

HVPN POWER TRAINING INSTITUTE Director Principal HPTI, HPTI Complex, Sec-26, Panchkula E-mail: hptipanchkula@gmail.com

To

1. The Managing Director, HVPNL/HPGCL, Panchkula.

The Chairman-cum-Managing Director, UHBVN/DHBVNL, Panchkula.

Memo No.Ch-8/HPTI-322

Dated: 07.06.2018

Sub: - Revision of Syllabus of Departmental Accounts Examination of all cadres of HPUs & other related issues.

A committee of Controller of Finance, HVPNL, CAO HVPNL, UHBVNL and DHBVNL was constituted vide Office Order No.15/HPTI-201 dated 20.01.2016 to examine the following issues.

i. Syllabus.

- ii. Allowing of relevant books/bare acts during the examination to AO's, SDO's & UDC's.
- iii. Pass/Exemption % in case of SO Part-I & II.

The committee revised the syllabus of Departmental Accounts Examination of all the cadres of all HPUs and decided as under:-

- To allow relevant Bare Acts only of the subject during the examination to all cadre.
- ii. Passed/Exemption percentage in case of SO Part-I and SO Part-II has not been changed.
- iii. Regarding request of candidates for allowing to attempt the papers in Hindi Medium has been considered and the same has not been found to be accepted since there is no practice since the inception of erstwhile HSEB to allow the candidates to attempt the Paper in Hindi Medium.

The President HPTI-cum-MD, HVPNL consider and approved as under:-

- The revised syllabus in respect of all cadres of all HPUs is enclosed here with for information of all.
- ii) The revised syllabus of Departmental Accounts Examination for various Cadres will be implemented from the next Departmental Accounts Examination to be conducted in 2nd term i.e. Oct, Nov & Dec, 2018 onward as per schedule notified vide office order No. 163/HPTI-314/Exam dated 21.12.2017 and be informed to UIAMS, Punjab University, Chandigarh.

The relevant Bare Acts only of the subject during the examination to all cadres will be allowed.

In view of the above, revised syllabus is enclosed for information of all Power Utilities and expected candidates for the Departmental Accounts Examination to be conducted in 2nd term i.e. Oct, Nov & Dec, 2018 onward as per schedule notified vide office order No. 163/HPTI-314/Exam dated 21.12.2017.

This issues with the approval of President HPTI-cum-MD, HVPNL, Panchkula subject to ex-post facto approval of Governing Body HPTI in the ensuing meeting.

DA: Revised Syllabus

Admn Officer-cum-XEN, HPTI Panchkula

CC:-

1. The Chief Engineer/Admn. HVPN/UHBVN/DHBVN/HPGCL, Panchkula/Hisar.

The Controller of Finance, HVPNL, Panchkula.

- 3. The SE/Admn-I & SE/Admn-II, HVPNL, Panchkula,
- 4. The SE/ITMS, HVPNL/UHBVN/HPGCL/DHBVNL Panchkula for hosting the same on their website.
- 5. The CAO, HVPN/UHBVN/DHBVN/HPGCL for their information and necessary action in the matter.
- 6. The Co-coordinator UIAMS (Exam wing), Panjab University Chandigarh...
- 7. The Controller of Examination Cell, HPGCL, Panchkula.
- 8. The US/GA, HVPNL, Panchkula.
- PA to Director Principal, HPTI for kind information of Director Principal, HPTI, Panchkula.



HARYANA VIDYUT PRASARAN NIGAM LIMITED Regd. Office, Shakti Bhawan, Sector-6, Panchkula

Corporate Identity Number-U40101HR1997SGC033683

Website: www.hvpn.gov.in

Tel.No:0172-2561931 to 39

E-mail-cao@hvpn.org.in Fax No. 0172-2565480

The Vice Principal HPTI, Panchkula

Memo no. CAO/Estb- 225(A)

dated 13.02.2018

Subject; Revision of Syllabus of Departmental Accounts Examination of all Cadres of HPUs & other related issues

Please refer to your office Order no. 15/HPTI-201 dated 20.1.2016 on the cited subject.

In this connection it is intimated that;

The Committee has examined the following issues:

1. Syllabus

- 2. Allowing of relevant books/Bare Acts during the examination to AOs, SDOs and UDCs.
- 3. Passed / Exemption % in case of SO Part-I and Part-II.

Further it has been considered & deliberated in the meeting and decided as under:

- 1. The Committee has decided to allow relevant Bare Acts only of the subject during the examination to all Cadre.
- 2. Passed /Exemption percentage in case of SO Part-I and Part-II has not been changed.
- 3. Regarding request of candidates for allowing to attempt the Papers in Hindi Medium has been considered and the same has not been found to be accepted since there is no practice since the inception of erstwhile-HSEB to allow the candidates to attempt the Paper in Hindi Medium.

The revised Syllabus in respect of all Cadres of HPUs are enclosed herewith and requested to get the same approved from the Competent authority before the same is implemented for future examinations of all cadre of HPU.

This issues with the approval of the Committee constituted vide O/o 15/HPTI dated 20.1.2016.

DA/As Above

Sr.AO/Admn

For CAO, HVPNI., Panchkula

Revised Syllabus for Departmental Accounts Examination for Ministerial Establishment HARYANA POWER UTILITIES PAPER-I Time Allowed: 3 Hours Max. Marks: 100 Works Accounts Allocation of Marks & No. of Questions. 1. One Question of Cash Book (Compulsory) 35 Marks 5 Questions of 10 Marks each 50 Marks Delegation of Powers of concerned company 15 marks Financial Hand Book No.2 (Punjab Financial Rules Vol.-I) Chapter -i Definitions Chapter-II General Principles & Rules (except Rules 2.5, 2.18, 2.25 to 2.28, 2.33 to 2.40, 2.42 and 2.45 and part of Annexure -B pertaining to Remission & Abandonment of claims to Revenue and its schedules). Chapter-IX Misc. charges section 1 - Refund (Rule 9.1 & 9.3 only). Chapter-XVI Works - Section-III Public Buildings & Land (Rule 16.7). PFR Vol.-I Part-I Rule 15.1 & 15.2 Financial Hand Book No.3 (Departmental Financial Rules) Chapter-I Introductory Chapter-II General System of Accounts & Financial Control. Chapter-III Transactions and their record. Works (except rules 7.5, 7.98 and 7.133 to 7.145) Chapter-VII Instructions on Forms DFR (PW) 20 & 30 Cash book as per instructions. Chart of Account Part-1 & 11 Account Code Vol.-III (1st edition) Chapter-I General Articles 9 (Definition only). Chapter-II Classification of Public works Receipts & Expenditure except articles 10, 11, 13 to 17, 23 to 31, 33 to 36, 39, 43 to 46, 53, 63 and 64. Chapter-III Accounts to be kept in public works offices (Except Sec-10) Audit Code (1st Edition) Section-IV Chapter-VI Works Audit a) Scope of Audit - Article 214

Allocation of Marks & No. of Question

Chapter-II

2.126 to 2.133 Chapter-IV

1. One Question of Cash book

35 marks

2.1 to 2.7, 2.21 to 2.29, 2.44 to 2.107, 2.109, 2.116 to 2.122,

Paras 4.1 to 4.9, 4.41 to 4.48 & 4.63

Preliminary Audit - Article 215 to 228

2. 5 Questions of 10 Marks each

50 marks

3. 5 Objective Questions of 3 Marks each 15 marks

on Delegation of Powers on concerned Company.

b)

Punjab PWD Code (2nd Edition)

7. Delegation of Powers of concerned company

Sr. AO/Admn.

O/HVPNL

CAO/UHBVNL

CAO/HPGCL

Revised Syllabus for Departmental Accounts Examination for Ministerial Establishment HARYANA POWER UTILITIES PAPER-II

PAPER-II

(General Organization & Estt., Procedures Service Rules, Board's Regulations)

Time Allowed: 3 Hours

Max. Marks: 10

Time Allowed: 3 Hour	ion & Estt., Proced	ures Service Rules,	Board's Regulation Max. Mark	
Allo	cation of Marks & N		Max. Marr	3, 100
1	Part-A Part-B	80 Marks		
	211-0	20 Marks		
Part-A				
i) Civil Service Rules	VolI	4.		
1. 5 Objective Questic	ns of 1 Mark each		5 Marks	- Company
2. One Question on Pa	y Fixation (Compuls	ory)	10 Marks	
3. 2 Questions of 10 N attempted out of three	farks each to be guestions		20 Marks	
(6)	tal =	*	35 Marks	
ii) <u>Civil Service Rules</u>	Vol11		ov marks	_
 4. 4 Objective Questions 5. One Question on GPF 6. 2 Questions of 8 Ma Attempted out of 3 	Regulation		4 Marks 10 Marks 16Marks	
Tota	=		30 Marks	
iii) <u>Civil Service Rules</u>	Vol -!!!			_
7.One Practical Question or	Question in the sha	pe of cornments	15 Marks	
PART-B	Total = i+ii+iii	= 80 Marks		
TAKT-D				
8. 5 Objective Questio	ns of 1 Mark each	. 1	5 Marks	
9. One Question of two	parts		15 Marks	_
. **		Total =		
1. Civil Service Rules	PART-A		20 Marks	
Ci Corvice Rules	- 2016 VolI Part-I		(80 Marks)	
Chapter-III General Co	nclitions of Sonder	Rules Medical certification		
pay and allowance without n Willful absence is beak in se Confirmation on subsequent	nedical examination, rvice, Duration of pro appointment, Retent	tion and medical exam , Age for entry into Go obation, Lien on confir ion of lien	nination, drawl of ovt Service, mation,	
Appointment, Fixation/ Re-fix	cation of Pay on Pro	of Pay on first or Subsmotion.	sequent	
Chapter-VII Dismissal,	Removal and Suspe	ension- Subsistence a	allowanas d	
Allowance during suspension	1.	e allowance after ever	y 6 months,	
of leave and admissible, Cas	es - Definitions, Ger sual leave.	neral Conditions, Gran	nt of Leave, Kinds	
Chapter-VI Join	ing Time - Joining	time on transfer in put	olic interest No.	
joining time.	The office,	Overstay of Joining t	ime, Extension of	٠. ٣
Chapter-V Record of C	amilia D			
Audit of service book.	or or all	es, wassing of service	book, Internal	
our colvices Kules				
Chapter III-General Provision Chapter –IV-Service Qualifyin Chapter –V-Different kinds	s for grant of Pension	ns,		10
		ons for grant of Pansi	00	-
Revised HVPNI Employees	2		1	· . w
Revised HVPNL Employees Chapter V- Subscription to Gaccount	PF account, Chapter	Rules 2016 (Chapte	er III- General,	
<u> </u>	. //		IL OT GPF	

