



सत्यमेव जयते

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,

UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

फैक्स/FAX:0361-2640204

फोन/Ph:0361-2640394,2641142



No. AN/IC/SAS-II/Dec/2016

Dated:21/09/2016

**MOST IMPORTANT CIRCULAR**

To,

- 1 All Sections of MO CDA Guwahati.
- 2 All Sub-Offices

Subject: SAS Part-II Examination scheduled to be held in December, 2016

Ref : HQrs Office Most Important Circular No. AN/SAS/16102/SAS-II/DEC/2016 /PROG Dated 15/09/2016

It has been decided by HQrs office that SAS Part-II Examination will be held as per under mentioned programme:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 12/12/2016	Paper-V	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT ( PRACTICAL-WITH BOOKS	100
WEDNESDAY 14/12/2016	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY- WITHOUT BOOKS)	100
THURSDAY 15/12/2016	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY- WITHOUT BOOKS)	100
FRIDAY 16/12/2016	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
SATURDAY 17/12/2016	Paper-IX	10.00 AM to 11.30 AM 12.00 AM to 01.30PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

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) NORMAL CHANCE**

- (a) Those who qualified SAS Part-I Examination held in August 2016 including SAS Apprentice.
- (b) Those who qualified SAS Part-I Examination, May 2015 (Including SAS Apprentice) but could not qualify SAS Part-II Exam held in November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).

Contd.....P/2

- (c) Those who qualified SAS Part-I Examination, September 2014 but could not qualify SAS Part-II Examination February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).
- (d) Those who qualified SAS Part-I Examination December 2013 but could not qualify SAS Part-II Examination May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper(s).

**(B) SPECIAL CHANCE**

(a) Those candidates who passed SAS Part-I Examination, November 2007, but could not qualify SAS Part-II Examination in April 2008, November 2009, September 2013 & May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).

(b) Those who qualified SAS Part-I Examination, April 2009 but could not qualify SAS Part-II Examination held in November 2009, September 2013, May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).

(c) Those who qualified SAS Part-I Examination, April 2013 but could not qualify SAS Part-II Examination held in September 2013, May 2014, February 2015 and November 2015. Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).

(d) Only those SAS Apprentice who have qualified in SAS Part-I Examination September 2014 but could not qualify SAS Part-II Examination February 2015 and November 2015. Further Candidates scoring exemption marks in one or more Papers (Paper V or VI or VII or IX) shall not be required to appear in such paper (s).

**Note: No application for withdrawal would be considered for candidates availing special chance.**

3. Names of intending candidates who fulfill the prescribed criteria may be furnished as per the prescribed proforma **duly** completed in all respect and countersigned by the Officer in Charge of Sections in Main Office and Head of Sub-Offices in confidential cover addressed to Shri H B Dutta, Sr. Accounts Officer (AN) of this office so as to reach this office latest by 03/10/2016. Applications received after the above mentioned date will under no circumstances be entertained. Information sent through Telegram/Signal/FAX will not be considered till the receipt of post copy along with prescribed proforma by due date. Exemption marks obtained, if any by the candidate should clearly be shown in the proforma.

4. Detailed information about the guidelines, Syllabus and application proforma etc. may please be downloaded from the CGDA website without waiting for original letter/circular from this office.

Contd.....P3/-

5. The following instructions may please be observed while completing the above proforma.
- (a) Candidates shall have to choose any one from (A) Army, (B) Air Force, (C) Navy and (D) Factory 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. 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 HQrs. Office.
  - (c) The examination shall be conducted at Guwahati center of this organization provided sufficient candidates are appearing there from. The centers 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. Rule 25 of SAS Rules 2007 in respect to freezing of transfer of candidates after notification of their Roll Number may also be adhered to.

6. 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 and Zero marks will be awarded.** 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.

