

**WEBSITE/WAN**  
**MOST IMPOTANT CIRCULAR**

	<p>कार्यालय, रक्षा लेखा महानियंत्रक, प्रशिक्षण एवं विकास केंद्र, बरार स्क्वायर, दिल्ली छावनी-110010 <b>OFFICE OF THE CGDA, CENTRAD, BRAR SQUARE, DELHI CANTT-110010</b> Phone-011-25694268,25694298, Fax: 25682151 E-mail : <a href="mailto:sascgda.dad@hub.nic.in">sascgda.dad@hub.nic.in</a>, Website: <a href="http://www.cgda.nic.in">www.cgda.nic.in</a></p>	 
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**NO. AN/SAS/16200/SAS-I/CBT/2023/PROG**

**Dated: 20.04.2023**

**To**

**All PCsDA, including Principal IFAs  
All Controllers of Defence Accounts, including IFAs/RTCs  
The Principal Controller of Accounts (Fys), Kolkata**

**Sub: SAS Part-I Examination on Computer Based Test (CBT) 2023:  
Clarification regarding Frequently Asked Questions (FAQs)**

**Ref: AN/SAS/16200/SAS-I/CBT/2023/PROG dated 17.04.2023**

As per HQrs Office Circular cited under reference, the link for registrations of candidates for SAS Part I Examination on Computer Based Test (CBT) has been activated. Since Computer Based Test has been newly introduced, HQrs office is receiving queries on registration/eligibility etc. in a large number. On the basis of queries received, following general clarifications on FAQs are furnished:

Sl. No.	Particulars/Queries	Clarification
1.	Font for Hindi Typing of the Descriptive portion in Paper - III.	<p>Hindi Phonetic Key Boards will be used. For installation of the key board for practice of Hindi typing, a run manual is enclosed as <b>Annexure I</b>. The candidates can go through the same and install the keyboard which will be provided for typing in Hindi at the time of examination for descriptive type.</p> <p>Further the Phonetic Keyboards are available starting from Windows 10. <b>The Mangal Font is to be used for typing in Hindi.</b></p> <p>In order to enable the Phonetic keyboard, follow these steps:</p> <p>See the right bottom of the screen – Select Language Preference – Preferred Language – Add a Language – Select Hindi – Click Next – Click Install – Hindi Language will be downloaded – Click Options – Add a Keyboard – Click on Hindi Phonetic.</p>

		Now the candidate can type in Hindi. He/she, for example, will have to type the English Alphabet "BHARAT" to fetch the result "भारत".
2.	<p>USER ID &amp; PASSWORD have been sent to registered Email id but the details are not received in the Mail</p> <p style="text-align: center;">Or</p> <p>Wrong mention of Email ID while registration</p>	In case of such difficulty, the candidates may send their details along with contact number to E-Mail mentioned on the Registration Link. The technical person will contact and help in resolving the issue.
3.	Eligibility Criteria for appearing in SAS Examination	Please refer to the <b>Para 8 of the Circular cited under reference</b>
4.	<p>If the candidate has used E-Mail Address other than NIC Email during registration</p> <p style="text-align: center;">Or</p> <p>Can a candidate use Email ID other than NIC Mail for registration</p>	Candidates can use any E-mail which is functional for registration. However, if a candidate has used NIC Email as per the earlier HQrs. Circular, there is no issue.
5.	Someone has registered in the portal but due to shut down/technical issue in PC, it shows that the "You have already registered with the same Aadhar, mail and mobile number."	The candidates can again login through their USER ID and PASSWORD. In case the problem still persists the candidate may send their details along with contact number to E-Mail mentioned on registration link. The technical person will contact and help in resolving the issue.
6.	As per Para 12 of the circular cited under reference "the questions and answers options shall be bilingual i.e. in Hindi & English." In this connection, clarifications are sought whether questions will be shown in both languages or in a particular opted language.	In this connection it is clarified that while registration, the candidates have to select the language for each paper. The questions will be reflected <b>in the opted language only</b> which the candidate has selected during registration i.e. Hindi or English. Different language option may be exercised for each paper.
7.	In case the candidate has been relieved and has not joined the new office i.e. <b>he/she is availing joining time</b> , to which PCDA/CDA the application is to be submitted?	In such a scenario, he/she should opt for the PCDA/CDA from which command he/she has been relieved. The PCDA/CDA concerned will recommend the candidature provisionally after scrutiny of the service records as the same are held with them. Detail of such cases may specifically be mentioned in the Board proceeding convened for screening of the candidature by the PCDA/CDA who have provisionally

