

## COMPUTER LITERACY SYLLABUS FOR LDC/STENOTYPIST

- I. DOS:  
Introduction to Computer fundamentals, Md,Cd,Rd, Copy, Delete, Type, Copy ,Con,Rename.
- II. WINDOWS:  
Introduction to windows,making folders, windows explorer, wordpad.
- III. MS-WORD :
  1. File,edit, cut,copy,paste,standard tool bar,formatting,toolbar,paste special,clear,select all, find,replace,go to.
  2. Header & Footer,page,break,date & time,auto text,symbol,picture & word art.
  3. Fonts,paragraph,change case.
  4. Spelling & grammar,word count,auto correct,mail merge.
  5. Table,sort.
- IV. EXCEL :
  1. New,open,save, (File Menu),concept of book sheet,selecting whole columns & rows.
  2. Cut,copy,paste,paste special,fill clear,delete,delete sheets,find, replace, go to.
  3. Toolbar,insert cells,rows,columns.
  4. Chart,format cells,rows,columns.
  5. Spell check,sort.
- V. POWERPOINT :  
Introduction to Powerpoint,slideshow,insert new slide,duplicate slide,apply design & rehearse timings.

## COMPUTER LITERACY SYLLABUS FOR UDC

- I. DOS:  
Introduction to Computer fundamentals, Md,Cd,Rd, Copy, Delete, Type, Copy ,Con,Rename.
- III. WINDOWS:  
Introduction to windows,making folders, windows explorer, wordpad.
- III. MS-WORD :
  6. File,edit, cut,copy,paste,standard tool bar,formatting,toolbar,paste special,hyper link, clear,select all, find,replace,go to.
  7. Header & Footer,page,break,date & time,auto text,symbol,picture & word art.
  8. Fonts,paragraph,change case.
  9. Spelling & grammar,word count,auto correct,mail merge.
  10. Table,sort.
- IV. EXCEL :
  6. New,open,save, (File Menu),concept of book sheet,selecting whole columns & rows.
  7. Cut,copy,paste,paste special,fill clear,delete,delete sheets,find replace, go to.
  8. Toolbar,insert cells,rows,columns.
  9. Chart,format cells,auto correct.
  10. Spell check,sort.
- V. POWERPOINT :  
Introduction to Powerpoint,slideshow,insert new slide,duplicate slide,apply design & rehearse timings.
- VI. ACCESS :
  1. Introduction to database.
  2. Table,design view,wizard,data sheet view & data types.
  3. Queries through design view & run query.
  4. Forms,wizards,buttons open form,close form,exit & add records.
- VII. INTERNET :  
Introduction to internet,opening mail account,checking mail,searching information.



PAPER-III

(REVENUE ACCOUNTS)

MAX.MARKS :100

- Part-I
- i. Sales Regulations & Commercial Instructions.
  - ii. Condition of Supply.
  - iii. Schedule of Tariff.

Part-II: Manual of Sale of Power: Commercial Accounting System Vol.II

Part-III Manual on Material Accounting (Commercial Accounting System Vol-V)

Salient features,Banking Accounting Policies and Procedures relating to Material Accounting,subject Code No.01,11 to 25,29 to 39,41,42,48 to 58.

Note: (The instructions/amendments,relating to the above subject issued by different branches from time to time,shall also be applicable).



**PAPER-VI:****Marks-100****Advanced Accounts:**

(60)

1. Accounting Principles-Concepts & Conventions.
2. Recording, posting and preparation of Trial Balance, Sole Proprietor and Partnership firm's accounts excluding "Dissolution".
3. Trading, Profit & Loss A/c and Balance Sheet.
4. Rectification of Errors.
5. Bank Reconciliation Statement.
6. Depreciation, Reserves and provisions.
7. Bill of Exchange, Promissory Note.
8. Annual Statement of A/Cs of State Elec. Boards based on the principles of Elec. Supply (Annual Accounts) Rules-1985.
9. Hire, Purchase and Lease Finance.
10. Company Accounts relating to issue of shares, Redemption of Preference Shares, issue Debentures and their redemption,
11. Manufacturing and working Accounts.
12. Analysis of Financial Statements-Accounting Ratios only.
13. Double Account System.

