

( To be substituted bearing the same No and date)

From

The Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

To

1. All the Heads of Departments,  
Commissioners of Ambala, Hissar, Gurgaon and Rohtak Divisions, and  
All the Deputy Commissioners in the Haryana State.
2. All District and Session Judges in Haryana.

Memo No 181 -TA-HR-(4T)2010/224-400

Dated: - Chandigarh the.8-1-2010

**Subject: - State S.A.S. Part-I and II (OB/LAD) Examination.**

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Sir,

I am directed to invite a reference to the subject noted above and to state that next State S.A.S. Part-I and II (OB/LAD) Examination will be held in the month of April. The exact date of Examination and place will be notified later on. Application of intending candidates for permission to appear in the State S.A.S. Part-I and II (OB/LAD) Examination, duly forwarded by head of department, should reach the Director Treasuries & Accounts Department, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17 C, Chandigarh on the prescribed form Annexure A (Specimen enclosed) complete in all respects by 28-2-10 at the latest. Application received after this date will not be considered. It is also mentioned that incomplete applications are liable to be rejected.

2. The fee for the Examination is Rs.500/- (Rupees Five Hundred only). The same should be remitted by the Indian Postal Orders duly crossed in the name of the Deputy Director, Treasuries & Accounts Department, Haryana, Chandigarh payable at Chandigarh and attached with the application along with three Attested Photo Graphs. No application shall be entertained where the requisite fee is not remitted. The Indian Postal Orders should not have been purchased before the date of issue of this letter and not later than the last date mentioned.

3. The following instructions should be kept in view while forwarding the application: -

- (a) The application should be complete in all respects; incomplete applications will not be entertained.
- (b) All particulars entered in the application should be filled correctly and certificate recorded by the Head of Office / Department that the same have been verified as correct as per Service Book.

- (c) The name of the candidates should be recommended for the examination after complete verification of the Service Record of the officials to ensure that their integrity is above board.
- (d) Only those officials who possess a degree of a recognized University or its Equivalent and have rendered 3 years Ministerial Service shall be eligible to appear in this examination.

4. The candidates may also be informed that withdrawals from the examination will not be accepted except in very rare cases on medical certificate of illness from the Civil Surgeon concerned.

5.. All the Head of Departments are requested that the applications for State S.A.S. Part-I and II (OB/LAD) Examination should be forwarded in respect of only those candidates who are Government employees and covered in Ministerial Service as defined in Rule 2.40 of Punjab Civil Service Rules Vol-I, Part-I.

6. Only those applications may be forwarded to this department of Board/Corporation/Co-operative Institutions which are covered in list of H. B. P. E. (List attached) and covered in Ministerial Service as defined in Rule 2.40 of Punjab Civil Service Rules Vol-I, Part-I.

Yours faithfully

Sd-  
Joint Director  
for the Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

Endst. No.: 181 -TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to the Accountant General (A & E) & Audit, Haryana, Chandigarh for information.

Sd-  
Joint Director  
for the Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

Endst. No.: 181 -TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to those Board/Corporation/Co-operative Institutions which are covered in list of Haryana Bureau of Public Enterprises (List attached) in the State of Haryana in continuation of Government letter No.11/59/93-1 FA dated 17-05-1995 and letter No.11/59/93-1 FA dated 06-07-1999 for information and necessary action alongwith a copy of prescribed performa at Annexure "B".The application of candidates in Annexure "B" alongwith requisite fee by the Indian Postal Orders and attested resume of ACRs should reach this office by the 28-2-10 at the latest. It should be ensured that the integrity is above board of the candidates.

Sd-  
Joint Director  
for the Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

Endst. No.: 181 -TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to the following for information and necessary action:-

1. Director, Local Fund Accounts Haryana, Chandigarh.
2. Financial Adviser & Chief Accounts Officer, Beas Project Talwara and Sundernagar (H.P.).
3. Financial Adviser & Chief Accounts Officer, Bhakhra Beas Management Board, Nangal Township.
4. Principal Accounts Training Institute Haryana, Chandigarh.
5. Director, General HIPA, Gurgaon
6. All Treasury Officers/Assistant Treasury Officers in Haryana State.
7. All Assistants in Treasuries & Accounts Department Haryana, Chandigarh.

Sd-

Joint Director

for the Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

Endst. No.: 181 -TA-HR(4T)-2010/224-400

Dated: 8-1-2010

A copy is forwarded to the Chief Secretary to Government of Haryana, Chandigarh for information and necessary action.

Sd-

Joint Director

for the Financial Commissioner & Principal Secy. to  
Government of Haryana, Finance Department.

