

1

SPEED POST

रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS,
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/IC/SAS-II/NS/MAY/2014

Dated: 31/01/2014

MOST IMPORTANT CIRCULAR

To,

- 1 All Sections of MO CDA Guwahati.
- 2 All Sub-Offices

Subject: SAS Part-II Examination scheduled to be held in May, 2014

Ref : HQrs Office Most Important Circular No.AN/SAS/16102/SAS-II/May/2014 Dated 20/01/2014

It has been decided by the CGDA, New Delhi that SAS Part-II Examination in the NEW SYLLABUS will be held as per final programme shown below:-

DAY/DATE	PAPER	TIME	SUBJECT	MARKS
MONDAY 26/05/2014	Paper-V	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (PRACTICAL-WITH BOOKS	100
TUESDAY 27/05/2014	Paper-VI	10.00 AM to 1.00 PM	WORKS, STORES & INTERNAL AUDIT (THEORY- WITHOUT BOOKS)	100
THURSDAY 29/05/2014	Paper-VII	10.00 AM to 1.00 PM	FINANCIAL MANAGEMENT, IFA SYSTEM AND ELEMENTS OF LAW (THEORY- WITHOUT BOOKS)	100
FRIDAY 30/05/2014	Paper-VIII	10.00 AM to 1.00 PM	OFFICE COMMUNICATION	150
SATURDAY 31/05/2014	Paper-IX	10.00 AM to 11.30 AM 12.00 AM to 01.30PM	FUNDAMENTALS OF ELECTRONIC DATA PROCESSING (THEORY) AND (PRACTICAL)	100

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

(a) Those who qualified SAS Part-I Examination held in December, 2013.

(b) Those who qualified SAS Part-I Examination, Nov, 2007 but could not qualify SAS Part-II Exam held in April, 2008, Nov, 2009 and September, 2013.

Contol - P/2

12

2

(c) Those who qualified SAS Part-I Examination, April, 2009 but could not qualify SAS Part-II Exam held in Nov, 2009 and September 2013.

(d) Those who qualified SAS Part-I Examination April, 2013 but could not qualify SAS Part-II Examination September, 2013.

3. Names of intending candidates who fulfill the prescribed criteria may be furnished in enclosed proforma duly completed in all respect and countersigned by the Officer in Charge of Sections in Main Office and Head of Sub-Offices in confidential cover addressed to Shri B Borah, Sr. Accounts Officer (AN) of this office so as to reach this office latest by 10/02/2014. Applications received after the above mentioned date will under no circumstances be entertained. Information sent through Telegram/Signal/FAX will not be considered till the receipt of post copy along with prescribed proforma by due date. 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 organization in which they are presently serving.

(b) The centre of examination will be nearest to the duty point of the candidate. Requests 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 Principal Controller /Controller shall be sent to HQrs. Office 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 Guwahati center of this organization provided sufficient candidates are appearing there from. The centers 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. The instructions contained in HQrs Office Memo No.33012(5)N/1/AN-K Dated 30/10/71 in regard to freezing of transfer of candidates after notification of their Roll Number may also 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 this context, please refer to this office letter No. AN/IC/SAS-II/NS/September/2013 dated 21/8/2013 vide which detailed guidelines issued by HQrs office vide their No. AN/SAS/16100/ph/Guidelines dated 12/08/2013 were circulated for PH candidates. It is further reiterated that if any physically handicapped candidate desirous of availing facility of scribe/compensation time etc. as per Min. of Social Justice and Empowerment, Deptt of Disability Affairs, New Delhi OM dated 26/02/2013 may apply along with requisite medical certificate, well in advance so that it can be forwarded to HQrs office for consideration of request by the Competent Authority.

7. In pursuance of the instructions contained in Govt. of India, Deptt. Of Personnel & Administrative reforms OM No.36021/10/76-Estt.(SCT) dated 21.1.77 regarding relaxation in qualifying standard for Scheduled Caste/Scheduled Tribe candidates in qualifying examination, it has been decided by CGDA to lower/relax the qualifying standards of SC/ST candidates appearing in this Examination up to a maximum extent of 5% in individual paper/aggregate. This may be brought to the notice of all the SC/ST candidates. The candidates who belong to reserved community may please be asked to furnish a declaration along with the proforma. A specimen of the declaration is enclosed.

