I.D. NOTE / MEMORANDUM

Sub: Public Service – Conduct of Accounts Test for Executive Officers – Regarding.

Ref: 1. G.O.Ms.No.74, dated 30.08.1972 of the then Appointments Department, Pondicherry.
2. G.O.Ms.No.20/74-(Exam), dated 05.02.1974 of the General Administration Department (Examination Cell), Pondicherry.
3. G.O.Ms.No.52/74-(Exam), dated 01.06.1974 of the General Administration Department (Examination Cell), Pondicherry.

The ACCOUNTS TEST FOR EXECUTIVE OFFICERS as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of September, 2017.

2. The Heads of Departments / Offices are requested to bring the contents of this I.D. Note / Memorandum to the notice of all Officers / Staff concerned, including those working in Karaikal / Mahe / Yanam and also to those who are on deputation and to forward applications in the prescribed form (specimen enclosed) of Officers / Staff, who are willing and eligible to take-up the test, so as to reach this Department on or before 21.07.2017 after scrutiny. Applications received after the prescribed date will not be entertained on any account. Applications which are not in the prescribed form or which are found to be defective, will summarily be rejected.

3. Only those Officers / Staff for whom the test has been specifically prescribed and those in the feeder posts in the immediate line of promotion need apply, as per U.O.Note / Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983.

4. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry and G.O.Ms.No.16 dated 17.02.1999 of DP&AR (PW), Pondicherry.

5. Those who have already appeared for the test twice, except Scheduled Caste / Scheduled Tribe / Ex-Servicemen / Physically Handicapped candidates, should send with their applications an Indian Postal Orders for ₹ 10/- (Rupees ten only) drawn in favour of THE UNDER SECRETARY TO GOVERNMENT (DP&AR-Exam), DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING), PUDUCHERRY (by designation only) payable at PUDUCHERRY as admission fee in accordance with the Government Orders cited at para 4 above, failing which their applications will summarily be rejected.

6. In case the official is transferred to other departments / any outlying region after the submission of application, the Department / Office where he / she has been transferred and also the Centre where he / she wants to take up the test should be intimated to this Department immediately. If any request for change of Centre is received after the despatch of the Hall Ticket, the same will not be entertained.

7. The actual date, time and venue of the test will be intimated to the candidates in due course.

8. This I.D. Note/Memorandum and the Syllabus of the test has been hosted in the official website http://dpar.puducherry.gov.in for reference.

(under Signature)

Encl: As stated.

To
All Secretariat Departments,
All Heads of Departments / Offices, Puducherry (Excluding Judicial Department).
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.
APPLICATION FORM FOR ADMISSION TO ACCOUNTS TEST FOR EXECUTIVE OFFICERS

IMPORTANT NOTE:
(i) No column should be left blank. (ii) Any omission will lead to summary rejection of the application and no correspondence will be entertained on this matter.

(To be filled by the candidate's own handwriting)

1. i) Name of the candidate
   (In full and in BLOCK CAPITAL)

ii) Candidate’s PRAN / GPF Number

iii) Candidate’s Mobile Number

iv) Candidate’s e-mail Id

v) Aadhar Number

2. i) Designation

ii) Present official address with Office Telephone Number

iii) In case the official is on deputation, the name of the Department / Office from which deputed with Office Telephone Number

3. i) Post held (whether regular or ad-hoc basis)

ii) In case the candidate officiates in the present post on ad-hoc basis, indicate whether he / she hold any other post on regular basis

4. Classification of the post

5. Educational Qualification

6. i) Whether the candidate belongs to category of Scheduled Castes / Scheduled Tribes / Ex Servicemen / Physically Handicapped (Answer YES or NO)

ii) If YES, specify S.C. / S.T. / XSM / O.H./V.H.

7. i) Date of Birth

ii) Date of initial appointment with designation

iii) Date of appointment in the present post

8. i) Whether appeared previously for the test (tests conducted after 15-04-1976 alone need be taken into account) (Answer YES or NO)

ii) If YES, indicate the Number of attempts already made with particulars of date of conduct of the test

9. Fee paid, if any, vide Indian Postal Order Number, Date and Amount

10. Name of the Centre in which the candidate is to be examined (PUDUCHERRY / KARAikal / MAHE / YANAM)

Place:
Date:

SIGNATURE OF THE CANDIDATE

(.TO BE FILLED IN BY THE HEAD OF DEPARTMENT / OFFICE)

Certified that the particulars furnished against Item Nos. 1 to 8 by Thiru/Tmt./Seivi ___________________________ (Name of the candidate)

_____________________________ (Designation) have been verified with reference to the relevant records and found correct.

Place: ___________________________

Date: ___________________________

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE

NAME & DESIGNATION WITH SEAL

Note: Application from deputation staff should be routed through their parent department only.
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Accounts Test for Executive Officers - Prescribed.