## ANNEXURE-II

### ANNEXURE "A"

(For Department Employees only)

#### APPLICATION FOR THE STATE S.A.S. PART – I AND PART – II EXAMINATION TO REACH NOT LATER THAN THE 28-2-10.

**Note:- Incomplete form shall not be entertained.**

1. Name of the applicant (in Capital Letters) :
2. Fathers Name :
3. Permanent Home Address :
4. Home District :
5. Designation with office Address :
6. Educational qualification (Please also attach attested copies of academic qualifications from Matric onwards) :
7. Date of Birth :
8. Age as on 28-2-10 :
9. Date of entry into Government Service :
10. Post by virtue of which the applicant claims to be eligible & the period for which the post has been held :
11. Whether officiating or permanent :
12. (a) Branch of the examination for which applying (Ordinary Branch/LAD) :
- (b) Whether Part – I or Part – II :
13. If Part – II then give details of year/Session with Roll No. in which SAS Part – I qualified :
14. (a) Exemption obtained, if any in which Session alongwith Roll No. :
- (b) Latest examination Roll No. of Candidate :
15. No. and date of Indian Postal Orders for Examination fee :
16. Remarks if any :

**(To be certified by the applicant)**

I understand that in the event of passing the State SAS Examination, my services shall be at the disposal of the Finance Department. It is also clarified that the particulars filled in column 1 to 16 are correct and nothing has been concealed. In case the particulars given in column No.1 to 16 are found incorrect subsequently at a later stage, I shall be liable to disqualification / reversion to my original post.

(Signature of applicant)

**(To be certified by the Head of Office and Head of Department)**

Certified that the particulars entered in the application are correct to the best of my knowledge and belief and have been verified from service records wherever necessary. It is also certified that the integrity of the official is above board and no inquiry / Judicial proceedings pending against Sh. ....  
Application of the official is recommended for appearing in SAS Part-I/Part-II Examination.

Head of the office  
(Signature & Designation with Seal)

The official has sufficient knowledge of accounts and he is likely to pass the examination. Attested Summary of ACR for the last 10 years or as the case may be attached. It is also certified that the integrity of the official is good.

Forwarded to the Director Treasuries & Accounts Department, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17 C, Chandigarh for information and necessary action. It is certified that the applicant is efficient and likely to pass the State S. A. S. Examination Part-I / Part-II.

(Signature of the Head of Department with seal & Date)

No. .... Dated .....

## ANNEXURE II

### ANNEXURE "B"

(For Boards/Corporation/Co-operative Institutions employees only)

#### APPLICATION FOR THE STATE S.A.S. PART – I AND PART – II EXAMINATION TO

REACH NOT LATER THAN THE 28-2-10.

**Note:- Incomplete form shall not be entertained.**

1. Name of the applicant (in Capital Letters) :
2. Fathers Name :
3. Post held in Corp./Board/Co-operative Institutions etc. :
4. Permanent Home Address :
5. Home District :
6. Educational qualification (Please also attach attested copies of academic qualifications from Matric onwards) :
7. Date of Birth :
8. Age as on 28-2-10 :
9. Date of entry into Corp./ Board / Co-operative Institutions etc. :
10. Whether passed Hindi upto Matric standard :
11. Branch of the examination for which applying (Ordinary Branch/LAD) :
12. Whether Part – I or Part – II :
13. If Part – II then give details of year / Session with Roll No. in which SAS Part – I qualified :
14. (a) Exemption obtained, if any in which Session alongwith Roll No. :  
(b) Latest examination Roll No. of Candidate :
15. No. and date of Indian Postal Orders for Examination fee :
16. Whether Medical Examination from the Civil Surgeon / Character Verification has been done at the time of entry into the Corp./Board/Co-operative Institutions? :
17. Please also attach attested copies of the Medical Examination / Character Verification :

18. Remarks if any :

**(To be certified by the applicant)**

I understand that in the event of passing the State SAS Examination, my services shall be at the disposal of the Finance Department. It is also clarified that the particulars filled in column 1 to 18 are correct and nothing has been concealed. In case the particulars given in column No.1 to 18 are found incorrect subsequently at a later state, I shall be liable to disqualification / reversion to my original post.

(Signature of applicant)

**(To be certified by the Head of Board/Corporation.Co-operative Institution)**

Certified that the particulars entered in the application are correct to the best of my knowledge and belief and have been verified from service records wherever necessary. It is also certified that the integrity of the official is above board no inquiry / Judicial proceedings pending against Sh. ....  
Application of the official is recommended for appearing in SAS Part-I/Part-II Examination.

Head of the office  
(of Board/Corporation/Co-operative Institutions)  
(Signature & Designation with Seal)

The official has sufficient knowledge of accounts and he is likely to pass the examination. Attested Summary of ACR for the last 10 years or as the case may be attached. It is also certified that the integrity of the official is good.

Forwarded to the Director Treasuries & Accounts Department, 2<sup>nd</sup> Floor, 30 Bays Building, Sector-17 C, Chandigarh for information and necessary action. It is certified that the applicant is efficient and likely to pass the State S. A. S. Examination Part-I / Part-II.

