I.D. NOTE / MEMORANDUM

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

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.3-1/63-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), PUDUCHERY (by designation only) payable at PUDUCHERY 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.
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

   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

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.

Place:
Date:

SIGNATURE OF THE HEAD OF DEPARTMENT / OFFICE

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
Supintendent/Accountant Examination and Higher Accountants 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 29th July '82

Read:-
1. G.O.No.59 dated 7-4-73
2. G.O.No.74(Exm) dated 3-1-1974.

O R D E R:-

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.No.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

1) 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. (Leaves) 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, 1563- 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 1,3,2,4 and 6

iv) Central Medical Attendance Rules

v) Leave Travel Concession Rules
The time and maximum and minimum marks allotted for these posts are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>Maximum</td>
</tr>
<tr>
<td>1) Part-I</td>
<td>2 hours</td>
</tr>
<tr>
<td>2) Part-II</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

-/BY ORDER OF THE LIEUTENANT GOVERNOR/-

R. BADGINATH
CHIEF SECRETARY TO GOVERNMENT

To

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

Copy to: The General Record Branch, Pondicherry.

(S. VAIHYANATHAN)
DEPUTY SECRETARY TO GOVERNMENT

vb.10.7.
GOVERNMENT OF PONDICHERRY

ABSTRACT

Public Services - Syllabus of the Account Test for Subordinate Officers - Amendment - Order - Issued.

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

G.O.No. 89/71-DAAR (Exam) Pondicherry, the 23rd September 1991.

READ: G.O.No.65/92, dated 21-7-1992 of the General Administration Department (Examination Cell), Pondicherry.

ORDER:

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

A M M E N D M E N T

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


/ BY ORDER OF THE LIEUTENANT GOVERNOR /

SUSHMA SHARMA

CHIEF SECRETARY TO GOVERNMENT

To

All Secretarial Departments
All Heads of Departments / Offices,
The Administrator, Karaikal / Mahb / Yanam.

COPY TO:

1. The Central Record Branch, Pondicherry.
2. The Services Section-I (DPAR), Pondicherry.
3. The Services Section-II (DPAR), Pondicherry.

FORWARDED / BY ORDER

[Signature]

JOINT SECRETARY TO GOVERNMENT.

D.L.
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.


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'

To

1. All Secretariat Departments.
2. All Heads of Departments/ Offices.
3. The Administrator, Karikal / Mahe/ Yanam.
4. The Central Record Branch, Puducherry.
5. The G.O. File.
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 prenoticed rules and communicated in advance. The dates of such tests are announced in advance and conducted as per the rules.

Tests for the categories of officers/staff for whom they are specifically prescribed, either separately or collectively, are conducted as per the rules. Such tests have also been conducted for the categories of officers/staff for whom they have been prescribed as per the rules.

Each candidate has been examined in the departmental tests, and the results have been declared.

1. A fee of Rs.5/- will be collected for each departmental test. A separate fee for each test will be charged.
2. The fee payable will be Rs.5/- even if a candidate is not interested in appearing for the test.
3. The number of attempts for the purpose of collection of fees will be unlimited.
4. The fee is payable by Indian Postal Order payable to the Deputy Secretary to Government, General Administration, Foreign Service (by nomination only).
5. No fees will be refunded to any candidate.
6. Applications without the Indian Postal Order will not be entertained.
7. Scheduled Castes/Scheduled Tribes and Other Backward Class candidates are exempted from payment of fees for departmental tests.
8. In Departmental Tests, there is no examination for anyone, and the candidates are exempted from payment of fees for departmental tests.

In accordance with the earlier orders, the following instructions are issued for the conduct of departmental tests:

1. For departmental tests, all categories of staff except Class IV will be examined.
2. Only candidates who are on regular employment in the Government service, in any capacity, will be entitled to the departmental tests.
3. The departmental tests, except departmental tests for Medical Officers, Engineers, etc., will be conducted for those who have been examined in the departmental tests.
and practically prohibited and for those who are in
line for promotion to each of the categories for whom it is
prescribed.

[By Order of the Election Officer]

D. J. PATHAK
RECIPIENT OF AWARD

To

All Secretaries in Command

M. N. MADASON, Secretary

Chief Secretary, U.P., Lucknow

Copy to:

From: 

D. J. PATHAK

[Signature]

[Date: 25-07-1967]

[Address: Secretary to Government, U.P., Lucknow]
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. No. 15
DL 17-2-99

ORDER:

READ: G.O.No.37, dated 16.4.1976 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 examined. The attention of the Government is now being called to the expenditure on account of payment of honorarium to the Examiners for setting up of question papers, valuation of answer papers, payment of honorarium to the invigilators, stationery charges etc., and with a view to dwelt 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. 6/- to Rs. 10/- as indicated below with immediate effect:

1. For competitive Examination - Rs. 10/-
2. 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.1410/98/F4, dated 18.02.1999.

(By) Order of the Lieutenant Governor

(T. Janaqaurikane)
UNDER SECRETARY TO GOVERNMENT

To

1. The All Secretaries to Government/All ex-crt. Departments
2. All Heads of Departments/offices
3. The Regional Executive Officer, Karikalan/Thir/Mah/Thiruvallur.
4. The Central Records Branch, Pondicherry.
5. The Stock file.
Departmental tests have been prescribed for various categories of officials of the Administration and tests are being conducted periodically by this department as per the programme given 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 inconvenience. The matter has been carefully examined by this Administration and it has been decided that only officials who belong to the category for whom 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 superordinate officials and the common general departmental tests for Ministerial staff will remain as before.

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 intimate 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.

(Sign) W. PACHAIYAM 
DEPUTY SECRETARY, GOVERNMENT

To
All Secretariat Departments
All Heads of Departments/Offices
Administrators, Hospital/HMH/Yenan with copies.
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)

   ..2..
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 overstay 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.
ACCOUNTS TEST FOR Subordinate Officers
(WITH BOOKS)

PART-II

Time allowed: Two Hours

Books Allowed:
1) General Financial Rules, 2005
2) The Central Government Account
   (Receipt & Payment) Rules, 1983
4) Central Medical Attendance Rules, 1944
5) Leave Travel Concession Rules, 1988

Note:-
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 (10 marks)
    after this period?
    b) What are the rules for grant of permanent advance?
    (10 marks)

2. a) Describe the cases in which withdrawal and disbursements for part (10 marks)
    of a month is permitted.
    b) Mention the procedure for repayment of lapsed deposits.
    (10 marks)

3. a) Mention the instructions to be followed in the disposal of (10 marks)
    surplus and unserviceable stores.
    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 (10 marks)
    on a Capital Scheme between Capital and Revenue Accounts
    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 (10 marks)
    Government servant who intends availing the Leave Travel Concession?
    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 \((4 \times 5 = 20 \text{ Marks})\)
   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 :- \((4 \times 5 = 20 \text{ Marks})\)
   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.