**Cost Accounts:****Marks-20**

1. Nature and scope of cost Accounting.
2. Cost Analysis.
3. Methods and Types of costing with special reference to (i) Marginal costing.(ii)Budgetary control (iii) Operating costing(iv) Job/Estimate Costing(v)Contract costing.

**Auditing:****Marks-20**

1. Principles of auditing-introductory.
2. Internal Check and Control.
3. Vouching of Cash Transactions.
4. Verification and valuation of Assets & Liabilities.

**Books Suggested:**

1. Advances Accountancy-R.L.Gupta & M.Radhaswamy.
2. Advances Accounts- Shukla Grewal.
3. Cost Accounts-Jain and Narang.
4. Practical Auditing B.N.Tandon.
5. Electricity (Supply)(Annual Accounts)Rules,1985.

**PAPER-VII :****MARKS-100****Industrial, Commercial Laws & Direct Taxes:****A****30 Marks**

1. Factory Act,1948.
2. Workmen's Compensation Act,1923(Chapter-1&2).
3. Employees State Insurance Act,1948(Chapter 1 to 5).

**B.****30 Marks.**

1. Sale of Goods Act,1930.
2. Negotiable & Instruments Act.
3. Contract Act., Chapter 1 to 4,Chapter-6,Chapter-8.

**C.****25 Marks.****1. INCOME TAX ACT,1961:**

Introduction and definitions, Provisions relating to computation of income under the head salaries and income from house Property. Deductions to be made in computing total income and rebates allowed to Salaried persons. Procedure regarding filling of income tax return and deduction of tax at source.

**2.A) Punjab Sales Tax Act:**

Introduction & Definitions-Meaning, Main features-Kinds of Sales Tax-Distinction between Sales & Taxable Turnover.  
Ch.3.Tax Authorities & their Powers.  
Ch.4-Procedure of Assessment & Refund.

- B) **Central Sales Tax Act:**  
Ch.I-Introduction & Definitions-Objects-features.  
Ch.2-Principles of Central Sales Tax Sale or Purchase in the course of Inter-State Trade or Commerce, outside a State in the course of import or export.  
Ch.3-Inter State Sales Tax Liability & Collection of Tax-Exemption from Central Sales Tax rate of TURNOVER Levy & Collection of Tax.

C) **Marks:15**

1. Pollution Control Laws:  
(Covering Water, Air Pollution Control Acts and Environment Protection Laws).
2. Consumer Protection Act-1986.

**PAPER-VIII;**

**Marks-100**

1. Capital Exp. and Fixed Assets Vol-VI.
2. Chart of A/cs Vol-1 Part-(I).
3. Inventory Management and Control.
4. Project Management & Control.  
Project Evaluation:-Financial covering Pay-back period, Net Present Value and Internal Rate of return.
5. Financial Budget & Budgetary Control
6. Purchase Regulations.
7. Works Regulations, 1997.
8. Delegation of Powers.

**Books recommended for Sr.No.3&4.**

- 1) "Cost Accountancy" by S.P.Jain & K.D NarangENGINEER

(EFFECTIVE FROM OCT.2K1 Session).

**ENGINEER OFFICERS EXAM:(REVISED SYLLABUS)**

**PAPER-1 (WORKS ACCOUNTS)**

**Max.Marks-100**

- |    |   |   |
|----|---|---|
| A. | Manual on Capital Expenditure and Fixed Assets:                       | Except Chapter-XXI to XXIV                                      |
| B. | Meter Accounting Manual:  | Salient Features, Chapter 2,5,6,12,15 & 16.                     |
| C. | Manual on Damaged Transformers  | Salient Feature Chapter 4 to 8 & 18 to 21.                      |
| D. | I.U.T.Manual  | Chaper-1 Except Para-10, Chaper-2 Except Para-9 Chapter-3 to 7. |
| E. | Expense Accounting Manual   | Chapter-18.   |
| F. | Cash and Bank Manual  | Chapter-11,13 to 17.  |
| G. | Chart of Accounts   |   |
| H. | Manual on CAS-Basic Accounting Principles & Policies: (Except Part-C) |   |

1. **Miscellaneous Topics**

1. Works Regulations,1997
2. Basic Principles of Management(Introductory).Purchase Regulation 1981.
3. Manufacturing Accounts, Projects Estimates & Administrative Approval.

