

No.A-34012/3/2019/DP&AR(Exam)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated: 26.02.2019.

**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.

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The **Accounts Test for Subordinate Officers** as prescribed in the G.Os. cited is proposed to be conducted tentatively during the month of June, 2019.

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 22.03.2019** 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 **₹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://dpar.puducherry.gov.in> for reference.

/ BY ORDER /



**(V. JAISANKAR)**  
**UNDER SECRETARY TO GOVERNMENT**

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 **22-03-2019**

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) . . . . . :
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. and should enclose copy of relevant certificates (Community Certificate issued by the Revenue Authorities / Medical Certificate issued by the Medical Board). :
- The P.H. candidates who want to avail grant of extra time / provision of scribe facility to attend the test should enclose requisition letter stating reason for the same along with the proforma. :
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./Selvi \_\_\_\_\_ (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.



-: 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

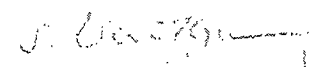

-/BY ORDER OF THE LIEUTENANT GOVERNOR/-

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.

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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)

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G.O.Me.No. 88/21-P&AR(Exam) Pondicherry, the 23 rd September 1991.

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

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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

(A. MOHAMED HASAN)  
JOINT SECRETARY TO GOVERNMENT.

O.A.

*Handwritten signature: Hasan*  
23/9/91  
*Handwritten initials: W*  
23/9

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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 23<sup>rd</sup> September 1991 of Department  
of Personnel And Administrative Reforms  
(Personnel Wing)

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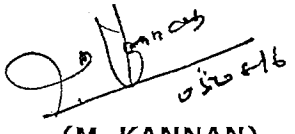

**ORDER:**

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

**AMENDMENT**

In the G.O. 1<sup>st</sup> 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.



: 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. Downessamy*

(B. DOWNESSAMY)  
DEPUTY SECRETARY TO GOVERNMENT.

15.4.76  
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 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/

*(Handwritten signature)*  
17/2/99

(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.

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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.

DESIgnated

c/c [Signature]

(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.

17-06-2018  
245  
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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) The pension papers of a Government servant could not be completed and forwarded to the Accounts officer responsible for issuing the Pension Payment Order within the time limit prescribed. What is the procedure to be followed in such cases? (10 marks)
- b) What is 'Invalid Pension'? What are the conditions for grant of such pension? (10 marks)
2. a) Can a Government servant apply for commutation of pension before actual retirement? If so, what procedure should be followed? (10 marks)
- b) How will the payment of family pension be regulated in case where the deceased male/female Government servant leaves behind a judicially separated widow/husband? (10 marks)
3. a) Under what circumstances can the service rendered by a Government servant in an ex cadre post be allowed to count towards initial fixation of pay on his reversion to his parent cadre? (10 marks)
- b) How would you regulate the pay of a Government servant, who has been reduced as a punitive measure to a lower grade or post, on his restoration to the original post? (10 marks)

4. a) Can 'Leave Not Due' be granted to a temporary Government servant?  
If so, under what conditions such leave may be granted? (10 marks)
- b) How is 'Leave Not Due' different from extraordinary leave? (10 marks)
5. a) What are the main provisions relating to drawl of Travelling Allowance by Government servants summoned to give evidence? (10 marks)
- b) How will you regulate the 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)
6. Write short notes on **any four** of the following:- (4 x 5 = 20 marks)
- a) Honorarium
  - b) Child Care Leave
  - c) Compassionate Allowance
  - d) Local journey
  - e) Subsistence Allowance
7. Comment on **any four** of the following (4 x 5 = 20 marks)
- a. A Section officer who performed the duties of another sanctioned post of a Section officer for a period of two months in addition to his own work was sanctioned honorarium of Rs 300 per month by the Head of the Department.
  - b. A Gazetted Government servant is on foreign service with a Public Sector Undertaking. The Administration of the undertaking sanctions the leave of the officer on the basis of eligibility calculated and certified by the Chief Accounts Officer of the Undertaking.
  - c. A Group B Government servant due to retire on superannuation on 31-12, applied for commuted leave for 20 days from 1-11- and visited a holy place availing LTC. The leave sanctioning authority sanctioned him earned leave on the ground that the Government servant had availed LTC.
  - d. A Government servant retired on superannuation while a departmental proceeding instituted against him for the imposition of minor penalty under Rule 16 of CCS(CCA) Rules, 1965, was still pending conclusion. The Accounts Officer ordered that the payment of Retirement Gratuity to the retired official be withheld till the conclusion of the proceedings.
  - e. A Government servant on transfer from Station 'A' to Station 'B' claims Travelling Allowance for his widowed daughter wholly dependent upon him and residing with him

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11-06-2018  
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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) Enumerate the principles on which emphasis is generally laid, for every officer incurring or authorizing expenditure from public funds. (10 marks)
- b) What are the instructions to be followed where assumption of charge involves responsibility for cash, stores, etc.? (10marks)
2. a) What is the procedure for dealing with claims, payment of which will cause excess over allotment? (10 marks)
- b) State the principles for allocation of expenditure between Capital and Revenue. (10 marks)
3. a) What is the procedure for cancellation of Cheque.? (10 marks)
- b) What are the allowances payable to any public officer in service of the Government which shall be exempt from attachment by order of a Court? (10 marks)
4. a) Mention how the classification and accounting of transactions pertaining to more than one Major Head of Account is done. (10 marks)
- b) State the procedure to be followed in the classification of Municipal rates and taxes on Government building (10 marks)

5. a) How will you regulate the claim for LTC to visit hometown in respect of children of a Government servant who are studying at a place away from Headquarters of the Government servant? (10 marks)
- b) What is the time limit prescribed for submitting medical claims? (10 marks)
6. Write short notes on **any four** of the following (4 x 5 = 20 Marks)
- a) Disbursing Officer
  - b) Performance Security
  - c) Personal Deposit Account.
  - d) Proforma Accounts
  - e) Buffer Stock
7. Comment on **any four** of the following :- (4 x 5 = 20 Marks)
- a. An advance of LTC was sanctioned to Shri J for visiting his hometown in June 2016. Shri J was under suspension from May 2016.
  - b. A Contractor in the case of a maintenance contract requested 100 percent payment in advance for the whole period of 12 months. The department agreed and made payment.
  - c. Accounts Department approved the proposal to record the value of a claim relinquished on the expenditure side of accounts as a specific loss.
  - d. The pay and allowances of an employee drawn for disbursement was ordered to be placed in deposit in Government Account on the ground of the absence of the payee.
  - e. A Government servant undergoing treatment for a particular ailment under two different systems of medicine submitted the claim for reimbursement. The DDO admitted the claim and made payment.

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