

IMPORTANT CIRCULAR

No. AN/SAS/16102/SAS-II/OS/SPL-I/SEPT/2007
O/o the CGDA
West Block-V, R.K. Puram,
New Delhi-110066
Dated, the 29th October, 2007

To

The PCDA/PCA(Fys)
CsDA/CsFA/IFAs/CIAs

Subject: SAS Part-II Examination (First Special Chance) September, 2007- Shortcomings in Answer Books/Continuation Sheet(s) and in Forwarding memo thereto.

Printed Answer Books with Continuation Sheets are issued to all SAS Examination Centres centrally from HQrs. office since October, 2004. In the last SAS Part-II Examination(1st Special Chance)- Sept. 2007 held from 10th to 14th September,2007 four colour coded answer books were supplied to the Conducting Officers indicating the subject and name of the Paper (both in Part 'A' and Part 'B') on the Answer Books as below:-

1	SUBJECT 'C'	PAPER-V	PRECIS WRITING AND LETTER DRAFTING	WHITE COLOUR
2	SUBJECT 'D'	PAPER-VI	BOOK KEEPING WITH ELEMENTS OF COST ACCOUNTING	GREEN COLOUR
3	SUBJECT 'E'	PAPER-VII (SECTION-I COMMON)	REGULATIONS (PRACTICAL WITH BOOKS) SECTION-1 COMMON TO ALL	PINK COLOUR
4	SUBJECT 'E'	PAPER-VII (OPTIONAL- SEC- II/ III/ IV/V)	REGULATIONS (PRACTICAL WITH BOOKS) SECTION-II/III/IV/V (OPTIONAL) - ARMY, FACTORY,AIRFORCE AND NAVY	PINK COLOUR
5	SUBJECT 'E'	PAPER-VIII (SECTION-I COMMON)	REGULATIONS(THEORETICAL WITHOUT BOOKS) SECTION-I (COMMON TO ALL)	YELLOW COLOUR
6	SUBJECT 'E'	PAPER-VIII (OPTIONAL - II /III/IV/V)	REGULATIONS(THEORETICAL WITHOUT BOOKS) SECTION-II/ III/IV/V(OPTIONAL)- ARMY,FACTORY, AIR FORCE AND NAVY	YELLOW COLOUR

The CANDIDATES are required to properly tick/indicate their OPTIONAL SECTION permitted by HQrs. office in Paper-VII and VIII in Part 'A' and Part-'B' of the Answer Books mentioned at Sl No. 4 and 6 above only.

1.1 Further, following BOXES are required to be filled up by the CANDIDATES both in Part 'A' and Part 'B' of the Answer Book.

PART -A

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DATE OF EXAMINATION
D D M M Y Y

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NO. OF EXTRA SHEET(S) USED

PART -B

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CENTRE CODE

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ROLL NUMBER

--	--	--	--	--	--

DATE OF EXAMINATION
D D M M Y Y

--

NO. OF EXTRA SHEET(S) USED

SIGNATURE OF THE CANDIDATE

SIGNATURE , NAME, DESIGNATION OF THE CONDUCTING OFFICER
--

SIGNATURE , NAME, DESIGNATION OF THE INVIGILATOR

1.2 The CONDUCTING OFFICER and the INVIGILATOR are also required to put their signature on the boxes meant for them in Part 'B' of the Answer Book indicating their name and designation.

1.3 INSTRUCTION for candidates and also for CONDUCTING OFFICERS and INVIGILATORS are also printed on the back side of the COVER PAGE of the ANSWER BOOK. The INSTRUCTIONS are reproduced as under:-

INSTRUCTIONS FOR THE CANDIDATES

1. Neatly fill up the information asked for in relevant boxes and space provided for on the cover page. You are not permitted to write anything in addition.

2. The Roll Number is to be written only on Part-B of the Cover Page. In no case, the Roll Number will be written in Part A of the Cover Page or at any other place on the Answer Book.
3. The Roll Number is to be written on the first page of the Continuation Sheet(s) at the place provided for and nowhere else.
4. Writing of the Roll No. and anything unconnected with the answers to the questions asked for or making any distinct markings in the Answer Book or the Continuation Sheet(s) is strictly prohibited. Any such instance may be viewed as recourse to unfair means.
5. You are required to write on both sides of the pages in the Answer Books.

