



रक्षा लेखा नियंत्रक (र.ले.नि.) सिकंदराबाद

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OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS

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TELEPHONE NO. 040-27843385 (Ext:320)

FAX NO. 040-27810499



No.AN/II/SAS/2023

Date:14.02.2023

To

1. The Jt.CDA I/c, PAO (ORs) EME, Sec'bad.
2. The DCDA I/c, PAO(ORs) AOC, Sec'bad.
3. The DCDA I/c, AAO (Army) Visakhapatnam
4. The Group Officers (local)
5. All Sections in Main Office,
6. All Sub-Offices located at
Secunderabad/Hyderabad/Eddumailaram/Suryalanka/Tirupathi.

Subject: Updation of the Syllabus: SAS Part I and Part II Examination to be conducted on Computer Based Test (CBT).

Reference: Hqrs Office MOST IMPORTANT CIRCULAR NO.AN/SAS/16200
/ORDERS/ 2022/VOL XII, DT: 13.02.2023

Most important circular received from Hqrs Office is circulated herewith for necessary information.


Encls: as above


(K RAMAKRISHNA)
ACCOUNTS OFFICER(AN)

Copy to:

The IT Section,
Local.

- For uploading the same in the website.

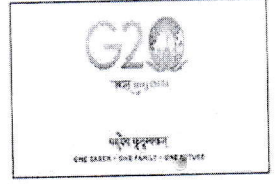

(K RAMAKRISHNA)
ACCOUNTS OFFICER(AN)

“हर काम देश के नाम”



रक्षा लेखा महानियंत्रक

प्रशिक्षण एवं विकास केंद्र, बरार स्क्वायर, दिल्ली छावनी -10
Controller General of Defence Accounts
CENTRAD, BRAR SQUARE, DELHI CANTT-10



Phone 011-25694268,25694298, Fax: 25682151, Email: sascgda.dad@hub.nic.in, Website: www.cgda.nic.in

NO. AN/SAS/16200/ORDERS/2022/VOL XII

Dated 13.02.2023

To


All PCsDA, including Principal IFAs
All Controllers of Defence Accounts, including IFAs/RTCs
The Principal Controller of Accounts (Fys), Kolkata

Subject: Updation of the Syllabus: SAS Part-I and Part-II Examination to be conducted on Computer Based Test (CBT)

Reference: HQrs Office Most Important Circular No. AN/SAS/16200/Restructuring / 2019 dated 22.03.2019

Reference is invited to HQrs. office Most Important Circular cited under reference regarding restructuring of SAS Examination (Computer Based Test) and notification of SAS Rules 2019 enclosed as Annexure "A".

2. The prescribed syllabus, book etc. for each paper of the SAS Examination is specified in Rule 16 of the SAS Rules 2019. As per said Rule, in case of revision/amendment of the existing manuals/orders etc. the updated version will stand incorporated in the syllabus.
3. Keeping in view, the functional requirement of the department the modification /addition/deletion in the syllabus/books/suggested readings of the SAS Examinations notified in Rule 16 of the SAS Rules 2019 are enlisted in the enclosed Appendix 'A' with the approval of the Competent Authority.
4. The instructions regarding Typing Font etc to be used for typing the descriptive portion (Section-'B' – Noting & Drafting) of Paper-III: Language Skills and Office Communication and modalities of Practical Portion of Paper-IV: Information Technology (Theory and Practical) will be issued shortly.
5. This may be widely circulated to all concerned.


(S K Khantwal)
ACGDA (AN-SAS)

Copy to:

1. MoD(Fin)
DAD Coord,
South Block
New Delhi
2. Sr. PS to CGDA
3. Sr. PS to Addl. CGDA(AD)/Addl. CGDA(SGD)/Addl. CGDA(PK)
4. Sr. PS/PS/Steno-I/II
Sr. Jt. CGDA (AN)
Sr. Jt. CGDA (Training, Audit & Sparsh Coordination)
Sr. Jt. CGDA (IFA Wing)
Jt. CGDA (IFA Wing)
Jt. CGDA (Accounts Wing)
Jt. CGDA (Pension Wing)
Jt. CGDA (Pension Wing)
Jt. CGDA (IT Wing)
Jt. CGDA (CVO)
Jt. CGDA (Inspection Cell)
Jt. CGDA (Pension/ SPARSH Grievances)
5. AN-IV Section(Local) -For information and necessary action please
6. IT & S Wing(Local) -For uploading on Website/WAN
7. Audit VI(Regulation) -For information please
8. Rajbhasha Anubhag -For Hindi Translation