		<p>recommended. <b>However, in such cases the candidates have to select the centres nearest to their New Duty Station as per Para 5 of the HQrs. Office Most Important Circular No. AN/SAS/16200/SAS-I/CBT/2023/PROG dated 17.04.2023</b></p> <p>In case he/she has joined the new office on transfer, then the application for registration is to be submitted by the candidate to the new PCDA/CDA.</p>
8.	If a candidate has selected the wrong PCDA/CDA (Say B) in the Registration Portal instead of his/her own PCDA/CDA (Say A), what he/she should do?	The candidate should intimate concerned PCDA/CDA (Say A) through proper channel. The concerned PCDA/CDA (Say A) will intimate the other PCDA/CDA (Say B) along with the printed registration Form of the candidate. The PCDA/CDA (B) will provisionally approve the candidature online and intimate the HQrs Office for necessary correction.
9.	If any basic information is erroneously mentioned in the Registration Form and it has been submitted by the candidate, what he/she should do?	The candidate should intimate this to HQrs. Office through proper channel and concerned PCDA/CDA should also mention the discrepancy in the B.O.O. proceedings before forwarding to HQrs Office for correction.
10.	If the Candidates are not having the Departmental Identity Card	The concerned PCDA/CDA will issue the provisional Identity Card in such cases.



(S.K.Khantwal)  
ACGDA (AN-SAS)

**Copy to:-**

- |  |                                    |
|--|------------------------------------|
| (i) MoD(Fin)<br>DAD Coord, South Block,<br>New Delhi | For information                    |
| (ii) AN-IV/AN VIII Section<br>(Local)                | For information & necessary action |
| (iii) IT &S Section<br>(Local)                       | For uploading on WAN/Website       |

- Sd.  
(S.K.Khantwal)  
ACGDA (AN-SAS)

# SAS Part-1 Exam 2023

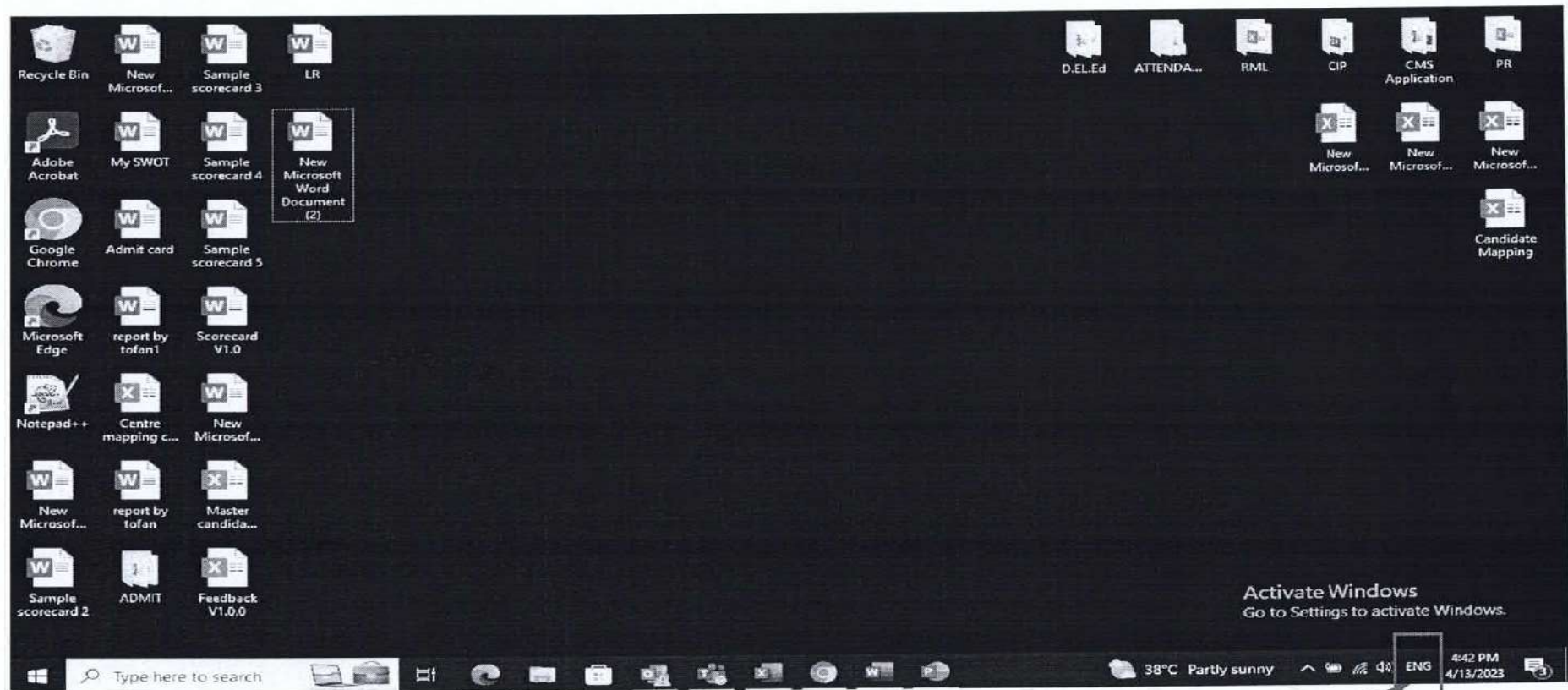
**On Computer Based Test (CBT)  
Controller General of Defense Accounts(CGDA)**



