

Section III – (Air Force)

1. OM Part III.
2. Air Force Local Audit Manual.
3. Pay and Allowances Regulations for IAF.

Section IV – (Navy)

1. OM Part VII.
2. Naval Local Audit Manual.
3. Pay and Allowances Regulations for the Navy.

Section V – (Factory)

1. OM Part VI.
2. Factory Accounting Manual.
3. Pay and Allowances Rules for Industrial Employees.

3. Each case of intending candidates (including those who are on deputation) will be carefully examined by a Board of officers and the candidature shall be recommended as per the criteria enumerated in Rule 3 and Rule 4 of the "Rules governing the examination for admission to SAS."

4. Admission to Preliminary test shall be open to Sr. Auditors / Auditors/ Clerks/ Typists/ DEOs/Stenographers/Hindi Translators and Librarians. To be eligible for appearing in the Preliminary Test to SAS Part-I examination, a candidate must have put **two years service** (including continuous temporary service) in any of these grades in the Department as on the first of the month in which the examination is held i.e. **01/04/2016** provided that the candidate must have cleared probation period. This shall be applicable to candidates uniformly i.e. departmental candidates, or those who joined the Department through SSC or Inter-departmental transfer basis. Candidates who have qualified last Preliminary Examination held in June, 2014 but absented or withdrawn their candidatures from appearing in SAS Part-I examination held in September, 2014 will be required to re-qualify in the Preliminary Examination to be eligible to appear in SAS Part-I examination scheduled to be held in due course. There shall be no limit in appearing in Preliminary Examination. SAS Apprentices are exempted from appearing in Preliminary Examination. Candidates may choose any one optional portion viz. Army, Air Force, Navy and Factory for answering questions in Part-B of Paper-2 from amongst Section-II to V irrespective of the Organisation in which they are presently serving.

5. As per SAS Rule 6 and 14(b) **the maximum chances for appearing in SAS Part-I and Part II examination will be only four for each part.** Additional chances may, however, be permitted by the CGDA as per merit of each case. Accordingly, a candidate who has availed four maximum chances for SAS Part-I examination after qualifying Preliminary Examination, June 2007 and September 2008 is not eligible to appear again in Preliminary Examination (Test), April 2016 for getting further chances.

6. **It is re-iterated that only those candidates who have failed to qualify the Preliminary Examination (Test) held in past i.e. June 2007/Sept 2008/Aug 2012/June 2014 except the condition elucidated at para 4 above or not appeared in Preliminary Examination (Test) so far would be eligible to appear. In case of disclosure of any wrong/incorrect information regarding eligibility criteria of an individual on later stage the individual will be disqualified from the examination and benefit if any awarded consequent on passing of the examination would be taken back without assigning any further reason and without prejudice to such further action as may be taken under the provisions of the law for giving false information. An undertaking in this regard may be obtained and forwarded to this office.**

7. The following instructions may be observed while completing the above proforma

(a) 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 examination at a Centre other than the one nearest to his/her duty point, his/her application together with specific recommendations should be forwarded to this office for consideration at Hqrs office.

(b) The examination will be conducted at Allahabad, Bangalore, Chandigarh, Cochin, Chennai, Dehradun, Guwahati, Jaipur, Jammu, Jabalpur, Kanpur, Kolkata, Lucknow, Meerut, Mumbai, New Delhi, Patna, Port Blair, Pune-A{PCDA(O)} and Secunderabad provided sufficient candidates are appearing there 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.

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8. 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.

9. 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.

10. For benefit of the candidates, the tentative schedule for holding next SAS Part I and SAS Part II Examination for 2016 would be as under. The final schedule and detailed instructions for conducting each examination will be intimated separately in due course.

(A) SAS Part-I Examination

DATE/DAY	PAPER	SUBJECT	MARKS
MONDAY 08.08.2016	I	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY- WITHOUT BOOKS)	100
TUESDAY 09.08.2016	II	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (PRACTICAL- WITH BOOKS)	100
THURSDAY 11.08.2016	III	ACCOUNTANCY	150
FRIDAY 12.08.2016	IV	SERVICE REGULATIONS (PRACTICAL- WITH BOOKS)	100

(B) SAS Part-II Examination

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

11. The list of candidates along with proforma enclosed should **reach this office by 25/01/2016 (MONDAY)**. It is requested all the offices to strictly adhere to the date fixed for submission of the list of candidates.

12. Absenteeism not only results in all round increase in work, but also wasteful expenditure of making administrative arrangements for holding the examination. Head of the offices are requested to obtain 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 Preliminary Examination seriously and secure qualifying marks to be eligible for appearing next SAS Part-I Examination scheduled to be held in due course.

Receipt of this communication may be acknowledged.



**(B BALA JAWAHAR)
ACDA (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 reserved 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 2016.

PROFORMA

PRELIMINARY TEST APRIL, 2016 FOR ADMISSION TO SAS PART I EXAMINATION

Particulars of intending candidates recommended by the PCDA/CDA for Preliminary Test for admission to SAS Part I Examination tentatively scheduled during August 2016

Sl. No.	Name of the candidate	Account No.	Grade	Sex	Date of birth	Date of Appointment In DAD	Category (Gen/SC/ST)	Whether physically Handicapped, if yes details of category	Station & Office where serving	Nearest centre to the candidates duty point	Marks obtained in Preliminary Test held in June 2007, Sept 2008, Aug 2012 and June 2014			Particulars of section viz. (II) Army, (III) Air Force (IV) Navy (V) Factory of Part B of paper-2 opted by the candidate	Remarks if any	
											Roll No	Paper-I	Paper-II			Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Name, Designation & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name, Designation & Signature