



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद-500 009  
Office of the Controller of Defence Accounts  
No.1, Staff Road, Secunderabad-500 009  
दूरभाष/Telephone: 040-27843385 फैक्स/Fax:040-27810499

NO:AN/II/SAS-I/May/2017/Vol-I

Dated: 11.01.2017

To,

**ALL SUB-OFFICES  
ALL SECTIONS OF MAIN OFFICE**

**Subject:- SAS Part-I Examination scheduled to be held in May 2017.**

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

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 08.05.2017	PAPER-I	10.00 A.M to 01.00 P.M	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (THEORY WITHOUT BOOKS)	100
TUESDAY 09.05.2017	PAPER-II	10.00 A.M to 01.00 P.M	ORGANIZATION & FUNDAMENTALS OF AUDIT & ACCOUNTS (PRACTICAL WITH BOOKS)	100
WEDNESDAY 10.05.2017	CLOSED HOLIDAY			
THURSDAY 11.05.2017	PAPER-III	10.00 A.M to 01.00 P.M	ACCOUNTANCY	150
FRIDAY 12.05.2017	PAPER-IV	10.00 A.M to 01.00 P.M	SERVICE REGULATIONS (PRACTICAL WITH BOOKS)	100

2. The case of each intending candidate (including those who are on deputation) shall be carefully screened by Board of Officers comprising Controller/ Addl. CDA/Jt.CDA, another IDAS Officer and one SAO/AO. The candidature shall be recommended on the basis of the following criteria:

**(A) NORMAL CHANCES:**

(a) Those who qualified Preliminary Test held in April 2016 and appeared in all papers in immediate SAS Part-I Examination August 2016. In case of scoring exemption marks in one or more papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).

(b) Those who qualified Preliminary Test held in June 2014 and failed in subsequent SAS Part- I Examination September 2014 , May 2015 and Aug 2016 . In case of scoring exemption marks in one or more papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).

(c) Those candidates who were granted permission for withdrawal from appearing in SAS Part-I Examination November 2007, April 2009, April 2013, December 2013, September 2014, May 2015 and August 2016 provided their number of chances is within the stipulated four chances.

(d) SAS Apprentice who have not yet availed normal two chances. Candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) in past SAS Examination they shall not be required to appear in such paper(s).

Contd....

**(B) SPECIAL CHANCE**

(a) Those candidates who have qualified Preliminary Examination (Test) held in August 2012 and failed in subsequent SAS Part-I examinations held in April 2013, December 2013, September 2014, May 2015 and August 2016 provided the candidate has appeared in all Papers in SAS Part I examination April 2013 which was immediate SAS Part I examination. In case of scoring exemption marks in one or more Papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).

(b) Those candidates who have qualified Preliminary Examination (Test) held in Sept 2008 and failed in subsequent SAS Part-I examinations held in April 2009, April 2013, Dec 2013, Sep 2014, May 2015 and August 2016 provided the candidate had appeared in all Papers in SAS Part I examination April 2009 which was immediate SAS Part I examination. In case of scoring exemption marks in one or more Papers (Paper-I or II or III or IV) they shall not be required to appear in such paper(s).

(c) Those candidates who passed Preliminary Examination (Test) in June 2007 and failed in subsequent SAS Part-I Examinations s held in November 2007, April 2009, April 2013, December 2013 , September 2014, May 2015 and August 2016 , provided the candidate has appeared in all Papers in SAS Part I examination November 2007 which was immediate SAS Part I examination. Further Candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper(s).

(d) SAS Apprentice who have appeared in SAS Part-I Examination, May 2015 and August 2016 provided the first examination was held within Ten months of the date of his appointment and they did not appear at that examination. Further, it has been decided by the Competent Authority vide Hqrs Important Circular No. AN/VIII/0698/SAS Apprentices/2010 dated 12.02.2016 to grant two additional chances to appear in SAS Part Examination to all the SAS Apprentices, who have exhausted all their chances. It may be brought to notice that after ibid approval the SAS Apprentice has already availed one special chance in August 2016. Further Candidates scoring exemption marks in one or more Papers (Paper-I or II or III or IV) shall not be required to appear in such paper (s).