PCDA/CDA GO THROUGH for  
Installing Hindi Phonetic Keyboard



# Downloading Hindi Keyboard

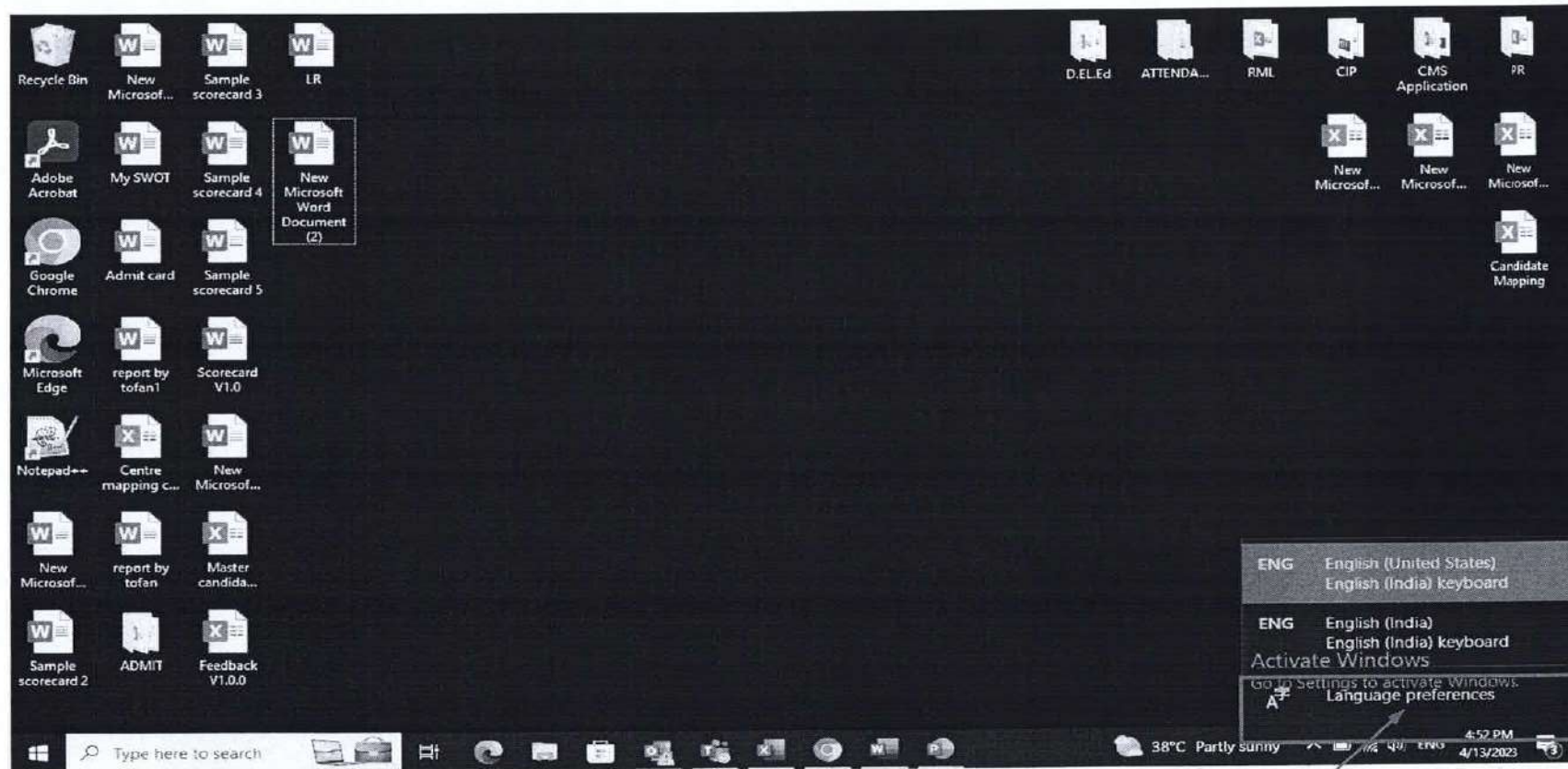


On Desktop, click on ENG

डेस्क टॉप पर, **ENG** पर क्लिक करें।



# Downloading Hindi Keyboard

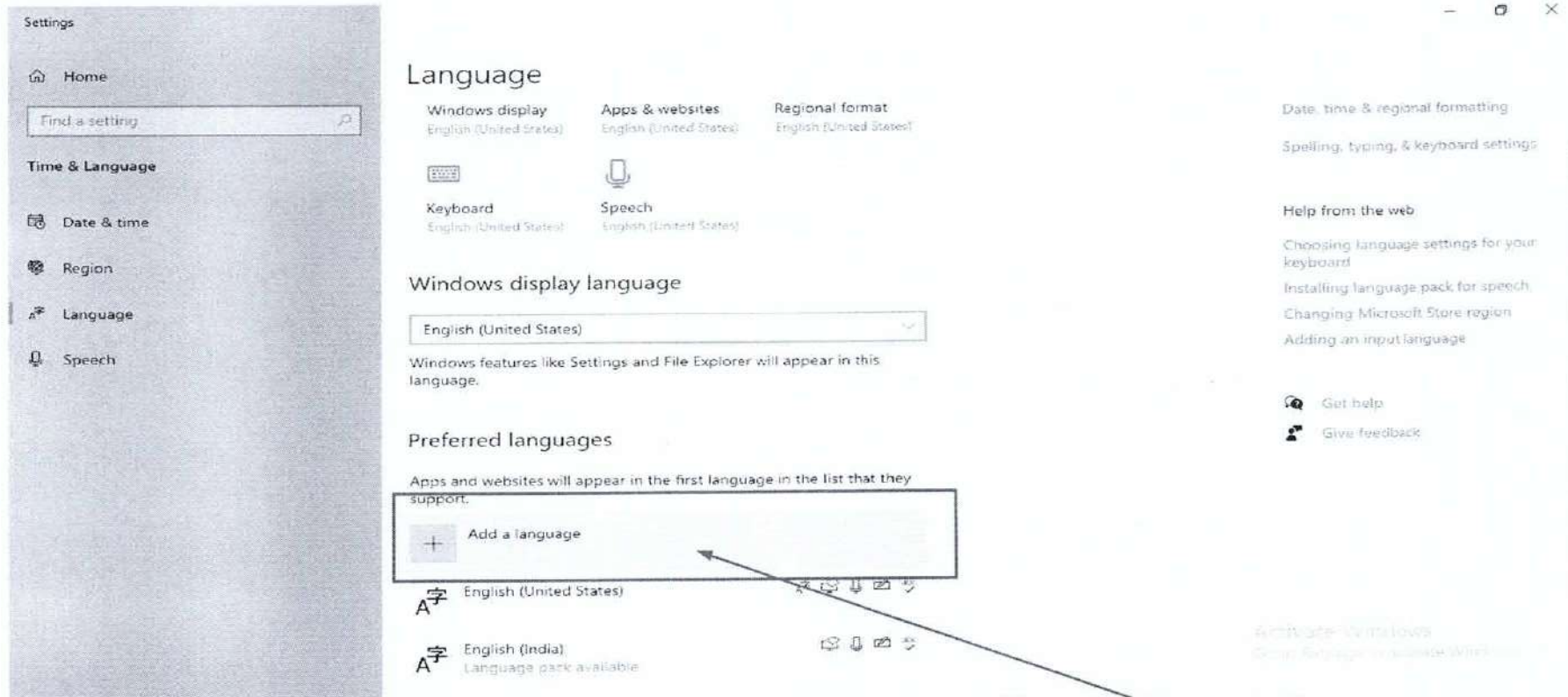


