

IMMEDIATE FOR ALL CIRCULATION

**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
WEST BENGAL, TREASURY BUILDINGS,
KOLKATA – 700 001.**

Office Order (Admn. Series) No. Admn. Cell/SAS/I/CPD-I & II Exam.(Main)/Sept.'17/194
Date: 21-08-2017

**Subject :: Annual Subordinate Audit/Accounts Service (SAS)/Revenue Audit (RA)/
Incentive (I)/Continuous Professional Development (CPD)-I & II Examinations
scheduled to be held in September, 2017.**

In terms of the Headquarters' Examination Section Circular bearing no. 08 of 2017 issued under letter bearing no. 556/11-Exam./SAS/RA/CPD-I&II/Prog./Sept.2017 dated 11.05.2017 that the Subordinate Accounts Service Examination – September, 2017 will be conducted for all categories of eligible candidates in this office and for the candidates only who have already appeared in the earlier Subordinate Audit Service Examinations. Headquarters' Examination Section has communicated vide its' Circular No. 13 of 2017 issued under letter No. 875/45-Exam/Circulars/ Sept.2017/2010 Vol. III dated 17.08.2017 that the online registration for the prospective candidates intending to appear in the forthcoming Annual SAS/I/CPD-I&II Examination scheduled to be held in September, 2017 will start from 22.08.2017 and continue till 29.08.2017.

Hence, Applications are invited from the eligible officials having completed 2 years' continuous service as on 01.09.2017 and passed requisite examinations (Preliminary for Annual SAS Examination – September 2017/Divisional Accountant Grade Examination) for appearing in the ensuing SAS Examination (Civil Accounts Branch) and the officers having completed 4 years' continuous service as SAS pass Gazetted Group 'B' officers including Senior Divisional Accounts Officers & Divisional Accounts Officers Grade-I as on 01.09.2017 for appearing in Continuous Profession Development (CPD)-I scheduled to be held in September, 2017. The Officers who passed the CPD-I Examination held in August, 2013 are also eligible to appear in the ensuing CPD-II Examination - September, 2017. Further, the officers who have completed 1 years' continuous service as Gazetted Group 'B' officers, Senior Divisional Accounts Officers or Divisional Accounts Officer Grade-I as on 01.09.2017 are also eligible to apply for appearing in the Incentive Examination – September, 2017.

Senior Divisional Accounts Officers and Divisional Accounts Officer Grade-I after completion of four years of continuous service in the grade on the 1st of the month in which the

examination is held, i.e. on 01.09.2017 are eligible to appear in the CPD-I (Main) Examination – September 2017.

The Continuous Professional Development Test-II (CPD-II) may be taken by all the Sr.AO/Sr. DAO/ AO/ AAO/ DAO Grade –I after elapsing four years from qualifying their first CPD test. The officers who have passed the CPD-I (Main) Examination held in August – 2013, may be allowed to appear in the CPD-II (Main) Examination - September, 2017. Officers who have qualified CPD-I (Supplementary) Examination held in March 2014 are not eligible to appear in the CPD-II (Main) Examination 2017.

The application forms for the aforesaid examinations are enclosed with this office order. The applications (in the prescribed form) of all prospective candidates for the aforesaid examination serving below the rank of Branch Officer, should be routed through the Branch Officer concerned and applications of Branch Officers should be routed through the Group Officer concerned duly recommended by him/her so as to reach Administration –I Section latest by 29.08.2017. Under compulsion of new system of registration process, the last date for receipt of application will not be possible to extend. Besides, the prospective candidates for SAS etc examinations will be registered on-line to the Headquarters' during the stipulated period from 22.08.2017 to 29.08.2017 from 3.00 p.m. to 5.30 p.m. The candidates are requested to be present at the time of online registration for verification of their particulars and to tender accordingly a self-declared certificate as well as a certificate obtaining from the A.A.O./Admn.III that the particulars of the application forms relating to the Service Book are correct in toto with their Service Books, on his/her application with a view to ensure correctness of particulars furnished in the registration module. Sr.DAO & DAO Grade-I may apply for Incentive, CPD-I&II Examination and Divisional Accountants/DAO Grade-II/Senior Accounts Clerks, for whom Preliminary Written Test is not obligatory may also submit their applications to appear in the subordinate Audit/Accounts Service Examination. AAO/WM-I is requested to verify the particulars mentioned in the application forms of the respective candidates according to their service book. The date sheet will be issued in due course.

