

SPEED POST

Most Important Circular

No.AN/SAS/16101/SAS-I/APRIL/2013
Office of the CGDA,
Ulan Batar Road ,Palam,
Delhi Cantt – 110 010
Dated 19th Oct, 2012

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)
Including Chief Internal Auditors.

Subject: SAS Part-I Examination (NEW SYLLABUS) scheduled to be held in APRIL, 2013.

Reference: In continuation of this HQrs. Office Circular No.AN/SAS/16102/ SAS-II/NS/ APR/ 2008 dated 07 November, 2007.

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. Accordingly it has now been decided to hold SAS Part-I Examination in the NEW SYLLABUS as per final programme below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 8.04.2013	Paper-I	10.00 AM TO 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY –WITHOUT BOOKS)	100
TUES DAY 09.04.2013	Paper-II	10.00 AM TO 1.00 PM	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (PRACTICAL –WITH BOOKS)	100
WEDNESDAY 10.04.2013	Paper-III	10.00 AM TO 1.00 PM	ACCOUNTANCY	150
FRI DAY 12.04.2013	Paper-IV	10.00 AM TO 1.00 PM	SERVICE REGULATIONS (PRACTICAL –WITH BOOKS)	100

Note: No Examination on 11.04.2013 (THURSDAY)

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

- (a) Those who qualified Preliminary Examination held on 21.8.2012.
- (b) those who could not qualify SAS Part-I Exam held in April, 2009 (having appeared in all Papers in April 2009) but qualified Preliminary Examination held in Sept 2008.
- © those candidates who passed Preliminary Examination in Sept,2008 and failed in SAS Part-I examination held in April,2009 (having appeared in all Papers but scored exemption marks in one or more Papers' (Paper-I or II or III or IV) shall not require to appear in such paper.
- (d) those candidates who passed Preliminary Examination in June 2007 and failed in subsequent SAS part I Examinations held in Nov ,2007 and April 2009 ,provided

the candidate has appeared in all Papers in SAS Part I Examination ,Nov 2007 which was immediate SAS part I examination in terms of Rule 4 of SAS Rule . Further candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not require to appear in such paper.

3. Names of intending candidates who fulfill the prescribed criteria and are recommended by the Board of Officers and accepted by PCDA/CDA concerned may please be sent (both hard copy as well as CD/floppy in MS Excel) in the enclosed proforma to CGDA's office on the address and within the scheduled date as mentioned at Para-3 below.

4. 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 as per Rule 5(vi) Paper-IV Sub-rule (c) subject to according permission by CGDA.
- (b) Requests for change of centre shall not be entertained after notification of approved list of candidates as mentioned in Rule 24. However, in case where due to exceptional circumstances, a candidate desires to take the examination at a centre other than the one nearest to the candidate's duty point, an application by the candidate containing specific recommendations of the Principal Controller/ Controller shall be sent to HQrs. 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 HQr. Office.
- (c) The examination shall 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'(O), Pune 'B'(SC) , 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 their Roll Number may also be adhered to as far as possible.
- (d) Syllabus and the list of books prescribed in respect of each paper(i.e. paper I,II,III &IV) are enclosed as Annexure "A" to this circular.

5. 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 four 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 has opted 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 21.1.77 regarding relaxation of standards in the case of 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. 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 12.9.77. 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". 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.


7. The list of candidates may be prepared centre-wise strictly according to the proforma enclosed and dispatched by name to **Shri J.K.Tharmatt, IDAS, Assistant CGDA(AN) latest by 7th December 2012..** It has been observed that in past some of the Pr. Controllers/Controllers are not adhering to the date fixed for submission of the list of candidates and HQrs office has received requests for allotment of Roll Nos to the candidates even after dispatch of Examination materials which resulted in lot of inconvenience at all levels. It may be noted that no request for allotment of Roll Nos to candidates received after the cut off date will be entertained except due to unavoidable administrative reasons and responsibility of the same will devolve on respective office. All efforts should, therefore be made to adhere to this date to enable us to hold the examination as per the time schedule. The name of the candidates who are finally selected by this HQrs. Office to appear in the examination and the Roll Numbers assigned to them, shall be intimated to the Principal Controllers/Controllers, as soon as possible after receipt of the proforma.

