



ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਿਡ  
(ਦ: ਪ੍ਰੀਖਿਆ ਸੁਆ, ਪਟਿਆਲਾ)

ਦਫਤਰੀ ਹੁਕਮ 23 / ਪ੍ਰੀਖਿਆ - 120 / ਭਾਗ-3

ਮਿਤੀ : 16/5/14

ਪੀਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ਵਲੋਂ ਵੱਖ ਵੱਖ ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆਵਾਂ (ਇੰਜੀਨੀਅਰ ਅਫਸਰਾਂ,

ਇੰਜੀਨੀਅਰਿੰਗ ਸੁਬਾਰਡੀਨੇਟਸ, ਮਨਿਸਟ੍ਰੀਅਲ ਅਮਲਾ, ਐਸ.ਏ.ਐਸ.ਭਾਗ-1 ਅਤੇ ਐਸ.ਏ.ਐਸ- ਭਾਗ-2) ਦੇ ਸਿਲੇਬਸ ਰਿਵਿਊ ਕਰਨ, ਐਸ.ਏ.ਐਸ ਭਾਗ-1 ਅਤੇ ਭਾਗ-2 ਲਈ ਪਾਸ ਅੰਕਾਂ ਦੀਆਂ ਸ਼ਰਤਾਂ ਰਿਵਿਊ ਕਰਨ ਅਤੇ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਪ੍ਰਸ਼ਨ ਪੱਤਰ ਸਬਜੈਕਟਿਵ ਅਤੇ ਅਬਜੈਕਟਿਵ ਟਾਈਪ ਕਰਨ ਦੇ ਮਾਮਲੇ ਤੇ ਵਿਚਾਰ ਲਈ ਇਸ ਦਫਤਰ ਦੇ ਦ/ਹੁ:ਨੰ: 15 ਮਿਤੀ 6.9.2010 ਅਤੇ ਦ/ਹੁ:ਨੰ: 20 ਮਿਤੀ 13.10.2010 ਰਾਹੀਂ ਇਕ ਕਮੇਟੀ ਸਥਾਪਤ ਕੀਤੀ ਗਈ ਸੀ।

ਇਸ ਸੰਗਠਿਤ ਕਮੇਟੀ ਨੇ ਉਪਰੋਕਤ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਬੰਧ ਵਿਚ ਸਾਰੀਆਂ ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਮੌਜੂਦਾ ਸਿਲੇਬਸ, ਐਸ.ਏ.ਐਸ. ਭਾਗ-1 ਅਤੇ ਐਸ.ਏ.ਐਸ. ਭਾਗ-2 ਦੀਆਂ ਪਾਸ ਅੰਕਾਂ ਦੀਆਂ ਸ਼ਰਤਾਂ ਅਤੇ ਵੱਖ ਵੱਖ ਕਰਮਚਾਰੀਆਂ, ਅਕਾਊਂਟਸ ਆਡਿਟ ਤੇ ਐਡਮਨਿਸਟ੍ਰੇਟਿਵ ਸਰਵਿਸ ਐਸੋਸੀਏਸ਼ਨ ਰਜਿਸਟਰਡ ਅਤੇ ਦੂਜੇ ਹੋਰ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਪ੍ਰਤੀ ਬੋਨਤੀਆਂ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਆਪਣੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕੀਤੀ ਜਿਸਨੂੰ ਬੋਰਡ ਆਫ ਡਾਇਰੈਕਟਰਜ਼ ਦੇ ਸਨਮੁੱਖ ਏਜੰਡਾ ਨੰ: 1 ਮਿਤੀ 25.11.13 ਰਾਹੀਂ ਪੇਸ਼ ਕੀਤਾ ਗਿਆ।

ਮਿਤੀ 29.11.13 ਨੂੰ ਮੋਹਾਲੀ ਵਿਖੇ ਹੋਈ ਮੀਟਿੰਗ ਵਿੱਚ ਬੋਰਡ ਆਫ ਡਾਇਰੈਕਟਰਜ਼ ਵੱਲੋਂ ਇਸ ਏਜੰਡੇ ਨੂੰ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪ੍ਰਵਾਨ ਕਰ ਲਿਆ ਗਿਆ ਅਤੇ ਰਿਵਾਈਜ਼ਡ ਸਿਲੇਬਸ ਹੇਠ ਅਨੁਸਾਰ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:-

ਕ੍ਰਮ ਨੰਬਰ	ਪ੍ਰੀਖਿਆ ਦਾ ਨਾਂ	ਸਿਲੇਬਸ
1.	ਇੰਜੀਨੀਅਰ ਅਫਸਰਾਂ ਦੀ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 1
2.	ਇੰਜੀਨੀਅਰ ਸੁਬਾਰਡੀਨੇਟਸ ਦੀ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 2
3.	ਮਨਿਸਟ੍ਰੀਅਲ ਅਮਲੇ ਦੀ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 3
4.	ਉਚ ਸ਼੍ਰੇਣੀ ਕਲਰਕਾਂ(ਜਨਰਲ) ਦੀ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 4
5.	ਐਸ.ਏ.ਐਸ. ਭਾਗ-1 ਦੀ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 5
6.	ਐਸ.ਏ.ਐਸ. ਭਾਗ-2 ਦੀ ਪ੍ਰੀਖਿਆ	ਸਹਿਲੰਗ - 6