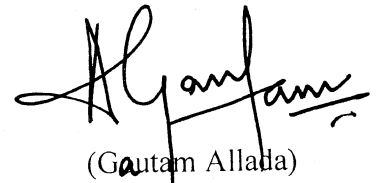
The Registration Module received from Headquarters' clearly elucidates that "Each registration is counted as one attempt w.e.f. November, 2010. There are only six attempts permissible to pass the SAS Examination. However, the candidates who have exhausted all the six chances and secured exemption in/passed five papers of SAS Examination have been given four (4) more consecutive chances commencing from the immediately successive examination and lapsing immediately after conclusion of 4 consecutive SAS examinations. Withdrawal of candidature is not permissible once the candidate is registered."

Those who intend to appear in Group-I and Group-II of the SAS Examination should mention the Group positively in their applications. The Crucial date for determining the eligibility to appear in the SAS Examination – September, 2017 will be 1st September, 2017.

In the case of DAGE passed Sr. Accounts Clerk/DAO Grade-II working in Public Works Department in different Division in the State of West Bengal where the Divisional Accountants are under the administrative control of the Accountant General (A&E), West Bengal, the minimum length of service rendered continuously shall be 2 (two) years only to appear in SAS (Civil Accounts) Examination.

Detailed programme of SAS Examination/Incentive Examination/Continuous Professional Development (CPD)-I & II Examinations in A&E offices and other information will be notified in due course.

The officials/officers willing to appear in the SAS Examination / Incentive Examination / CPD-I&II test should submit their applications duly furnishing the information as required in the application form along with a COLOUR PASSPORT SIZE PHOTOGRAPH with white background latest one taken not before 1st July, 2017 from 22.08.2017 to 29.08.2017 at 3.00 p.m. to 5.30 p.m. The candidates who desire to sit in the SAS (Civil Audit Branch) Examination – September, 2017 should clearly indicate on the top of the application form in block letter “AFTER PASSING THE SAS (AUDIT) EXAMINATION, I SHALL SWITCH OVER TO THE AUDIT OFFICES WITHIN TWO YEARS FROM THE DATE OF PASSING THE EXAMINATION”.



(Gautam Allada)


Deputy Accountant General (Admn.)

Copy forwarded to :-

1. Secretary to the Accountant General (A&E), West Bengal,
2. Accounts Office (Training)
3. Sr. Accounts Officer/A.M.-I with the request to inform the officials, if any attached with T.I. Party.
4. Sr. Accounts Officer (Pension co-ordination) with the request to inform the officials, if any attached with Pension Peripatetic Party.

5. Accounts Officer/ITSC with the request to upload the office order in the Accountant General's (A&E, WB) web-portal.
6. Accounts Officer (Admn.III) with the request to co-operate with the candidate intending to appear in the Annual SAS Examination, September 2017, for furnishing the correct information according to his/her Service Book in his/her Application form for the forthcoming SAS Examination.
7. Sr. Accounts Officer (W.M.) with the request to bring the contents of this office order to the notice of all aspiring eligible candidates working in Public Works Department in different Divisions in the State of West Bengal and all other candidates whose administrative control are the Accountant General (A&E), West Bengal. Further, he is also requested to co-operate with the afore-mentioned eligible candidates to furnish the correct information according to his/her Service Book in his/her Application form for the forthcoming annual SAS Examination to be held in September, 2017.
8. Sr. Audit Officer (Admn.),
Office of the Pr. Accountant General (E&RSA),
West Bengal, C.G.O. Complex (5th Floor),
'C' East Wing, Sector-I, DF Block,
Salt Lake, Kolkata – 700 064.
9. Sr. Audit Officer (Admn.)
Office of the Pr. Accountant General (G&SSA),
West Bengal,
LOCAL AUDIT DEPARTMENT
Treasury Buildings, (1st Floor),
Kolkata – 700 001.
10. Sr. Audit Officer (Admn.),
Office of the Director General of Audit (Central), Kolkata,
8, Kiran Shankar Roy Road,
G.I. Press Buildings,
Kolkata – 700 001.
11. Sr. Audit Officer (Admn.),
Office of the Pr. Accountant General (G&SSA),
West Bengal, Treasury Buildings (1st Floor),
Kolkata – 700 001.
12. Director of Public Instruction,
West Bengal and ex-officio Secretary to
the Govt. of West Bengal,
Higher Education Department,
Bikash Bhavan, Bidhan Nagar,
Kolkata – 700 091.
13. Notice Boards
14. All Sections
15. File (with spare copies 2)

He is requested to bring the contents of this office order to the notice of all candidates intending to appear in the forthcoming SAS etc. Examinations – September, 2017 from this office who is on deputation with these offices.