Appointments Department

G.O. Ms. No. 74

Dated: 30-8-1972.

ORDER:

In keeping with the decision taken to conduct departmental tests for all categories of officers periodically, it has been decided to prescribe an "Accounts Test for Executive Officers" working in the different departments of this Administration. This test is required to be passed by such of those categories for whom the test has been specifically prescribed.

2. The syllabus for the "Accounts Test for Executive Officers" will be as detailed below:

(i) Public Finances - Principles of Financial Propriety and Financial Central.
(ii) Compilation of G.F. Rs. 1963.
(iii) Central Government Treasury Rules Vol. I & II.
(iv) G.S.R. Vol. I & II.
(v) F.Rs. & S.Rs. Vol. I & II.
(vi) The Central Civil Service (Revised Leave) Rules 1933.
(viii) Compilation of the D.F.P. Rs. 1958.
(ix) Budgeting.
(x) Performance Budgeting.
(xi) An Instruction to Indian Government Accounts and Credit (Chapters 6 to 8, 10, 11, 13, 14, 21, 27, and 37).

3. The maximum marks for the test will be 100, out of which the examinees will have to secure a minimum of 50 marks for a pass.

4. The test is to be answered with books and the duration of the test is for three hours.

5. The test will be conducted by the Appointments Department twice in a calendar year, subject to the conditions to be notified by them from time to time and on the dates and at the Centres to be intimated separately.

/-BY ORDER OF THE LT. GOVERNOR/-

J. ANJANI DAYANAND
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Govt., Pondy.
All Heads of Departments/Offices.

Copy to: Stock file.
G.O. file.
Central Record Branch.

Sd/-
(S. SEETHARAMAN)
Under Secretary to Government

vb. /COPY/-
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Accounts Test for Executive Officers - Prescribe

GENERAL ADMINISTRATION DEPARTMENT


READ: G.O.Ms.No.74 dated 30-8-1972 of Appointments Departm.

ORDER:-

The following corrigendum is issued to the G.O. read above.

CORRIGENDUM

1) "C.S.R. Vol-I" included in the syllabus for the Accounts Test for Executive Officers, appearing in para 2 of the G.O. read above may be substituted by "Central Civil Services (Pension) Rules 1972".

2) The Central Civil Service (Revised Leave) Rules 1933 included in the syllabus for the Accounts Test for Executive Officers may be substituted by Central Civil Services (Leave) Rules, 1972.

-/BY ORDER OF THE LT. GOVERNOR/-

M. CHANDRAMOULI
Chief Secretary to Government

To

All Secretaries to Government.
All Heads of Departments/Offices.
The Administrator, Karaikal/Maha/Yanam.

Sd/-

(S. ARDUL)
Deputy Secretary to Government

/COPY/-
GOVERNMENT OF PONDICHERY

ABSTRACT

Accounts Test for Executive Officers- Syllabus-Revision of Orders-Issued.

GENERAL ADMINISTRATION DEPARTMENT


READ:
1. G.O. Ms. No. 74, dated 30-8-1972, of the then Appointment Department.

2. G.O. Ms. No. 20/74 (Exam) dated 5.2.1974, of the General Administration Department.

ORDER:

In pursuance of the decision taken to conduct departmental tests for all categories of officers periodically, an Accounts Test for Executive Officers working in the different departments of this Administration was prescribed in the G.O. first cited. The syllabus prescribed for the Test, which was detailed in the said G.O., was also subsequently amended in the G.O. second cited. Now, on a further review, it has been decided to revise the syllabus. Accordingly, the revised syllabus for the Accounts Test for Executive Officers will be as follows:


2. C.F. Rs. and S.Rs. (F.Rs. Chapters I to VI, VIII and IX except portions relating to standard rent. S.Rs. portions relating to T.A. Rules, only).

3. F.Rs. and S.Rs. (F.Rs. Chapters I to VI, VIII and IX except portions relating to standard rent. S.Rs. portions relating to T.A. Rules, only).

4. C.S.R. Volume II (Appendix Nos. 2, 4, 16, 17, 48 and 51 as per details given in the annexuro to this order).


2. Other conditions stipulated in the G.O. first cited, remain unchanged. This also supersedes the orders issued in the G.O. second cited.

M. CHANDRAMOULI
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Government,
All Heads of Departments/Offices.

Copy to:
1. The ORB, Pondicherry.
2. Thu Stock file. 3. Thu GO file.