8. Since SAS Part-I Examination in new syllabus is being held after a considerable long period, 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. It is likely that candidates are not making full use of training classes where these are held under the scheme contained in our No.AN/0611/AN/K, dated 17/7/58 (as amended). The Principal Controllers/Controllers are requested to take steps to see that the candidates take adequate interest in the training classes and attend the same regularly.

9. Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. Principal Controllers/Controllers are requested to get 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 examination seriously. Absent from this examination may result in to re-qualify the preliminary examination in terms of SAS Rules 6 besides forfeiting this precious chance.

10. Detailed rules governing SAS Examinations together with detailed new syllabus, recommended books etc. have already been notified and circulated to all our Principal Controllers/Controllers/IFAs/CIAs vide this office Most Important Circular No.AN/SAS/16200/Order/Vol.X dated 12.3.2007. Rules referred to in the preceding paras are The Rules governing the examination for admission to the Subordinate Accounts Service (SAS) in Defence Accounts Department which have been circulated as Annexure 'A' to our ibid Most Important Circular.

11. Receipt of this communication may be acknowledged.


(J.K.Tharmatt)
Assistant CGDA(AN)

Copy to:

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


J.K.Tharmatt)
Assistant CGDA(AN)

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 SC/ST 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.

PROFORMA

SAS PART I EXAMINATION – (NEW SYLLABUS) SCHEDULED TO BE HELD IN APRIL 2013
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I 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 candidate's duty point	Marks obtained in Preliminary Examination held on 21-8-2012			Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	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.	Paper I	Paper II				Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name and Signature

Page 5 of 19

PROFORMA

SAS PART I EXAMINATION – (NEW SYLLABUS) SCHEDULED TO BE HELD IN APRIL, 2013
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I 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	Marks obtained in Preliminary Examination held on 8-09-2008				Marks obtained in SAS Part-I Examination April 2009					
										Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Paper-III	Paper-IV	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	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
21	22	23

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

Page 6 of 19

FRUKUKIMA

SAS PART I EXAMINATION – (NEW SYLLABUS) SCHEDULED TO BE HELD IN APRIL, 2013
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I Examination

THIRD 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	Marks obtained in Preliminary Examination held on 8-09-2008				Marks obtained in SAS Part-I Examination Nov 2007					
										Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Paper-III	Paper-IV	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Roll No	Marks obtained in SAS Part-I Examination April 2009				Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	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	
	Paper I	Paper II	Paper III	Paper IV				
21	22	23	24	25	26	27	28	29

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

Page 7 of 19

SYLLABUS AND LIST OF BOOKS
FOR SAS PART-I

PAPER-I

**ORGANISATION AND FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY -
WITHOUT BOOKS)**

SYLLABUS

Organisation, Role & Function, Duties & Responsibilities of: -

- Ministry of Defence and Defence Finance.
- Defence Accounts Department
- Controller General of Defence Accounts
- Different Pr.CsDA/PCA (Fys)/CsDA including CDA (BR) and PAO (GREF)/CF&A (Fys.)/ CDA Funds).
- Army, Air Force & Navy (including Services HQrs. and their Command & Control Structure).
- Inter - Service Organisations
- Other Agencies like GREF, Coast Guard Organisations, DRDO etc. dealt with by the DAD.

Functions of Pay Accounts Office under Ministry of Defence.

Organisation and work dealt with by various Sections of a Controller's Office.

General Principles regarding working of Controllers offices including PCDA, New Delhi.

General Duties of Group Officers, ACDA-in-charge/ AO/ O/ Hindi officer/ AO/ O (A).

Organisation and Functions of Ministry of Finance and the various Divisions thereof,

Role and Functions of the Controller General of Accounts.

Duties & Power of Comptroller & Auditor General of India.

CCS (Conduct) Rules

CCS (CCA) Rules

All Chapters except Chapter - II of OM Part I

Right to Information.

Central Information Commission

Defence Audit Code :

Scope of Audit - General principles and rules of audit - Audit against provision of funds- Audit of receipts and recoveries - Unit allowances, contingent and miscellaneous expenditure - Contracts, expenditure on supplies and hired land transport - Miscellaneous accounts and payments - Imported stores - results of audit and financial irregularities - Appropriation Accounts of the Defence Services - report of the Comptroller and Auditor General of India, Union Government (Defence Services) - Power of the Controller General of Defence Accounts - Power of Controller of Defence Accounts.

Defence Accounts Code;

General Principles and Methods of Accounting - General Outlines of the system of Accounts - General Principles and methods of Accounts - Rules regulating Inter - Department Transfers - Rules regulating the Accounting of recoveries of expenditure in Govt. Accounts - General Rules and procedures applicable to Defence Proforma Account - Detailed Accounting Procedure

regarding the adjustment of transactions relating to Defence Proforma Account - Exchange Accounts between Controllers of Defence Accounts - Compilation and Books - Defence Ledger - verification of Balances - Estimates and Control over Expenditure - Budgetary Control over Defence Expenditure - Cash Assignments - Deposits - Advances and Suspense - Accounting of Expenditure met out of the Contingency Fund of India of "Charged" Expenditure - Miscellaneous - Appendices.

Receipts and Payment Rules :

Withdrawal from the Govt Accounts - General rules relating to claims for withdrawals and manner of payments.

Introduction of Indian Govt Accounts and Audit ;

Govt and commercial system of Accounts and Audit - Structure of Govt Accounts - Separation of Audit and Accounts - functions and spirit of Audit - Regulatory and Propriety Audit - Economy efficiency and Effectiveness Audit - General Audit and Local Audit.

Civil Accounts Manual to the extent of CID Schedule adjustment

Financial Regulations Part I

Definitions of various terms used in the Financial Regulations.
General Principles of Finance and Standards of Financial Propriety.
Sanction of Expenditure.
Losses, Wastage and Damage to Public Property.
Audit Objections and Recoveries.
Security Deposits.
Contracts.
Universal service condition and grant of fee, Honoraria and Rewards.
Contingent and Miscellaneous Charges.
Cheques, Bank Drafts, Military Treasury Remittances & Cash Assignments.
Telephones.
Rules peculiar to Army and/or Air force.
Rules peculiar to the Indian Navy.

Financial Regulations Part- II

1. Annual Training Grant and Minor Training Grant of AF
2. Field Practices and Training Grant.
3. Technical Training and Instructional Equipment Grant - Corps of Signals.
4. Technical Training Grant - Corps of EME.
5. Signal Works Services Grant
6. Monitory Grant in respect of Cadets.
7. Educational Training Grant
8. Rules for the guidance of O i/c of MTC in obtaining funds, making payments and preparing their accounts.
9. Guidance for officers who receive and handle cash.
10. Welfare, Amenities and Literature Grant.
11. Entertainment Grant placed at the disposal of COAS/VCOAS/GOC-IN-C COMMNAD.
12. Special grant placed at the disposal of the Chief of the Army Staff.

13. Special grant placed at the disposal of the CNS.
14. Entertainment Grant placed at the disposal of CNS/VCNS FOC-IN-C Commands.
15. Entertainment Grant placed at the disposal of CAS/VCAS AOC-IN-C Commands.
16. Certain Grants and Funds in the Air Force.
17. Annual Training Grant for the Indian Navy.
18. Field Imprest Payment Instructions.
19. Instructions for the guidance of Field Cashiers.
20. Supply and Services Imprest.
21. Technical Training and Instructional Equipment Grant - Mechanised Inf Regt.
22. Sailors basic Training Grant.