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Conts. - 2

	<u>RT-B</u> neral Organization	and Estt. Procedure. (20 Marks)	٠
1.		of Orders Chapter-I, II & IX with Appendices	
2.	P.W.D. Code		
	Chapter-I	Paras 1.32, 1.45 to 1.78, 1.131, 1.134, 1.154 to 1.160	
	Chapter-III Comp		
	Chapter-IV4.49 to	4.62	
3	Chapter-XII	Record of Service CSR VolI Part-1	- 10000
4.	P.F.R. VolI		
	Chapter-II	2.25 to 2.28 and 2.42 only	
	Chapter-V	Pay, Allowances & Pensions,	
	Chapter-VIII	Contingencies (Except Rules 8.19 to 8.21 and 8.23)	
	Chapter-X	Loans & Advances Section-III only	_
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				PAPE	R-III		
		llowed: 3 Hou				Max	. Marks: 100
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	Part-B		35 Marks				. 24
	Part-C		15 Marks				
	Total		100 Marks				
	Part-A						
	1.		of 2 Marks each			10 Marks	
	2.		of 10 Marks each of 10 Marks (Compul		Juestions	30 Mark 10 Mark	
	5.	i Question of	TO Marks (Comput	'Total	=	50 Mark	
	Part-B			, ora,		oo mark	
			estions of one Ma			5 Mark	
	5.	3 Questions of	10 Marks each ou	t of 4		30 Mark	(S
		1		Total	=	35 Mar	ks
	Part-C						
- 5	6.	2 Questions		Total	=	15 Mar	el/e
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	PART	-A	-				(50 Mark
	For all	candidates (H'	VPNL/ HPGCL/ UI	HBVNL/	DHBVNL)		(oo mark
	1. E.	B. Manual of Ir	structions				
	Const	imer Account	s- (Instructions No	.1 to 15,	17 to 26, 39	, 43 to 45, 47& 48	8.
	Store	Accounts (Am	ended Instruction	s No. 20	1 to 213, 222	2,224 & 225	
-		ND Code				o 4.20, 4.27 to 4.	40
-	3.	PFR VolI Pa	art-l		Rule 15.1 8		
	4.	DFR		Chapte		3.58) instructions	on
2	5.	Accounts Co	de Val III	Article	Form DFR	PW 11 & 14	
	PART		ue voiIII	Article	s 112 to 116		/0=:4:
	1	",	/HVPNL/DHBVN	Candi	datas		(35 Mark
	1.	Sales Manua	al - Section 1- Gra	ant of Fla	ectric Counce	ction Section II	
		tion/Addition to	Existing connection	on. Sect	on-III Service	line & Service re	entale
			consibilities of vari	oue fund	311 111 0 01 1131		ciliais.
	ii)	Duties & resp		ous lull	tionaries for	Mtc & unkeen of	COnsumers
	ii)	accounts as	circulated by CE/A	dmn H	tionaries for VPN Panchk	Mtc. & upkeep of	consumers
	11)	accounts as one No.C.A/RA/In	circulated by CE/A s./211-531 dated :	dmn H	tionaries for VPN Panchk	Mtc. & upkeep of	consumers
	11)	accounts as No.C.A/RA/In	circulated by CE/A s./211-531 dated (ates	dmn., H 3. 2. 1999	tionaries for VPN Panchk	Mtc. & upkeep of	consumers
	11)	Duties & resp accounts as No.C.A/RA/In PGCL Candid: 1. Introduct	circulated by CE/A s./211-531 dated : ates ion of Cost Accou	idmn., H 3. 2. 1999 ntina	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
	11)	No.C.A/RA/In PGCL Candid: 1. Introduct 2. Evolution	circulated by CE/A s./211-531 dated a ates ion of Cost Account, meaning, objec	idmn., H 3. 2. 1999 ntina	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
	11)	Duties & resp accounts as of No.C.A/RA/In PGCL Candid: 1. Introduct 2. Evolution 3. Cost Cer	circulated by CE/A s./211-531 dated a ates ion of Cost Account, meaning, object ontre & Cost Unit	dmn., H 3.2.1999 nting tive & So	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
	11)	Duties & resp accounts as of No.C.A/RA/In PGCL Candid: 1. Introduct 2. Evolution 3. Cost Cer 4. Method &	circulated by CE/A s./211-531 dated (ates ion of Cost Account, meaning, object tre & Cost Unit & Technique of Co	idmn., H 3.2.1999 Inting tive & So	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
	11)	Duties & resp accounts as of No.C.A/RA/In PGCL Candid: 1. Introduct 2. Evolution 3. Cost Cer 4. Method &	circulated by CE/A s./211-531 dated a ates ion of Cost Account, meaning, object ontre & Cost Unit	idmn., H 3.2.1999 Inting tive & So	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
	11)	Duties & resp accounts as a No.C.A/RA/In PGCL Candid: 1. Introduct 2. Evolution 3. Cost Cer 4. Method & 5. Cost Acc	circulated by CE/A s./211-531 dated (ates ion of Cost Account, meaning, object tre & Cost Unit & Technique of Co	idmn., H 3.2.1999 Inting tive & So	tionaries for VPN Panchk as amended	Mtc. & upkeep of	consumers
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Revised Syllabus for Departmental Accounts Examination for Ministerial Establishment HARYANA POWER UTILITIES PAPER-IV

Time Allowed: 3 Hours

Max. Marks: 100

Part –B 30 Marks Total 100 Marks Part-A	
4 10 011 11 10 11	*-
1. 10 Objective Questions of 1 Mark each 10 Marks	
2. One Question (Final Accounts) (Compulsory) 30 Marks	
3. 3 Questions of 10 marks each out of 4 questions 30 Marks	
Total = 70 Marks	
Part-B	-
4. 3 Questions of 10 Marks each Total= 30 Marks	
out of 4 questions	
PART-A (70 Marks	3)
Commercial Book - Keeping	
1) Introductory Fundamental Accounting Principles, Basic	
Concept of Accounting, Principles of double entry, its objects, advantages etc. Writing of Cash Book, Purchase Day Book, Sales Day Book – Bills receivable Book – Bipayable Book – Journal Ledger – Preparing of Bank Reconciliation Statement, Tr. Balance, Errors & their rectification., Valuation of Inventory	lls
Preparation of Final AccountsTrading Account Manufacturing Account Profit & Lo Account and Balance Sheet.	SS
3) Bills of Exchange, Promissory Notes, Chaques – Advantages of Bills of Exchange	- *
Dis-honour& Renewal of Bills etc.	ng
4) Depreciation & Reserves Necessity of providing for depreciation, Necessary consideration to determine depreciation, Methods of providing depreciation – Reserve to doubtful debts & secret reserves.	for
5) Boards Banking Instructions as amended from time to time	-
Part-B	72
Budget Wanual	3/
Chapter-1 Introductory (Except Para 1.29)	
Chapter-2 Definitions	
Chapter-3 Preparation & submission of departmental estimates [Para 3.1 to 3.5 & 3.6 (a)]	
Chapter-5 Estimates of ordinary expenditure (Para 5.1 to 5.5,5.12, 5.14, 5.20 & 5.21)	-
Chapter-7 Estimates of New Excenditure	
Chapter-11 Responsibility for watching the process of Revenue	_
of expenditure. Appropriations in the estimates & responsibility for watching the progres	ss
Chapter-13 Statement of Excesses & Surrenders.	
Chapter-14 Expenditure not provided for in the Budget Estimates D	
- Supplementary appropriations.	5

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Revised Syllabus for Departmental Accounts Examination for Ministerial Establishment HARYANA POWER UTILITIES

		PAPER-V		
	Time Allowed: 3 Hours		Max. Marks: 100	
S II	Allocation of Marks and Ques	tions.	Annual Control of the	-
2	Part -A =	75 Marks	× _	Industrial
v	Dod B			
	Part -B =	25 Marks		
22				
	Part -A			
	1. 10 Objective Question	ns of 1 Mark each	10 Marks	
752	, , , , , , , , , , , , , , , , , , , ,	or rimark cach	TOWNIKS	
8 # B E	2. 1 Questions of 15 Ma	arks each (Compulsory)	15 Marks	
	3. 5 Questions of 10 Ma	arks to be attempted	50 Marks	
	Out of 7 questions		oo mano	
	* _ * * *	Total =	75 Marks	
	Bort B			
	Part -B			
1	4. 5 Questions of 1 Mar	koooh		
	4. O Questions of Tivial	k each	5 Marks	
an Be e	5. 2 Questions of 10 Ma	arks each to be attempted		
	Out of 3 Questions	and each to be attempted		
			20 Marks	
in in	9		20 Marks	2.24
¥		'Total=	25 Marks	
	Part-A		/7F 45 1)	
	1. Financial Hand Book No.3	- Departmental Financial R	ulos	
	Nules 1.3 (b), 7.3 (8	63 to 637 630 to 6 41 will		
2	10 0.00, 1.72 10 1.02, 1.0	0 (a) a (D). 1.54 to 161 81 to	8.4	
40 4,	moductions on forms	DER (P\A) 11 1/2 20		
	Rules 1.6, 15.1	- Punjab / Haryana Financial F	Rules VolI	
	3. Account Code VolII	(15) []:		0
	a) Articles 9 (18) 9 (37) 9	(38) 27 47 to 54 00 00 0		
	a) Articles 9 (18), 9 (37), 9	(38) 37 47 to 51 02 04 to 0	9, 101 to 103, 105 to	
	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16	(38), 37, 47 to 51, 92, 94 to 9	9, 101 to 103, 105 to 205.	
	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6.	205.	
	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regular	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6.	205. (25 Marks)	
	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regular	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6.	205. (25 Marks)	
	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regular	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6.	205. (25 Marks)	
Sr AO	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	205. (25 Marks)	Separent
Sr. AO	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi Admn, CAO/UHRV	(38), 37, 47 to 51, 92, 94 to 9 6, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	(25 Marks) s.	Supporter of AO/HVDNI
HVPN	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi Admri, CAO/UHBV	(38), 37, 47 to 51, 92, 94 to 96, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	(25 Marks) s.	Sepanner AO/HVPNL
HVPN	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi Admri, CAO/UHBV	(38), 37, 47 to 51, 92, 94 to 96, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	(25 Marks) s.	Separur + AO/HVPNL
HVPN	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi Admn, CAO/UHRV	(38), 37, 47 to 51, 92, 94 to 96, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	(25 Marks) s.	Sepannol AO/HVPNL
HVPN	a) Articles 9 (18), 9 (37), 9 111, 126 to 129, 164 to 16 b) Instructions on form I Part-B Purchase Procedure & Regul Purchase Regulations includi Admri, CAO/UHBV	(38), 37, 47 to 51, 92, 94 to 96, 170 to 172, 195 with note & P.W.A. 5 & 6. ations. ng its schedules and annexure	(25 Marks) s.	Separur AO/HVPNL

1	Revised Syllabus for Departmental Accounts Exa	imination for Minister	eria
	<u>Establishment</u> HARYANA POWER UT:LITIE	-9	
	THE THE TENED TO T		
	PAPER-VI		
	Time Allowed: 3 Hours	Max. Marks:10	00
	Allocation of Marks & No. of Questions	Max. Warks. re	
F	Part –A = 40 Marks		
	Part –B = 40 Marks		10.000
	Part –C = 20 Marks		
	Part –A		
	 10 objective Questions of 1 Mark each 3 Questions of 10 Marks to be 	10 Marks	
	attempted out of 4 questions	30 Marks	
	Total =	40.14	
1	Part -B	40 Marks	
	3. 10 objective Questions of 1 Mark each	10 Marks	
	1. 3 Questions of 10 Marks to be	30 Marks	
8	attempted out of 4 questions		
١,	Total =	40 Marks	
1	Part C 5 Objective Questions of 1 Mark each		
		5 Marks	
,	2 Questions of 10 marks each out of 3 Total =	15 Marks	
1	Part-A	20 Marks	
	Industrial Disputes Act, 1947 (as amended)	(40 Ma	ark
1	Authorities Under the Act, Reference Of Disputes To	Boards Courts Co	
	Tibuliais,		
	2. Haryana State Electricity Board (now Haryana	Power Utilities)	
-	imployees (Funishment & Appeal) Regulation -1980	(with amondmenta)	
	i idi yana Oldle Electricity Board (now Harvana	Downer Hilling	
	inployees (Conduct) Regulation 1984 (with amenda	ments)	
	Part-B Factory Act 1948 (as amonded)	(40 Ma	ark
	General duties of the occupier, Health, Safe	ety, Provisions Relatin	ig 7
2	Payment of Wages Act, 1936 (as amended)	durc	
	Responsibility for payment of wages, Time of		
	Maintenance of registers and records,	payment of wages,	
1	remortance of registers and records		
	Workman's Compensation Act 1922 (co. co.	nended)	
	Compensation, Employer's liability for compensation	Amarint -f	
	Compensation, Employer's liability for compensation, compensation to be paid when due as	Amarint -f	
	Workman's Compensation Act 1922 (co. co.	Amarint -f	
0	Compensation Act, 1923 (as an Compensation, Employer's liability for compensation, compensation to be paid when due ar Payment of Bonus Act	Amarint -f	· -
F	Compensation Act, 1923 (as an Compensation, Employer's liability for compensation, compensation to be paid when due ar Payment of Bonus Act Part-C	Amount of nd penalty for default,	
F	Compensation Act, 1923 (as an Compensation, Employer's liability for compensation, compensation to be paid when due ar Payment of Bonus Act Part-C Company Act, 2013	Amount of not penalty for default,	arks
F	Compensation, Employer's liability for compensation, compensation to be paid when due are Payment of Bonus Act Part-C Company Act, 2013 Maintenance of books of accounts, finalization of accounts.	Amount of not penalty for default,	arks
F	Compensation, Employer's liability for compensation, compensation to be paid when due are compensation. Compensation to be paid when due are compensation. Part-C Company Act, 2013 Maintenance of books of accounts, finalization of accounts of provision for non-finalization of accounts within the conversion for non-finalization of accounts.	Amount of not penalty for default, (20 Ma	arks
F	Compensation Act, 1923 (as an Compensation, Employer's liability for compensation, compensation to be paid when due ar Payment of Bonus Act Part-C Company Act, 2013	Amount of not penalty for default, (20 Ma	arks

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HARYANA POWER UTILITIES

PAPER-I(Without Books)

Book- Keeping and Commercial Accounting

				x.Marks: 10		
	All	ocation	of Marks & No. of Questions			
		#/ Sk	Part A			
	1 10 Objective Questions of one Mark each					
			10 Marks			
	2	1 Quest	tions (Practical)(Compulsory)	25 Marks		
		2 Quest	tions of 20 each to be attempted out of 3 Practical question	40 marks		
			Total(A)	75 Marks		
		Part B				
5).	3	5 Object	tive Questions of one Mark each	5 Marks		
	4	2 Quest	tions of 10 Marks each to be attempted out of 3 questions	20 Marks		
			Total(B)	25 Marks		
			Total (A+B)	100 Mar		
art /	A	Book H	Reeping Basic principles of Double Entry System of Accounting:-	(75 Marks		
			 a) Recording of transactions in subsidiary books such as Journal Book, Pledger, Sales Ledger etc. b) Posting of transactions in Cash Book including columnar Cash Book. c) Posting of transactions from subsidiary book to general ledger and mai sub-ledgers. 			
		11)	Preparation of Trial Balance and its reconciliation etc.			
		III)	Preparation of Final Accounts comprising of -			
			a) Trading / Manufacturing Accounts. b) Profit and Loss Account			
_		IV)	c) Balance Sheet Rectification of Errors.			
-		(V)				
		VI)	Bank reconciliation statement.			
_			Trootmont of Jefenson			
			Treatment of deferred revenue expenditure and intangible assets in Accounts.			
_		VII)	Depreciation, Sinking Furids, Reserves, Reserve Funds, Secret Reserves			
		VII)	Bills of Exchange, Promissory Notes, Cheques			
		VII)	Depreciation, Sinking Furids, Reserves, Reserve Funds, Secret Reserves	nts Accounts		
		VII)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records	nts Accounts		
		VII) VIII) IX)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses	nts Accounts		
		VIII) VIII) IX)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts	nts Accounts		
art -	- B	VII) VIII) IX)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting	1.94		
art -	- B	VII) VIII) IX) 1 Comm	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting hting principles & policies as per:-	(25 Marks		
art -	- B	VII) VIII) IX)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting hting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commerce	(25 Marks		
art -	– B	VII) VIII) IX) 1 Comm Accour a)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting hting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commercal Accounting Systems.	(25 Marks		
art -	- B	VII) VIII) IX) 1 Comm	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting nting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commerca Accounting Systems. Annexure-III 'Basic Accounts Principles & policies'. Inter Unit Transactions & their Accounting	(25 Marks		
art -	- B	VII) VIII) IX) 1 Comm Accour a)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting nting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commerce Accounting Systems. Annexure-III 'Basic Accounts Principles & policies'. Inter Unit Transactions & their Accounting. Books of Accounts to be maintained by company under Section-2(13), 128&2070 Act 2013	(25 Marks		
art -	- B	VII) VIII) IX) Comm Accour a) b)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting hting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commerce Accounting Systems. Annexure-III 'Basic Accounts Principles & policies'. Inter Unit Transactions & their Accounting. Books of Accounts to be maintained by company under Section-2(13), 128&2070 Act 2013 Annual Returns to be submitted by Companies baying/not beginned for the submitted by Companies baying/not beginned	(25 Marks		
	-B	VII) VIII) IX) Comm Accour a) b)	Depreciation, Sinking Funds, Reserves, Reserve Funds, Secret Reserves. Bills of Exchange, Promissory Notes, Cheques. Capital & Revenue Income/Expenditure, Revenue Accounts, Receipt & Paymer Income & Expenditure Accounts. Cost Records Direct & Indirect Expenses Reconciliation of cost & Financial Accounts ercial Accounting hting principles & policies as per:- Annexure-II -Classification/Codification as per Chart of Accounts under Commerc Accounting Systems. Annexure-III 'Basic Accounts Principles & policies'. Inter Unit Transactions & their Accounting. Books of Accounts to be maintained by company under Section 2(13), 12882074	(25 Marks		

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HARYANA POWER UTILITIES PAPER-II (Without Books)

Civil Service Rules covering service conditions, Grant of Pension And Traveling Allowance etc.

Time Allowed: 3 Hours

Max. Marks: 100

	Allocatio	on of Marks & No. of Questions	
			1.0
	Three (3) Theoretical Question Punishment and Appeal Regul	uestions Out of 4 questions on CSR/PFR ns out of 4 on Conduct Regulation, lations, GPF and Pension Trust Rules.	60 Marks 30 Marks
4	3. 10 Objective Questions of One	Mark each from Sl. No. 1 to 4 (below)	10 Marks
		Total	100 Marks
1.	CSR Vol-I Part-I (2016)	Chapter-I - to XI.	
2.	CSR Vol-II (2016)	Pension Rules.	
3.	CSR Vol-III (2016)	T.A. Rules.	
4	P.F.R. Vol-I	Chapter-II (Rules-2.46), Chapter-VIII	/, VI, VII &
5	Board Employees Conduct Regul	lations 1987	
6	Revised HVPNL Employees Prov	rident Fund Trust Rules 2016 (Chapter Chapter VIII- Withdrawal from GPF acc	VII- Grant of
	Punishment and Appeal Rules.	The state of the s	ount)

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HARYANA POWER UTILITIES

PAPER-III (Without Books)

Works and Stores Account including Audit of Works Accounts Time Allowed: 3 Hours

Max. Marks: 100

	146	-		٠. ا
	Allocation of	Marks &	No. of Questions	, , , , , , , , , , , , , , , , , , , ,
	D. A. A.			
1	Part A			
1.	10 Objective Questions of one Mark each			
2.	One practical Question of 15 Marks		15 Marks	
3.	(Compulsory)			
3.	3 Questions out of which at least 1 Quest	ions	40 Marks	
	would be practical	T-1-1/A	05.14	100
	Part B	Total(A)	65 Marks	
3.				
4	5 Objective Questions of one Mark each		5 Marks	
7	2 Questions out of 3 of 15 Marks each	_	30 Marks	
		Total(B)	35 Marks	
1		12/10/17/18/00		
Part A	Total	(A+B)	100 Marks	
1.	Works Accounts D.F.R. Hand Book No. 3			(65 Marks
1.	D.F.R. Hand Book No. 3	Ch	apter-I, II, III, IV, VII &	Vill Appendix-I
4 1		Pai	t-V-Classification of V	Works Expenditure
		and	T&P Instructions of	Forms DFR (PW-
2.	PFR Vol-I		14, 20 and 30).	
2.	FFR VOI-1	Ch	apter-I -Rule-1.1 to 1	.41
		Ch	apter-II -Rule-2.1 to 2	2.10, 2.32 to 2.45
188	H 5 15		2.47 to 2.50	
3.	Account Code Vol-III	Ch	apter-XVI.	
0.	Account Code Vol-III	, Ch	apter-I, II, III & IV (Ru	les relating to
4.	Punjab PWD Code		rks accounts).	
5.		Ru	les relating to Works	Accounts
	List manden of medicalons	Ins	tructions -27 to 38, 4	0 to 43, 45, 46, 49
6.	Audit Code .	to s		
	Stores Accounts	Se	ction-IV, Chapter-6 A	ticle-214 to 228.
	Stores And T&P accounts		(35 Marks	
1.				
	Account Code Vol-III	Ch	apter-VI except rules	6.59 to 6.63
3.	Punjab PWD Code	Ru	les relating to Stores	Accounts.
4.	EB Manual of Instructions	Ru	les relating to Stores	Accounts
5.	P.F.R. Vol-I		ole of Part-II.	
6.		Ch	apter- XV	
7.				
8.	Preparation of Fixed Assets Register			
	The special of the Assets Register /			
	li.		The state of the s	

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HARYANA POWER UTILITIES PAPER-IV (Without Books)

Formulation of Budget, Budgetary Control and Banking Instructions
Time Allowed: 3 Hours

