

## SYLLABUS FOR IAS/ HAS

### Paper – 1: Criminal Law and Procedure

1. Indian Penal Code, 1860 as amended upto date.
2. Criminal Procedure Code, 1974.
3. Indian Evidence Act, 1872.

### Paper – 2: Criminal Case

1. The record of any contested preventive proceedings under the code the Criminal Procedure, 1974, may be given and the candidate required to frame the preliminary order/ conditional order and write out the final order.
2. The record of a contested case pertaining to an offence under the Indian Penal Code, 1860 or on the Special Acts like the Arms Act, 1959 etc. triable ordinarily by a Magistrate of the First Class will be supplied to the candidate who will be required to frame charge/ changes and write out the judgment.

### Paper – 3: Revenue Law and Procedure

1. The H.P and revenue Act, 1954 and Rules framed there under.
2. The Punjab Land Revenue Act, 1887 and rules framed there under.
3. The H.P. Tenancy and Land Reforms Act, 1972 and Rules framed there under.
4. The H.P. ceiling on Land Holdings Act, 1972 and Rules framed there under.
5. The H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 and Rules framed there under.

### Paper – 4: Hindi (In Devnagri Script)

1. Written:
  - a. Translating into Hindi a passage in English.
  - b. Rendering into simple Hindi a passage in Hindi.
  - c. Letter or memorandum in Hindi.
  - d. Translation of some administrative/ revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language,H.P.).
  - e. Use of simple idioms and proverbs in Hindi.
2. Oral:
  - a. Reading a passage printed or cyclostyled in Hindi.
  - b. Conversation in polished Hindi with the examiner.

### Paper – 5: Revenue Case

- The record of a contested case under any of the revenue laws applicable in H.P. triable ordinarily by an Assistant Collector Ist Grade will be given and the candidate required to frame the issues and write the final order.

## **Paper – 6: General Administration \***

- a. Principles of Public Administration.
- b. Organisational structure of Government at the centre and in the states, functioning of Ministries Departments.
- c. Office Management and Procedure : Office Organisation, Procedure, Effective Management of office work, causes of in-efficiency and delays, Conduct Rules, Disciplinary Act, Character Rolls, Promotion, Service Rules, CCA Rules
- d. Role of Civil Servants in Democracy: Relationship of Civil Servants with political, executive and legislature, concept of ministerial responsibility, rules of business, role of civil servants in policy formulation and its execution.
- e. District Administration : Organisation and structure of the district administration, working of the district offices, sub-divisional office and tehsil office, role of the sub-divisional magistrate, relationship with offices and other departments, RTI Act, 2005.
- f. Land Revenue Administration : Land records, survey and settlement operation, land revenues, realization of other government dues as arrear of land revenue, land reforms, abolition of intermediaries, land ceiling, consolidation of holdings a critical, evaluation, land acquisition, principles and procedure, payment of compensation.
- g. Community development and cooperatives.
- h. Local Governments: Municipal boards, zilla parishads, panchayat samities, village panchayats – their working, their sources of revenue and their performance. The concept of Panchayati Raj- its merits and demerits.
- i. Population: Trends in population growth & programmes to control population.
- j. Economic Administration: The national economic policy : five years plans, financial resources of the central as well as the state governments, small savings, deficit financing, capital formation, industrial policy.
- k. Public relations: Handling of public grievances, labour relations, scheduled castes and scheduled tribes.

## **Paper – 7: Planning and Development \***

### **A. GENERAL**

1. Our concept of socio-economic development. The welfare state- the socialist pattern of society, growth with social justice.
2. Economic planning in under-developed countries, obstacles to economic development in under developed countries.
3. Indian economic policy, mixed economy, use of market mechanism, controls and collectivist methods.

### **B. THE FIVE YEAR PLANS**

1. Objectives.
2. Outlines and strategy of the plan size, priorities, techniques adopted.
3. Fifth and subsequent plans-salient features.
4. The HP five year plans – broad outlines. The main programmes – achievements and short falls – critical appraisal.
5. Indo German Projects-Objectives-programmes content and schedule break-up of resources. Their impact on the socioeconomic life of the people in the areas.

### C. COMMUNITY DEVELOPMENT & NATIONAL EXTENSION SERVICE

- Organisational pattern, their impact on the socio-economic condition of the people and a critical review of the achievements and shortfalls.

#### AGRICULTURE

0. Agricultural extension work, its importance, methods and techniques.
1. Contents of the programme – package programmes, propagation of high yielding varieties – land reclamation, soil – conservation programmes, minor irrigation.
2. Improved agricultural practices : Use of fertilizers and manures, improved implements, Japanese method of paddy cultivation.
3. Potato and ginger development and their marketing progress and problems.

#### HORTICULTURE

- Programme for the development of fruits and vegetables, introduction and propagation of new varieties of temperate fruits like apples, pears, cherries, peaches, plums and stone fruits, citrus fruits, mangoes, guava, pomegranates, insect and pest control measures, marketing conditions, agencies and preservation programmes.

#### ANIMAL HUSBANDRY

- Cattle breeding scheme, development of goat and sheep breeding, development of poultry/ pisciculture.

#### CO-OPERATION

0. History of co-operative movement, principles of co-operation.
1. Co-operative institutions service co-operatives, co-operative marketing societies, credit societies, district co-operative bank and district co-operative federation, land mortgage banks, state level co-operative institutions.
2. Critical review of the institutions and their working.

#### PUBLIC HEALTH

- Environment sanitation programmes, health problems and projects, primary centers and maternity health centers, family planning programmes.

#### INDUSTRIES

0. Industrial development policy industrial policy resolutions, private sector, public sector and joint sector.
1. Large, medium and small industry.
2. Importance of small scale industries programme – industrial estates.
3. Agro-industries: forest based industries.
4. Rural and cottage industries.
5. Craftsman training schemes.

## **Paper – 8: Constitution and Civil Law \***

### **A. Constitution of India**

- a. Evolution and general characteristics of the constitution.
- b. Fundamental rights.
- c. Directive principles of state policy.
- d. Union executive, legislature and judiciary.
- e. State executive, legislature and judiciary.
- f. Services under the union and the states- rights of the civil servants under constitution.

### **B. CIVIL LAW**

- a. Hindu Laws (Succession, adoption, marriage).
- b. Mohammedan laws(Succession, adoption, marriage).
- c. The General clause Act, 1897.
- d. The Limitation Act, 1963.
- e. The Transfer of Property Act, 1882.
- f. The Specific relief act, 1963.
- g. The Societies registration act, 1860.
- h. The Indian Contract Act, 1972.
- i. The Company Law.
- j. Election Laws, the representation of the people's act.
- k. The H.P. Panchayati Raj Act, 1968.

## **PAPER-9 : (Civil Service, Treasury and Financial Rules)**

1. Fundamental Rules and Supplementary Rules.
2. Pension Chapter of the Civil Services Regulations.
3. Liberalized Pension Rules/Central Civil Services (Pension) Rules, 1972
4. Family Pension Scheme for Central Government Employees, 1964.
5. General Provident Fund (Central Services) Rules, 1960.
6. Civil Pension Commutation Rules.
7. Contributory Provident Fund (India) Rules, 1960.
8. Office Manual/Vigilance Manual.
9. C.C.S. (Leave) Rules, 1972.
10. Central Civil Services (Temporary Service) Rules, 1965.
11. Central Civil Services (Classification, Control and Appeal ) Rules, 1965.
12. Central Civil Services (Conduct) Rules, 1964.
13. Leave Travel Concession Scheme of Central Government.
14. HP Financial Rules, 2009.
15. Punjab Treasury Rules (as adopted in Himachal Pradesh)
16. Hand Book for supervisory Officers.
17. Hand Book for Assistants.
18. Hand Book for Clerk.
19. Rules of Business of H.P. Government.

## **Paper – 10: Special Acts(Criminal), Manuals and Rules**

### **A. ACTS**

1. The arms act, 1959.
2. The police act, 1861 as amended.
3. The Indian forest act as amended up-to-date.
4. The Defence of India act.
5. The motor vehicles act as amended up-to-date.
6. The Punjab excise act as amended up-to-date.
7. The maintenance of internal security act.
8. The prevention of corruption act.
9. The probation of offender's act.
10. The Indian explosive substances act.
11. Prevention of food adulteration act.
12. Essential commodities act.
13. Conservation of foreign exchange and prevention of smuggling act.

### **B. MANUALS AND RULES**

1. The Defence of India rules.
2. The Arms rules.
3. The Punjab jail manual.
4. The Punjab police rules.
5. The Punjab high court rules and orders.
6. The H.P. Probation of offender's rules, 1961.
7. The rules framed by the H.P. Government under the Indian forest act, 1927.
8. The Punjab excise manual.
9. The prevention of food adulteration rules.
10. Various orders issued under the essential commodities act.

## **C. Paper – 11: Minor (Revenue) Acts and Manuals**

### **A. ACTS**

1. The H.P. Consolidation of holdings act, 1971.
2. The H.P. Requisitioning and acquisition of immovable property act.
3. The land acquisition act, 1894.
4. The H.P. High Court fee act, 1968.
5. The Indian stamp act, 1899.
6. The H.P. Sales Tax Act, 1968.
7. The H.P. Entertainment tax acts, 1968.
8. The Indian Registration (HP) amendment act, 1968.
9. The redemption of mortgage act, 1971.
10. The HP village common lands vesting and utilization act, 1974.
11. The HP land revenue (surcharge) act, 1974.
12. The HP urban immovable property tax act, 1968.
13. The HP holdings (consolidation and prevention of fragmentation) act, 1971.

14. The HP agriculture credit operation and miscellaneous provisions (banks) act, 1972.
15. The HP land holdings tax act, 1972.
16. The HP utilization of surplus area scheme, 1974.
17. The HP public premises and land (eviction and rent recovery) act, 1971.
18. Grant of nautor to landless and eligible persons scheme, 1975.
19. The HP village common land (vesting and utilization) scheme, 1975.

#### B. MANUALS AND RULES

1. The HP neuter rules, 1968.
2. The Punjab settlement manual.
3. The HP land records manual.
4. Land administration manual.
5. HP court fees rules.
6. HP consolidation of holdings rules.
7. The HP village common lands vesting and utilization rules, 1974.
8. Any other rules relating to revenue.
9. Standing orders of financial commissioner

### **Paper – 12: Motor and Mechanism and Driving**

- Main parts of vehicles: Requirement of the motor vehicles act regarding certain fittings on a motor vehicle, motor driving.

### **Paper – 13: Target Shooting(Rifle-Revolver) \***

- Musketry, target shooting of rifle and revolver. Parts of rifle and revolver. How to handle the weapons. Target shooting by rifle and revolver.

### **Paper - 14: NEW COMPUTER SYLLABUS FOR HAS OFFICERS.**

(In place of Horse Riding)

Part-A (50 Marks) 1½ hours

1. Computer Basics.

i) Introduction to computers.

ii) An Overview of Computer Hardware

- Various Components of Computer RAM, ROM and CPU etc.

- Secondary Storage Devices-Hard Disk, Floppy, CD-ROM etc.
- Input/Output Devices-  
Keyboard, Mouse, VDU, Printer etc.
- iii) Various Types of Computers
- iv) An Overview of Computer Software - Operating System/  
Systems Software-Variety types of Working Environments
- v) Standard Application Software's.

## 2. Data Communication.

- i) Basic concepts of networking
- ii) Types of Networks, Advantages and Need for Networking
- iii) Network Components, Ways to set-up Network.
- iv) Using the Internet.
- WWW, E-Mail & Video Conferencing Services over Internet.
- Government to citizen (G2C) Interface of the H.P. Government.

## 3. Applications of Computer in Government.

- i) Office Automation Tools under Windows.
- ii) Data Base Management System.
- iii) Computer based Management Information System.

## 4. Programmes and Policies of the State Government.

- i) Guidelines/Notifications for Procurement and set-up of IT Infrastructure.
- ii) Information Technology (IT) Policy and E-Governance Strategy and Guidelines.

## 5. Current Topics in IT.

Part-B Practical (50 Marks) 1½ hours.

1. Proficiency in Working on a Windows Computer.
  - i) How to install and use basic input/output devices.
  - ii) Practical knowledge of MS-Office.
  - iii) Practical knowledge of internet/E-mail services.
  - iv) Managing files/folders.
  - v) Practical knowledge of sharing resources on a network.

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