LIST OF BOOKS

OM Part – I (except Chapter-II) including working of PCDA, New Delhi
 OM Part-II Vol.-I
 Defence Service Regulation (Regulations for Army Part –I Chapter-I)
 Appendix “A” to Defence Service Estimates.
 Appendix “B” to Defence Service Estimates
 Annual Report of Ministry of Defence (Current Year).
 Comptroller & Auditor General Duties, Power, Conditions of Service Act, 1971 and organisation of
 Controller General of Accounts
 CCS (CCA) Rules,
 CCS (Conduct) Rules
 RTI Act, 2005 and amendments thereto.
 Defence Audit Code
 Defence Accounts Code
 Receipt & Payments Rules, 1983 (Part III Section I)
 Introduction to Government Accounts and Audit (Chapter – 6, 7, 8, 15 to 18)
 Classification Hand Book, Defence Services – Receipts & Charges,
 Pamphlet of Revenue, Debt and Remittance Heads.
 Civil Accounts Manual (Portion relating to CID schedule adjustment)
 Financial Regulations Part - I (Vol-I and II)
 Financial Regulations Part - II [Chapter – 1 to 5 and 9 (list of Appendices 1 to 8, 10,13,13A, 19, 22 to
 30)]
 OM Part-XIII [CDA (BR) and PAO (GREF)]

SYLLABUS AND LIST OF BOOKS
FOR SAS PART-I

PAPER-II

**ORGANISATION AND FUNDAMENTALS OF AUDIT AND ACCOUNTS (PRACTICAL-
WITH BOOKS)**

SYLLABUS

Organisation, Role & Function, Duties & Responsibilities of: -

- Ministry of Defence and Defence Finance.
- Defence Accounts Department
- Controller General of Defence Accounts
- Different Pr.CsDA/PCA (Fys)/CsDA including CDA (BR) and PAO (GREF)/CF&A (Fys.) / CDA Funds).
- Army, Air Force & Navy (including Services HQrs. and their Command & Control Structure).
- Inter - Service Organisations
- Other Agencies like GREF, Coast Guard Organisations, DRDO etc. dealt with by the DAD.

Functions of Pay Accounts Office under Ministry of Defence.

Organisation and work dealt with by various Sections of a Controller's Office.

General Principles regarding working of Controllers offices including PCDA, New Delhi.

General Duties of Group Officers, ACDA-in-charge/ AO/ O/ Hindi officer/ AO/ O (A).

Organisation and Functions of Ministry of Finance and the various Divisions thereof,

Role and Functions of the Controller General of Accounts.

Duties & Power of Comptroller & Auditor General of India.

CCS (Conduct) Rules

CCS (CCA) Rules

All Chapters except Chapter - II of OM Part I

Right to Information.

Central Information Commission

Defence Audit Code :

Scope of Audit - General principles and rules of audit - Audit against provision of funds- Audit of receipts and recoveries - Unit allowances, contingent and miscellaneous expenditure - Contracts, expenditure on supplies and hired land transport - Miscellaneous accounts and payments - Imported stores - results of audit and financial irregularities - Appropriation Accounts of the Defence Services - report of the Comptroller and Auditor General of India, Union Government (Defence Services) - Power of the Controller General of Defence Accounts - Power of Controller of Defence Accounts.

Defence Accounts Code;

General Principles and Methods of Accounting - General Outlines of the system of Accounts - General Principles and methods of Accounts - Rules regulating Inter - Department Transfers -

Rules regulating the Accounting of recoveries of expenditure in Govt. Accounts - General Rules and procedures applicable to Defence Proforma Account - Detailed Accounting Procedure regarding the adjustment of transactions relating to Defence Proforma Account - Exchange Accounts between Controllers of Defence Accounts - Compilation and Books - Defence Ledger - verification of Balances - Estimates and Control over Expenditure - Budgetary Control over Defence Expenditure - Cash Assignments - Deposits - Advances and Suspense - Accounting of Expenditure met out of the Contingency Fund of India of "Charged" Expenditure - Miscellaneous - Appendices.

Receipts and Payment Rules :

Withdrawal from the Govt Accounts - General rules relating to claims for withdrawals and manner of payments.

Introduction of Indian Govt Accounts and Audit :

Govt and commercial system of Accounts and Audit - Structure of Govt Accounts - Separation of Audit and Accounts - functions and spirit of Audit - Regulatory and Propriety Audit - Economy efficiency and Effectiveness Audit - General Audit and Local Audit.