**PAPER-II (SERVICE RULES & REGULATIONS)**

**Max.Marks-100**

1. **MAIN SERVICE REGULATIONS,1972 Vol.I PART-I.**

Chapter-11(Definitions),Chapter-III(General Conditions of Service),Chapter-IV (Pay),Chapter-V(Additions to Pay),Chapter-VIII(Dismisal,Removal,Suspension & Resignation),Chapter-VIII(Leave),Chapter-IX(Joining Time),Chapter-XII(Record of Service),Chapter-XV(Competent Authority under various regulations).

2. **MAIN SERVICE REGULATION, 1975, VOL.1 PART -II.**

Appendix-3(List of Board Employees granted Rent Free Accommodation.) , Appendix-V(Leave Procedure),Appendix-VIII(Regulation for the grant of Casual and Quarantine leave).

3. **MAIN SERVICE REGULATIONS 1972 Vol. III (T.A.Regulations).**

4. **PUNJAB C.S.R. Vol.II**

Chapter-III(Service Qualifying for Pension) Chapter-IV(Reckoning of Service for pension),Chapter-V(Different kinds of Pensions and conditions for their grant), Chapter-VI(Amount of Pension),Chapter-IX(Determination and Authorization of the amounts of Pension and Gratuity), Chapter-X (Payment of Pensions).

5. PSEB EMPLOYEES CONDUCT REGULATIONS-1971.

6. PSEB EMPLOYEES P&A REGULATIONS-1971.

7. PSEB PROVIDENT FUND REGULATIONS-1960.

8. PSEB,DELIGATION OF POWERS.

9. PUNJAB BUDGET MANUAL.

- |             |   |
|-------------|---|
| Chapter-1   | Rule 1.7 to 1.17(Preparation of Budget)                                 |
|             | Rule 1.23(Communication and Distribution of Grants.)                    |
|             | Rule 1.24 to 1.34(Control of Expenditure)                               |
| Chapter-II  | Rule 2.3 to 2.43 (Definitions).   |
| Chapter-III | Rule 3.1 to 3.8(Preparation & Submission of the Departmental Estimates. |
| Chapter-IV  | Rules 4.1 to 4.4(Estimates of Revenue and Receipts).                    |
| Chapter-V   | Rule 5.1 to 5.11(Estimates of ordinary Expenditure)                     |
| Chapter-VI  | Rule 6.1 to 6.4 (Performance Budget)                                    |
| Chapter-VII | Rule 7.1 to 7.12(Estimates of New Expenditure).                         |
| Chapter-XII | Rule 12.1 to 12.24(Appropriation in Estimates & Watch                   |

over Progress of Expenditure).  
Chapter-XIV Rule 14.1 to 14.32(Expenditure not provided for in the  
Budget Estimates,Reappropriation-  
Supplementary Estimates and Excess  
grants).

**PAPER-III**                      **(REVENUE ACCOUNTS)**                      **Max.Marks-100**

- A. SALES REGULATION.  
B. TARIFF & CONDITIONS OF SUPPLY.  
C. COMMERCIAL ACCOUNTING SYSTEM:  
i) Manual on Sale of Power.  
ii) Manual on Material Accounting:  
a)Salient Features:  
b)Basic Accounting Policies & Procedures at P-1 to 3 of the  
Manual.  
c)Chapters:11 to 14,17 to 25,29,30,32 to 38,41,42,50 to 56.

