding and Formatting Text,
- Formatting Paragraphs,

- checking spellings and correcting with objects,
- Adding Clip Art and other pictures,
- Designing slide shows,
- Running and controlling a slide show,
- Printing Presentations.

Unit 13 - I.T T&A by V.K.Jain - 3rd Rev.Syllabus - BPB Publications)

SUGGESTED BOOKS

1. Information Technology Tools & Applications by V.K. Jain.
(Third Revised Syllabus, BPB Publications)
2. Oliver and Chapman's
Data Processing and Information Technology
By C.S. French (10th Edition) BPB Publications
3. Computer Fundamentals
By Pradeep K.Sinha & Priti Sinha (4th Edition) - BPB Publications
4. Absolute Beginner's Guide to Computer Basics
By Michael Miller (3rd Edition) – Techmedia/ BPB Publications
5. IT Tools and Applications
By Satish Jain, Shashank Jain & Dr.Madhulika Jain (2nd Revised Edn.)
BPB Publications
6. Any Books on Computer relevant to the syllabus prescribed as the
candidates prefer.