-For information w.r.t MoD(Fin) I.D. No. .
26(1)/DAD/C/2022 dated 09.02.2023

- Sol -
(S.K.Khantwal)
ACGDA (AN-SAS)

APPENDIX-'A'

DETAILS OF THE TOPICS/BOOKS/SUGGESTED READINGS ADDED/DELETED
IN RULE 16 OF SAS RULES 2019

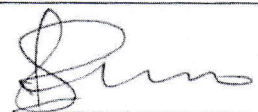
Sl. No.	PAPER	Sl. No. & Details of the Syllabus/Books/Suggested Readings of the Paper	
		FOR	READ
(a)	PAPER-I: Management in Government including Constitutional & Financial Management Frame Work. (Without Books).	Syllabus	
		Blank	Chapter-1 of Compilation of Guidelines for Redress of Public Grievances. (2010 Edition) & Orders/Circulars on CPGRAM websites is added to the Syllabus under Section II Sl. No. (xv).
		Books/Suggested Readings	
		Blank	(i) Compilation of Guidelines for Redress of Public Grievances. (2010 Edition) (ii) Orders / Circulars on CPGRAM website.) (Added as Sl.No. 16 under the heading <u>LIST OF BOOKS</u>)
(b)	PAPER-II: Principles and Rules of Defence Accounts and Audit (Without Books).	Syllabus	
		Sl.No.(iii) - Central Government Accounts (Receipt & Payments Rules 1983) [Part III Section I].	Central Government Account (Receipts & Payments) Rules, 2022 [Rule 14, 15, 16, 17, 18, 19, 20, 21, 42 & 43].
		Sl. No.(x) (Chapter III, IV, VI, VII, VIII, IX, XI & XII of OM Part-II Vol.....)	Chapter III, IV, VI, VII, VIII, IX, XI & XII of OM Part-II Vol-I.
		Sl. No.(xiii) (Chapter 1 of Factory Accounting Rules).	Deleted.
		Books/Suggested Readings	
		Sl.No.1 Defence Audit Code (Revised Edition 2013)	Defence Audit Code (Revised Edition 2020)
		Sl.No.3 Central Government Accounts (Receipt & Payments Rules) 1983 (Part III Section I)	Central Government Account (Receipts & Payments) Rules, 2022
		Sl.No.14 Factory Accounting Rules	Deleted.
		(c)	Paper-III: Language Skills and Office Communications.
Section 'B' (Noting & Drafting)			
Sl.No.(b) Drafting of an official letter or an Official Memorandum or an Official Note/Communication.	(i) Drafting of an official letter, DO Letter, Official Memorandum, Office Note. (ii) Circular, Speaking Order, Part-I & Part-II Order on a given subject. (iii) Drafting of an Internal Audit Report, MFAI, Case Study, Para-wise Reply to Audit Para on a given subject. (iv) Drafting of Affidavits, Counter Affidavits, Para-wise replies and other legal communication on administrative matter/Pay & Pension matters relating to DAD or non-DAD cases.		

Sl. No.	PAPER	Sl. No. & Details of the Syllabus/Books/Suggested Readings of the Paper	
		FOR	READ
(d)	Paper-IV: Information Technology (Theory Practical) - and	Syllabus	
		Theory Portion	
		Elements of a Computer	
		(iii) Software	
		(b) Application software: Definition, Application software being used in the department viz. Tulip, Dolfin, New Compilation System, Defence Travel System, <u>Aashraya</u> , <u>Suvigya</u> , Nidhi, SIFA, <u>Vishwak</u> , Bhawan and their area of utility, Pension Softwares.	Application software: Definition, Application software being used in the department viz. Tulip, Dolfin, New Compilation System, Defence Travel System, Nidhi, SIFA, Bhawan and their area of utility, Pension Software(Sparsh).
		Database Management	
		Blank	Basic knowledge of Artificial Intelligence (AI) is added to the syllabus at Sl.No.(vi) .
		Practical Portion	
		Topic	Detailed activities
		(i) Operating Skills in Word Processing package	<ol style="list-style-type: none"> 1. Introduction to Word Processing 2. Document Windows; creating various types of Documents 3. Printing Documents 4. Copying Documents 5. Formatting Character/ Paragraphs 6. Formatting Page 7. Working with Section/Section Break 8. Inserting Header/Footer 9. Graphics Feature including Charts 10. Working with tables 11. Mail Merging
(ii) Operating Skills in Spread Sheet package	<ol style="list-style-type: none"> 1. <u>Spread Sheet Concepts</u> Creating, Saving and Editing a Work Book, Insertion, Deleting Work Sheets, Entering Data in a cell/formula, copying and moving data from selected cells, Handling operators in Formulae, Functions, Mathematical logical, Statistical, test, Financial, Date and time functions, Using Function Wizard. 2. <u>Formatting a Worksheet</u> Formatting Cells; Changing data alignment, changing data, number, character or currency format, changing font, Adding borders and colours; Printing Worksheets, Charts and Graphic; Creating, Previewing, Modifying. 3. Integrating Word Processor, Spread Sheets, Web Pages 4. Object Linking & Embedding 		
(iii) Operating Skills in presentation package	Creating, Opening and Saving Presentations, Creating the look of the presentation working in different views, working with slides, adding and Formatting Text, Formatting Paragraphs, checking spellings and correcting with objects, Adding Clip Art and other pictures, designing slide shows, Running and controlling a slide show, Printing Presentations.		

