

No.A-34012/1/2016/DP&AR (Exam)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 23.08.2016.

I.D. NOTE / MEMORANDUM

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

Ref: G.O.Ms.No.45 (Ms)/82, dated 21.07.1982 of the General Administration Department (Examination Cell), Pondicherry read with G.O. MS. No.88/91-P&AR (Exam), dated 23.09.1991 of the DP&AR (Personnel Wing), Pondicherry.

The **Accounts Test for Subordinate Officers** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of September, 2016.

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 16.09.2016 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.

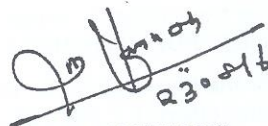
3. The admission of the candidates to the test will be regulated in accordance with the orders contained in G.O.Ms.No.37, dated 15.04.1976 of the GAD, Pondicherry, G.O. MS. No.16, dated 17.02.1999 of the DP&AR (Personnel Wing), Puducherry and U.O.Note/Memorandum No.3-1/83-GAD (Exam), dated 04.07.1983 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 Rs.10/- (Rupees ten only) drawn in favour of THE UNDER SECY. TO GOVT., 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, the Syllabus of the test and model Question Paper have been hosted in the official website <http://dpar.puducherry.gov.in> for reference.


23.08.16

(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: 16-09-2016

APPLICATION FORM FOR ADMISSION TO THE **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 **BLOCK CAPITAL**) :
- ii) Candidate's PRAN / GPF Number :
- iii) Candidate's Mobile Number :
- iv) Candidate's e-mail Id (if any) :
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 :
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 the post holding on regular basis :
4. Classification of the post :
5. Educational Qualification :
6. i) Whether the candidate belongs to Scheduled Castes / Scheduled Tribes / Ex-Servicemen / 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 Date : -
- iii) Date of appointment in the present post Designation :
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 Paper(s) of the test which the candidate is willing to attend (**Part-I / Part-II / Both Part**) :

Place:
Date :

SIGNATURE OF THE CANDIDATE

..2/-

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
18th
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.

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.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:-

I. 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/-

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

Certified that the particulars furnished for 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: SIGNATURE OF THE HEAD OF
DEPARTMENT / OFFICE :

Date : NAME & DESIGNATION WITH SEAL :

Note: (i) Application from deputation staff should be routed through their parent department only.

(ii) For uniformity, the printout of page 1 & 2 of Application Form may be taken in single sheet of LEGAL size paper (Both side).

-: 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. BADRINATH
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.O. file.


(S. VAITHYANATHAN)
DEPUTY SECRETARY TO GOVERNMENT

vb.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.Ms.No. 88/91-P&AR(Exam) Pondicherry, the 23 rd September 1991.

READ: G.O.Ms.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, 1983.

(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 G.O. File.
5. Stock File.

FORWARDED / BY ORDER

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

O.A.

O.
23/9

23/9

**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)**

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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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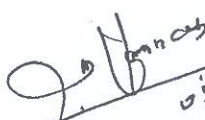

ORDER:

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

AMENDMENT

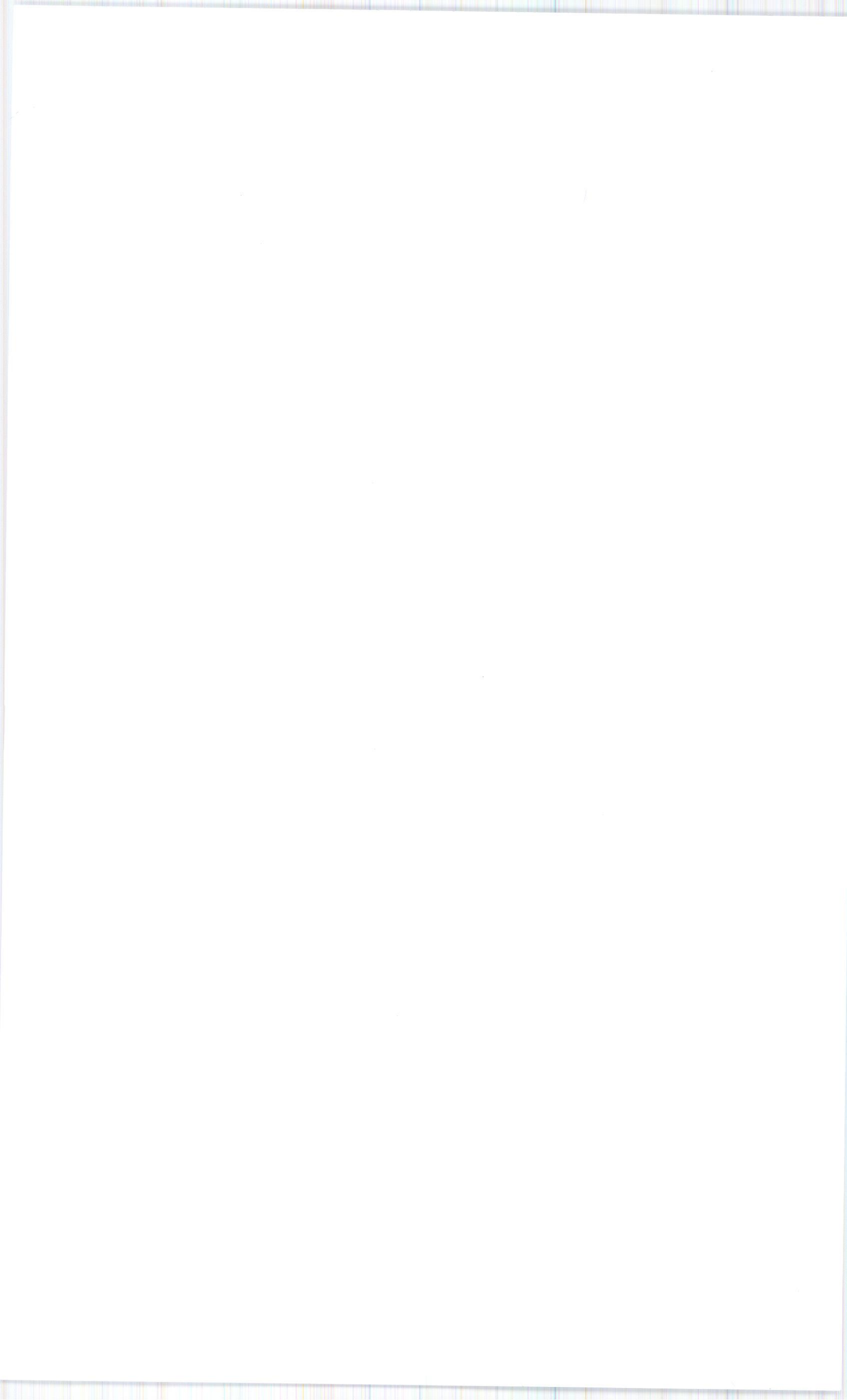
In the G.O. 1st read above, under Part II, for the entries against Serial Number (i) viz.,
'General Financial Rules 1963, the following shall be substituted:-

(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 PONDICHERY
ADSTRACT

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

GENERAL ADMINISTRATION DEPARTMENT

G.O.Ms.No.37

Dated: 15th April, 1976.

ORDER:

Government have proscribed 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 proscribed, 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. 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

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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)

G. 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.
C.O. File.

B. Dourssamy

(B. DOURSSAMY) 15.4.26
DEPUTY SECRETARY TO GOVERNMENT.

15.4.26

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 et., 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.14310/98/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/M'che/Yanam.
4. The Central Records Branch, Pondicherry.
5. The Stock file.

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

Pondicherry-605001, the 4th July 1983

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.

(N. PAJANISSAMY)
DEPUTY SECRETARY TO GOVERNMENT

To -

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

vb.4.7.