ANNEXURE

Appendix 2: Deligation of Financial Powers Rules, 1950, as amended from time to time.


- do - 51: Central Services (Medical Attendance) Rules.

Sd/-
(S. AROUL)
DEPUTY SECRETARY TO GOVERNMENT

[ CGPY /]
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Accounts Test for Executive Officers - Fixing of uniform percentage of marks in relation to other departmental tests - Orders - Issued.

GENERAL ADMINISTRATION DEPARTMENT
(Examination Cell)

G.O.Rt.No. 169 /GAD(Exam)

Pondicherry, Dated: 23rd Nov. '82

READ:-

G.O.Ms.No.74 dated 30.8.1972 as amended in
G.O.Ms.No.20/74(Exam) dated 5.2.1974 and
G.O.Ms.No.52/74(Exam) dated 1,6.74.

ORDER:-

In the Accounts Test for Executive Officers, the percentage of marks for a pass has been fixed as 50 whereas for all other tests this percentage is only 40. In order to have a uniformity in this regard, it has been decided to fix this percentage as 40 for a pass for the only paper of the Accounts test for Executive Officers. The other conditions stipulated in G.O.'s redo above will remain the same.

2. This order will take effect from the date of issue and apply to all examinations the results of which have not been declared.

(BY ORDER OF THE LIEUTENANT GOVERNOR)

R. BADRINATH
Chief Secretary to Government

To

All Secretariat Departments,
All Heads of Departments/Offices,
The Administrators, Karaikal/Mahé/Yenam with spare copies,

(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

23/11/82
LIST OF CADRES ADMITTED TO THE ACCOUNTS TEST FOR EXECUTIVE OFFICERS

1. Assistant Inspector of Labour
2. Agriculture Engineering officer
3. Extension Officer(Industries)
4. Social Welfare Organizer
5. Senior Inspector of Co-op Department
6. Deputy Commercial Tax Officer
7. Junior Engineer
8. Surveyor(Town & Country Planning)
9. Technical Officer(Industries Dept.)
10. Agriculture Officer
11. Geological Assistant
12. Psychologist(School)
13. Research Investigator
14. Inspector of Fisheries
15. Deputy Functional Manager
16. Town Planning Assistant
17. Superintendent of School/Home(Welfare)
18. Women Labour Welfare Officer
19. Principal GHSS
20. Foreman
21. Scientific Officer
22. Junior Employment Officer
23. Statistical Assistant
24. Assistant Employment Officer
25. Co-operative Officer
26. Joint Block Development Officer
27. Assistant Motor Vehicle Inspector
28. Motor Vehicle Inspector
29. Assistant Superintendent of Jail
30. Craft Instructor(ITI)
31. Deputy Director(Planning)
32. Employment Information Assistant
33. Medical Officer
34. Assistant Surgeon
35. Commercial Tax Officer
36. Panchayat Officer Grade-II
37. Assistant Director(Welfare)
38. Deputy Tahsildar(LAD)
39. Deputy Director(Agriculture)
40. Veterinary Assistant Surgeon
41. Assistant Director(Industries)
42. Production Executive(Stationary and Printing)
43. Assistant Director(Stationary and printing)
44. Statistical Inspector/Officer
45. Development Officer(Khadi Board)
46. Top Senior Foreman(Stationary and Printing)
47. Language Instructor(ITI)
48. Stenography Instructor(ITI)
49. Welfare Officer
50. Warden & Superintendent of Homes re-designated as Welfare Officer
51. Warden Grade-I(Adidravidar)
52. Head Reader
53. Deputy Inspector of Schools
54. Bacteriologist
55. Form Manager(Agriculture)
56. Lab. Assistant Grade-I
57. Chief Inspector of Factories
58. Joint Director(Economics)
59. District Probation Officer(Welfare)
60. Training Assistant(Agriculture)
61. Sub-Inspector of Survey
62. Mathematics Instructor(ITI)
63. Assistant Training Officer(Technical Office)
64. Planning Officer(Education)
65. Drawing Instructor(ITI)
66. Research Officer(PWD)
67. Assistant Director(Fisheries)
68. Economists(Planning and Research)
69. Planning Officer(Planning and Research)
70. Manufacturing Chemists(PHL)
71. Tutor in Pharmacy(GH)
72. Biochemists
73. Senior Scientific Assistant(PHL)
74. Dietician
75. Group Instructor(ITI)
76. Extension Officer(Agriculture)
77. Assistant Inspector(Factories)
78. Mukta Sevika
79. Executive Officer Grade-II(HRI)
No.3-1/83-GAD(Exam)
GOVERNMENT OF PONDICHERRY
General Administration Department

Pondicherry-605001, the 4th July '83

U.O. NOTE/MEMORANDUM

Subject: Public Services - Conduct of departmental tests
Admission to - Regarding.