Sl. No.	PAPER	SI. No. & Details of the Syllabus/Books/Suggested Readings of the Paper	
		FOR	READ
(e)	Paper-VI: Service Regulations (Practical-With Books)	Syllabus	
		Section-I – P&A (Civil) SI.No. (c) Part-III - CCS (Leave) Rules, 1972	CCS (Leave) Rules, 1972 – Updated as on 19.09.2022.
		Section-II – Provident Fund & Pension SI.No.(xii) – CCS Pension Rules, 1972	CCS Pension Rules, 2021
		Section III- Pay & Allowances (Services) Sr. No. (D) FACTORY (xxi) OM Part VI (xxii) Travel Regulations for Defence Civilians (xxiii) Pay Rules for Industrial Employees (xxiv) Leave Rules for Industrial Employees (xxv) Travel Regulations application for Defence Civilians	} Deleted
		Books/Suggested Readings	
		Section II SI.No.12 - CCS Pension Rules, 1972	CCS Pension Rules, 2021
(f)	Paper VII: Works, Stores And Internal Audit (Practical-With Books)	Syllabus	
		Section II (Store Accounts & Internal Audit) Sr. No. (D) FACTORY (i) Office Manual Part VI (ii) Factory Accounting Rules (iii) Manual for Provisioning and Procurement in Ordnance Factory (iv) Chief Internal Auditor Manual	} Deleted.
		Books/Suggested Readings	
(f)	Paper VII: Works, Stores And Internal Audit (Practical-With Books)	Section II Sr. No. (D) FACTORY (i) Office Manual Part VI (ii) Factory Accounting Rules (iii) Manual for Provisioning and Procurement in Ordnance Factory (iv) Chief Internal Auditor Manual	} Deleted.

Sl. No.	PAPER	Sl. No. & Details of the Syllabus/Books/Suggested Readings of the Paper	
		FOR	READ
(g)	Paper VIII: IFA System with Elements of Law	Syllabus	
		Section I- Procurement and Delegation of Financial Powers SL. No. of the Section I- (iii) DGS&D Manual (vii) OFB Procurement Manual (viii) OFB Plant & Machinery Manual (x) Orders and Instructions relating to delegations of financial powers to OFB *(xi) E-Procurement in Government (xiv) Blank (xv) Blank	Deleted. (xiv) Manual for Procurement of consultancy & other services – updated June, 2022 is added to the syllabus. (xv) Manual for Procurement of Goods – updated June, 2022 is added to the syllabus.
		Section II - Elements of Law Sr. No. of the Section II- (v) The Factories, Act 1948 (63 of 1948) (Chapter I and X)	Deleted.
		Books/Suggested Readings	
		Section I- Procurement and Delegation of Financial Powers SI.No.6 - OFB Procurement Manual SI.No.7 - OFB Plant & Machinery Manual SI.No.9 - Orders and Instructions relating to delegations of financial powers to OFB SI.No.12 – Blank SI.No.13 Blank	Deleted. (SI.No.12) Manual for Procurement of consultancy & other services – updated June, 2022. (SI.No.13) Manual for Procurement of Goods – updated June, 2022.
		Section II - Elements of Law SI.No.5 - The Factories, Act 1948 (63 of 1948)	Deleted.

* Note: - Topic already covered in Chapter 6 of GFR 2017



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