After clicking ENG, click on Language preferences

ENG पर क्लिक करने के बाद **Language Preferences** पर क्लिक करें।



# Downloading Hindi Keyboard

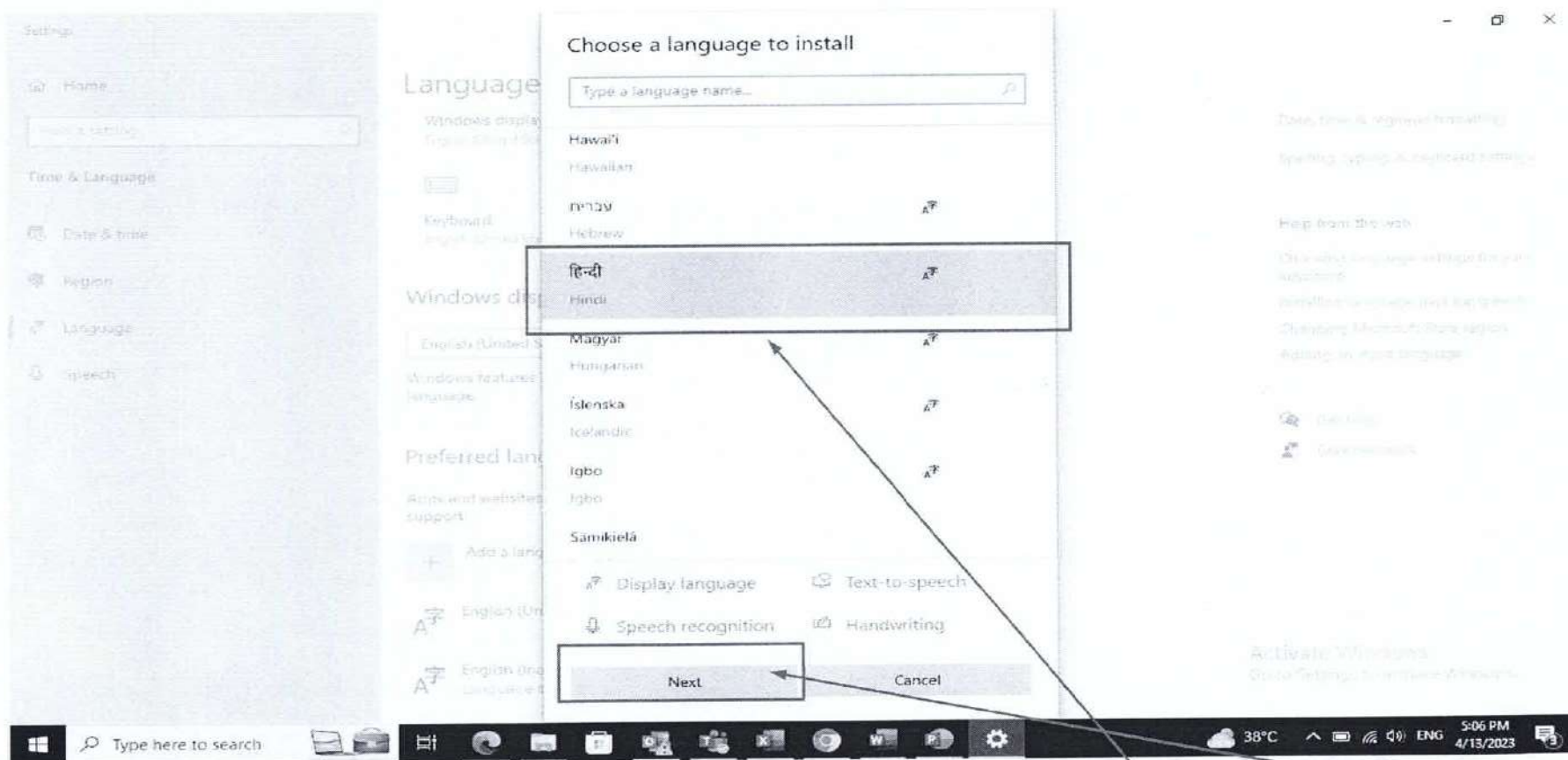


**In Language preference tab, Click on ADD a language**

**भाषा बरीयता टैब में, ADD a language पर क्लिक करें।