

No.A-34012/3/2017/DP&AR(Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated:13.10.2017.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Conduct of **ACCOUNTS TEST FOR SUBORDINATE OFFICERS** - Application - Called for - Regarding.

Ref: 1. G.O.Ms.No.45 (MS)/82, dated 21.07.1982 of the General Administration Department, Puducherry.
2. G.O.Ms.No.88/91-DP&AR (Exam), dated 23.09.1991 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.
3. G.O.Ms.No.84/2016/DP&AR(Exam) dated 05.08.2016 of the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry.

The **Accounts Test for Subordinate Officers** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of December, 2017.

2. The Heads of Departments / Officers 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 and forward the 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 17.11.2017** 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. **ONLY THOSE OFFICERS / STAFF FOR WHOM THE TEST IS PRESCRIBED NEED APPLY.**

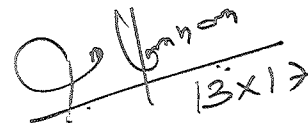
3. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.C.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 of the GAD, Pondicherry.

4. Those who have already appeared for the test twice, except Scheduled Castes / Scheduled Tribes / 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(PW), PUDUCHERRY (by designation only) payable at PUDUCHERRY as admission fee in accordance with the G.Os. cited at para 3 above, failing which their applications will summarily be rejected.

5. 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.

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

7. This I.D.Note/Memorandum and the Syllabus of the test have been hosted in the official website <http://cpar.puducherry.gov.in> for reference.



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

Encl: As stated.

To

All Secretariat Departments.
All Heads of Departments / Offices.
The Collector, Karaikal.
The Regional Administrator, Mahe / Yanam.

Last Date for submission of Application **17-11-2017**

APPLICATION FORM FOR ADMISSION TO **ACCOUNTS TEST FOR SUBORDINATE 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 (if any) :
- v) Candidate's 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 : Date :
Designation :
- iii) Date of appointment in the present post :
8. i) Whether passed any of the parts of **Accounts Test for Subordinate Officers** (Part-I or II) (Answer **YES** or **NO**) :
- ii) If **YES**, indicate the date of passing of the test : Part - I :
: Part - II :
9. 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 :
10. Fee paid, if any, vide Indian Postal Order Number, Date and Amount :
11. Name of the Centre in which the candidate is to be examined (**PUDUCHERRY / KARAIKAL / MAHE / YANAM**) :
12. Specify the papers(s) of the test which the candidate is willing to attend (**Part-I / Part-II / Both Parts**) :

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 Subordinate Officers, Junior Superintendent/Accounts Examination and Higher Accounts tests - Syllabus - Re-arrangement of syllabus of the Accounts test for subordinate officers - Orders - Issued.

GENERAL ADMINISTRATION DEPARTMENT
(Examination Cell)

Order No. 45 (Ms)/82

Pondicherry-605001, the 21st
20th
July '82

Read:-

1. G.O.Ms.No.59 dated 14-4-73
2. G.O.Ms.No.2/74(Exam) dated 3-1-1974.

ORDER:-

The syllabus of the Accounts Test for Subordinate Officers has been prescribed in the G.O. first read above and subsequently amended by the G.O. second read above. It has been under consideration of the Government for some time to rearrange the said syllabus. After careful consideration the Lieutenant Governor has been pleased to order that the subjects in part-I and part-II of the Accounts Test for subordinate officers and the duration of the test be revised and the order issued in the G.O. first cited above be amended as follows:-

AMENDMENT

In the General Administration Department's G.O.Ms.No.59 dated 14.4.1973, for sub-para-I relating to the Accounts test for subordinate officers and the entries thereunder the following shall be substituted:-

1. The Accounts Test for subordinate officers:-

Part-I

- i) F.Rs - Chapter I to VI, VIII and IX except portions relating to Standard Rent.
- ii) S.Rs - Only portions relating to Travelling Allowance rules
- iii) C.C.S. (Leave) Rules, 1972
- iv) C.C.S. (Pension) Rules, 1972
- v) Overtime Allowance rules
- vi) Orders regarding Children Education Allowance and reimbursement of tuition fees.

Part-II

- i) General Financial Rules, 1963-Chapters 1 to 7, 11 and 14.
- ii) Central Treasury Rules, Volume-I-part V Chapters 1 to 5
- iii) Account Code Volume-I-Definitions and chapters 1, 2, 4 and 6
- iv) Central Medical Attendance Rules
- v) Leave Travel Concession Rules

2/-

2 :-

The time and maximum and minimum marks allotted for these parts are as follows:-

| | Time | Marks | |
|------------|---------|---------|---------|
| | | Minimum | Maximum |
| 1) Part-I | 2 hours | 40 | 100 |
| 2) Part-II | 2 hours | 40 | 100 |

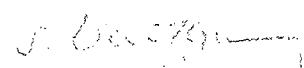
-/BY ORDER OF THE LIEUTENANT GOVERNOR/-

R. BADFINATH
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Pondicherry.
All Heads of Departments/Offices.
The Administrators, Karaikal, Mahe and Yanam with
spare copies.

