

No.A-34012/3/2011-DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 14.06.2013

I.D. NOTE / MEMORANDUM

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

Ref: G.O.Ms.No.74, dated 30.08.1972 of the then Appointments Department, Puducherry read with G.O.Ms.No.20/74-(Exam), dated 05.02.1974; G.O.Ms.No.52/74-(Exam), dated 01.06.1974 and G.O.Rt.No.169/82-GAD (Exam) dated 23.11.1982 of the General Administration Department (Examination Cell), Puducherry.

The **ACCOUNTS TEST FOR EXECUTIVE OFFICERS** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of August 2013.

2. The Heads of Departments / Offices are requested to kindly 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 to whom this test is relevant 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 02.07.2013** 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 or incomplete shape, 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 of the GAD, Puducherry.

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

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-II/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. The candidates who have already submitted their applications in response to the Circular No.A-34016/1/2010/DPAR(Exam), dated 05.08.2011 of the DP&AR(PW), Puducherry, need not apply again. 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.

(M. KANNAN)

**UNDER SECRETARY TO GOVERNMENT
(DP&AR-II/EXAM)**

Encl: As above.

To

All Heads of Departments/Offices, Puducherry (Excluding Judicial Department).
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application: **02-07-2013**

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. Name of the candidate :
(In full and **BLOCK CAPITAL**)
2. i) Designation :
ii) Present official address :

iii) In case the official is on deputation,
the name of the Department / Office
from which deputed to be furnished :
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 Scheduled Caste /
Scheduled Tribe/Ex-Serviceman/Physically Handicapped
(Answer YES or NO) :
ii) If YES, specify S.C./S.T./XSM/P.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.

SIGNATURE OF THE HEAD OF
DEPARTMENT / OFFICE :

Place:

Date:

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.

O R D E R:

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 Control.
- (ii) Compilation of G.F.Rs. 1963.
- (iii) Central Government Treasury Rules Vol.I & II.
- (iv) ✓ C.S.R. Vol.I & II.
- (v) ✓ F.Rs. & S.Rs. Vol.I & II.
- (vi) ✓ The Central Civil Service (Revised Leave) Rules 1933.
- (vii) The Provident Fund Act 1925 and the General Provident Fund (Central Services) Rules 1980.
- (viii) Compilation of the D.F.P.Rs.1958.
- (ix) Budgeting.
- (x) Performance Budgeting.
- (xi) An Instruction to Indian Government Accounts and Credits (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 - Prescribed

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.20/74-(Exam)

Dated: 5th February, 1974.

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

ORDER:-

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

C O R R I G E N D U M

- 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/Maho/Yanam.

Sd/-
(S. AROUL)
Deputy Secretary to Government

/COPY/-

GOVERNMENT OF PONDICHERRY
ABSTRACT

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

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.52/74-(Exam)

Dated: 1st June, 1974.

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:

- i . G.F.Rs., ~~1963~~ ²⁰⁰⁵. *The Central Govt. Account (Receipts and Payments) Rules, 1983*
- ii . G.F.Rs., Volume I (Part V Chapters I to V).
- iii . 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).
- iv . C.S.R. Volume II (Appendix Nos.2,4,16,18,48 and 51 as per details given in the annexure to this order).
- v . C.C.S. (Pension) Rules, 1972 and C.C.S.(Leave) Rules 1972.

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

*Replaced by
corrected
items*

To
All Secretaries to Government.
All Heads of Departments/Offices.
Copy to:
1. The CRB, Pondicherry.
2. The Stock file. 3. The GO file.

Duration: 3 Hours
Max. Marks: 100
Min. Marks: 40.

ANNEXURE

- Appendix 2: Delegation of Financial Powers Rules, 1958, as amended from time to time.
- do- 4: Central Civil Services (Temporary Services) Rules, 1965.
 - do- 16: The Central Civil Services (Classification, Control and Appeal) Rules, 1965.
 - do- 18: The Central Civil Service (Conduct) Rules 1964.
 - do- 48: General Provident Fund (Central Services) Rules 1960.
 - do- 51: Central Services (Medical Attendance) Rules.

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

/COPY/

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 /82-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 read 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/Yanam with spare copies.
G.O. file/Stock file.

(N. PAJANISSAMY)

DEPUTY SECRETARY TO GOVERNMENT

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

...2/-

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. Mukia Sevika
79. Executive Officer Grade-II(HRI)

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No.3-1/83-GAD(Exam)
GOVERNMENT OF PONDICHERRY
General Administration Department

Pondicherry-605001, the 4th July '83

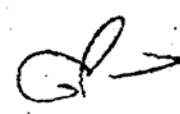
U.O. NOTE/MEMORANDUM

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 administrative 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 hithertofore.

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/c 
(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

DES. 11/11/83
To -

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

vb.4.7.

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GENERAL ADMINISTRATION DEPARTMENT

Dated: 15 th 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.38941/74-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 fees 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. Cs/Clerks are exempted from payment of fee for departmental test in Typewriting only.

2. 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

: 2:

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)

E.S. PARTHASARATHY
CHIEF SECRETARY TO GOVERNMENT

To

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

Copy to:

Stock file.
G.O. File.

B. Dourassamy

(B. DOURASSAMY) 15.4.76.
DEPUTY SECRETARY TO GOVERNMENT.

154 N/ 15-4-76

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, stationery 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 - Rs.10/-
two attempts
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.14310/98/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/Mahe/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

Date: 22-1-2011 (97)

GOVERNMENT OF PUDUCHERRY

Time: 9.30 AM to 12.30 PM

Accounts Test for Executive Officers

Time allowed: Three hours

Maximum marks: 100

- Note: 1) Answer any **FIVE** questions
2) Quote the Rules/Orders in support of your answer
3) Books are allowed as per the instructions of the Government
4) Marks allotted to each question is indicated against each.

- | | | |
|------|---|----|
| I. | (a) What is the currency of the sanctions issued by the Government?
Do all sanctions expire after this period? | 15 |
| | (b) What are the instructions to be followed where assumption of charge involve responsibility for cash, stores, etc. | 5 |
| II. | What are the instructions to be followed by Drawing Officers with regard to preparation of bills presented to Accounts Office for payment? | 20 |
| III. | Describe briefly the various stages prescribed under Rules for preparation, completion and presentation of pension papers of a Government servant who is due to retire on superannuation? | 20 |
| IV. | (a) Indicate the maximum days of Earned leave that may be granted to a Government servant at a time? | 10 |
| | (b) To what extent and subject to what conditions may leave of one kind be commuted into leave of another kind? | 10 |
| V. | (a) What Travelling Allowance is admissible to a Government servant who is transferred from one station to the other in public interest? | 15 |
| | (b) Under what circumstances a Government servant is entitled to claim additional fare for both onward and return journey in addition to normal transfer T.A. | 5 |
| VI. | (a) What are the occasions under which a Government servant shall be deemed to have been placed under suspension by the Appointing Authority? | 10 |
| | (b) What is an ex-parte enquiry? How is it to be conducted? | 10 |

P.T.O.

22/1

- VII. (a) Explain briefly the provisions contained in GPF (Central Services) Rules, 1960 regarding enhancement, reduction and stoppage of subscription to the G.P.F.? 10
- (b) State the classes of Government servants exempted under rules from producing a Certificate of health? 10
- VIII. (a) Explain the option available to a Government servant for fixation of pay on promotion/appointment to a higher post? 10
- (b) When the dismissal, removal or compulsory retirement of a Government servant is set aside by a Court of Law, how is the period of absence from duty regulated and what payments are made for such period? 10
- ~~~~~
- Signature*