**



# Downloading Hindi Keyboard



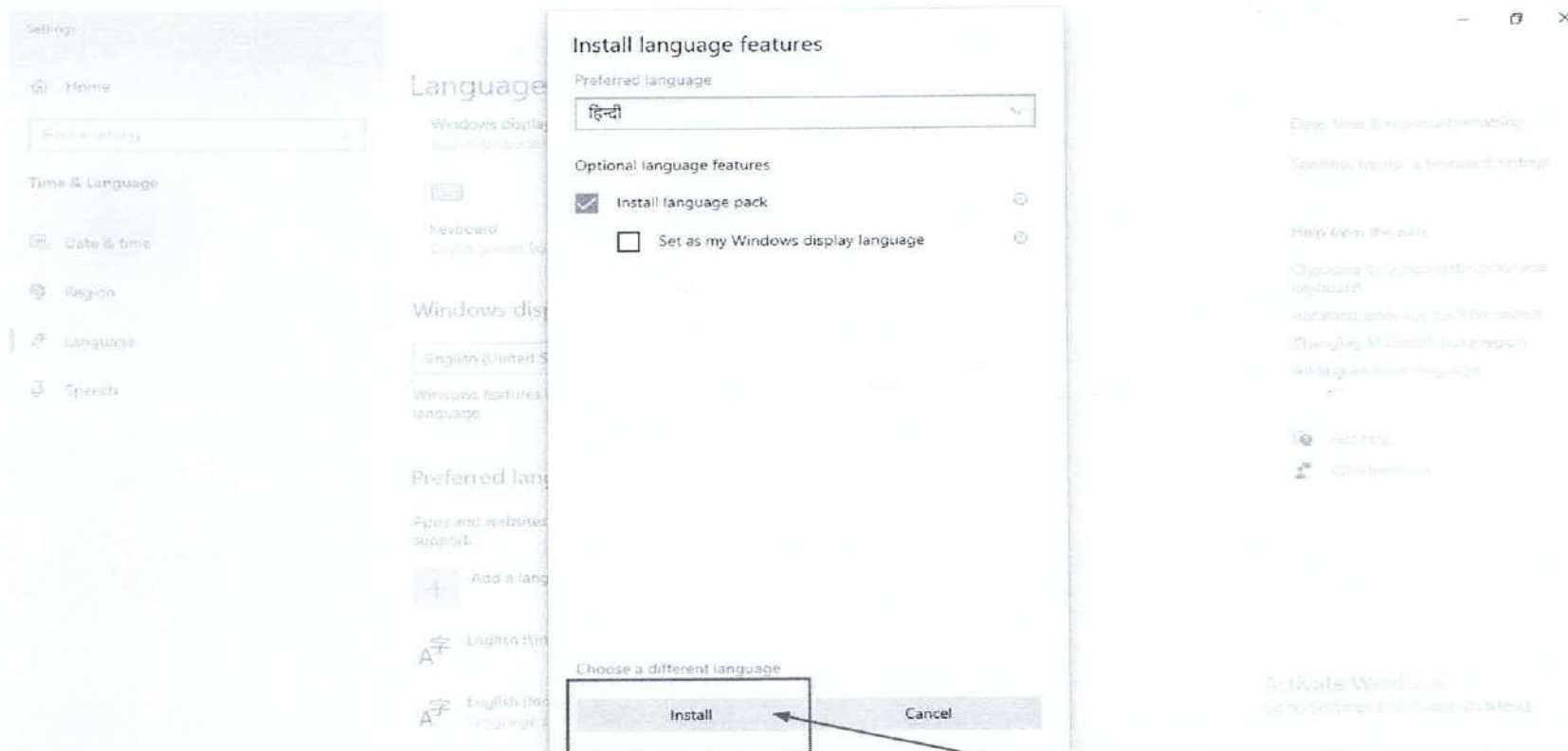
**Select Hindi and click Next**

**Hindi का चयन करें और Next पर क्लिक करें।**





# Downloading Hindi Keyboard



**Click Install in this pop up tab**  
इस पॉप अप टैब में **Install** पर क्लिक करें।



# Downloading Hindi Keyboard

Settings

Home

Find a setting

Time & Language

Date & time

Region

**Language**

Speech

## Language

### Windows display language

English (United States)

Windows features like Settings and File Explorer will appear in this language.