**PAPER-IV**                      **(ACTS AND LABOUR LAWS).**                      **Max.Marks-100**

1. FACTORIES ACT.1948                      Chaper-1 (Preliminary),II (Inspecting Staff).III ((Health), IV (Safety), V.(Welfare),VI (Working Hours of Adults) VIII (Annual leave with wages).
2. INDUSTRIAL DISPUTES ACT.1947                      Chapter-I(Preliminary),II (Authorities under this Act.),V (Strikes and Lock-outs ,V-A(Lay off and Retrenchment).
3. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
4. EMPLOYEES STATE INSURANCE ACT.1948.                      Chapter-1(Preliminary), IV(Contributions), V (Benefits)and the employees Insurance Scheme framed under the Act.)
5. WORKMEN COMPENSATION Act.1923.                      Chapter-I & II (Up to section IX only).
6. THE ELECTRICITY SUPPLY ACT.1948.
7. AIR (PREVENTION AND CONTROL OF POLLUTION)ACT.1981.                      Chapter-I(Preliminary),IV(Prevention and Control of Air Pollution), VI (Penalties and Procedure).

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NOTE: (The instructions /Amendments,relating to the above subject,  
(Common issued by different branches from time to time,shall also be  
for all applicable. However no cognizance of any amendment issued within  
papers) 6 months of the commencement of examination shall be taken.

**SAS PART-I EXAM: (REVISED SYLLABUS )(EFFECTIVE FROM 11/2001 SESSION)**

**PAPER-I                      WORKS & STORES ACCOUNTS                      MAX.MARKS:100**

1. Classification/Codification as per Chart of Accounts under Commercial Accounting Systems.
2. Basic Accounting Principles & Policies.
3. Fuel Accounting Policies, Principles and Procedure.
4. Cash & Bank Transactions.
5. Material Accounting including Computerised Stores Accounting System.
6. Works Accounts/Capital Expenditure & Fixed Assets.
7. Inter Unit Transactions & their Accounting .
8. Misc. Topics: such as :  
Meter Accounting, Accounting on Damaged Transformers, Expense Accounting, Work shop Accounting and Personnel Accounting.

NOTE: Main emphasis shall be on practical problems concerning Works Accounts Mtc. of Cash Book & other Accounting Areas.

**Books Suggested**

1. Manuals on Commercial Accounting Systems, Vol.I to Vol.XI (Except SOP Manual).
2. Circulars/Instructions issued from time to time.

**PAPER-II                      REVENUE ACCOUNTS                      MAX.MARKS:100**

1. Sales Regulations.
2. Conditions of Supply.
3. Commercial Instructions issued from time to time.
4. Tariff and its Applications.
5. Commercial Accounting Systems Vol-II (Sale of Power) including Computerised Billing.
6. PR Instructions issued from time to time.
7. Revenue Monitoring with latest instructions on the subjects.

**PAPER-III                      ACTS, RULES & REGULATIONS                      MAX.MARKS:100**

1. The Electricity (Supply) Act. 1948                      Excluding technical portion
2. The Indian Electricity Act. 1910
3. Indian Electricity Rules-1956
4. PSEB, Chairman's Power Rules 1959.
5. Rules framed under Section 78 & various Regulations framed under Section-79 of Electricity Supply Act. 1948 (Except P&A Regulations 1971 & GPF Regulation 1960.)
6. Consumer Protection Act. 1986.

**PAPER-IV                      SERVICE RULES & REGULATIONS                      MAX.MARKS:100**

1. PSEB MSR 1972 Vol.I Part-I (as amended from time to time).
2. PSEB MSR, 1975 Vol.I, Part-II (as amended from time to time).
3. PSEB MSR, 1972 Vol.III (TA Regulations).(as amended from time to time).
4. The Pb.CSR Vol.II (Rules relating to pensions) (as amended from time to time).
5. PSEB GPF Regulations, 1960 (as amended from time to time).
6. PSEB P&A Regulations, 1971 (as amended from time to time).
7. PSEB Delegations of Powers (amended upto date).