Head of the office  
(of Board/Corporation/Co-operative Institutions)  
(Signature & Designation with Seal)

No..... Dated .....

### **Annexure –III**

#### **List of Corporations/Companies/Boards. Co-operative Institutions/ Companies/Corporations.**

- 1.Haryana Financial Corporation,S.C.O.No 17-19 Sector 17-A Chandigarh..
- 2.Haryana State Industrial Development Corporation Ltd., S.C.O N0 40-41 & 48- 49. Sector 17A.Chandigarh.
- 3.Haryana State Small Industries & Export Corporation Ltd.S.C.O. 88-89,Sector 17-C Chandigarh.
- 4.Haryana Handloom & Handicrafts Corporation Ltd.Art gallery,Sector-10C,Chandigarh.
- 5.Haryana State Electronics Development Corporation Ltd.(HARTON) S.C.O.N0.111-113,Sector 17B.Chandigarh.
- 6.Haryana Agro Industries Corporation Ltd.S.C.O.811-12,Sector 22,Chandigarh.
- 7.Haryana Warehousing Corporation Ltd.Bays 15-18,Sector 2.Panchkula.
- 8.Haryana Land Reclamation & Development Corporation Ltd.S.C.O.32-34,Sector 17-C.Chandigarh.
- 9.Haryana Seeds Development corporation Ltd. Bays. 3-6,Sector 2,Panchkula.
- 10.Haryana State Minor Irrigation & Tubwells Corporation Ltd.S.C.O. No 66-67,Bank Square,Sector 17 B,Chandigarh.
- 11,Haryana Tourism Corporation Ltd,S.C.O,N0 17-19,Sector 17 B,Chandigarh.
- 12.Haryana Harijan Kalyan Nigam Ltd.S.C.O.17-19,Sector 17,B,Chandigarh.
- 13.Haryana Backward Classes & Economically weaker Section Kalyan Nigam S.C.O, No 813-14,Sector 22-A,Chandigarh.
- 14.Haryana Woman Development Corporation Ltd.S.C.O.139-40,Sector 8 Chandigarh.
- 15.Haryana Roadways Engineering Corporation Ltd,6<sup>th</sup> Milestone Gurgaon Jaipur Highway,Behrampur,Gurgaon.
- 16.Haryana Police Housing Corporation Ltd, Kothi No 211,Sector 6,Pkl.
- 17.Haryana Forest Development Corporation Ltd.,Kothi N0 267,Sector-1Pkl.

#### **Companies**

- 1.Haryana Minerals Ltd,Nizampur Road,Narnaul.
- 2.Haryana Concast Ltd.Catrod,Hissar
- 3.Haryana Hotels Ltd,S.C.O. N0 17-19,Sector 17-B,Chandigarh.

#### **Co-Operative Institutions.**

- 1.Haryana State Co-Operative Handloom Weavers Apex Society Ltd.No 2,Industrial Area,Panipat.
- 2.Haryana State Co-Operative Apex Bank Ltd.(HARCO Bank) Bank square,Sector 17 Chandigarh.
- 3.Haryana State Federation of Consumers Coop.Wholesale Store Ltd.(Confed) S.C.O. 1006-1007,Sector 22 B,Chandigarh.
- 4.Haryana State Coop.Development Federation Ltd,S.C.O,N0 1050-51,Sector 22-B Chandigarh.
- 5.Haryana Dairy Development Co-Operative Federation Ltd,S.C.O.No 127-28,Sector 17-C,Chandigarh.
- 6.Haryana State Industrial Co-operative Federation Ltd.,S.C.O.N0 20(INFED) Sector 17-E,Chandigarh.
7. Haryana State Coop Housing Fed.Ltd,S.C.O. No 820 NAC Kalka Road,Manimajra (UT),Chandigarh.
- 8.Haryana State Coop.Land Development Bank Ltd.,S.C.O. 1016 &1034 Sector 22 B

Chandigarh.

9.Haryana State Coop.Labour & Construction Fed.Ltd.S.C.O.819 (IInd Floor)Manimajra (U.T.)Chandigarh.

10.Haryana State Coop.Supply & Marketing Fed. Ltd.(HAFED) SCO 19, Sector 7-C Chandigarh.

11.Haryana State Fed.of Coop.Sugar Mills Ltd. SCO No 3011-12, Sector 22-, Chandigarh

12.The Haryana Coop.Sugar Mills Ltd.Rohtak.

13.The Sonapat Coop.Sugar Mills Ltd. Sonapat.

14.The Karnal Coop.Sugar Mills Ltd.Karnal.

15.The Panipat Coop.Sugar Mills Ltd.Panipat.

16.The Palwal Coop.Sugar Mills Ltd.Palwal.

17.The Jind Coop.Sugar Mills Ltd.Jind.