Copy to: The Central Record Branch, Pondicherry.
Stock file/G.D. file.


(S. VAITHYANATHAN)
DEPUTY SECRETARY TO GOVERNMENT

v5.10.7.

GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Syllabus of the Accounts Test for Subordinate Officers - Amendment - Orders - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * *

G.O.No. 09/91-P&AR(Exam) Pondicherry, the 23rd September 1991.

READ: G.O.No.45/82, dated 21-7-1982 of the
General Administration Department (Examination
Cell), Pondicherry.

* * *

ORDER:

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

A M E N D M E N T

In the G.O. read above, under Part-II, for the entries against Serial Numbers (ii) and (iii) viz. "Central Treasury Rules - Volume-I Part-V -- Chapters 1 to 5" and "Account Code - Volume-I - Definitions and Chapters 1,2,4 and 6", the following shall be substituted:-

- (ii) The Central Government Account (Receipts and Payments) Rules, 1903.
- (iii) The Government Accounting Rules, 1990.

/ BY ORDER OF THE LIEUTENANT GOVERNOR /

SUBHASH SHARMA
CHIEF SECRETARY TO GOVERNMENT

To

All Secretariat Departments
All Heads of Departments / Offices.
The Administrator, Karaikal / Mahe / Yanam.

Copy to:-

1. The Central Record Branch, Pondicherry.
2. The Services Section-I (DP&AR), Pondicherry.
3. The Services Section-II (DP&AR), Pondicherry.
4. The D.O. File.
5. Stock File.

FORWARDED / BY ORDER

Hasan
23/9/91
(A. MOHAMMED HASAN)
JOINT SECRETARY TO GOVERNMENT.

S.A.

GOVERNMENT OF PUDUCHERRY
ABSTRACT

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

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

* * * *

G.O. Ms. No. 84 /2016/DP&AR (Exam)

Puducherry, dt.: 05-08-2016.

Read: 1. G.O. Ms. No. 45/82, dated 21.7.1982 of the
General Administration Department
(Examination Cell), Pondicherry.

2. G.O. Ms. No 88/91-P&AR (Exam) Pondicherry
dt the 23rd September 1991 of Department
of Personnel And Administrative Reforms
(Personnel Wing)

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ORDER:

The following amendment is issued to the G.O. 1st read above:-

AMENDMENT

In the G.O. 1st read above, under Part II, for the entries against Serial Number (i) viz.,
'General Financial Rules 1963, the following shall be substituted:-

(i) 'General Financial Rules, 2005'



(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

DP&AR-EXAM

To

1. All Secretariat Departments.
2. All Heads of Department/ Offices.
3. The Administrator, Karaikal / Mahe/ Yanam.
4. The Central Record Branch, Puducherry.
5. The G.O. File.
6. Stock file.

GOVERNMENT OF PUNJAB
ADVISORY

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

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.37

Dated: 15th April, 1976

ORDER:

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 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 investigators, 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 taken in the departmental test(s). Accordingly, the following orders are issued with regard to the payment of fees.

1. A fee of Rs.5/- to 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, Fardesherry (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. Os/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

and 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)

D. S. PANTHASWATHY
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:

Secy. D.O.
C.O. File.

D. Panthaswathy

(D. PANTHASWATHY)

DEPUTY SECRETARY TO GOVERNMENT.

15/4/26
W/15/26

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.

1. For competitive Examination - Rs.10/-
- 1b. 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 issued with the concurrence of the Finance Department vide their U.O. No.14310/86/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/Mehs/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

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

Pondicherry-605004, the 4th July 1974

U. D. 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 hitherto.

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.

(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

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

wb.4.7.

ACCOUNTS TEST FOR SUBORDINATE OFFICERS

(WITH BOOKS)

PART-I

Time allowed: Two Hours

Maximum marks: 100

Books allowed:-

- 1) Fundamental rules
- 2) Supplementary Rules (TA) rules
- 3) CCS (Leave) Rules, 1972
- 4) CCS (Pension) Rules, 1972
- 5) Over Time Allowance Rules
- 6) Orders regarding Children Education Allowance and Reimbursement of Tuition Fees