NOTE:                      Uptodate amendments/instructions concerning above rules/regulations, issued from time to time.

NOTE:                      The instructions/amendments relating to the above subjects, issued by different (Common for all papers) branches from time to time, shall also be applicable. However no cognizance of any amendment issued within 6 months of the commencement of examination shall be taken.

**SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR  
ENGINEERING SUBORDINATES.**

**PAPER-I (WORKS ACCOUNTS)**

**MAX.MARKS:100**

1. Preparation of estimates complete with chargeable heads of accounts. = 30 Marks  
(10 Marks for general +20 Marks of estimation)

**Competency regarding administrative & Technical Sanction for these estimates:-**

- i) Industrial Service Connections.
- ii) Agricultural Power Connections.
- iii) General Service Connections.
- iv) Replacement of Damaged Transformer.
- v) Dismantlement of Idle Lines/Service Connections.
- vi) Augmentation & Deaugmentation on Technical Grounds.
- vii) Shifting of HT/LT lines on Technical Grounds.
- viii) Annual Estimates for Mtc.of LD System, 11 KV Lines, Street Lighting, Mtc.of vehicles & Grid Sub-Station.
- ix) Temporary Connections.
- x) Shifting of HT/LT lines and Sub-Station as Deposit Work.
- xi) Providing new Street Light system under various categories and its shifting on request from Local Bodies.
- xii) Conversion of ordinary points of Street Light System into Tube Light, Sodium Vapour Lamp or Mercury Vapour Lamp Points as Deposit Work on request from Local Bodies.

2. **Maintenance of Accounts:-** **20 Marks**  
Use and knowledge of:-

- i) Stock Measurement Book,Electrical Measurement Book (CA-25) Small Measurement Book (PW-20 Large) and Standard Measurement Book (PW-20 Small).
- ii) Accounts of T&P meters (CA-21 & CA-22) Works T&P and office T&P .
- iii) Instructions regarding mtc. of Imprest Accounts & Muster Rolls.
- iv) IUT Bills and suppliers bills and verifications thereof.
- v) Mtc. of PWA Form-4 & IWR.
- vi) Elementary knowledge for the mtc.of General Cash Book.

3. **Maintenance of Technical Record:-** **20 Marks**  
Use and knowledge of:-

- i) Petrol Book,equipment mtc. register,Line mtc.Register.
- ii) Vehicle Log Book ,Mtc. Register,Out Turn and average consumption of vehicle.
- iii) Dismantlement Register and Scrap Register.
- iv) Conected Load Register,FRO,Meter Sealing Record.
- v) PTWs Telephone message book.
- vi) Meter Inspector Register,Register of Idle Services.Register of variation of energy.
- vii) Elementary knowledge of Service Register,Sundry Charges and allowances Register.

4. Miscellaneous:
  - i). Workcharge Establishment, its employment and retrenchment procedure, EPF deduction and its repayment.
  - ii) Payment of compensation to workcharged and regular employees against Fatal/Non Fatal Accident.
  - iii) Instructions to deal with shortage of material received from supplier and replacement of defective material.
  - iv) Procedure for carrying out Deposit Works.
  - v) Instructions regarding Survey off Vehicles & other unserviceable items.
  - vi) Knowledge regarding returns submitted by Sub Divn. to Divn. every month.
  - vii) Commencements of work in anticipation of sanctioned Estimate. Excess over estimates.
  - viii) Procedure for disposal of unserviceable T & P Meters.
  - ix) Use and knowledge of Stock Cards, Store Value Ledger, Store Requisition, Indent, Store Challan, Store Return Warrant and Stock Verification Report.
  - x) Indian Eley. Rules relating to Transmission & Distribution System and Safety precautions.

RELEVANT CHAPTERS OF BOOKS AND INSTRUCTIONS COVERING THE SYLLABUS OF PAPER-I (ELECTRICAL)(WORKS ACCOUNTS)

1. SALES REGULATIONS:-

Instructions No.11 & (Form CS-2), 6, Forms CS-I (SL/A) (SL/B) (SL/C and CS-I (SL/S) 14 to 18,41 and Connected Load Register, Performa of Fuse Replacement Order, Meter Sealing Record.