18.The Shahabad Coop.Sugar Mills Ltd.Shahabad (Kurukshetra)

19.The Bhuna Coop.Sugar Mills Ltd., Bhuna. (Hissar)

20. The Meham Coop.Sugar Mills, Meham (Rohtak)

21.The Kaithal Coop.Sugar Mills Ltd., Kaithal.

22.Ambala Central Coop.Bank Ltd., Ambala.

23.Yamuna Nagar Central Coop.Bank Ltd., Yamuna Nagar.

24.Faridabad Central Coop.Bank Ltd. Faridabad.

25.Bhiwani Central Coop.Bank Ltd., Bhiwani.

26.Hissar Central Coop.Bank Ltd. Hissar.

27.Sonapat Central Coop.Bank Ltd.Sonapat.

28.Jind Central Coop.Bank Ltd.Jind.

29.Karnal Central Coop.Bank Ltd., Karnal.

30.Sirsa Central Coop.Bank Ltd., Sirsa.

31.Mohindergarh Central Coop.Bank Ltd.Mohindergarh.

32.Kurukshetra Central Coop.Bank Ltd.Kurukshetra.

33.Gurgaon Central Coop.Bank Ltd., Gurgaon.

34.Rewari Central Coop.Bank Ltd.Rewari.

35.Rohtak Central Coop.Bank Ltd.Rohtak.

36.Panipat Central Coop.Bank Ltd.Panipat.

37.Kaithal Central Coop Bank Ltd.Kaithal.

38.Yamuna Nagar Urban Co-op Bank Ltd.Yamuna Nagar.

39.Sirsa Urban Coop Bank Ltd.Sirsa.

40.Panchkula Urban Coop.Bank Ltd.Panchkula.

41.Karnal Urban Coop.Bank Ltd. Karnal.

42.Kurukshetra Urban Coop.Bank Ltd.Kurukshetra.

43.Panipat Urban Coop.Bank Ltd.Panipat.

44.Hissar Urban Coop.Bank Ltd.Hissar.

45.Sonipat Urban Coop.Bank Ltd.Sonipat

## **BOARDS**

1.Kurukshetra Development Board, Kurukshetra.

2.Haryana State Social Welfare Advisory Board, SCO No.87-88, 2<sup>nd</sup> Floor, Sector 17, Chandigarh.

3.Haryana State Pollution Control Board, Sector 6 Panchkula.

4.Haryana Land Use Board, 30-Bays Building, Sector 17, Chandigarh.

5.Board of Ayurvedic and Unani System of Medicines, Kothi No. 1113, Sector 7, PkI.

6.Shivalik Development Agency, Ambala.

7.Member Secretary, Mewat Development Agency, Gurgaon.

8.Haryana State Electricity Board, Shakti Bhawan, Sector 6, PkI.

9.Haryana Housing Board, Plot No. c-15, Sector 6, Panchkula.

- 10.Haryana State Agriculture Marketing Board,Vipanen Bhawan,Sector 6,Pkl.
- 11.Haryana Khadi & Village Industries Board,SCO No.841,Manimajra.
- 12.Haryana Rural Development Fund Administrastion Board,Panchyat Bhawan Sector 28,Chandigarh.
- 13.Haryana Slum Clearance Board,SCO No 48,Sector 26,Chandigah.
- 14.Haryana Horticulture Development Board,SCO No 1132-33,Sector 22 B Chandigah.
- 15.State Urban Development Society & NRY Haryana,SCO No 20,Sector 7 Chandigah.
- 16.Haryana Urban Development Authority,(HUDA) HUDA Complex,Sector 6 Pkl.

### **MISCELLANEOUS**

- 1.Haryana State Council for Science & Technology,SCO No.24,Sector 26,Chandigah.
- 2.Haryana State Seed Certification Agency,Flat No B 11-12,Sector 14.Pkl.
- 3.Haryana Sahitya Academy,SCO No. 9Sector 5,Pkl.
- 4.Command Area Development Authority SCO 39-40 Sector 4,Pkl.
- 5.Council of Homeopathic and Systems of Medicine,Kothi No. 1113,Sector 7.Pkl.

## **Annexure –IV**

### **List of posts of eligible candidates to appear in the S.A.S. Examination.**

Clerk/Account Clerk/ Steno/ Junior. and Sr. Scale Stenographer/  
Computer Operator/ Data Entry Operator /Assistant / Junior Auditor/ Upper  
Division Clerk/ Divisional Accountant in Institutions/ Companies (list enclosed)  
Accountant / Treasurer/ A.O./ S.O. of Corporation/ Board / Co-operative  
Institution who have not qualified S.A.S. Examination/ Deputy Superintendent/  
Head Superintendent /Head Assistant in any Department of the Sate  
Government / Board/ Corporation/ Co-operative Institution.