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21 FEB 2015

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) What constitutes 'interruption in service' and how does it affect pension?
What are the interruptions which do not entail forfeiture of past service?
(10 Marks)
 - b) Under what conditions can a resignation from service tendered by a Government Servant be allowed to be withdrawn?
(10 Marks)
 2. a) What is the procedure prescribed for the sanction of Family Pension and Residuary Gratuity on the death of a pensioner?
(10 Marks)
 - b) How far does a period of suspension count as qualifying service for pension?
(10 Marks)

3. a) What are the rules required to be followed in determining the pay of a newly created temporary post?
(10 Marks)
- b) What should a competent authority indicate in his order of punishment reducing a Government servant to a lower grade pay or post?
(10 Marks)
4. a) Bring out clearly the distinction between 'Extraordinary leave' and 'Leave Not Due'
(10 Marks)
- b) What is the action to be taken if a Government servant resigns or retires from service or quits service without returning to duty after study leave or within three years after return to duty?
(10 Marks)
5. a) How will you regulate Travelling allowance of a Government Servant who is required on any day to perform temporary duty at a place other than the normal place of duty?
(10 Marks)
- b) How is the Travelling Allowance regulated in case of a retiring Government Servant who wishes to settle down permanently at the last station of duty?
(10 Marks)
6. Write short notes on any four of the following:-
- a) Emoluments for the purpose of License fee
 - b) Joining time
 - c) Child adoption leave
 - d) Compassionate allowance
 - e) 'Mileage Allowance' and 'Daily Allowance'

(4 x 5 : 20 marks)

7. Comment on any four of the following:-

(4 x 5: 20 Marks)

- a) An officer appointed through UPSC is recommended only the grant of minimum pay of the post by the Commission but the Ministry concerned decides to grant him higher initial pay on the plea that it has such power under FR 27.
- b) An officer on transfer from one place to another travelled in the conveyance (Motor car) under its own propulsion. He claimed road mileage for self in addition to the cost of transportation of the car. The claim was admitted.
- c) A Government servant against whom departmental proceedings have been initiated after the date of his retirement, requests for commutation of a fraction of his pension and the Pension Sanctioning Authority considers the request on the ground that the proceedings have been initiated after his retirement from service.
- d) A Government servant due to retirement on 31-12-2013 AN on attaining the age of superannuation applies for grant of 'earned leave' for 275 days from 01-04-2013 as leave preparatory to retirement.
- e) A Government servant on transfer at his own request from station 'A' to station 'B' involving a distance of 500 KM was relieved from his old post on 15th July AN. He joins at the new station on 21st July FN. He claims duty pay and allowances for the period from 16 to 20th July.

21 FEB 2015

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

Note:-

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

1. a) State the procedure to be followed for cancellation of a cheque (10 Marks)
b) What is 'Personal Deposit Account'? What are the rules regarding opening of 'Personal Deposit Account'? (10 Marks)
2. a) What are the exceptions to the rule that all financial sanctions and orders should be communicated to the Audit Officer? (10 Marks)
b) Briefly narrate the principles to be followed in public procurement? (10 Marks)
3. a) Mention briefly the procedure to be followed in arrears payable on behalf of a deceased Government servant. (10 Marks)
b) Mention the principles to be followed while entering into contracts. (10 Marks)

4. a) Explain briefly about the five tier arrangement of classification structure of Government Accounts (10 Marks)
- b) The travelling expenses of a Government servant should be debited to the same head as his pay. What are the exceptions? (10 Marks)
5. a) What is the time limit prescribed for medical claims? (10 Marks)
- b) What is the time limit within which a claim for reimbursement of LTC should be preferred? (10 Marks)
6. Write short notes any 4 of the following:-- (4 x 5: 20 Marks)
- a) Permanent Advance
 - b) Performance Security
 - c) Fully vouched contingencies
 - d) Lapsed Deposits
 - e) Proforma Accounts
7. Comment on any four of the following:- (4 x 5: 20 Marks)
- a) A Government servant's claim for medical reimbursement for taking treatment in Port Trust Hospital was refused as not covered under CS(MA) Rules?
 - b) A Government servant visits his hometown during weekend holidays during 29th and 30th May and submits LTC Bill on 1st June.
 - c) A cheque drawn on 7th April was refused for payment when presented on 10 July for the reason it was not presented within three months.
 - d) Arrears of pay and certain allowances payable to a Government servant was decided to be placed in deposit on the ground that the payee was absent.
 - e) Pay and allowances drawn for the day of death of a Government servant who died at 7 AM, was disallowed by the Accounts Officer stating that the death has taken place outside office hours.

ΛΛΛΛΛΛ