



कार्यालय रक्षा लेखा नियंत्रक (सेना),  
OFFICE OF THE C.D.A. (ARMY),  
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी  
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AN/VI/3205/SAS/Restructuring/2019

Date : 03/04/2023

To,

The Officer-in- Charge

1. All Sections of main Office.
2. All Sub-Offices under CDA (Army) Meerut.

**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)**

HQrs Office vide letter No. AN/SAS/16200/Orders/2022/VOL XII, dated 31/03/2023 (uploaded on CGDA website) has intimated that The prescribed syllabus, books etc for each paper is specified in Rule 16 of SAS Rule 2019. In the revised pattern, all the 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).

2. 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**

S.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	Drafting of Internal Audit Report, MFAI, Case Studies, Para wise reply to audit Para on a given	15

	Question	subject.	
(iv)	<b>Drafting of Legal Communications-</b> One Question	Drafting of Affidavits, Counter Affidavits, Para wise Reply and other legal Communications on administrative matters, pay and pension matter related to DAD	10

**(B) Paper-IV (Information Technology- Theory & Practical)- Practical portion**  
**Maximum Marks-70**

S.No.	Topic	No/ Pattern of questions	Marks
(i)	Operating Skills in Word Processing Package	One Question with 10 sub parts	25
(ii)	Operating Skills in spread sheet Package	One Question with 10 sub parts	25
(iii)	Operating Skills in Presentation Package	One Question with 10 sub parts	20

3. The contents of circular may be brought into the notice of all concerned.

GO(AN) has seen.

*-sd-*

(Akhilesh Kumar)  
Sr. Accounts Officer (AN)

Copy to:

1. OA Cell (Local) – For uploading of circular on website.

*Akhilesh Kumar*

(Akhilesh Kumar)  
Sr. Accounts Officer (AN)