

कार्यालय, रक्षा लेखा महानियंत्रक, उलान बटार रोड, दिल्ली छावनी-10
OFFICE OF THE CGDA, ULAN BATAR ROAD, DELHI CANTT-10

No.AN/SAS/16100/SAS Exams/2016(PRELIM)

Dated:8th January, 2016

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: Preliminary Test, April, 2016 for admission to SAS Part-I Examination.

2. It has been decided by the Competent Authority to conduct the next Preliminary Test for admission to forthcoming SAS Part I Examination as per the following schedule/programme.

DAY/DATE	PAPER	SUBJECT
MONDAY 18.04.2016 10.00 AM to 12.30 PM	PAPER-1	General Principles And Procedure of Accounts and Audit (including General Organisation of Armed Forces) Maximum Marks – 100 Pass Marks 50 (for Gen candidates) 45 (for SC/ST candidates) Time allowed -- 2½ Hours Candidates are required to answer 100 questions each carrying 1 (one) mark.
MONDAY 18.04.2016 14.30 PM to 17.00 PM	PAPER-2	Codes, Manuals and Regulations concerning Army, Air Force, Navy and Factory Maximum Marks – 100 Pass Marks – 50 (for Gen candidates) 45 (for SC/ST candidates) Time allowed -- 2½ Hours
	PART-'A' Section-I (Common to all)	Candidates are to answer 50 questions each carrying 1 (one) mark.
	PART-'B' (Optional) Section-II – (Army) Section-III – (Air Force) Section-IV – (Navy) Section-V - (Factory)	Candidates may choose any one from Section-II to V irrespective of the organization in which they are serving. Candidates are to answer 50 questions each carrying 1(one) mark.

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2.1 The questions in both the Papers shall be objective type with multiple choice answers. The Question Booklets and Answer Sheets will be sent to the Conducting Officers in due course. The Answer Sheets shall be evaluated through OPTICAL MARK READING (OMR) Process.

2.2 The syllabus/subjects covered for the above two Papers in Preliminary Examination(Test) are as under:

PAPER-1 (100 Questions)

1. Introduction of Government Accounts and Audit
2. Appendix "A" to the Defence Service Estimates
3. OM Part I
4. OM Part II
5. Defence Accounts Code.
6. Defence Audit Code

PAPER-2 (100 Questions)

Part-'A'

Section- I (Common to all) (50 Questions)

1. Financial Regulations Part I (Vol.I and II)
2. Financial Regulations Part II
3. General Financial Rules.
4. OM Part XI - EDP
5. MES Regulations

Part 'B" (Optional) (50 Questions)

Section II – (Army)

1. ALAM Part I
2. OM Part IX
3. OM Part X
4. Pay and Allowances Regulations for the Army

Section III – (Air Force)

1. OM Part III
2. Air Force Local Audit Manual
3. Pay and Allowances Regulations for IAF

Section IV – (Navy)

1. OM Part VII
2. Naval Local Audit Manual
3. Pay and Allowances Regulations for the Navy

Section V – (Factory)

1. OM Part VI
2. Factory Accounting Manual
3. Pay and Allowances Rules for Industrial employees

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3. Each case of intending candidates (including those who are on deputation) will be carefully examined by a Board of officers comprising JCDA/Additional CDA/CDA/PCDA, another IDAS officer and one AO/SAO. The candidature shall be recommended as per the criteria enumerated in Rule-3 and Rule-4 of the "Rules governing the examination for admission to SAS." The approved new scheme of SAS Examination has already been circulated vide this office Most Important Circular No AN/SAS/16200/Orders/Vol X dated 12.03.2007 and subsequent orders on the subject issued from time to time.

3.1 Admission to Preliminary Test shall be open to Sr. Auditors/ Auditors/ Clerks/Typists/DEOs/Stenographers/Hindi Translators and Librarians. To be eligible for appearing in the Preliminary Test to SAS Part-I examination, a candidate must have put two years service (including continuous temporary service) in any of these grades in the Department as on the first of the month in which the examination is held i.e. 01.04.2016 provided that the candidate must have cleared probation period. This shall be applicable to candidate's uniformly i.e. departmental candidates, or those who joined the Department through SSC or Inter-departmental transfer basis. Candidates who have qualified last Preliminary Examination (Test) held in June, 2014 but absented or withdrawn their candidatures from appearing in SAS Part-I examination held in September, 2014 will be required to re-qualify in the Preliminary Examination(Test) to be eligible to appear in SAS Part-I examination scheduled to be held in due course. There shall be no limit in appearing in Preliminary Examination. SAS Apprentices are exempted from appearing in Preliminary Examination. Candidates may choose any one optional portion viz. Army, Air Force, Navy and Factory for answering question in Part-B of Paper-2 from amongst Section-II to V irrespective of the Organization in which they are presently serving.

3.2 As per SAS Rule 6 and 14(b) **the maximum chances for appearing in SAS Part-I and Part II examination will be only four for each part.** The position has also been amplified vide para 3 (I) of Hqrs. Office Most Important Circular No. AN/SAS/16200/Orders/Vol.X dated 12.03.2007. Additional chances may, however, be permitted by the CGDA as per merit of each case. Accordingly, a candidate who has availed four maximum chances for SAS Part-I examination after qualifying Preliminary Examination(Test) held in June 2007 and September 2008, are not eligible to appear again in Preliminary Examination(Test), April 2016 for getting further chances.