INSTRUCTIONS FOR THE CONDUCTING OFFICERS AND INVIGILATORS

1. Please announce the Instructions for candidates immediately after distribution of Answer Books.
2. Please ensure that candidates fill up the cover page of the Answer Book correctly before start of the examination.
3. Please ensure that the candidates write their Roll Numbers only in Part-B of the cover page and nowhere else.
4. Please ensure that the candidates write their Roll Numbers only at the designated place in the Continuation Sheet(s) and nowhere else.
5. Please put your signatures in the places provided for the purpose in Part-B of the cover page of this booklet.

1.4 In addition to the above, (i) INSTRUCTIONS for THE CONDUCT OF SAS PART-II EXAMINATION and (ii) INSTRUCTION for THE CANDIDATES APPEARING IN SAS PART-II EXAMINATION were sent as ANNEXURE I and ANNEXURE- II respectively vide this office Strictly Confidential letter No. AN/SAS/16102/SAS-II/OS/SPL-I/SEPT/2007/AB/QP dated 17th August, 2007 to ALL CONDUCTING OFFICERS by name.

2. In spite of issue of specific instructions as above, instances of shortcomings of the nature mentioned in Annexure-I have been noticed in the Answer Books/Continuation Sheets received in this HQrs office from the Conducting Officers holding the examination.

3. In order to avoid recurrence of such shortcomings as pointed out above, following instructions are issued for compliance by the Conducting Officers, Invigilators and the Candidates.

A. BY THE CANDIDATES

(a) READING AND HEARING OF INSTRUCTIONS

Read the instructions printed on the back side of the Cover Page of Answer Book carefully. Also pay attention to hear the instructions read out by the Conducting officer before start of the examination minutely and patiently. Doubt(s) if any, may be got clarified from the Conducting Officer immediately.

(b) The candidates should ensure the following:-

(i) OPTIONAL SECTION

They tick/indicate their OPTIONAL SECTION properly and correctly. This column should not be kept blank/unticked both in Part-'A' and Part-'B' of the Answer Book.

(ii) DATE OF EXAMINATION

The boxes meant for date of examination both in Part- 'A' and Part-'B' of Answer Book are correctly filled and no boxes are left unfilled. The correct filling up of these 6 boxes would be as under if the examination date is 10th September, 2007.

1	0	0	9	0	7
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(iii) USE OF EXTRA SHEET(S)

The box meant for indicating number of extra sheet(s) used both in Part 'A' and Part- 'B' of Answer Book should not be kept blank even in case of no use of extra sheet. In case of no use of extra sheet, 0 (Zero) should be indicated. In case use of 2 extra sheets, 02 should be written in the box both in Part 'A' and Part 'B' of the Answer Book.

(iv) MOST VITAL INFORMATION

The most vital information required to be indicated in the boxes in Part-'B' of Answer Book are CENTRE CODE, ROLL NUMBER AND SIGNATURE OF THE

CANDIDATE which are not available in Part 'A' of Answer Book. These are to be filled as under:-

(A) CENTRE CODE

Centre Code is allotted for each examination centre having two digits. If the Centre Code of Chandigarh is 3, this should be written in the boxes as 03 and not 3 only.

(B) ROLL NUMBER

4 digits roll number are allotted to all candidates appearing in SAS Examinations. Accordingly, there are 4 small boxes to indicate Roll Number. In case, candidates have been allotted Roll No. 0001, 0014, 0243 and 1137, the boxes should be filled as under:-

0	0	0	1
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0	0	1	4
---	---	---	---

0	2	4	3
---	---	---	---

1	1	3	7
---	---	---	---

and NOT as under:-

-	-	-	1
---	---	---	---

-	-	0	1
---	---	---	---

-	0	0	1
---	---	---	---

-	-	1	4
---	---	---	---

-	0	1	4
---	---	---	---

-	2	4	3
---	---	---	---

(C) SIGNATURE OF CANDIDATE

The candidates must ensure that they put their signatures in the specified boxes without fail.

A.1 The candidates are to ensure that under no circumstances the boxes are left unfilled. They should satisfy themselves that they have filled up the boxes correctly as above.

A.2 OTHER IMPORTANT ASPECTS

- (i) Candidates are required to give page number on each page of their Answer Books and Continuation Sheet (s) if used.
- (ii) In no case Roll Number will be written in Part-'A' of the Cover Page or any other place in the Answer Book.

