



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उद्यान बिहार, नारंगी, गुवाहाटी- 781171
 OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
 UDYAN VIHAR, NARANGI, GUWAHATI-781171
 फ़ैक्स /Fax: 0361-2640204 फोन/Ph:0361-2640394,2641142



महत्वपूर्ण परिपत्र / IMPORTANT CIRCULAR - 24

सं/No. AN/1C/SAS/Part-II/Sep/2018

दिनांक/Dated: 16/05/2018

सेवा में / To

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

विषय/ Subject: SAS Part-II Examination scheduled to be held in September, 2018.

संदर्भ/ Reference: HQrs Office Most Important Circular No. AN/SAS/16102/SAS-II/Sept/2018/PROG dt. 11/05/2018.

It has been decided by the CGDA, New Delhi that SAS Part-II Examination in September, 2018 will be held as per under mentioned programme:-

DAY/ DATE	PAPER	TIME	SUBJECT	MARKS
TUESDAY 04.09.2018	Paper-V	10.00 AM to 1.00 PM	WORKS, STORE & INTERNAL AUDIT (PRACTICAL-WITH BOOKS)	100
WEDNESDAY 05.09.2018	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORE & INTERNAL AUDIT (THEORY-WITHOUT BOOKS)	100
THURSDAY 06.09.2018	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY- WITHOUT BOOKS)	100
FRIDAY 07.09.2018	Paper- VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
SATURDAY 08.09.2018	Paper- IX	10.00 AM to 11.30 AM 12.00 AM TO 1.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY AND PRACTICAL)	100

2. It is requested to forward names of intending candidates who fulfill the prescribed criteria in enclosed proforma duly completed in all respects and countersigned by the officer in charge of sections in Main Office and Head of Sub-Offices in confidential cover addressed to Shri S. C. Adhikari, Sr. Accounts Officer (AN) of this office so as to reach this office latest by 14th June 2018, repeat, by 14th June 2018. Applications received after the above mentioned date will under no circumstances be entertained. Information sent through e-mail/ FAX will not be considered till the receipt of post copy along with prescribed proforma by due Date. Candidates may be asked to put the chance in the remarks column against which they are going to appear this time. Exemption marks obtained, if any, by the candidate should be clearly shown in the proforma.

3. The candidature shall be recommended on the basis of the following criteria:-

(A) NORMAL CHANCES:

(a) those who qualified SAS Part-I examination April, 2018.

(b) those who qualified SAS Part-I Examination May 2017 but could not qualify SAS Part-II Examination September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(c) those who qualified SAS Part-I Examination August 2016 but could not qualify SAS Part-II examination December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(d) those who qualified SAS Part-I Examination May 2015 but could not qualify SAS Part-II examination November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII 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, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(b) those candidates who qualified SAS Part-I Examination April 2009 but could not qualify SAS Part-II exam held in November 2009, September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(c) those candidates who qualified SAS Part-I Examination April 2013 but could not qualify SAS Part-II examination September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(d) those candidates who qualified SAS Part-I Examination December 2013 but could not qualify SAS Part-II examination May 2014, February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(e) those candidates who qualified SAS Part-I Examination September 2014 but could not qualify SAS Part-II examination February 2015, November 2015, December 2016 and September 2017. Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII or IX) shall not be required to appear in such paper(s).

(f) those SAS Apprentices who could not qualify SAS Part-II examination September 2013, May 2014, February 2015, November 2015, December 2016 and September 2017. Further, Candidates scoring exemption marks in one or more papers (Paper-V or VI or VII or VIII 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.

Detailed information about guidelines, syllabus and application proforma may please be downloaded from the CGDA / CDA Guwahati website without waiting for post copy of original letter/ circular from this office.

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. 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 of the Controller shall be sent to HQ 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 centre of this organization provided sufficient candidates are appearing here 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 Rule 25 of SAS Rules 2007 in respect to freezing of transfer of candidates after notification of their Roll Nos. 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. 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.

7. It is also brought to the notice of all the candidates that the section opted by the candidates in Paper-V and VI is to be attempted in the separate Answer Books specifically provided. Non-adherence to the instructions will lead to non-evaluation of such Answer Books.

8. 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 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 the CDA along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority. In this regard reference is also invited to HQrs Office circular No. AN/SAS/16100/PH/Guidelines dated 12/08/2013.