Max.Marks: 100

Tir	ne Allowed: 3 Hours			Max.Marks: 100
	Allocatio	n of Marks & No. of C	uestions	
1.	3 (Three) Questions out o	f 4 on Internal Audit	25Marks	منون ٠
	Manual, Budgetary Contro	ol and Banking		
0	Instructions.			
2.	2 (Two) Question on Cash	20 Marks		
	Statement/ Working Capita			
•	Accounting and PFR Vol-I.			
3.	2 (two) Questions from Pr	ecis & Drafting,	15 Marks	
4	noting etc.	100 H to 10 T to 10		
4.	2 (two) Questions from Ha	aryana Electricity	15 Marks	
	Reform Act			' سر
5	15 Objective Over 6			
6.	15 Objective Questions of	One Mark each	15 Marks	
0.	One Question from Daleg	ation of Power	10 Marks	
	For HV/DNI /IIII IDVAIL		100 Marks	
1	For HVPNL/UHBVNL/DHBVNL			
,	Punjab Budget Manual	Chapter-I, II III, VII,	XI, XII, XIII & XIV	and Appendixes,
	For HPGCL Candidates	Budget for material.		6.3
	Internal Audit Manual 2016			
	FOR ALL CANDIDATES			
2		15		
_	Banking Instructions:	Reconciliation of Ba	ank Transactions,	mobilization of funds,
		Tinaricial regulations	s, floating of bond	s, acceptance of fixed
		deposits etc. Other	loans schemes of	Govt and other
3	Cash and Fund Flow Statement	agencies including	World Bank, REC	, IDBI etc.
. 4	Cash and Fund Flow Statement, P.F.R Vol-I	, working capital, mec	hanized accountil	ng.
	1.1.10 001-1	Chapter-II (Rule-2.1	12 to 2.27) Chapte	er-X (relevant
	*	instructions regarding	ng loan and advar	nces), Chapter- XII &
5	Precis	XVII.		ac de Si
6				
		orandums, public noti	ces and notice in	viting tenders circulars.
7	or advortisements and o	illicial lellers sanction	C	
8	Preparation of noting, order and	letters /sanctions mei	mos	
9		Reform Act.		
	Budgetary Control including Cas Budgeting.	in Budget, Sales Budg	get, Flexible Budg	et and Zero Base
			•	
10	Delegation of Povers of respect			

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CAO/UHBVNL

CAO/HPGCL

CAO/HVPNL

HARYANA POWER UTILITIES
PAPER-V(Without Books)
Revenue Accounts, Internal Audit and Regulatory Affairs

_	d: 3 Hours cation of Marks & No. of Que	otlano		Max. Marks: 10
Dark		stions		
Part				
1.	5 Objective Questions of One	Mark each		5 Marks
2.	3 Questions out of 4 of 10 Ma			30 Marks
3.	2 short notes of 5 Marks each			10 Marks
Part	В	7.	Total (A)	45 Marks
				The second secon
1.	5 Objective Questions of One			5 Marks
3.	2 Questions of 10 Marks each One Practical Question on Ta			20 Marks
3.	One Fractical Question on Ta	ПП	7	15 Marks
Part	C		Total (B)	40 Marks
1.	5 Objective Questions of One	Mark anah		
2.	Two Sub-question of 5 Marks	oooh		5 Marks
-	TWO Cab-question of 5 Marks	each	T / / (0)	10 Marks
		T-4-1	Total (C)	
rt A	(For all candidates of HVP)	I otal	(A+B+C)	100 Marks
1.	Account Code Vol-III	Chapter-III	HPGCL)	(45 Mark
2.			Article No. 1	
3.			Rule-2.29 to	2.31, 4.6 and 4.7
4.		Instructions No 1 to 26	rping on 61	dit, Audit of expenditu
		audit of receipts and a	udit of store	s accounts
		Internal Audit System	of Revenue	Accounts as per standi
		orders and instructions	s issued by I	Vidams
rt B				(40 Marks)
	For candidates of HVPNL	/UHBVNL/DHBVNL		
.1.	Sales Manual(All instruction	s as amended from time	to time) S	Section -I Grant of elect
1				
2.	authorized use and theft of E Tariffs and its application inc			
3.	Duties and Responsibilities of	Evarious functionaries for		
	The state of the s	ulated by the Nigams	or mairitenar	ice and upkeep of
	For Candidates of HPGCL			
	1. Introduction of C	ost Accounting		
	Introduction of C Evolution, means	nu . objective & Scone		
	3. Cost Centre & C	ng , objective & Scope ost Unit		
	2. Evolution, mean 3. Cost Centre & C 4. Method & Techn	ng , objective & Scope ost Unit ique of Costing		
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting	ng , objective & Scope ost Unit ique of Costing Slandered		
rt C	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Management	ng , objective & Scope ost Unit ique of Costing Slandered	0.00	
rt C	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs	ng , objective & Scope ost Unit ique of Costing Slandered		(15 Mark
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control.		(15 Mark
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control.		
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & (ong , objective & Scope ost Unit ique of Costing Slandered ent & Control.	Annual rever	
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & (c). HERC Business Regulation	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control.	Annual rever	
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & ((c) HERC Business Regulation (d) Powers & Functions of	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations	Annual rever	
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & (c) (c) HERC Business Regulation (d) Powers & Functions o (e) Open Access Regulation	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations f HERC	Annual rever	nue Requirement and
	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & ((c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges elations of HERC is relating to billing etc.	Annual rever	
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL candidates (a). Distribution & Retail S	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of Appen access charges elations if HERC is relating to billing etc.	Annual rever	nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & C (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL cand (a). Distribution & Retail S (b). HERC guidelines relation	ng, objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of Open access charges lations if HERC is relating to billing etc. didates upply License.	Annual rever	nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & C (c) HERC Business Regulation (d) Powers & Functions of (e) Open Access Regulation For UHBVNL/DHBVNL can (a) Distribution & Retail S (b) HERC guidelines relation (c) HERC Tariff Regulation	ng, objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of Open access charges elations of HERC is relating to billing etc. didates upply License. ing to ARR.	Annual rever	nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & C (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL cand (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of Appen access charges lations if HERC is relating to billing etc. didates upply License. ing to ARR.		nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a) Transmission License (b) HERC Tariff Regulation Transmission tariff & (c) (c) HERC Business Regulation (d) Powers & Functions of (e) Open Access Regulation For UHBVNL/DHBVNL cand (a) Distribution & Retail S (b) HERC guidelines relation (c) HERC Tariff Regulation (d) Powers & Functions of (e) Cost of service for Dis	ng, objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations if HERC is relating to billing etc. didates upply License. ing to ARR. ins. If HERC.		nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (f). Open Access Regulation (g). Cost of Service for Dis (g). Open Access Regulation	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations f HERC is relating to billing etc. didates upply License. ing to ARR. ins. f HERC. tribution & Retail Supply on		nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations f HERC is relating to billing etc. didates upply License. ing to ARR. ins. f HERC. tribution & Retail Supply on		nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & ((c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges elations of HERC is relating to billing etc. didates upply License. ing to ARR. ins. of HERC. tribution & Retail Supply on. lations	& FSA Com	nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c). HERC Business Regulation (c). HERC Business Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions o (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation (g). Computation of cost of	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. ons for determination of Deen access charges lations f HERC is relating to billing etc. didates upply License. ing to ARR. ins. f HERC. tribution & Retail Supply on. lations	& FSA Com	nue Requirement and
i).	2. Evolution, means 3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c) (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). Matters relating to con (b). Matters relating to con	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of A Dpen access charges llations if HERC is relating to billing etc. didates upply License. ing to ARR. ins. If HERC. tribution & Retail Supply on. lations	& FSA Com	nue Requirement and
i).	3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & (c). (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL can (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). Matters relating to con (c). Salient features of PR	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of A Dpen access charges elations of HERC is relating to billing etc. didates upply License. ing to ARR. ins. of HERC. It ibution & Retail Supply on. lations	& FSA Com	nue Requirement and
i).	3. Cost Centre & C 4. Method & Techn 5. Cost Accounting 6. Project Manageme Regulatory Affairs For HVPNL Candidates (a). Transmission License (b). HERC Tariff Regulation Transmission tariff & C (c). HERC Business Regulation (d). Powers & Functions of (e). Open Access Regulation For UHBVNL/DHBVNL candidates (a). Distribution & Retail S (b). HERC guidelines relation (c). HERC Tariff Regulation (d). Powers & Functions of (e). Cost of service for Dis (f). Open Access Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). HERC Business Regulation (g). Matters relating to condidates (a). Computation of cost of (b). Matters relating to condidates (c). Salient features of PP	ng , objective & Scope ost Unit ique of Costing Slandered ent & Control. Ons for determination of A Deen access charges lations if HERC is relating to billing etc. didates upply License. ing to ARR. ins. If HERC, tribution & Retail Supply on. lations	& FSA Com	iputation.

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REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR SECTION OFFICER PART-II HARYANA POWER UTILITIES

All	ocat	ion of Marks & No. of Questions		Max. Marks-10
	ocat			
4	140	Part A		
1.	10	Objective questions of 1 mark each	10 Marks	
2.	00	Questions of 10 Marks each to be attempted out of 4 questions	30 Marks	
	LOII	o adestion Compulsory	10 Marks	. , , ,
3.	150	Part B		
4.	20	Objective Questions of One Mark each	5 Marks	
<u> </u>	20	Questions to be attempted out of 3 questions	25 Marks	
5.	20	Part C		
Part	A	Ruestion of 10 Marks each to be attempted out of 3 questions	20 Marks	
- wit		Advanced Accounting:	- Indiano	(50 Martin
	1.	Branch & Departmental Accounts.		(50 Marks
	2.	Fire Purchase System		100 m 100 m
	3.			1.34
	<u>4.</u> 5	Final Accounts of Companies as per Revised Schedule – VI o Rectification of Errors.	Companie	\ at
	6	Rectification of Errors.	Companies	ACI.
	7			
	8	The server and providuos		
	_	Analysis of Financial Statements Accounts - D. C.		
	10	Double Account System.		
	11	Issue of Shares & Debentures and their redemption		
art		Indian Accounting Standards. Cost Accounting		374 17
	1.	Cost Analysis Control		/20 14 1
	2.	Cost Analysis, Concepts and Classification.		(30 Mark
	3.	Material control including methods of valuing material issues. Labour cost, remuneration and including material issues.		
	4.	Labour cost, remuneration and incentives. Overhead Accounting.		
	5.	Job, Contract & Process Costing.		
	6.	Marginal Costing.		
	7.	Budgetary Control.		
	8.	Standard Costing		
¥	9.	Project Management & Control		
	100	Project evaluation- Financial covering Pay-Back period, Net pre		
		Rate of return.	esent Value a	nd Internal
art C		management Accounting		montal
	1.	Financial Statement Analysis		(20 Marks
	2.	rund Flow Statement		Ind Marks
	3.	Cash Flow Statement		
	4.	Financial Statement Analysis		
	5.	Fund Flow Statement		
	6.	Inventory Management and Control.		

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REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR SECTION OFFICER PART-II

HARYANA POWER UTILITIES

PAPER-VII

- 2	PAPER-VII				
8	Time Allowed: 3 Hours	ax.Marks: 100			
of all court	Allocation of Marks & No. of Questions	Timos			
	Part A				
	5 Objective Questions of 1 Mark each	5 Marks			
	2. One Question of 15 Marks (It will have an alternative Question)	15 Marks			
	3. 1 question of 10 Marks	10 Marks			
*	Total (A)	30 Marks			
2.0	Part B				
	4. 5 Objective Questions of 1 Mark each	5 Marks			
5 (0 to 100)	5. 3 Questions of 10 Marks each to be attempted out of 4 questions	30 Marks			
	Total (B)	35 Marks			
	Part C	co marko .			
	6. 5 Objective Questions of 1 Mark each	5 Marks			
	7. 3 Questions of 10 Marks each to be attempted out of 4 questions	30 Marks			
	Total (C)	35 Marks			
	Total (A+ B + C)	100 Marks			
Part A	REGULATORY AFFAIRS.				
altA	For HVPNL Candidates	(30 Marks			
i).	Transmission License				
17.	HERC Tariff Regulations for determination of Annual revenue Requirement and				
	Transmission tariff & Open access charges	and			
	HERC Business Regulations				
	Powers & Functions of HERC				
	Open Access Regulations relating to billing etc.				
ii).	For UHBVNL / DHBVNL Candidates.				
	Distribution & Retail Supply License.				
- 4	HERC guidelines relating to ARR.				
	HERC Tariff Regulations.				
	Powers & Functions of HERC.				
	Cost of service for Distribution & Retail Supply & FSA Computation.	-			
	Open Access Regulation.				
	HERC Business Regulations				
iii).	For HPGCL Candidates.				
	Computation of cost of generation as per HERC/CERC/CEA guidelines.				
for the	Matters relating to computation of specific Oil & Coal Consumption.				
	Salient features of PPAs.				
	HERC Tariff Relgulation.				
	Power & Functions of HERC.				
Part B	COMPANYMANAGEMENT	(27.25.1			
Part B	COMPANY MANAGEMENT Company- definition, Characteristics, Types of Companies, Advantages and disable	(35 Mark			
	Company- definition, Characteristics, Types of Companies, Advantages and disadvantages	(35 Mark			
	Company- definition, Characteristics, Types of Companies, Advantages and disadva Company form of Organization, Problems in Company form of Organization	antages of			
1.	Company- definition, Characteristics, Types of Companies, Advantages and disadva Company form of Organization. Problems in Company form of Organization. Management of a Company: Shareholders, Directors, Appointment, Qualification of Organization.	antages of			
1.	Company- definition, Characteristics, Types of Companies, Advantages and disadva Company form of Organization. Problems in Company form of Organization. Management of a Company: Shareholders, Directors, Appointment, Qualification and Disqualification of Directors, Remuneration of Directors, Authority and Responsible.	antages of			
1.	Company- definition, Characteristics, Types of Companies, Advantages and disadvantages and disadvantages and disadvantages are Company form of Organization. Problems in Company form of Organization. Management of a Company: Shareholders, Directors, Appointment, Qualification and Disqualification of Directors, Remuneration of Directors, Authority and Responsible Powers of the Board of Directors.	antages of nd lity of Directors			
2.	Company- definition, Characteristics, Types of Companies, Advantages and disadvantages and disadvantages and disadvantages are company form of Organization. Problems in Company form of Organization. Management of a Company: Shareholders, Directors, Appointment, Qualification and Disqualification of Directors, Remuneration of Directors, Authority and Responsible Powers of the Board of Directors. Meetings in a Company- Types of meetings. Conduct of various types of meetings.	nd lity of Directors			

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Contd. -2

		-2-
2.	Business Ownership and	size
3.	Financial Function of Mar	
	(i) Financial Plannin	ig and Capital Structure.
	(ii) Methods of Finar	ncing.
4.	Nature and process Management	Introduction to Management, Development of Management, Thought, Approaches to Managerial analysis, Management Process & Co-operation, Managerial analysis, Managerial Hierarchy or levels, Management and society.
5.	Organization	Organization, Theory, designing of Organization structure, Authority and Responsibility, Line & Staff Relationship. Forms of Organization Structure, Groups in Origination, Organizational Changes and Development. Directing Human Sector in Organization, Motivation Communication Leadership.

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REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR SECTION OFFICER PART-II

HARYANA POWER UTILITIES PAPER-VIII

Time Allowed: 3 Hours

Max Marks-100

Ailocat	ion of Marks & No. of Questions	The state of the s
	Part A	
1. 10	Objective questions of 1 Mark each 10 Marks	
2. 40	Questions of 10 Marks each to be attempted out of 5 40 Marks	
qu	estions)	
	Total (A) 50 Marks	
	Part B	
3. 50	Objective Questions of 1 Mark each 5 Marks	
4. 20	Questions each to be attempted out of 3 questions 25 Marks	
	Total (B) 30 Marks	
	Part C	
	écis 10 Marks	
6. Dr	afting of Report. 10 Marks	
	Total (C) 20 Marks	
	Total (A+ B + C) 100 Marks	
art A	COMMERCIAL AUDITING	(50 Marks)
	Principals of Auditing.	
-	Auditing of Cash Transactions.	
	Audit Program me, Audit Notes.	
	Standard Auditing Practices.	
	Evaluation of Internal General Control System.	
	6. Internal Audit and Management Audit.	
	7. Investigations.	
	8. Propriety Audit.	
	Auditing in Commercial environment.	
	10. Tax Audit.	
	11. Internal check & Control	
n D	12. Verification and valuation of Assets & Liabilities	
art B	COMPANY AUDITING	(30 Marks)
	Appointment of Auditors of Govt. Company.	
-	2. Remuneration of Auditors.	
	Qualification and disqualification of auditors.	
	4. Auditors' Report.	
	5. Manufacturing and other Companies Auditor's Report Rules, 19	88.
	6. Addit by C&AG of India of Govt. Companies	
	7. Balance Sheet Audit. 8. Cost Audit.	
art C	Auditor's qualification in Audit Report. GENERAL	
1.	Précis.	(20 Marks)
2.		
	Drafting like preparation of Mernorandum, Public notices and notice inviting Circulars, Drafting of Advertisements and Officials letters/Sanction.	tenders,

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HARYANA POWER UTILITIES

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Time All	owed: 3 Hours		Max. Marks-100
Allocati	on of Marks and No. of Questions:		. 86
Part-A Part-B Part-C Total	30 Marks 30 Marks 40 Marks 100 Marks		The state of the s
Part-A	5 Objective questions of 1 Mark each	5 Marks	
	2 Questions of 10 Marks each	20 Marks	
	(Out of 2, One shall have an alternative Question) One Sub-Question of 5 Marks	5 Marks 30 Marks	
Part-B			
4.	5 Objective Questions of 1 Mark each	5 Marks	
5. S	2 Questions of 10 Marks each (Out of 2, one shall have an alternative Question One Sub- Question of 5 Marks	20 Marks 5 Marks	7 19. gar
	(3 questions to be attempted) Total:	30 Marks	
PART-0 7. 8. 9.	5 Objective Questions of 1 Mark each 2 Questions of 10 Marks each 1 Practical Question of 15 Marks.	5 Marks 20 Marks 15 Marks 40 Marks	
Part A	Company Law - Companies Act 2013	40 Marks	(30 Marks)
	 Meaning of Company – Procedure for its formation Provisions relating to Memorandum of Associ Common Seal. 	ation, Artici	
	 Sections regarding increase in authorized share ca 	pital	
	 Sections provisions relating to Annual Returns Sections provisions relating to Annual General Me 	otina Ordina	
	Resolutions, approval/adoption of Profit & Loss Ac respectively.	count and Ba	alance Sheet
	Sections regarding authentication of Balance Directors Report and Filing of Accounts with R	e Sheet, Pre	ofit & Loss Account
	 Sections regarding Appointment, remuneration other matters concerning to audit of accounts Section regarding disqualification of director 	including cos	t accounts
	 regarding remuneration of Directors. Section regarding constitution of Audit Commit 	ttee.	
	 Section regarding passing of Resolutions b circulation. Section regarding dividends. 	y the Board	of Directors through
	 Sections relating to matters, which can be distingthen the Shareholders Meeting. 		
	 Sections relating to ceiling of Inter Company L Definitions: Govt. Company, Public Ltd. Comp Authorized Capital, Paid up Capital, Issued Capital 	any, Pvt. Ltd	. Company,
Part B	charge & floating charge. Holding Co., Subsid	ary Compan	у.
	a) Industrial Disputes Act, 1947— Authorities Und To Boards, Courts Or Tribunals, Lay-Off And Re	ranchmant	Ctriles A - 11 - 1 -
	Provisions Relating To Hazardous Proces Procedure, Penalties And Procedure c)Payment of Wages Act.1936(as amend	ses, Welfare	Health, Safety, , Penalties And
Part C	of wages, Time of payment of wages, Mai Conditional attachment of property of emp for payment of wages, fines Other Laws	ntananaa af	registers and records, or person responsible
		N AND CO.	(40 Marks
	1. GST act RIGHT TO INFORMATIO PUBLIC AUTHORITIES, THE STATE Returns, Reversal Charge,	INFORMATI	CN COMMISSION;
050	2. Indian Contract Act, 1948-Contracts agreement, Contingent contracts, con	violable cons sequences o	tracts and void f breach of contract.

Conta. 2

Payment of Bonus Act-1965(as amended)

4. Income Tax Act. -Salary Income, House Property, Income from Other Sources, TDS, Returns of Income & TDS, deductions & Rebates.

5..Electricity Act, 2013-- National Electricity Policy and Plan, Licensing, Transmission of Electricity, Generation of Electricity, Distribution of Electricity

NOTE: BARE Acts are allowed on the subject.

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HARYANA POWER UTILITIES PAPER-I

Time Allowed: 3 Hours

Max. Marks: 100

Alloc	ation of Marks & No	. of Questions	
	the terror of the best of the		
		Part A	
1.	15 Objective Question	s of 1 Mark each	15 Marks
	One Question of 15 M		15 Marks
		Marks each to be attempted out of	30 Marks
4	4 questions	U	
		Total (A)	60 Marks
		Part B	
4.	5 Objective Questions	of One Mark each	5 Marks
	Two Questions of 10 N		20 Marks
6.	One Question of 15	Marks in the shape of Comments	
-	(3Comments of 5 Mar	ks each)	
		Total (B)	40 Marks
	5 (c) 2	Total (A+ B)	
	PART-A		(60 Mark
a).	Financial Hand Bo	ok No.2 (Punjab Financial Rules Vol	I)
	Chapter-I	Definitions)
	Chapter-II	General Principle's & Rules	
b).	Financial Hand Bo	ok No.3 (Departmental Financial Ru	les)
	Chapter-I	Introductory	100)
	Chapter-II	General System of Accounts & Fina	incial Control
	Chapter-III	Cash Transactions and their record.	meiai Control.
	Chapter-VII	Works (except rules 7.5, 7.98 and 7.	133 to 7 145)
	Chapter-VIII	Accounts & Accounts Returns of Su	155 to 7.145)
		Divisional Offices (except 8.7, 8.12	
		i) Stock Measurement Book, El	octrical
	a a	Measurement Book (CA 25) Co	coll Massacra
		Measurement Book (CA-25) Sn	itali ivleasurement
		Book (PW-20 Large) and Stand	lard Measurement
		Book (PW-20 Small).	
	PART-B		(40 M1
1.	Purchase Regulation	ns of concerned company	(40 Mark
2.	Delegation of Power	rs of concerned Company	

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HARYANA POWER UTILITIES PAPER-II

ne Allo	owed: 3 l		FALLISH	Max.Marks: 100
	Alloca	tion of Marks	& No. of Questions	
15, 5, 1	1	Test tax or se		1) militarion
14.5			Part A	40.14
			estions of 1 Mark each	10 Marks
			tion of 15 Each (Compulsory)	30 marks
	3. Th	ree Questions	s to be attempted out of five Question	35 Marks
	2		Total (A)	75 Marks
			Part B	
			estions of One Mark each	5 Marks
1	5. Tv	vo Questions	of 10 Marks each to be attempted out of	20 Marks
a	th	ree		
1			Total (B)	25 Marks
			Total (A+ B)	100 Marks
		PART-		(75 Marks)
	1.	Civil Servic	Rules (2016) VolI Part-I	
1		Pay Rules	Pay Fixation –	
		1 dy Itales	Fixation of Pay on first or Subsequent	Appointment Eivation/ De
			fixation of Pay on Promotion, Fixation of	Appointment, Fixation Re
			structure, Fixation of pay on reversion, In	pay on modification of pa
			reemployment after retirement	icrement, fixation of Pay o
		Chapter-		and Cusassian
21.00		VII		and Suspension-
		VIII	Subsistence allowance during the period	of first 6 months, review of
			subsistence allowance after every 6	months, Allowance durin
1 .			suspension, Deduction from subsistence a Deputation.	allowance, Foreign service
	1	Leave		Loove as M. W. A.
	10	Rules	Definitions, Leave Salary, Grant of Leave	, Leave on Medical grounds
1	7.	Chapter-VI	Study leave, Leave encashment	
***		Chapter-VI	Joining Time –	_
	1.00		Joining time on transfer in public interest	t, Joining time on temporar
		Z 260	transfer, Journey period before and after the	ne training, No joining time i
		180	case of transfer within same office, Overst	ay of Joining time, Extension
		Chapter	of joining time.	
		Chapter-V	Record of Service-	
			Prescribed Forms of Service Book, Ma	aintenance of service book
		8	responsibility for attestation of entries, Mis	sing of service book, Intern
		Chapter-III	Audit of service book.	
		Chapter-III	General Conditions of Service Rules –	_
			Medical certificate of fitness for first entry	into Govt. Service, Form
			declaration and medical examination, d	rawl of pay and allowand
		l+	without medical examination, , Age for en	try into Govt. Service, Willf
		=	absence is beak in service, Duration of pro	obation, Lien on confirmation
			Confirmation on subsequent appointment,	Retention of lien, Retireme
	2.	Civil Sondia	as a condition of service	
	4.	Davis Dal	es Rules Pension VolII (2016)	
		Pension Rul		
			Service qualifying for pension complete	V ***
			Reckoning of service for pension.	
			Different kinds of pensions, etc.	
			Amount of Pension(Excluding Sec-II)	
			Applications for and grant of pensions	2
			Family Pension Scheme, 1964	
	-		Commutation of Pension	
(a *)	3.	Civil Service	s Rules VolIII (2016) - Travelling Allowand	ce Rules
		reales	Definitions, various mode of journey DA & rai	CYL 1 1
		1	Transfer I A	TA on retirement - 1
			while in service, TA in case of Tour out of India	-, 1.1 on rethement of death
			PART-R	102.5
	1.	HSEB Empl	ovees(Punishment & Appost) Population 40	80/with annual (25 Marks
	2.	HSEB Empl	oyees (Conduct Regulations, 1984 (with amountal Provident Final Provident Fina	oo(with amendments)
	3.			
		account, Ch	apter VI- Interest on the amount of GPF accomm GPF account. Chapter-VIII Withdrawal for	er V-Subscription to GPF
	1	advance fro	m GPF account Chapter VIII ACT I	ount, Chapter VII Grant of
	13,		the contraction of the contracti	0.00
8 g	rs.	Final payme	ont of GPF and manner thorner	om GPF account, Chapter-I
8 9		Final payme	ent of GPF and manner thereof	om GPF account, Chapter-I
* 9	Sr. AO/Ā	Final payme	Market Miles	0
- 1	Sr. AO/Ā	Final payme	CAO/UHBVNL CAO/HPGCL	CAO/HVPN

HARYANA POWER UTILITIES PAPER-III

			PAPER-III	
Time	Allo	wed: 3 Hou	<u>rs</u>	Max. Marks: 100
Alloc	catio	n of Marks &	& No. of Questions	
			Part A	, pu'
	100	bjective Que	stions of 1 Mark each	10Marks
		estions of 1	15 Marks each to be attempted out of 3	30 Marks
			Total (A)	40 Marks
		,	Part B	
			tions of One Mark each	5 Marks
4.	2 Qu	estions to be	e attempted out of three questions	25 Marks
			Total (B)	30 Marks
5.	20.	vantions of	Part C	0011
5.	3 00	lestions of	10 Marks each to be attempted out of 4	30 Marks
-			Total (C)	30 Marks
		PART-A	Total (A+ B+C)	100 Marks
			HPGCL Candidates	(40 Marks
11/11/11	F			
	-	2 Standa	lanual of instructions(Store & Banking only)	- A III (O)
		Audit)	ard Auditing Practices(Audit Expenditure & Receip	ots, Audit of Stores, Cost
	F	or UHBVNL	/DHBVN!_ Candidates	
			fanual of Instructions(Store & banking only)	
		2. Sales	Manual- Section - Grant of electric Connections	Section-II
		Alterat	tion/Addition to Existing connections, Section-V T	ariffs Section VIII
		Recov	ery of Unpaid dues from defaulting consumers, So	ection-VIII I In authorized
		use ar	nd theft of Energy, Section-IX Supply of electric	to Nigam's employee
		3. Tariff I	Rates & their application	to ringam o employee
	F	PART-B		(30 Marks
2	2. P	unjab Budg	et Manual	100 marks
	_	Chapter-1	Introductory (Except Para 1.29)	
		hapter-2	Definitions	
		Chapter-3	Preparation and submission of the Department to 3.5 & 3.6(a)	
		Chapter-5	Estimate of Ordinary Expenditure of India. Par	as 5.1 to 5.5, 5.12, 5.14
		Chapter-7	Estimates of New Expenditure	
		Chapter-11	Responsibility for watching the progress of reve	enue.
		Chapter-12	Appropriations in the estimates and responsibility for expenditure.	or watching the progress o
		Chapter-13 Chapter-14	Statement of Excesses and Surrenders.	
		appendix-G	Expenditure not provided for in the Budget Estimat Supplementary appropriations.	
da .	,	ART-C	Special Rules for the preparation and submission of PWD Elecy. Branch	Budget Estimate for the
-			RY AFFAIRS.	(30 Marks
	i	For HVD	NL Candidates	1.94
(a). T	ransmission	License	
). H	ERC Tariff	Regulations for determine the	
,-	T	ransmission	Regulations for determination of Annual revenue F tariff & Open access charges	Requirement and
(c). H	ERC Busine	ess Regulations	
(d	_	owers & Fur	nctions of HERC	
(e). C	pen Access R	Regulations relating to billing etc.	
-	1.	omputation	of Transmission	
g)	A	. Brief knowl	edge of the following:	1. 24
	1	. Availability	based tariff.	
	2	. Boundary M	etering	420
	3	. Grid Code		1 100
). ii	For UHBV	NL/DHBVNL candidates	
(a).	istribution & F	Retail Supply License	
/1). H	ERC guideline	es relating to ARR	
(b	1 .			
(b) (c)). H	ERC Tariff Re	egulations. tions of HERC.	

Le grana

1		
(f).	Open Access Regulation.	
(g).	HERC Business Regulations	1
h)	Brief knowledge of the following: .	. 44
	Availability based tariff.	
	2. Boundary Metering.	
	3. Grid Code.	
iii).	For HPGCL candidates	
(a).	Computation of cost of generation as per HERC/CERC/CEA guidelines.	
(b).	Matters relating to computation of specific Oil & Coal Consumption.	
(c).	Salient features of PPAs.	···
(d).	HERC Tariff Regulation.	
(e).	Power & Functions of HERC.	
f)	A. Brief knowledge of the following:	
	1. Availability based tariff.	
	2. Boundary Metering	
	3. Grid Code.	

Sr. AO/Admn, HVPNL CAO/UHBVNL

CAO/HPGCL

CAO/HVPNL

CFO/HYPNL

HARYANA POWER UTILITIES

PAPER-IV

		PAPER-IV	Max.Marks: 100
Time	Allo	wed: 3 Hours	WIGA, ING. TO
AIL		n of Marks & No. of Questions	
Allo	ocatio	n of warks & No. of Questions	
		Pari À	
1.	3 01	estions of 10 Marks each to be attempted out of 4	30 Marks
2.	10 C	bjective Questions of One Mark each	10 Marks
3.	2 QL	lestions of 15 Marks each to be attempted out of 3 Question)	30 Marks
		Total (B)	70 Marks
		Part B	F.14 1
4.	5 O	jective questions of One Mark each	5 Marks
5.	2 Q1	uestions to be attempted out of 3 Question	25 Marks
		Total (B)	30 Marks
		Total (A+ B)	100 Marks
		PART-A	(70 Marks)
	1.	Industrial Disputes Act,1947(as amended) Authorities Under the A Disputes To Boards, Courts Or Tribunals, Lay-Off And Retrenchment Outs Factories Act, 1948(as amended) General duties of the occupier, H	, Strikes And Lock-
		Provisions Relating To Hazardous Processes, Welfare. Penalties And Penalties And Procedure	d Procedure,
	3.	Payment of Wages Act,1936(as amended) Responsibility for payment of wages, Maintenance of registers and records, Conditional attach employer or other person responsible for payment of wages, fines	nt of wages, Time of iment of property of
	4.	Workmen's (Compensation Act,1923 (as amended) Workmen's Compensation, Amount of compensation, Compensation and penalty for default, Insolvency of employer, Reports of fatal accidents at Withholding of certain payments pending decision of appeal, Appeal	ion to be paid when due
	5.	Electricity Act, 2013 National Electricity Policy and Plan, Licensin Electricity, Generation of Electricity, Distribution of Electricity	g, Transmission of
12	6	Right to Information Act RIGHT TO INFORMATION AND OBLIGATIONS OF THE INFORMATION COMMISSIONS, APPEA L AND	OF PUBLIC AUTHORITIES PENALTIES,
	7	GST Act, 2017RIGHT TO INFORMATION AND OBLIGATION AUTHORITIES, THE STATE INFORMATION COMMISSION, R Charge,	
		Part B	(30 Mark
		Companies Act 2013	
		 Meaning of Company – Procedure for its formation. 	
		Provisions relating to Memorandum of Association, Article Common Seal.	s of Association &
		Sections regarding increase in authorized share capital	
		Sections and provisions relating to Annual Returns	

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& his

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	2.
	Sections and provisions relating to Annual General Meeting, Ordinary & Special Resolutions, approval /adoption of Profit & Loss Account and Balance Sheet respectively.
	Sections and provisions regarding books of accounts to be maintained by a Company.
	Sections and provisions regarding authentication of Balance Sheet, Profit & Loss Account Directors Report and Filing of Accounts with Register of Companies.
	Sections and provisions regarding Appointment, remuneration Powers & Duties of Auditors and other matters concerning to audit of accounts including Cost Accounts.
3 15	Sections and provisions regarding disqualification of Directors, Sections and provisions regarding remuneration of Directors.
-	Sections and provisions regarding constitution of Audit Committee.
	Sections and provisions regarding passing of Resolutions by the Board of Directors through circulation.
	Sections and provisions regarding dividends.
	Sections and provisions to matters, which can be discussed at the Board meeting and the Shareholders Meeting.
	 Sections and provisions relating to ceiling of Inter Company Loans & Investments.
	 Definitions: Govt. Company, Public Ltd. Company, Pvt. Ltd. Company, Authorized Capital, Paid up Capital, Issued Capital, Share Debenture, Fixed charge & floating charge. Holding Co., Subsidiary Company.

NOTE: Bare Acts on the subject are allowed.

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CFOAHVPNL

REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR ENGINEERING OFFICERS

HARYANA POWER UTILITIES PAPER-I

Alloc	The Personal Property lies, th	ours	Max.Marks: 100
MIIOC	ation of Marl	ks & No. of Questions	
		A New Art of the Control of the Cont	- 10
2 4	0.011	Part A	- 3
1. 1	0 Objective	questions of 1 Mark each	10 Marks
2. 2	Questions	of 10 Marks each to be attempted out of	20 Marks
tr	ree		
3. V	Vriting/mainta	ining Cash Book (for a given period of an	20 Marks
A	ccounting Un	it)	
1			2.
		Total (A)	50 Marks
4 -	01: "	Part B	7
4. 5	Objective Qu	lestions of 1 Mark each	5 Marks
5. 2	Questions of	10 Marks each to be attempted out of	15 Marks
th	ree		
		Total (B)	20 Marks
0 4	•	Part C	_ manto
6. 1	Questions of	15 Mark will be compulsory	15 Marks
1	question Que	estions of 15 Marks each to be attempted	-
0	ut of two		15 Marks
		Total (C)	30 Marks
-		Total (A+ B+C)	100 Marks
Part A	WORKS AC	COUNTS	/== == :
1.	Financial H	and Book No. 2- Punjab Financial Rules Vol.I (As applicable to
	The state of	ate)	
	Chapter-I	Definitions	
	Chapter-II	General Principles and Rules (except Rules	25 211 to 242 24
		1 10 L. 20, 2.00 10 241 / 11 X / 15	and the later 1
	1	Annexure-B pertaining to Revenue and its s	schedula)
	Chapter-	·	soriedule).
	IX	Miscellaneous Charges, Section-I Refund I	Rules 0 1 to 0 3 and
	Chapter-	Miscellaneous Charges, Section-! Refund, F Works, Section-III-Public Buildings and Jane	Rules 9.1 to 9.3 only.
	Chapter- XVI	Tonis, decion-in-Public Buildings and land	d- Rule 16.7
2.	Chapter- XVI Financial H	and Book No3 -Departmental Financial D.	d- Rule 16.7
2.	Chapter- XVI Financial H Haryana Sta	and Book No3 –Departmental Financial Rules ate).	d- Rule 16.7
2.	Chapter- XVI Financial H Haryana Sta Chapter-I	and Book No3 –Departmental Financial Rules ate).	d- Rule 16.7 (As applicable to
2.	Chapter- XVI Financial H Haryana Sta Chapter-I	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial	d- Rule 16.7 (As applicable to
2.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58	d- Rule 16.7 (As applicable to
2.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-VI	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58	d- Rule 16.7 (As applicable to
2.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-VI Chapter-VI Chapter-	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14.	d- Rule 16.7 (As applicable to
2.	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.98, 7.99, 8.7,133,4	Control
2.	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VII Chapter-VII	Accounts and Accounts returns of Sub Diagrams.	Control
2.	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII	Accounts and Accounts returns of Sub-Divn (except Rule 8 7 8 12 to \$ 14.	Control
2.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divin (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20.8, 20.	Control
2.	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) Towledge of: The Buildings and land and Book No3 – Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to 8.14, 8.26 to 8.27) Towledge of: Towledge of:	d- Rule 16.7 (As applicable to Control to 7.145. I.and Divisional Offices
2.	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) Towledge of: The Buildings and land and Book No3 – Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to 8.14, 8.26 to 8.27) Towledge of: Towledge of:	d- Rule 16.7 (As applicable to Control to 7.145. I.and Divisional Offices
2.	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measurement	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - easurement Book, Electrical Measurement East	Control to 7.145. Land Divisional Office:
	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW-	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - tasurement Book, Electrical Measurement Beat	Control to 7.145. Land Divisional Office:
3.	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - casurement Book, Electrical Measurement Beat 20 Large) and Standard Measurement Book to Sub-Divnetations of Su	Control to 7.145. Land Divisional Office:
	Chapter-XVI Financial H Haryana Str. Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - casurement Book, Electrical Measurement Book (except) and Standard Measureme	Control to 7.145. I.and Divisional Office: Sook (CA-25) Small k (PW-20 Small).
	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book Volume-III General-Article 9 (Definitions only). Classification of Public Works Pacient	Control to 7.145. I.and Divisional Office:
	Chapter-XVI Financial H Haryana Str. Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book Volume-III General-Article 9 (Definitions only). Classification of Public Works Pacient	Control to 7.145. I.and Divisional Office:
	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book and Standard Measurement Book (except Rule 8.7) Large) and Standard Measurement Book (except Rule 8.7) General-Article 9 (Definitions only). Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64.	Control to 7.145. I.and Divisional Officer (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 &
	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-III	Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Easification of Public Works Receipts and Actions of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Office.	Control Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except fo 39, 43 to 46, 53, 63 &
	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II	Accounts and Standard Measurement Book Rosers Book Rosers Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.98, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Diving (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. Howledge of: - assurement Book, Electrical Measurement Book Rosers Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts Returns rendered by Data Book Recognitions Returns Returns rendered by Data Book Recognitions Returns	Control Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except fo 39, 43 to 46, 53, 63 &
3.	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VI Chapter-VIII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-III Chapter-III Chapter-III	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to 8.12 to 8.14, 8.26 to 8.27) Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book and Standard Measurement Book (except Rule 9) (Definitions only). Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts Returns rendered by Public Works Articles 231 to 232.	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-II Chapter-III Chapter-III Chapter-IV Maintaining	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.98, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Diving (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. Howledge of: - The assurement Book, Electrical Measurement Book assurement Book assurement Book (P.W.) and Standard Measurement Book (P.W.) 20 & 30. Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Offices, Accounts Returns rendered by Public Works Articles 221 to 223. Cash Book- As per Commercial Accounting Systems.	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
3.	Chapter-XVI Financial H Haryana Sta Chapter-II Chapter-II Chapter-VII Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-II Chapter-III Chapter-III Chapter-IV Maintaining	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.98, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Diving (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. Howledge of: - The assurement Book, Electrical Measurement Book assurement Book assurement Book (P.W.) and Standard Measurement Book (P.W.) 20 & 30. Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Offices, Accounts Returns rendered by Public Works Articles 221 to 223. Cash Book- As per Commercial Accounting Systems.	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
3.	Chapter-XVI Financial H Haryana Str. Chapter-I Chapter-II Chapter-VII Chapter-VIII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo Chapter-I Chapter-II Chapter-II Chapter-II Chapter-II Audit Code:	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.98, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Diving (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. Howledge of: - assurement Book, Electrical Measurement Book assurement Book (P.W.) and Standard Measurement Book	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
3.	Chapter-XVI Financial H Haryana Str Chapter-I Chapter-II Chapter-VI Chapter-VII Instructions Use and Kr i) Stock Me Measureme Book (PW- Accounts Coo Chapter-I Chapter-II Chapter-II Chapter-II Chapter-IV Maintaining Audit Code: Section-IV-C	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book and Standard Measurement Book assurement Book (P.W.) and Standard Measurement Book (P. Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Offices, Accounts Returns rendered by Public Works Articles 221 to 223. Cash Book- As per Commercial Accounting Systems	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
3.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-VI Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-II Chapter-II Chapter-II Chapter-II Chapter-II Section-IV-Ca) Scop	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to 8.12 to 8.14, 8.26 to 8.27) Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book assurement Book (P.W.) and Standard Measurement Book (P. Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Offices, Accounts Returns rendered by Public Works Articles 221 to 223. Cash Book- As per Commercial Accounting Systems of Audit-Articles 214.	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
3.	Chapter-XVI Financial H Haryana Sta Chapter-I Chapter-II Chapter-VI Chapter-VIII Instructions Use and Ki i) Stock Me Measureme Book (PW- Accounts Coo Chapter-II Chapter-II Chapter-II Chapter-II Chapter-II Chapter-II Section-IV-Ca) Scop	and Book No3 –Departmental Financial Rules ate). Introductory. General System of Accounts and Financial Stores Rules 6.1 to 6.58 Instructions on form D.F.R. PW-11 & 14. Works except rules 7.5, 7.96, 7.99 & 7.133 to Accounts and Accounts returns of Sub-Divn (except Rule 8.7, 8.12 to 8.14, 8.26 to 8.27) on Forms D.F.R. (P.W.) 20 & 30. nowledge of: - assurement Book, Electrical Measurement Book and Standard Measurement Book assurement Book (P.W.) and Standard Measurement Book (P. Classification of Public Works Receipts and Articles-10, 11, 13 to 17, 23 to 31, 33 to 36, 64. Accounts to be kept in Public Works Offices, Accounts Returns rendered by Public Works Articles 221 to 223. Cash Book- As per Commercial Accounting Systems	Control to 7.145. I.and Divisional Office: (PW-20 Small). expenditure, except for 39, 43 to 46, 53, 63 & except for Section-10 offices, except
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Conta. 2

Sr. AO/Admn, HVPNL CAO/UHBVNL

CAO/HPGCL

CAO/HVPNL

CFOAHVPNL

REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR ENGINEERING OFFICERS

HARYANA POWER UTILITIES PAPER-II

(General Organization, Establishment Procedures and Service Rules)

Time Allowed: 3 Hours	
Allocation of Marks & No. of Questions	

2. 10 Objective Questions of 1 Mark each 2. 2 Questions of 10Marks each to be attempted out of three 3. 3. 2 Questions of 10Marks each to be attempted out of three 4. 3. 4 Practical question in pay, pension or leave with given data of service of an employee as required for the practical question. (Compulsory) 4. Practical question inter on joining time or T.A. with given data for the practical question. 5. 5 Short Notes to be attempted out of 7 Nos of 2Marks each 6. 5 Objective Questions of One Mark each 7. 5 definitions of budgetary terms as mentioned in the Budget Manual of 2 Marks each 8. 6. 5 Objective Questions of One Mark each 8. 7. 5 definitions of budgetary terms as mentioned in the Budget Manual of 2 Marks each 9. 3 comments type questions of 5 Marks each 10 Marks 11 Marks 12 Marks 13 Marks 14 Marks 15 Marks 16 Marks 16 Marks 16 Marks 17 Total (C) 18 Marks 18 Marks 19 Marks 19 Marks 10 Marks 10 Marks 10 Marks 11 Marks 12 Marks 13 Marks 14 Marks 15 Marks 16 Marks 16 Marks 16 Marks 17 Marks 18 Marks 19 Marks 19 A Comments type questions of 5 Marks each 10 Marks 11 Marks 12 Marks 13 Marks 14 Marks 15 Marks 16 Marks 16 Marks 16 Marks 17 Marks 18 Marks 19 Marks 19 Marks 10 Mark	2 Questions of 1 Mark each 2 Questions of 1 Mark each 3 Practical question on pay, pension or leave with given data of service of an employee as required for the practical question. (Compulsory) 4 Practical question on pay, pension or leave with given data of service of an employee as required for the practical question. (Compulsory) 5 Practical question either on joining time or T.A. with given data for the practical question. 5 Short Notes to be attempted cut of 7 Nos of 2Marks each 5 Sefinitions of budgetary terms as mentioned in the Budget Manual of 2 Marks each 6 Marks 6 Marks 7 Subjective Questions of One Mark each 2 Marks each 3 Marks each 4 Marks each 5 Marks each 5 Marks each 6 Marks 7 Subjective Questions of Sharks each 9 Marks each 1 Marks 1		cation of Marks & No. of Questions	Max.Marks: 10
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Rules: Definitions, General, Various mode of journey, DA & reimbursement of Hotel	Rules: Definitions, General, Various mode of journey, DA & reimbursement of Hotel		Chapter-IV Pay Fixation – Fixation of Pay on first or Subsequent Fixation/ Re-fixation of Pay on Promotion, Fixation of pay Increment Chapter-VII Chapter-VIII Chapter-VIII Chapter-IX Chapter-VIII Chapter-IX Chapter-IX Chapter-VIII Chapter-IX Chapter-VIII Chapter-IX Chapter-VIII Chapter-VIII-Chapter-VIII-General Provisions for grant of Pension, Chapter-V-Different kinds of Pension and conditions for grant of Pension Chapter VIII-Family Pension Chapter VIII-Family Pension Revised HVPNL Employees Provident Fund Rules 2016 (Chapter VI-Subscription to CPI- Chapter VI- Chap	nt Appointment, ay on reversion, ance during the ce after every 6 s of leave—and Journey period transfer within time. Sintenance of nal Audit of sion,
charges, Transfer TA TA for D. DA & reimbursement of Hotel	charges, Transfer TA TA for D	3.	Chapter-IV Pay Fixation – Fixation of Pay on first or Subsequent Fixation/ Re-fixation of Pay on Promotion, Fixation of pay Increment Chapter-VII Chapter-VIII Chapter-VIII Chapter-IX Chapter-IX Chapter-IX Chapter-IX Chapter-VIII Chapter-IX Chapter-IX Chapter-VIII Chapter-IX Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII Chapter-VIII-Chapter-VIII-Chapter III-General Provisions for grant of Pension, Chapter-V-Different kinds of Pension and conditions for grant of Pension Chapter-VIII-Family Pension Chapter VIII-Family Pension	nt Appointment, ay on reversion, ance during the ce after every 6 s of leave—and Journey period transfer within time. Sintenance of nal Audit of sion,
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retirement or Death while in service	retirement or Death while in service	3.	Chapter-IV Pay Fixation – Fixation of Pay on first or Subsequent Fixation/ Re-fixation of Pay on Promotion, Fixation of pay Increment Chapter-VII Chapter-VIII Chapter-VIII Chapter-IX Chapter-IX-Service Qualifying for Pension, Chapter-IX-Service Qualifying for Pension, Chapter-IX-Service Qualifying for Pension, Chapter-IX-Service Qualifying for Pension, Chapter VI-Amount of Pension Chapter VIII- Family Pension Chapter VII	nt Appointment, ay on reversion, ance during the ce after every 6 s of leave—and Journey period transfer within time. Internance of nal Audit of sion, amount of GPF reof
The Marie and Ma	has been been been been been been been bee	3.	Chapter-IV Pay Fixation — Fixation of Pay on first or Subsequent Fixation/ Re-fixation of Pay on Promotion, Fixation of pay Increment Chapter-VII Dismissal, Removal and Suspension-Subsistence allowand months, Aliowance during suspension. Chapter-VIII Chapter-IX Definitions, General Conditions, Grant of Leave, Kinding admissible, Leave encashment. Chapter-IX Definitions, General Conditions, Grant of Leave, Kinding admissible, Leave encashment. Chapter-IX Doining Time — Joining time on transfer in public interest, before and after the training, No joining time in case of same office, Overstay of Joining time, Extension of joining same office, Overstay of Joining time, Extension of joining service book, responsibility for attestation of entries, Interest of Service Rules Pension 2016 VolII Chapter III-General Provisions for grant of Pensions, Chapter —IV-Service Qualifying for Pension, Chapter VI-Amount of Pension Chapter VIII- Family Pension Chapter VIII- Family Pension Revised HVPNL Employees Provident Fund Rules 2016 (Chapter V-Subscription to GPF account, Chapter VI-Interest on a account, Chapter IX- Final payment of GPF amount and manner their Civil Services Rules 2016 Vol-III(Travelling Allowance) Definitions, General, Various mode of journey, DA & reimbur Charges, Transfer TA TA for D.	nt Appointment, ay on reversion, ance during the ce after every 6 s of leave—and Journey period transfer within time. Internance of nal Audit of sion, amount of GPF reof

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REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR ENGINEERING OFFICERS HARYANA POWER UTILITIES PAPER-III

Time	All	owed:	3 Hours	
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Milocal	tion of Marks & No. of Questions	
	Part A	
	O Objective Questions of 1 Mark each	10 Marl
2. 3	Questions of ten marks each(to be attempted out of four questions)	30 Mark
	Total (A)	40 Mari
	Part B	-
	Objective Questions of One Mark each	5 Mari
. 3	No. Questions of five marks each (Out of three one Question will have an	15 Mari
^	Iternative Question)	
	Total (B)	20 Mar
5. 1	Part C 5 Objective Questions of one Marks each	
5. 5	No. Questions of five marks each	15 Mar
		25 Mari
	Total (C)	40 Mari
	Total (A+ B + C)	100 Mai
art A		(40.00
1.	E.B. Manual of Instructions (Consumer and Stores accounts)	(40 Ma
	Consumer Accounts (Instructions no. 1 to 15, 17 to 26, 39, 43 to 45 & 48	
	Store Accounts (Amended Instructions No. 201 to 213, 222, 224, 8, 225	
2.	Standard Auditing Practices (Audit expenditure & Receipts, Audit of Stores, Cost Au	idit)
art B		(20 M
	For UHBVNL/ DHBVNL & HVPNL Candidates	(20 14)
	Tariff rates & their application	
	Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section II Albertia (A.)	differ to
	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V. Tariffs, Section-VII. Reservery of Hermital Inc. 	
	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy Section IV Sect	
	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to Consumers, Section-VIII Un authorized use and theft of Energy, Section-IX State of Nigam's employee 	
	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy, Section-IX State (For HPGCL Candidates) 	
art C	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy, Section-IX State (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) 	
art C	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to Consumers, Section-VIII Un authorized use and theft of Energy, Section-IX Start (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) 	from defau
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art C	Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy, Section-IX Stone to Nigam's employee (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) Regulatory Affairs For HVPNL Candidates Transmission License HERC Tariff Regulations for determination of Annual revenue and Transmission tariff & Open access charges	from defau upply of ele (40 Ma
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art C	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy, Section-IX State to Nigam's employee (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) Regulatory Affairs For HVPNL Candidates Transmission License HERC Tariff Regulations for determination of Annual revenue and Transmission tariff & Open access charges HERC Business Regulations Powers & Functions of HERC Open Access Regulations relating to billions 	from defau upply of ele (40 Ma
art C	 Tariff rates & their application Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to Consumers, Section-VIII Un authorized use and theft of Energy, Section-IX State Nigam's employee (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) Regulatory Affairs For HVPNL Candidates Transmission License HERC Tariff Regulations for determination of Annual revenue and Transmission tariff & Open access charges HERC Business Regulations Powers & Functions of HERC Open Access Regulations relating to billing etc. For UHBVNL/DHBVNL Candidates 	from defau upply of ele (40 Ma
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art C	1. Tariff rates & their application 2. Sales Manual- Section –I Grant of electric Connections, Section-II Alteration/Ad Existing connections, Section-V Tariffs, Section-VII Recovery of Unpaid dues to consumers, Section-VIII Un authorized use and theft of Energy, Section-IX Ston Nigam's employee (For HPGCL Candidates) The Indian Boiler Regulation 1950 (same as per previous syllabus) Regulatory Affairs For HVPNL Candidates 1	from defau upply of ele (40 Ma
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REVISED SYLLABUS FOR THE DEPARTMENTAL ACCOUNTS EXAMINATION FOR **ENGINEERING OFFICERS**

HARYANA POWER UTILITIES PAPER-IV

Time Allowed: 3 Hours Max.Marks: 100 Allocation of Marks & No. of Questions Part A 10 Objective Questions of 1 Mark each 2. 3 Questions of 10 Marks each to be attempted out of Four 30 Marks 1 question of 10 marks will be compulsory 10 marks Total (A) 50 Marks Part B 10 Objective Questions of One Mark each 10 Marks 4 Questions of 10 Marks each to be attempted out of Five 40 Marks Total (B) 50 Marks Total (A+ B) 100 Marks Part A (50 Marks) Industrial Disputes Act,1947(as amended)--Authorities Under The Reference Of Disputes To Boards, Courts Or Tribunals, Lay-Off And Retrenchment, Strikes And Lock-Outs HSEB Employees(Punishment & Appeal)Regulations, 1990 (with amendments) 3. HSEB Employees(Conduct)Regulations,1984 (with amendments) Factories Act, 1948 (as amended) -- General duties of the occupier, Health, Safety, Provisions Relating To Hazardous Processes, Welfare, Penalties And Procedure Indian Electricity Act,2013--National Electricity Policy and Plan, Licensing, Transmission of Electricity, Generation of Electricity, Distribution of Electricity 6 RIGHT TO INFORMATION ACT, 2005 .-- RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES, POWERS AND FUNCTIONS OF THE INFORMATION COMMISSIONS, APPEA L'AND PENALTIES,, Basic knowledge of GST Act, 2017-- RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES, THE STATE INFORMATION COMMISSION, Returns, Reversal Charge, Part B (50 Marks) Payment of Wages Act, 1936---Responsibility for payment of wages, Time of payment of wages, Maintenance of registers and records, Conditional attachment of property of employer or other person responsible for payment of wages Workmen's (Compensation Act, 1923 (as amended) -- Workmen's Compensation, Employer's liability for compensation, Amount of compensation, Compensation to be paid when due and penalty for default, Insolvency of employer, Reports of fatal accidents and serious bodily injuries, Indian Contract Act--Contracts, violable contracts and void agreements, Contingent contracts, consequences of breach of contract HERC Reform Act Companies Act, 2013 Maintenance of books of accounts, finalization of accounts timelines, adoption of financial statements in shareholders meeting, penal provision for non-finalization of

NOTE: Bare Act on the subject are allowed.

accounts within time

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