Reference: Circular No. 38941/74-GAD(Exam) dated 5.3.1974
of the General Administration Department.

Departmental tests have been prescribed for various
categories of officials of this Administration and tests are being
conducted periodically by this department as per the programme
drawn in the Circular cited above. Although these tests are
meant for those for whom they are specifically prescribed, this
department has been admitting even candidates who do not fall
under such categories. This, of late, has caused much adminis-
trative inconveniences. The matter has been carefully examined
by this Administration and it has been decided that only officials
who belong to the category for which a particular departmental
test is specifically prescribed and those who are in the
immediate line of promotion to the category for which a test is
prescribed will be admitted to that departmental test in future.
The Accounts test for subordinate officers and the common
General departmental tests for Ministerial staff will remain
open to all as hitherto before.

2. The Heads of departments/Offices are requested kindly
to bring the above decision to the notice of all officials under
their control. They are also requested to screen the applications
at the time of submission itself and forward to this department
only the applications of those for whom the test is prescribed
and who are on the immediate line of promotion if they pass
the relevant tests.

(C/L)

(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

To

All Secretariat Departments
All Heads of Departments/Offices.
Administrators, Karaikal/Maha/Yanam with spare copies.

vb. 4.7.
GOVERNMENT OF PUNJAB

ABSTRACT

Public Services - Conduct of Departmental Tests - Admission to
- Regarding.

GENERAL ADMINISTRATION DEPARTMENT

G.O. Ms.No.37

Dated: 15th April, 1976

Government have prescribed departmental tests in respect of various categories of officers/staff working in different departments and the tests are conducted periodically as per the programme drawn and communicated in Circular No.F.39941/74-GAD(Exam) dated 5th March, 1974. Although these tests are meant for the categories of officers/staff for whom they are specifically prescribed, other categories of officers/staff have also been allowed to write the tests in response to the requests received from the various service associations. Such unrestricted admission of candidates to the departmental test(s) has been causing a lot of administrative inconvenience. Besides, a huge amount has also to be spent by way of payment of honoraria to the examiner for setting up of question papers and valuation of answer papers, payment of honoraria to invigilators, etc. With a view to meeting part of the above expenditure, it has been decided that fee may be collected from the candidates who have not succeeded in their attempts twice in the departmental test(s). Accordingly, the following orders are issued with regard to the payment of fees:

1. A fee of Rs.5/- be collected for each departmental test/examination.
2. The fee payable will be Rs.5/- even if a part/paper of a particular test is to be written.
3. The number of attempts for purpose of collection of fees, will be calculated based on the various departmental test/examination which will be conducted after the issue of this order.
4. The fee is payable by Indian Postal Order payable to the Deputy Secretary to Government, General Administration Department, Pondicherry (by designation only).
5. Fees once paid will not be refunded on any account.
6. Applications without the Indian Postal order will be summarily rejected.
7. Scheduled Caste/Scheduled Tribe and Ex-servicemen candidates are exempted from payment of fee for departmental tests.
8. L.D.G. Clerks are exempted from payment of fee for departmental test in Typewriting only.

In supersession of the earlier orders, the following instructions are issued for strict compliance in so far as admission of candidates to the departmental tests are concerned:

1. For departmental tests, all categories of staff except Class IV will be admitted.
2. Only candidates who are on regular employment in Government service, in any capacity, will be admitted to the departmental test.
3. The Departmental tests, such as departmental test for Medical Officers, Engineers, etc., the syllabus for which contain technical subjects will be thrown open to only such of those for whom they
are specifically prescribed and for those who are in line for promotion to such of the categories for whom it is prescribed.

(By Order of the Lieutenant-Governor)

P.S. PARTHASARATHY
Chief Secretary to Government

To

All Secretaries to Government,
All Heads of Departments/Offices,
Administrators of Karaikal, Mahé, Yanam,
The Central Record Branch, Pondicherry.
Copy to:

Stock file.
G.O. file.

\[\text{Signature:} \text{S. Duraisamy}\]
15.4.06

(B. Duraisamy)
Deputy Secretary to Government.

\[\text{Signature:} \text{B. Duraisamy}\]
15.4.06
Government of Pondicherry

Abstract

PUBLIC SERVICES - CONDUCT OF DEPARTMENTAL TESTS - REVISION OF ADMISSION FEES - ORDERS - ISSUED.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING)

G.O. MS. No. 16

Dt. 17-2-99

ORDER:

READ: GO.Ms.No.37, dated 15.4.1976 of General Administration Department, Pondicherry.