Civil Accounts Manual to the extent of CID Schedule adjustment

Financial Regulations Part I

Definitions of various terms used in the Financial Regulations.
General Principles of Finance and Standards of Financial Propriety.
Sanction of Expenditure.
Losses, Wastage and Damage to Public Property.
Audit Objections and Recoveries.
Security Deposits.
Contracts.
Universal service condition and grant of fee, Honoraria and Rewards.
Contingent and Miscellaneous Charges.
Cheques, Bank Drafts, Military Treasury Remittances & Cash Assignments.
Telephones.
Rules peculiar to Army and/or Air force.
Rules peculiar to the Indian Navy.

Financial Regulations Part- II

1. Annual Training Grant and Minor Training Grant of AF
2. Field Practices and Training Grant.
3. Technical Training and Instructional Equipment Grant - Corps of Signals.
4. Technical Training Grant - Corps of EME.
5. Signal Works Services Grant
6. Monetary Grant in respect of Cadets.
7. Educational Training Grant
8. Rules for the guidance of O i/c of MTC in obtaining funds, making payments and preparing their accounts.
9. Guidance for officers who receive and handle cash.
10. Welfare, Amenities and Literature Grant.

11. Entertainment Grant placed at the disposal of COAS/VCOAS/GOC-IN-C COMMNAD.
12. Special grant placed at the disposal of the Chief of the Army Staff.
13. Special grant placed at the disposal of the CNS.
14. Entertainment Grant placed at the disposal of CNS/VCNS FOC-IN-C Commands.
15. Entertainment Grant placed at the disposal of CAS/VCAS AOC-IN-C Commands.
16. Certain Grants and Funds in the Air Force.
17. Annual Training Grant for the Indian Navy.
18. Field Imprest Payment Instructions.
19. Instructions for the guidance of Field Cashiers.
20. Supply and Services Imprest.
21. Technical Training and Instructional Equipment Grant - Mechanised Inf Regt.
22. Sailors basic Training Grant.

LIST OF BOOKS

OM Part – I (except Chapter-II) including working of PCDA, New Delhi
 OM Part-II Vol.-I
 Defence Service Regulation (Regulations for Army Part –I Chapter-I)
 Appendix “A” to Defence Service Estimates.
 Appendix “B” to Defence Service Estimates
 Annual Report of Ministry of Defence (Current Year).
 Comptroller & Auditor General Duties, Power, Conditions of Service Act, 1971 and organization of
 Controller General of Accounts
 CCS (CCA) Rules,
 CCS (Conduct) Rules
 RTI Act, 2005 and amendments thereto.
 Defence Audit Code
 Defence Accounts Code
 Receipt & Payments Rules, 1983 (Part III Section I)
 Introduction to Government Accounts and Audit (Chapter – 6, 7, 8, 15 to 18)
 Classification Hand Book, Defence Services – Receipts & Charges,
 Pamphlet of Revenue, Debt and Remittance Heads.
 Civil Accounts Manual (Portion relating to CID schedule adjustment)
 Financial Regulations Part - I (Vol-I and II)
 Financial Regulations Part - II [Chapter – 1 to 5 and 9 (list of Appendices 1 to 8, 10,13,13A, 19, 22 to
 30)]
 OM Part-XIII [CDA (BR) and PAO (GREF)]

SYLLABUS AND LIST OF BOOKS
FOR SAS PART-I

PAPER-III

ACCOUNTANCY

SYLLABUS

Section I : Final Accounts

Final Accounts- Trading Account, Manufacturing Account, Profit and Loss Account and Balance Sheet etc. Also as per topics given in Problem Portion of Section-III.

Section II : Costing

Objects and Principles of Cost Accounting.

Different methods of Cost Accounting.

Elements of Cost - Direct Labour, Direct Material, Direct Expenses and overheads; their classification apportionment and charging.

Cost Control Accounts, Reconciliation of Cost and Financial Accounts.

Cost Systems - Job costing and process costing.

Marginal Costing, Cost-Volume-Profit relationship; Break-even analysis.