ਇਹ ਹੁਕਮ ਉਪ ਸਕੱਤਰ/ਪ੍ਰਿੰਸੀਪਲ ਪਟਿਆਲਾ ਦੇ ਮੀਮੋ ਨੰ: 140260 / 1560 / ਡੀਐਸਪੀ/ ਮਿਸ:1 ਮਿਤੀ 5.7.84, 168018 / 169018 / ਡੀਐਸਪੀ / ਮਿਸ:1 ਮਿਤੀ 27.9.93, ਇਸ ਦਫਤਰ ਦੇ ਮੀਮੋ ਨੰ:7732 / 9432/ਡੀਏਈ / ਇੰਜ.ਸੁਬਾ:/ ਆਰਈਜੀ-5 / ਵਾ:-2 ਮਿਤੀ 19.4.94, ਦਫਤਰੀ ਹੁਕਮ ਨੰਬਰ 13 ਮਿਤੀ 27.4.99 / 11.5.99, ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 1/ ਪ੍ਰੀਖਿਆ-120 ਮਿਤੀ 16.1.2001, ਮੀਮੋ ਨੰ: 12807 / 13656 / ਆਰ.ਈ.ਜੀ-5 / ਵਾ:2 ਮਿਤੀ 18.10.01 ਅਤੇ ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 27 / ਪ੍ਰੀਖਿਆ-120 / ਭਾਗ-2 ਮਿਤੀ 25.9.2009 ਦੇ partial supersession ਵਿੱਚ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਰਿਵਾਈਜ਼ਡ / ਨਵਾਂ ਸਿਲੇਬਸ ਭਵਿੱਖ ਵਿਚ ਹੋਣ ਵਾਲੀਆਂ ਉਪਰੋਕਤ ਸਾਰੀਆਂ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆਵਾਂ ਲਈ ਲਾਗੂ ਹੋਵੇਗਾ।

ਇਹ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਜਾਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

ਨੱਥੀ / ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਸਹਿਲੰਗ-1 ਤੋਂ 6  
(ਜੋਧੇ / ਨਵੇਂ ਸਿਲੇਬਸ ਦੀਆਂ ਕਾਪੀਆਂ)।

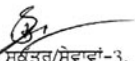
ਸੰਯੁਕਤ ਸਕੱਤਰ/ਸੇਵਾਵਾਂ-3,  
ਪੀਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ।