- (iii) Roll Number is to be put only on Part 'B' of Cover Page of Answer Book and first page of Continuation Sheet on top right hand corner and nowhere else.
- (iv) Writing of Roll No. and anything unconnected with the answers asked for or making any distinct markings in the Answer Book or Continuation Sheet is strictly prohibited. Any such instance may be viewed as recourse to unfair means.
- (v) Candidates are required to write on both sides of the pages in the Answer Books.
- (vi) Candidates should be careful while demanding extra sheet(s). It would be their responsibility to use the extra sheet(s) given to them. Under no circumstances, used extra sheet(s) should be taken out of the examination hall. These are to be attached invariably alongwith the Answer Book and tagged properly.
- (vii) Candidates are required to ensure that they use CORRECT ANSWER BOOK for writing answers for COMMON SECTION AND OPTIONAL SECTION separately meant for these.
- (viii) Unused remaining pages of Answer Books and Continuation Sheet(s) should be cross marked by the candidates.
- (ix) Putting their signatures except in Part 'B' of Answer Book by the candidate elsewhere in the Answer Book or in Continuation Sheet(s) is strictly prohibited.

B. BY THE INVIGILATORS

- (a) It would be the responsibility of the Invigilators to see and ensure that the candidates correctly fill up the boxes meant for Date of Examination and Number of Extra Sheet(s) used in Part 'A' and Part 'B' of the Answer Book and also boxes meant for Centre Code, Roll Number and signature of the Candidates in Part 'B' of the Answer Book and that no boxes are left blank or incorrectly filled by the candidates.
- (b) Continuation Sheet(s) given to the Candidates are recorded in a separate register and controlled accordingly. It should be ensured that extra sheet(s) issued are invariably attached with by the candidates with their Answer Books and the register is reconciled as such. No candidates shall be allowed to take out the Continuation Sheet(s) out of the Examination Hall.
- (c) To see that the candidates do not put their signature anywhere in the Answer Books and Continuation Sheet(s) except in Part 'B' of Answer Books.

- (d) To see that candidates do not write their Roll Nos. /Centre Code in any page/place in the Answer Books and Continuation Sheet(s) except in Part-'B' of Answer Books.
- (e) To see that Page Number has been written in each page of Answer Book and continuation sheet(s).
- (f) To see that candidates use correct Answer Book while answering question on Section-I (Common to all) and Section-II/III/IV/V- ARMY, FACTORY, AIR FORCE, NAVY(OLD SYLLABUS) separately meant for these and that candidates tick/indicate OPTIONAL SECTION correctly to ensure that these column are not left unticked. This provision shall equally applicable in Answer Books for NEW SYLLABUS with slight modification in the nomenclature of the New Papers.
- (g) After satisfying themselves of the compliance of the above requirements by the candidates, the Invigilators must put their signatures indicating their names and designation on the box meant for this purpose in Part -'B' of the Answer Book.
- (h) The Invigilators may under no circumstance sign any page of Answer Book and Continuation Sheet.
- (i) If the Conducting officer is unable to read out the INSTRUCTIONS FOR THE CANDIDATES, any other Invigilator nominated by the Conducting Officer should read out the instructions audibly before start of the examination.

C. BY THE CONDUCTING OFFICERS

- (a) It is the responsibility of the Conducting Officer that he/she should, before despatching the Answer Books to HQrs. Office, ensure that the candidates fill up the boxes and tick properly the related Optinal Section both in Part-'A' and Part - 'B' of Answer Books.
- (b) To satisfy themselves that the requirements brought out in B. (a) to (i) above BY THE INVIGILATORS are complied with both by the Candidates and the Invigilators.
- (c) Thereafter the Conducting Officer, should invariably put his signature in the box meant for this purpose in PART -'B' of the Answer Book.

- (d) The Conducting Officer, should under no circumstances, sign any other pages in Answer Book and Continuation Sheet(s)
- (e) Read out audibly the INSTRUCTIONS FOR THE CANDIDATES. He may depute any other invigilator for this purpose. This is required to be done before start of the examination and after the Answer Books are distributed amongst the candidates.
- (f) The Conducting Officer is wholly responsible to ensure that all Answer Books and Continuation Sheet(s) are tagged properly and that the candidates and the Invigilators put their signatures in Part -'B' of Answer Books of each candidate and that no answer book is left unsigned either by the candidates/Invigilators or himself/herself.

4. **FORWARDING LETTERS**

In addition, shortcomings mentioned in Annexure-II have also been observed while sending Answer Books to HQrs. Office by the Conducting Officers.