Section-III (Theory and Practical Problem)

Problems

- Accounting process leading to the preparation of Trial Balance including rectification of errors
- Preparation of Financial Statements (other than Companies)
- Trial balance and Adjustments
- Preparation of Financial Statements (other than Companies)
- Trading and Profit and Loss Accounts
- Preparation of Financial Statements (other than Companies)
- Balance Sheet.
- Cash Book with and without Bank and Discount columns - Petty Cash Book - Imprest System of Petty Cash
- Cash and Banking transactions - Preparation of Bank Reconciliation Statement
- Receipt and Payments Account - Income and Expenditure Account and Balance Sheet

Preparation of accounts from incomplete records (Single Entry) - Interpretation and analysis of financial statements - simple ratio analysis.

Theory

Objects of Book-keeping, Double Entry System and its principles - Accounting concepts - Advantages of Double Entry Book-Keeping over Single Entry Book-Keeping - Personal Accounts - Real Accounts and Nominal Accounts - Journal - Purchases Book - Ledger - Inventory valuation

methods & choice of method - Accrual versus cash basis of accounting - Depreciation & methods of Depreciation - Reserves & other Funds - Capital and Revenue Accounts.

Basic principles relating to Company Accounts - Meaning of Joint Stock Companies - Types of Companies - Formation of Joint Stock Company - Classes of Shares - Share Capital of Company - Application - Allotment - Call and issue of Shares - Difference between Calls in Arrears and Calls in Advance - Issue of Shares at Premium - Issue of Shares at Discount Forfeiture of Shares - Re-issue of Forfeited Shares - Statutory books to be kept - form and contents of Balance Sheet and Profit and Loss Account.

LIST OF BOOKS

Double Entry Book- Keeping - J.R.Batliboi
Advanced Accounting - Sukla & Grewal
Advanced Accounting - J. R. Batliboi

SYLLABUS AND LIST OF BOOKS
FOR SAS PART-I

PAPER-IV

SERVICE REGULATIONS
(PRACTICAL - WITH BOOKS)

SYLLABUS

Section-I Pay & Allowances (Civil)

Standard Pay scale - Fixation of pay under Fundamentals Rules - Stepping up of pay, removal of anomalies - Fixation of pay of Re-employed Pensioners - Increments - Advance Increments - Stagnation Increments - Lump-sum Incentive for acquiring higher qualification - Incentive for promoting small family norms - Incentive for Hindi.

Dearness Allowance, HRA, CCA and CCA to certain places under specific sanction and admissible under Special Orders - Transport Allowance - Washing Allowance - Cycle Allowance - Over Time Allowance - Fee and Honorarium.

Joining Time when admissible - Amount of Joining Time - Extension of Joining Time - Un-availed Joining Time.

General conditions governing the grant of Children's Educational Allowance - Reimbursement of Tuition Fees and Hostel Subsidy.

General Provisions governing the Central Government Health Scheme for Serving Employees and Pensioners CGE Group - Insurance Scheme - Scope - Insurance and Saving Funds - Membership, Monthly Subscription and Amount of Insurance Cover.

Medical Attendance Rules - Medical Facilities in India and Outside India - Reimbursement of charges of special nursing - Artificial Appliances - Authorised Medical Attendants - Recognised Hospitals - Concessions for family - Relaxation of Rules. Calculation of Medical Reimbursement Claim - Live Case.

Other Service Matters - Service Book - verification of Service - Date of Birth and its subsequent alteration - Change of Name - forwarding of application for other employment.

Interest Free and Interest Bearing Advance - General Conditions - Special Conditions - Power of Sanction - Amount of Advance - Adjustment of Advance.

Travelling Allowance - Grades of Government Servants - Daily Allowance - Journey by Air/Sea - TA on Tour/Local Journey/Transfer/Retirement - Advance of TA - Conveyance Allowance.

Leave Travel Concession: Eligibility Entitlements - Reimbursement - Advance of LTC to Home Town/Any Place in India - Encashment of EL during LTC - Misuse of LTC.

Income Tax - (Income Classification, Tax Deduction at source) - Definition of Salary (Arrears of Salary) - HRA - Rent Free accommodation - Deductions - taxable Income - Income Tax - Rebate in Tax - Incentives for Savings.

Calculation of Income Tax - Live Case.

Government Quarters - Allotment of Quarters - Licence Fee - Out of turn allotment on Medical grounds - Retention of Quarters - Subletting of Quarters - All kinds of Leave.