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-


1. ਸੀ.ਐਮ.ਡੀ. ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ, ਡਾਇਰੈਕਟਰ, ਜਨਰਲ ਆਫ ਪੁਲਿਸ / ਚੌਕਸੀ ਤੇ ਸੁਰਖਿਆ, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ, ਚੇਅਰਮੈਨ / ਪੀ.ਐਸਟੀਆਰਸੀ # 220-221 ਸੈਕਟਰ 34-ਏ, ਚੰਡੀਗੜ੍ਹ, ਸਕੱਤਰ / ਬੀਬੀਐਮਬੀ, ਸੈਕਟਰ 19-ਏ ਮਧਿਆ ਮਾਰਗ, ਚੰਡੀਗੜ੍ਹ ।
2. ਸਾਰੇ ਮੁੱਖ ਇੰਜੀ: / ਜਨਰਲ ਮੈਨੇਜਰ / ਮੁੱਖ ਇੰਜੀ: / ਓ.ਐਸ.ਡੀ. ਟੂ ਸੀ.ਐਮ.ਡੀ ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ, ਬੀਬੀਐਮਬੀ ਸਮੇਤ ਹਾਈਡਲ, ਯੂ.ਟੀ. ਪ੍ਰਸਾਸਨ, ਚੰਡੀਗੜ੍ਹ ।
3. ਜਨਰਲ ਮੈਨੇਜਰ / ਪ੍ਰਬੰਧਕੀ, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।
4. ਸਾਰੇ ਉਪ ਮੁੱਖ ਇੰਜੀ: / ਨਿਗ:ਇੰਜੀ: ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ, ਸਮੇਤ ਉਪ ਮੁੱਖ ਇੰਜੀ / ਨਿਗ:ਇੰਜੀ:(ਟੈਕ) ਟੂ ਡਾਇਰੈਕਟਰਜ਼ ਸਮੇਤ ਹਾਈਡਲ / ਯੂ.ਟੀ.ਪ੍ਰਸਾਸਨ, ਬੀਬੀਐਮਬੀ, ਪੀ.ਐਸਟੀਆਰਸੀ, ਚੰਡੀਗੜ੍ਹ ।
5. ਸਾਰੇ ਸੀਨੀ:ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਡਾਇਰੈਕਟਰਜ਼, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪੀ.ਐਸਟੀਸੀਐਲ, ਪਟਿਆਲਾ ।
6. ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ / ਮੁੱਖ ਪੜਤਾਲਕਾਰ / ਮੁੱਖ ਕੰਟਰੋਲਰ ਵਿੱਤ / ਵਿੱਤ ਸਲਾਹਕਾਰ / ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ / ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਅਤੇ ਉਪ ਮੁੱਖ ਪੜਤਾਲਕਾਰ ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ, ਪਟਿਆਲਾ ਸਮੇਤ ਬਰਮਲ ਪਲਾਟ ਰੋਪੜ, ਬਠਿੰਡਾ, ਲਹਿਰਾ ਮੁਹੱਬਤ ਅਤੇ ਬਿਆਸ ਪੁੰਜੈਕਟ ਤਲਵਾੜਾ ਟਾਊਨਸ਼ਿਪ, ਬੀਬੀਐਮਬੀ ਨੰਗਲ ਟਾਊਨਸ਼ਿਪ।
7. ਚੀਫ ਕਾਸਟ ਕੰਟਰੋਲਰ ਅਤੇ ਰੀਡਕਸ਼ਨ ਪੀ.ਐਸਪੀਸੀਐਲ।
8. ਚੈਨੀਫੇਟ ਆਫਿਟ ਅਫਸਰ, ਪਟਿਆਲਾ ।
9. ਲੇਖਾ ਅਤੇ ਵਿੱਤ ਮੈਨੇਜਰ, ਜੀਐਨਡੀਟੀਪੀ, ਬਠਿੰਡਾ।
10. ਸਾਰੇ ਸੀਨੀ: ਲੇਖਾ ਅਫਸਰ / ਲੇਖਾ ਅਫਸਰ ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ ਸਮੇਤ ਬਰਮਲ ਬੀਬੀਐਮਬੀ ਅਤੇ ਹਾਈਡਲ ਪੁੰਜੈਕਟ ।
11. ਕੰਪਨੀ ਸਕੱਤਰ, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।
12. ਸਕੱਤਰ / ਓਮਬਡਜਮੈਨ, 66 ਕੇ ਵੀ ਗਰਿਫ ਸ/ਸ, ਪਲਾਟ ਨੰ: ਏ-2, ਇੰਡਸਟੀਅਲ ਏਰੀਆ, ਫੇਜ਼-1, ਮੋਹਾਲੀ ।
13. ਸਾਰੇ ਸੀਨੀ:ਕਾ:ਕਾ:ਇੰਜੀ: / ਚੈਨੀਫੇਟ ਇੰਜੀਨੀਅਰ / ਖਰੀਦ ਅਫਸਰ / ਸਹਾਇਕ ਕਾ:ਕਾ:ਇੰਜੀ., ਪੀ.ਐਸਪੀਸੀਐਲ/ਪੀ.ਐਸਟੀਸੀਐਲ ।
14. ਸਾਰੇ ਜੁਆਇੰਟ ਸਕੱਤਰ / ਉਪ ਸਕੱਤਰ / ਅਧੀਨ ਸਕੱਤਰ, ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ ।
15. ਕਾਨੂੰਨੀ ਸਲਾਹਕਾਰ, ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ, ਪਟਿਆਲਾ ।
16. ਪਬਲਿਕ ਰਿਲੇਸ਼ਨ ਅਫਸਰ / ਭਾਸ਼ਾ ਅਫਸਰ / ਜਨਰਲ ਭਾਗ, ਪੀ.ਐਸਪੀਸੀਐਲ।
17. ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਹੈੱਡ ਆਫਿਸ ਪੀ.ਐਸਪੀਸੀਐਲ / ਪੀ.ਐਸਟੀਸੀਐਲ ਪਟਿਆਲਾ।
18. ਸਾਰੇ ਸਹਾਇਕ ਮੈਨੇਜਰ / ਐਚ.ਆਰ ਅਤੇ ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1 ਅਤੇ ਗ੍ਰੇਡ-2, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।

ਨੋਟ: ਇਹ ਦਫਤਰੀ ਹੁਕਮ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਨੋਟ ਕਰਵਾ ਦਿੱਤਾ ਜਾਵੇ।

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on 16/5/14  
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ਸੰਯੁਕਤ ਸਕੱਤਰ/ਸੇਵਾਵਾਂ-3,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

1. ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਉਪ ਸਕੱਤਰ / ਪੀ ਤੇ ਆਰ, ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ਨੂੰ ਭੇਜਕੇ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਹ ਵੱਖ ਵੱਖ ਵਿਭਾਗੀ ਲੇਖਾ ਪ੍ਰੀਖਿਆਵਾਂ ਦੇ ਸਬੰਧਤ ਰੈਗੂਲੇਸ਼ਨ / ਅੰਤਕਾਵਾਂ ਵਿੱਚ ਲੋੜੀਂਦੀ ਸੋਧ ਕਰਨ। ਏਜੰਡਾ ਨੰ:1 ਮਿਤੀ 25.11.2013 ਅਤੇ ਉਪ ਸਕੱਤਰ / ਮੀਟਿੰਗਜ਼, ਪੀ.ਐਸਪੀਸੀਐਲ ਪਟਿਆਲਾ ਦੇ ਗੈ:ਸ:ਪੰ:ਨੰ:3926 / ਬੀਓਡੀ/ਸਪੈਸ਼ਲ / 31.11.13 / ਪੀ.ਐਸਪੀਸੀਐਲ ਮਿਤੀ 4.12.2013 ਦੀ ਕਾਪੀ ਪਹਿਲਾਂ ਹੀ ਇਸ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰ: 6390 ਮਿਤੀ 16.12.2013 ਨਾਲ ਭੇਜੀ ਜਾ ਚੁੱਕੀ ਹੈ।
2. ਅਧੀਨ ਸਕੱਤਰ / ਮੀਟਿੰਗਜ਼, ਪੀ.ਐਸਪੀਸੀਐਲ ਪਟਿਆਲਾ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਗੈ:ਸ:ਪੰ:ਨੰ:3926 / ਬੀਓਡੀ / ਸਪੈਸ਼ਲ / 31.11.13/ ਪੀ.ਐਸਪੀਸੀਐਲ ਮਿਤੀ 4.12.2013 ਦੇ ਸਬੰਧ ਵਿੱਚ ਸੂਚਨਾ ਦਿਤ।

  
ਸੰਯੁਕਤ ਸਕੱਤਰ/ਸੇਵਾਵਾਂ-3,  
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ।

✓ ਸੀ.ਸੀ: ਨਿਗਰਾਨ ਇੰਜੀ:ਆਈ.ਟੀ.ਪੀ.ਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ਨੂੰ ਭੇਜਦੇ ਹੋਏ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਦਫਤਰੀ ਹੁਕਮ ਨੂੰ ਪੀ.ਐਸਪੀਸੀਐਲ ਦੀ ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕੀਤਾ ਜਾਵੇ।

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

**PAPER-1 (WORKS ACCOUNTS)**

**Max.Marks-100**

**Section-A**

- |    |   |   |
|----|---|---|
| A. | Manual on Capital Expenditure and Fixed Assets:                       | Except Chapter-XXI to XXIV (60 Marks)                           |
| 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) |   |

**Section-B**

**Miscellaneous Topics**

**(40 Marks)**

1. Works Regulations, 1997
2. Basic Principles of Management (Introductory). Purchase Regulation 1981.
3. Manufacturing Accounts, Projects Estimates & Administrative Approval.
4. Duties and responsibilities of officers/ officials (Chapter No-XXXIX of capital expenditure and fixed Manual assets).

**Note :**

Committee feels that the knowledge of Miscellaneous Topics such as works Regulation-1997, Basic Principal of Management (Introductory). Purchase Regulation 1981 and manufacturing Accounts, Projects Estimative Approval is very much essential for day to-day working of official business. Hence, it is proposed that 60 Marks may be allotted to Section-A and 40 Marks to Section-B compulsorily.

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

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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&amp;A REGULATIONS-1971.

7. PSPCL GPF REGULATIONS-2010.

8. PSEB,DELIGATION OF POWERS.

9. ENGLISH DRAFTING AND BASIC COMPUTER KNOWLEDGE.

10. CONTRIBUTORY DEFINED PENSION SCHEME (NPS)

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

- 1 Electricity Supply Regulations & Rules/Regulations made under Electricity (Supply) Act, 2003.
- 2 Commercial Instructions, issued from time to time.
- 3 Tariff and its Applications.
- 4 Commercial Accounting Systems Vol -II ( Sale of Power) including Computerized Billing.
5. Power Regulation instructions relating to energy bills, issued from time to time.

**Note :** It is proposed that 10 marks question should be compulsory from Item No. 5

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

1. FACTORIES ACT.1948 Chapter-1 (Preliminary),II (Inspecting Staff),III ((Health), IV (Safety), V.(Welfare),VI (Working Hours of Adults) VIII (Annual leave with wages).
2. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
3. WORKMEN COMPENSATION Act.1923.  
Chapter-I & II (Up to section IX only).
4. AIR (PREVENTION AND CONTROL OF POLLUTION)ACT.1981.  
Chapter-I(Preliminary),IV(Prevention and Control of Air Pollution), VI (Penalties and Procedure).
5. EMPLOYEE PROVIDENT FUND ACT
6. ELECTRICITY ACT 2003.
7. RIGHT TO INFORMATION ACT.
8. CONSUMER PROTECTION ACT.
9. MICRO SMALL AND MEDIUM ENTERPRISES ACT.

**NOTE:** The instructions /Amendments, relating to the above subject issued by different 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.

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**FOR ELECTRICALS CANDIDATES ONLY**  
**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 & De augmentation 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-Stations.
- ix) Temporary Connections.
- x) Shifting of HT/LT lines and Sub-Stations 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 material estimate control register and 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) Connected 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.

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Miscellaneous:**Marks-30**

- i). Work charge Establishment, its employment and retrenchment procedure, EPF deduction and its repayment.
- ii) Payment of compensation to work charged 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 of 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) Provision of Electricity Act. with regard to transmission and distribution of Electricity and safety measure.
- xi) Basic Computer Knowledge.