(A. Mukhopadhyay)
Sr. Accounts Officer(Admn.I)

**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
WEST BENGAL, TREASURY BUILDINGS,
KOLKATA – 700 001.**

**APPLICATION FOR ADMISSION TO THE ANNUAL SUBORDINATE
AUDIT/ACCOUNTS SERVICE EXAMINATION (CIVIL ACCOUNTS
BRANCH/CIVIL AUDIT BRANCH) TO BE HELD IN SEPTEMBER, 2017**

Note :: Candidates should fill in this form with due care. To avoid rejection no column of this form should be kept blank and information furnished should be correct and genuine. Application forms duly filled in should be submitted to Admn. Cell within the period from 22.08.2017 to 29.08.2017.

1. Branch of Examination
2. Group of Examination
3. Full Name as per service book (in block letters and with allotted number, if any)
4. Gender (Male/Female)
5. Fathers' Name
6. Do you belong to SC/ST Community
7. Date of birth (as recorded in Service Book)
8. Designation (in case of deputationists both the designation may be indicated separately)
9. Qualification
10. Name of office and section to which attached

Note :: In case of change of office due to deputation etc. and change of section due to transfer etc. the candidate should notify the change immediately by a letter inviting a reference to this application direct to Admn. Cell Section of this office.

11. Particulars of the SOG/SAS Examination held earlier (candidates are directed to fill in this column with due care)

<u>Year and month of Examination</u>	<u>Index No.</u>	<u>Centre of examination</u>	<u>Exemption secured, if any</u>
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12. **Length of service as on 01.09.17 in IA & AD**
 - Clerk/Typist/DEO
 - Steno./PA
 - Accountant
 - Sr. Accountant
 - Supervisor
 - Sr.Accounts Clerk/Divisional Acctt./DAO Grade-II
13. Serial No. and Page No. of Gradation List as on 01.03.2016 & Office I.D. Card No.

14. Are you willing to appear for SAS Exam./ Group-I/Group-II or both of Civil Accounts Branch/Civil Audit Branch.
15. Break in service, if any (with dates)
16. Residential Address in Full

17. Unique I.D. No. (UIDN)
18. Email ID
19. Telephone & Mobile No.
20. Whether any disciplinary proceeding(s) are pending against you?
21. Do you intend to answer any of the papers in Hindi?
22. Whether completed Pre-Examination Training.
23. Year of passing the DAGE and Roll No. (In the case of DAs/DAO-II)

NOTE :: ONLY SUCH OFFICIALS OF THE A&E OFFICES MAY BE PERMITTED TO APPEAR IN THE SAS (CIVIL AUDIT) EXAMINATION, WHO HAVE ALREADY APPEARED IN THE EARLIER SAS (CIVIL AUDIT) EXAMINATION AND GOT EXEMPTION IN SOME PAPERS SUBJECT TO TENDERING A CERTIFICATE ON THE TOP OF THE FORM "AFTER PASSING THE SAS (AUDIT) EXAMINATION, I SHALL SWITCH OVER TO THE AUDIT OFFICES WITHIN TWO YEARS FROM THE DATE OF PASSING THE EXAMINATION".

Date::

Signature of the Candidate

CERTIFICATE

Certified that I have satisfied myself as to fitness of the candidate to sit for the examination (vide para 9.2.11 of the C&AG's Manual of Standing Orders (Admn.) Vol.I

Certified also that the candidate is regular in attendance, is energetic and of business like habits, has aptitude for work of an Accountant and has prospect of passing the examination.

Signature of Branch Officer.

NOTE :: IN ADDITION TO THE ABOVE CERTIFICATE THE CANDIDATE ON DEPUTATION AND D.T. PASSED SR. ACCOUNTS CLERKS AND DIVISIONAL ACCOUNTANTS SHOULD OBTAIN THE FOLLOWING CERTIFICATE FROM THE OFFICE WHERE THEY ARE AT PRESENT WORKING.