Section - II; Provident Fund & Pension

Provident - Fund: Eligibility - Amount of Subscription, Emoluments - Enhancement/Reduction of Subscription - Interest - Nomination - Advances and withdrawals from Provident Fund - General Provident Fund (CS). Maintenance Accounting, Transfer of Balance, Final Settlement of Provident Fund, D.S.O.P Fund, AFPP Fund, NOP Fund, AFOP Fund.

Pension - Qualifying Service - Counting of Previous Civil/Military Service for pension on re-employment - Emoluments and Average Emoluments - Classes of Pension - Family Pension - Extra Ordinary Pension - calculation of Pension - Gratuity -

Authorisation of Pension and Gratuity - Payment of Pension - Commutation of Pension - Encashment of Leave - Dearness relief to pensioners, Pension through Public Sector Bank/ Post Office Saving Bank - Voluntary Retirement - Resignation, Removal/ Dismissal - Missing Employee

Pension Regulation for Services (Part-I) - General - Commissioned Officers - JCOs/ORs. NCs (E) - Defence Security Corps - Territorial Army - Commutation of Pension - Appendices.

Pension Regulations for Services (Part-II) - General Regulations - grant of Pension and Gratuities - Anticipatory Pensions, Advance of Pensions, Provisional Payment of Family Pension Gratuity and Pending Enquiry Awards - Payment of Pensions - Limitation of Claims - Recoveries and over Payment - Procedure For Commutation of Pension.

SECTION -III; PAY & ALLOWANCES (SERVICES)

Syllabus of this Section will cover all the chapters of the list of Books given in the "List of Books Portion of this Section".

In addition, maintenance, accounting, transfer of balance and final settlement of accounts on Pay and Allowances.

Army Group Insurance Scheme.

Pay Rules and Leave Rules for Industrial Employees in Factory.
Travel Regulation applicable to Defence.Civilians in Factory.

LIST OF BOOKS

Section I - P&A (CIVIL)

General Financial Rules (Chapter 6, 7, 11, 14, 16)
Fundamental Rules & Supplementary Rules (Part I to V) i.e.

- Part I - General Rules.
- Part II- T.A. Rules.
- Part III- CCS (Leave) Rules, 1972.
- Part-IV- Dearness Allowances.
- Part-V - HRA/CCA.

Central Govt. Employees Group Insurance Scheme
Medical Attendance Rules
Leave Travel Concession Rules
Children's Educational Assistance Rules
House Building Advance Rules
Overtime Allowance Rules
CCS(Revised) Pay Rules, 2008 – Sixth Pay Commission
Circular issued on deduction of Income Tax at source from salaries issued by Central Board of Direct Taxes every year.
CSR Vol. I & II

SECTION- II-PROVIDENT FUND AND PENSION

General Provident Fund (Central Services) Rules
Contributory Provident Fund (India) Rules
CCS Pension Rules 1972.
Dearness Relief to Pensioners
Pension Regulations I & II
AFPP Fund Rules
DSOP Fund Rules
NOPF Rules
AFOPF Rules
GPF (DS) Rules.

SECTION -III; PAY & ALLOWANCES (SERVICES)

A) ARMY

P&A Regulations (Officers)
P & A Regulations (ORs)
Leave Rules for the Services Volume I (Army)
Provisions of Travel Regulations peculiar to the Services
Army Group Insurance Scheme
OM Part IX
OM Part X

B) AIR FORCE

P & A Regulations for the IAF
Leave Rules for the Services Volume III (Air Force)
Provisions of Travel Regulations peculiar to the Services

C) NAVY

P & A Regulation for Navy
Leave Rules for the Services Vol-II-Navy
Provisions of Travel Regulations peculiar to the Services

D) FACTORY

OM Part VI
Travel Regulation for Defence Civilians
Pay Rules for Industrial Employees
Leave Rules for Industrial Employees
Travel Regulations application for Defence Civilians.

NOTE:- This paper will also contain besides questions on the books prescribed, question on financial principles and procedures and on Regulations on pay, Leave, Pension and regulations, Travelling Allowances which are to be applied in audit in Defence Accounts Department