In the Government Order read above, the fee for admission to the Departmental Tests: Examination has been prescribed. The question of enhancing the fee has been engaging the attention of the Government, as a huge amount is being spent by way of payment of honoraria to the Examiners for setting up of Question Papers/Valuation of Answer Papers, payment of honoraria to the Invigilators, stationary charges etc., and with a view to meet a part of the above expenditure it has been decided to increase the fee to be collected from the candidates appearing for the Departmental Tests/Competitive Examination.

2. Accordingly in partial modification of the G.O. read above the fee prescribed for the Departmental Test and Competitive Examination stands increased from Rs.5/- to Rs.10/- as indicated below with immediate effect.

   i. For competitive Examination - Rs.10/-
   ii. For Departmental Test after two attempts - Rs.10/-

3. No fee is collected in the following cases:-

   i) Departmental Test for the first two attempts
   ii) In the case of SC/ST/PH/Ex-servicemen for Competitive Examination as well as Departmental Test.

4. This issues with the concurrence of the Finance Department vide their U.O. No.14310/88/F4, dated 16.02.1999.

/BY Order of the Lieutenant Governor/

(T. DjanaguiramanE)
UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All Sectt. Departments
2. All Heads of Departments/offices
3. The Regional Executive Officer, Karaikal/Yche/Yanam
4. The Central Records Branch, Pondicherry.
5. The Stock file.
GOVERNMENT OF PUDUCHERRY
ABSTRACT

DP&AR (Exam) – Syllabus of the Accounts Test for Executive Officers – Amendment – Orders – Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)


Read: G.O. Ms. No.52/74-(Exam) dated 01.06.1974
of the General Administration Department,
Pondicherry.

---0---

ORDER:

The following amendment is issued to the G.O. read above:-

AMENDMENT

In the G.O. read above, for the entries against Serial Number (i) viz., ‘General Financial Rules 1963’ and for the entries against Serial Number (ii) viz., ‘C.T.Rs., Volume I (Part V Chapters I to V)’ the following shall be substituted:-

(i) ‘General Financial Rules, 2017 and as amended from time to time.’

/ By Order of the Lieutenant Governor /

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT
(DP&AR-EXAM)

To

1. All Secretariat Departments.
2. The Collector, Puducherry, Karaikal.
3. All Heads of Department/ Offices.
4. The Administrator, Mahe / Yanam.
5. The Central Record Branch, Puducherry.
7. Stock file.
ACCOUNTS TEST FOR EXECUTIVE OFFICERS

TIME ALLOWED: THREE HOURS

Note:
1) Answer any Five Questions
2) All questions carry Equal Marks
3) Quote Rules and Orders in support of your answer
4) Books allowed are as per existing Government Orders

I (a) Define “Special Pay” (5 marks)
    (b) State the conditions on which the service Counts for increment in a timescale (15 marks)

II (a) Define the term “Family” with reference to Travelling Allowance Rules (10 marks)
    (b) State the recoveries that can be made from Subsistence Allowance of a government servant under suspension with or without his consent. State the recoveries that should not be made from the Subsistence Allowance. (10 marks)

III (a) What is the effect of dismissal, removal or resignation on Leave at credit? Under (CCS) Leave Rules 1972 (15 marks)
    (b) Indicate the maximum number of Earned Leave that may be Granted to a Government Servant at a time (5 marks)

IV (a) Define Qualifying Service under (CCS) Pension Rules 1972 (5 marks)
    (b) State the provisions under (CCS) Pension Rules 1972 for the grant of Retirement Gratuity and Family Pension to the family of a Government Servant whose whereabouts are not known (15 marks)

V (a) For what purpose is advances from GPF are permissible? (10 marks)
    (b) State the provisions under GPF Rules for conversion of advances into withdrawal. (10 marks)
VI  (a) What are the penalties that may be imposed on a Government servant under CCS (CCA) Rules? Which of them would fall under the category of “major” and “minor” penalties? (10 marks)
(b) What are the administrative actions that do not amount to a penalty within the meaning of CCS (CCA) Rules 1965? (10 marks)

VII What are the general principles that should be observed by the subordinate officers while entering into contracts involving expenditure from public funds? (20 marks)

VIII  (a) What is the procedure for cancellation of cheques? (10 marks)
(b) Write short notes on
   i. Absence Statement (5 marks)
   ii. Arrear Claim (5 marks)