



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, कैंपट, लखनऊ, पिन कोड-226002

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**MOST IMPORTANT CIRCULAR**

No. AN/1-A/1016/SAS Part-II/DEC/2016

Dated 19.09.2016

To

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

**Subject: - SAS Part-II Examination scheduled to be held in December 2016.**

Reference: - HQrs Office letter no. AN/SAS/16102/SAS-II/DEC/2016/PROG Dated 15.09.2016

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

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 12.12.2016	PAPER-V	10:00 AM TO 1:00PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL WITH BOOKS)	100
WEDNESDAY 14.12.2016	PAPER-VI	10:00 AM TO 1:00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY WITHOUT BOOKS)	100
THURSDAY 15.12.2016	PAPER-VII	10:00 AM TO 1:00 PM	FINANCE MANAGEMENT, IFA SYSTEM AND ELEMENT OF LAW (THEORY WITHOUT BOOKS)	100
FRIDAY 16.12.2016	PAPER-VIII	10:00 AM TO 1:00 PM	OFFICE COMMUNICATION	150
SATURDAY 17.12.2016	PAPER-IX	10.00 AM TO 11.30 AM 12.00AM TO 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) & (PRACTICAL)	100

2. The candidature shall be recommended on the basis of following criteria: -

**NORMAL CHANCES:-**

- All those candidates who qualified SAS Part-1 Examination held in August 2016, including SAS Apprentice.
- All those candidates who qualified SAS Part-1 Examination, May 2015(including SAS Apprentice) but could not qualify SAS Part-II Exam held in Nov 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).

- (c) All those candidates who qualified SAS Part-I Examination, September 2014 but could not qualify SAS Part-II Exam held in Feb 2015 and Nov 2015. Candidates scoring exemption marks in one or more Papers 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 and November 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).

**SPECIAL CHANCES:-**

- (a) All those candidates who qualified SAS Part-1 Examination held in Nov 2007, but could not qualify SAS Part-II Exam held in April 2008, November 2009, September 2013, May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).
- (b) All those candidates who qualified SAS Part-1 Examination held in April 2009, but could not qualify SAS Part-II Exam held in November 2009, September 2013, May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).
- (c) All those candidates who qualified SAS Part-1 Examination held in April 2013, but could not qualify SAS Part-II Exam held in September 2013, May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).
- (d) Only those SAS Apprentice who have qualified in SAS Part-I Examination September 2014 but could not qualify SAS Part-II Exam Feb 2015 and Nov 2015. Candidates scoring exemption marks in one or more Papers shall not be required to appear in such paper(s).

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

3. 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 while answering question on optional section irrespective of the organization in which they are working.
- (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, Jammu, Jabalpur, Jaipur, Kanpur, Kolkata, Lucknow, Meerut, New

Delhi, Patna, Pune (PCDA(O)), and Secunderabad, provided sufficient candidates are appearing therefrom. The centres are subject to change depending on administrative convenience by the HQrs Office. 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 regard to freezing of transfer of candidates after notification of their Roll Number may also be adhered to as far as possible.

4. 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 five Papers completely in Hindi, the fact may be shown in the proforma in the column provided for the purpose. A 'Nil' report may please be sent in case no candidate has opted for Hindi.

5. Of late it is examined that candidates are attempting the optional section in the Answer Book for compulsory section or attempting all the section in one answer book. It is brought to the notice of the candidates that the section opted by the candidates 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 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.

7. In accordance with the instructions contained in Govt. of India, 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.

8. 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 HQrs office Circular No. 0611/AN/K/(Orders) dated 12.9.77. The list of SC/ST candidates may please be prepared independently after verifying records from office and not on the basis of information furnished by the candidates concerned. A specimen of the declaration is enclosed.

9. 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) latest by 03.10.2016.** 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.

10. 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.

11. Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. As per Rule 14(b), each permission to appear in SAS exam will count as a chance against the respective part whether a candidate actually sit for exam or not unless he/she is specifically permitted by HQrs office to withdraw his/her name. In accordance with the ibid proviso read with SAS Rule 14(d) withdrawal of the candidates 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 or 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.