Note:-

1. Answer any five questions
2. All questions carry equal marks
3. Quote authority wherever necessary

1. a) Can a pension once sanctioned be withheld or withdrawn subsequently? If so, under what circumstances and by whom (10 marks)
- b) By whom and under which conditions Retirement Gratuity and Family Pension can be granted to the family of a Government servant whose whereabouts are not known? (10 marks)
2. a) From which date is commuted portion of pension of a Government servant to be restored? Describe the procedure (10 marks)
- b) Can a resignation from service tendered by a Government Servant be allowed to be withdrawn? If so, under what conditions may the withdrawal be allowed? (10 marks)
3. a) How is pay fixed in the following cases? (15 marks)
 - i) When an official is transferred from one ex-cadre post to another ex-cadre post?
 - ii) When an official reverts from an ex-cadre post to an identical/equivalent cadre post?
- b) What are the points on which the Competent Authority should record his orders in cases of reduction of a Government servant to a lower pay in the pay band? (5 marks)

4. a) To what extent and subject to what conditions may leave of one kind be commuted into leave of another kind? (10 marks)
- b) What are the conditions for grant of commuted leave? (10 marks)
5. a) What Travelling Allowance is admissible to a Government servant who is transferred from one station to another in the interests of service? (10 marks)
- b) What is Daily Allowance? When may it be drawn and what are limitation to its payment? (10 marks)
6. Write short notes on **any four** of the following:- (4 x 5 = 20 marks)
- a) Special pay
 - b) Paternity leave
 - c) Compensation pension
 - d) Foreign service
 - e) Daily Allowance
7. Comment on **any four** of the following (4 x 5 = 20 marks)
- a. Two advance increments were sanctioned in the time scale of a post by an authority competent to create the post, as reward for meritorious work.
 - b. The period of overstayal of earned leave is debited against half-pay leave and the Government servant was paid leave salary as if he was on half-pay leave.
 - c. A female Government servant applied for maternity leave on the basis of a Medical Certificate confirming threatened abortion
 - d. A Government servant who has completed 20 years of qualifying service has applied for voluntary retirement from Government service. He was to avail of EOL during the period of his notice of voluntary retirement
 - e. A Government servant on tour to Shimla had to extend his stay for two days on account of absence of train services due to heavy snowfall. He claimed DA for the two days of extended halt.

13/05/2014

ACCOUNTS TEST FOR SUBORDINATE OFFICERS

(WITH BOOKS)

PART-II

Time allowed: Two Hours

Maximum marks: 100

Books Allowed:-

- 1) General Financial Rules, 2005
- 2) The Central Government Account (Receipt & Payment) Rules, 1983
- 3) The Government Accounting Rules, 1990
- 4) Central Medical Attendance Rules, 1944
- 5) Leave Travel Concession Rules, 1988

Notc:-

- 1) Answer any five questions
 - 2) All questions carry equal marks
 - 3) Quote authority wherever necessary
-

1. a) What is the currency of sanction? Do all sanctions expire after this period? (10 marks)

- b) What are the rules for grant of permanent advance? (10 marks)
2. a) Describe the cases in which drawal and disbursements for part of a month is permitted. (10 marks)
- b) Mention the procedure for repayment of lapsed deposits. (10 marks)
3. a) Mention the instructions to be followed in the disposal of surplus and unserviceable stores. (10 marks)
- b) What are the precaution to be taken for the prevention of the fraudulent use of sub-vouchers? (10 marks)
4. a) Mention the principles governing the allocation of expenditure on a Capital Scheme between Capital and Revenue Accounts (10 marks)
- b) What are the rules governing classification of Pay & Allowances (other than travelling allowances) of Government servants? (10 marks)
5. a) What are the conditions attached to grant of advances to a Government servant who intends availing the Leave Travel Concession? (10 marks)
- b) What are the instructions to be observed in cases in which the transfer of charge involves assumption of responsibility for cash, stores etc (10 marks)

6. Write short notes on **any four** of the following (4 x 5 = 20 Marks)

- a) Cost plus Contract
- b) Vote on Account
- c) Fully vouched contingencies
- d) Supplementary Grants
- e) Arrear claims

7. Comment on **any four** of the following :- (4 x 5 = 20 Marks)

- a. A Government servant who has not availed the LTC to visit home town for the block years 2010 and 2011 and to visit 'any place in India' for the block years '2010 to 2013' desires to avail the LTC to visit his home town as well as to visit any place in India during 2012. The DDO refused to permit.
- b. A Government servant requests for issue of duplicate receipt on the allegation that the original has been lost. The Head of office rightly obliged.
- c. An order for refund of revenue issued on 1st April, was presented for payment on 15th July and the payment was authorized.
- d. The travelling expenses of a Government servant working in Department 'X' was not debited to head that to which his pay is debited since Government has issued special orders authorizing a deviation.
- e. The last date prescribed for a tender enquiry advertised was 25th March. However to have more competition, a bid submitted by 'x' on 29th March was accepted.