### Preferred languages

Apps and websites will appear in the first language in the list that they support.

+ Add a language

English (United States)

English (India)  
Language pack available

Hindi

Options Remove

Get help

Give feedback

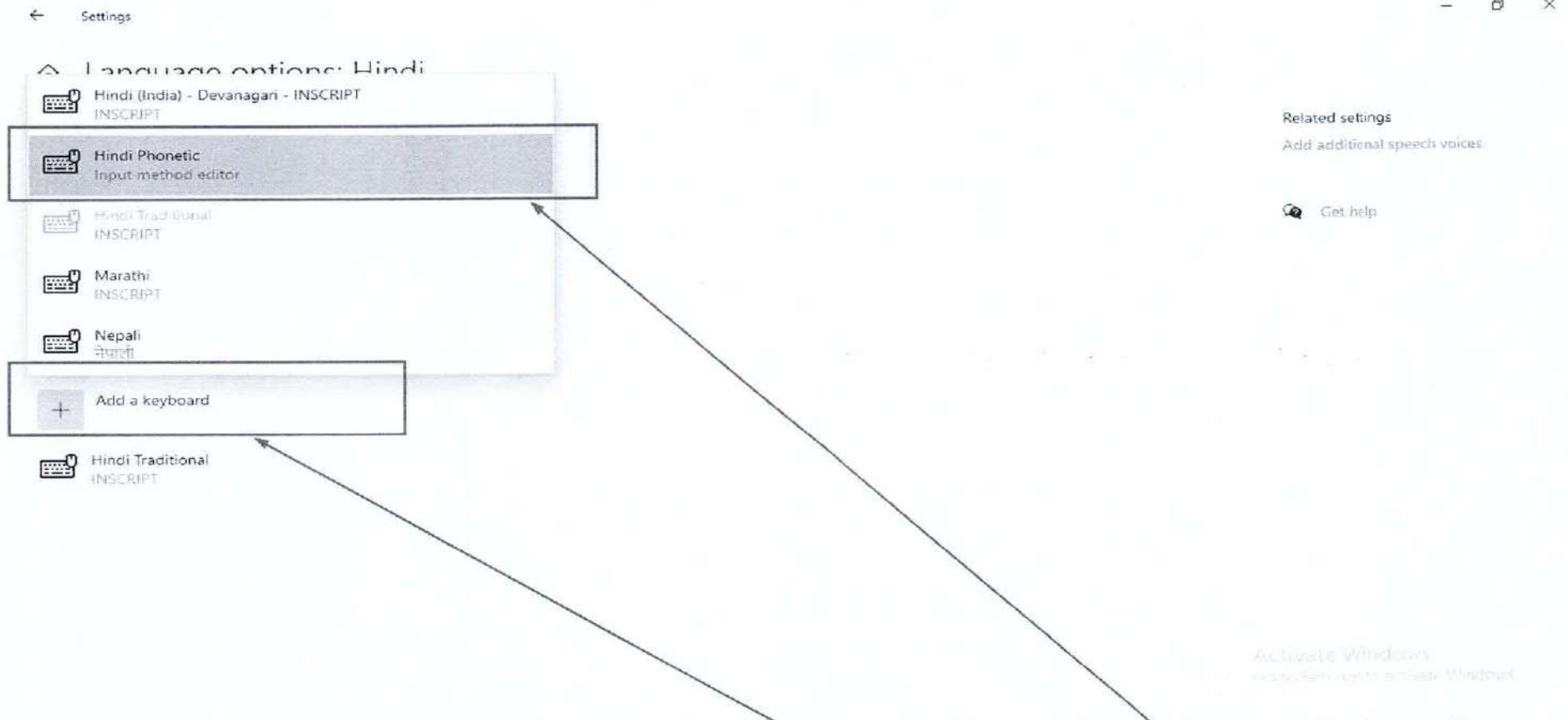
Activate Windows  
Go to Settings to activate Windows

**Hindi language will be downloaded in preferred language tab, then click Options**

हिंदी भाषा पसंदीदा भाषा टैब में डाउनलोड हो जाएगी, फिर **Options** पर क्लिक करें।



# Downloading Hindi Keyboard



**In Options window, click to Add a keyboard, then click on Hindi Phonetic**  
विकल्प विंडो में, Add a keyboard क्लिक करें, फिर Hindi Phonetic पर क्लिक करें।



# How To Use Hindi Phonetic Key Board