12. It has been observed that details of exemptions are not furnished in some cases causing unnecessary embracement to all concerned. The officer I/c 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.

**NIL report is also required essentially.**

xxsdx  
Sr. Accounts Officer (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/SEPT/2013 Dated 31<sup>st</sup> May 2013.
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.



Sr. Accounts Officer (AN)

**ANNEXURE 'A'**

**SYLLABUS & LIST OF BOOKS**

**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)**

- 1 MES REGULATIONS
- 2 DEFENCE WORKS PROCEDURE
- 3 OPERATIONAL WORKS PROCEDURE
- 4 U.A. MANUAL
- 5 MES LOCAL AUDIT MANUAL
- 6 O.M. PART –VIII
- 7 QUARTERS & RENT (RENT PROCEDURE)
- 8 IAFW 2249 (GENERAL CONDITIONS OF CONTRACT)

**SECTION - II (STORE ACCOUNTS AND INTERNAL AUDIT)**

**(A) ARMY**

**LIST OF BOOKS:**

1. STORE ACCOUNTING INSTRUCTIONS
2. ARMY LOCAL AUDIT MANUAL PART- I and II
3. DEFENCE SERVICE REGULATIONS VOL I & II (following Chapters/Sections only)
  - a. Chapter– VI Military Training and Education
  - b. Chapter – VIII Section 3 Deserters (Paras 376 to 381)
  - c. Chapter – VIII Section 8 Losses (Paras 431 to 435)
  - d. Chapter – XVIII Cash and Funds (Paras 801 to 838)
  - e. Chapter – XIX Stores and Supplies (Paras 861 to 903)
  - f. Chapter – XX Arms, Ammunition and Explosives (Paras 911 to 946)
  - g. Chapter – XXII Housing & Quartering (Paras 1011 to 1025)

**(B) AIR FORCE**

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

**(C) NAVY**

1. NAVAL STORE KEEPING MANUAL
2. INDIAN NAVY VICTUALLING MANUAL
3. NAVAL LOCAL AUDIT MANUAL
4. PROCUREMENT MANUAL MM 3
5. MATERIAL PLANNING MANUAL FOR NAVY

**(D) FACTORY**

1. OFFICE MANUAL PART VI.
2. FACTORY ACCOUNTING RULES.
3. MANUAL FOR PROVISIONING AND PROCUREMENT IN ORDNANCE FACTORY

**PAPER – VI**

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

**SYLLABUS** Same as PAPER – V

**LIST OF BOOKS** Same as PAPER – V

**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 GFR, 2005)  |
| ➤ Financial Administration in India   | (Chapter – 3 – Introduction to Indian Government Accounts and Audit (IGAA)     |
| ➤ General Rules<br>➤ Personal claims of Govt. servant<br>➤ Contingent charges | } Section-I to III of Part-V of Central Treasury Rules (Muthuswamy and Brinda) |

## 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
- General conditions of contract
  
- Purchase Management 2006 (DRDO)
- DPP 2011
- DPM 2009

Chapter-6 & 7 of Swamy's GFR 2005  
Chapter-I – Contract & their Management

2<sup>nd</sup> Edn. – By BS Ramaswami  
Chapter-X FR Part-I Vol-I  
Chapter 2.20 of DGS&D Manual

## FOREIGN PAYMENT:

- Accounting and compilation of transactions
- English Transactions i.e. UK
- Foreign Govts. Other than UK
  
- Foreign Payment Section of PCDA, New Delhi
- Letter of Credit/Adjustment of debit advices

(Para 243 to 246 OM Part-II Vol-I)

(Para 247 of OM Part-II Vol.I and  
Chapter 9 of Defence Account Code)

(Content prepared by PCDA,  
New Delhi/OM Part-XII-Chapter VI)

## 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
- Octroi & Local Taxes - Para 10.17
- Escalation and Price Variation - Para 10.1 to 10.3

DGS&D Manual

## 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 4.2.2000.
- (e) Delegation of Financial Powers to Defence Services -2015 notified vide MoD (Fin) Order No. CoordA-102 dated 20.04.2015.
- (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.