Note: No application for withdrawal would be consider for candidates availing special chance.

3. **Names of intending candidates who fulfill the above criteria may please be sent in the enclosed proforma to this office by 31.01.2017 duly recommended by the H.O.O.**

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

(a) Candidates shall have to choose any one as optional Sub-section from (A) Army, (B) Air Force, (C ) Navy and (D) Factory as per Rule 15 (vi) Paper-IV Sub-rule (c )subject to according permission by CGDA.

(b) Request for change of centre shall not be entertained after notification of approved list of candidates as mentioned in Rule 24. However, 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 H.O.O shall be sent to this office for consideration by HQrs office. Under no circumstances, a candidate shall be permitted to sit in the examination as per his/her choice without prior approval of Hqrs. Office.

© The examination shall be conducted at Secunderabad provided sufficient candidates are appearing there from. The centres are subject to change depending on administrative convenience. The candidate should give firm indication of the Centre (with due regards to the prescribed criteria) in the very first instance. The instructions contained in HQrs Office Memo No. 33012(5)N/1/AN-K, dated 30.10.1971 in regard to freezing of transfer of candidates after notification of their Roll Number will be adhered to as far as possible.

5. 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.

6. 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 the candidates may be intimated. In case a physically handicapped candidate is desirous of facility of scribe/compensation time etc, application duly recommended along with requisite medical certificates may be forwarded for consideration of request by the competent authority. In this regard reference is also invited to the HQrs. Office Circular No. AN/SAS/16100/PH/Guidelines dated 12.08.2013.

7. As per instructions contained in Govt. Of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms OM no. F.36021/10/76-Estt (SCT) dated. 21.01.77 regarding relaxation of standards in the case of Scheduled Caste / Scheduled Tribe candidates in qualifying examinations, it has been decided by 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. All the Candidates are required to declare whether they belong to the reserved or the unreserved community. A specimen of the declaration is enclosed.

7.1 Further, in terms of HQrs office Circular No. AN/II/2151/PC-1089(N) dated 11.01.2013 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 DOPT OM No 36011/3/2005-Estt(Res) dated 9.9.2005 may also be invariably obtained from SC/ST candidates besides aforesaid declaration and kept on record.

8. For benefit of the candidates, the tentative schedule for holding next **SAS Part II Examination for 2017** would be as under. The final schedule and detailed instructions for conducting examination will be intimated separately in due course.

#### SAS Part-II Examination

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 11.09.2017	V	10.00 A.M to 01.00 P.M	WORKS,STORES & INTERNAL AUDIT (PRACTICAL- WITH BOOKS)	100
TUESDAY 12.09.2017	VI	10.00 A.M to 01.00 P.M	WORKS,STORES & INTERNAL AUDIT (THEORY- WITHOUT BOOKS)	100
WEDNESDAY 13.09.2017	VII	10.00 A.M to 01.00 P.M	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW(THEORY - WITHOUT BOOKS)	100
THURSDAY 14.09.2017	VIII	10.00 A.M to 01.00 P.M	OFFICE COMMUNICATION	150
FRIDAY 15.09.2017	IX	10.00 A.M to 11.30 A.M 12.00 P.M to 01.30 P.M	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY AND PRACTICAL)	100

9. It has been observed that in past some of the sub offices are not adhering to the date fixed for submission of the list of candidates which has resulted in lot of inconvenience. It may be noted that no request for allotment of Roll Nos to candidates received after the cut off date will be entertained. All efforts should, therefore be made to adhere to this date to enable this office to prepare consolidated list and forward the same to Hqrs office.