- 2) TIE-4 (Complete).
- 3) Schedule of Labour Rates for Elect. works.
- 4)
  - i) CAO Circular dt.12.1.72 regarding preparation of estimates of Damaged T/Fs.
  - ii) CAO Circular No.7081/7657/WMG-II/A-63 dt.17.4.72.
  - iii) CAO Circular No.46365/46417/CAC-VII dt.28.11.86.

5) a) DELEGATION OF POWERS:-

11,12,13,14,15,16,23, to 27 & 36.

b) (Group Head 10 to 17 and 71 to 77 and 79 of Chart of Account).

6. DFR:- Rule: 6.19,7.11,7.12 to 7.14,7.20 to 7.32.
7. IUT Manual: Sub Code 1 &2.
8. Material Accounting Manual: Sub code 2,3,5 to 8,11 to 14,17,19,20, 24,25, 26,27,28,32,41,42,51 and its annexures.
9. Cash & Bank Manual: Sub Code 2 to 5,7,11,12,& 16 and its annexures and Sub Code-17 and instructions given on the pre-face of the Cash Book.
10. Expense Accounting Manual: Sub Code-18.
11. Commercial Accounting System : Sale of Power : Sub Code-9,16.
12. Manual on Personnel Accounting: Sub Code-13,14,17,24 & 25.
13. Standing Orders and instructions issued from time to time.
14. Compensation Act: Section-3,4,5,10-A,10-B,11 & 12.
15. Manual of Instructions: Instruction No.4,48 (and proforma CA-109 of Sale of Power) and 49.
16. Meter Accounting Manual: Sub Code-2,3,5 to 8 and 13.
17. Account Code Vol.III : Article-205.

18. Manual of Capital Expenditure: Chapter IV,VI,VII as amended vide CAO No.11467/12229/CAC dt.7.6.91 XI to XIV,XV and instructions issued vide CAO Memo No.6292/7592/WMG dt.11.9.91.XVI,XVII (17.11 to 17.14)(CAO Circular Memo 14/91),XVIII, para 29.10 of Chapter XXIX,XXXI read with circular regarding mtc. of T&P on Form T&P-1 & 2 issued vide Memo No.5926/7155/CAO/Simple-16 dt.16.7.86 and Chapter-XXXVIII and P-201 to 202 & P.No.160 to 162 of Chapter XXXVII.
19. Indian Electricity Rules-1956 : Rule 29 to 93.
20. Preface to Petrol Book,proforma for equipment mtc.Register,Line Mtc. Register.
21. Chapter-6 of the Safety Code proforma given in Telephone Message Book.

NOTE: In addition to above circular instructions issued from time to time on the above subjects.

FOR ELECTRICAL CANDIDATES ONLY

**SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR ENGINEERING SUBORDINATES.**

PAPER-II (Consumer Accounting                      MAX.MARKS:100  
Banking instructions & Sales).