**Note:** The Syllabus does not cover Delegation of Financial Powers to Defence Services 2016 notified vide HQrs. office IFA Wing Circular bearing No. IFA/02/DFPDS-2016 dated 07.09.2016 (Circular No. 07 of 2016) uploaded on CGDA Website.

### 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



- **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 }
  - Reference of certain expressions }
  - 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 }
  - Powers of officers of customs - Chapter II
  - Dutiable goods }
  - Assessment of duty - Chapter V

## INDUSTRIAL LAW

- **The Industrial Disputes Act, 1947 (14 of 1947)**
  - Short title, extent and commencement } - Chapter I
  - Definitions } - Chapter II
  - Authorities under this Act
  - 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 }
  - Registration of Establishments employing contract Labour } - Chapter II
  - Penalties and procedure
  
- **The Factories Act, 1948 (63 of 1948)**
  - Short title, extent and commencement } - Chapter I
  - Reference to time of duty }
  - Powers to exempt during public emergence }
  - Penalties and procedures - Chapter X
  
- **The Workman's Compensation Act, 1923 (8 of 1923)**
  - Short title, extent and commencement } - Chapter I
  - Definitions }
  - Employer's liability for compensation }
  - Compensation to be paid where due and penalty for default } - Chapter II
  - Penalties }
  
- **Banking Law and Practice**
  - Banking System in India - Part I } Banking Law and Practice
  - Law relating to Negotiable Instant - Part III } by P. N. Varshney
  - Letter of Credit - Part IV }

- **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
  - Accounts
  - Authority
  - Objections and Scope of Audit
  - Comprehensive Audit
  - Audit Board System
  - 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 } - Chapter I
  - Definitions } - Chapter II
  - Establishment of Tribunals and Benches thereof } - Chapter III
  - Jurisdiction, Powers and authority of Tribunals
  
- **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:** 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.

## **(B) LIST OF BOOKS**

### **SECTION-I (FINANCIAL MANAGEMENT)**

1. Financial Management by Prasanna Chandra
2. GFR 2005
3. Introduction to Indian Government Accounts and Audit.
4. FR Part-I Vol-I
5. Contract & their Management(2<sup>nd</sup> 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 -2006(DRDO)
14. DPM-2013
15. DPP-2011

### **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 4.2.2000
- (e) Delegation of Financial Powers to Defence Services -2015 notified vide MoD(Fin) Order No.CoordA-102 dated 20.04.2015.
- (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

**PAPER-VIII**  
**OFFICE COMMUNICATION**

**SYLLABUS**

1. Précis of correspondence or of notes on an official subject.
2. Drafting of an official letter or an Office Memorandum or an Official Note/Communication.
3. Test of comprehension of a given passage.
4. 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.

**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**

- |  |   |  |
|--|---|--|
| <ol style="list-style-type: none"> <li>a) Definition of information<br/>Difference between data and information</li> <li>b) Physical concepts<br/>storage, retrieval and processing of data<br/>comparison of manual and computer storage<br/>organization of data as files.</li> <li>c) Different types of processing and<br/>purpose of processing.</li> <li>d) Development of data processing systems.</li> <li>e) Word and text processing preparation of<br/>documents – text editing.</li> <li>f) Introduction to Graphics and advantages and<br/>disadvantages of Graphics</li> </ol> | } | <p>Chapter 1 (Oliver &amp; Chapman's<br/>Data Processing &amp; Information<br/>Technology by C.S.French<br/>(10<sup>th</sup> Edition) – BPB Publications.</p> <p>- Chapter 19 (Computer Fundamentals<br/>- 4<sup>th</sup> Edn. By Pradeep K.Sinha &amp;<br/>Priti Sinha - BPB Publications</p> |
|--|---|--|