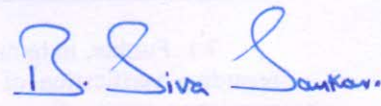
10. Since SAS Part-I examination is being held shortly all prospective candidates should be advised that it is in their own interest to start preparation for the examination without waiting for the intimation about acceptance of their candidature. All the candidates are advised to take adequate interest in the training classes and attend the same regularly.

11. Absenteeism not only results in all round increase in work but also wasteful expenditure in 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.** This may be brought to notice of the candidates.

12. Detailed rules governing SAS Examinations together with detailed new syllabus, recommended books etc. have already have been notified, circulated and subsequent orders on the subject issued from time to time. The detailed syllabus etc is also mentioned in the Annexure 'AA' of this circular for guidance of the candidates. In case of revision of manuals/etc the candidates are suggested that it is in their own interest to update/ revise the rules and regulations accordingly.

13. As the dispatch/receipt of the circular may take some time, it is impressed upon all the concerned that, **necessary action may be taken immediately based on circular available on website without waiting for hard copy.**

Receipt of this communication may be acknowledged.

  
(SIVA SANKAR BANDI)  
ACDA (AN)

Sl. No.	Particulars	Rate	Quantity	Total
1	...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...

PROFORMA

SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017

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

SECOND CHANCE

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	Marks obtained in Preliminary Test held on 10.04.2016			
											Roll No.	Paper I	Paper II	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Marks obtained in SAS Part-I Examination August 2016				Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption detail		Remarks, if any		
Roll No.	Paper I	Paper II	Total			Paper	Marks			
16	17	18	19	20	21	22	23	24	25	26

Name & Signature of the Board Members  
Controller/Controller

Acceptance and Recommendations of Principal

Name & Signature

**PROFORMA**

**SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017**

**Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I Examination  
FOURTH CHANCE &**

**( IN CASE OF WITHDRAWAL ) SECOND CHANCE / THIRD CHANCE**

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 candi- dates duty point	Marks obtained in Preliminary Test held on 21.06.2014				Marks obtained in SAS Part-I Examination September 2014					
											Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Roll No.	Marks obtained in SAS Part-I Examination May 2015				Marks obtained in SAS Part-I Examination August 2016				Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption details		Remarks, if any							
	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II			Paper III	Paper IV		Total	Paper	Marks				
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38				

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller

Name & Signature

PROFORMA

SAS PART I EXAMINATION SCHEDULED TO BE HELD IN MAY, 2017

Particulars of intending candidates recommended by the PCDA/CDA for SAS Part-I Examination  
**SPECIAL CHANCE**

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	Marks obtained in Preliminary Test held on 19.5.2007			Marks obtained in Preliminary Test held on 08.09.2008			Marks obtained in Preliminary Test held on 30.08.2012					
											Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Total	Roll No.	Paper I	Paper II	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Marks obtained in SAS Part-I Examination Nov 2007													Marks obtained in SAS Part-I Examination April 2009													Marks obtained in SAS Part-I Examination April 2013													Marks obtained in SAS Part-I Examination Dec 2013												
Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total	Roll No.	Paper I	Paper II	Paper III	Paper IV	Total																												
																								24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47				

Roll No.	Marks obtained in SAS Part-I Examination Sept 2014					Marks obtained in SAS Part-I Examination May 2015					Marks obtained in SAS Part-I Examination August 2016					Particulars of Sub-section (viz. (A) Army, (B) Air Force (C) Navy (D) Factory Section III of Paper-IV	Whether the candidate is willing to attempt in Hindi. If so, the Paper(s) in which he/she will take the exam in HINDI	Exemption details		Remarks, if any					
	Paper I	Paper II	Paper III	Paper IV	Total	Paper I	Paper II	Paper III	Paper IV	Total	Paper I	Paper II	Paper III	Paper IV	Total			Paper	Marks						
48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70			

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller  
Name & Signature

**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.:

Roll 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 ..... 2017.