

## SYLLABUS FOR NON-TECHNICAL OFFICERS

### PAPER 1 & 2 COMMON FOR ALL GAZETTED OFFICERS

#### Paper –1: Financial Administration

GAZETTED OFFICERS OF VARIOUS DEPARTMENTS.

Part-I: 40 Marks

- A. (1) Financial Administration in India-Constitutional Provisions, Role of Finance Commission and Planning Commission.
- B (1) Expenditure-delegation of Financial Powers, Sanction of Expenditure, Expenditure Control, Economy in Expenditure, Drawing from the Treasuries, Cash, Cash-Book and Accounting of Receipt and Expenditure by Disbursing Officers.
- (2) Treasury Operation; Bills and Cheques, L.O.C. Group Insurance Scheme, Pension payments, Deposits, Cash, Cash Chests and Replenishments of Cash, Supply and Distribution of Stamps, Classification of Receipts and Expenditure.

Part-II The following Rules: 60 Marks

1. Fundamental Rules.
2. H.P. Financial Rules,2009
3. RTI Act, 2005
4. Traveling Allowance Rules.
5. Leave Travel Concession Rules
6. General Provident Rules
7. Pension Rules.
8. Medical Attendance Rules.
9. Leave Rules
10. Benefits to the families of deceased Govt. Servants-Rules Regarding.
11. Joining Time Rules.

Note: Four Questions will be set from the syllabus prescribed in part-I in a manner that two questions will be straight, one each from Part-A and Part-B, and the other two from the combined syllabus of both parts. The candidates will have a choice to attempt any two questions.

2. Five questions will be set from the syllabus prescribed in Part-II. The candidates will be required to attempt any three questions.

## **Paper – 2: Hindi (In Devnagri Script)**

- i. 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.
- ii. Oral
  - a. Reading a passage printed or cyclostyled in Hindi.
  - b. Conversation in polished Hindi with the examiner.

## **CIVIL DEFENCE AND HOME GUARDS DEPARTMENT**

### **Paper-3 (Professional)**

1. H.P. Home Guards Act-1968 with latest amendments.
2. H.P. Home Guards Rules-1971 with latest amendments.
3. Home Guards Organization structure.
4. Home Guards Establishment.
5. Uniforms for Home Guards.
6. Home Guards Badges of ranks and Allied insignia.
7. Training of Home Guards.
8. Arms and Ammunition for Home Guards.
9. Home Guards –Financial Policy.
10. Reports and Returns.
11. Allowances and Honoraria.
12. Border Wing Home Guards.
13. Republic Day Parade and All India Home Guards and Civil Defence Professional and Sports meet.
14. President Home Guards and Civil Defence Medals and Home Guards and Civil Defence Medals and other Medals.
15. Welfare of Home Guards.
16. Home Guards Organization-Statutory Provisions.

### **Paper-4 (Professional)**

1. Challenges of Volunteer Management in Disaster.
2. Gender vulnerable Groups and Psychological Support.
3. Action and Practical/ Training on Disaster.
4. Civil Defence and Disaster Management – New Perspective.
5. Initiative, Approaches and Strategy in Disaster Management .
6. Responses to Hydro and Meteorological Disasters.

1. Responses to Geological Disaster.
2. Responses to Industrial, Chemical, Nuclear and Radiological Emergency.
3. Responses Accidents and other related Disaster.
4. Responses to Biological Disaster.
5. Civil Defence in India.
6. Organization of Civil Defence at Centre.
7. Civil Defence setup in the states.
8. Civil Defence-Financial Policy.
9. Planning for Civil Defence.
10. Civil Defence – Reports and Returns.
11. Civil Defence-Conference, Sports, Medals and Awards etc.
12. Enrolment, Equipment and Preparation of Civil Defence Plans.
13. Training of Civil Defence Volunteers.
14. Disaster Scenario and Institutional arrangement in Disaster Management in India.
15. Disaster Management: Issues and Challenges.
16. Disaster and Development.

### **Paper-5 (Professional)**

1. Organization and Functions of Civil Defence Engineering Service.
2. Organization and Functions of Rescue Service.
3. Man pack Rescue Equipment.
4. Building Construction and appreciation of the damage to the Buildings and Utilities.
5. Reconnaissance and Stages of Rescue.
6. Rescue Tools and uses.
7. Portable Flood Lighting.
8. Ropes and Lashings.
9. Ladders for Rescue work.
10. Use of Improvised and Mechanical Equipment in Rescue.
11. Raising and Supporting of Structural Elements.
12. Causality Handling in Rescue Operations.
13. Emergency Entry.
14. Rescue from Heights.
15. Disposal of Dead.
16. Repair, Demolition and Salvage.
17. Rescue operation under Non-conventional strike environment.
18. Rescue from Floods.
19. Rescue in case of Earthquakes.
20. Rescue by Helicopter.
21. Rescue from Crashed Aircrafts.
22. Care and Preservation of Stores.

### List of Reading Material

1. Relevant Acts, Rules and Notifications.
2. Home Guards Compendium of Instructions; Published by Directorate General Civil
3. Defence, Ministry of Home Affairs, Govt. of India.
4. Civil Defence Compendium of Instructions; Published by Directorate General Civil

5. Defence, Ministry of Home Affairs, Govt. of India.
6. Manual on Rescue Techniques and Operations, 1993; published by Govt. of India, Ministry of Home Affairs.
7. H.P. State Policy on Disaster Management, 2011.
6. Handbook of Training, Capacity Building of Civil Defence and Sister Organizations (Part I&II) April, 2012; National Disaster Management Authority, Govt. of India.

## COOPERATIVE DEPARTMENT

### **PAPER 3: Theory and Practice of Co-operative**

- a. Place of co-operation in different system of economic organization co-operation, as a balancing factor between the public and private agencies.
- b. Objectives of planning in India-agencies for formulation and implementation of plans, important role of co-operatives in democratic planning programme of co-operative development under five year plans.
- c. Latest trends in co-operative – emergence of co-operative leadership and self reliant character of co-operative movement.
- d. Co-operative education programme in India – role of state co-operative union.

### **PAPER – 4: Co-operative Law**

- a. History of co-operative legislation.
- b. Study of co-operative society's act and rules in force in HP.
- c. Latest trends in co-operative law.

### **PAPER –5 : Book Keeping and Accounts**

- a. Objectives, principles and use of book keeping in a business organization – double entry book – keeping principles.
- b. Preparation of trading, manufacturing and profit and loss accounts and balance sheets.

## ELECTION DEPARTMENT

### **Paper -3 (Election Law)**

1. Source of law of elections in the Constitution.
2. The representation of People Act, 1950.
3. The Registration of Electors Rules, 1960.
4. Delimitation Act, 2002

#### **Paper - 4 (Election Law)**

1. The representation of People Act, 1951.
2. Conduct of Election Rules, 1961.
3. The Presidential and Vice-Presidential Election Act, 1950.
4. The Parliament (prevention of disqualification) Act, 1959.
5. Chapter IX A of the India Penal Code, prescribing the offences under the rules of elections and punishment therefor.
6. Act of the State Legislature (Relating to Removal of Disqualifications)

#### **Paper-5 (Election Law)**

1. Returning Officer's Hand Book.
2. Presiding Officer's Hand Book
3. Hand Book for Candidates.
4. Compendium of Instructions (Vol 1 to 4).
5. Hand Book for Electoral Registration Officers.
6. Hand Book for Booth Level Officers.
7. Instructions on Election Expenditure Monitoring.

### **EXCISE AND TAXATION DEPARTMENT for (E.T.O's)**

#### **PAPER –3: Law of Crime and Excise Law**

1. Indian penal code.
2. Code of criminal procedure.
3. Indian evidence act.
4. General clauses act.
5. The Punjab excise act (as applicable in HP).
6. The HP local option act.
7. The opium act.
8. The Punjab excise opium smoking act.
9. The dangerous drugs act.
10. The Indian power alcohol act.
11. The Punjab(east) molasses control act.
12. The H.P. gram panchayat act.
13. Notification, orders and rules issued under 5 to 12 above.

#### **PAPER – 4: Sales Tax Law and Law relating to Allied Taxes**

1. The HPGST Act.
2. Notification, rules and executive instructions issued under(1).
3. Central sales tax act and rules issued thereunder.
4. The HP entertainment duty act.
5. The HP motor spirit(taxation of sales) act.
6. The HP passengers and goods taxation act.
7. The HP entertainments tax(cinematograph shows) act.
8. Notification, orders and rules issued under 4 to 8.

#### **PAPER – 5: Book Keeping and Landa Script**

Candidates will required to answer about the theory and practice of single and double entry book-keeping including the preparation of trading accounts and balance – sheets. The papers will also test knowledge of general commercial terms and practice and landa script, amritsari or mahajani.

1. Translation into roman characters of passages written in landa script ; and
2. Translation into landa script of passage in roman character.

### **FOOD AND SUPPLIES DEPARTMENT**

#### **Paper : 3 (Food & Supplies)**

1. Food Policy and Public Distribution system. System of allotment, allocation and distribution of controlled items.
2. Prices, fixation of rates and reimbursements. Role of agencies like Civil Supplies Corporation, Food Corporation of India, Central Water housing Corporation, Oil Corporation, Coal India, Cooperative Institution and Local bodies etc. in the Public Distribution System.
3. Preparation/maintenance of food grains account.
4. Consumer Protection Movement.

#### **Paper-4 (Food & Supplies)**

1. Technical measures for the storage, treatment and maintenance of the Health of Food grains in the Go downs. Inspections/verifications of food grain go downs.
2. Common rodents, posts and insects in Himachal Pradesh and analysis of food grains for quality control.

#### **Paper-5 (Food & Supplies)**

1. Statutory control orders issued by the Government of India and Himachal Pradesh Government under the Essential Commodities Act, 1955. Other Acts/Statutory Control orders administered by the department.
2. Consumer Protection Act, Criminal Procedure Code and inspections of dealers/licenses.

### **INDUSTRIES DEPARTMENT**

#### **PAPER – 3**

1. Industrial policy of GOI.
2. Industrial policy of HP Government.
3. Procedure for setting up small scale, medium and large industries including registration with various authorities etc.
4. Licensing procedure and cases where licensing is necessary.
5. Collaboration with foreign companies and procedure for approvals etc.
6. Role of Indian standard institute / Indian investment centre, Indian institute of foreign trade and role of other all India bodies like handloom corporation and khadi and village industries commission, silk board directorate general of technical development etc.

#### **PAPER – 4**

1. Financial and technical appraisal of industrial proposals.
2. Procedure of all India financial institutions and state financial corporation and banks for grant of loans and under writing facilities.
3. Preparation of industrial survey.
4. Preparation of project reports.

5. Function and role of G.S. 7 D. state stores purchase organization.
6. Marketing of SSI products.
7. Export policy of GOI and incentives available for export.

## **PAPER – 5**

1. Imports policy.
2. Completing formalities of import applications essentiality certificates etc.
3. Import of capital goods.
4. Assessment of capacities.
5. Verification of use of raw materials.
6. Working and role of HP Mineral and Industrial Development Corporation, HP State Small Industries and Export Corporation, HP Handloom and Handicrafts Corporation, HP Khadi and Village Industries Board and HP Agro Industries Corporation.
7. Ancillary development.
8. Role of weights and measures organization and their rules etc.
9. Procedure for grant of mining permit, lease etc. role of geological wing in the state.
10. Sericulture industry in the state.

## **WEIGHTS AND MEASURES DEPARTMENT**

### **Paper-3 (Weight & Measures)**

1. Progress of enforcement of metric system of weights and measures in India and its advantages.
2. Base and supplementary units of the system international (S.I.) and their definitions.
3. Functions of the following organizations:-
  - i) C.G.P.M.
  - ii) O.I.M.L.
  - iii) N.P.L.
  - iv) I.S.I. certification marking scheme
  - v) B.I.P.M.
4. Provisions of the Standards of Weights and Measures Act, 1976 and the following rules made thereunder.
  - i) Standards of Weights and Measures (numeration) Rules, 1987.
  - ii) Standards of Weights and Measures (Packaged Commodities) Rules, 1987.
  - iii) Standards of Weights and Measures (Approval of Mode) Rules, 1977.
  - iv) Standards of Weights and Measures (National Standards) Rules, 1988.
5. Definitions relating to connected terms in the Standards of Weights and Measures Act, 1976 and Packaged Commodities Rules, in force.
6. Criminal Procedure Code with particular reference to:-
  - i) Cognizable and non-cognizable offences.
  - ii) Bailable and non-bailable offences.
  - iii) Power to search any person or place or seize any property.



- iv) Compounding of offences.
- v) Summary trials.
- 7. Role of Weights and Measures Organisation in ensuring fair transactions in the trade.
- 8. Procedure regarding surprise visits, inspection seizure, launching of prosecutions, description of specific types of frauds which may be practiced by users of different types weighting and measuring instruments.
- 9. Procedure for recommending licenses of manufacturer, dealer and repairer of weights and measures and conditions imposed upon manufacturer/dealer /repairer by the Controller, Legal Metrology.
- 10. Different types of forms and registers prescribed for use of weights and measures organization and their purpose.

#### **PAPER – 4**

1. Requisites of a good balance; sensitivity and driving of its expression; factors responsible for increasing the sensitivity of a standard balance.
2. Verification for sensitivity and error of the working standard balances/ secondary standard balances.
3. Verification procedure of the following working standards against secondary standard :
  - i. Working standard weights.
  - ii. Working standard capacity measures.
  - iii. Working standard length measures.
4. Method of weights :
  - i. Direct method.
  - ii. Gaus's method.
  - iii. Borda's method.
5. Use of test weights and measures.
6. Names and composition of metals used in the construction of secondary standard/ working standard weights, measures and balances.
7. Different types of standards, their specification uses, period of verification and Custody.
8. Pre-requisites of ideal balance room, maintenance of working standard/ secondary standard laboratories.

#### **Paper-5 (Weights and Measures)**

1. Provision for the Standards of Weights and Measures (Enforcement) Act, 1985 and Standards of Weights and Measures (Enforcement) Rules, 1988.
2. Provisions relating to the following rules framed under the Standards of weights and measure Act, 1976.
  - i) Standards of Weights and Measures (Inter State verification and Stamping) Rules, 1987.
3. Verification procedure of different types of weights measures, weighing and measuring instruments.
4. Permissible errors in net weight and measure of packaged commodities.
5. Provisions for the seizure, detention and disposal of un-authorized weights, measures and sealed containers.
6. Verification procedure of petrol pumps and calibration of tank lorries.

7. Verification and testing procedure of all other weighing and measures instruments covered under the General Rules, 1987.
8. Procedure for conducting a prosecution case and exposition of a case law.

## LABOUR EMPLOYMENT AND TRAINING DEPARTMENT

### LABOUR OFFICERS

#### **PAPER – 3**

1. Factories act, 1948.
2. Payment of bonus act, 1965.
3. Payment of wages act, 1936.
4. Payment of gratuity act, 1972.

#### **PAPER – 4**

1. Industrial disputes act, 1947.
2. Trade unions act, 1926.
3. Contract labour (regulation and abolition) act, 1970.

#### **PAPER – 5**

1. Workmen compensation act, 1923.
2. Minimum wages act, 1948.
3. HP shops and commercial establishment act, 1969.

### EMPLOYMENT OFFICERS

#### **PAPER – 3**

- Origin of employment exchanges in India, role of employment exchanges, organization, employment exchange procedure (detailed study) duties of employment officers, reservation of vacancies for ex-servicemen in HP, reservation of vacancies for ex-servicemen in Pradesh, reservation of vacancies for ex-servicemen in central government and public sector undertakings, training facilities of ex-servicemen, inspection of employment exchanges.

#### **PAPER – 4**

- Employment market information scheme, collection, tabulation, presentation and interpretation of data pertaining to employment market. Conducting of surveys. Writing of EMI reports. Compulsory notification of vacancies act. Manpower planning, meaning, estimation of manpower requirements.

## **PAPER – 5**

- Aims and objectives, craftsman, training scheme, apprentices act, 1961. role of employment officer in the implementation of craftsman training scheme and apprenticeship training scheme. Vocational guidance and employment counseling. Group and individual counseling, educational and training facilities in HP. Higher education facilities in India. Agencies providing assistance for education abroad. Aptitude testing assistance for education abroad. Aptitude testing typing tests.

### **PANCHAYATI RAJ DEPARTMENT**

For :

- (1) District Panchayat Officer
- (2) District Audit Officer
- (3) Superintendent (Grade-II)

## **PAPER -3**

### **PART-A**

1. Panchayati Raj in India since Independence with special reference to its growth after the 73<sup>rd</sup> Constitutional amendment.
2. Devolution of Powers, functions and responsibilities upon the Panchayati Raj Institutions in the light of 73<sup>rd</sup> Constitutional Amendment Act.1992 with special reference to assignment of Powers and functions to the Panchayati Raj Institutions.
3. Registration of Marriages Act, 1996 and Rule.
4. Rules regarding Service Conditions of employee of Panchayati Raj Institutions.
5. e-Panchayat applications.

### **PART-B**

1. Summary in respect of the following:-
  - (i) State Five year Plan an Annual Plan.
  - (ii) Watershed management by Panchayats.
  - (iii) Poverty Alleviation Programmes of Government of India and the State Government.
  - (iv) Basic Features of National Rural Employment Guarantee Act, 2005
  - (v) Basic Feature of the Right to Information Act, 2000.
  - (vi) Public Service Guarantee Act, 2011 and Rules made there under.
  - (vii) All Incentive Schemes (State or Government level).
2. Extension work at Block level with reference to:-
  - (i) Agriculture

- (ii) Animal Husbandry (Dairying and Poultry).
- (iii) Drinking water and irrigation.
- (iv) Health, Sanitation and Family Welfare.
- (v) Education
- (vi) Fisheries
- (vii) Food and Civil Supplies
- (viii) Cooperation
- (ix) Horticulture
- (x) Forest
- (xi) Industries
- (xii) Revenue
- (xiii) Rural Development
- (xiv) Social and Women Welfare
- (xv) Backward Area Sub Plan
- (xvi) Tribal Area Sub Plan..

#### **PAPER -4**

##### **PART-A**

1. Himachal Pradesh Panchayati Raj Act, 994 (as amended from time to time).
2. Himachal Pradesh Panchayati Raj (General) Rules, 1997 (as amended from time to time).
3. Registration of Birth and Death Act, 1969 and the rules made there under.

##### **Part-B**

- 1 Himachal Pradesh Panchayati Raj( Election) Rules, 1994 (as amended from time to time)
- 2.Himachal Pradesh Panchayati Raj ( Finance, Budget, Accounts Audit, Works, Taxation and Allowance) Rules, 2002 (as Amended from time to time).

#### **Paper –5 (Basic Knowledge of Computer)**

##### **Part-A( 50 Marks) 1:30 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- Various types of working Environments.
- v) Standard Application Software's.

## 2. Data Communication.

- i) Basics concepts of networking
- ii) Types of Networks, Advantages and Need for set-up Networking.
- iii) Network Components, Ways to set –up Network.
- iv) Using the Internet.
  - a. WWW, E-mail & Video Conferencing Services over Internet.
  - b. 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) 1.30 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.

## POLICE DEPARTMENT

### **Paper: 3 (Police) Procedural Law:**

- (a) Criminal Procedure Code: with special reference to:-

Section 1 to 6, 9 to 15, 26 to 87, 91 to 95, 97 to 102, 106 to 124, 129 to 131, 144 to 165, 166 A, 166 B to 185, 188, 190 to 194, 198 A, 200 to 203, 206 to 213, 218 to 224 , 238 to 243, 250 to 262, 266 to 271, 292 to 296, 298 to 300, 304 to 309, 313, 315 to 317, 320, 321, 356 to 361, 436 to 442, 451, 452, 466 to 459 and 475.

- (b) Indian Evidence Act, 1892: with special reference to: -

Section 1 to 11, 14 to 22, 24 to 30, 32, 34 to 38, 45 to 51, 53 to 67, 74 to 81, 83 to 90, 101 to 112, 113 A, 113 B, 114, 118 to 126, 132 to 134, 137 to 157 and 159 to 165.

### **Paper: 4 (Police) Criminal Law.**

- (a) The Indian Penal Code (Act No. 45 of 1860) with special reference to Chapters/ Sections:

Chapter –II General Administration – Section 6 to 52 A.

Chapter-III Punishments – Section 75.

Chapter-IV General Exceptions - Section 75 to 106

Chapter-V Abetment- Section 107 to 116.

Chapter-VII Offences against the Public Tranquility- Section 141 to 153/A.

Chapter-X Contempt's of the Lawful – Authority of Public Servants– Section 172 to 190.

Chapter –XI False Evidence and Offences against Public Justice. Section 191 to 193, 211 to 225/ B

Chapter-XIV Offences affecting the Public Health Safety Convenience Decency and Morals- Section 279 to 289 and 294 Section 299 to 309.

Chapter-XVI Offences affecting the Body – Section 319 to 342, 347 to 354, 359 to 369, 375, 376, 376 A, 376B, 376C, 376D and 377.

Chapter-XVII - Offences against Property. Sections-378 to 420, 425 to 462.

Chapter–XX - A Cruelty by husband or relative of husband. Section 498/A.

Chapter-XXII- Criminal Intimidation Insult any Annoyance. Section– 503, 506 and 509.

- (b) Local and special Law: with special reference to:-

(1) Motor Vehicle Act, 1988 (No. 59 of 1988 along with M.V. (amendment) Act, 1994 (No. 54 of 1994) Section-2 to 12,14to

19,29,30,31,36,39 to 45, 49,53,55,60,66,81 to 86,112 to 136,  
145,146,158,177 to 211.

- (2) A) Schedule Caste and Schedule Tribe: Prevention of Atrocity Act (No. 1989).  
B) SC & ST (Prevention of atrocity) Rules, 1995.
- (3) The Immoral Traffic Act, 1956.
- (4) Identification of Prisoner Act, No. XXXIII of 1920, Sections 2 to 7.
- (5) NDPS Act, 1985 Section 15 to 68.
- (6) Police (Incitement to Disaffection) Act, 1922 (No. XXII of 1922).
- (7) Police Act, 1961.
- (8) Official Secrets Act, Sections 2 to 15.
- (9) The Arms Act, 1959, Section 2 to 12, 15 to 17, 19 to 45.
- (10) The India Explosives Act, 1884, Sections 4,5,13.
- (11) Explosive Substances Act, 1908, Section 2 to 7 along with Explosive Rules, 1983.
- (12) The India Railways Act, 1890, Sections 3,100 to 134 and 137.
- (13) The Mental Health Act, 1987 with Rules, 1990 Section 3,10,13,14,23,24,25,36, 82 to 87
- (14) Indian Telegraphs Act, 1885, Section 25 to 32.
- (15) The India Post Office Act, 1898, Section 1 to 5 & 25
- (16) The Indian Wireless Telegraphy Act, 1933, Section 2 to 8
- (17) The Criminal Law/Amendments Act, 1932, 1960.
- (18) Prevention of Corruption Act, 1988.
- (19) Telegraph Wires (Unlawful Possession) Act, 1952. Section 1 to 7
- (20) Public Gambling Act, 1867, along with H.P. Amendment Act.
- (21) Foreigners Act, 1946.
- (22) The passports Act, 1967
- (23) The passports Rule, 1976.
- (24) Indian Forest Act, 1927, along with Rules.
- (25) Maintenance of Internal Security Act, 1971.
- (26) Defence of India Rules, 1971.
- (27) The Registration Foreigners Act, 1939.
- (28) The Indian Passport Act, 1930.
- (29) The Passport Rule, 1950.
- (30) Foreigners Order, 1948.
- (31) Foreigners Order, 1957.
- (32) The Prisoners Act, 1894, Sections 342 and 43.
- (33) The Criminal Act, 1908.
- (34) The Criminal amendment Act, 1938, Sections 1,3 to 8/A, 12 and 15.
- (35) Press and Registration of Books Act, 1867.
- (36) The Prevention of Cruelty to Animals Act, 1960.  
Section 1 to 3, 11 to 14, 21, 22, 24 to 36.

- (37) Punjab Habitual Offenders (Control and Reforms) Act, 1952
- (38) Unlawful Activities (Prevention) Act, 1967.
- (39) Prevention of Seditious Meetings Act, 1911.
- (40) Police (Restriction of Rights) Act, 1966.
- (41) Prevention of damage to Public Property Act, 1984.
- (42) The prevention of Specific Corrupt Practices, Act, 1983
- (43) H.P. (Forest Produce) Trade Registration Act.

**Paper : 5 Police Rules:**

Punjab Police Rules as extended to H.P. along with H.P. amendments.

**PUBLIC RELATION DEPARTMENT**

**Paper-3 (Public Relations)**

Current Affairs/G.K. (National, International and State) Public Relations, theory and Practice. ( In English and Hindi)

**Paper - 4 (Public Relations)**

Drafting a News items and a feature based on the given material (in English).

Drafting a broadcast/article on topic of Pradesh (in English and Hindi).

**Paper - 5 (Public Relations)**

Himachal Pradesh problems and steps taken to solve them socio-economic programme of H.P. with special reference to Five Year Plans. Progress in various sections of development. Policy of the Government of H.P. and steps taken to implement. (In English and Hindi).



## RURAL INTEGRATED DEVELOPMENT DEPARTMENT

### **PAPER: 3 (RURAL INTEGRATED DEVELOPMENT DEPARTMENT).**

#### Principles and Philosophy of extension as applied to Rural Development

- I. Principles and philosophy of extension work. Extension work in other countries, its development in India with special reference to Himachal Pradesh, its multipurpose concept and character. Extension with emphasis on Agriculture but covering all aspects of rural life. Extension through local leaders. Qualities of an extension worker correct kind of aptitude and attitude. Duties of social education organizer and his relationship with block development officer and the technical experts.
- II.
  - a) Planning from below organization of planning in India/State and District Local Areas Planning.
  - b) Organisational Set-up of extension service in the country.
    - a) At the Centre.
    - b) At the State Level.
    - c) At the District Level.
    - d) At the Block Level.
- III. CAPART - Role of Non-Government Organisation.
- IV. Extension methods, media and techniques, approach to Rural Society.
  - a) Direct contact (Individual), group, community and mass)
  - b) Working with village people and developing village-group action by developing an
    - I. Approach to group through group discussion.
    - II. Technique of organizing group discussions.

Approach to masses through conferences and seminars, methods of conducting conferences and seminars and how to make them fruitful and effective.
- V. Approach to groups and community through medium of existing Village fairs, melas, educative rural exhibitions, sports meet etc. technique of organizing them.
  - a) Formation of groups under DWCRA and other Employment schemes.
  - b) Principles involved in use of technique and media such as:

I Demonstration-how to do them well and get the best of them.

II Common Mistakes:-

a) Method demonstration.

b) Result demonstration.

VI. Education and Social Education.

- a) Community Organisation, such as farmer's club's, women's clubs, youth organizations, which can actively participate in the community development programmes and will assist in building up local leadership and create enthusiasm in the people.
- b) Techniques in which the social education programme will specialise as for example, cinema shows, audio visual aids, kisan melas, exhibitions.
- c) Activities:
  - i) Setting up of community organisations, such as Panchayats, Farmer's Club etc.
  - ii) Organise Community Centres.
  - iii) Develop the village School teacher role in the Community Development Programme.
  - iv) Help in Organising Village Leader's Camps.
  - v) Organise radio-listening camps.
  - vi) Organise 'Shramdan'
  - vii) Youth programmes employing them in organising social, education programmes laying emphasis on the main activity of the youth organisations vis-à-vis community development programme on the principle that it is the youth who will build up the community.
- d) ICDS and Primary Health Centre, Population Control and Methodology.
- e) Operation Black Board.
- f) Compulsory Primary Education Literacy Programme.
- g) Intraction of voluntary agencies, groups, women groups, Mahila Mandal, Yuvak mandal vis-a-vis Panchayati Raj Institutions.
- h) Role and importance of women in economics development.
- i) Importance of public participation in development.

vi) Agriculture:

- a) Understanding the need for development of agriculture with special reference to factors of agriculture production like soil, seed, fertilizer, implements, irrigation and cultural practices-the minimum programme of agriculture development.

b) Better techniques of production:

- i) Improved seeds-their usefulness, methods for their multiplication and maintenance of purity. System of multiplication through government purchase and distribution through exchange between cultivators.
- ii) Improved implements-their usefulness, factors limiting their popularity.
- iii) How pests and diseases are caused and controlled facilities available for plant protection.
- iv) The popularity and significance of compost, green manuring, mixed cropping, intensity of cropping and mixed farming.

c) Horticulture:

Kitchen garden, commercial production of vegetables and fruits. Nurseries for supply of plants and grafts- horticultural assistance available to the individuals and community from different sources. Importance of horticulture due to steep slopes in higher hills. The planting of orchards-planting and renovation of old orchards.

VII. Animal Husbandry and Fisheries:

The inter-dependence of plant husbandry (Agriculture) and animal husbandry for balancing the country's agriculture economy-the contributions of different species of live-stock cattle, sheep, goats, pigs, poultry to our rural economy the role of animal products such as milk, eggs, meat and fish in balancing the generally poor average diet. Responsibility of Panchayats in the field of Animal Husbandry, maintenance of breeding bulls, stud-rams, improvement and maintenance of village tanks and ponds, their stocking with fish finger lings.


VIII. CO-OPERATION:

- a) Cooperative law and procedure-important provision regarding organisation, registration and working of different cooperative societies.
- b) Role of cooperative institutions in rural development programme- relation with panchayats-responsibility of the BDO and extension work in respect of cooperative programmes preparation of village production programmes and implementation.

#### **PAPER - 4 ( Rural Integrated Development Department)**

Appreciation of various facts of programme of Rural Development.

1. Special programmes in Rural Areas:-
  - a) IRDP/TRYSEM/DWCRA
  - b) JRY/ Employment Assurance Scheme.
  - c) Waste Land Development/District Programme.
  - d) Rural Sanitation Programmes.

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- e) Improve Tools Kits Programmes.
  - f) Non-Government Organizations.
  - g) CAPART
  - h) Local District Planning.
  - i) ICDS.
  - j) Primary Health Centres.
  - k) Desert Development Programme.
  - l) DPAP-NSAP-NPIC.
  - m) Million Wells Scheme.
  - n) Employment Assurance Scheme.
  - o) Gandhi Kutir Yojna.
  - p) Indra Awas Yojna
  - q) Social Security Schemes.
  - r) Vikas Mein Jan Sehyog
  - s) Innovative Projects under JRY.

II. Preparation of shelf for various programmes and accounting procedures.

III. Financial Administrative Powers and Supervision of the programmes and schemes.

IV. Role of technical staff and their proper supervision.

#### **PAPER-5 (RURAL INTEGRATED DEVELOPMENT DEPARTMENT)**

PROGRAMME PLANNING AND LOCAL GOVERNMENT WITH RELATION TO RURAL DEVELOPMENT.

##### Part - A

1. 73rd and 74th Constitutional Amendments Act.
2. H.P. Panchayati Raj Act, 1994 as amended from time to time and rules made under it.
3. Panchayati Raj General Financial Rules, 1974.
4. Election Rules relating to panchayati raj bodies.
5. State Election Commission.

##### Part - B

1. All State Acts covering agriculture/cooperation (Bare Acts will be provided).
2. Distribution of Finance and Administrative Powers of Panchayati Raj Institutions under different schemes.
3. State Finance Commission.
4. Funds through 10th Finance Commission.
5. Role of GPVA-BDO-DPO in Panchayati Raj Institutions.

## SECRETARIAT ADMINISTRATION DEPARTMENT AND GENERAL

### **PAPER – 3 : Office Management**

- Setting up of new offices, organization of offices, duties and discipline, central receipt and distribution of dak, registration and perusal of dak, record management and filing system, action on receipts, notes and orders, issue and action thereafter, treatment of secret and confidential documents, assembly business, rules of business of the Government of HP, annual confidential reports, legal matters and consultation with law department, procurement and procedure in respect of printing and stationery material, purchase of stores and stores purchase organization, eradication of corruption and departmental enquiries, efficiency, periodical inspections, reports and returns, framing of service rules under article 309 of the constitution, consultation with PSC relationship of corporate bodies, companies and autonomous bodies with Government.

### **PAPER – 4 : Administrative Case**

- The facts of a case of administrative nature will be given and the examinee will be asked to prepare a comprehensive note and a self contained draft memorandum for council of ministers, etc.

### **PAPER – 5: Case relating to service / financial rules**

- The facts of a case relating to rules like FRSR, CCS(CCA) Rules, CCS(Conduct) Rules, treasury rules, leave rules as applicable in HP will be given and the examinee will be asked to fix pay, determine position or other benefits under pension rules, frame a charge – sheet, write enquiry report, determine TA/leave admissible etc. according to the nature of the case.

## TOURISM DEPARTMET

### **PAPER – 3**

1. What is tourism and its importance in the modern time.
2. Familiarity with the places of tourist interest in the state and country.
3. Place of HP in the country in the matter of tourism.
4. Tourism as an industry.
5. Benefits of tourism and its beneficiaries (educative, literary, natural, health and financial).
6. How to sell tourism.
7. Type and flow of tourist traffic in HP.
8. How to attract tourists and to prolong their stay.
9. The effect of tourism on the state economy.

10. The HP hotel registration and travel agents act, 1969 (features and benefits).
11. State guests rules and arrangements etc.

#### **PAPER – 4**

1. How to develop tourism.
2. Stage of development of tourism in HP.
3. Planning for protection of tourism with reference to previous five-years plan.
4. Role of private sector for the development of tourism.
5. Incentives for private sector engaged in the tourist trade.
6. Basic facilities required by tourists with reference to such facilities available in HP.
7. Suggestions for the development / promotion of tourism.
8. The problems that HP is facing in the matter of development of tourism and increase in the tourist traffic.
9. The role of other departments of the state government for the promotion of tourism in HP.
10. The policy of the government for the promotion of tourism in HP.

#### **PAPER – 5**

1. The role of publicity in tourism.
2. The type and extent of publicity required for publicizing and place of tourist interest in HP.
3. The various media of publicity and places where it should be profitably made.
4. Publication of tourist literature (type of literature – how and where to display).
5. Supplying of information to tourists.
6. Opening of tourist information centers in and outside the state at the point of dispersal of tourist traffic.
7. How to maintain a liaison with travel agencies and hoteliers etc.

### **WELFARE DEPARTMENT**

#### **Paper No. 3 Welfare**

##### **(1).SCs/ STs / OBC and Minority Sectors**

- > Constitutional safe guards for Scheduled castes and scheduled Tribes,
- > Major problems of SCs/ STs/OBCs and Minority in Himachal Pradesh,
- > Schedules Caste Sub-Plan- concept, implementation, impact monitoring evaluation,
- > Tribal Areas of Himachal Pradesh, single line administration, Tribal Advisory Council and Project Advisory Committee-Policy and powers, Tribal Sub-Plan-concept, implementation, impact monitoring evaluation,
- > Central/ State Scheme for Scheduled Castes/ Scheduled Tribes/Minority,
- > H.P.Vidhan Sabha Committee for SCs/ STs,
- > Constitutions, functions and role of District Welfare Committee,

## (2). Schemes/ Programmes

- > State/ Centrally sponsored Schemes for the Welfare of SCs / STs / OBCs and Minority,
- > Schemes of National / State Corporations for SCs/STs / OBCs and Minority,

## (3). Functions and role of Commissions

- > National Commission for Scheduled Castes/ Scheduled Tribes
- > National Commission for Backward Classes
- > National Commission for Minorities
- > National Commission for Linguistic Minorities
- > National Commission for Economically Backward Classes Commission
- > State Commission for Backward Classes

## (4). Boards

- > Constitutions, role and functions of Labana/ Kabirpanthi / Gorkha / SCs / OBCs / Minority Boards.

## (5). Legislations

- > Protection of Civil Rights Acts,1995, Scheduled Castes/ Scheduled Tribes (Prevention of Atrocities) Act,1989 and Rules there under

## **Paper No. 4 Welfare (Backward Classes Sector)**

### (1) Probation

- 1) Definition, historical background,
- 2). Probation of Offenders Act,1958,
- 3). H.P. Probation of Offenders Rules,1961,
- 4) H.P. Good Conduct Prisoner's Act-1968 and Rules there under,

### (2) Social Security Schemes

1. Concept of Social Security,
2. State Social Security Pension Schemes,
3. National Social Assistance Programme including Annapurna,
4. e-kalyan software

### (3) Welfare of Aged

1. State / Centrally Sponsored Schemes for the Welfare of Aged,
2. National Policy for older persons,
3. H.P. Maintenance of Parents and Department Act,2001,
4. H.P. Maintenance of Parents and Department Rules,2002,

(4) Beggary

1. Extent of problem, causes, consequences and prevention,
2. H.P. Prevention of Beggary Act, 1979 and Rules there under,

(5). Drug (substance) abuse

1. Extent of problem in India and Himachal Pradesh, Causes, prevention and rehabilitation,
2. National Anti Drug Strategy,
3. State / Centrally Sponsored Schemes for the prevention of drug abuse

(6). Right of Information Act, 2005 and Rules there under

(7). H.P. Public Services Guarantee Act, 2011 and Rules there under.

**Paper No.5 Welfare (Social Defence)**

(1). Disability

- >. Causes, types of disabilities, early detection of disabilities, prevention of disabilities and rehabilitation,
- >. Procedure for assessment /certification of disabilities,
- >. Procedure for issuance of identity cards to the persons with disability,
- >. e-pehchan software,

(2). Legislation/ Policies for Persons with Disabilities

- >. The Persons with Disabilities (Equal Opportunities, Protection of Rights & full Participation) Act 1995/ Rules 2005,
- >. National Trust for Welfare of Persons With Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999,
- >. Rehabilitation Council of India, Act, 1992.
- >. Mental Health Act, 1987,
- >. National Policy for persons with Disabilities-2006,
- >. H.P. State Policy for Persons with Disability 2010,
- >. United Nations Convention on the Rights of Persons with Disabilities (UNCRPD),

(3). Schemes / Programmes

- >. State Schemes for the persons with disabilities,



- >. Central Schemes for the persons with disabilities including schemes for NGOs and Schemes of National Trust,
- >. Schemes of National Handicapped Finance and Development Corporation,
- >. National Institute for persons with disabilities,
- >. Special Schools for Special Children.

## PRISONS DEPARTMENT

### **PAPER – 3**

1. The prison act IX of 1894.
2. The prisoners act III of 1900.
3. Transfer of prisoners act, 1950.
4. Prisoner (attendance in court) act, 1955.
5. Untouchability (offences) act, 1955, PCR act.
6. Probation of offender's act of 1958 and the rules framed thereunder.
7. Habitual offenders act, 1959 and the rules framed thereunder.
8. Indian lunacy act of 1912.
9. HP children act, 1948.
10. Punjab jail manual as applied to HP.

### **PAPER – 4**

1. Types of crime and criminals, white collar crime, organized crime, delinquency and crime, crime as deviant behaviour, crime and personality dis-organisation, crime and social disorganization, crime and society, delinquency and crime in India.
2. Definitions and scope of penology.
3. Evaluation of punishment and forms of punishments.
4. Origin and growth of prison system, co-ordination between law enforcement agencies and correctional services.
5. Modern correctional disciplines and practices.
6. Correctional institutions, prison architecture, classification of prison, classification of prisoners, segregation of prisoners.

### **PAPER – 5**

1. Object and manner of enforcement of prison rules and regulation.
2. Relationship between prisoners and the prison staff, basic needs of prisoners and role of prison staff in their fulfillment.
3. Classification of prisoners on scientific basis.
4. Correctional treatment programme imprisons, educational recreational, cultural and vocational.

5. Prison discipline, punishment discontent amongst prisoners, disciplinary problems, hunger strike and emergencies.
6. Modernization of prison industries, prison agriculture and employment of prisoners.
7. Prisoner dietary and medical care of prisoners.
8. Parole and furlough systems.
9. Reviews, conditional and unconditional premature release of prisoners.
10. Rehabilitation of prisoners and aftercare of the released prisoners.

### SAINIK WELFARE DEPARTMENT

#### **PAPER – 3: Sainik welfare organizations and their functions**

1. Directorate general of resettlement and its directorates namely :
  - a. Directorate of self employment
  - b. Directorate of employment
  - c. Directorate of resettlement and training
  - d. Directorate of statistics and records.
  - e. Directorate of publicity.
2. Kendriya sainik board.
3. Rajya sainik board.
4. Zila sainik board.
5. Sainik welfare department.
6. Zonal resettlement directorate.
7. Other welfare organizations.
8. Recruitment set-up in the state and pattern of recruitment.
9. Eligibility for recruitment in the army, navy and air force and terms and conditions of service.
- 10. Retirement benefits to all ranks.**

#### **PAPER – 4 : Sainik welfare resettlement**

1. Re-employment :
  - a. Special cell
  - b. Employment exchange
  - c. Reservations of posts
  - d. Eligibility
  - e. Age and qualifications concessions, equation of qualifications
  - f. Rank seniority and promotion
  - g. Pay and allowances
  - h. Re-employment in nationalized banks, public sector undertakings and private firms
  - i. Re-employment in NCC, defence security corps and para military forces.
2. Self employment
  - a. Agriculture tractors, assistance in agro-services.

- b. Transport – national permits, routes in the state.
  - c. Commercial ventures.
  - d. Small scale sectors.
  - e. Jai jawan stalls/ commercial plots/ booths.
  - f. Ex-servicemen corporation.
3. Training
- a. Course for officers JCOs and Ors
  - b. Pre-cum-post training
  - c. On the job training
  - d. Training of war widows

### **PAPER – 5 : Sainik welfare concessions and welfare**

1. Educational facilities :
  - a. Concessions for children of battle casualties
  - b. Ministry of defence scholarship for children of officers, JCOs and ORs.
  - c. Grants from welfare funds
  - d. Concessions by the state government
  - e. Reservation of seats in Medical College, Agriculture University, ITIs.
2. Medical facilities
3. Lad and housing
4. Ex-gratia grants to battle casualties and gallantry awardees
5. War jagirs
6. Welfare funds

## **FIRE SERVICES DEPARTMENT**

### **PAPER – 3 FIRE SERVICES**

1. Need of fire services, organization, aim and objects training and Functions.
2. Role of Home Guards as Auxiliary Force to Fire Services.
3. Maintenance, superintendence and control, recruitment and Promotion rules of the gazetted officers and other members of the Services.
- 4.. Duties of various ranks of fire services.
5. H.P. Fire Fighting Services Act/Bill, 1984, Fire prevention measures and powers of the members of the Fire Services during outbreak of fire fighting and fires and while performing the fire prevention duties.
6. Manner of receipt of fire calls and special service calls in the control room. Mounting of various fire appliances, response time, surveying the incidence spot and duties of the Fire Fighting or rescue/special Service operation officer in charge and use of communication apparatus/equipments.
7. Preparation of Training Programme for course as follows:-
  - (a) Basic Fireman's course at State Fire Training Centre.
  - (b) Lead Fireman's course at State Fire Training Centre.
  - (c) Driver-cum-Pump Operator's Course at State Fire Training Centre.

- (d) Refresher Courses for above courses at State Fire Centre.
  - (e) Elementary Fire Fighting course at National Fire Services College, Nagpur.
  - (f) Sub Officer's (certificate) course at National Fire Service College, Nagpur.
  - (g) Station Officer and Instructor's (Diploma) course at National Fire Service College, Nagpur.
  - (h) Divisional Officer's course (Ad-Dip.) at National Fire Service College, Nagpur.
  - (i) Breathing Apparatus Course at National Fire Service College, Nagpur.
8. Explanation of Stores, types, prescribed life of fire appliances and equipment under normal usages and responsibilities of the officer holding the charge of store.
  9. Maintenance of ledgers and supporting vouchers.
  10. Indenting, fabrication of fire, appliances and procurement of fire fighting equipment in accordance with specifications.
  11. Special service and rescue equipment, local purchases, receipts, Issues and periodical stock verification of stores.
  12. Uniform pattern in Fire Services, description of badges of ranks and life/putridity of each item of uniform.
  13. Care and maintenance of Fire Appliances and equipment.

#### **PAPER – 4**

1. Why Fire Services is necessary?
2. Problems likely to crop in case of outbreak of fire and other natural calamities.
3. Fire services organisation in a town.
4. Various fire services in the country.
5. Air crafts fire fighting and rescue.
6. Fire fighting arrangements during the visit of VVIP.
7. Protection against explosives, hazardous goods and radio active substances.
8. Use of First Aid Fire Fighting Equipment and installations.
9. General principles of rescue, knowledge and use of rescue equipment, ladders, ropes and special appliances.
10. Improvised methods of rescue.
11. Fire Services Act and Rules.

#### **PAPER-5**

1. Principles of combustion and head.
2. Nature of injuries and problems to be faced by a first aider.
3. Arose, investigation and detection of fires.
4. Fire safety legislation and inspection.
5. Court of Law, summoning of witnesses, preparation of cases arising out of enmity, fraud, communal and other disturbances, action to be taken at the place of accident, cases suspected to be that of an attempt to murder by drawing, burning giving

evidence in a court of law, writ cases before high court, method of giving evidence, introduction of official documents records or other exhibits, mischief by fire explosive substances with intend to destroy house property etc. cross examination certificate of attendance in a court, perjury, structures by court sections 174, 193, 194, 307, 309, 435, 436 or IPC and 61, 62, 66, 156, 157, 174 and 350 of CPC related with fire accidents; and

6. Subjects including of course equivalent to and prescribed by the institute of Fire Engineers of India, Delhi.

## TREASURY OFFICERS AND DISTRICT TREASUTY OFFICERS

### (FINANCE DEPARTMENT)

#### Paper –1:

I.T. (Written) (60 Marks)

- Introduction to Computers, history, architecture, etc.
- Concept of Hardware, Software etc.
- Generation of Computers.
- Classification of computer systems.
- Number system: Binary, Gray, ASC II, Octal etc.
- Architecture of Computer.
- Memories: RAM, ROM, PROM, etc.
- Auxiliary storage devices.
- Computerization Networks: Overview, communication processors, media.
  - Network Topologies.
  - Network architecture.
  - Communication systems.
- Internet and internet protocols.
  - Internet addressing.
  - HTML, Web browsers.
  - DBMS features.
- Data management, data hierarchy, entities, attributes, Keys, etc.
- System Software.
  - Application Software.
  - OS-Windows.
- Internet and its features.
- Introduction to IT Act-2000.

## I.T. Practical (40 Marks)

### 1. M.S.WORD

- Introduction to Bars and buttons and customizing windows.
- Creating folders, files and renaming/saving and moving these.
- Creating document, Edit commands.
- Spell/grammar check, find Replace.
- Formatting document, alignment/Ruler, Indents.
- Creating tables.
- Moving text between folders and files, printing.
- Page/Para set up
- Mail Merge.

### 2. M.S.EXCEL

- Formulae and data entry.
- Worksheet function.
- Formatting.
- Analysis and presentation in charts.
- Creating queries.

### 3. M.S.POWER POINT

- Creating presentation.
- Customizing presentation.

4. Online Treasury Information System.

5. e-Pension.

6. e-Salary

## Paper -2

HINDI

(100 Marks)

## Paper -3

Principles of Accounts

(100 Marks)

(without books)

Concepts and conventions of accounting.

1. Meaning and Basic terms of accounting viz. Debit, Credit, Assets, Liabilities, Capital, Reserves, Provisions, Accounting, Equation, Debtors, Creditors etc.
2. Types and Rules of Accounting, Personal, Nominal, Real Accounts.
3. Journal, Ledger, Trial Balance.
4. Final Accounts.
5. Bank Reconciliation Statement.
6. Income and expenditure Accounts.

#### **Paper -4**

#### **Treasury Rules and Accounting Procedures (100 Marks) (with books)**

1. Role and Constitutional provisions for CAG, CAG (DPC) Act, 1971.
2. Audit of Expenditure, sanction audit, Audit against provision of funds, audit against regularity.
3. Value for money Audit.
4. T.R. & S. T. R.
5. Accounting Rules 1990.
6. Account Code-II

#### **Name of Books allowed**

1. CAG (DPC) Act, 1971 (Bare)
2. H.P. Treasury rules, 2006
3. Accounting Rules, 1990
4. Account Code Vol. II
5. H.P. Budget Manuals

#### **Paper -5**

#### **Financial Rules (100 Marks) (With Books)**

1. GPF. Rules:- withdrawal and advance and related instructions.
2. HPFR-I
3. HPFR-II-Destruction of record
4. Office Manual.
5. Pension Rules-Preparation of Papers, Calculation of Pension/DCRG, etc. Provisional Pension and Gratuity.
6. Conduct rules.
7. CCS-CCA Rules with emphasis on rule 11, 14, 16.
8. FRSR-I with emphasis on FR 22,26,28,29, 49 & 52 to 56.

#### **Name of books allowed**

1. G.P.F. rules
2. H.P.F.R. Vol. I & II

3. Conduct Rules
  4. C.C.S. (C.C.A.) Rules
  5. Office Manuals
  6. Pension Rules
- F.R. S.R.-I General Rules