(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.
  - e) Limitations of Computer.
- Unit 1 (Information Technology Tools & Applications by V.K Jain- 3<sup>rd</sup> 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.
  - f) 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 –4<sup>th</sup> Edn. By Pradeep K.Sinha & Priti Sinha – BPB Publications)
- Chapter 18 (Computer Fundamentals –4<sup>th</sup> Edition By Pradeep K.Sinha & Priti Sinha-BPB Publications)

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

(a) Operating system concepts

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

(b) Tasks of Operating system

(c) Introduction

- DOS
- UNIX

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

➤ Windows

(c) Definition of Windows

(d) Getting started

- Using the mouse
- Windows components

- Unit 9 (IT Tools & Applications  
By V.K.Jain - 3<sup>rd</sup> 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.

Concepts of security,

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

Chapter 29 (Absolute Beginner's  
Guide to Computer Basics -  
3<sup>rd</sup> Edn. By Michael Miller  
Techmedia/ BPB Publications)

(b) Preventive measures and treatment,

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

## PRACTICAL

### (i) INTRODUCTION TO WINDOWS

- (a) Using the Mouse - Unit 4 (I.T Tools & Applications By V.K.Jain – 3<sup>rd</sup> 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 &  
Dr. Madhu lika Jain  
(2<sup>nd</sup> 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 &Graphic;
- Creating,
- Previewing,
- Modifying.

Chapter 18 – I.T T&A by  
Satish Jain, Shashank  
Jain,Dr.Madhulika  
Jain(2<sup>nd</sup> Revised Edition-  
BPB Publications)

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

(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 -  
( 3<sup>rd</sup> Rev.Syllabus,  
BPB Publications)

**SUGGESTED BOOKS**

1. Information Technology Tools & Applications by V.K. Jain.  
(Third Revised Syllabus, BRB Publications)
2. Oliver and Chapman's Data Processing and Information Technology By C.S. French.  
(10<sup>th</sup> Edition) BPB Publications



3. Computer Fundamentals By Pradeep K Sinha & Priti Sinha (4<sup>th</sup> Edition) - BPB Publications
4. Absolute Beginner's Guide to Computer Basics By Michael Miller (3<sup>rd</sup> Edition) – Techmedia/  
BPB Publications
5. IT Tools and Applications By Satish Jain, Shashank Jain & Dr. Madhulika Jain  
(2<sup>nd</sup> Revised Edn.) BPB Publications.
6. Any Books on Computer relevant to the syllabus prescribed as the candidates prefer.

**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.:

\* 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 ..... 2016

**PROFORMA  
FIRST CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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	Remark % 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

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature

**PROFORMA**  
**SECOND CHANCE**

**SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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
											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, Nov. 2016 including Exemption			Remarks, if any
Roll No	Paper	Marks	
16	17	18	19

**Name & Signature of the Board Members**

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

**PROFORMA**  
**THIRD CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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-II 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, Feb 2015 including Exemption		Details of SAS Part-II Examination, Nov 2016 including Exemption		Remarks, if any
Roll No.	Paper	Roll No.	Paper	
16	17	19	20	22
	Marks 18		Marks 21	

**Name & Signature of the Board Member**

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

**PROFORMA**  
**SPECIAL CHANGE**  
**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**  
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate to	Acco unit 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 Examination, April including Exemption		Part-II 2008
											Roll No.	Year of Exam			Roll No	Paper	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Details of 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, November 2015 including Exemption		Remarks if any						
	Roll No	Paper	Roll No	Marks	Roll No	Marks	Roll No	Marks							
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature

**PROFORMA**  
**FOURTH CHANGE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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, May 2014 Including Exemption		
											Roll No.	Year of Exam			Roll No.	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, Feb 2015 including Exemption			Details of SAS Part-II Examination, Nov 2016 Including Exemption			Remarks if any
Roll No	Paper	Marks	Roll No	Paper	Marks	
19	20	21	22	23	24	25

**Name & Signature of the Board Members**

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