



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1 STAFF ROAD, SECUNDERABAD-500 009
TELEPHONE NO. 040-27843385 (Ext:320)
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No: AN/II/SAS/2023

IMPORTANT CIRCULAR

Date: 31.03.2023

To

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

Subject: Composition of MCQs in Section "B" of Paper-III (Language Skills and Office Communication) and practical portion of Paper-IV (Information Technology- Theory and Practical).

Reference: 1. HQrs Office MOST IMPORTANT CIRCULAR No: AN/SAS/16200/ORDERs/2022/VOL XII, dt: 31.03.2023.
2. HQrs Office MOST IMPORTANT CIRCULAR No: AN/SAS/16200/ORDERs/2022/VOL XII, dt: 13.02.2023.

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HQrs Office Most Important Circular regarding Composition of MCQs in Section "B" of Paper-III (Language Skills and Office Communication) and practical portion of Paper-IV (Information Technology- Theory and Practical) is circulated herewith.

(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: 31.03.2023

To

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

Sub: Composition of Questions of Section “B” of Paper III (Language Skills and Office Communications) and Practical Portion of Paper IV (Information Technology - Theory and Practical)
Ref: HQrs. most Important Circular No. AN/SAS/16200/Restructuring/2019, dated 22.03.2019 & AN/SAS/16200/ORDERs/2022/VOL XII dated 13.02.2023

Reference is invited to HQrs. Office Most important Circulars cited under reference regarding restructuring of SAS Examination (Computer Based Test) and updation of the syllabus.

2. The prescribed syllabus, books etc for each paper is specified in Rule 16 of the SAS Rule 2019. In the revised pattern, all the papers comprise of Multiple Choice Question Answers except Section “B” of Paper- III (Language Skills and Office Communications) & Practical Portion of Paper- IV (Information Technology).

3. As per approval accorded by MoD (Fin) vide their ID No. 26(1)/DAD/C/2022 dated 27.03.2023 following addition in Rule 16 of SAS Rules 2019, specifying composition/pattern of questions in respective portion of above two papers is incorporated:


(A) PAPER - III (Language Skills and Office Communications) - Section “B”
(Noting & Drafting) **Maximum Marks -65**

Sl.No.	Topic/No of Ques.	Pattern of questions	Marks
(i)	Precis - One Question	Precis of correspondence or of notes on an official subject.	20
(ii)	Drafting of Official Communications - One question	(i) Drafting of an Official letter, Demi-Official Letter, Office Memorandum, Office Note Or (ii) Circular, Speaking Order, Part I and Part II Order on a given subjects.	20
(iii)	Drafting of Audit related reports - one question	Drafting of Internal Audit Report, MFAI, Case Studies, Para wise reply to Audit Para on a given subject.	15
(iv)	Drafting of Legal Communications - One question	Drafting of Affidavits, Counter Affidavits, Para wise Reply and other legal Communications on administrative matters, pay and pension matter related to DAD and non-DAD Cases	10

(B) Paper-IV (Information Technology -Theory & Practical) - Practical portion
Maximum Marks -70

Sl.No.	Topic	No/Pattern of Questions	Marks
(i)	Operating Skills in Word Processing Package	One question with 10 sub parts	25
(ii)	Operating skills in spread sheet package	One question with 10 sub parts	25
(iii)	Operating skills in presentation package	One question with 10 sub parts	20

4. This may be widely circulated to all concerned.


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

Copy to:

1. MoD (Finance)
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)

6. IT & S Wing(Local)

7. Audit VI (Regulation)

8. Rajbhasha Anubhag

- For information w.r.t. MoD(Fin) ID No.
26(1)/DAD/C/2022, dated 27.03.2023


For information please.

- For information and necessary action
please

For uploading on Website/WAN

- For information please

- For Hindi Translation


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