3.3 **It is re-iterated that only those candidates who have failed to qualify the Preliminary Examinations (Test) held in past i.e. June 2007, Sept 2008, Aug 2012 and June 2014 except the condition elucidated at para 3.1 above or not appeared in above Preliminary Examination (Test) so far would be eligible to appear. In case of disclosure of any wrong/incorrect information regarding eligibility criteria of an individual on later stage, the individual will be disqualified from the examination and benefit if any awarded consequent on passing of the examination would be taken back without assigning any further reason and without prejudice to such further action as may be taken under the provisions of the law for giving false information. An undertaking in this regard may be obtained and kept on record.**

4. Names of intending candidates who fulfill the above criteria and are recommended by the Board of Officers, may please be sent to Hqrs. Office (both hard copy as well as CD in MS Excel) in the enclosed proforma.

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5. Following instructions may be observed while completing the above proforma:-

(a) The Centre of examination will be the 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, should be forwarded to this office for consideration.

(b) The examination will be conducted at Allahabad, Bangalore, Chandigarh, Cochin, Chennai, Dehradun, Guwahati, Jaipur, Jammu, Jabalpur, Kanpur, Kolkata, Lucknow, Meerut, Mumbai, New Delhi, Patna, Port Blair, Pune-A' {PCDA(O)}, 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. 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 Roll Number may also be adhered to as far as possible.

6. Further 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 PCDA/CDA 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, Deptt. Of Personnel & Administrative reforms OM No 36021/10/76-Estt (SCT) dated 21.01.1977 regarding relaxation in qualifying standard for SC/ST 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 this office Circular No. 0611/AN/K/(Orders) dated 12.09.77. 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 as, "The list furnished to HQrs office has been prepared with reference to the information recorded in the service-book of the candidates concerned".

8.1 Candidates may also be asked to declare whether they belong to the reserved or the unreserved community as on date of this notification and such declaration may be kept on record. A specimen of the declaration is enclosed. Further, in pursuance of HQrs Office Circular No.AN/II/2151/PC-1089(N) dated 11.01.2012 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 09.09.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.

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9. For benefit of the candidates ,the tentative schedule for holding next SAS Part I and SAS Part II Examination for 2016 would be as under. The final schedule and detailed instructions for conducting each examination will be intimated separately in due course :-

(A) SAS Part-I Examination

DAY/DATE	PAPER	SUBJECT	MARKS
MONDAY 08.08.2016	Paper-I	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY – WITHOUT BOOKS)	100
TUESDAY 09.08.2016	Paper-II	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (PRACTICAL – WITH BOOKS)	100
THURSDAY 11.08.2016	Paper-III	ACCOUNTANCY	150
FRIDAY 12.08.2016	Paper-IV	SERVICE REGULATIONS (PRACTICAL – WITH BOOKS)	100

(B) SAS Part-II Examination

DAY/DATE	PAPER	SUBJECT	MARKS
MONDAY 12 12.2016	Paper-V	WORKS, STORE & INTERNAL AUDIT (PRACTICAL – WITH BOOKS)	100
WEDNESDAY 14.12.2016	Paper-VI	WORKS, STORE & INTERNAL AUDIT (THEORY – WITHOUT BOOKS)	100
THURSDAY 15.12.2016	Paper-VII	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY – WITHOUT BOOKS)	100
FRI DAY 16.12.2016	Paper-VIII	OFFICE COMMUNICATION	150
SATURDAY 17.12.2016	Paper-IX	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY & PRACTICAL)	100

10. The list of the eligible candidates for Preliminary Test may be prepared Centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri Sangeet, Dy.CGDA(SAS) latest by 10.02.2016 (WEDNESDAY) positively.** The name of the candidates who are finally selected by this office to appear in the Preliminary Test and the Roll Numbers assigned to them, will be intimated to the Principal Controllers/Controllers, as early as possible, after receipt of the proforma containing the list of candidates duly screened.

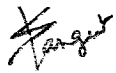
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11. It has been observed that some of the Principal Controllers/Controllers are not adhering to the date fixed for submission of the list of candidates **As the dispatch/receipt of the circular may take some time, keeping in view the time constraint, it is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploaded copy of circular on the website, without waiting for copy by post.**

12. **IMPORTANT**


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 obtain in writing from the intending candidates that they will not apply for withdrawal of their candidature from the above examination on the plea of sickness of family, domestic affairs or non-availability of books etc. It may be impressed upon the candidates that it is in their own interest to take the Preliminary Test seriously and secure qualifying marks to be eligible for appearing next SAS Part-I Examination scheduled to be held in due course.

Receipt of this communication may be acknowledged.


(Sangeet)
Dy.CGDA(SAS)

Copy to:

1. MoD(Finance) - For information.
DAD Coord, South Block,
New Delhi.
2. AN-IV Section (local) - For similar action as stated above.
3. EDP Section (Local) - For uploading on website


(Sangeet)
Dy.CGDA(SAS)

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 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 2016.

PROFORMA

PRELIMINARY TEST APRIL, 2016 FOR ADMISSION TO SAS PART I EXAMINATION

Particulars of intending candidates recommended by the PCDA/CDA for Preliminary Test for admission to
SAS Part I Examination tentatively scheduled during August 2016

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of birth	Date of Appointment in DAD	Category (Gen/ SC/ ST)	Whether physically Handicapped, if yes details of category	Station & Office where serving	Nearest centre to the candidates duty point	Marks obtained in Preliminary Test held in June 2007, Sept 2008, Aug 2012 and June 2014				Particulars of -section viz. (II) Army, (III) Air Force (IV) Navy (V) Factory of Part B of paper-2 opted by the candidate	Remarks if any
											Roll No	Paper-I	Paper-II	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Name, Designation & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name, Designation & Signature