Certified that there is no break-in-service or disciplinary proceeding pending or contemplated against the candidate.

Date ::

Signature of responsible Officer with rubber stamp.

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA – 700 001.**

PROFORMA

**Application for admission to the Annual Incentive Examination for
Sr. A.O./A.O./A.A.O. of A&E offices to be held in September, 2017.**

1. Full Name as per Service Book & Designation (in block letter and with allotted number, if any) & Unique ID Number (UIDN)
2. Father's Name
3. Whether belongs to any community of SC/ST
4. Date of Birth
5. Educational Qualification
6. Gender (Male/Female)
7. Sl. No. & Page No. of the Gradation List as on 01.03.2016.
8. Year of passing S.O.G./SAS Examination
9. Whether passed S.O.G. Examination on or after 2001, if yes mention the Index No.
10. Date of appointment in Asstt. Accounts Officer's Cadre/DAO Grade-I/Sr.DAO
11. Whether already appeared in Incentive Examination, if yes, mention the month and year.
12. Full Residential Address
13. E-mail ID
14. Telephone & Mobile No.
15. Do you intend to answer any of the papers in Hindi
17. Whether completed Pre-Examination Computer (Theo. & Prac.) Training earlier? If yes, give particulars of such training (i.e. period of training, with dates & place of training etc.)
18. Particulars of the Incentive Examination held earlier (Candidates are directed to fill in this column with due care)

Year and month of Examination	Index No.	Centre of Examination	Exemption secured, if any
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Date ::

Recommended/Not recommended

Signature of the candidate

GROUP/BRANCH OFFICER

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA – 700 001.**

PROFORMA

**Application for admission to the Annual Continuous Professional Development (CPD)-I
Examination for SOG/SAS Exam. Passed Group 'B' Gazetted Officers
to be held in September, 2017.**

1. Full Name as per Service Book & Designation (in block letter and with allotted number, if any) & Unique ID Number (UIDN)
2. Father's Name
3. Whether belongs to any community of SC/ST
4. Date Birth
5. Educational Qualification
6. Gender (Male/Female)
7. Sl. No. & Page No. of the Gradation List as on 01.03.2016
8. Year of passing S.O.G./SAS Examination with Index No.
9. Group/Section to which attached
10. Date of appointment in Asstt. Accounts Officer's Cadre/DAO Grade-I/Sr.DAO
11. Length of Service as SOG/SAS Examination passed Group 'B' Gazetted Officer/Sr.DAO/DAO Grade-I
12. Full Residential Address
13. E-mail ID
14. Telephone & Mobile No.
15. Do you intend to answer any of the papers in Hindi
17. Particulars of the Continuous Profession Development (CPD)-I Examination held earlier (Candidates are directed to fill in this column with due care)

Year and month of Examination	Index No.	Centre of Examination	Exemption secured, if any
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Date ::

Signature of the candidate

Recommended/Not recommended

GROUP/BRANCH OFFICER

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL,
TREASURY BUILDINGS, KOLKATA – 700 001.**

PROFORMA

**Application for admission to the Annual Continuous Professional Development (CPD)-II
Examination for CPD-I Exam. Passed Group 'B' Gazetted Officers
to be held in September, 2017.**

1. Full Name as per Service Book & Designation (in block letter and with allotted number, if any) & Unique ID Number (UIDN)
2. Father's Name
3. Whether belongs to any community of SC/ST
4. Date Birth
5. Educational Qualification
6. Gender (Male/Female)
7. Sl. No. & Page No. of the Gradation List as on 01.03.2016
8. Year of passing S.O.G./SAS Examination with Index No.
9. Group/Section to which attached
10. Date of appointment in Asstt. Accounts Officer's Cadre/Sr.DAO/DAO Grade-I
11. Length of Service as SOG/SAS Examination passed Group 'B' Gazetted Officer/Sr.DAO/DAO Grade-I
12. Full Residential Address
13. E-mail ID
14. Telephone & Mobile No.
15. Do you intend to answer any of the papers in Hindi
17. Particulars of the Continuous Profession Development (CPD)-I Examination passed earlier (Candidates are directed to fill in this column with due care)

**Year and month
of passing CPD-I
Examination**

**Centre of
Examination &
Index No**

Date ::

Signature of the candidate

Recommended/Not recommended

GROUP/BRANCH OFFICER