

BY SPEED POST**MOST IMPORTANT CIRCULAR**

No.AN/SAS/16100/SAS/Prelim/July/2012

Office of the CGDA, Ulan Batar Road

Palam , Delhi Cantt – 110 010

Dated the 1st june , 2012

To

All the PCsDA/CsDA,
The Pr. Controller of Accounts(Fys), Kolkata and
All Controller of Finance and Accounts (Fys)/Chief Internal Auditor
All Pr. IFAs/IFAs

Subject: Preliminary Examination, July, 2012 for admission to SAS Part-I Examination .

The PCsDA/PIFAs/PC of A (Fys)/CsDA/IFAs/CFA(Fys)/Chief Internal Auditor are aware that for the benefit of intending candidates tentative dates for next round of SAS Examinations in New Syllabus was notified in advance vide Hqrs. Office Most Important Circular No.AN/SAS/16100/SAS Exams/2012-13 dated 16th February,2012.Approved new scheme of SAS Examination has already been circulated vide this office Most Important Circular No AN/SAS/16200/Orders/Vol X dated 12th March,2007.

2. Accordingly it has now been decided to conduct the Preliminary Examination as per the following final schedule/programme:-

SCHEDULE/PROGRAMME**(C) PRELIMINARY EXAMINATION, July, 2012**

DAY/DATE	PAPER	SUBJECT	
<u>TUESDAY</u> 31.07.2012 1000 Hrs to 1230 Hrs	PAPER-1	General Principles and Procedure of Accounts and Audit (including General Organisation of Armed Forces) Maximum Marks – 100 Pass Marks 60 (for Gen candidates) 55 (for SC/ST candidates) Time allowed -- 2½ Hours Candidates are required to answer 100 questions each carrying 1 (one) mark.	
<u>TUESDAY</u> 31.07.2012 1430 Hrs to 1700 Hrs	PAPER-2	Codes, Manuals and Regulations concerning Army, Air Force, Navy & Factory Maximum Marks – 100 Pass Marks – 60 (for Gen candidates) 55 (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 questions 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 are as under:**

PAPER-1 (100 Questions)

13. Introduction of Government Accounts and Audit
14. Appendix "A" to the Defence Service Estimates
15. OM Part I
16. OM Part II
17. Defence Accounts Code.
18. Defence Audit Code

PAPER-2

Part-'A'

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

11. Financial Regulations Part I (Vol.I and II)
12. Financial Regulations Part II
13. General Financial Rules.
14. OM Part XI - EDP
15. MES Regulations

Part 'B" (Optional) (50 Questions)

Section II – (Army)

9. ALAM Part I
10. OM Part IX
11. OM Part X
12. Pay and Allowances Regulations for the Army

Section III – (Air Force)

7. OM Part III
8. Air Force Local Audit Manual
9. Pay and Allowances Regulations for IAF

Section IV – (Navy)

7. OM Part VII
8. Naval Local Audit Manual
9. Pay and Allowances Regulations for the Navy

Section V – (Factory)

7. OM Part VI
8. Factory Accounting Manual
9. Pay and Allowances Rules for Industrial employees

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."

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. 01.07.2012 provided that the candidate must have cleared probation period. This shall be applicable to candidates 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 held in September 2008 but absented or withdrawn their candidatures from appearing in SAS Part-I examination held in April , 2009 will be required to re-qualify in the Preliminary Examination to be eligible to appear in forthcoming SAS Part-I Examination . There shall be no limit in appearing in Preliminary Examination. SAS Apprentices are exempted from appearing 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.

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/Floppy in MS Excel) in the enclosed proforma.

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 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, Visakhapatnam 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 Roll Number may also be adhered to as far as possible.

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 which was dispensed with in consonance with DoP &T OM No 36012/23/96-Estt(Res) dated 22.07.1977 and subsequently reintroduced vide DoP &T OM No 36012/23/96-Estt (Res) Vol II dated 3.10.2000 -Estt, regarding relaxation of standard in case of SC/ST candidates in qualifying examinations, it has been decided by the CGDA to lower/relax the qualifying standard for SC/ST candidates appearing in this examination upto a maximum extent of 5% in individual papers. This may be brought to the notice of all SC/ST candidates.

7. Names of candidates who belong to reserved community may please be furnished to this office while sponsoring their names as per instructions contained in this Office Circular No.0611/AN/-K/(Orders) dated 12.09.77. The list 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 themselves. 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". 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.

8. The list of the eligible candidates may be prepared Centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri J.K.Tharmatt , IDAS, Assistant CGDA (Admin) latest by 25th June, 2012 (Monday) positively.** It has been observed that some of

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the Principal Controllers/Controllers are not adhering to the date fixed for submission of the list of candidates. **It is therefore enjoined upon that Keeping in view of the time constraint all efforts should, be made to adhere to this date to enable us to hold the examination as per the time schedule and necessary action be initiated on top priority based on hoisting of the circular on CGDAs website.** The name of the candidates who are finally selected by this office to appear in the Preliminary Examination 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.

9. **IMPORTANT**

Absentism 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 Examination seriously and secure qualifying marks to be eligible for appearing in forthcoming SAS Part-I Examination.

10. Receipt of this communication may be acknowledged.


(J.K.Tharmatt)
Asstt.CGDA(AN)
Tel.25674854 (O)

Copy to:

- | | | |
|--------------------------|---|---|
| 1. AN/IV Section (local) | - | For similar action as stated above. |
| 2. ✓ EDP Section (Local) | - | For uploading on website |
| 3 AN VIII Section(Local) | - | For information wrt their U.O.No AN/VIII/0698/SAS Examination dated 10.05.2012. |


(J.K.Tharmatt)
Asstt. CGDA(AN)
Tel.25674854 (O)

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 2012.

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PROFORMA

PRELIMINARY TEST FOR ADMISSION TO SAS PART I EXAMINATION

Particulars of intending candidates recommended by the PCDA/CDA for preliminary Test for admission to forthcoming SAS Part I Examination

Sl.No	Name of the candidate	Account No.	Grade	Sex	Date of birth	Date of Appointment in DAD	Category (Gen/ Sci/ ST)	Station & Office where serving	Nearest centre to the candidates duty point	Marks obtained in Preliminary Test held on 08 th Sep, 2008			Particulars of -section viz. (II) Army, (III) Air Force (IV) Navy (V) Factory of Part B of paper-2 opted by the candidate	If not appeared in PE Sep, 2008, the reasons therefore i.e. absent or withdrawn	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