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

- 1) Instructions Sr.No. 12,5 CS-1 (SL/S), 14 & 15,33.
- 2) TIE-4 (Complete).
- 3) Schedule of Labour Rates for Elect. works.
- i) CAO Circular dt.12.1.72 regarding 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 annexure.
9. Cash & Bank Manual: Sub Code 2 to 5,7,11,12,& 16 and its annexure 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.

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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,XXVII (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. Electricity Supply Act. 2003 –Sections relating to transmission and distribution of Electricity and Safety measure.
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.

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**FOR ELECTRICAL CANDIDATES ONLY**

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

**PAPER-II (Consumer Accounting Banking instructions & Sales).**

**MAX.MARKS:100**

**1. Consumer Accounting & Banking Instructions: Max. Marks :40**

- 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 & receiving 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 :-**

*max. marks 60*

- i. Various categories of Consumers for application of tariff & competency to Sanction Load i.e. DS, NRS, SP, MS, LS, BS, SL, GS & Temporary Supply for DS/CS & Industrial Connections.
  - i. 15 marks for numerical question relating to preparation of Energy Bill.
  - ii. 45 marks for other questions.
- 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/NRS (upto 10 KW) and Industrial Loads & Tubewells,
- vii. Seasonal Industries and application of tariff thereof.

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- viii Challenge 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,NRS & Industrial Connections (SP & MS Consumers only).
- xi. Locked 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 Tube well <sup>Systems</sup> 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 un-authorized 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 Employees.
- xx. Performance Para-meter.
- xxi. Schedule of General Charges-Electricity supply ~~and~~ <sup>and</sup> code selected Regulations -

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**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 & 166.

**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.

**Sale of Power :**

**ii) 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 :**

Chapter No. 1, 3, 5,11,12,19.

**Note :**

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

**IV) Account Code Vol. III : Performa ( ii )**

**V) CAS: Manual of Personnel Planning :**

Chapter No. 22.

**Note :**

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

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

**PAPER-I (WORKS ACCOUNTS)**

**MAX. MARKS: 100**

1. Preparation of estimate 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 material estimate control register & 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. Dismantlement Register, Out Turn and Scrap Register.
  - iii. *Notes* Regulation 1997.
  
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.
  - x. Basic computer knowledge.

**NOTE :** It is proposed that 10 marks exclusively for Basic computer knowledge be allotted.

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**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**: Chaper-iv,vi,vii,viii xi,to XV, XVII (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 Chapter XXXVIII and Page No. 201,202 and Form Capital Expenditure 22,23-A,23-B, (Page 189 to 199).
3. **Manual on Compilation of Accounts :**
4. **Expenses Accounting Manual** : Sub Code-18.
5. **Manual on Personnel Accounting** : Sub Code-13,14,15,17 , 24 & 25 and standing orders and instructions on the subject from time to time.
6. **Compensation Act** : Chapter-II, Section 3,4,5,10,10-A,10-B,11 & 12.
7. **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.
8. **IUT Manual** : Sub Code 01 to 02.
9. **Estimating costing and Civil Engg** :Dy.P.D.Kohli, & D.D.Kohli or by P.N.Datta.
10. **Chart of Accounts** (As per Commercial Accounting System Vol.I, Part-I ).
11. **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.



**MINISTRIAL ESTABLISHMENT EXAM (REVISED SYLLABUS)**

**PAPER-I (WORKS ACCOUNTS)**

**MAX.MARKS 100**

1. CAS-Capital Expenditure & Fixed Assets Vol.VI  
Capter:1,II,III,VII,IX, to XX,XXVII,XXIX to XXXVIII  
(Including Formats referred to in the above chapters, if any).
2. CAS-Chart of Accounts. Vol.-I,Part-I
3. CAS -Basic Accounting Principles & Policies-Vol.I,Part-II.  
(Except part-3).
4. CAS Inter Unit Accounts Manual-Vol.VIII.  
Subject code 01 to 07,13 & 15.  
(Including Formats)
5. CAS-Cash & Bank Manual Vol.IV  
Chapter 06 to 17 & Accounting Entries.  
( Including Formats )
6. CAS-Expense Accounting Manual-Vol. VII.  
Chapter :Subject Code-04,06,11 to 14,18 to 20.  
(Including Formats)
7. Miscellaneous Topics
  - i) PSEB Works Regulations-1997.
  - ii) PSEB Purchase Regulations-1981.

**Paper-II (SERVICE RULES AND REGULATION)**

**MAX. MARKS :100**

1) PSEB, MSR-1972 VOL.I PART-I

Chapter-II (Definitions), Chapter-III (General conditions of service),Chapter-IV (Pay),Chapter-V (Additions to Pay),Chapter-VII (Dismissal, Removal, Suspension & Resignation), Chapter-VIII,(Leave), Chapter-IX (Joining Time),Chapter-XII (Record of Service).

AND

**APPENDIX-8 OF PSEB MSR 1975 VOL.I PART-II**

2) **PUNJAB CSR VOL.II**

Chapter-I (Service Qualifying for Pension), Chapter-IV (Reckoning of service for pension), Chapter-V (Different Kinds of Pension and condition for their grant), Chapter-VI (Amount of Pension), Chapter-IX (Determination and Authorization of the amounts of Pension and Gratuity), Chapter-X (Payment of Pension).

3. PSEB PROVIDENT FUND REGULATIONS,1960 (EXCEPT REGULATION 19 TO 30)
4. PSEB MSR,1972, Vol.III (T.A. REGULATIONS)
5. PSEB DELEGATION OF POWERS (UP TO DATE)
6. PSEB EMPLOYEES CONDUCT REGULATION-1971.

**PAPER-III (REVENUE ACCOUNTS)**

**MAX.MARKS-100**

1. Electricity Supply Regulations & Rules/Regulations made under Electricity (supply) Act. 2003.
2. Commercial Instructions, issued from time to time.
3. Tariff and Its Applications.
4. Commercial Accounting System Vol. II (Sale Of Power) including Computerized billing.
5. Power Regulation instructions relating to energy bills, issued from time to time.
6. Revenue Monitoring with Latest instructions on the subjects.

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

**PAPER-IV (BOOK KEEPING & ACCOUNTANCY)**

**Max. Marks :100**

1. Principle of Double entry, its objects advantages etc. Upkeep & Maintenance of Subsidiary Books including Cash Book and writing up of Journal & Ledger.
2. Bank Reconciliation statement, Trial Balance, Errors and their rectification.
3. Preparation of Final Accounts including Trading Account, Profit and loss Account and Balance Sheet, & Opening, Closing & Adjustment entries.
4. Depreciation and Reserve :-
  - a) Necessity of provision for depreciation.
  - b) Necessary consideration to determine depreciation.
  - c) Methods of providing depreciation.Ref : (Para 3 to 5 of Appendix to Chapter-II of BAPP and Part-4 of Chart of Accounts).
5. Basic Computer Knowledge and Operation of Internet/Broad Band.

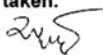
NOTE: It is proposed that 15 marks exclusively for Basic computer knowledge and Operation of Internet/Broad Band be allotted.

**PAPER-V(STORE KEEPING AND MATERIAL ACCOUNTING )MAX. MARKS-100**

1. Commercial Accounting System Vol.-I,Part-I  
Chart of Accounts-(Account Code-22).
  2. Commercial Accounting System Vol.V.  
Material Accounting System Vol.V.  
Material Accounting Manual Subject Code : 01 to 04,11 to 16,18  
to 25,26,27,28,29,30,32 to 41,42,48 to 58.
  3. Formats of Store Accounts, as contained in Material Accounting  
Manual Vol.V.
  4. Basic Computer Knowledge
- NOTE :** It is proposed that 15 marks exclusively for Basic  
computer knowledge be allotted.

**NOTE : (COMMON FOR ALL PAPERS)**

The instructions/amendments, relating to the above subjects, issued by different 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.



**MINISTERIAL ESTABLISHMENT(GENERAL) EXAM. SYLLABUS**

**PAPER-I (WORKS ACCOUNTS)**

**MAX.MARKS 100**

1. CAS-Capital Expenditure & Fixed Assets Vol.VI  
Capter:1,II,III,VII,IX, to XX,XXVII,XXIX to XXXVIII  
(including Formats referred to in the above chapters, if any).
2. CAS-Chart of Accounts. Vol.-I,Part-I
3. CAS -Basic Accounting Principles & Policies-Vol.I,Part-II.  
(Except part-3).
4. CAS-Cash & Bank Manual Vol.IV  
Chapter 11,13 to 17 & Accounting Entries.
5. CAS-Expense Accounting Manual-Vol. VII.  
Chapter :Subject Code-04,06,11 to 14,18 to 20.
6. Miscellaneous Topics
  - i) PSEB Works Regulations-1997.
  - ii) PSEB Purchase Regulations-1981.
  - iii) PSEB Delegation of Powers.

**Paper-II (SERVICE RULES AND REGULATIONS)**

**MAX. MARKS :100**

1) PSEB, MSR-1972 VOL.I PART-I  
Chapter-II (Definitions), Chapter-III (General conditions of service),Chapter-IV (Pay),Chapter-V (Additions to Pay),Chapter-VII (Dismissal, Removal, Suspension & Resignation), Chapter-VIII,(Leave), Chapter-IX (Joining Time),Chapter-XII (Record of Service).

AND

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

PAY REVISION AND PAY FIXATION ALLOWANCES ENTITLEMENT,PAY ANOMLY CASES.

2) **PUNJAB CSR VOL.II**

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

3. PSPCL PROVIDENT FUND REGULATIONS-2010.
4. PSEB MSR,1972, Vol.III (T.A. REGULATIONS)
5. NEW PENSION SCHEME.
6. PSEB EMPLOYEES CONDUCT REGULATION-1971.
7. PSEB PUNISHMENT AND APPEAL REGULATIONS.
8. INSTRUCTIONS REGARDING RECURITMENT AND RESERVATIONS.

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

1. FACTORIES ACT.1948 Chapter-1 (Preliminary),II (Inspecting Staff),III ((Health), IV (Safety), V.(Welfare),VI (Working Hours of Adults) VIII (Annual leave with wages).
2. PSEB STANDING ORDERS APPLICABLE TO WORK-CHARGED AND DAILY WAGED WORKERS.
3. WORKMEN COMPENSATION Act.1923.  
Chapter-I & II (Up to section IX only).
4. AIR (PREVENTION AND CONTROL OF POLLUTION)ACT.1981.  
Chapter-I(Preliminary),IV(Prevention and Control of Air Pollution),VI (Penalties and Procedure).
5. EMPLOYEE PROVIDENT FUND ACT
6. ELECTRICITY ACT 2003.
7. RIGHT TO INFORMATION ACT.
8. CONSUMER PROTECTION ACT.
9. MICRO SMALL AND MEDIUM ENTERPRISES ACT.

**NOTE:** The instructions /Amendments, relating to the above subject issued by different 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.

**PAPER-IV: (Drafting & Computer Knowledge) Max. Marks-100**

- 1) Précis (15)
- 2) Drafting like preparation of Memorandum, public notices and notice inviting tenders, circulars, drafting of advertisement and official letters/sanctions (20)
- 3) Grammar: (15)  
The area of "Grammar" may include punctuations, direct, & indirect voice, active & passive voice, correct and incorrect sentences, idioms & phrases.
- 4) Preparation of noting, preparation of order, preparation of letters/sanction, memos.
- 5) **COMPUTER KNOWLEDGE** (Marks 50)
  - (i) Computer: Introduction, Functions and Classification of Computer, Overview of Software and Hardware, Input and Output devices, Computer Memory : RAM, ROM, Number System and its Inter Conversion, Introduction to Operating System, DOS and WINDOWS, Working with files and folder, Understanding the control panel, Opening and Existing Windows application, Copying and moving information between windows and learning other basic functions of windows.
  - (ii) Introduction to MS Word : Basic Features, Starting and existing word, Creating, Editing and Saving a Word document, Inserting Pictures and symbols, Working with text, Creating a Table, Formatting Documents, Previewing and Printing Documents.
  - (iii) Introduction to MS Excel: Creating spread sheets by entering text formulas and numbers, Introduction to financial functions in Excel.

*Handwritten mark*

*Handwritten signature*

*Handwritten signatures and marks:*  
 1. A large signature with "14/11/13" written below it.  
 2. A signature with "1/11" written below it.  
 3. A signature with "20/5" written to its right.

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**A. SAS Part-I EXAM: (REVISED SYLLABUS)**  
**PAPER-I WORKS & STORES ACCOUNTS** **MAX.MARKS 100**

1. Classification/Codification as per Chart of Accounts under Commercial Accounting Systems.
2. Fuel Accounting policies, principles and procedure.
3. Cash & Bank Transactions.
4. Material Accounting including Computerized Stores Accounting Systems.
5. Works Accounts/Capital Expenditure & Fixed Assets.
6. Inter Unit Transactions & their Accounting.
7. Misc. Topics: such as:  
Meter Accounting, Accounting on Damaged Transformers, Expense Accounting, and Personnel Accounting.
8. Indian Accounting Standard Nos. AS-1,AS-2,AS-3,AS-4,AS-5,AS-6,AS-7,AS-9 AS-10,AS-15,AS-19,AS-26,AS-29.

**NOTE:** The paper shall consist of practical problems at least 50% of total marks Concerning works Accounts, Mtc. of Cash Book & Other Accounting Areas.

**PAPER-II REVENUE ACCOUNTS** **Max Marks: 100**

1. Electricity Supply Regulations & Rules/Regulations made under Electricity (Supply) Act, 2003.
2. Commercial Instructions, issued from time to time.
3. Tariff and its Applications.
4. Commercial Accounting Systems Vol -II ( Sale of Power) including Computerized Billing.
5. Power Regulation instructions relating to energy bills, issued from time to time.
6. Revenue Monitoring with Latest instructions on the subjects.  
PSERC Terms and conditions for determination of Tariff.

**PAPER-III ACTS, RULES AND REGULATIONS** **Max. Marcks:100**

1. The Electricity (Supply) Act, 2003
2. Consumer Protection Act. 1986.
3. Right to Information Act, 2005
4. Micro, Small and Medium Enterprises Act, 2006.
5. PSPCL/PSTCL Memorandum and Articles of Association.
6. Works Regulation, 1997
7. Purchase Regulations, 1981
8. Business Conduct Regulations, 1980
9. Employees Conduct Regulations, 1971.
10. Administration of Funds & Property Regulations.

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**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( -do-)
6. PSEB Punishment & Appeals Regulations, 1971 (-do-)
7. Delegation of Powers.

NOTE (1):The instructions/Amendments, relating to the above subjects, issued by different 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.

(2) Bare Acts & Board's Publications and circulars issued from time to time allowed. However, solved question answers are not allowed.

(B) Revised Syllabus for SAS Part-II Exam.

**PAPER-V:** (Drafting & Computer Knowledge) Max. Marks-100

- 1) Précis (15)
- 2) Drafting like preparation of Memorandum, public notices and notice inviting tenders, circulars, drafting of advertisement and official letters/sanctions (20)
- 3) Grammar: (15)  
The area of "Grammar" may include punctuations, direct, & indirect voice, active & passive voice, correct and incorrect sentences, idioms & phrases.
- 4) **COMPUTER KNOWLEDGE** (Marks 50)
- (i) Computer: Introduction, Functions and Classification of Computer, Overview of Software and Hardware, Input and Output devices, Computer Memory : RAM, ROM, Number System and its Inter Conversion, Introduction to Operating System, DOS and WINDOWS, Working with files and folder, Understanding the control panel, Opening and Existing Windows application, Copying and moving information between windows and learning other basic functions of windows.
- (ii) Introduction to MS Word : Basic Features, Starting and existing word, Creating, Editing and Saving a Word document, Inserting Pictures and symbols, Working with text, Creating a Table, Formatting Documents, Previewing and Printing Documents.  
Introduction to MS Power Point: Power Point Basics, Creating and Saving, Presentations, Inserting Pictures and Graphics, Inserting slides from other Presentations, Slide Show View.
- (iii) Introduction to MS Excel: Creating spread sheets by entering text formulas and numbers, Introduction to financial functions in Excel.
- (iv) Computerized Accounting: Introduction and advantages. Use of Accounting Package : Tally for journalizing and posting business transactions; creating vouchers, preparing Trial Balance and Final Accounts and Bank Reconciliation Statement.

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**PAPER-VI: ACCOUNTS & AUDITING**

**Max.Marks-100**

**Accounts Marks-60**

- 1) Accounting Principles-Concepts & Conventions.
- 2) Recording, posting and preparation of Trial, Balance.
- 3) Rectification of Errors.
- 4) Bank Reconciliation Statement
- 5) Depreciation, Reserves and provisions.
- 6) Company Accounts relating to issue of shares, Redemption of Preference Shares,
- 7) Analysis of Financial Statements-Accounting Ratios only.
- 8) Indian Accounting Standard no. AS-12,AS-16,AS-18,AS-22,AS-23, AS-25,AS-27,AS-28.

**Auditing:**

→ (Marks-40)

- 1) Principles of auditing-introductory.
- 2) Internal Check and Control.
- 3) Vouching of Cash Transactions.
- 4) Verification and valuation of Assets and Liabilities.
- 5) Company auditing reports orders-Power Industry.
- 6) Cost Accounting record rules- Power Industry.

**PAPER-VII. Industrial, Commercial Laws & Direct Taxes. MAX MARKS-100**

(MARKS-25)

- A)
- 1) Factory Act, 1948
  - 2) Workmen's Compensation Act, 1923 (Chapter-1 & 2).
  - 3) Employees State Insurance Act, 1948 (Chapters 1 to 5).
  - 4) Pollution Control Laws.

(MARKS- 25)


- B)
- 1) Arbitration Act.
  - 2) Negotiable Instruments Act.
  - 3) Contract Act: Chapter 1 to 4, Chapter-6, Chapter-8.

C)

**1. INCOME TAX, 1961.**

(MARKS 25)

- i. 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

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- to Salaried persons. Procedure regarding filling of income tax return and deduction of tax at source.
- ii) Service Tax
  - iii) Vat Tax Act:
  - iv) Central Sales Tax Act:
- Ch. 1 – 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 Tax-Turnover Levy & Collection of Tax.
- D) Corporate Laws : (MARKS-25)
- i) The companies Act- 1956, Rules & Regulations there under in its entirety with specific reference to :-
    - a) Accounts & Audit.
    - b) Dividend.
    - c) Directors-Powers, managerial remuneration.
    - d) Meetings, powers of the Board and related party transactions.
    - e) Inspection and investigation.
    - f) compromises, Arrangements and reconstructions.
    - g) Prevention of oppression and mismanagement.
    - h) Revival and rehabilitation of sick industrial companies.
    - i) Corporate Winding up and dissolution.
    - j) Producer Companies.
    - k) Companies incorporated outside India.
    - l) Offence and Penalties.
    - m) E- governance.
  - ii) Corporate Secretarial Practice-Drafting of Resolution, Minutes Notices and Reports.



**PAPER -VIII**  
**WORKS AND MANAGEMENT ACCOUNTING**

(MAX.MARKS-100)

- 1) Capital Exp. & Fixed Assets Vol-VI.
- 2) Chart of A/cs Vol-1 Part (I)
- 3) Inventory Management and Control.
- 4) Nature and scope of cost Accounting.
- 5) Cost Analysis.
- 6) 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.
- 7) Project Management & Control.  
Project Evaluation-Financial covering Pay-Back period, Net present value and Internal Rate of return.
- 8) Financial Budget & Budgetary Control.
- 9) Preparation of Annual Revenue requirement and its filling with PSERC.