8. Intending candidates may be asked to declare whether he/she belongs to the reserved or the unreserved community and such declaration, duly countersigned by Officer in Charge of the Section in MO/Heads of Sub Offices, may please be forwarded to this office along with the application for updating the records. Further, in pursuance of this office letter Nos. AN/IC/727/Prom/Vol-XLIII dated 21/01/2013 & AN/IC/SAS-I/NS/APRIL/2013 dated 31/01/2013 and AN/IC/727/Prom/Vol-XLIII dated 26/4/2013 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 DoP&T OM No. 36011/3/2005-Estt(Res), dated 9/9/2005 may also invariably be obtained from SC/ST candidates besides aforesaid declaration and forwarded to this office for record as advised by HQrs office. (copy of undertaking enclosed)

9. 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. The Officer- in- charge, O & M Cell of M O Guwahati is requested to ensure that the candidates take adequate interest in the training classes arranged for them under the scheme contained in HQrs office letter No. AN/0611/AN/K dated 17/7/58 (as amended) and attend the same regularly.

10. Absenteeism not only results in all round increase in work but also wasteful expenditure in making administrative arrangements for holding the examination. The concerned section /Sub-Offices are requested to get 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 examination seriously.

Contd - P/4

17/4

4

IMPORTANT

11. It has been observed that the details of exemptions are not furnished by the some of the candidates. As such it may be ensured that details of examination with year and Roll No. when there is exemption or not must be furnished neatly in the prescribed proforma to enable this office to forward the correct information to HQ office.
12. Contents of this Most Important Circular may be got noted by all concerned and keep in record.

Receipt of this communication may please be acknowledged.

CDA has seen.

Encl: Proforma (Appl)/Certificate (SC/ST)/Undertaking.

Sd/-
(D K Pathak)
Asstt. Controller (AN)

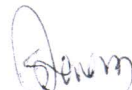
Copy to:

1. The CGDA, Ulan Batar Road,
Palam, Delhi Cantt-110010

or information w. r. t. above please.

- ✓ 2. The Officer-in-Charge,
EDP Sec (Local)

It is requested to upload the same in the
official website of CDA Guwahati.


(B Borah)
Sr. Accounts Officer (AN)

UNDERTAKING

I, Shri.....A/c No.....
 (Designation).....do hereby declare that " I still belongs to the **Caste/Tribes** which
 is recognized as a **Scheduled Castes/Tribes** under the Constitution and if the verification
 reveals that my claim to belong to **Scheduled Caste/Scheduled Tribes**, as the case may
 be, is false or the **Caste/Community** to which I belong is de-scheduled subsequently, my
 promotion will be cancelled and I will be reverted to the post from which I am promoted
 without assigning any further reasons and without prejudice to such further action as may
 be taken under the provisions of the law for giving false statement/certificate".

NB: Strike out the word/words which are irrelevant

Place : Signature :
 Date : Name :
 Designation :

Details of permanent home/residential address as well as caste community status are as
 under;

Residential Address:Permanent Home Address

NameName.....

Vill/.....Vill/.....

P.O.....P.O.....

Dist.....Dist.....

State.....State.....

Caste :

Sub-Cast :

Community :

Place : Signature :

Date : Name :

Designation :

CERTIFICATE

Ido 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.*

(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 2014

PROFORMA

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN MAY, 2014

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

FIRST 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	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	Remarks, if any
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

8

SECOND CHANCE

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Remarks, if any

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ROFORMA

SAS PART-II EXAMINATION – SCHEDULED TO BE HELD IN MAY, 2014

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

FOURTH 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	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, April 2008 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 Last SAS Part-II Examination, Nov 2009 including Exemption				Details of Last SAS Part-II Examination, Sept 2013 including Exemption				Remarks, if any
Roll No	Paper	Marks	Roll No	Paper	Marks	Roll No	Paper	
19	20	21	22	23	24		25	

Name & Signature of the Board Members

Acceptance and Recommendations of Principal Controller/Controller
Name & Signature