5. The contents of this important Circular may be circulated widely amongst the candidates, Invigilators and Conducting officers for strict compliance and guidance. This Circular is also available in CGDA's website www.cgda.nic.in.

6. Receipt of this communication may be acknowledged.

(VISHVAJIT SAHAY)
Sr. Dy. CGDA(AN)

Telephone: 011-26109389(O)
011-26124714(R)

Copy to:

- (i) AN/IV Section
(Local) ----- for wide circulation as above.
- (ii) EDP Centre ----- for uploading.

(SUBHAS MONDAL)
Asstt. CGDA(AN)

Telephone: 011-26193079/
25682151(O)
011-26174762(R)

(Annexure - I)

- (a) The CANDIDATES have FAILED TO SIGN in Part-'B' of Answer Books on the box specified for this purpose.
- (b) The CONDUCTING OFFICERS have FAILED TO SIGN in Part-B of answer Book in the boxes specified for this purpose.
- (c) The INVIGILATORS have also FAILED TO SIGN in Part 'B' of the Answer Books in the boxes specified for the purpose.
- (d) The CANDIDATES did NOT INDICATE/TICK PROPERLY THE OPTIONAL SECTION in Part 'A'/ Part-'B' of Answer Books in respect of Paper-VII and Paper-VIII for which permissions have been granted to them.
- (e) CONTINUATION SHEETS issued were NOT UTILISED BY THE CANDIDATES.
- (f) Number of CONTINUATION SHEETS USED by the candidates have NOT BEEN INDICATED in the Boxes in Part 'A' /Part 'B'/ both in Part 'A' and Part 'B' of the Answer Book.
- (g) CONTINUATION SHEETS are FOUND SIGNED by the INVIGILATORS/CONDUCTING OFFICERS/BOTH by INVIGILATORS AND CONDUCTING OFFICERS and also by the CANDIDATES.
- (h) CENTRE CODE has NOT BEEN FOUND INDICATED in the box in Part 'B' of the Answer Book.
- (i) DATE OF EXAMINATION has NOT BEEN FOUND INDICATED in the box in Part 'A' of the Answer Book.
- (j) Roll numbers in four digits have not been found correctly filled in the Boxes. leaving one/two boxes unfilled.
- (k) Answers to questions pertaining for SECTION-I (Common to all) have been FOUND WRITTEN IN ANSWER BOOK meant for answering questions FOR OPTIONAL SECTION and vice-versa.
- (l) Optional Section has been incorrectly shown as Section-IV instead of Section-II in one of the Answer Book
- (m) Section II written separately as 2(II).
- (n) Roll Number has been found written in all pages of an Answer Book.

(Subhas Mondal)
Asstt.CGDA(AN)

Annexure-II

- (a) As per direction issued, the speed post parcel(s) is/are required to be sent to Delhi Cantt Post office- 110010 but it is observed that speed post parcel(s) has/have been sent to R.K. Puram Post Office, New Delhi-110066. Conducting officers are therefore advised to sent the Speed Post parcel to Delhi Cantt. Post Office - 110010 only.
- (b) Certificate required to the effect that " Certified that the examination where roll numbers are given in the proforma has been conducted strictly in accordance with the instructions issued by the CGDA and PCDA/CDA," has not been found endorsed in all four papers. This requirement may be noted for future compliance.
- (c) In one of the Centre, roll numbers for each candidate for whom Answer Books were sent to HQrs. office, has not been indicated in column 1 - Roll Nos. of the candidates who appeared showing total. It has been indicated as 1 to 30=30 which should have been written/indicated as under

1,2,3,4,5,6,7,8,9,10,11,12,13, 14,15,16,17,18,19,20,21,22, 23,24,25,26,27,28,29,30=30

- (d) Couple of Conducting Officers of examination Centres have sent the list of candidates appeared duly signed by the candidates. This is not required to be sent to HQrs. Office
- (e) Similarly a couple of Conuducting Officers of Examination Centres have sent a copy of of Question Paper for each Paper alongwith the Answer Books. This is not required to be sent to HQrs. Office.
- (f) Inspite of specific instructions, it has been obseved that a couple of Conducting Officers have sent Answer Books pertaining to optional Section through a separate Speed Post Parcel instead of Sending the same alongwith the Paper for Section I & II in a single Speed Post Parcel. Sending of seprate Speed Post Parcel for each Optional Section is not desirable. This may be looked into for future compliance.

(Subhas Mondal)
Asstt. CGDA(AN)