1. Consumer Accounting & Banking Instructions:
  - i. Elementary knowledge of Service Register,Consumer Ledger,Security Deposit Ledger,CCR Book,SC &A Register,Variation Register,BA-16,RO-4, Pay in Slip,Meter Book.
  - ii. Procedure for reading meters,billing & receiveing payments.
  - iii. Knowledge of Connected Load, Power Factor,Contract Demand,Load Factor & Demand Factor.
  - iv. Knowledge of Service Connection Order,Reconnection Order, Disconnection Order, Sundry Job Order,Meter Change Order, Fuse Replacement Order.
  - V. Accounting of unpaid wages of w/c Establishment and subsequent payment thereof.
  - VI. Procedure for refund of Security Deposit of Temporary Connections.
  - VII.Procedure for remitting Board's money into the bank and precautions to be observed against loss in transit or non-credit into Board's Account.
  - VIII.Deposit of Bills direct into Banks by Electricity Consumers Accounting thereof,
  - IX. Handling and Safe Custody of Cash.
2. Sales :-
  - i. Various categories of Consumers                      i. 15 marks for numerical question  
for application of tariff & competency                      relating to preparation of Energy  
to Sanction Load i.e. DS,CS,SP,MS,LS,                      Bill.  
BS,SC,GS & Temporary Supply for                      ii. 45 marks for other questions.  
DS/CS & Industrial Connections.
  - ii. Procedure for dealing with the applications for grant of connections, from  
date of receipt of applications upto release of connection.
  - iii. Procedure to deal with cases when sanctioned Load is not availed fully by an  
Industrial Consumer.
  - iv. Revival of cancelled application and procedure thereof.
  - v. Rates of Security Deposit for various type of connections.
  - vi. Schedule of charges for DS/CS (upto 10 KW) and Industrial Loads &  
Tubewells,
  - vii. Seasonal Industries and application of tariff thereof.
  - viii. Challenging of Meters and procedure for dealing with such cases,Burnt  
Meters,Recovery of cost and average consumption charges.
  - ix. Procedure for billing energy used on Board's work.
  - x. What is Two Part Tariff and application of Tariff for DS,CS & Industrial  
Connections (SP & MS Consumers only).

- xi. Locked of premises and procedure of recording meter reading and recovery of dues.
- xii. Procedure to deal with challenged Energy Bill regarding ( i) its accuracy (ii) Wrong Meter Readings Recorded therein.
- xiii. Instructions regarding splitting of Tubewell and Industrial Loads and procedure to deal with such cases.
- xiv. Recovery of defaulting amount from consumers and powers of write off irrecoverable electricity dues.
- xv. Various types of Street Lighting Agreements and execution thereof,.
- xvi. Procedure for shifting of Tubewell/Industrial Connections.
- xvii. Procedure for dealing unauthorised load detected by Flying Squads and recovery of dues.
- xviii. Procedure to deal with Theft of Energy Cases and recovery of legitimate dues.
- xix. Supply of Electricity to Board Employee.
- xx. Abridged Condition of Supply.
- xxi. Schedule of General Charges.

RELEVANT CHAPTERS OF BOOKS AND INSTRUCTIONS COVERING THE SYLLABUS OF PAPER-II (CONSUMER ACCOUNTING BANKING INSTRUCTIONS AND SALES)

SALES REGULATIONS: PART-I SALES OF POWER.

Instruction No. 3,6,7,9, to 20,22,23 to 33,35 to 37,39,65,71 to 74,81 to 89,95, 96,102 to 113,121 to 125,134,136,138,141,142,152,153 & 156.

Part-II: Appendices- II,III & Condition of Supply.

Note:- Commercial Circulars already issued/to be issued from time to time regarding above instructions are also applicable.

II. SALE OF POWER :

Part-I Chapter No.1,2,3,4,5,6,7,9,10 to 31,33,34,35,36,37.

Part-II Chapter No. 1,4,6.

Note:- Circulars already issued/to be issued from time to time regarding above chapters of CAS "Sale of Power" are also applicable.

III. CAS : CASH & BANK MANUAL : Chapters No.1,3,5,11,12,19.

Note:- Circulars already issued/to be issued from time to time regarding above chapters of CAS "Cash & Bank Manual" shall also be applicable.

IV. ACCOUNT CODE VOL.III : Proforma (ii).

V. CAS : MANUAL OF PERSONNEL PLANNING : Chapter No.22.

Note:- Circulars already issued/to be issued from time to time regarding above chapters of CAS "Manual on Personnel Planning" shall also be applicable.

