

SPEED POST
MOST IMPORTANT CIRCULAR

No. AN/SAS/16102/SAS-II/Nov., 2009
**Office of the CGDA, West Block-V,
R K Puram, New Delhi – 110066.**

Dated: the 22nd June, 2009.

To

**All PCsDA, including Principal IFA
All Controllers of Defence Accounts, including IFAs
The Principal Controller of Accounts (Fys) Kolkata
All Controllers of Finance and Accounts (Fys)**

Subject: **SAS Part II Examination to be held in November, 2009.**

Reference: Hqrs. office Most Important Circular No. AN/SAS/16102/SAS Part-II/NS/APR/2008
dated 7.11.2007.

Tentative schedule of holding SAS Part-II Examination was earlier scheduled from 21st to 25th September, 2009. Competent Authority has now decided to re-schedule the conduct of examination from **16th to 20th November, 2009** as per schedule given below:-

DAY/DATE	PAPER	TIME	SUBJECT	Maximum Marks
<u>MONDAY</u> 16.11.2009	Paper-V	10.00 hrs -13.00 hrs	WORKS, STORES & INTERNAL AUDIT (PRACTICAL- WITH BOOKS)	100
<u>TUESDAY</u> 17.11.2009	Paper-VI	10.00 hrs -13.00 hrs	WORKS, STORES & INTERNAL AUDIT (THEORY- WITHOUT BOOKS)	100
<u>WEDNESDAY</u> 18.11.2009	Paper-VII	10.00 hrs -13.00 hrs	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY-WITHOUT BOOKS)	100
<u>THURSDAY</u> 19.11.2009	Paper-VIII	10.00 hrs -13.00 hrs	OFFICE COMMUNICATION	150
<u>FRIDAY</u> 20.11.2009	Paper-IX	10.00 hrs -11.30 hrs 12.00 hrs – 13.30 hrs	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

2. The case of each intending candidate (including those who are on deputation) will be carefully screened by a board of officers comprising the Principal Controller/Controller/Addl. CDA/Jt. CDA, one IDAS Officer and one Accounts Officer. The candidature shall be recommended on the basis of the following criteria:

- (a) The candidates who qualify the SAS Part-I (New Syllabus) Examination held in April, 2009.
- (b) The candidates who earlier qualify SAS Part-I(NS) held in November, 2007 but could not qualify in SAS Part-II (NS) held in April, 2008 and subsequent 2 Special chance Examinations held in Nov., 2008 & April, 2009.

3. Names of intending candidates who fulfill the above criteria and are recommended by the Board of Officers and accepted by the PCsDA/CsDA may please be furnished (both hard copy as well as floppy/CD in MS Excel) in the enclosed proforma. Names of candidates seeking first time if any, in the Part II examination may be shown in a separate proforma. 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) It has been decided that the Candidates may choose any one from 'Army', 'Factories', 'Air Force' and 'Navy' 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 examination at a centre other than the one nearest to his/her duty point, his/her application together with specific recommendation of the Principal Controller/Controller concerned, should be forwarded to this office for consideration.

(c) The examination will be conducted at Agra, Allahabad, Bangalore, Chennai, Chandigarh, Cochin, Dehradun, Guwahati, Hyderabad, Jammu, Jalandhar, Jabalpur, Jaipur, Kannur, Kanpur, Kolkata, Lucknow, Meerut, Mumbai, Nagpur, Nasik, New Delhi, Patna, Pune 'A'(SC), Pune 'B' (O), Port-Blair, Pathankot, Roorkee, Shillong, Siliguri, Secunderabad, Vishakhapatnam and Wellington provided sufficient candidates are appearing therefrom. 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. The instructions contained in this Office Memo No. 33012/(5)N 1/AN/-K, dated 30/10/71 in regard to freezing of transfer of candidates after notification of their Roll Number may also be adhered to as far as possible.

5. The candidates will be allowed option in all papers to answer questions either in **English or in Hindi**. All the question papers shall 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 five 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 opts for Hindi.

6. In pursuance of the instructions contained in Govt. of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM No. F 36021/10/76-Estt. (SCT), dated 21/01/77 regarding relaxation of standards in the case of Schedule Case/Schedule Tribe candidates in qualifying examination, it has been decided by the CGDA to lower/relax the qualifying standards for SC/ST candidates appearing in the SAS Part II Examination to be held in November, 2009 up to a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates.

7. 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 12/09/77.

7.1 The list in question 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 reserved or unreserved community and such declaration may be kept on record. A specimen of the declaration is enclosed.

8. The list of the eligible intending candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Rajesh Chadha, IDAS, Assistant CGDA (SAS), Training Division, Brar Square, Delhi Cantt.-110 010** latest by **30th June, 2009**. It has been observed that some of the Pr. Controllers/Controllers are not adhering to the date fixed for submission of the list of candidates. All efforts should, therefore be made to adhere to this date to enable us to hold the examination as per the above time schedule. The name of the candidates who are finally selected by this office to appear in the examination and the Roll Nos assigned to them, will be intimated to the Principal Controllers/Controllers, as soon as possible, after receipt of the proforma duly completed from PCsDA/CsDA organizations.

9. **IMPORTANT**

(i) Absenteeism not only results in all round increase in work, but also wasteful expenditure of making administrative arrangements for holding the examination. Principal Controllers/Controllers are requested to impress upon the candidates that it is in their own interest to take the examination seriously.

(ii) 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.

10. Contents of this Most Important Circular may be got noted by all concerned.

11. Receipt of this communication may be acknowledged.

(Rajesh Chadha)
Asstt. CGDA (SAS)

Copy to:

1. AN/IV Section (local) for similar action as stated above.
2. MoD (Finance) – DAD Coord.

(Rajesh Chadha)
Asstt. 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 reserved 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 2009.

PROFORMA

SAS PART II EXAMINATION SCHEDULED TO BE HELD IN NOVEMBER, 2009

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination (SECOND CHANCE)

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of birth	Date of appointment	Category (Gen/ SC/ ST)	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 III 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 Exemption in last SAS Part-II Examination held in April, 2008		Remarks, if any
										Roll No.	Year of Exam			Paper	Marks	
1	2	3	4	5	6	7	8	9	10	11	12	15	16	17	18	19

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA

SAS PART II EXAMINATION SCHEDULED TO BE HELD IN NOVEMBER, 2009

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination (FIRST CHANCE)

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of birth	Date of appointment	Category (Gen/ SC/ ST)	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 III 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 Exam			
1	2	3	4	5	6	7	8	9	10	11	12	15	16	19

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature