

**Syllabus for Departmental Examination for Class-II Officers/ Officials  
of the H.P.Board of School Education (Section Officers & above of the Board)**

**Paper-I                    FINANCIAL ADMINISTRATION:**

- (I) Maintenance of Cash and Accounts
- (ii) Himachal Pradesh Financial and Accounts Rules
- (iii) Himachal Pradesh Traveling Allowance rules

**Paper-II                    ADMINISTRATION AND GENERAL:**

- (I) Service Rules applicable in Himachal Pradesh
- (ii) Fundamental and Supplementary Rules
- (iii) Central Civil Services (Conduct) Rules, 1964
- (iv) CCS (CCA) Rules, 1965

**Paper-III                    BOARD ACT AND REGULATIONS:**

- (I) H.P.Board of School Education Act No. 14 of 1968  
alongwith latest amendments.
- (ii) Examination Regulations of the Board
- (iii) General Regulations of the Board

Syllabus for Departmental Examination of Engineering Officers  
(Electrical & Civil/Mech.) in the H.P. State Electricity Board Ltd.

**Paper-I: WORKS, STORES & COMMERCIAL ACCOUNTS/MANUALS**  
**Total Max.Marks-300**

**PART-A (Works Accounts):**

**Max.Marks-100**

1. Punjab P.W.D.Code (IInd Edition) (Fourth Re-print).

Chapter-I: Establishment:

Para 1.45 to 1.78, 1.90 to 1.94, 1.129(1) to 1.129(6), 1.156 to 1.160.

Chapter-II: Works:

Para 2.1 to 2.7, 2.21, 2.44 to 2.79 (except 2.74), 2.89 to 2.94, 2.105,  
2.109,  
2.116 to 2.122, 2.126 to 2.133.

Chapter-III: Public Building:

Para 3.11 to 3.15, 3.20 to 3.25.

Chapter-IV: Misc. Rules regarding office works:

Para 4.1 to 4.9, 4.45 to 4.63.

Chapter-V: Power to Sanction:

Para 5.1 to 5.8.

2. Departmental Financial Rules:

(Punjab Financial Hand Book No.3: Revised Edition - Corrected  
upto 30<sup>th</sup> April,1981).

Chapter-1: Introductory.

Chapter-II: General System of Accounts and Financial Control,

Full chapter except Rule 2.2, 2.7 & 2.8.

Chapter-III: Cash transactions and their records:

Full chapter except Rule 3.6 and 3.13.

Chapter-V: Deposits and suspense Accounts:

Full chapter.

Chapter-VII: Works:

Full chapter except Rule 7.5, 7.98, 7.99 and 7.133 to 7.145.

Chapter-VIII: Accounts & Accounts Returns of Sub-Divisional and

Divisional Offices:

Full chapter except Rule 8.26 to 8.29.

3. Accounts Code Volume-III:

Chapter-I : Definitions:

Article-9

Chapter-II: Classification of Receipts & Expenditures:

Article 18.19.22 to 30 and 37 to 78.

Chapter-III: Accounts to be maintained:

- (i) Section 1 to 9 (Article 79 to 187)
- (ii) Section 11 (Article 195 to 203).

Chapter-IV: Accounts Returns:

Article 204 to 220 and 224 to 230.

4. H.P.S.E.B. Manual of Instructions (2<sup>nd</sup> Edition):

Instruction No. 1 to 18.

**PART-B (STORES):**

**Max.Marks-100**

1. H.P. Financial Rules, 1971-Vol-I:  
(Financial Hand Book No.2).

Chapter-XV: Stores Rules:

Para 15.1 to 15.2.

2. Departmental Financial Rules - Financial Hand Book No.3  
(Revised edition - corrected upto 30<sup>th</sup> April,1981).

Chapter-VI: Stores:

Except 6.11 to 6.15, 6.17, 6.18, 6.26, 6.27, 6.59 to 6.64.

3. H.P.S.E.B. Manual of Instructions (2<sup>nd</sup> Edition):  
Maintenance and upkeep of Store Accounts:  
  
Instruction No. 19 to 42.
1. H.P.S.E.B. Manual of Purchases & Material Management.

**PART-C: COMMERCIAL ACCOUNTS:**  
**MANNUAL;**

**Max.Marks-100**

- I. FOR ENGG. OFFICERS (ELECTRICAL):
  1. H.P.S.E.B. Sales Manual Part-I (2nd Edition).
  2. H.P.S.E.B. Sales Manual Part-II (1st Edition).
  3. Manual of Instructions for maintenance and upkeep of consumers and other accounts instruction relating to commercial accounts.
- II. FOR ENGG. OFFICERS (CIVIL/MECH.):
  1. Manual of Planning & Design of Hydraulic Tunnels  
(Publication No.178) - December, 1984.
  2. Manual on Irrigation & Power Channels  
(Publication No.171) - March, 1984.
  3. Manual on Barrages and Weirs on permeable foundations  
(Publication No.179) - October, 1985.
  4. Small Hydro Stations – Standard: Specification (1985).
  5. Manual on rock Mechanics (1979).
  6. Specifications for
    - i) Concrete.
    - ii) Masonry
    - iii) Steel.
  7. Hydel Potential of H.P. - Its development.

Note:- The publications referred to above are Central Board of Irrigation & Power (CBI & P) publications.

Syllabus for Departmental Examination of Engineering Officers  
(Electrical & Civil/Mech.) in the H.P. State Electricity Board Ltd.

**Paper-II: FINANCIAL RULES, BUDGET, SERVICE REGULATIONS,  
ACTS AND OFFICE PROCEDURE.**

**Total Max.Marks-200**

**PART-A (FINANCIAL RULES):**

**Max.Marks-100**

1. H.P..Financial Rules, 1971 (Vol.I):  
- (Financial Hand Book No.2)

Chapter-I: Definitions:

- 1.12(a), All definitions except definitions mentioned in Rule 1.5, 1.9, 1.10,  
1.32, 1.36, 1.39 and 1.40.

Chapter-II: General Principles and Rules:

Except Rules 2.5, 2.11 to 2.19, 2.28, 2.36 to 2.38, 2.45 and 2.46.

Annexure "B" (except schedule list of revision and abandonment of claims to Revenue).

Chapter-V: Pay, Allowance & Pensions:

General Rules except rules 5.4, 5.5, 5.8 and 5.11.

Chapter-VI: Pay, allowances etc. of Gazetted Govt. Servants:

Except Rule 6.3.

Chapter-VII: Pay ,allowances etc. of Estt.

Except Rules ,7.1, 7.2, 7.5 and 7.10.

Chapter-VIII: Contingencies:

Except Rules, 8.1, 8.2, 8.6, 8.13, 8.19, 8.20, 8.21, 8.22and 8.23.

Chapter-IX: Miscellaneous Charges:

Section-I-Refund except Rules 9.2, 9.4 and 9.5.

Chapter-X: Loans & Advances:

Except Sanction I & II.

2. H.P.Financiaol Rules,1971(Vol.II).  
(Financial Hand Book No.2).

Appendices and Forms:

- (i) Appendix 2 Part-I
- (ii) Appendix 3 Part-II
- (iii) Appendix 15 Item No.28 only.

**PART-B BUDGET:**

**Max. Marks-15**

- 1. H.P.S.E.B. Budget Manual (2<sup>nd</sup> Edition).
- 2. H.P.S.E.B. Revised Delegation of Financial Powers,1986  
(as amended todate),
- 3. H.P.S.E.B. Accounts Classification.
- 4. H.P.S.E.B. Manual of Banking Operation (2<sup>nd</sup> Edition).
- 5. H.P.S.E.B.Accounting Manual (Vol-I) (3<sup>rd</sup> edition).
- 6. H.P.S.E.B. Accounting Manual (Vol-II) (3<sup>rd</sup> Edition)

**PART-C SERVICE REGULATIONS:**

**Max. Marks- 50**

1, Fundamental & Supplementary Rules:

Chapter-II: Definitions

(F.R.)

Chapter-III: General Conditions of Service.

(F.R.)

Chapter-IV: Pay.

(F.R.)

Chapter-VIII: Dismissal, removal & Suspension.

(F.R.)

i) Chapter-XI:

(F.R.)

ii) Part-V-Division XXII;

(S.R.)

iii) C.C.S.(Joining time) Rules,1979

Part-III- Division VII

(S.R.) Read with instructions issued by the  
H.P. Govt./ Board from time to time.

Joining time.

Record of Service.

Division- VI (section I to XXXVI) :

(S.R.) read with instructions issued by the  
H.P.Govt. / Board from time to time.

Travelling allowance.

2. C.C.S(Leave) Rules,1972::

Chapter-II : General Conditions.

Chapter-III: Grant of leave and return from leave.

Chapter-IV: Kinds of leave due and admissible.

3. C.C.S(Pension)Rules,1972:

Chapter-III : Service Qualifying for Pension.

Chapter-IV : Emoluments and Average Emoluments.

Chapter-V : Classes of pension and conditions covering their grant.

Chapter-VII: Regulation of amounts of pension.

Chapter-VIII: Determination and authorization of the amount of pension and gratuity.

Chapter-XI: Payment of Pension.

4. C.C.S. Conduct Rules,1964.

5. C.C.S.(classification, Control & appeal)rules,1965.

**PART-D Office Procedure:**

**Max.Marks-10**

1. H.P. S.E.B.Manual of Office Procedure:

Chapter- 1 to XI.

**PART-D ACTS:**

**Max.Marks-25**

I. FOR ENGINEERING OFFICERS (ELECTRICAL) ONLY

1. Indian Electricity Act.
2. Indian Electricity Rules.
3. H.P.S.E.B safety Code.
4. Forest Conservation Act, 1980.
5. Workmen Compensation Act,1923.

II. FOR ENGINEERING OFFICERS (CIVIL/MECH.)

1. Indian Electricity Act.
2. Arbitration Act.
3. Limitation Act, 1963.
4. Contract Act,1872.
5. Land Acquisition Act,1940  
(Entire except part-VII relating to acquisition of land for companies).
6. Workmen Compensation Act,1923.

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## SYLLABUS FOR DEPARTMENTAL EXAMINATION OF SR.MANAGERS IN HPTDC

Total Marks: 100

Time : 3 Hrs.

### PAPER-1

**(Accounts & Administration)**

**Part-1 : HPTDC Accounting Manual (without book)**

**(50 Marks)**

Part-II :

(50 Marks)

1. CCS (CCA) Rules, 1965 (With reference books).
2. HPFR 2009 (with reference books)
3. HPTDC staff Regulation, 1972 (without books)
4. FRSR Vol. I & II with HP Govt. instructions from time to time (with reference books).
5. Leave Travel Concession Rules (with reference books).
6. EPF Act (with reference books).
7. Medical Attendance Rules,1944 (with reference books)
8. CCS (Leave Rules, 1972) (with reference books).
9. CCS (Joining Time Rules, 1979) (with reference books).
10. RTI Act, 2005 (without books).

### PAPER-II (WITH BOOKS)

**(Hotel Management)**

**(100 Marks)**

1. Hotel Housekeeping Operations & Management (G.Raghubalan) (Assession No.3390) Publisher-OXFORD
2. Food Production Operations (Parvinder S.Bali) (Assession No.4364) Publisher-OXFORD
3. Food and Beverage Service (R.Singaravelavan) (Assession No.4390) Publisher-OXFORD
4. Hotel Front Office Operations & Management (Jatashankar R.Tewari) (Assession No.4414) Publisher-OXFORD



**SYLLABUS FOR DEPARTMENTAL EXAMINATION OF ASSTT.ENGINEERS ( C) IN HPTDC**

Total Marks: 100

Time : 3 Hrs.

**PAPER-1**

**(Accounts & Administration)**

**Part-1 : HPTDC Accounting Manual (without book)**

**(50 Marks)**

Part-II :

(50 Marks)

1. CCS (CCA) Rules, 1965 (With reference books).
2. HPFR 2009 (with reference books)
3. HPTDC staff Regulation, 1972 (without books)
2. FRSR Vol. I & II with HP Govt. instructions from time to time (with reference books).
3. Leave Travel Concession Rules (with reference books).
4. EPF Act (with reference books).
5. Medical Attendance Rules,1944 (with reference books)
6. CCS (Leave Rules, 1972) (with reference books).
7. CCS (Joining Time Rules, 1979) (with reference books).
8. RTI Act, 2005 (without books).

**PAPER-II (WITH BOOKS)**

(Project Management & Engineering)

**PAPER-2 (RULES AND ACTS)**

**(100 Marks)**

- (1) Departmental Financial Rules (Financial Hand Book No. 3 relating to Public Works Department portion only).
  - i) Chapter-I (Introductory)
  - ii) Chapter-II (General system of Accounts and Financial Control).
  - iii) Chapter – III (Cash Transaction and their record).
  - iv) Chapter –IV Stores.
  - v) Chapter –V (Deposits and Suspense Accounts).
  - vi) Chapter-VI Works.
  - vii) Chapter – VII (Accounts and Accounts Returns of Sub-Divisional and Divisional offices).
  - viii) Chapter-IX Powers of HPTDC Officers/MD.
  - ix) Powers of Admn. Department.
- (2) Public Works Department Code:
  - i) Chapter –I Establishment
  - ii) Chapter-II Works.
  - iii) Chapter-III Public Buildings.
  - iv) Chapter-IV Misc. Rules regarding Office Work.
  - v) Powers of Sanction in HPTDC.

(3) (i) Limitation Act.

- Indian Contract Act.
  - Arbitration Act.
  - Land Acquisition act.
  - Workmen's Compensation act.
  - H.P. Road Side Land Control Act.
  - H.P. Aerial Ropeway Act.
  - H.P. Mechanical Vehicles Act.
  - (Bridge Tolls) Act-1968.
  - National Highway Act.
  - H.P. Motor Vehicle Taxation Act, 1972.
  - Indian Forest Conservation Act.
  - HP Miner Canal Act, 1976
  - H.P. Water Supply Act.
  - H.P. Essential Service (Maintenance) Act.
  - HP Town and Country Planning act, 1977.
- (ii)
- HP Housing Board Act.
  - HP Urban Rent Control Act.
  - HP Land Preservation Act, 1978.
  - HP Slum Areas Act 1979.
  - HP Urban Estates Act, 1977.

Himachal Pradesh Administrative History and development w.r.t. climatic, geographical topographical conditions, resources for plan, scope for medium and minor irrigation, water supply, flood control and road development of Himachal Pradesh including tribal development programmes knowledge about various programmes for weaker sections of society.

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