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Ministry of Defence
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AN/III/1007/SAS/ORDERS

Dated - 06/04/2023

To,

All Sub Sections of PCDA Bangalore
All Sub Offices of PCDA Bangalore

Subject - 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)

Reference -


- 1) HQR's Letter No. AN/SAS/16200/ORDERS/2022/VOL XII dated 31/03/2023
- 2) HQR's Letter No. AN/SAS/16200/ORDERS/2022/VOL XII dated 03/04/2023

The copy of revised syllabus for Paper 3(Language Skills and Office Communications) and Paper 4(Practical Portion of Information Technology) of SAS Part - I Examination (CBT) as communicated by the HQRs are enclosed for information.

-Sd-
V Kavitha
Sr.Accounts Officer (Admin -3)

Copy to -

- 1) The Officer in Charge , OA Cell - With request to upload in PCDA Bangalore Website


V Kavitha
Sr.Accounts Officer (Admin -3)

“हर काम देश के नाम”

रक्षा लेखा महानियंत्रक

प्रशिक्षण एवं विकास केंद्र, बरार स्क्वायर, दिल्ली छावनी -10

Controller General of Defence Accounts
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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