6.1 Of late it is observed by the HQrs Office that candidate are attempting the optional section in the Answer Book for compulsory section or attempting all the section in one answer book. **It is brought to the notice of all the candidates that the section opted by the candidate in Paper V and VI is to be attempted in the separate Answer Books specially provided. Non-adherence to the instructions will lead to non-evaluation of such Answer Books and zero mark will be awarded.**

7. 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 this context, please refer to this office letter No. AN/IC/SAS-II/N5/September/2013 dated 21/8/2013 vide which detailed guidelines issued by HQrs office vide their No. AN/SAS/16100/ph/Guidelines dated 12/08/2013 were circulated for PH candidates. It is further reiterated that if any physically handicapped candidate desirous of availing facility of scribe/compensation time etc. as per Min. of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM dated 26/02/2013 may apply along with requisite medical certificate, well in advance so that it can be forwarded to HQrs office for consideration of request by the Competent Authority.

8. As per instruction contained in Govt. of India, Cabinet Secretariat, Deptt. of Personnel & Administrative reforms OM No.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 of SC/ST candidates appearing in this Examination up to a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates. Name of candidates who belong to reserved community may please be asked to furnish a declaration along with the proforma.

9. Intending candidates may be asked to declare whether he/she belongs to the reserved or the unreserved community and such declaration, duly countersigned by Officer in Charge of the Section in MO/Heads of Sub Offices, may please be forwarded to this office along with the application for updating the records. Further, in pursuance of this office letter Nos. AN/IC/727/Prom/Vol-XLIII dated 21/01/2013 & AN/IC/SAS-I/NS/APRIL/2013 dated 31/01/2013 and AN/IC/727/Prom/Vol-XLIII dated 26/4/2013 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 9/9/2005 may also invariably be obtained from SC/ST candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs office. (copy of undertaking enclosed)

10. 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. The Officer-in-charge, O & M Cell of M O Guwahati is requested to ensure that the candidates take adequate interest in the training classes arranged for them under the scheme contained in HQrs office letter No. AN/0611/AN/K dated 17/7/58 (as amended) and attend the same regularly.

11. Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. As per SAS Rule 14(b), each permission to appear in SAS Part I or Part II examination will count as one chance against the respective part, whether a candidate actually sits for the examination or not unless he/she is specifically allowed to withdraw his/her names by the CGDA. In accordance with the ibid proviso read with SAS rule 14(d) withdrawal of the candidate not submitted within laid down time period would count as a chance. It may be clarified that as per decision of MoD (Fin), withdrawal of a candidate on medical ground was removed when the scheme of SAS Examination was revised during 2007. As such failure to appear in this examination by way of absenteeism or medical ground and request submitted after time limit specified in SAS Rule will entail forfeiture of one of the four valuable chances allowed to candidates as per revised SAS rules. **It may further be clarified that under no circumstances request for withdrawal in respect of candidates availing special chances will be accepted.** The concerned section /Sub-Offices 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.

Contd.....P5/-

12. It has been observed that the details of exemptions are not furnished by the some of the candidates. As such it may be ensured that details of examination with year and Roll No. whether there is exemption or not must be furnished neatly in the prescribed proforma to enable this office to forward the correct information to HQ office.

13. Contents of this Most Important Circular may be got noted by all concerned and keep in record.

Receipt of this communication may please be acknowledged.

Encl: As stated above.

- ६ - १ - सd -

(जे. के. दास / J K Das)

उप नियंत्रक (प्रशा) / Deputy Controller (AN)

Copy to:

1. The CGDA, Ulan Batar Road,  
Palam, Delhi Cantt-110010

or information w. r. t. above please.

2. The Officer-in-Charge,  
EDP Sec (Local)

It is requested to upload the same in the  
official website of CDA Guwahati.

हि. ब. दत्ता

(हि. ब. दत्ता / H B Dutta)

व.त्ते अ (प्रशा.) / Sr. Accounts Officer (AN)

13

**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 SC/ST Community.

Signature:

Designation  
Account 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