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FOR CIVIL CANDIDATES ONLY

**SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR  
ENGINEERING SUBORDINATES (CIVIL).**

PAPER-I (WORKS ACCOUNTS)

MAX.MARKS:100

1. Preparation of estimates complete with chargeable Heads of Accounts. Competency regarding Administrative & Technical sanction for estimates of civil works. 20 Marks
  
2. Maintenance of Accounts:- 25 Marks  
Use and knowledge of:-
  - i. Stock Measurement Books, Small Measurement Book (PW-20) and Standard Measurement Book (PW-20 Large)
  - ii. Accounts of works T&P and office T&P .
  - iii. Instructions regarding mtc. of Imprest Accounts & Muster Rolls.
  - iv. IUT Bills and supplier bills and verification thereof.
  - v. Mtc. of PWA Form-4 & IWR.
  - vi. Elementary knowledge for the mtc.of Cash Book.
  - vii. Knowledge and use of various bills & vouchers form i.e. DFR (PW) 22 to 26 for first and final bills. Running Accounts Bills etc. as per instructions given in paragraph 7.20 to 7.32 of DFR.
  
3. MAINTENANCE OF TECHNICAL RECORD :- 25 Marks  
Use and knowledge of :-
  - i. Vehicle Log Book, Mtc. Register, Out Turn and Average Consumption of Vehicle.
  - ii. Dismentlement Register, Out Turn and Scrap Register.
  - iii. Work Orders and Agreement with contractor detailed in paragraph 2.79 of PWD Code.
  
4. Miscellaneous :- 30 Marks
  - i. Workcharge Establishment its employment and retrenchment procedure E.I.F. deduction and its repayment.
  - ii. Payment of compensation to workcharged and regular employees against Fatal/Non Fatal accident.
  - iii. Instructions to deal with shortage of material received from supplier and replacement of defective material.
  - iv. Procedure for carrying out Deposit Works.
  - v. Instructions regarding survey off vehicles & other unserviceable items.
  - vi. Knowledge regarding returns submitted by Sub-Division to Division every month concerning Civil Works only.
  - vii. Commencement of work in anticipation of sanctioned estimate. Excess over estimates.
  - viii. Stock Cards, Store Value Ledger, Store requisition, Store Challan, Store Return Warrant and Stock Verification Report.
  - ix. Definition of Storage Charges and leviable as per paragraph 6.24 of Departmental Fin Rules.

RELEVANT CHAPTERS OF BOOKS AND INSTRUCTIONS COVERING  
THE SYLLABUS OF PAPER-I (CIVIL) (WORKS ACCOUNTS)

1. MATERIAL ACCOUNTING MANUAL : Sub Code 11 to 14,17 (read with CAO Memo No.14/91) 18,19,20,21,22,32,41,42,50,51 and its Annexures.
2. CAPITAL EXPENDITURE & FIXED ASSETS : Chapter : IV,VI,VII,VIII,XI to XV, XVIII (Para 17.11 to 17.14) XVIII,XXVII, Para 29.10 of Chapter XXIX,XXXI and Form-38 & 39 (P-221 and 222) and CAO Memo No.5926/7155 dt.16.7.86) Page 160 to 162 of Chapter-XXXVII, Chapter-XXXVIII and Page No.201,202 and form Capital Expenditure 22,23-A,23-B (Page 189 to 199).
3. DFR : 7.18.
4. Manual on Compilation of Accounts.
5. Expense Accounting Manual : Sub Code-18.
6. Manual on Personnel Accounting : Sub-Code 13,14,15,17 & 24 & 25 and Standing Orders and instructions on the subject from time to time.
7. Compensation Act : Chapter-II,Section-3,4,5,10,10-A,10-B,11 & 12.
8. Cash & Bank Manual : Subject Code 2 to 5,6 to 8,11,12,16 and its annexures and 17 instructions given on the preface of the Cash Book.
9. IUT Manual : Sub Code 01 & 02.
10. Estimating Costing and Civil Engg. : By P.L.Kohli & D.D.Kohli or By P.N.Datta.
11. Chart of Accounts : (As per Commercial Accounting System Vol.I,Part-I).
12. Delegation of Powers : 1 to 10,16,18 to 22,28 to 36,38 to 43,78 .

Note: In addition to above circular instructions issued from time to time on the above subject.

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