9. Intending candidates may be asked to declare whether he/ she belongs to the reserved community and such declaration, duly countersigned by Officer-in-charge of the section in Main Office/ 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/1 C/727/Prom/Vol-XLIII dated

21/01/2013 & AN/1 C/SAS-I/NS/APRIL/2013 dated 31/01/2013 and AN/1 C/727/Prom/Vol-XLIII dated 26/04/2013 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 09/09/2005 may also invariably be obtained from ST/SC candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs Office (Copy of undertaking proforma enclosed).

10. 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 name by the CGDA. In accordance with the ibid proviso read with SAS Rule 14 (d) withdrawal of the candidate not submitted within the laid down time period would count as a chance. It may be clarified that as per decision of MoD (Fin), withdrawal of candidate on medical ground after commencement of examination 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 chance will be accepted.

It is impressed upon all the concerned that for adherence to the time frame of examination, necessary action may be taken immediately based on uploading of circular on website without waiting for copy by FAX/ speed post.

Application proforma, syllabus and list of books may be downloaded by the candidate from CGDA New Delhi website www.cgda.nic.in. This circular and undertaking may also be downloaded from CDA Guwahati website www.cdaguwahati.gov.in without waiting for copy by post.

Receipt of the communication may please be acknowledged.

प्राधि/Auth.: CGDA office letter No. AN/SAS/16102/SAS-II/Sep/2018/Prog dated 11-05-2018.
संलग्नक/Enclo.: यथोपरि /As stated above.

— *S.K. Das* —
(एस. के. दास / S. K. Das)
संयुक्त नियंत्रक /Jt. Controller

प्रतिलिपि प्रेषित / Copy to:-

1. The CGDA, CENTRAD, Brar Square - Delhi Cantt. - 110010
2. The Officer-in-charge EDP Sec (Local)

For information w.r.t. above please.

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

— *S.C. Adhikari* —
(एस.सी. अधिकारी / S.C. Adhikari)
व. लेखा अधिकारी (प्रशा.)
Sr. Accounts Officer (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 2018

PROFORMA
FIRST CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	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.	Year of the Exam			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA
SECOND CHANCE
SAS PART II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/SC/ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest Centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam. In HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part-II Examination, September, 2017 including Exemption			Remarks, if any
Roll No	Paper	Marks	
16	17	18	19

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA
THIRD CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018
Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/SC/ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part -I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI
											Roll No.	Year of Exam	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part- II Examination, December, 2016 including Exemption		Details of SAS Part- II Examination, September, 2017 including Exemption		Remarks, if any
	Roll No	Paper	Roll No	Paper	
15	16	17	18	19	20
			21		22

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA
FOURTH CHANGE

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/ SC/ ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candidates duty point	Details of SAS Part-I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI
											Roll No.	Year of Exam		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Details of SAS Part- II Examination, November 2015 including Exemption			Details of SAS Part- II Examination, December 2016 including Exemption			Details of SAS Part- II Examination, September 2017 including Exemption			Remarks, if any
Roll No.	Paper	Marks	Roll No.	Paper	Marks	Roll No.	Paper	Marks	
16	17	18	19	20	21	22	23	24	25

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA
SPECIAL CHANCE
SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN SEPTEMBER, 2018

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-II Examination

Sl. No.	Name of the candidate	Acco unt No.	Grade	Sex	Date of Birth	Date of Appointment	Category (Gen/SC/ST)	Whether Physically Handicapped, if yes detail of category	Station & Office where serving	Nearest centre to the candi- dates duty point	Details of SAS Part - I Examination		Particulars of Sub-Section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section II of Paper-V & VI	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Details of SAS Part-II Examination, including Exemption		
											Roll No.	Year of Exam			Roll No.	Paper Marks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Roll No.	Details of SAS Part-II Examination, Nov. 2009 including Exemption		Details of SAS Part- II Examination, Sept. 2013 including Exemption		Details of SAS Part- II Examination, May 2014 including Exemption		Details of SAS Part- II Examination, Feb. 2015 including Exemption		Details of SAS Part- II Examination, Nov. 2015 including Exemption		Details of SAS Part- II Examination, Dec. 2016 including Exemption		Details of SAS Part- II Examination, Sept. 2017 including Exemption		Remarks, if any						
	Roll No.	Marks	Roll No.	Marks	Roll No.	Marks	Roll No.	Marks	Roll No.	Marks	Roll No.	Marks	Roll No.	Marks							
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature