

**IMPORTANT CIRCULAR**

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
TELE: 040-27843385 FAX:040-27810499

No:AN/II/SAS-II/Dec/2016

Dated: 21.09.2016

To  
**ALL SUB-OFFICES**  
**ALL SECTIONS IN MAIN OFFICE**

**SUBJECT: SAS Part-II Examination scheduled to be held in Decemeber 2016.**

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It has been intimated by Hqrs office that the SAS Examination Part II will be held as per schedule shown below:

DATE/DAY	PAPER	TIME	SUBJECT	MARKS
MONDAY 12.12.2016	V	10 AM TO 1 PM	WORKS,STORES & INTERNAL AUDIT (PRACTICAL - WITH BOOKS)	100
WEDNESDAY 14.12.2016	VI	10 AM TO 1 PM	WORKS,STORES & INTERNAL AUDIT (THEORY - WITHOUT BOOKS)	100
THURSDAY 15.12.2016	VII	10 AM TO 1 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY - WITHOUT BOOKS)	100
FRIDAY 16.12.2016	VIII	10 AM TO 1 PM	OFFICE COMMUNICATION	150
SATURDAY 17.12.2016	IX	10.00 AM to 11.30 AM 12.00 PM to 01.30 PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY AND PRACTICAL)	100

2. 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 Aug,2016 including SAS Apprentice.
- (b) Those who qualified SAS Part-I Examination, May 2015 (including SAS Apprentice) but could not qualify SAS Part-II Examination NOVEMBER 2015. 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, 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 VIII or IX) shall not be required to appear in such paper(s).
- (d) Those who have qualified SAS Part-I Examination, December 2013 but could not qualify SAS Part-II Examination held in May 2014, February 2015 and November 2015. 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 held 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 VIII 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 Exam 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 VIII 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 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 VIII 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 held in 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 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**

3. Names of intending candidates who fulfill the prescribed criteria including those who are on leave may please be forwarded in the enclosed proforma. Exemption marks obtained, if any by the candidate should clearly be shown in the proforma.

4. 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 organisation in which they are presently serving.

(b) The Centre of examination will be the 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 candidates' duty point, an application by the candidate containing specific recommendation of the head of the office should be sent 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 Allahabad, Bangalore, Chandigarh, Chennai, Cochin, Dehradun, Guwahati, Jabalpur, Jaipur, Jammu, Kanpur, Kolkata, Lucknow, Meerut, New Delhi, Patna, Pune-A [PCDA(O)], and Secunderabad 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. Rule 25 of SAS Rules 2007 in respect to freezing of transfers of candidates after notification of their Roll numbers may also be adhered to.

5. The candidates shall be allowed option in all the papers to answer the questions either in **English or 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.

5.1 Of late it is observed that candidates 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 specifically provided. Non adherence to the instructions will lead to non evaluation of such answer books and zero marks will be awarded.**

6. Further 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 candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/ compensation time etc, application along with requisite medical certificate may be forwarded for consideration of request by the Competent Authority.

7. In accordance with the instructions contained in Govt. of India, Department of Personnel and Administrative Reforms OM No. F 36021/10/76-Estt. (SCT) dated 21/01/1977 regarding relaxation in qualifying Standards for SC/ST candidates in qualifying examination, it has been decided by the 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. Candidates are requested to declare whether they belong to the reserved or unreserved community in the requisite proforma. A Specimen of declaration is enclosed.

8. The list of candidates along with proforma enclosed should **reach this office by 30/09/2016.** 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 the respective office. All efforts should, therefore be made to adhere to this date to enable us to forward the nominations to Hqrs office as per time schedule. The names of the candidates selected to appear in the examination along with Roll numbers assigned to them, shall be intimated on receipt of the same.

9. All prospective candidates should be advised that it is in their own interest to start preparation for the examination without waiting for intimation about acceptance of candidature. It is also likely that all the candidates are not making full use of training classes when they are held. Candidates are requested to take adequate interest in the training classes and attend the same regularly.

10. Absenteeism not only results in all round increase in work, but also wasteful expenditure of 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 name by the CGDA. In accordance with the ibid proviso read with SAS Rule 14(d) withdrawal of the candidate not submitted with in 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 after commencement of examination would also count as a chance. As such failure to appear in this examination by way of absenteeism or 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.**

11. Detailed rules governing SAS Examinations together with detailed New Syllabus, recommended books etc have already been notified and circulated earlier. In case of revision of manuals etc candidates are suggested that it is in their own interest to update /revise the rules and regulations accordingly.

12 **IMPORTANT:**

(i) It has been observed that the details of exemptions are not furnished in some cases causing unnecessary embarrassment to all concerned. It is requested to ensure that details of last examination with year and Roll no. are furnished in the proforma(even when there is no exemption) to enable us to ensure that exemption details and the details of last examination are not omitted to be shown.

(ii) Contents of this Most Important Circular may be got noted by all concerned.

13. **No separate hard copy of the circular is being diapatched. it is impressed upon all the concerned that the circular may be downloaded and necessary action may be taken immediately for adherence to the time frame of examination.**

**PLEASE ACKNOWLEDGE RECEIPT.**



(B BALA JAWAHAR)  
DCDA(AN)

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.

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**( 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

**PROFORMA**

**FIRST CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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-II 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 DECEMBER, 2016**

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 candidate's duty point	Details of SAS Part-II 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, Nov. 2015 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 CHANCE**

**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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 candidate's 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, Feb 2015 including Exemption		SAS Part- II Examination, Nov 2016 including Exemption		Remarks, if any
	Roll No	Marks	Roll No	Marks	
16	17	18	19	20	21
					22

Name & Signature of the Board Member

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature

**PROFORMA  
FOURTH CHANCE**

**SAS PART-II EXAMINATION - SCHEDULED TO BE HELD IN DECEMBER, 2016**

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 candidate's 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, May 2014 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

Details of SAS Part-II Examination, Feb 2015 including Exemption		Details of SAS Part-II Examination, Nov 2016 including Exemption		Remarks if any
Roll No	Paper	Roll No	Paper	Marks
19	20	22	23	24
	21		25	

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature



**PROFORMA**  
**SPECIAL CHANGE**  
**SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN DECEMBER, 2016**

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

Sl No.	Name of the candidate	Acco unit 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	Details of Examination, including Exemption		Part-II 2008
											Roll No.	Year of Exam			Roll No	Paper	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Details of Examination, including Exemption	SAS Part-II Examination, Nov 2009		SAS Part-II Examination, Sept 2013 including Exemption		SAS Part-II Examination, May 2014 including Exemption		SAS Part-II Examination, Feb 2015 including Exemption		SAS Part-II Examination, November 2015 including Exemption		Remarks if any				
	Paper	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

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature