



HVPN POWER TRAINING INSTITUTE

Director Principal HPTI

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To

1. The Chief Engineer/Admn., HVPNL, Panchkula.
2. The Chief Engineer/Admn., HPGCL, Panchkula.
3. The Chief Engineer/Admn., DHBVN, Hisar.
4. The Chief Engineer /Admn. UHBVN, Panchkula.
5. The Chief Accounts Officer, HVPNL, HPGCL, DHBVNL & UHBVNL Panchkula/ Hisar.

Memo No. 7321
 Dated 30.10.23
 DS/Estt.
 DS/NGE
 DS/General
 DS/T&M
 XEN/HR&TRG
 XEN/Rectt.
 CE/Admn.

Memo No. Ch. -16/HPTI-322/Vol-111

Dated. 27.10.2023

Sub:- Departmental Accounts Examination (DAE) of Officers/Officials of all cadres of HPUs:
Regarding reviewing of Open Book Exam pattern.

A meeting of the Departmental Accounts Examination (DAE) committee constituted vide HPTI office order No. 139/HPTI-201 dated 27.12.2021 was held at HPTI for reviewing of Open Book Exam pattern of all the cadres i.e. Engineering, Ministerial & Accounts cadre of HPUs.

The recommendations of the Departmental Accounts Examination (DAE) committee after getting approval from the President, HPTI-cum-Managing Director, HVPNL are as under:-

"To allow HPTI to conduct the Departmental Accounts Examination (DAE) of all the cadres i.e. Engineering, Ministerial & Accounts cadre of HPUs as per revised exam pattern with open book and updated MCQs booklet of all DAE exam".

Multiple choice questions to be asked in the exam with open book paper i.e. paper-IV for Engineering cadre, paper-VI for Ministerial cadre, paper-IX for SO Part-II & paper-IV for Accounts Officer, will be replaced with the Subjective/Short type questions.

The question paper of the aforesaid exam with open book will have only subjective type questions and there will be no multiple choice question.

The syllabus along with revised exam pattern of Open Book Paper of DAE of all cadres has already been uploaded on HPTI website i.e. www.hpti.org.in

This is for your kind information and further necessary action in the matter.

This issue with the approval of Director Principal, HPTI, Panchkula.

**DA: Syllabus and revised pattern
of exam with open book**

SE-cum-Vice Principal
 HPTI, Panchkula

CC:-

1. XEN/ITMS, HVPNL/ UHBVNL/ HPGCL/ DHBVNL Panchkula/ Hisar for hosting the same on their website.
2. SPS to President, HPTI-cum-Managing Director, HVPNL for kind information of the President, HPTI-cum-Managing Director, HVPNL, Panchkula.
3. SPS to Managing Director, HPGCL for kind information of the Managing Director, HPGCL, Panchkula.
4. SPS to Managing Director, DHBVNL for kind information of the Managing Director, DHBVNL, Hisar.
5. SPS to Managing Director, UHBVNL for kind information of the Managing Director, UHBVNL, Panchkula.
6. PA to Director Principal, HPTI Panchkula for kind information of Director Principal, HPTI, Panchkula.

Diary No. 3516
 Dated 31/10/23

Supdt.

AE

AEE-I

AEE-II

AEE-III

AEE-IV

AEE-V

AEE-VI

D.S/Estt.

REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR ENGINEERING CADRE, HARYANA POWER UTILITIES PAPER-IV: COMMERCIAL & LABOUR LAWS (Open book paper)	
Time Allowed: 3 Hours Max. Marks:100 Allocation of Marks & No. of Questions: Subjective Type Questions: 100 Marks. 10 Nos Questions of 10 marks each to be attempted out of 12 Questions. (10x10=100 Marks)	
1	CGST Act, 2017
2	Companies Act, 2013 <ul style="list-style-type: none"> Books of Accounts Timeline for finalization of Accounts Penalties for Non-Finalization of Accounts Audit General Meeting Meeting of Board of Directors Meeting of Directors
3	Arbitration and Conciliation Act, 1996
4	Right to Information Act, 2005 <ul style="list-style-type: none"> Right to information and obligations of Public Authorities Power and Function of the Information Commissions Appeal and Penalties
5	Workmen's Compensation Act <ul style="list-style-type: none"> 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
6	Industrial Disputes Act, 1947 <ul style="list-style-type: none"> Authorities under the Act Reference of Disputes to Boards Courts of Tribunals Lay-Off and Retrenchment strikes and lock- Outs
7	Factories Act, 1948 <ul style="list-style-type: none"> General duties of the occupier Health, Safety Provisions relation to Hazardous Processes Welfare Penalties and Procedures
8	Indian Electricity Act, 2003 <ul style="list-style-type: none"> National Electricity Policy and Plan Licensing Transmission of Electricity Generation of Electricity Distribution of Electricity
9	Haryana Civil Services (Compassionate Financial Assistance or Appointment Rules, 2019)
10	Indian Contract Act, 1872: <ol style="list-style-type: none"> Meaning of Contract, Void Agreement & Voidable Contracts Essential Elements of a Valid Contract Free Consent – Coercion, Undue Influence, Fraud, Misrepresentation & Mistake Discharge of Contract – By performance, By breach, by impossibility of performance, By agreement and novation Types of Damages – Liquidated and Un-Liquidated
11	Sale of Goods Act, 1930: <ol style="list-style-type: none"> Contract of Sale, Formalities of Contract and subject matter of Contract Conditions and Warranty Performance of the Contract.

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**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR MINISTERIAL
ESTABLISHMENT.**

**HARYANA POWER UTILITIES
PAPER-VI (With Book Bare Acts allowed)**

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

Subjective Type Questions: 100 Marks. 10 Questions of 10 marks each to be attempted out of 12 Nos. Questions (10x10= 100 Marks)

1.	Industrial Disputes Act, 1947 (as amended) Authorities Under the Act, Reference of Disputes To Boards, Courts Or Tribunals,	
2.	State Electricity Board (now Haryana Power Utilities) Employees (Punishment & Appeal) Regulation -1980 (with amendments)	Haryana
3.	Haryana State Electricity Board (now Haryana Power Utilities) Employees (Conduct) Regulation -1984 (with amendments)	
4.	Factory Act, 1948 (as amended) General duties of the occupier, Health, Safety, Provisions Relating To Hazardous Processes, Welfare, Penalties And Procedure,	
5.	Payment of Wages Act, 1936 (as amended) Responsibility for payment of wages, Time of payment of wages, Maintenance of registers and records,	
6.	Workman's Compensation Act, 1923 (as amended) Compensation, Employer's liability for compensation, Amount of compensation, Compensation to be paid when due and penalty for default.	
7.	Payment of Bonus Act	
8.	Company Act, 2013 Maintenance of books of accounts, finalization of accounts timelines, penal provision for non-finalization of accounts within time,	
9.	2017 (Basic knowledge)—, Returns, Reversal Charge	GST Act

NOTE:- Bare Act on the subject are allowed

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**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR SECTION OFFICER Part-II,
HARYANA POWER UTILITIES
PAPER-IX (With Book Bare Acts allowed)**

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

Subjective Type Questions: 100 Marks. 10 Questions of 10 marks each to be attempted out of 12

Questions.

(10X10=100 Marks)

Company Law- Companies Act-2013

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|---|---|
| 1 | <ul style="list-style-type: none"> ▪ Meaning Of Company-Procedure for its formation ▪ Provisions relating to Memorandum of association Articles of Association & Common seal ▪ Sections regarding increase in authorized share capital ▪ Sections provisions relating to Annual General Meeting, Ordinary & Special Resolutions approval /adoptions of profit & Loss Account and Balance sheet respectively. ▪ Sections regarding books of accounts to be maintained by a company ▪ Sections regarding authentication of Balance Sheet, profit & Loss Account Directors report and filling of accounts with Register of companies. ▪ Sections regarding Appointment, remuneration Powers & Duties of Auditors and other matters concerning to audit of accounts including cost accounts. ▪ Sections regarding disqualification of directors section 309 to section 311 regarding remuneration of Directors. ▪ Sections regarding constitution audit committee. ▪ Sections regarding passing of Resolutions by the Board of Directors through circulation ▪ Sections regarding dividends ▪ Sections regarding matters, which can be discussed at the Board meeting and the shareholders Meeting. ▪ Sections relating to ceiling of intercompany 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. |
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Industrial laws

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| | a) Industrial Disputes Act, 1948- Authorities under the Act, Reference of Disputes to Boards Courts or Tribunals, Lay-Off And Retrenchment, Strikes And Lock-Outs |
| | b) Factories Act-1948 —General duties of the occupier, Health, Safety , Provisions Relating to Hazardous Processes, Welfare Penalties and, Procedure, Penalties and Procedure |
| | c) Payment of wages Act 1936 (as amended) --- 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 fines. |

Other Laws

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| 1 | GST act—RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES, THE STATE INFORMATION COMMISSION. Returns, Reversal Charge. |
| 2 | Indian Contract Act, 1948- Contracts violable contracts and void agreement contingent contracts consequences of breach of contract |
| 3 | 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 Act are allowed on the subject.

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**REVISED SYLLABUS FOR DEPARTMENTAL ACCOUNTS EXAMINATION FOR ACCOUNT OFFICER,
HARYANA POWER UTILITIES
PAPER-IV (With Book Bare Acts allowed)**

Time Allowed: 3 Hours

Max. Marks:100

Allocation of Marks & No. of Questions

Subjective Type Questions: 100 Marks. 10 Questions of 10 marks each to be attempted out of 12 Questions. (10X10=100 Marks)

1.	Industrial Disputes Act, 1947 (as amended)- Authorities Under the Act, Reference of Disputes To Board, Courts or Tribunals Lay off and Retrenchment, Strikes and lockouts
2.	Factories Act-1948 —(as amended)General duties of the occupier, Health, Safety, Provisions Relating to Hazardous Process, Welfare Penalties and, Penalties and Procedure Penalties and Procedure
3.	Payment of wages Act 1936 (as amended) --- 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 fine s.
4.	Workman'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 with holding of certain payments pending decision of appeal, Appeal.
5.	Electricity Act-2013 – National Electricity Policy and Plan , Licensing Transmission of Electricity, Generation of Electricity , Distribution of Electricity
6.	Right to Information Act- Right to information And OBLIGATIONS OF PUBLIC AUTHORITIES, POWER AND FUNCTION OF THE INFORMATION COMMISSIONS, APPEAL AND PENALTIES,
7.	GST Act, 2017- RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES, THE STATE INFORMATION COMMISSION, Returns, reversal Charge.
	Companies Act-2013 <ul style="list-style-type: none"> ▪ Meaning Of Company-Procedure for its formation ▪ Provisions relating to Memorandum of association Articles of Association & Common seal ▪ Sections regarding increase in authorized share capital ▪ Section regarding increase in authorized share capital ▪ Section and provisions relating to Annual Returns ▪ Sections and provisions relating to Annual General Meeting, Ordinary & Special Resolutions approval /adoptions 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 filling 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 account ▪ Sections and provisions regarding disqualification of Directors, Section and provisions regarding remuneration of Directors. ▪ Sections and provisions regarding constitution 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 intercompany 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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